Quick Transcript Analysis Checklist

Transcriber's Name: _____ Mentor: _____

Analysis Date: _____ Transcript Date: _____ Class/Meeting: _____

Analysis of Formatting

White Space Problems

☐ Not enough white space

☐ Too much white space

☐ In wrong places

Header or Closure Problems

☐ Header or Closure Missing

☐ Doesn't include complete info

☐ No blank line after header or before closure

☐ Typed without using abbreviation

[Transcriber Comment] Problems

☐ Not in square brackets

☐ Orientations used in place of spoken content

☐ Inappropriate content (chatting, opinions, directions, etc.)

Analysis of Grammar

Sentence Level

☐ Fragment: subject or verb missing

☐ Run-on sentences; multi-clause sentences

Word Errors

☐ Ambiguous pronouns

Punctuation

☐ Commas instead of periods between sentences

☐ No punctuation between sentences

☐ Period instead of ? at end of questions

Analysis of Abbreviation System Use

Info from Self-test

☐ Top 40 below 95%   ☐ Edit percentage below 90%

☐ Long Word abbreviations below 75%   ☐ More than 3 edits a minute

☐ Specific Top 40 problem words?

Info from Transcript

☐ Problems with periods.

☐ Problems with question marks.

☐ Uncorrected unintelligible red word

☐ Uncorrected black font words (expansion errors)

Analysis of Message Content

☐ Fact Errors

☐ Unclear Wording

☐ Incomplete Thoughts

☐ Obvious gaps between ideas
within a topic

☐ Missing transitions between topics

Completeness of Information

☐ Many missing main points

☐ Many minor points

☐ Verbatim sections

☐ False starts and starters included

☐ Reliance on comments like [inaudible]
or [can't hear/can't understand]

☐ No mention of relevant silent activities

☐ No mention of relevant noises that
were noted by others

Level of Formality

☐ Vocabulary choice too high or too low

☐ Grammar too complex

☐ Slang used