



AUDIO TRANSCRIPTION Level 1

- Designed for:** Those wishing to learn audio transcription skills. The course is also suitable for students who wish to gain an OCR in Audio Transcription Stage I Part 2.
- Pre-requisites:** Word processing skills to proficient level.
- Objectives:** To achieve audio transcription skills to the OCR Audio Transcription Stage I Part 2 syllabus

Course Content:

- Lesson 1: Effectively operate the transcriber, transcribe sentences, the use of the comma, transcribe paragraphs which include initial capitals.
- Lesson 2: Transcribe sentences displayed in double line spacing, transcribe a short report with the heading in capitals, transcribe a business memo and a report displayed in double line spacing.
- Lesson 3: Transcribe commonly mis-spelt words, transcribe two business letters and a business memo.
- Lesson 4: Transcribe sentences containing similar sounding words (homophones), transcribe a report and change line spacing as instructed, transcribe a business letter with enclosure.
- Lesson 5: Transcribe a short report containing commonly mis-spelt words at increased speeds, transcribe a longer report and change to single line spacing as instructed, transcribe a memo containing measurements.
- Lesson 6: Transcribe a memo with emphasised text, transcribe two business letters

Features:

- Structured modular approach to make learning easy
- Practical exercises to consolidate knowledge gained

Benefits:

Know how to transcribe business documents in order to sit the RSA Audio Transcription Stage I Part 2 examination

- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Details:

What Next?

Word 2003 Expert

Duration: 15 hrs

The use of multimedia based training allows students to work at their own pace. Course duration may therefore vary.