

# BU Faculty of Health Studies Research News



FROM THE DESK OF DONNA EPP, RESEARCH FACILITATOR

Volume 3, Issue 8

October, 2016

## 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](mailto: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**