

RECORDING NAME MONTH YEAR INITIALS – TYPE - LENGTH - MINS
[MALE/FEMALE/MIXED RESPONDENTS]
[Other comments:]

EXAMPLE FULL VERBATIM TEMPLATE

Hi Emma, thanks for, you know, taking the, the time to talk to me today. So further to our chat on the telephone, can you, can you tell me a little bit about what you did before joining the team at McGowan transcriptions?

Sure. [Chuckles]

Take your, your time, yeah?

Okay. Erm, yeah, previous to, to joining the McGowan Transcriptions team in 1998 I worked for a public relations company.

In what industry was that?

Oh, in the pharmaceutical industry.

What kinda roles were they?

I, I had various roles working in the editorial department and, and account management which is where I learnt to, to fully understand the importance of meeting tight deadlines accurately and efficiently.

Great, what made you decide to become a transcriber?

[Pause] 'Cause prior to working for McGowan Transcriptions transcribing was part of my previous roles, though I had never done it full-time.



Okay, right, great.

[END OF TRANSCRIPT]