

Tips for Transcribing Community Engagement Session Data

If you have an audio or audiovisual recording of a community engagement session, you may consider transcribing it into a written transcript so it can be systematically analyzed.

Prior to transcription

Prior to transcription, you should make key decisions about whether and how the audio or audiovisual recordings will be transcribed. Use the table below to guide your decisionmaking process.



Question	Guidance
Do the data need transcribing?	Even when an audio or audiovisual recording exists, detailed notes taken during the community engagement session may suffice.
How will data be transcribed?	Consider whether you will use transcription software, hire a transcription company, or transcribe the recording by hand.
How complete must the transcript be?	Consider whether all audio versus relevant segments should be transcribed.
How do we ensure content accuracy?	Consider providing transcribers with a list of frequently used terms.
Will we need multilingual transcription or translation?	Consider whether transcriptions will need to be translated into another language.

After transcription

After transcription, there are several decisions that still need to be made. Use the table below to guide your decisionmaking process when preparing transcripts for analysis.

Question	Guidance
How are your transcripts formatted?	Ensure each transcript has standardized fonts and font size, margins, and page numbers.
How will you anonymize your transcripts?	Remove individuals' names and other personally identifiable information, as well as references to organizations or groups.
How will you ensure the transcription reflects the audio?	Read each transcript while listening to audio and rectify errors or omissions that emerge. If a transcript is translated into English, have a multilingual teammate verify the accuracy and completeness of the translated transcript.

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