

Used for straight question and answer transcription. If there are more than one interviewers use Q and Q2 and if there are more than one interviewees use A and A2, A3, etc.

Alternatively the Q & A can be replaced with the person's names or I for interviewer and R for respondent.

FILE NAME

Q

A

Q

A

Q

A

Q

A

Q

A

Q

A

Q

A

Q

A

Q

A

Q

END OF TRANSCRIPT

RECORD OF INTERVIEW

2

INTERVIEWER:

INTERVIEWEE: This is great to use for police interviews.

DATE OF INTERVIEW:

FILE NUMBER:

Q1.

A:

Q2.

A:

Q3.

A:

Q4.

A:

Q5.

A:

Q6.

A:

Q7.

END OF TRANSCRIPT

This format can be used for say presentations where one or several members of an organisation are giving a speech and then followed by Q & A from the audience.

Text broken up into reasonable size paragraphs.

COMPANY NAME:

DATE:

TIME:

Speakers: Name (List presentation speakers)
 Name

Speaker: [put in name]:

Text.

Speaker: [put in name]:

Text

Q:

A:

Q:

A:

END OF TRANSCRIPT

Focus groups may have many members. Some companies may wish to have the transcription set out similar to this. So a new member answer starts on a new line as per below, but you do not identify the speaker, just type the answer.

Focus Group:

Date:

Name: Question, etc, etc,

Member answer 1.

Member answer 2

Member answer 3

Name: Question, etc, etc,

Member answer 1

Member answer 2

Name: Question, etc, etc.

Member answer 1

Name: Question, etc, etc.

Member answer 1.

Member answer 2

Member answer 3

Member answer 4

END OF TRANSCRIPT