**Instructions**

The ability to differentiate between speakers and accurately record who is speaking is essential as part of the role of a Logger. You are required to listen to the audio and accurately record who is speaking and a few words/key phrases of speech or a summary of what is said so editors/transcribers will be able to track who the speaker is and where a speaker changes.

As there is no video to accompany this audio, you will not need to identify speakers by name but should follow the key below to demonstrate your logging ability:

* Any female speakers should be identified using “F” for female, and then assigned a number based on where they enter the conversation, so it is easy to identify when the same speaker joins back in. For example, F1: F2: F3: and so on.
* Any male speakers should be identified using “M” for male, and then assigned a number based on where they enter the conversation, so it is easy to identify when the same speaker joins back in. For example, M1: M2: M3: and so on.
* If you are unsure whether the speaker is male or female, use “U” for unknown and then, if necessary, assign a number based on where they enter the conversation so it is easy to identify when the same speaker joins back in. For example, U1:, U2:, U3: and so on.

You will need to ensure you are accurately recording when a speaker joins back in and not identifying them as a new speaker, and accurately recording when a speaker changes- even if it is just a minor interjection.

**Layout**

* Text should be justified.
* Font should be Arial, size 11.
* Dictionary should be set to UK English.
* Speakers to be separated by one blank line.
* Speaker IDs should be followed by a colon then a single space before speech begins.
* If the speech is long and you are noting key words/phrase, use ellipses (…) to show speech is not continuous.

The log begins below and the first part has already been typed to the correct format and guidelines. Begin your log where prompted.

F1: Here follows a discussion

F2: Can you tell me a little bit

F1: In basic terms our offices … our team of transcribers … returning transcripts to deadlines.

F2: Can you give me an idea

F1: Most of our transcribers … availability towards the end of each week … minimum of 16 hours per week … a quiet place to work … PC with email, MS Word, speakers and headphones ... PC is located … responsible for your own tax and National Insurance contributions.

F2: Will you be able to give me

F1: No. The nature of our work … quieter and others … one hour a day … very limited on … file durations and our clients’ turnarounds.

**Now you are required to complete the last section of this log**