

PAT	patient
HCP	healthcare professional
[look] [it's]	square brackets show where different speakers overlap
(PAT moves glass)	text in single brackets gives a description of what people are doing
(it)	single brackets indicate a word/phrase that is hard to understand
(2.5)	a number in single brackets denotes a pause in seconds, e.g. 2.5 seconds
oh::	colons indicate a lengthening of the sound or syllable they follow
?	a question mark indicates a rising tone
.	a full stop indicates a falling tone
,	a comma indicates a continuing tone, as if a speaker will say more
=	an equals sign marks where there is no hearable gap between two words
but-	a single dash indicates a word or sound that is abruptly cut off
I ↑need	an upward arrow marks a noticeable upward shift in tone
<u>mouth</u>	underlining indicates emphasis
°°no°°	degree signs indicate quiet speech, two or more indicate very quiet speech
WHY	capital letters indicate loud speech
>a bit of a<	lesser than/greater than signs indicate sections of speech that are faster
hhh	a sigh
.hh	an in-breath