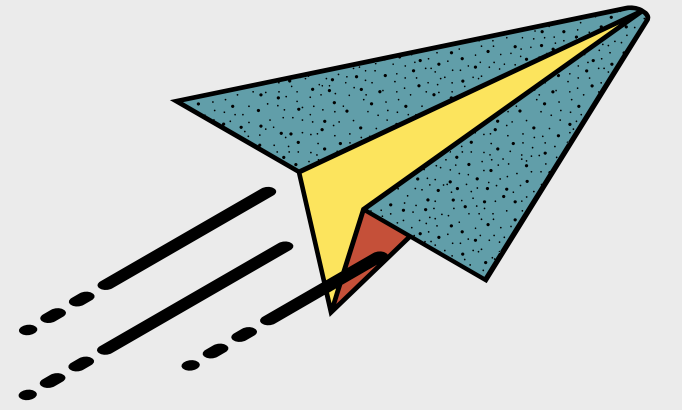# TRANSCRIPT GUIDE
AND CHECKLIST

STEP 1: USE THE TEAMS TRANSCRIPT AS A STARTING POINT

- Download the transcript automatically generated by Microsoft Teams.
- Use this as your base document.

STEP 2: REVIEW AND EDIT THE TRANSCRIPT WHILE LISTENING TO THE RECORDING

EXAMPLES OF COMMON ISSUES & FIXES

MISIDENTIFIED SPEAKERS

Auto transcript
   Speaker 1: I think the protest was really important.
   Speaker 2: Yeah, it helped raise awareness.

Edited transcript
   Interviewer: I think the protest was really important.
   Activist: Yeah, it helped raise awareness.

MISSPELLINGS OR INCORRECT WORDS

Auto transcript
   Speaker B: We marched down the main street every weekday.
   Speaker B: It was exechniono be part of it.

Edited transcript
   Speaker B: We marched down the main street every weekday.
   Speaker B: It was exciting to be part of it.

MISSING CONTEXT / EMOTIONAL CUES

Auto transcript
   Speaker B: Yeah, it was pretty scary at times.

Edited transcript
   Speaker B: (laughs) Yeah, it was pretty scary at times.

PAUSES, STUTTERS, AND BREAKS

Auto transcript
- Speaker B: I um… I wasn't sure if we'd succeed.
- Edited transcript:
- Speaker B: I…I wasn't sure if we'd succeed.

REMOVING FILLER WORDS
(WHEN APPROPRIATE)

Auto transcript:
- Speaker B: So, like, we went to the rally, and, like, everyone was really pumped.

Edited transcript:
- Speaker B: So, we went to the rally, and everyone was really pumped.

STEP 3: PRODUCE A CLEAN READABLE VERSION

Use consistent anonymized speaker labels throughout (e.g., Interviewer, activist)
- Interviewer: What inspired you to join the movement?
- Activist: I felt it was important to stand up for my community.

Add paragraph breaks for clarity
- Interviewer: Can you describe what happened next?
- Activist: Sure. We gathered at the city hall at 10 a.m. and began marching.