

VERIFYING THE TRANSCRIPT

5

STEP PROCESS



GIVE PARTICIPANT ACCESS TO THEIR TRANSCRIPT

Print out or email the transcript (double spaced with line numbers) to your respondent.



MANAGE EXPECTATIONS

Tell them that as the transcript is a written record of their oral history, it may read differently to how they expect.



SEEK CLARIFICATION

Flag any words/phrases by highlighting them which may require clarification.



GIVE A DEADLINE FOR REVISIONS

Ideally get sign off when you meet them. If a delay is inevitable, give a deadline of 2 – 3 days then contact them again.



SEND PARTICIPANT COPY OF FINAL TRANSCRIPT & RECORDING

Send copy of the final transcript to your participant. Send a copy of the recording (if requested) with on flashdrive, CD or using web transfer software.