

Project HeatSafe

WP6 Training (Vietnam Cold): *Transcription & Captioning*

Presenter: Dr Elspeth Oppermann

These slides are for internal training purposes only – please do not share them beyond the Project HeatSafe team.




Confidentiality and Ethics Requirements

- The raw data, any documents you create, and any information referred to in the data or resulting documents **MUST NOT** be shared or spoken about with anyone else (including friends or family).
- This is to protect the participants and the company at which the research took place and is a very serious ethical obligation that you are required to abide by as NUS students, as we are conducting this research under the oversight of the NUS IRB (Ethics Review Board).
- Download one audio file at a time. Once your transcription is complete and uploaded to NBOX, delete both files from your computer and clear the trash.
- Do not send transcriptions via email. They should only be uploaded into nBox.

Overview







- Audio Transcription (Dictaphones)
- Video Transcription and captioning (Go-Pro)
- To start, Please see your emailed transcription file, which includes:
 - This set of slides (with instructions and advice)
 - Forms to use for the audio/Dictaphone transcription
 - Forms to use for the Go-pro transcription/captioning

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 ⋮ ☐ Show deleted items 11 👤 Elspeth Oppermann

🏠 Home / HeatSafe Vietnam Data / Ethnography - Cool (Feb 2023)

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| <input type="checkbox"/> | Name | Size | Last modified | |
|--|---------------------------------|---------|--------------------------|---|
|  | Household Tours | — | Mar 28, 2022, 5:32:21 PM | ⋮ |
|  | Management Interviews | — | Mar 28, 2022, 5:31:47 PM | ⋮ |
|  | Next Morning Interviews (Day 2) | — | Mar 28, 2022, 5:15:38 PM | ⋮ |
|  | Post-Shift Interviews (Day 1) | — | Mar 28, 2022, 5:15:38 PM | ⋮ |
|  | Workplace Walkthroughs | — | Mar 28, 2022, 5:33:39 PM | ⋮ |
|  | Vietnam (Cool Feb 2023).xlsx | 17.7 KB | Feb 22, 2023, 9:37:25 AM | ⋮ |

