**Instructions**

On the next page is an AI generated draft transcript of the accompanying audio. This is an example of the sort of recording you may come across while working for the Houses of Parliament (HoP) department. You are required to edit this according to the instructions given here. Being able to follow written formatting and style guidelines is an essential part of the role you are applying for and makes up 50% of this task, so ensure you follow the instructions below carefully. If you are unsure of any terminology, please use Google (or your search engine of choice). Progression to the next stage of recruitment will depend on your hearing, accuracy and ability to follow instructions, so take your time and do not submit until you are satisfied you have completed this exercise to the best of your abilities. This task is not timed so you may save and come back, but it must be completed within the specified timeframe.

The draft begins on the next page and the first part has already been corrected to the HoP polished verbatim style to assist you. Begin your corrections where prompted.

* Listen to the audio and edit the draft for accuracy by correcting any errors in the text, amending punctuation, spelling, and capitalisation.
* Type in any relevant speech that has been missed by the AI.

**Speaker Identification**

Use identifiers so a reader knows who is speaking:

* The main speaker asking the questions should be identified as Chair which should be in bold font followed by a colon and then a single space before speech begins.
* The speakers responding to the questions are witnesses and should be identified by their name typed in italics and bold font followed by a colon and then a single space before speech begins.

**Accuracy**  
These transcripts are a record of what was said during a committee meeting and may be published online. We require HoP polished verbatim transcription and the highest possible level of accuracy for each transcript, as errors or omissions can incur financial penalties.

* If there’s a word or phrase where you cannot make out what’s being said, please use an *[Inaudible.]* notation in place of text.
* If you think you know what a speaker is saying but are not 100% sure, *[place in italics and square brackets like this.]*
* Research any businesses, places, street names etc. mentioned in the audio to ensure correct spelling.

**HoP Polished Verbatim - Style Guide:**

HoP Polished Verbatim style means an accurate record of what was said but tidied up in order for the transcript to read well without changing the meaning of any content. Think of it as a newspaper article; we are striving for transcripts to read with the same clarity while keeping as close as possible to the original speech.

* Delete any ‘uh’, ‘mhm’ type words.
* Delete any false starts and superfluous words at the start of sentences.
* All contractions must be expanded e.g. “I’ve” should be changed to “I have”.
* HIPs (Habitual Irrelevant Phrases): if any speaker use phrases repetitively and out of habit such as ‘kind of’, ‘like’, ‘you know’, ‘sort of’, ‘I mean’, ‘do you know what I mean’ or ‘you know’, these can be omitted if they make the speech difficult to read as long as deleting them does not change the meaning of the sentence.
* Interjections and interruptions should be deleted unless they are significant and/or substantial.
* Use formal UK English rather than colloquial, for example use “have” rather than “have got”.
* Repeated words are only necessary if said for emphasis.
* Appropriate and accurate punctuation must be used throughout the transcript.
* Spellings and capitalisation must be consistent throughout the transcript.

**Layout:**

Committees will often be long and our short turnaround times (usually 48 hours) mean it is often necessary to split them between editors, so it is important that everyone is using the same layout and procedures resulting in transcripts which are completely uniform and can be joined together seamlessly.

* Text should be justified.
* Font should be Verdana, size 11.
* Line spacing 1.0.
* Dictionary should be set to UK English.
* Speakers should be separated by one blank line.

**Examination of witness**

**Chair:** Welcome to the EFRA Select Committee. We are looking into plastic waste. We are fortunate to have some very good witnesses before us this afternoon. Starting with Paula, would you just like to introduce yourself briefly for the record? And then Adrian and Susan, please.

***Paula Chin:*** Thank you very much for inviting me to give evidence today. I am Paula Chin and I am sustainable materials specialist at WWF.

**Chair:** Thank you very much.

***Adrian Whyle:*** Thank you. I greatly appreciate the opportunity to be here. My name is Adrian Whyle, and I am the senior resource efficiency manager with Plastics Europe.

