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APPENDIX ONE

Transcription Conventions

A full discussion of CA transcription notation is available in Atkinson and Heritage
(1984). Punctuation marks are used to capture characteristics of speech delivery, not
to mark grammatical units.

[ ] indicates the point of overlap onset

] indicates the point of overlap termination

= a) turn continues below, at the next identical symbol
b) if inserted at the end of one speaker's turn and at the
beginning of the next speaker's adjacent turn, it
indicates that there is no gap at all between the two turns

(3.2) an interval between utterances (3 seconds and 2 tenths
in this case)

(.) a very short untimed pause

word underlining indicates speaker emphasis

e:r the::: indicates lengthening of the preceding sound

- a single dash indicates an abrupt cut-off

? rising intonation, not necessarily a question

! an animated or emphatic tone

, a comma indicates low-rising intonation, suggesting
continuation

. a full stop (period) indicates falling (final) intonation

CAPITALS especially loud sounds relative to surrounding talk

◦ ◦ utterances between degree signs are noticeably quieter
than surrounding talk

↑ ↓ indicate marked shifts into higher or lower pitch in the
utterance following the arrow

> < indicate that the talk they surround is produced more
quickly than neighbouring talk

( ) a stretch of unclear or unintelligible speech.

(guess) indicates transcriber doubt about a word

.hh speaker in-breathe

.hh speaker out-breath

→ arrows in the left margin pick out features of especial interest

Additional symbols

(T shows picture) non-verbal actions or editor's comments

ja ((tr: yes)) non-English words are italicised, and are followed by an English translation in double brackets.

[gibee] in the case of inaccurate pronunciation of an English word, an approximation of the sound is given in square brackets

[æ ] phonetic transcriptions of sounds are given in square brackets

< > indicate that the talk they surround is produced slowly and deliberately (typical of teachers modelling forms)

X__________ the gaze of the speaker is marked above an utterance and that of the addressee below it. A line indicates that the party marked is gazing towards the other; absence indicates lack of gaze. Dots mark the transition from nongaze to gaze and the point where the gaze reaches the other is marked by X

T: teacher

L: unidentified learner

L1: identified learner

LL: several or all learners simultaneously

Note: Those extracts for which the author has had access to original audio and/or video tapes have been transcribed according to this system. Other extracts are reproduced as they originally appeared with occasional modifications to achieve standardisation.