



UT Libraries

Information Literacy Toolkit

Transcription Activity

Read the letter in front of you. What is the writer communicating? What is the overall message? What stands out to you?

Carefully transcribe the letter exactly as it appears. Do not correct spelling, punctuation or grammar.

Now that you have transcribed the letter, have you changed your mind about the message the author was trying to convey? What seems most meaningful about the letter?

Now, underline or otherwise mark one event, person, phrase, etc. in the letter that you want to research. Once you have done this research, write a 300-500 word paragraph about what you learned and if it enriched your understanding of the letter, author or recipient and how. Include a citation.