**Chair:** Thank you very much. And Susan, please?

***Susan Evans:*** Likewise, it is a privilege to be here. My name is Susan Evans. I am a senior policy advisor at Green Alliance, focused on resources.

***Begin your corrections and additions below:***

**S0:** Thank you very much. It's like it's very good to have you all here before us because we're just starting. Our inquiry said, uh, very useful evidence sessions. So my first question do you really is a sort of very broad one. How much plastic does the UK produce? Are we seeing any change in the volume and type of plastic waste in the UK produces, So I don't know who would like a stab at that one first. Yes, I'm happy to say yes. So, in total of 3.6 million tonnes of plastic place on the market, 2.29 million tonnes of that are for plastics packaging. Um, we will see some changes with covid with reductions in undergo, uh, plastic articles. You are seeing an increase in plastics recycling. Although there's a lot further to go. Yeah. I mean, have you got any figures on how much through covid? You know, plastic as use has gone up. I mean, it's been essential in some ways, but it's bound to have gone up quite dramatically. I would have thought, hasn't it? Yes. We've seen under global plastics. Packaging has come down, but we've seen increases in other areas. We're just about to conclude a study on this. We'll make that available to you. Barry Turner, speaking later, may have more grand dilatory on those figures. Um, Paula, from not so much the figures mean, what's your sort of overall opinion on the sort of the change in the volume of the types of plastic the UK producers have. You sort of seen particularly interesting points on that?

**S1:** Yes, certainly. I mean, covid had a massive impact. So at the start of the pandemic, there was quite a big momentum around reuse and it was growing. And then, of course, covid put paid to that. And we saw consumers return to pre packaged goods where previously they were buying into refill and reuse options on those. So which was a bit of shame. But the momentum has picked up again. But of course, as Adrian mentioned, there's a drop off in food service, Um, and of course, different types of waste. Streams of plastic have come on the market now with a lot of PP, for instance, although I am aware of some recycling activities that are going on in PP collections, so that's a really positive sign to so thinking about that.

**S0:** You know, they are trying to look at sort of reusable PPE as well, aren't they? But I think that's become quite complicated, but it you know, it's understandable to that people you know in a pandemic actually want the sort of thing. See things actually covered in blasting. In a way, it makes some sort of almost feel safer, doesn't it? So how

**S1:** do we, you know, it's a difficult

**S0:** question for you. Really? How do we sort of how do we change the sort of people's attitudes really back to looking at the amount of plastic at the moment? I think we're still in the pandemic, aren't we? And I'm just not sure they're quite ready for it, are they? What's your view on that? I

**S1:** think initially there was some very, very minor evidence of transmission risk. But actually, a study that I read said that the transmission risk was greater on more organic materials such as paper and fabrics as opposed to plastic. So but I think that you've got you've got a struggle between what people perceive might be the situation, as opposed to what the actual situation. So definitely recommendation to do more studies on it, to see transmission on different types of materials and ascertain the actual risk to public health. But of course, my mother is an example of where, actually, if it doesn't come in a rapper. She just doesn't trust it. And you will always have people with that mindset.

**S0:** Indeed, Yes, Susan, anything you'd like to add on it, really, as far as the

**S1:** just to add to what Paula said that when we talk about reuse and refill systems that encompasses quite a variety of different systems.

**S0:** So we might immediately think of taking your own

**S1:** coffee cup in, um to get refilled. But they're also it's possible to have systems where your whether the cups or the food containers would be owned by the business rather than by the consumer. And then perhaps there could be systems where you could guarantee the safety and hygiene a bit more, but they're not many of them off the ground at the moment, if you could see more support for

**S0:** that. I know in our last report we did. We were looking at a lot of that type of thing, but at the moment, it's probably not for understandable reasons. It's not so attractive. Um, can I sort of put you in another part of my question? I mean, our last report on plastics found that the government was underestimating how much plastic waste the UK produces. Um And so I mean, what changes would you like to see in how plastic waste is reported? Because you, naturally, some smaller companies and others don't have the report at the moment. What? What? What What would you like to see happen?