Files

Shared Folders

My Links

Activity

Files Activity

Collaboration Activity

Account Activity

Devices

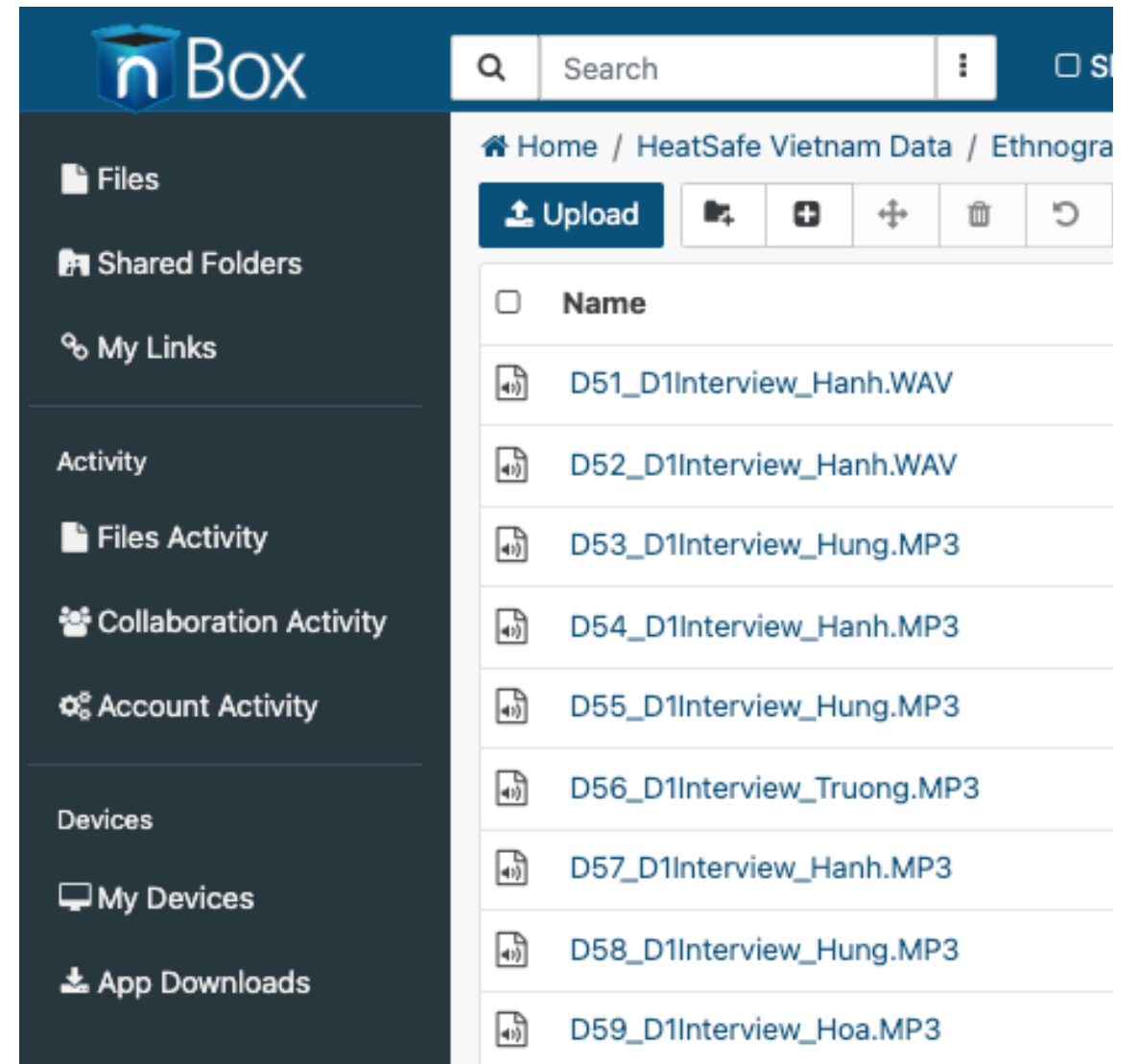
My Devices

App Downloads

| | A | B | C | D | E | F | |
|----|--------------------------------|------------|-------|--------------|-------|-----------------------|----|
| 1 | Vietnam Cold season interviews | | | | | | |
| 2 | | | | | | | |
| 3 | NAME | POST-SHIFT | DONE? | NEXT MORNING | DONE? | MANAGEMENT INTERVIEWS | Do |
| 4 | Tran Van Anh (Jane) | D51 | | D51 | | | |
| 5 | | D52 | | D52 | | | |
| 6 | | D53 | | D53 | | | |
| 7 | | D54 | | D54 | | | |
| 8 | | D55 | | D55 | | | |
| 9 | | D56 | | D56 | | | |
| 10 | | D57 | | D57 | | | |
| 11 | | D58 | | D58 | | | |
| 12 | Tran Lam Vy (Lam Vy) | D59 | | D59 | | | |
| 13 | | D60 | | D60 | | | |
| 14 | | D61 | | D61 | | | |
| 15 | | D62 | | D62 | | | |
| 16 | | D63 | | D63 | | | |
| 17 | | D64 | | D64 | | | |
| 18 | | D65 | | D65 | | | |
| 19 | | D66 | | D66 | | | |
| 20 | Le Van Minh (Van Minh) | D67 | | D67 | | | |
| 21 | | D68 | | D68 | | | |
| 22 | | D69 | | D69 | | | |

Audio Transcription 1

- Access the recording in nBox online/using the Client function – instructions will follow from Pearl about NBOX.
- Windows users should be able to play the audio on nBox directly (doesn't work on a Mac);
 - If not able to play on nBox, download and use your preferred music player software to listen.
 - Once you have completed the transcription be sure to delete any copies of the file on your computer.
- Skip through the audio until you hear the permission to record/where recording starts if this wasn't recorded (I assume you asked them before otherwise there would be no recording of the rest of the interview!). Transcribe the material after this section.



Audio Transcription 2

- Use the transcription form (see email)
- Add the participant number and other data at the top
- Save the transcription file with the same file name as the audio recording in N-Box, but add “Transcription” instead of “Interview” and add to the same folder, so that they save next to each other – i.e.

D51_D1Interview_Hanh.WAV

Will have a word document file saved under it as:

D51_D1Transcription_your name.doc

- N-Box takes time to synchronise – check the transcription is available online (preferably after an hour) before deleting any local copies.

Audio Transcription 3



| | | |
|-------------------|--|--|
| Participant no. | | |
| Interview type | Post Shift/Next Morning/Workplace Walkthrough/Management Interview/Home Tour [delete as appropriate] | |
| Interviewer name | | |
| Transcriber name | | |
| Original language | | |
| SPEAKER (I | Time | Add transcription as text in this column. Please provide close |

Audio Transcription 4

- Translate directly from Vietnamese audio to English written word
- We are aiming for the written form of natural speech – full sentences, retaining as much of original expression (including any uncertainty or confusion!) as possible – so they can be quoted, e.g.

P: Yeah, sometimes it feels really hot in the factory, but sometimes it's cool, mostly after it rains or in the winter.

I: How is it at the moment?

P: At the moment it's really hot

- I *do not* want simplifications: “temperature at the factory now” OR “really hot”. This simplification/pre-coding makes it seem like it is always that way, there is no variation (e.g. after rain) which over-states the potential heat stress exposure across the season.

