

Summary

Once the verbatim transcription phase has been completed, it may be useful to identify the relevant statements and remove those that are not. This makes it possible to preserve the essence of the recorded discussions and to condense them into a much smaller working document. The summary can take various forms, but the most common are structured or schematic text.

If the intention is to compile the recordings and transcripts within an archive, this summary can also serve as a presentation text of the recordings.

