



TRANSCRIPTION CITY TYPING SERVICES

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TITLE: Intelligent Verbatim Transcript Example Template

NUMBER OF SPEAKERS: 2

TRANSCRIPT STYLE: Intelligent Verbatim

FILE DURATION: 10 Minutes

TRANSCRIPTIONIST: Mr Transcriptionist

SPEAKERS:

T: Terry Transcriptionist

C: Cindy Client

T: A lot of clients aren't entirely sure what type of transcript style they want when they contact our transcription company. Transcription City offers a range of different transcription services and transcription styles, including video transcription, podcast transcription and interview transcription. To get back to the point though, there are several transcription styles available and each one suits different clients for different reasons. I'm going to tell you about intelligent verbatim transcription though, because intelligent verbatim transcription is our most popular transcription style. Intelligent verbatim is often the style of transcript that people want when they say they want verbatim transcription.

C: Really? Please elaborate! What's the difference?

T: Well Cindy, the difference is actually quite simple, but actually makes a real difference to the readability of your transcript. Intelligent verbatim is a transcription style where everything that is spoken is put into the transcript. But excludes things such as false starts (such as "wha... I know"), meaningless repetitions (such as an interviewer constantly saying "Yes" through a respondents answer), and meaningless fillers (such as "um's", "erm's", "you know", "I mean"). This makes the transcript much more reader friendly, but still captures the tone, pace and meaning of the original interview.

C: I never realised that. What about sentence structure, grammar and slang?

T: I'm glad you asked that Cindy. An intelligent verbatim transcript will not correct the grammar, sentence length or structure, unless instructed otherwise by the client. Correcting the grammatical errors or sentence structure contained within the dialogue, would be moving more into an edited transcript style or paraphrased style of transcription. As far as slang or swearing goes, that can be corrected or left as is, depending on what the client wants. They usually want it kept in.

C: I see. So if I said, "I ain't to blame, you got the wrong geezer. I was him what done it!" Would that be left in?

T: Yes, it would. Whereas if we were going to transcribe the same sentence as an edited transcript, we would transcribe it as, "I ain't to blame, you've got the wrong geezer. It was him! He did it!" or as strict verbatim or verbatim might be transcribed as "I... I... I ain't, I ain't to blame, you got, got, got the wro... wrong geezer! I was, um, um, him, what, what done it!"

C: Fantastic. It's all becoming clear to me now. Thanks very much Terry Transcriptionist.

T: No problem Cindy, I'm always glad to help! If you would like more information about any of our audio or video transcription services,

subtitling or virtual assistant services, feel free to visit our website
<http://www.transcriptioncity.co.uk>

END OF TRANSCRIPT