



**TRANSCRIPTION CITY TYPING SERVICES**

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**TITLE:** Verbatim Transcript Example Template

**NUMBER OF SPEAKERS:** 2

**TRANSCRIPT STYLE:** Strict Verbatim

**FILE DURATION:** 10 Minutes

**TRANSCRIPTIONIST:** Mrs Transcriptionist

**SPEAKERS:**

**T:** Tina Transcriptionist

**C:** Clive Client

**T:** A lot of people think that they want strict verbatim transcription because it's more expensive or, um... you know because they've heard of it before... but, um, what they actually want is either intelligent verbatim... an edited transcript or paraphrased transcription. Um, strict verbatim or true verbatim transcription can be pretty, um... difficult to read... you know...

**C:** Mmm.

**T:** ...because the way people speak in real life is, um, often very disordered, um, you know and, um, ah, all over the place, with, with a lot of false starts, repetitions and pauses... and this can actually make it very hard to read you know. So what... So one of the options that you have when it comes, um, to transcription, or choosing a transcription style...

**C:** Mmm, really?

**T:** ...is to either have it typed in what, what we call and intelligent verbatim, edited transcription or paraphrased transcription, you know. I mean, strict verbatim transcription... um, well... Strict verbatim is more appropriate for things such, as, um... legal transcription, some types of video transcription or um, you know, like, um, medical type... or psychological interviews. I mean, you know, those types of interviews, are, um, you know... They concentrate on the way things have been said and the state of mind of the respondent... rather than, um, you know, being easy to read... you know what I mean?

**C:** I don't... I'm not sure, um, I understand. Um, why would, verb... strict verbatim be difficult to read? After all, I mean, it's, it's just the same as having a normal conversation, um, surely isn't it? I mean...

**T:** No... well, um, um... Well the thing about strict verbatim, is um, well, it um... Listening to someone talk naturally, or um having a conversation with someone... um, will obviously always be in strict verbatim, because of course, that's just what someone has said... word for word, you know. But when you listen, when you listen to someone speak... your brain often misses out, um, redundant bits of dialogue, you know...

**C:** Oh, um, I see.

**T:** ...and um, adds in missing bits of dialogue in order, to, to, you know, make sense of what was said. Um, however, with a transcript... with a strict verbatim transcript it is a lot harder to decipher the speech, in um, you know, text form and um, make, and make sense of it, so often... the majority of the time, I mean, intelligent verbatim or, um, edited transcription is a much better option, you know. But obviously, this depends on what you are using your transcripts for.

C: Sounds great! Wh... What's the website?

T: Well, I'm, um, glad you asked! It's, um <http://www.transcriptioncity.co.uk> and the phone, telephone number is, 0208 816 8584. We offer a wide range of transcription services, subtitling services and virtual assistant services, so be sure to take a note of our details. Um, we are also, um, available and happy to help, you know, seven days a week.

**END OF TRANSCRIPT**