

Verbal Features

Pause	(.) Short pause (1–2 seconds) (5s) Timed pause (2+ seconds)
Filled Pause	um, hmm
Overlap	Beginning shown by a right-facing bracket ([) placed vertically. Overlaps between participant contributions are marked using brackets aligned directly above one another. Overlaps continue until one interlocutor completes his/her utterance.
Backchannel	uh-huh, yeah, o.k., (all) right Contributions made by other participants while the first speaker maintains the floor. Backchannels are written in lower-case (o.k.) to distinguish them from minimal responses.
Minimal Response	Uh-huh (= yes), Uh-uh (= no), Yeah, O.K., (All) Right Brief responses made by participants when they have the floor.

Nonverbal features

((sigh))	Additional observation—laugh, cough, sigh, etc.
^ ^	Finger snaps
> >	Hand striking a surface
***	Indecipherable or Doubtful Hearing
⇒	Turns focused for analysis