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Eura Transcription Guidelines

Introduction

Project goal: The goal of this project is to transcribe audio files that will ultimately help our client build state of the art automatic speech recognition models.

The transcription box contains a pre-transcription. In this project, you will need to correct the transcription and add tags as needed, according to the following guidelines. The aim of this project is to accurately transcribe (i.e. type out or represent with pre-filled tags) the speech presented to you in audio files. You will be using our online transcription platform called "ADAP Quality Flow". A separate guide is provided for using ADAP Quality Flow.

Please read these guidelines in full and keep them handy when you start transcription. There are a lot of things to remember, but you will find it gets easier once you have done a few transcriptions.

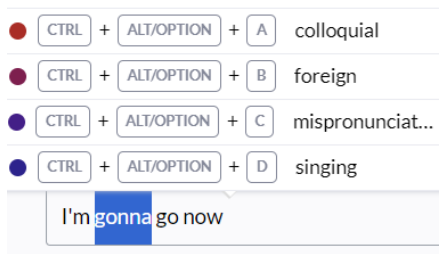Please use the present guidelines alongside the more specific speaker diarization guidelines available here as well.

If anything is unclear, please contact the project manager. Good luck!

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General information

<table>
<tr>
<td rowspan="4">Speech, non-speech noise, and no-speech</td>
<td>

<u>**The purpose of this project is to:**</u>
- correct pre-filled transcriptions or transcribe from scratch
- tag non-speech sounds which occur at the same time as speech
- timestamp audio to capture continuous speech (ie. speech with pauses of less than 0.5 seconds) and track and identify speakers by adding timestamps at the start and end of each speaker turn.

Speech is anything which contains human language. In this project, we transcribe speech even if it is not grammatically correct — including:

- hesitations ("um", "er"),
- colloquial words ("gonna", "wassup"), and
- repeated words ("they they was gonna be there.").

<table>
<tr><td>

Example

- TRANSCRIPTION: warm colors like uh red, orange and uh yellow. I seen

- TRANSCRIPTION: in my opinion, the Cavs are the best team. they're gonna

</td></tr>
</table>

Most speech is represented by words and characters. Some speech, however, is unintelligible and should be represented with pre-filled **tags**.

</td>
</tr>
<tr>
<td>

Non-speech sounds which occur during speech also need to be tagged. If non-speech sounds such as music, laughter, coughing, clicks, and bangs occur during a speaker turn (between start and end timestamps), these should be tagged.

</td>
</tr>
<tr>
<td>

If an entire unit doesn't contain **any speech** (words), then the sounds that occur in this unit should not be tagged. Instead, use the tag **no speech** and move on.

</td>
</tr>
</table>

<table>
<tr>
<td>Foreground speech/noise</td>
<td>

Your volume settings should be set so that the loudest speaker in the unit is at a comfortable volume. **Foreground speech** is any speech which can be clearly understood at that volume, without straining or repeated listening.

</td>
</tr>
<tr>
<td>Background speech</td>
<td>

Speech which is clearly quieter than the foreground volume (i.e. quiet speech coming from the background that can be understood with some effort) should be transcribed following all guidelines in this document, using the same conventions as foreground speech and noises, and **additionally tagged as background**

