

AEREN LPO

# Deposition Summary

---

## Quality Parameters

**Piyush Mittal**

**11/22/2011**

## Deposition Summary Quality Parameters

Deposition Summarization is a very important document in the hands of attorneys. It forms a gist of the statements deposed by a witness. Thus, a summary should always be accurate, depict true information, and avoid repetitive information. There should also be no spelling errors, grammatical, punctuation and formatting errors in the final deposition summary.

**Below are few quality parameters:**

1. **Accuracy** – The gist or summary should provide accurate information as depicted in the original transcript.
2. **Sentence formation** – Sentence formation is one of the key aspects to good summary. The sentences formed should be very clear and should not be ambiguous.
3. **Format** - The summary should always be in proper format with the required headings, page numbers, line numbers etc.
4. **Grammar and spacing** – A summary needs to be grammatically correct. An incorrect grammar is always a look down upon thing.
5. **Spelling** – Spellings in a deposition summary must always be correct. Incorrect spelling is always a BIG NO.

Above are the basic parameters that need to be kept in mind while doing and evaluating deposition summaries.

