ADDRESSEE,
TURN AND SEQUENCE MANAGEMENT

Coding manual V2.0

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1. Categories

This manual contains coding for four different categories:

- Addressee
- Opening of Activity
- Closing of Activity
- Overlap

It can be noted that the three last categories are partly overlapping in the sense that the same phenomena may be coded in more than one category though from different perspectives.

2. Addressee

The addressee of an utterance can be coded using the following seven categories:

- Addressing an unidentified participant.
  (It's not clear who the speaker is addressing.)
- Addressing all participants in the conversation (explicitly, implicitly)
- Addressing a specific person (explicitly, implicitly)
- Addressing a group of persons (explicitly, implicitly)
- Addressing nobody
- Addressing oneself
- Addressing other
  - massmedial
  - eavesdropper

Some of the categories, as seen, are divided into *explicit* and *implicit* addressing. *Explicit addressing* is pointing out the addressee(s), for example by addressing him/her by name. If the addressee(s) is/are understood without being mentioned, the addressing is *implicit.*

The category *addressing other* refers to the addressing of people who are not participating in the conversation. The category is divided into massmedial and eayesdropper. An example of massmedial addressing is addressing the listeners of a radio or TV program. Eavesdroppers could be involved (they are not addressed – but are persons who are listening without being

addressed) for example at a travel agency, where an eavesdropper might be listening while the travel agent is talking to another customer.

3. Opening of Activity

Coding *opening of activity* consists of coding the utterance/utterances that open the activity. The example below is from a conversation taking part when a customer walks into a travel agency and asks for help. These four utterances should all be coded as *opening of activity.*

Example (R and S are speakers):

R: hej
S: hej
R: / ska vi hjälpa dej här
S: m

4. Closing of Activity

Coding *closing of activity* consists of coding the utterance/utterances that close the activity. The example below is the end of a conversation at a travel agency. All these four utterances are coded as *closing of activity:*

Example:

P: okej a men+
J: du få fundera lite du e0 välkommen igen
P: a:
J: mm

5. Overlap function

Coding overlap presupposes dividing utterances into smaller parts, since very often a part of an utterance is overlapped. Overlapping utterances/parts of utterances are marked in the transcription with square brackets. Instances of overlap are coded with the following two functional categories:

- Interruption. Here we distinguish the interrupted utterance from the interruption.
- Other function. Overlaps can occur for many reasons other than being part of an interruption. Some common functions, which may occur separately from or simultaneously with an interruption, are the following (other functions may be added):
    - *Giving attention*
    - *Affirmation*
    - *Acceptance*
    - *Reaffirmation,*
    - *Reminder*
    - *Excuse,*
    - *Continuation,*
    - *Hesitation,*
    - *Disagreement.*
    - *Lack of hearing or understanding*
    - *Other*

Conversation	**Overlap coding**
P: mm å m a precis då e kan man åka / [14 nä]14 som helst	Interrupted utterance
J: [14 fölåt]14	Interruption, Overlap function: Lack of hearing or understanding