</td>
</tr>
</table>

	using the **<bg></bg>** span tag. For background speech that can't be understood, use <unintelligible/> .
Units	A unit is a single unit of transcription. Each unit has its own text input box and it does not need to be saved (i.e. the transcription is automatically saved) to move on to the next unit. The breaks between units can generally be ignored: they are only intended to break up the audio into easily transcribable sections.
Unit Group	A unit group of transcription work is a single, continuous audio file which is further divided into pages and units.
Source	For some unit groups, you will see additional information about the source of the audio in the Description section. Please use this information to guide your spelling decisions for proper nouns such as person names, location names, products and brand names. *Note: this additional information may contain spelling errors. Please use your judgment when using this information for proper nouns. If you're not certain, please do an online search to confirm the spelling.*
Shortcuts	To help you be more productive with transcription, you can utilize the keyboard shortcuts for event tags and span tags. To use the shortcuts, make sure the cursor is active in the text box and then press the keyboard combinations. **Shortcut for Event Tags** Place the cursor where the tag is going to be added, press Ctrl + E to open the shortcut dialog box and then followed by Ctrl + Alt + shortcut letter (e.g., Ctrl + Alt + D for change-spk tag or Ctrl + Alt + E for noise tag). **Shortcut for Span Tags** To use span tags, select/highlight the word(s) and the span tags dialog box will automatically show up. Use Ctrl + Alt + shortcut letter to implement the tag (e.g., Ctrl + Alt + A for colloquial or Ctrl + Alt + C for mispronunciation) ● CTRL + ALT/OPTION + A colloquial ● CTRL + ALT/OPTION + B foreign ● CTRL + ALT/OPTION + C mispronunciat... ● CTRL + ALT/OPTION + D singing I'm gonna go now

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Transcribing speech

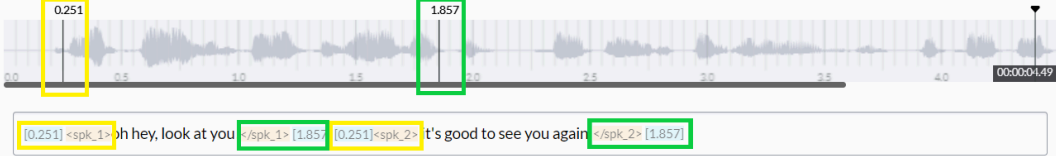|	

Spelling	Use standard contractions ("I'm", "could've", "let's" but not "tryna" or "'em") if this is how a word is pronounced in the audio. Also use possessive apostrophes where necessary, e.g. "Mike's job", "both kids' toys".
	
	Hyphens should be used in compound words or expressions, especially if the hyphen will change the meaning. In numbers hyphens are sometimes required to distinguish large numbers from sequences of smaller numbers.
	
	Example
	Speaker says '24' – use a hyphen
	    ● 24 ==> TRANSCRIPTION: twenty-four
	Speaker says '20' followed by '4' – do NOT use a hyphen
	
	    ● 20 4 ==> TRANSCRIPTION: twenty four
	
	So-called expressions should use hyphens.
	    ● TRANSCRIPTION: her mother-in-law and her so-called genius son

Acceptable non-standard spellings	If a pronunciation is only one sound different from its conventional spelling, please use the conventional spelling. If the spoken form differs by more than one sound, and there is a commonly used English spelling, please use that spelling.
	Example
	One sound different
	
	    ● bruh ==> TRANSCRIPTION: bro
	    ● K ==> TRANSCRIPTION: okay
	    ● walkin' , talkin' , seein' ==> TRANSCRIPTION: walking, talking, seeing
	More than one sound different
	
	    ● wanna, gonna ==> TRANSCRIPTION: wanna, gonna
	    ● c'mon, cuz, dunno, gimme ==> TRANSCRIPTION: c'mon, cuz, dunno, gimme

Capital letters	Use English capitalization rules with one exception: **do not use a capital letter if the only reason to do so is that the word is at the start of a sentence.** Most person names ("Barack Obama"), location names ("Golden Gate Bridge", "Russia"), products, and brand names ("Five Guys", "YouTube") should be capitalized.

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Speaker Identification and Speaker Changes	Each audio file contains multiple speakers.
	
	We'd like to identify at what point the speakers change at a unit group level using timestamps. This means you will identify the following points in an audio with a timestamp:
	  - [Speaker]_start: This is used when there is a new speaker in the audio, or a changed speaker
	  - [Speaker]_end: This is used when the speaker finishes speaking, either when the unit group is complete or before another person starts speaking.
	To try to be as precise as possible, please place the timestamps within 0.1 seconds of the event happening. **Do not** put the timestamp in the middle of a word (or you will cut the word).
	
