Exercise 1: Audio Transcription

Transcribing: 10 minutes
Pair & Share: 10 minutes
Discussion: 10 minutes

- **On laptops**
  - Open ExpressScribe
  - Open audio file titled *SampleInterviewSnip.mp3* in ExpressScribe
  - Get your headphones ready
  - Open MS Word

- **Hotkeys for Express Scribe**
  - Play - F9
  - Pause/stop - F4
  - Rewind - F7
  - Fast forward - F8
  - Speed:  ■ slower (50%) - F2
    ■ faster (150%) - F3
    ■ normal (100%) - F10

- **Transcribe!**
  - Listen
  - Write down what you hear
    - Use the pause, rewind, and slow speed to help you

- **Pair & Share**
- **Discussion**
Exercise 2: Code Definition Exercise

Brief Codes: 6 Minutes  
Full Codes: 4 Minutes  
Discussion: 10 minutes

- Brief Codes
  - Read the first two pages of the transcript  
  - Highlight, circle, or underline phrases and words that are meaningful  
  - Use Brief Code Worksheet -- METRO Practice 4/23  
  - Create a code and a brief definition
- Full Codes
  - In pairs, take two minutes to discuss your brief codes for any similarities or differences in the codes that you assigned  
  - In pairs, create a fully defined code using Full Code Worksheet -- METRO Practice 4/23
- Share & Discussion

Exercise 3: Coding Exercise

Coding a Transcript: 15 minutes  
Pair & Share: 5 minutes  
Discussion: 10 minutes

- Read through the transcript completely before you begin to code
  - Consider the themes you can identify in this transcript when you are deciding which words/phrases to use as codes  
  - Your goal is to make it easier to find and use this material in further analysis and presentation
- Then read through and code the transcript
  - Write codes directly on the transcript in the margins  
  - Use words/phrases that are meaningful to you (you don’t necessarily have to use the codes you defined a few minutes ago)  
  - Use the highlighters/colored pencils/crayons if they are helpful to underline or otherwise highlight transcript text
- Pair & Share
- Discussion