[Required Information]

That section must be filled by the content editor/writer.

The information in that section is necessary for the web developer.

While you are reviewing the content make sure you apply some best practices:

* HTML first, if you have an alternative version (word, pdf) a link will be on the page.
* Use only the predefine style in word, Heading 1 Heading 2 etc.
* Anywhere there is link we should have the detail in bracket
  + example:
    - [*EN 301 549* (PDF, 2.3MB)](https://www.etsi.org/deliver/etsi_en/301500_301599/301549/03.02.01_60/en_301549v030201p.pdf)
    - [*EN 301 549* (PDF 2.3Mo) (disponible seulement en anglais)](https://www.etsi.org/deliver/etsi_en/301500_301599/301549/03.02.01_60/en_301549v030201p.pdf)

**Short Introduction / Description**

A tool to make sure you did not forget anything.

category:

  - How to's

sub-category:

  - Create web content

audience:

  - Everyone

**Transcript Checklist**

Table of Contents

[Transcript Checklist 4](#_Toc141279914)

[Transcription examples 4](#_Toc141279915)

# Transcript Checklist

**Does the video have:**

* Brief summary of video or audio; an introduction.

**Does the transcript include:**

* Equivalent and equal dialogue and narration
* Speaker identification, especially for multiple speakers
* Important sounds (such as an explosion or a telephone ringing)
* Important actions or events (for example, people running away from an explosion or characters wearing disguises)
* On-screen text (without creating redundancies)
* References (citations), as needed
* Links are written with descriptive wording, as needed
* Headings to improve the readability of the transcript, as needed
* Lists to improve the readability of the transcript, as needed
* Audio description track describing all visual information, if exists

**Is the transcript:**

* Accurate (no errors)
* Accessible with a link/button to transcript immediately after the video player

**Published using one of the following methods:**

* Integrated transcript in the same page (ideal method), or
* Linked to a separate document or page for transcript, or
* Interactive transcript.

## Transcription examples

[https://app.csps-efpc.gc.ca/content/GBA+ A Fireside Chat with Gina Wilson.html?ou=6606&d2l\_body\_type=3](https://app.csps-efpc.gc.ca/content/GBA+%20A%20Fireside%20Chat%20with%20Gina%20Wilson.html?ou=6606&d2l_body_type=3)

Deputy Minister Gina Wilson discusses the relevance of GBA+ and Canada’s place as a leader in developing policies that support diversity.