

# Audio Transcription Level 1

**Audio Transcription is an invaluable skill to gain, with applications in many sectors of the workplace. Although there are many audio typing courses on offer, this one from Pitman Training is the very best.**

Work at your own flexible pace, get one-on-one help from course advisors, choose your own hours and keep the workbooks when the course is over.

You'll have the benefit of gaining first-class audio typing skills with the Pitman Training name on your CV to prove it - and you'll be ready for our Audio Transcription Level 2 course. You'll also have the skills required to gain the OCR qualification in 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.

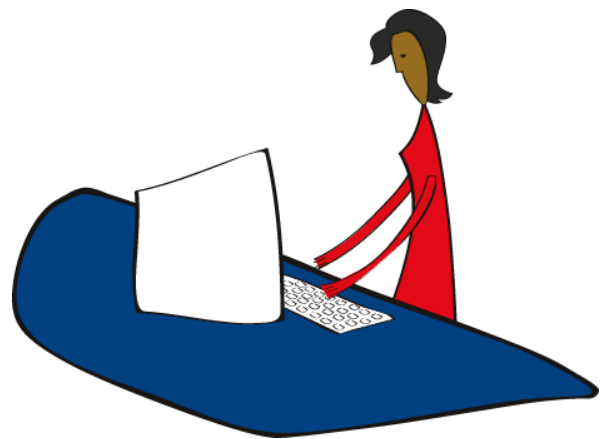
**Lesson 5:** Transcribe a short report containing commonly mis-spelt words at increased speeds, transcribe a longer report and change to single line spacing as instructed, transcribe a memo containing measurements.

**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 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**



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