	For more details on timestamps and speaker diarization, please refer to the Speaker Diarization guidelines
	
	[0.741] \<spk_1>oh hey, look at you!\</spk_1> [1.501] [2.042] \<spk_1>it's good to see you again.\</spk_1> [3.008]

Overlapping Speech	In this project, you'll encounter overlapping speech in the audio. Transcribe all speech from each speaker, including timestamps and speaker identifiers. Timestamps will indicate whether speech from the speakers overlaps. Transcribe speech in the order it is spoken. If there is overlapping speech, add the speech from the second speaker after the first speaker on the text box, and add the timestamps on the waveform to the correct places. For complete overlap required accuracy to place timestamps is within 0.1 seconds. Place the timestamps as accurately as possible. You will be required to transcribe overlapping speech in accordance with diarization guidelines.

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<unintelligible/>	Use as a placeholder for a word, or several words, that cannot be understood because there is interference, an audio problem, or because the person is not talking clearly. Enter this tag in place of the speech which cannot be understood after three attempts at listening. If there is more than one unintelligible word in sequence, use a single tag. If the entire sentence or unit cannot be understood, use a single unintelligible tag. Also use this tag for word fragments and stutters. If you cannot understand a word because it is in a foreign language, use the <foreign/> tag. **Example** **A speaker says a word you don't understand** TRANSCRIPTION: I want to go to <unintelligible/> tomorrow **Speaker says 'go t- tomorrow'** TRANSCRIPTION: go <unintelligible/> tomorrow
<bg>word</bg>	If the speaker is in the background, use the **<bg></bg>** tag. Even if a speaker is in the background, a speaker identifier tag is still needed for speaker diarization. **Example** **A speaker asks a question but someone in the background responds.** TRANSCRIPTION: [0.004] <spk_1> does anyone have a question? </spk_1> [0.534] [0.550] < spk_2> <bg> yes, over here. </bg> </spk_2> [0.230]
Singing	The definition of singing for the purpose of this project is: making musical and/or rhythmic sounds with your voice. Note that we have two different tags for singing.

The **<singing/>** tag is reserved for **live singing**, as described in this section, by a **foreground or background speaker**.

⚠ Sung lyrics in **recorded audio** are not tagged as <singing/> for the purpose of this project, but should rather use the tag **<lyrics/>**. See the section below for details on how to apply the **<lyrics/>** tag.

The following can also be considered singing when pronounced by a foreground or background speaker in a rhythmic and/or musical manner:
- Recital of poetry
- Rapping
  Chanting
- Ritualistic holy sermons

Note that these categories are considered speech (not singing) if they are not pronounced in the manner described above.

There are two ways to treat **singing** in this project: a <singing/> tag to replace each word or group of words that is sung that you do not know or cannot understand and a <singing>word</singing> span tag to surround words that are sung and that you can write down.

Singing is considered as speech and therefore the same rule applies: Timestamps and speaker identifiers are used to mark the singer.

1. Use the <singing/> event tag for a sung word or a group of sung words that you cannot understand (e.g. unintelligible singing, mumbling...) or words sung in a foreign language (even if you can understand it). Use the <singing/> event tag also for scatting/nonsense singing.

> **Example:**
> **A speaker starts a sentence in English and then says a word in German but in a sing-song manner "kaaaartoffeeeeellll!".**
>
> TRANSCRIPTION: and then he told me <singing/> !
>
> **Someone scats/sings nonsense "dee-doo-dee-daba-deedoo-boobee-bah": Use a single singing tag.**
>

If there is more than one word sung in a sequence, **please use a single singing tag for all unintelligible words sung**.
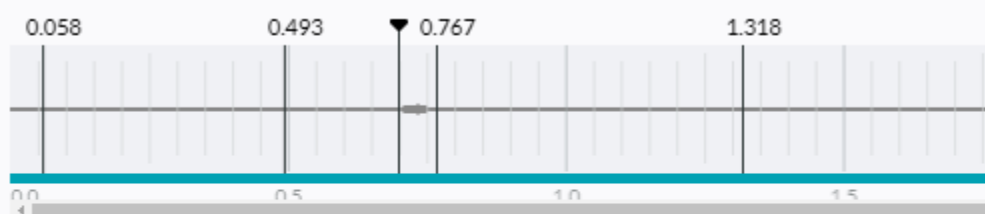

Example:
Someone starts rapping but you cannot understand the words. You believe you can hear at least 5 words.

