



§ Other events which affect the interpretation or comprehension of what is being said:

<PREPARING OVERHEAD 1:23>  
<WRITING ON BLACKBOARD>  
<APPLAUSE>  
<WHISPERING>  
<DISC / TRACK / FILE / CD CHANGE>

§ Coughing, sighing, gasping, etc., if the speaker coughs etc. while speaking and this affects the situation or flow of speech (but NOT if other participants cough or sneeze, etc):

<COUGH>  
<GASP>

## 2. Event Descriptions

§ At the beginning of each document

§ Between angular brackets (NB angular brackets both at the beginning and at the end of the section)

<TITLE  
ACADEMIC DOMAIN (e.g. humanities, social sciences, technological sciences)  
DISCIPLINE  
EVENT TYPE  
FILE ID  
NOTES  
RECORDING DURATION  
RECORDING DATE  
RECORDING  
TRANSCRIBING  
RECHECKING  
PROOFREADING  
NUMBER OF SPEAKERS  
NUMBER OF PARTICIPANTS  
SPEAKER CATEGORIES>

### 2.1 Labelling Files (FILE ID)

§ University degree program recordings (Tampere University or Tampere University of Technology): U

§ Conference recordings: C

§ Degree programs

Seminar

Seminar presentation:

SEMP

Seminar discussion:

SEMD

|  |          |
|--|----------|
| Lecture  |          |
| Monologic lecture:   | LEC      |
| Lecture discussion<br>(more than one or two clarification questions):  | LECD     |
| Doctoral thesis defence  |          |
| defence presentation:  | DEFP     |
| defence discussion:  | DEFD     |
| § Conferences  |          |
| Conference presentation (section paper):   | PRE      |
| Discussion following paper<br>(more than one or two clarification questions):  | DIS      |
| Conference plenary:  | PLE      |
| § Other event types  |          |
| e.g. colloquium, panel discussion, guest lecture,<br>special teaching practice, undergraduate seminar, etc.<br>(specification into the “notes” in event descriptions): | OTH      |
| § Running numbering (2 digits) by event type, in the order of transcribing   |          |
| § Independent file:  | 0        |
| § File is part of another event (conference, research seminar, etc)<br>of the same event type:   | A,B,C... |
| § Examples:  |          |
| Seminar presentation   | USEMP01A |
| Seminar discussion   | USEMD01B |
| Lecture  | ULEC010  |
| Colloquium   | UOTH010  |
| Conference presentation  | CPRE01A  |
| Conference discussion (following paper)  | CDISC01B |
| Conference plenary talk  | CPLE01C  |
| Conference panel discussion  | COTH01D  |

## 2.2 Speaker Categories

§ Native speaker status (the speaker’s native language)

§ Academic Role

|  |                  |
|--|------------------|
| Students up to BA, or first 3 years:       | UNDERGRADUATE    |
| Students doing their MA/MSc or 4th year +: | MASTER'S STUDENT |
| Doctoral students:                         | RESEARCH STUDENT |
| Teaching staff other than professors:      | JUNIOR STAFF     |
| Professors:                                | SENIOR STAFF     |
| Unknown academic role:                     | UNKNOWN          |

§ Gender

§ Age

**2.3 Example**

<TITLE: Social History of Finland  
ACADEMIC DOMAIN: SOCIAL SCIENCES  
DISCIPLINE: HISTORY  
EVENT TYPE: LECTURE, DISCUSSION  
File ID: ULECD020  
NOTES:

RECORDING DURATION: 75MIN 29SEC

RECORDING DATE: 28.11.2002

RECORDING: ANULIINA TURUNEN

TRANSCRIBING: ANULIINA TURUNEN

RECHECKING: ELINA RANTA

PROOFREADING:

NUMBER OF PARTICIPANTS: UNKNOWN

NUMBER OF SPEAKERS: 3

S1: NATIVE-SPEAKER STATUS: FINNISH; ACADEMIC ROLE: SENIOR  
STAFF GENDER: MALE; AGE: 31-50

S2: NATIVE-SPEAKER STATUS: POLISH; ACADEMIC ROLE: MASTER'S  
STUDENT; GENDER: FEMALE; AGE: 24-30

S3: NATIVE-SPEAKER STATUS: JAPANESE; ACADEMIC ROLE:  
UNDERGRADUATE; GENDER: FEMALE; AGE: 17-23>