Transcription Symbols

General format:

Line #  Speaker name: Utterances

1  Martin: Tell me what scanning is. [#010]
2  3  Joanne: [She lights a cigarette.] Scanning means they get the story of the day, you know, that they'll be reading in reading group that day and they just follow with their finger and look with their eyes and look at all the words.
4  5  They just say- put them into their (brain). That's a skill, you know, (I: Mhm) and I teach them when I get a magazine that I look through the magazine. [LF] I look at the pictures, I look at the words and decide what I'm going to really go back and read //carefully.!
6  7  Martin: //Okay./X/!
8  
Metatranscription

( ) inaudible reading
(cow) tentative reading
( cow ) combination of these
(...) material omitted

Tape counter

[#999]

Repetition of utterance

/X/  e.g. Go away! /X/X/

Nonverbal activity

[She readjusts her position]

Transcriber's comments

[Tape recorder apparently off]

No gap between utterances (latched)

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Pause

(3) pause of 3 secs
(.) very slight pause

Overlapping utterances

// at start of overlap
  | at end of overlap

Self-interruption

- at point of interruption

Intonation

, marks low rise
? marks high rise (question)
. marks low fall (end of utterance)
! marks exclamation
CAPITALS mark increased volume
underline marks stress, emphasis
:: marks drawn out syllable

Backchannel utterances

(I: Mhm)

Other voice qualities

[LF] laugh
[WH] whisper
[CR] cry
[WM] whimper
[WN] whine
[GR] grunt

Audible breathing

'h marks in-breath
h marks out-breath
(h) marks laughter within a word