TRANSCRIPTION: `<singing/>`

Example:
Someone recites a poem in French and then the speaker changes.
TRANSCRIPTION:

0.058		0.493	▼ 0.767		1.318

0.0	0.5	1.0	1.5

`[0.058]<spk_1> <singing/></spk_1> [0.767] [0.493]<spk_2> <singing/> </spk_2> [1.318]`

---

2. If you can understand the sung words (and they are in English), write them down and surround them with the span tag `<singing>word</singing>` .

Example:
Someone is reciting a poem.

TRANSCRIPTION: `<spk_1><singing>`and then I saw a fairy, come flying right by me`</singing></spk_1>`

Multiple people sing the Happy Birthday song together at the same time and you cannot recognize the singers:

TRANSCRIPTION:
`<group> <singing>`happy birthday dear Rajesh, happy birthday to you!`</singing> </group>`

Multiple people sing the song Frère Jacques in a round (starting a few seconds apart from each other)

TRANSCRIPTION:

3.63 s / 3.63 s

0.112   0.681   ▼   2.146   2.823

[0.112]<spk_1> <singing/> </spk_1> [2.146] [0.681]<spk_2> <singing/> </spk_2> [2.823]
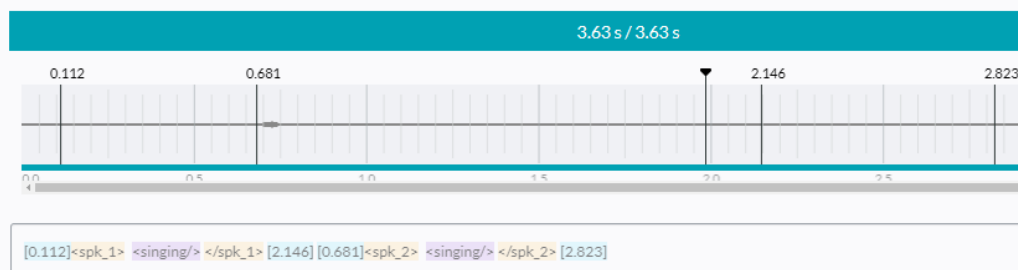
Multiple people take turns singing a song:

TRANSCRIPTION:

[0.121]<spk_1> <singing>I believe I can fly. </singing> </spk_1> [1.682] [1.751]<spk_2> <singing>I believe I can touch the sky.</singing> </spk_2> [4.641]

Someone speaks and then another person starts talking in a sing-song manner.

TRANSCRIPTION: [0.145] <spk_1> what do you say? </spk_1> [1.145][1.155]<spk_2><singing>I love it!</singing></spk_2> [2.435]

/!\ Tips:

- Use the <singing/> event tag for sung words that you cannot understand.

- Use the <singing/> event tag for each or group of foreign sung words, even if you can understand it.

- Use the <singing/> event tag only for a **speaker** singing, and not for lyrics in recorded music that appears in the unit. For lyrics in recorded music, use the **<lyrics/>** tag instead.

- Ignore music that accompanies singing. Brief periods of music alone without singing within a unit should also be ignored.

