

TRANSCRIPTION CONVENTIONS

Speakers

R	Researcher
Nch	Named pupil: first three letters of name
Px	Unidentified pupil
P1, P2, P3	Unidentified pupil(s) giving more than one consecutive utterance
PP	More than one pupil speaking at once
Nch?	Best guess at speaker

Coding

(*)	inaudible (one word)
(**)	inaudible (longer string)
(perhaps)	transcriber's attempt at word
[beginning of concurrent speech
but=	continuation of speech, during concurrent speech
(.)	pause
twe-	false start, stutter or incomplete word; interrupted word
...	speech trails off
Word	word noticeably lengthened
<u>Word</u>	word emphasised
BIG	written text read out by researcher or pupil
/c.o.t.t.o.n/	a word is sounded out: 'cuh oh tuh', etc.
P.I.G.S.	a word is spelt out: 'Pee eye gee ess'

Punctuation:

Commas, question marks and exclamation marks to be used as necessary to illustrate intonation.

Example of transcript layout

Audio-file number: _____(e.g. WS_10004)

Time /Turn	Speaker	Transcript	Notes
9.02*			
1	R	Today we're going to look at non-fiction books Who can tell me what a non-fiction book is? Fred?	
2	Nch	A story No no it's instructions	
3	R	Yes, it could be an instruction book	