STEP-BY-STEP EXERCISE
Coding a Transcript and Analyzing the Codes

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Coding a Transcript and Analyzing the Codes

SALT's coding option is one of the most flexible elements of the program. A code consists of certain characters enclosed within square brackets, e.g. [code]. With the exception of error codes and the filled pause code, [FP], the use of codes does not alter the analysis of the transcript. You may want to code words or utterances which contain irregularities, or you want to indicate, at the time of transcript entry. Just attach a code to the word or utterance in question and go on with your transcription. Or you may be interested in a more elaborate coding scheme such as coding parts of speech or utterances with specific characteristics. The power of this feature comes from the ability to directly call up the coded words and utterances, and to obtain frequency summaries.

In this exercise you will use SALT to code the verbs in the transcript "Jeremy" which was used in the step-by-step exercise titled "Analyzing a Transcript". Then, using the transcript "Jeremy Coded", you will view and print the various code tables generated by the SALT program.

A. Start SALT with Sample Transcript

1. The SALT program begins with the Getting Started window. click the **Open** button and you are presented with the Open dialogue box.

2. Unless you changed the default transcript folder, the *My SALT Data\Transcripts* folder located within your *Documents* folder is displayed. Open the **Samples** folder and then the **Lesson Samples** folder.

3. Select the transcript file **Jeremy.slt** from the "Lesson Samples" folder and then click the **Open** button (or double-click "Jeremy.slt").

   The transcript "Jeremy" should be displayed. At the bottom right-hand side of the window, the analysis set should be "C&I Verbal Utts" and the transcript cut should be "Entire Transcript". If this is not the case, use the Setup menu to make appropriate changes.

B. Set up a Code List

There are many ways to insert codes. You can just type them into your transcript, either during transcription or afterwards. Or, if you are entering the same code multiple times, you can enter a code list from which you can select those codes. This exercise illustrates coding by entering a code list and selecting from it. The first step is to decide on the codes you will use. There will be three verb codes, [V:Pres], [V:Past], and [V:Fut]. One of these codes will be attached to each main verb in the transcript. The specific verb depends on the verb tense. The second step is to set up a code list with these three codes.

1. Select **Edit menu → Insert Code**.

   Notice that there are 13 <unused> code lists. There are also four pre-existing code lists: Error Codes, Fluency Codes, Nonmainstream-form Codes, and Code-switch Codes which are used by SALT for analysis. The first <unused> code list is selected. If you have questions on this or any other dialogue box, click the **Help** button within the dialogue box.

2. There are two edit boxes. Enter the label **Verb Tenses** in the small edit box "Label". Notice that the label in the code list on the left changed from "<unused>" to "Verb Tenses".

3. Use the large edit box to type in the three codes, one per line. Type
   [V:Pres]

[V:Past]
[V:Fut]

4. You have the option of entering a description following each of the codes. In this case the codes are self-explanatory so the description isn't needed. Click **OK** when you have finished entering this list.

5. You are asked if you would like to save these lists as the program default. In this case, the new code list is only used for this exercise and does not need to be saved for future purposes. Click **No.**

C. Code the Transcript

1. You are prompted with the Verb Tense code list you just created. The "Position" setting is used to determine where the codes should be inserted. You have the option of inserting a code at the position of the cursor, at the beginning of the word, at the end of the word, or at the end of the utterance. You will be inserting these codes at the end of each verb. Change the **Position** setting to **at end of Word**.

2. If impeding your view of the transcript, move the code dialogue box further out of the way.

3. Code the verb in Jeremy's first utterance (*note that we will only be coding the child utterances*).

    *   Move the cursor to Jeremy's first utterance "*C I don't know.*" on entry 11 (entry number is displayed at the bottom of the transcript window). You must decide which words to code as verbs. Is "don't" the verb? Is "know" the verb? Or are they both verbs? For our purposes, we are going to ignore the auxiliary verbs (e.g., "don't") and only code the main verbs (e.g., "know").

    *   Move the cursor anywhere on the word **know** in Jeremy's first utterance. This is a present-tense verb.

    *   Select **[V:Pres]** from the code dialogue box. To select this code, you can, 1) double-click the code, or 2) select the code and then press **Insert Code** or press **<Enter>** key. Use any of these selection methods and the code, "[V:Pres]", is inserted at the end of the verb "know".

    There are no more verbs to code on this utterance.

4. Code the next utterance which contains a verb.

    *   Jeremy's second utterance does not contain a verb. Move to his third utterance "*C (Th*) this is a[EW:an] egg.*" on entry 14. This utterance contains the verb "is", present tense.

    *   Move the cursor anywhere on the verb "is" in this utterance and select **[V:Pres]** from the code dialogue box.

    *   Move the cursor to the verb "that/'s" in the next utterance and select **[V:Pres]** from the code dialogue box.

5. Code the next seven or eight verbs on your own. Don't worry about accuracy.

6. After you have finished coding, close the code dialogue box by clicking **Close** or by clicking the **X** in the upper right-hand corner.

D. Switch to the Coded Jeremy Transcript

The sample transcript file "Jeremy Coded.slt" has been provided for your convenience. It is the same transcript "Jeremy.slt" except all the verbs have been coded as described in the first part of this exercise. You should close the transcript you have been coding without saving the changes and continue with this coded version of the transcript.