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	- Use the **timestamps and speaker identifiers** for singing like you do for spoken speech: when the speaker or singer changes. - Use punctuation in places where it falls naturally in songs, singsong words, poems or sermons. - If multiple people sing different words at the same time (i.e. different songs, out of sync, in a round), transcribe both speakers. - If singing and spoken speech occur at the same time and at a similar volume, transcribe both speakers.
Lyrics	Lyrics in **recorded**, produced musical audio that appears in the unit should be transcribed similarly to singing, but using the **<lyrics/>** tags instead of the <singing/> tags. 1. Use the <lyrics/> event tag for a word or group of words in the lyrics that you cannot understand (e.g. unintelligible singing, mumbling...) or for a word or group of words in a foreign language in the lyrics (even if you can understand it). Use the <lyrics/> event tag for scatting/nonsense singing. For a sequence of lyrics with more than one word, **please use a single lyrics tag to represent all unintelligible lyrics**. 2. If you can understand the words of the lyrics (and they are in English), write them down and surround them with the span tag **<lyrics>**word**</lyrics>**.
Foreign Speech	There are two ways to transcribe foreign speech: a <foreign/> tag to replace a word or group of words you do not know and a <foreign>word</foreign> span tag to surround foreign words you can write down. Use the **foreign tag** for speech in a language other than English which would not be understood by US English speakers. Loan words such as "sombrero" and "sayonara" should be transcribed in the same manner as other English words. <table><tr><td>**Example:** **A speaker says a foreign word after "does" and you cannot identify the foreign word** TRANSCRIPTION: what does <foreign/> mean in Russian?</td></tr></table>

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If there is more than one unintelligible foreign word in sequence, use a single tag. If the entire sentence or unit cannot be understood and is in a foreign language, use a single <foreign/> tag.

> **Example:**
> **A speaker says "denken Sie an die Kinder" in the middle of a sentence but you do not understand**
>
> TRANSCRIPTION: I thought she said <foreign/> and then

If you can understand the foreign language, please write the words down and surround them with the **span tag** <foreign>word</foreign>.

> **Example:**
> **A speaker says "denken Sie an die Kinder" in the middle of a sentence and you understand the words**
>
> TRANSCRIPTION: I thought she said <foreign>denken Sie an die Kinder</foreign> and then

/!\ Tips:

- Remember that loanwords are words borrowed from other languages that are widely known and understood by English speakers. They are not considered foreign words for the purposes of this project and should not receive a foreign tag.

- Foreign names (people's names, places, etc.) are not considered foreign words and should be transcribed.

- If you cannot understand a word due to interference, audio problems, or because the person is not talking clearly but it is in English, use

- If you cannot understand a word or group of words because it is in a foreign language, use

- If you are unsure of the spelling but you understand the word and it is used in your language as a loanword, do an internet search to find the most common spelling.

	- If you can understand and transcribe what is said but it is not in **English** and not a loanword, please surround the words with `<foreign>word</foreign>` span tag. - Singing in a foreign language should be tagged as `<singing/>` (a single tag for one word or a group of words), do not write down the words even if you can understand them.
Numbers	**Numbers** should be spelled out as full words in the way they were said. **Example** **The number '2012' may be said in many different ways** 2012 ==> TRANSCRIPTION: twenty twelve 2012 ==> TRANSCRIPTION: two thousand and twelve **Speaker states a lottery number (4 8 6 2)** 4 8 6 2 ==> TRANSCRIPTION: four eight six two **Speaker reads the time** - now it is 5:30pm. ==> TRANSCRIPTION: now it is five thirty PM. **Speaker reads a math equation** 1 + 1 = 2. ==> TRANSCRIPTION: one plus one equals two. **Speaker uses a currency** - this item costs \$12.99. ==> TRANSCRIPTION: this item costs twelve dollars ninety-nine. **Digits** (e.g. 1 2 3 4 5 ...) can be used in the transcription <u>ONLY</u> when they are joined to a letter as part of a name without a space. **Example** - H2O ==> TRANSCRIPTION: H2O

