

**Growth in Grammar Project  
Transcription Manual  
<STAGE TWO/>**

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### **General Principles**

Stage 2 of the transcription process requires you to do two things:

- (1) Review the Stage 1 transcripts to ensure they have been accurately transcribed according to the Stage 1 manual, paying particular attention to the features specified in the *Reviewing Transcripts* section below.
- (2) Mark up two specific kinds of material within the Stage 1 transcripts according to the conventions specified in the *Punctuation* and the *Grammar* section below.

## General Practice

For each transcript, you must:

- (1) **ADD** your name to the original filename so that it follows the same format as that for the Stage 1 manual. Thus,

**batch#\_text#.txt**

becomes

**batch#\_text#\_your\_name.txt**

For example,

<b>005_345a.txt</b>	becomes	<b>005_345a_Mark_Brenchley.txt</b>
<b>014_087.txt</b>	becomes	<b>014_087_Philip_Durrant.txt</b>

- (2) **OPEN** the transcript using *Microsoft Word*, making sure to do so in the UTF-8 format (i.e. the same format that was used for Stage 1 of the transcription process).

*As before, make sure that the automated correction tools are switched OFF, but that the spellcheck and grammar highlighting tools are switched ON. You should also make sure the language setting has been switched to ENGLISH (UK).*

*Also as before, never add your own markings to the original pieces of writing.*

- (3) **WORK THROUGH** the text using the conventions specified in this manual, and in the following order:

- (a) Review the text as specified in the *Reviewing Transcripts* section below.
- (b) Amend the punctuation as specified in the *Punctuation* section below.
- (c) Mark up the transcript for any grammatical errors as specified in the *Grammar* section below.

- (4) **SAVE** the final version as a .txt document, again making sure to do so in the standard UTF-8 format.

*As before, each transcription should always and only be saved directly to the encrypted memory stick which we provide. At no point, should a transcription be saved to your computer's desktop or some other external drive. Remember, this is part of your commitment to respecting the consent of our participants.*

## Reviewing Transcripts

For this component, you should review each transcript to ensure that it has been accurately transcribed according to the Stage 1 manual. You should take particular care to check the following, making sure to verify each feature in turn:

- (1) Check that the text has been appropriately anonymised.
- (2) Check that only the content of the text has been transcribed. In particular make sure that there are:
  - a) **no** plans
  - b) **no** marginal notes
  - c) **no** student or teacher comments.
- (3) Check that no words are missing from the original text and that no extra words have been added that do not appear in the original text.
- (4) Check that the single apostrophe (') has been used for all contractions and possessive forms. Conversely, make sure that all quotes/inverted commas have been transcribed using the double quotation marks (").
- (5) Check that all headings have been transcribed using the **<head>...</head>** tag.
- (6) Check for misspelled words and that the **<sp>...</sp>** tag has been used appropriately.
- (7) Check for any passages that have been transcribed using EITHER the **<unclear>...</unclear>** OR the **<illegible/>** tag. Where you feel able to identify the original text, you should delete the transcribed material (including the original **<unclear>...</unclear>** and **<illegible/>** tags) and re-transcribe the text as you think it should be transcribed. Otherwise, you should simply leave this material as originally transcribed.
- (8) Check for any passages that have been transcribed using the **<garble>...</garble>** tag, and make sure that this tag has been used appropriately. If you feel that this tag has been used incorrectly, then re-transcribe the material as you think it should be transcribed and delete the **<garble>...</garble>** tag. Otherwise, you should simply leave this material as originally transcribed.
- (9) Check for any passages that have been transcribed using the **<comment>...</comment>** tag. Firstly, make sure that the original transcriber comments have been inserted inside the left hand member of the pair, and not in between the two pairs. Thus, the following would be correct:

**<comment this is my comment>...</comment>**

but the following would not:

**<comment>this is my comment</comment>**

Secondly, check to see whether or not you can resolve the comment. If so then delete the transcribed material, along with the **<comment>...</comment>** tag, and re-

transcribe the passage as you think it should be transcribed. Otherwise, you should simply leave this material as originally transcribed.

