

# AAERT Certified Electronic Transcriber (CET) Practrice Exam (Sample)

## Study Guide



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## **Questions**

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- 1. What does "standard legal reference work" imply?**
  - A. A collection of legal precedents**
  - B. A thorough definition of terms used in law**
  - C. A source like Black's Law Dictionary**
  - D. A list of attorneys' briefs**
- 2. Which prefix denotes the concept of "air" in scientific terms?**
  - A. Pneumo-**
  - B. Photo-**
  - C. Phobia-**
  - D. Path-**
- 3. What is contained within the Official Record?**
  - A. Witness testimonies**
  - B. Judicial opinions**
  - C. Transcripts of court proceedings**
  - D. Settlements reached**
- 4. During which stage of a legal proceeding does allocution typically occur?**
  - A. Pre-trial**
  - B. Trial**
  - C. Sentencing**
  - D. Post-trial**
- 5. What is the purpose of a sequestering jury during a trial?**
  - A. To determine the factual basis of the case**
  - B. To protect jury members from external influences**
  - C. To expedite the trial process**
  - D. To alter jury selection rules**

- 6. What is the main implication of 'Inter Alia' in a legal document?**
- A. It emphasizes a singular point**
  - B. It lists all relevant findings**
  - C. It specifies multiple items**
  - D. It focuses on reported results**
- 7. In medical terminology, what does "cerebro-" pertain to?**
- A. Cell**
  - B. Heart**
  - C. Bile**
  - D. Brain**
- 8. What does the Fortune 500 list represent?**
- A. A report on the world's fastest-growing companies**
  - B. A ranking of significant corporations in the U.S.**
  - C. The top 500 universities in America**
  - D. A list of technology startups**
- 9. What is the significance of the acronym FTC in business contexts?**
- A. Federal Trade Commission which regulates trade practices**
  - B. Federal Taxation Code managing tax laws**
  - C. Financial Trust Committee overseeing banking**
  - D. Federal Transportation Commission handling transport regulations**
- 10. The term "onco-" is commonly associated with which of the following?**
- A. Opening**
  - B. Tumor**
  - C. Shape**
  - D. Condition**

## **Answers**

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1. C
2. A
3. C
4. C
5. B
6. C
7. D
8. B
9. A
10. B

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## **Explanations**

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**1. What does "standard legal reference work" imply?**

- A. A collection of legal precedents**
- B. A thorough definition of terms used in law**
- C. A source like Black's Law Dictionary**
- D. A list of attorneys' briefs**

The term "standard legal reference work" typically refers to widely recognized and authoritative sources that legal professionals rely on for accurate information and definitions. A prominent example of this is Black's Law Dictionary, which is considered a definitive resource for legal terminology and concepts. It serves as a reference point for understanding legal terms and ensuring clarity in legal writing and discussions. This choice as the correct answer emphasizes the importance of established legal dictionaries and reference works that are widely used in the legal field. Black's Law Dictionary specifically is known for its comprehensive definitions, making it a cornerstone of legal literature. In contrast to collections of legal precedents, definitions of terms, or lists of attorneys' briefs—though all relevant in certain contexts—none have the broad applicability and recognition as a standard reference work that Black's Law Dictionary holds among legal professionals.

**2. Which prefix denotes the concept of "air" in scientific terms?**

- A. Pneumo-**
- B. Photo-**
- C. Phobia-**
- D. Path-**

The prefix that indicates the concept of "air" in scientific terms is "pneumo-." This prefix is derived from the Greek word "pneuma," which means "breath" or "air." It is commonly used in medical and scientific contexts to describe conditions and concepts related to the respiratory system. For example, terms like "pneumonia," which refers to an infection of the lungs, and "pneumothorax," which is the presence of air in the pleural space, illustrate the use of "pneumo-" in relation to air and respiratory functions. Other prefixes listed do not relate to air: "photo-" pertains to light, "phobia-" refers to an irrational fear, and "path-" is associated with disease or suffering. Understanding the meanings of these prefixes is crucial in fields such as medicine and biology, as they form the basis of many technical terms used to describe various phenomena.

### **3. What is contained within the Official Record?**

- A. Witness testimonies**
- B. Judicial opinions**
- C. Transcripts of court proceedings**
- D. Settlements reached**

The Official Record serves as a comprehensive account of legal proceedings and their outcomes, and it is centered around transcripts of court proceedings. These transcripts provide an accurate and detailed written documentation of everything that occurred during a court session, including everything stated by the judge, attorneys, and witnesses. Transcripts are essential for ensuring transparency and accountability in the judicial process, as they can be reviewed and referenced in future legal matters or appeals. They encapsulate the verbatim dialogue and the context of the proceedings, making them a fundamental component of the Official Record. While witness testimonies are part of what can be included in the transcripts, they alone do not represent the entirety of the Official Record. Similarly, judicial opinions and settlements may be related to the case but do not constitute the core element of courtroom documentation. The focus on transcripts underscores their importance in preserving the integrity of court proceedings and legal documentation.