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	• iPhone 6S ==> TRANSCRIPTION: iPhone 6S • PS4 ==> TRANSCRIPTION: PS4 **However** • Xbox 360 ==> TRANSCRIPTION: Xbox three sixty
Acronyms & Initialisms	Acronyms and initialisms are words made up of the first letters of words. They may be pronounced as a word, or each letter may be pronounced separately. Acronyms and initialisms are spelled using uppercase letters **with no space or period in between.** **Example** • N.A.S.A or N A S A ==> NASA • U.S.A. or U S A ==> USA • A.M / P.M. ==> AM / PM • FIFA • UNESCO
Spelled out words	When a speaker spells a word out, letter by letter, please transcribe uppercase letters with a space in between. **Example** • TRANSCRIPTION: spelling sequences are transcribed as isolated uppercase letters. if I spell my name to you, I would say J O H N. • TRANSCRIPTION: M A N H A T T A N. M A N H A double T A N.
Emails / websites	If you need to transcribe an email address or website address, separate the elements as spoken. **Example** • www.facebook.com ==> TRANSCRIPTION: WWW dot Facebook dot com.

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	• johndoe@gmail.tv ==> TRANSCRIPTION: John Doe at Gmail dot TV. • maeve17@hotmail.ie => TRANSCRIPTION: Maeve seventeen at Hotmail dot IE.
Inappropriate language	All inappropriate language should be transcribed. If you feel uncomfortable typing a particular word, use the unintelligible tag (see unintelligible tag) in its place.
Hesitations and interjections	Transcribe hesitations and other disfluencies like *uh-huh* and *hm,* using the table below. **List of Hesitations/Interjections**

Meaning	Acceptable Spelling
Agreement	hm, mm
Disagreement	huh, ah, oh, uh, uh-uh
Surprise	wow, oh, ah
Seeking Confirmation	eh, mhm, ehm
Disgust	bah, bleah, ugh, yuck, eww
Delight	eh, wow, ah
Calling Someone	hei, eh, oh
Emphasizing	eh, wa, oh, ah, uh

Example

- TRANSCRIPTION: hm, what did I say?
- TRANSCRIPTION: oh, I totally forgot that.
- TRANSCRIPTION: I'd like to watch this movie uh with uh <incomplete/> it's some <colloquial>kinda</colloquial> love story.

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Span Tags (highlighting)

There are two types of tags: **span** tags and **event** tags. Look for these in the screenshot below.
Event tags are inserted between words, while span tags are used to surround words.
To undo span tags, simply press backspace twice and the tag will be removed.

Span Tag	How to use it
`<colloquial>word</colloquial>`	For non-standard words that often appear in spoken English, transcribe what is heard and surround the word using the colloquial span tag. In general, if a word would not appear in a dictionary or formal written context (e.g. a newspaper), then the word is likely to be colloquial. If a word appears in the official dictionary but is specified as 'colloq./colloquial' or 'informal', please use the colloquial tag. When in doubt, use the colloquial tag rather than leaving a word untagged. **Example**<table><tr><th>Speaker's Pronunciation</th><th>Transcription</th><th>Full Form</th></tr><tr><td>aight</td><td>`<colloquial>aight</colloquial>`</td><td>all right</td></tr><tr><td>aboutcha</td><td>`<colloquial>aboutcha</colloquial>`</td><td>about you</td></tr><tr><td>rez</td><td>`<colloquial>rez</colloquial>`</td><td>reservation</td></tr></table> Please see the US spelling standardization and word list for more examples!
`<mispronunciation>word</mispronunciation>`	Use this to surround any words that were accidentally mispronounced. Spell the word in the **normal** (correct) way, then surround it. There is no need to use this if someone has an accent — it should only be used when the person accidentally said something the wrong way. When in doubt ask yourself "would this person pronounce the word differently if I asked them to repeat themselves?" If they would, it can be classified as a mispronunciation. **Example** You hear "what time are you lea**b**ing?"

