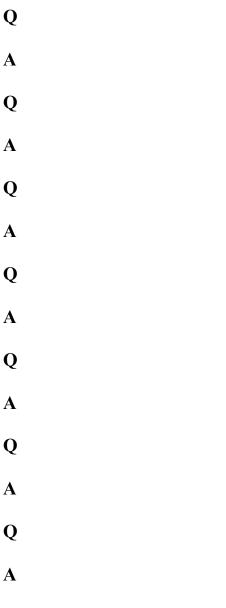**Transcription Templates**

This template is generally used for question and answer transcriptions. If there are multiple interviewers then the transcribers use Q and Q2, for multiple interviewees, the transcripts will have A, A2 and A3 etc.

If the names of the participants in the interview are available the Q & A is replaced with the names, and if no transcription guidelines are sent by the customers then the Interviewer is marked as 'I' and the respondent as 'R'.

FILE NAME

Q

A

Q

A

Q

A

Q

A

Q

A

Q

A

Q

A

END OF TRANSCRIPT

RECORD OF INTERVIEW

INTERVIEWER: **(This template is generally used for Police interviews)**

INTERVIEWEE:

DATE OF INTERVIEW:

FILE NUMBER:

Q1.

       A:

Q2.

       A:

Q3.

       A:

Q4.

       A:

Q5.

       A:

Q6.

       A:

COMPANY NAME:
DATE:
TIME:

(List of speakers in the presentation)
Speakers: Name
Name
Name

Speaker: [name]:

Text.

Speaker: [name]:

Text.

Speaker: [name]:

Q:

A:

Q:

A:

Transcriptions
Service

END OF TRANSCRIPT

Focus groups usually consist of many members, and organizing companies require the transcripts to be in this format. The members of the group are not identified and answers from them are mentioned in a new line:

Focus Group:
Date:

Name: Question……….

Members answer 1.

Member answer 2

Member answer 3

Name: Question………..

Member answer 1

Member answer 2

Name: Question………...

Member answer 1

Name: Question, etc, etc.

Member answer 1

Member answer 2

Member answer 3

Member answer 4

END OF TRANSCRIPT