

Digital Fingers offer two types standard transcription: these are Verbatim Transcription and Intelligent Transcription. The most common style used for interview transcription and group transcription is intelligent verbatim. However, we can accommodate for any variations in between these two styles as per a client's request.

INTELLIGENT VERBATIM TRANSCRIPTION

Intelligent verbatim is the most popular option and also less expensive than unabridged verbatim transcription as it is more enjoyable for the transcriptionist to work with and takes much less time. The end result is often more desirable for our clients as it makes a much easier transcript to read.

Intelligent verbatim ensures a full, accurate transcript, but omits all the 'ums', 'ahs', repetitions, pauses and verbal habits such as excessive use of 'you know what I mean' and 'kind of', unless this is obviously relevant to the content. In effect we take out the clutter that has no relevance and adds nothing to the context of the transcript. The benefit, apart from it being easier to read and in many cases easier to understand, is it takes a lot less time to transcribe and therefore costs you less money.

We can even clean up the transcript further by excluding unfinished sentences, contractions and correcting poor grammar. We leave the rest exactly as spoken, which still retains the overall style of the person speaking as well as the context of the conversation.

UNABRIDGED VERBATIM TRANSCRIPTION

This service offers a transcript of absolutely everything said on a recording. Perfect for **interviews** for legal purposes or for **university** qualitative analysis. Unabridged Verbatim includes every repetition, 'um', 'ah', 'uh-huh' and instances where people drift off in mid comment with no obvious end to the sentence. We will also include all expressions of emotion such as laughter, crying or outbursts, etc.

The different speakers speech styles, dialects and accent patterns will also be transcribed where possible. Added emphasis, such as a shout, cough, or banging on the desk, as well as examples of speakers over-stressing a word will also be included in the transcription. This provides the reader with as much information as possible and relates in words what was being said as well as the conversational style of the recording.

DIFFERENTIATING SPEAKERS

Reference to different speakers is normally made through a lined space with the interviewer appearing in bold to help keep track of who is speaking and who is saying what. However, any variation to this can be included as per a customer's specific needs and requirements. In some circumstances the names of the speakers may be confidential and in these cases we would normally use colour coding to differentiate the different speakers or by simply using V1, V2, V3, etc.

TRANSCRIPT TEMPLATE

To aid our clients we provide a template that aids in explaining our transcription system as well as offering a visual example of the document style and layout. This can then be edited to be sure we transcribe recordings exactly to your requirements.