

# Transcription basics

# Transcription

- Your task will be to transcribe short audios
- You will listen to the audios and write down what you hear
- You will also need to format transcriptions based on the Written Domain Conventions (transcription styleguide)

# Transcription tool

- There are several transcription tools, but the idea and the goal of the transcription task is same for all of them
- You will get specific tool guidelines for each transcription platform
- Written Domain Conventions (transcription styleguide) is common for all transcription tools

# Transcribing

- **READ THE GUIDELINES BEFORE YOU START TRANSCRIBING**
- When transcribing, listen to the audio and write down what you hear (and only what you hear)
- If you are not sure, listen couple of times.
- If the audio is not clear (there is a background noise, the speech is not clear), do not transcribe the audio and rather skip it (Skip or Cannot transcribe, depending on the tool).
- Usually, if you cannot understand the audio fully after 5 listenings, you can skip the audio.

# Complete sentences and sentence fragments

- Complete sentences need to start with a capital letter and end with a sentence punctuation.
- Complete sentence has a subject and a verb.

Examples:

*I will travel to London tomorrow.*

*What's the weather like today?*

*Call John.*

# Complete sentences and sentence fragments

- Sentence fragments should not start with a capital letter and should not have a final punctuation
- Sentence fragments are incomplete sentences, they don't have a subject and a verb

Examples:

*funny movies*

*pictures of cats*

- If there is a proper noun in a sentence fragment, it should be capitalized

Examples:

*good restaurants in **Paris***

# Web search queries

- Web search queries should not start with a capital letter and end with a punctuation. If they contain proper nouns, those should be capitalized

Examples:

*pictures of cats*

*James Bond actors*

- Expressions “how to (do) something” that don’t contain a finite state verb are also considered web search queries

Examples:

*how to make a perfect pizza*

*how to get to Paris*

Important: Note the difference with complete sentences:

*how to make a perfect pizza* – no subject and finite state verb > fragment

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*How do I make a perfect pizza?* – subject and finite state verb > complete sentence

## Look up in guidelines

- Whenever there is something that might have specific styleguide requirements, check the guidelines:
- Dates, time expressions, numbers, reported speech, truncations, commas, anything that might be ambiguous needs to be checked in the guidelines to make sure that the transcription is correctly formatted.

Examples:

I will come at 5 o'clock. >> I will come at **5:00**.

I have 5 sisters. >> I have **five** sisters.

It is 5 kilometres. >> It is **5 km**.

OK Google >> **Ok** Google



## Look up on web

- Whenever you are not sure how to spell something (especially terms, names, media titles), look them up on web
- Pay attention to correct capitalization of proper nouns and brand names  
Examples:  
Leonardo Dicaprio >> Leonardo DiCaprio  
Pokemon Go >> Pokémon GO

# Rules of thumb

- 1) Read the guidelines carefully
- 2) Listen and transcribe what you hear
- 3) Remember capitalization and punctuation rules for complete sentences, fragments and web search queries
- 4) Whenever there is something that might require a specific formatting, look it up in the guidelines
- 5) Whenever there is something that might require a specific spelling, look it up on web