- (10)** Finally, read through the passage to see if you can identify any other general errors (e.g. missing or mis-transcribed tags).

## Punctuation

This component requires you to review the transcript and EITHER add OR remove full stops so that all sentences within the text have been appropriately marked as such.

### ***I. Removing Full Stops***

Remove any full stop (.), question mark (?), or exclamation mark (!) that has been used to break up a sentence remembering to amend the ensuing capitalisation as appropriate.

To do so, simply replace the original piece of punctuation with the `<sent>...</sent>` macro, remembering to keep a record of the original punctuation mark by placing it inside the left hand member of the tag pair. Thus,

I. love. You.

would become

`I<sent .></sent> love<sent .></sent> <caps You>you</caps>.`

### ***II. Inserting Full Stops***

Insert a full stop wherever you feel one is needed to mark a sentence that the student has not punctuated as such, remembering to amend the ensuing capitalisation as appropriate.

In some cases, this will simply require inserting a full stop and then bracketing this full stop with the `<sent>...</sent>` macro. Thus,

I love you you love me.

would become

`I love you<sent ></sent> <caps you>You</caps> love me.`

In other cases, however, you will need to first remove an inappropriate punctuation mark, and insert a full stop in its place. In such cases, you should again bracket the full stop using the `<sent>...</sent>` macro, but also remember to insert the original punctuation mark inside the left hand member of the tag pair. Thus,

I love you, you love me.

would become

`I love you<sent ,></sent> <caps you>You</caps> love me.`

## Grammar

This component requires you to review the transcript and identify any sentences that you think are grammatically incorrect. To do so, you should:

- 1) Take each sentence in turn and read it through as if it was completely separate from the rest of the text.
- 2) If you think the sentence is grammatically incorrect, then bracket the entire sentence using the `<gram>...</gram><gloss>...</gloss>` macro. Thus,

He loves childs.

would become

`<gram>He loves childs.</gram><gloss></gloss>`

- 3) Re-write the sentence in the way that you think it needs to be re-written in order to be grammatically correct, remembering to place your material in between the `<gloss>...</gloss>` part of the tag. Thus,

He love childs.

might become

`<gram>He love childs.</gram><gloss>He loves children.</gloss>`

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### Additional Notes

**I.** Do not change anything other than the specific parts of the sentence that you think need to be changed. Everything else should be left as it has been originally transcribed and reviewed. In other words, the material inside the `<gloss>...</gloss>` part of the tag should otherwise exactly mirror the material inside the `<gram>...</gram>` part, including any original punctuation or any tags already inserted by the transcriber. Thus,

`<sp Hee>He</sp> loves childs.`

would become

`<gram><sp Hee>He</sp> loves childs.</gram><gloss><sp Hee>He</sp> loves children.</gloss>`

**II.** We appreciate that this will not always be straightforward. Some sentences, for example, may be ambiguous. Thus,

He love you.

might become

`<gram>He love you.</gram><gloss>He loves you.</gloss>`

or

`<gram>He love you.</gram><gloss>He loved you.</gloss>`



Unfortunately, there is very little we can do to resolve such cases. However, the critical thing to remember is that this is not something you need to worry too much about. We trust you to make the decision you think is appropriate.

Nevertheless, we can offer three pieces of general advice:

- (a) Try to make the smallest change required in order to make your "gloss" grammatically correct. For example, if you can change one word, rather than two, you should only change one word.
- (b) Remember that you are only looking to identify and "gloss" sentences that you think are *grammatically* incorrect – "errors", in other words. You should not change a sentence in order to improve the sentence's style or to make it sound "nicer".
- (c) Remember that you are only looking to identify and "gloss" individual sentences. As such, you should treat each sentence in isolation when checking to see if it is grammatically incorrect. For example, if the previous sentence is in the present tense, and the sentence you are looking at has switched to the past tense, then you should simply leave this passage as is and not use the `<gram>...</gram><gloss>...</gloss>` tag.