

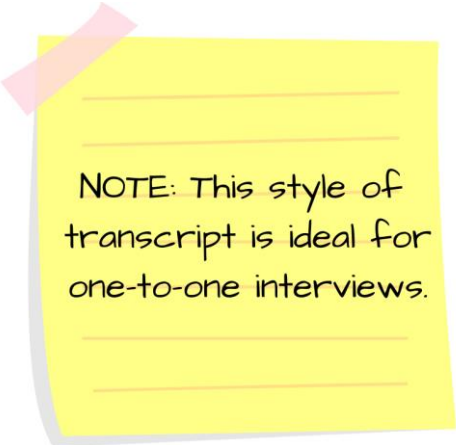
[File name]

[Date Transcribed]

*The interviewer's speech is typed in italics like this throughout.*

And the interviewee's speech is typed in normal font like this throughout. This makes speaker identification easy.

[END OF TRANSCRIPT]



NOTE: This style of transcript is ideal for one-to-one interviews.

If a word is unable to be identified it will be presented like this: [inaudible], and a timestamp, e.g. 0:01:10 will be included for ease of reference in case it needs to be reviewed at a later date

Where both speakers talk over one another and it is impossible to make out what has been said, [overspeaking] will be inserted into the transcript with no timestamp included, however please let us know if you wish a timestamp to be inserted.

Further information and options on how your transcript can be produced can be found [here](#)

We will discuss with you prior to starting any work to make sure we tailor your transcript to your needs, and can make recommendations if you are not sure what you will require.