

EXAMPLE OF TRANSCRIPT

The meeting facilitator may be bolded if required.

Each speaker is identified with a new paragraph. Light editing will be applied to remove sentence fillers and false starts. If you require exact verbatim, please advise at the commencement of the project.

Indistinct words are marked with a (02:30) time stamp so the client can refer to that part of the recording if necessary. Words that the transcriptionist is unsure about are placed in [square brackets].

The entire document is 1.15 line spacing and Arial 12 point. There is a single paragraph return between each speaker. Dictionary is set to English Australia.

If there is a portion where people are really speaking over the top of each other and the transcriptionist can get nothing of substance, a note will be made at the margin.

[SPEAKING OVER EACH OTHER]

If there is general chit-chat which is an aside to the meeting a note will be made at the margin.

[GENERAL CHIT CHAT]

Your completed transcript will be uploaded via Sharefile and a link will be sent in an email for you to save your transcript.

END OF RECORDING (1:00:20)