

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 examination in Text Processing Level 1 Unit 2 Audio Transcription (Basic)

Prerequisites: Word processing skills to core level

Objectives: To achieve audio transcription skills to the OCR Text Processing Level 1 Audio Transcription (Basic) syllabus

Course Content

- Lesson 1: Effectively operate the audio transcriber, transcribe sentences, the use of the comma, and transcribe paragraphs, which include initial capitals.
- Lesson 2: Transcribe sentences displayed in double line spacing, transcribe a short report with the heading in capitals, and 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, and 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.

Benefits

- Know how to transcribe business documents in order to sit the OCR Text Processing Level 1 Audio Transcription (Basic) 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

Course duration: 15 Hours

What next: Audio Transcription Level 2