### **4. During which stage of a legal proceeding does allocution typically occur?**

- A. Pre-trial**
- B. Trial**
- C. Sentencing**
- D. Post-trial**

Allocution typically occurs during the sentencing stage of a legal proceeding. This stage follows a defendant's conviction and occurs before the judge imposes a sentence. Allocution allows the defendant the opportunity to address the court, express remorse, or present any mitigating factors that may influence the judge's sentencing decision. The purpose of allocution is to give the defendant a voice in the proceedings, acknowledging their right to speak and possibly influence the outcome of the sentencing. It's a formal process where the court listens to the defendant's perspective, providing additional context and promoting a fair sentencing process.

**5. What is the purpose of a sequestering jury during a trial?**

- A. To determine the factual basis of the case
- B. To protect jury members from external influences**
- C. To expedite the trial process
- D. To alter jury selection rules

The purpose of sequestering a jury is to protect jury members from external influences. This is crucial during a trial, particularly in high-profile cases where media coverage might bias jurors or where outside opinions could affect their impartiality. By isolating the jury from any outside information or public discussions related to the case, the court ensures that their deliberations are based solely on the evidence presented in the courtroom. This process upholds the integrity of the trial and helps maintain the fairness of the judicial system, reducing the risk that jurors might be swayed by outside factors that could compromise their decision-making. Other options, while they may seem related to trial procedures, do not accurately describe the specific purpose of sequestering. For example, determining the factual basis of the case pertains to the role of the court and attorneys, while expediting the trial process and altering jury selection rules do not directly connect to the concept of a sequestered jury.

**6. What is the main implication of 'Inter Alia' in a legal document?**

- A. It emphasizes a singular point
- B. It lists all relevant findings
- C. It specifies multiple items**
- D. It focuses on reported results

'Inter Alia' is a Latin term meaning "among other things." Its primary implication in legal documents is that it refers to multiple items or considerations without the necessity of listing them all. By using this term, drafters convey that the mentioned points are part of a larger group of related items or ideas, and there may be additional, unlisted elements that are also relevant to the context. This usage allows legal texts to be concise while still acknowledging the broader context of the subject matter discussed. It fits appropriately in legal contexts where specificity is often necessary, but comprehensive detailing of all items might not be practical or required. The other options suggest either a singular focus, a complete listing, or an emphasis on certain results, which do not accurately capture the broader, inclusive nature that 'inter alia' signifies.

**7. In medical terminology, what does "cerebro-" pertain to?**

- A. Cell**
- B. Heart**
- C. Bile**
- D. Brain**

The prefix "cerebro-" is derived from the Latin word "cerebrum," which specifically refers to the brain. In medical terminology, it is often used to relate to any structures or functions associated with the brain, such as in the terms "cerebrospinal" (referring to the spinal fluid surrounding the brain and spinal cord) or "cerebrovascular" (relating to the blood vessels of the brain). Understanding this prefix is essential for recognizing and interpreting various medical terms that involve the brain, its disorders, and its related systems or functions. This background allows healthcare professionals and those in medical fields to communicate more effectively when discussing neurological conditions, treatments, and brain anatomy.

**8. What does the Fortune 500 list represent?**

- A. A report on the world's fastest-growing companies**
- B. A ranking of significant corporations in the U.S.**
- C. The top 500 universities in America**
- D. A list of technology startups**

The Fortune 500 list represents a ranking of significant corporations in the United States, based on their total revenue for their respective fiscal years. This list is published annually by Fortune magazine and serves as a valuable indicator of the economic landscape in the U.S., showcasing the largest and most influential companies across various industries. The rankings are determined through financial data such as sales, profits, assets, and market value, thus providing insight into which companies are leading the market in terms of financial success and impact. While other options refer to important topics, such as fast-growing companies or educational institutions, they do not accurately capture the essence of the Fortune 500. The list specifically highlights established corporations that have achieved substantial revenue, distinguishing it from rankings focused on different criteria or sectors such as technology startups or universities.

**9. What is the significance of the acronym FTC in business contexts?**

**A. Federal Trade Commission which regulates trade practices**

**B. Federal Taxation Code managing tax laws**

**C. Financial Trust Committee overseeing banking**

**D. Federal Transportation Commission handling transport regulations**

The significance of the acronym FTC in business contexts is that it stands for the Federal Trade Commission. This agency is essential in regulating trade practices to ensure fair competition and prevent deceptive marketing and advertising. The FTC enforces antitrust laws, which promote healthy competition among businesses, and also protects consumers from unfair or misleading practices. It is involved in promoting transparency in the marketplace, which is crucial for consumer trust and economic stability. Understanding the role of the FTC can help businesses comply with regulations and maintain good practices that foster a competitive and fair market environment. The other options, while they represent legitimate entities or concepts, do not capture the specific regulatory aspect of the FTC which pertains directly to business practices and consumer protections, making the first choice the most relevant in the context of business regulations.

**10. The term "onco-" is commonly associated with which of the following?**

**A. Opening**

**B. Tumor**

**C. Shape**

**D. Condition**

The term "onco-" is derived from the Greek word "onkos," meaning mass or bulk, and is primarily used in medical terminology to refer to tumors. This prefix is often seen in terms related to oncology, which is the study and treatment of tumors and cancer. Using "onco-" signifies a relationship to tumor formation, progression, or treatment. Therefore, when a term includes "onco-," it is specifically indicating a focus on tumors, making it the most accurate choice among the options provided. Understanding the significance of medical prefixes can greatly enhance comprehension in the field of health and medicine, particularly when studying conditions related to cancer and tumors.