Audio Transcription 5

- Write out full sentences as they were spoken, but no need to include “um” or “er”.
- Use only plain text (no bold or italics).
- If words or meaning is unclear, indicate with square brackets what you think the words are, or if really unsure, write “inaudible” - E.g.

P: Sometimes when I am hot I go [underside? And decide?] to rest.

or

P: Always when I'm hot [inaudible] me to drink, drink, drink.

- For interviewer questions – these were based on a script, so you may find they are repeated across each interview – feel free to copy and paste questions if they are the same, but if they are different you will need to translate them each time.

Audio Transcription 6 – SPEAKERS

- Do not change “P” (participant) or “I” (interviewer) for the main interviewer (as recorded at top of form)
- If there are *other* speakers (e.g. for the Workplace Walkthrough and Home Tour audio recordings):
 - If researchers, call them I-2 (‘Interviewer 2’) etc. in the SPEAKER column, and add their names to the top of the form.
 - If co-workers or family members of participants who interject *but have not signed a consent form* this data cannot be used. But if the participant repeats it, it can be used (see example)
 - Use a hyphen (-) at beginning and end of sentence to indicate cross-talk/interruptions

| language | |
|--|---|
| SPEAKER (I = Interviewer' P = participant) | Tim Star (from record e.g. 00 at comme ment sente |
| I | |
| P | |
| I | |
| P | |
| I | |

| | sentence | |
|-----------------|----------|---|
| I | | What do you normally do when you come home to cool down? |
| P | | First I have a shower - |
| [family member] | | [inadmissible] |
| P | | -oh that's right, first I drink cold water from the fridge, then I have a shower. |
| I | | |

Audio Transcription 7

– TIME STAMP

- Add *approximate* time stamp at *beginning* of sentence (e.g. : 01:02 - minutes and seconds)
- Do this about once every minute – do not need to do for each line as it is too time consuming.

| | <u>sentence</u> | |
|---|-----------------|--|
| I | 02:17 | What do you normally do when you come home to cool down? |
| P | 02:25 | What do you mean, the house or- |
| I | 02:26 | -the house or yourself, as in your own body. |
| P | 02:30 | -myself... well, I have a shower. |
| I | | |

GO-PRO AUDIO AND CAPTIONING

- There should be a Dictaphone recording as well as a video recording for each of the Household Tours and Workplace Walkthroughs.
- Generally, it is easier to write a transcript based on the Dictaphone 'Recording' rather than using the Go-Pro video... however if the sound quality is poor you may need to try the video.
- If there is time left, we may also do video captioning - I will assign this if we cover all other tasks.
 - Use the Go-Pro video captioning form provided and add the following information:
 - time-stamped captions of the main segments of the video, move to the next time stamp and row when the next segment starts.
 - Time stamped descriptions of any parts of the video where significant aspects of behaviour, or objects/tools/equipment/features of the workplace/home were demonstrated or recorded (think of these like writing a very simple story)
 - Add time stamped quotes for any (short) statements by the participant that were particularly interesting and go with the description.
 - For example...

GO-PRO CAPTIONING

| Time Stamp (from recording), e.g. 00:03 | Language |
|---|---|
| | <p>Add description as text in this column. Note room and activity going on. If there are different cooling activities discussed – e.g. fan and <u>airconditioner</u> in same room, it is helpful to separate these if possible.</p> <p>Add any key quotes.</p> <p>Use time stamp for beginning of segment, when segment is over (e.g. moving to a new room) start a new row and add a new time stamp.</p> |
| 00:01 | Living room. Participant being interviewed while sitting down. |
| 10:05 | Participant shows us the bedroom. She points out the air-conditioner, and shows us the setting. “I normally use 18 degrees for the first thirty minutes, and then put it on 25 degrees after that” [10:59], she says. |
| 11:03 | Still in the bedroom. Participant shows us the pedestal fan. “I also use a fan at the same time as the <u>airconditioner</u> ” [11:25] she says. She shows us she normally has it on the low setting. She says “because the higher setting is too noisy”. |

What next?

- If you have any questions as you go along, you can always email or whatsapp me with questions (this way you can take a photo of what you are looking at and add your question) on +65 84504238
- Beyond the initial allocations, work will be given on a first-come-first-served basis so if you're keen and have time, let me know when you're finished and ready for more – however, do note that if you're an international student, you cannot do more than 16 hours per week.
- Keep a record of the start and finish date and times that you spend working – you will need to enter these into the NSW system to get paid.
- We anticipate 5 minutes of audio takes about 15 minutes to translate, but this will vary depending on audio quality, etc.
- Any questions?