

15-Minute Transcription Protocol

A practical classroom guide for teaching listening through transcription

Overview

This classroom protocol helps English language teachers conduct an effective transcription activity in 15 minutes. It turns passive listening into active noticing and builds awareness of pronunciation, connected speech, and rhythm.

Step-by-Step Protocol

Stage	Teacher Actions
1. Pre-listening (2 min)	Show topic or key words. Ask for predictions and activate background knowledge.
2. While-listening (8 min)	Play short audio segments (15–20s). Students write what they hear. Replay once for checking.
3. Post-listening (5 min)	Provide transcript. Students compare, identify errors, and discuss in pairs.

Error Typology

Students analyze mistakes using the following typology:

Error Type	Description	Example
Omission	Something was skipped.	'have to' → missing 'to'
Addition	Extra word added.	'I can go' → 'I can to go'
Substitution	Wrong word used.	'reservation' → 'registration'
Reordering	Correct words, wrong order.	'I tomorrow will go' instead of 'I will go tomorrow'

Four-Criteria Rubric (O/A/S/Stress)

Each criterion can be scored 1 (needs work) to 5 (excellent).

Criterion	Focus	Descriptor
O – Organization	Layout, legibility	Transcript is clear and structured.
A – Accuracy	Word recognition	Captures main words and structures correctly.
S – Speed	Efficiency	Keeps pace with audio without loss of meaning.
Stress	Pronunciation awareness	Identifies rhythm and stressed syllables.

Reflection Checklist

- Which words or sounds were hardest to catch?
- Did you notice linking or reduction patterns?
- What new vocabulary did you learn?
- How will you improve in the next session?

For classroom use, teachers can adapt timing or add peer feedback activities as needed.