

BU Faculty of Health Studies Research News



FROM THE DESK OF DONNA EPP, RESEARCH FACILITATOR

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Tips and Tricks for Research Interviews

From the Transcriptionist's Perspective

A good interview takes less time to transcribe and will save you money. Here are some tips and tricks to improve your interview skills and make life easier for the transcriber.

- **Choose a setting with little distraction.** Avoid public places including restaurants, cafes, cars, etc. and the outdoors. In these places you have little or no control over background noise or interruptions.
- **At the beginning of the interview, identify yourself and have the interviewee identify themselves if possible.** This helps the transcriptionist to hear the voices to be transcribed and become familiar with them. Most people do not realize how alike voices sound on an audio recording.
- **Do not talk while your interviewee is speaking.** When you need to ask a question, wait until the interviewee has finished their thought. Cross talking can result in lost words on a verbatim transcript. Be careful to not use words such as 'okay' and 'uh-huh' while the interviewee is speaking.
- **Ask one question at a time.**
- **Place the microphone closer to the interviewee.** Interesting side note, for each foot of distance a microphone is away from the sound source, the recorded volume level is decreased by half and the amount of background noise doubles.
- **Do a sound quality test if possible.** A few minutes in, stop and replay the audio. This will let you know everything is working as it should and alert you to any background noise present.
- **Avoid rustling papers, tapping or writing near microphone.**
- **Coughing or sneezing in the direction of the microphone obliterates any other sound on the recording.** Turning your head to the side helps keep an interviewee's response audible.
- **Make sure you have fresh batteries before you begin recording 'just in case'.**

Thank you to Barb Jackson –

B.J. spent her working lifetime as an office assistant in Psychiatric Nursing. Since her retirement, she has acted as a transcriptionist for faculty members and graduate students. Over time B.J. has developed a useful set of recommendations for those researchers who record their interviews and use the services of a transcriptionist.

Mark your calendar for

DUSTING OFF YOUR SPSS SKILLS

~~Dates: October 25, 26~~

November 1, 2

Time: 7:00
p.m. – 9:00 p.m.

Place: Convergys
Lab, John E.
Robbins Library

Facilitated by:

Dr. Nora Ahmad and Dr. Penny
Tryphonopoulos

To confirm your space contact Chrisy
Rempel at RempelC@brandonu.ca or
(204)-571-8569

Note new date!
There is still time
to register.

BURC APPLICATION PEER REVIEW/SUPPORT

Date: Monday, October 31, 2016

Time: 1:30 p.m.

Place: RM 025, HSB

Zoom available: Meeting ID: 360 774 969

SEMINAR SERIES

Date: Wednesday, November 9, 2016

Time: 12:00-1:00 p.m.

Place: RM 045, HSB

Topic: The Lived Experience of Qatari
Adolescents in International
Secondary Schools in Qatar

Presenter: Jan Marie Graham, Department
of Psychiatric Nursing

Zoom available: Meeting ID: 686 174 642

Brandon University's Celebration of Research—*an evening honoring our Trii-Agency awarded faculty members*

Date: Tuesday, October 25, 2016

Time: 6:30 p.m. to 8:30 p.m.

Place: Brandon University Harvest Hall

6:30 p.m. to 7:00 p.m. - Mix ,Mingle, Music, Refreshments and Hors d'Oeuvres

7:00 p.m. - Formal Reception

We have two to celebrate: **Penny Tryphonopoulos** and **Karen Batson**