# Transcript Concepts and Examples

* Write a brief summary of the subject matter.
* Listen to the audio and transcribe all dialog and narration.
* Identify each time the speaker changes.
* Include relevant non-speech information (e.g., sound effects, audience laughter).
* Include descriptions of important on-screen action or evens.
* Transcribe any on-screen text (e.g., telephone numbers, URLs, credits, etc.).

Example:

## Podcast: Interview on WCAG 2

(Summary) Shawn Henry discussed WCAG 2.0 with Giles Colborne following the UPA conference in June, 2006.

**Giles:** Elsewhere in the conference I bumped into Shawn Henry of the World Wide Web Consortium, the guiding body of the Web. I called her after the conference to ask about the new guidelines from the Web Accessibility Initiative, or WAI, known as WCAG 2.0. I began by asking her why we needed an update when most people haven't yet got to grips with the current guidelines.

**Shawn**: WCAG 2.0 will be much more appropriate for current and future Web development. WCAG 1.0 was finalized in May of 1999 and it focused on HTML. Obviously a lot has changed since then. WCAG 2.0 is focused on applying more broadly to different technologies and is updated for the state of Web technology currently, as well as designed so that it can apply more relevantly as technology develops in the future.

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