Reflecting on Oral History Notes

What is Transcribing?

■ The transcript serves as the _____ of the oral history interview.

■ Transcribing oral histories is often _____ than copying a person's every word.

■ Everyday speech includes irregular grammar, filler words (_____),
and false starts.

■ Written transcriptions of the interview serve to create a _____ where maintaining integrity to what a person said takes precedence over ensuring every word makes the page.

■ On average, this process takes _____ of recorded interview

Writing the Transcript

■ Transcripts should follow a standard format and always include the following information:

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■ Transcriptions are created by _____ and _____ what you hear.

■ Each _____ should be noted in the transcript. The speaker is identified by their _____, followed by a _____ (AP: Where were you born?).

- Changes in _____ should be reflected by _____. In general, using _____ rather than fewer paragraphs will help readers follow the dialogue.
- Filler words, such as _____

Editing the Transcript

- Once written, you should make _____ to ensure your transcript is correct. When editing, be sure to add the _____ and _____
- Edit in _____ passes to ensure you revise appropriately
- **FIRST PASS**
  - *Listen to _____*
  - *Try to identify _____ (hard to understand) passages*
  - *Fix _____*
- **SECOND PASS**
  - *Correct _____ in transcript, include whole names or _____*
  - *Fix _____ and punctuation*
  - *Make a list of inaudible passages if any remain*
- **THIRD PASS**
  - *Ensure that the transcript _____*
  - *Break up _____*
  - *Fix all remaining _____ errors*

Placing your Interview into Context

- Provides a full description of an event by _____ surrounding the larger question of _____
- Done by attaching the following to your interview
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