



Division Accessibility

UofA
DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System

Transcript Cheat Sheet

1. Accurate and Honest

I have made sure that the information in my transcript is an accurate and honest reproduction of the audio presentation.

2. Check Spelling

I have checked the spelling of uncommon, long, or complicated words to ensure accuracy.

3. Non-speech Sounds

I have added non-speech sounds into my transcript that are important for understanding the audio content.

4. Identify Speakers

I have identified the different speakers throughout my transcript.

5. Paragraphs and Punctuation

I have made sure that my transcript has correct paragraph structure and punctuation throughout.