**Test 4 – Transcript Sample**

Transcribe the short interview in a separate document. Set up the file with Arial 12, single spaced, right ragged margin, double space between speakers.

* Use **INTERVIEWER:** and **RESPONDENT:** bolded, upper case, and with two spaces after the colon.
* Type two spaces after end punctuation.
* Type the entire conversation, but do not include words like uh or um.
* Transcribe only the conversation (do not include audibles like [laughs], [phone rings], [cries], etc.
* Do not use quotation marks, semicolons, exclamation marks, or dashes in your transcript.
* Use the Internet to look up any names, places, or terms for which spelling needs to be verified.
* Name the file: YourName SampleTranscript PremiumBusinessService
* At the end, note how much time it took for you to prepare the transcript.