General Transcription: Theory and Practice™

Instructor: Janet Shaughnessy

Course Description: *General Transcription: Theory and Practice*™ is a comprehensive training course that implements multimedia content with online learning tools to effectively prepare students to master the art of transcribing audio or video into text documents for clients in a multitude of industries (other than medical and legal).

The course is divided into six modules, with each module building upon the skills learned and mastered in the preceding module. There are over 60 audio/video practice dictation files in the course.

Media Used Within the Course:

- Worksheets (with answer keys)

- Quizzes

- Video Presentations (with Audio)

- Screencast Tutorials Demonstrations

- Practice Dictations with Answer Keys (60+ practice files in 7 levels)

- Online Support Forums

Recommended Equipment:

- computer and comfortable workspace

- reliable high-speed internet access

- word processing software

- transcription equipment (course aids students in choosing appropriate equipment for their needs)

Module 1 – *Laying the Foundation*

Upon completion of Module 1, students will have an understanding and appreciation for what general transcription is and is not and the skills needed to master the art of transcription.

- The Right Equipment for the Job
- General Transcription Style (Standard vs. Strict Verbatim)
- Types of General Transcription Jobs
- Formatting a Transcript

Module 2 – *Essential Skills for Excellent Transcription*

In Module II, we expand upon the skills learned in Module 1 and focus on the correct usage of punctuation, spelling, and critical thinking skills required to become an effective and proficient transcriptionist.

- Punctuation Makes Perfect
- Spelling: The Lost Art
- Transcribing Numbers
- Miscellaneous Transcription Conventions and Critical Thinking Skills

Module 3 – *Time-Saving Tools for Efficient Transcription*

Within Module 3, learn how to use resources to gain efficiency and speed. Time Coding for video production is also taught in this module.

- Using Text Expanders and Shortcut Keys
- Shortcut Keys for the Top 102 Most Frequently Used English Phrases
- Spell Check, Search & Replace, and Modern Usage Notes
- Commonly Used Transcriptionist's Notes
- Using Transcription Templates (includes downloadable templates)
- Time Coding

Module 4 – *Practice Dictations*

Module 4 dives into practice on real-world audio and video dictations. There are seven practice levels, beginning with easier dictation files and moving through to more difficult transcription exercises as the student progresses through each level.

Each dictation includes a corresponding answer key.

- Level 1 Practice Dictations: Clear audio in simple, short videos
- Level 2 Practice Dictations: Audio-only Files; Non-American English accents
- Level 3 Practice Dictations: Transcribing "Strict Verbatim" Style
- Level 4 Practice Dictations: Transcribing Multiple Speakers
- Level 5 Practice Dictations: Semi-Poor Audio Quality & Research Skills
- Level 6 Practice Dictations: Working with Time Codes
- Level 7 Practice Dictations: Transcribing Poor Audio with Foreign Accents

Module 5 – *Building Your Business*

Module 5 includes step-by-step guidance to setting up a home-based transcriptionist business, finding freelance work, and includes extensive resources for finding work with larger transcription companies.

- Income Guidelines and Setting Your Rates
- Developing a Business Plan
- Customer Service Essentials
- Connecting with Clients
- SEO, PPC, AdSense and All the Rest
- Top Business Directories for Local Marketing
- Where to Find Contract Work
- **Bonus Marketing Unit:** exclusive how-to video content available to TranscribeAnywhere.com students only

Module 6 – *Final Exam and Certification of Completion*

Upon successful completion of *General Transcription: Theory and Practice*™, students are invited to take the final exam. The final exam is graded by a human being and valuable feedback will be provided to the student concerning any areas that may need further study. Upon passing the exam, students are awarded a Certificate of Completion. Students may take or retake the test as many times as necessary to be awarded a certificate.

Certificates are not automatically awarded. The student must demonstrate proficiency in all subject matter covered in the course in order to receive a certificate.

Additional Information

Although the course is available online 24/7 and is self-paced, students should be prepared to spend at least two months to four months to complete the course. Completion time may vary depending on personal schedules and the amount of time available to study and practice.

Students receive lifetime access to the course content, the support forum, and all updates to the course curriculum.