1. Close your transcript without saving the changes.

    •   Click the **X** in the right-hand corner of the transcript window tab to close it.

    •   When prompted to save the transcript, select **No**.

2. Open the "Jeremy Coded.slt" transcript.

    •   Click the open icon [icon] or select **File menu → Open…**.

    •   Select the transcript file "Jeremy Coded.slt" and then click the **Open** button (or double click "Jeremy Coded.slt")

    •   The "Jeremy Coded" transcript is displayed on your screen. Scroll though the transcript and notice that all the verbs have been coded for tense.

E. View the Code Tables

There are several options in the Analyze menu, Codes section, available to analyze codes. They include the "Code Summary", "Word Code Tables…", and "Utterance Code Tables…".

1. View the Code Summary.

    •   Select **Analyze menu → Code Summary**.

    Notice that there are three sections in this summary. The first section lists all the word codes found in the transcript. Word codes are codes attached to words (*no spaces between the word and the code*). Separate counts are given for the number of times each code occurs in the main body of the utterance (*not in mazes*) and within mazes. The counts are further specified by those found within utterances of the current analysis set (*complete and intelligible verbal utterances - selected in the Setup menu*) and those found on any utterance. In this transcript, there are 29 verb codes ([V:FUT]=3, [V:PAST]=1, [V:PRES]=25) in the current analysis set with a total of 34 verbs in the entire transcript. There are also 4 word-level error codes (*words coded as [EP:___] or [EW:___]*)

    The second section in this summary lists all the utterance codes found in the transcript. Utterance codes are codes which are not attached to specific words but are used to mark part or all of an utterance. In this transcript there are two instances of the utterance code "[EU]" used to mark errors at the utterance level.

    The last section in this summary lists the special-line codes, codes found on non-utterance lines (*plus lines in this case*). The plus lines for the verb tense codes were typed into the transcript header as documentation.

    This report summarizes only the codes. You cannot list the words which were coded (*see "Word Code*

Tables…") or the utterances which were coded (*see "Word Code Tables…" and "Utterance Code Tables…"*).

If you have questions on this or any other summary, refer to the context-sensitive help screen (![F1?] or F1).

- If you want to print this or any other summary, select **File menu → Print…**.
- If you want to save this or any other summary as a pdf file, select **File menu → Save…**

2. View the Word Code Tables. Remember that word codes are codes attached to words (*no spaces between the word and the code*). Utterance codes are not included in these tables.

- Select **Analyze menu → Word Code Tables…** and you are presented with the Word Code Tables dialogue box.

- There are five tables to choose from. Select the first table, **Word Code Table**.

- Let's look at the 1st speaker verbs found in the main body of the utterances in the current analysis set (*C&I Verbal Utts.*). All word codes are included, even the error codes. If the current settings are anything else, click the **Reset** button.

- Click **OK** to view the table. Counts are given for both speakers but the word code list is based on Jeremy's (*1st speaker*) words.

- Assume you are only interested in the verb codes at this time. You do not want the error codes included. Click the REPEAT icon ![icon] or select **Analyze menu → Word Code Tables…** again to view another word code table. Change the "Codes" setting to **Other codes** and click **OK** to view the table. The error codes are excluded from the table. *Note that the Setup menu → Lists → Current Code Lists option is used to define the error codes.*

- Click ![icon] or select **Analyze menu → Word Code Tables…** again to view another word code table. This time select **Table Expanded by Words** from the Table option, and then click **OK**. The same word codes with the same counts are listed as before. The list, however, is expanded to include all words (*with inflections*) that each code was attached to. Notice that Jeremy used many different verbs. Which verbs did he use most often?

  The "Table Expanded by Word Roots" lists the same word codes and counts as the "Table Expanded by Words" but the word roots (*without inflections*) are displayed instead of the words. The "Table Expanded by Words and Codes" lists the same word codes, counts and words as the "Table Expanded by Words" but the codes are attached to the words. And the "Table Expanded by Utterances" has the same word codes and counts as the "Word Code Table" but each code is followed by the utterances containing that code. Try these other lists on your own.

- Select **Window menu → Close All Reports**.

3. View the Utterance Code Tables. Remember that utterance codes are codes which are not attached to words.

- Select **Analyze menu → Utterance Code Tables…** and you are presented with the utterance code dialogue box. Notice the default settings. Only those utterances found in the current analysis set utterances of the 1st speaker are selected. In addition, the codes are restricted to those found in the

main body of the utterance. All utterance codes are included, even the error codes. If the current settings are anything else, click the **Reset** button.

- Back at the top of the dialogue box, two are tables available. Select the second option **Table Expanded by Utterances** and notice that the Context and Format options at the bottom of the dialogue box become available. The utterances can be viewed (or printed) in context with a specified number of preceding and following utterances. The selected utterances are highlighted within the transcript. The utterances may be printed with or without entry numbers and either single or double-spaced.

- Click **OK** to view the table. Counts are displayed for both speakers but only the utterances of the 1st speaker are included. The [EU] code marks utterance-level errors.

  The "Utterance Code Table" option would only show the counts, for both speakers, of the utterance codes. The utterances would not be listed.

- Close this report by clicking the **X** in the right-hand corner of the report window tab.

F. Close All Windows

- Select **Window menu → Close All**.