	TRANSCRIPTION: what time are you <mispronunciation>leaving</mispronunciation>?
<best_guess>word</best_guess>	If you hear a word in the audio but you are not entirely sure how to spell it or you are not entirely confident you are hearing the word correctly, surround the word using the best guess tag. This tag might be needed if the speaker uses a proper name you are unfamiliar with. **Example:** ● You hear "he told me to go to *Wolengi*" but you are not sure what *Wolengi* is or how to spell it; spell as best guess and use the tag: <best_guess>Wolengi</best_guess> Please do not use the best guess tag if the speech is **unintelligible** because the audio quality is poor, the speaker mumbles, etc. for these cases please use the <unintelligible/> tag. Do **NOT** use this tag for words you can easily spell correctly by doing a quick online search. **Examples:** ● You are unsure of the name of an artist, "Emir Kusturica"; you should search online with an approximate spelling + keywords (e.g you heard "movie" in the unit group) to find the correct spelling. ● You are unsure of the spelling of "necessary"; you should look it up online or in a dictionary and use the correct spelling. /!\ Remember: If you hear something in **English** but cannot make out the word at all = use <unintelligible/> If you hear something in a **foreign language** that you cannot understand = use <foreign/>

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Units without any speech

Event Tag	Shortcut	How to use it
`<no_speech/>`	c	If an entire utterance does not contain any speech, it should be transcribed with one tag ONLY: the **no speech tag.** Even if it contains other sounds, you must ignore them if there is no speech at all. **Example** **The whole utterance contains someone crying, loud noises or instrumental music:** TRANSCRIPTION: `<no_speech/>` You must ignore all sounds if there is no speech in the entire utterance.

Tagging non-speech noises and events

Non-speech noises and events must be tagged when they occur **within a speaker turn** (between start and end timestamps).

These are listed in order of how often they are likely to be used. The more common tags are listed at the top of the table.

Event Tag	How to use it

`<spk/>`	Use for all sounds made by a foreground human which are not speech (e.g. any sounds from the mouth or nose, such as breath, cough, lipsmack, and laughing). Only use this tag if: - the volume is at or near the volume of the surrounding foreground speech. - AND the sound occurs during a speaker turn, i.e. between start and end timestamps. **Example** **Someone laughs in the middle of their sentence** TRANSCRIPTION: seriously that's `<spk/>` ridiculous! **Someone is speaking and someone else coughs between the speaker's words.** TRANSCRIPTION: and after that I went to Forever twenty-one `<spk/>` to buy some socks. `</spk_1>` **You hear some coughing and then some speech. The coughing is ignored and not tagged because it's not occurring during a speaker turn.** TRANSCRIPTION : [0.162] `<spk_1>`I told you so!`</spk_1>` [1.127]
`<music/>`	Use for music (without lyrics) that does not overlap with foreground speech. Singing by a speaker should be tagged as singing, not as music, while recorded music with lyrics should be tagged as **lyrics**. Only use this tag if: - the volume is at or near the volume of the surrounding speech. - AND the sound occurs during a speaker turn (between start and end timestamps). **Example** **A loud jingle is heard during a short break in a TV announcement:** TRANSCRIPTION : more on that tonight `<music/>` on BBC. `</spk_1>` **You hear some music and then some speech. Music is ignored and not tagged because it's not occurring during a speaker turn.**

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	TRANSCRIPTION : [0.162] <spk_1>I told you so!</spk_1> [1.127]

<noise/>	Use for any foreground noise that is not spk or music (see above).
	 Use for any non-speaker noise that occurs at the same volume as foreground speech.
	 Do <u>not</u> tag background noise that is at a lower volume than speech.
	
	 Only use this tag if:
	   - the volume is at or near the volume of the surrounding foreground speech.
	   - AND the sound occurs during a speaker turn, i.e. between start and end timestamps.
	
