

## Weekly Dose Write-On-Lines

*"Working on transcribing worksheets that have quite a few blank lines to be filled in by the student, with their answers, can you just give me the dos and do nots on how to go about this for the student? Of course! You can find answers in Formats, Section 10 Exercise Material. Here is a quick overview.*

**RULE 10.5.1** Omit lines, dashes, circles, boxes, or other print devices printed before or after questions, indicating where students are to answer questions.

- Omit Write-on-Lines Before Questions
- Omit Write-on-Lines After Questions

*"What if there are a specific number of print lines, how should these be transcribed."*

**RULE 10.5.2** Print may use unnumbered/unlettered print lines, boxes, etc., to indicate the number of expected answers. When this number is not referenced in the text, insert the number of expected answers in an embedded transcriber's note following the question.

## Write-on-lines within Sentence

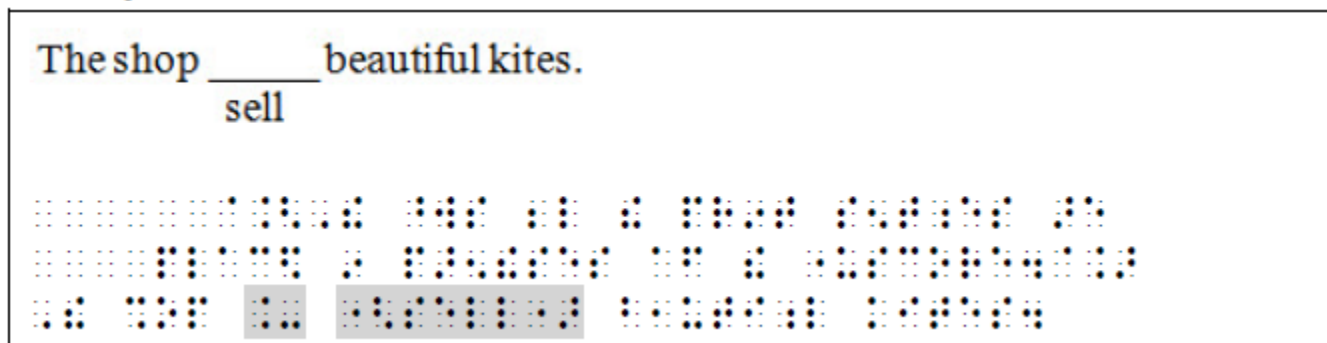
### **RULE 10.6.1**

- An underscore represents a low line in print that indicates omission of a word or a blank to be filled in.

- If print uses empty space to show an omission, substitute three dot 5s and insert a transcriber's note explaining the change from print.
- Follow print for each write-on-line representing a word, underscore, dash, etc.
- Insert a space between the symbol used for answer blanks and answer numbers or cues.

**RULE 10.6.8** When a word or phrase without enclosure symbols is shown above or below a printed line to indicate an insertion is to be made, use an underscore or dash followed by the word or phrase with enclosure symbols. Insert a transcriber's note to explain this usage.

**EXAMPLE:**



**Source:** Braille Formats: Principles of Print-to-Braille Transcriptions  
2016 Section 10 Exercise Material