

Style 1 - Basic Audio Interview - Example

Media File Name

Media File Number

Transcription Date: XX/XX/07 – Transcriber: XX

[BEGIN AUDIO]

SONYA: Welcome LISA. So I just start the session out by asking you if you have any burning questions about the college admissions process at this point now that you're a rising junior.

LISA: I have a question about summer activities. Going into senior year would that look really good at colleges, and what summer activities?

SONYA: Yes, we are actually gonna get to extracurricular activities at the end.

LISA: Okay.

SONYA: I'm gonna break up the session into three parts. We're gonna talk first about your courses and grades, basically your transcript. We're gonna then get into your testing schedule and talk about standardized tests. And then we're gonna talk about your extracurricular activities including your summer experiences. And yes, it's important to be involved during your summer so we are gonna get you involved for next summer.

So one of the things that they're gonna wanna know first and foremost is what you're interested in studying at college. What are your favorite subjects?

LISA: I love English and I'm really into art.

SONYA: Fine arts? What kind of art?

LISA: More along the lines of graphic design art, putting things together.

SONYA: Do you mean using a lot of the new software programs they have for that or free hand?

LISA: I want to learn both. I figure there are benefits to knowing both because I don't want to rely too much on software.

SONYA: You also mentioned English.

LISA: Yes. I also enjoy writing creatively. I think I could also be a screenwriter someday. I have a ton of ideas.

[END AUDIO]

Style 1 - Basic Audio Interview - Example

Media File Name

Media File Number

Transcription Date: XX/XX/07 – Transcriber: XX

This is an example of a simple one-on-one interview from a professional audio recording.

- No Time Code
- Clean Verbatim – Edited for clarity. No repeats, fragments, stammers, stutters, um's, ah's, doubled words, non verbal utterances, etc. The interviewer's questions may be paraphrased.
- Block Justification
- Border 1pt.-40% gray
- Speaker names are left justified in bold
- Dialogue Arial font, 10 pt. / Title 12 pt., all caps
- Two line spacing
- Header, footer, pagination on every page
- Possible add-on
 - Literal verbatim