

HOW TO TRANSCRIBE "AND"

WHAT WAS SPOKEN



Yesterday I was at the grocery store **and** I did not feel safe **and** there was a lady there who was coughing **and** sneezing constantly **and** she was not wearing a mask. I always wear a mask **and** gloves **and** I only needed to get a few things like milk butter bread peanut butter **and** cupcakes. An employee stopped her **and** asked her to put on a mask. She was embarrassed **and** said she'd forgotten it **and** quickly put one on **and** the employee was very kind **and** understanding.

CORRECT TRANSCRIPTION

Yesterday I was at the grocery store, **and** I did not feel safe. There was a lady there who was coughing **and** sneezing constantly, **and** she was not wearing a mask. I always wear a mask **and** gloves. I only needed to get a few things like milk, butter, bread, peanut butter, **and** cupcakes. An employee stopped her **and** asked her to put on a mask. She was embarrassed **and** said she'd forgotten it **and** quickly put one on. The employee was very kind **and** understanding.



WHY?

And is a coordinating conjunction. It is used to connect two or more like things (two nouns, two verbs, two clauses). If **and** is used to connect two independent sentences, a comma is placed before **and**. Otherwise, no comma is needed. If **and** is used before the last item in a series or list, a comma is optional.

DETAILED EXPLANATION

When **and** is used as a coordinating conjunction (think FANBOYS) to connect two complete, independent sentences, put a comma at the end of the first sentence before **and**:

- Yesterday I was at the grocery store, **and** I did not feel safe.
- There was a lady there who was coughing and sneezing constantly, **and** she was not wearing a mask.



When **and** is used to connect two nouns, two adjectives, or two verbs or two phrases, there is no comma:

- Two verbs: was coughing **and** sneezing
- Two nouns: mask **and** gloves
- Two adjectives: kind **and** understanding

When **and** is used at the beginning of a sentence, no comma. It is also acceptable to omit in standard transcription:

- **And** there was a lady who was ...
- There was a lady who was ...(and is left out)

When **and** is used before the last element of a list, comma before it is optional (this is the infamous oxford comma):

- like milk, butter, bread, peanut butter, **and** cupcakes
- like milk, butter, bread, peanut butter **and** cupcakes

RESOURCES

<https://www.grammarly.com/blog/coordinating-conjunctions/>

<https://www.grammarly.com/blog/comma-before-and/i>

