

**(0:00)** This is a template for an interview. Names at margin for each speaker identified. The whole document is 1.15 line spacing and Arial point 12 font. Bold the interviewer. If the interviewer says yes or just interjects with an okay or yes then on this occasion you can leave that out.

(00:30) One line down for the next speaker. Each speaker separated by single line down.

**(00:40)** Any indistinct words are shown with a timestamp in this format **(03:42)**.

(00:45) Remember to update the header with your document name. All documents must be checked. Make sure your dictionary is set to English (Australia)

END OF RECORDING (TIMESTAMP)