



TAKENOTE
NOTETAKING & TRANSCRIPTION

Examples of Transcription

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Examples of Transcription

FILE NAME:	VERBATIM
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Moderator questions in Bold, Respondents in Regular text.

Transcriber Comments: Good quality audio. Group interview with female moderator and several male and female respondents.

KEY: Unable to decipher = (inaudible + timecode), **Phonetic spelling** = (ph + timecode), **Missed word** = (? + timecode). For respondents M: Male, F: Female.

(TC:
00:00:17)

Thank you for coming today and for taking part in this discussion. Let's cut to the chase first of all and find out what you know about Take Note and what you think of them overall. Let's begin with what you know about them. Are you aware of the different types of transcription that they offer?

M: I think so, unless I'm missing something. I have been using them for the past three years and have used them for verbatim transcripts and detailed notes. I think they are the main services that they offer when it comes to transcribing from audio. Have I got that right?

Actually, there's one more, captions, which you can use to add subtitles to videos.

M: Oh, I didn't know that! The two types I knew about have their different appeals, I must admit. If I have lots of time and need to know every single detail about the group then I go for the verbatim. There are a lot of pages but I don't have to worry that anything has been missed out. This does come with the added bonus that even though these have everything in them that I could possibly need, Take Note make such a fantastic job of ensuring that they use intelligent verbatim that I'm not bogged down with wading through what I don't need. Thankfully, they will leave out the totally unnecessary bits like the umms, ahhs and sentences that start and then stop and then start over again. So funny how often that happens, don't you think? Anyway, their transcripts are not bogged down with those.

F: I only ever use their detailed notes, if I am being perfectly honest. I just find that there are too many pages with the verbatims and I hate printing off so much paper for each transcript. Just call me the green queen! The detailed notes hold all the detail that I need but they just condense the moderator, which is fine by me as I can remember, and don't really need, all the finer details of what I have said. Well, I hope I can remember anyway! I also find that they capture enough of the detail in the answers without really labouring the point, as we all tend to do in general conversation. They are a bit cheaper than

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a verbatim as well so that makes a difference to me, with my company just starting out. I need all the money I can get at the moment. It makes a difference. It really does make a difference to me. What I particularly like is that they don't see detailed notes as a reason to scrimp on information. Everything I really need is still there.

FILE NAME:	DETAILED NOTES
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Transcriber Comments: Good quality audio.

Group: Several male and female respondents.

Moderator: Female.

(TC: 00:00:17)

Thank you for coming today. Let's find out what you know about Take Note and what you think of them. Are you aware of the different types of transcription they offer?

M: I think so. I've been using them for 3 years and have used verbatim and detailed notes. I think they're the main services they offer when transcribing from audio.

There's also captions, which you can use to add subtitles to videos.

M: I didn't know that. The 2 types have their different appeals. If I have lots of time and need to know every single detail about a group, I go for verbatim. There are a lot of pages but I don't have to worry anything has been missed. This comes with the added bonus that even though these have everything in them I need, Take Note make such a fantastic job of ensuring they use intelligent verbatim that I'm not bogged down with the unnecessary bits like umms, ahhs, and sentences that stop and start.

F: I only ever use their detailed notes. I find there are too many pages with verbatims and I hate printing off so much paper for each transcript. Detailed notes hold all the detail I need to but condense the moderator, which is fine by me as I can remember, and don't need, the finer details of what I've said. They capture enough detail in the answers without labouring the point, as we all do in general conversation. They are a bit cheaper than verbatim, which makes a difference with my company just starting out. I need all the money I can get at the moment. What I particularly like is they don't see a summary as a reason to scrimp on information. Everything I really need is still there.