

Transcript Audit

HIS 601/HON 451

Professors Janneken Smucker and Charles Hardy

West Chester University

Spring 2016

Word Document of edited transcript and terms for thesaurus submitted to D2L Dropbox.

Learning Outcomes:

- 1) Develop skills in close listening in order to fully engage with an interview.
- 2) Gain ability to edit and create an index of terms for an oral history transcript using discipline best practices.

By auditing an oral history interview transcript, this assignment will enable you to become intimately familiar with the narrator and interview with which you will be working this semester. Each of you will receive access to a shared Google Drive folder with MP3s and a document of the transcript for your assigned interview. Your task is to listen to the interview while reading the transcript in order to make the written record match the aural record. Your final transcript should be "exact verbatim," including every speech crutch—ums and ahs—false start, and other utterances. To do so you must:

- correct any and all errors made by the transcriber, highlighting your changes using Microsoft Word's **track changes tool**
- Correct and avoid phonetic spellings. For example: going not goin'; picking, not pickin'; would have/woulda/; kind of/ kinda; and you/ya.
- Look up and correct the spelling of proper names and places,
- Create on a separate Word Document a list indexed by page number of those words, phrases and names that you cannot identify,
- Open our thesaurus of key terms. You will contribute additional terms **not already on this list** that relate to your interview. On your Word Document (started in the step above), create an index of **additional** terms in alphabetical order for your interview, including the proper names of individuals, places, organizations, events, and businesses mentioned in the interview. **Be sure you are not adding terms that already appear in our thesaurus.**
- Pay particular attention to the words inside brackets []--which indicate material that the transcriber found inaudible

- When you cannot identify what is being said, use [?] **Please note: [?], not [??] or?.....** ; include the time code in a comment so we can easily locate the section in the audio.
- Place background sounds, coughs, laughter, and other noises in parenthesis, like (cough)
- Look up and add first names, titles, full place names, and full names for abbreviations ; add terms in [brackets] immediately following the words.
- If narrator mispeaks by using incorrect word, add [sic]

Grading Rubric (100 points total, 10% of final grade)

50 points: accurate and complete edit of transcript with correct spelling of proper nouns

40 points: complete Index of Terms including both proper names and interview themes

10 points: identification of the location of words and phrases that you, like the transcriber, are unable to understand

Reminder: Please remember to make all edits in Track Changes.