



Handbook Summary

There is nothing more powerful than an idea whose time has come.

Victor Hugo



Welcome to Top Transcribers Academy Training Course

Before we get started...

- **Welcome**
- **Course Overview**
- **Assessments**
- **Certification**

Welcome

Welcome to the exciting world of transcription! We at Top Transcribers Academy, are thrilled to have you join us on this journey of transforming spoken words into written text.

In this course, we will equip you with the knowledge and tools needed to become a proficient transcriber. Whether you are a beginner looking to start a new career path or a professional seeking to enhance your skillset, this course is designed to meet your needs.

Course Overview

Throughout this course, you will learn:

Section 1:

Transcription Fundamentals:

We'll start with the basics and provide:

- ◆ **Overview of Transcribing**
- ◆ **Transcribing Setup Essentials**
- ◆ **Transcribing / Transcription Terminology.**

Section 2:

Presentation and Language Rules

Here we will cover the transcript layout, overall presentation, and the basic rules of the English Language to assist in producing accurate transcripts.

- ◆ **Formatting**
- ◆ **Grammar, Sentence Structure, Punctuation & Spelling**
- ◆ **Style & Notations**

Section 3:

Secrets to Becoming a Successful Transcriber.

Here we will cover:

- ◆ **Equipment & Workspace**
- ◆ **Transcription Software**
- ◆ **Communication**
- ◆ **Understanding the requirements for each assignment**
- ◆ **Listening Skills**
- ◆ **Listening Fatigue Management**
- ◆ **Typing Skills**
- ◆ **Spelling and Grammar**
- ◆ **Accents and Dialects**
- ◆ **Time Management**
- ◆ **Proofreading and Editing**
- ◆ **Understanding that clients will rate your performance.**
- ◆ **Ethical Considerations**

Section 4:

Finding Transcribing Work

Having an insight into the various job opportunities and ways to secure work, will assist you in progressing your transcribing career. Areas we will cover include:

- ♦ **Which Type of Transcribing suits you?**
- ♦ **Finding Transcribing Work with little or no experience**
 - **Develop your Transcribing and Typing skills.**
 - **Create an eye-catching Transcriber CV**
 - **Job Search & Networking**

Section 5:

Theory Assessments

The first 4 Sections above cover theory and general information about transcribing and will be assessed using a multiple-choice questionnaire which you will complete online, and you will need to achieve a minimum of 80% to pass this section.

If you achieve less than 80% you can review and re-submit your answers as many times as you need to, to achieve the pass mark. So, there is no reason not to pass. 😊

Section 6:

Transcribing Practical Assignments & Assessments

You will be given three assignments with different formats, instructions, accents, and difficulty, which you can download and transcribe and e-mail the completed transcript back to us. Our proofreaders will correct your transcripts using “Track Changes” so that these corrections are highlighted in colour for you to view and use for self-improvement.

There is no pass mark required for the practical and you only have to do one transcript to qualify for your Transcriber Certificate, but you are welcome to do all three and we will assess them at no extra cost.

By the end of this course, you will have the skills, knowledge, and experience to tackle transcription projects with ease.

Certification



With your certificate and some practical experience under your belt, you will be ready to immerse yourself in the world of transcription, where your keen ears and attention to detail will be your greatest assets.

Let's embark on this learning journey together, and soon, you'll be transcribing with precision and finesse.

If you would like to register and pay online you can do so at:

<https://www.toptranscriptions.co.za/online-transcriber-course>

Alternatively, you can do an EFT at:

Bank details are as follows:

Account name: Top Transcriptions CC

Bank Investec Bank Limited

Branch code: 58 01 05

Type of account: Current Account

Account number: 10011355830

Course Cost: R490.00

Please forward proof of payment to support@toptranscribers.co.za