

Full Text Review Training Guide

We are so excited to have you working on CrowdSurf's Full Text tasks!
 These tasks call for Verbatim Transcript Editing. As a Full Text Editor you must:

- 1) Remove all [INAUDIBLE] or [UNKNOWN] tags and replace with appropriate transcription.
- 2) Check spellings of all names and proper nouns and correct them, use Google.
- 3) Merge or separate sentences (by removing and combining snippets or insert a period and capital letter) when necessary to create complete coherent sentences.
- 4) Insert sound, noise, or blank audio tags when necessary.
- 5) Make sure spelling and formatting is consistent throughout the entire job.
- 6) Flag incorrect timing by clicking the flag and clock icon above the snippets in the center pane.
- 7) Perform general editing and proofreading according to English spelling and grammar rules, and our General Guidelines.

Here are some of the most common errors, and what you can do to fix them:

Incorrect	Correct	Reason
[UNKNOWN] has been uh, declared by the new government in Kiev as a wanted man.	Yanukovych has been uh, declared by the new government in Kiev as a wanted man.	Transcribe [UNKNOWN] tag.
During the riots uh during the both uh uprising who last week in Kiev he disappeared from public sight.	During the riots uh, during both the uprising all last week in Kiev. He disappeared from public sight.	Correct Punctuation.
They got out a statement. That's right, that's a continuing mystery.	Because they got out a statement. >> That's right, that's a continuing mystery.	Correct speaker change flags.
So uh, clearly uh, defined two/g. to the end.	So uh, clearly defiant to the end.	Merge sentences so that they make sense.