	 Example
	 Someone is knocking at the door:
	
	 TRANSCRIPTION :
	
	 [0.162]<spk_1> hello. <noise/> is anyone here?</spk_1> [1.999]

<truncation/>	Use when a word gets cut off at the end of a unit because the computer has not cut up the audio correctly. This is different from a fragment (where the person stops talking part way through a word). In a truncation, the recording has cut someone off while they were saying a word. Therefore, truncations only occur at the **start or end of a unit**. When you hear a truncation at the **end of a unit** and you can transcribe the word with certainty, write out the truncated word in full followed by the <truncation/> tag. When you hear a truncation at the **start of a unit**, insert the <truncation/> tag only. **Example** **The word 'probably' is split with "prob-" at the end of the first unit and "-ably" at the beginning of the second unit.**

unit 1: in that case we should probably `<truncation/>`

unit 2: `<truncation/>` consider other options

If you are unable to tell what the truncated word is at the end of a unit, simply insert the `<unintelligible/>` tag in place of the word followed by the `<truncation/>` tag.

Example

A word is truncated between two units and you can hear some fragments of it in both units but you cannot tell what the word is for certain. Replace the truncated word with the unintelligible tag.

unit 1: we bought a `<unintelligible/>` `<truncation/>`

unit 2: `<truncation/>` from the market yesterday and

Punctuation

Punctuation	A sentence is a grammatically complete unit. A sentence will usually, but not always, contain a subject (e.g. "the cat") and a verb (e.g. "sat"). Examples of grammatically complete sentences which do not have a subject and verb include answers to questions (e.g. "yes." and "no.") and exclamations ("what!" and "really?").
	Example: ● TRANSCRIPTION: running smoothly now. could I do more? yes, maybe.
	At the end of each sentence, use a period (.) for statements, a question mark (?) for questions, or an exclamation mark (!) for exclamations. Do not use punctuation combinations ("?!", "!!!", "..."). Do not use hyphens or quotation marks to indicate quoted or mentioned speech. No other punctuation (such as : ;) should be used.
	Only place punctuation at the end of a unit if the end of the unit is also the end of a sentence. If the speaker continues the same sentence into the next unit, put the punctuation wherever it naturally falls in the speech. See the description of a <u>unit</u>.
	Examples: ● TRANSCRIPTION: Unit 1: win this year**!** what do you think Unit 2: about the Knicks**?** they seem to have finally
	See the "<u>incomplete</u>" tag section below for instructions about sentence fragments which are not grammatically complete.
<incomplete/>	Insert the incomplete tag when a speaker begins a sentence and is either **(a)** interrupted by a new speaker, or **(b)** begins a new sentence before the first grammatically complete sentence is finished.
	The tag should not be used to indicate that a sentence is continuing into a second unit.
	Examples **Speaker 1 says 'I like having' in Utterance 1. In the second utterance, they resume their sentence and say '9 hours of sleep a day'.**

	TRANSCRIPTION (Unit 1): [0.162] <spk_1>I like having</spk_1> [1.988] TRANSCRIPTION (Unit 2): [0.162] <spk_1>nine hours of sleep a day.</spk_1> [1.880] The sentence continued on, therefore the incomplete tag is not needed here. **A speaker starts a sentence but is interrupted by another speaker.** TRANSCRIPTION: [0.162] <spk_1>I'm going to the <incomplete/> </spk_1> [1.350] [1.401] <spk_2>the weather is lovely today.</spk_2> [2.578] **A speaker starts a sentence but switches to a new sentence before finishing the first one.** TRANSCRIPTION: [0.162]<spk_1> I don't know if <incomplete/> they are very conservative about it. </spk_1> [2.578] You **do not** need to use the incomplete tag when the speaker restarts or repeats a single word.
Commas	You may use commas (,) to increase the readability, following standard rules surrounding comma usage, for instance: ● For lists of items ("I ate two apples, three oranges, and a banana.") and sequences of adjectives ("he was a big, red haired, evil man.") ● For introductory phrases ("so I was thinking, how do you do it?", "at the end of the day, what matters is your health.").

Appen

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	Please follow standard rules of comma usage. When unsure whether to use a comma, err on the side of <u>NOT</u> using one.

Resources

- [English Punctuation Rules](#)
- [Capitalization in English](#)
- [Forester - Spelling Standardization and wordlist](#)