|  |
| --- |
| A blue and white logo  Description automatically generated |

|  |
| --- |
| **How to transcribe an interview**  After conducting an interview, transcription will allow you to take the contents of the interview and effectively analyse it. You can transcribe with varying levels of specificity, and utilize various methods from doing it manually, with auto-transcription software, or by outsourcing to transcription services.  When transcribing, choose the type of transcription you want to do, then listen to audio and type out the transcription while designating who the speaker is, a timestamp, and the dialogue contents of the transcription.  **Types of transcriptions**   * **Verbatim transcription:** Transcribing every word, pause, stutter, and filler words, such as “ahs” and “ums”. * **Intelligent transcription:**Transcribing every word, but making an interpretation to exclude pauses, status, and filler words and potentially cleaning up the grammar. * **Edited transcription:** An edited transcript is common if you plan to publish the transcript for an audience. It’s cleaned up and edited to increase readability and clarity. You can edit grammar, remove run-on sentences, and potentially summarize parts for the sake of clarity.   [See options for different transcription services in our blog post here.](https://delve-689e12334f24.intercom-clicks.com/via/e?ob=HEDWhUe3%2BcohIGz7D8WbCRBi%2BtzZdkVzA4c7srrRjG4JIWqJcC7MTHUpqck%2FQBgi&h=f026887a209323d8a5bd6df7f9b195a03ee4c338-yrlzh592_100444400836225&l=d11676e1360dc41fcb0c6c7a1227fec70077ab3b-5044408)  If you don't see your favorite transcription services included here, respond back and let us know about them! |