**Simplified transcription symbols**

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| *Symbol* | *Example* | *Explanation* |
| (0.5) | that (0.5) is odd? | Length of silence measured in tenths of a second |
| (.) | right (.) okay | Micro-pause, less than two-tenths of a second |
| ::: | I:::: I don’t know | Colons indicate sound-stretching of the immediately prior sound. The number of rows indicates the length of prolonged sound |
| \_\_\_\_\_\_ | I know that | Underlining indicates speaker’s emphasis or stress |
| [ | T: [Well ‘at’s R:  [I mean really | Left brackets indicate the point at which one speaker overlaps another’s talk |
| = | you know=that’s fine | Equal signs indicates that there is no hearable gap between the words |
| WORD | about a MILLION | Capitals, except at beginnings indicate a marked rise in volume compared to the surrounding talk |
| ? | Oh really? | Question mark indicates rising intonation |
| . | Yeah. | Full stop indicates falling intonation |
| hhh | I know how.hhh you | A row of ‘h’s prefixed by a dot indicates an inbreath, without dot, an outbreath. The number of ‘h’s indicates the length of the in- or out-breath |
| ( ) | What a ( ) thing | Empty brackets indicate inability to hear what was said |
| (word) | What are you (doing) | Word in brackets indicates the best possible hearing |
| (( )) | I don’t know ((shrugs)) | Words in double brackets contain author’s descriptions |