



Maine-ly Transcription  
General Transcription Training



## Welcome to Maine-ly Transcription's General Transcription Training Course!

During this eight-week\* course, you will learn the basics of general transcription, which can include, but is not limited to, transcription of: one-on-one interviews, focus groups, corporate meetings, radio talk shows, and much more. You will learn several different styles of transcription, as well as learning to transcribe accented speakers.

*\*While this is intended to be an eight-week course, you may choose to go at your own pace. You may choose to take longer than eight weeks to complete your class, if needed.*

*NOTE: Subjection to revision. From time to time, this course and the associated hardware, software and materials may be revised and updated at the instructor's discretion.*



**Covered in this general transcription course:**

- Tips and tricks in Microsoft Word: Formatting documents, creating templates, use of AutoCorrect, use shortcut/hot keys, find and replace, use of spell check, expanding your Microsoft Word dictionary, etc.
- Acronyms and abbreviations.
- You will learn to transcribe from video files and audio files, including how to time code.
- Using the internet to quickly and efficiently research terms, spelling, names, etc.
- Learn hand, eye, and auditory coordination.
- You will learn the differences between clean-read transcripts, full verbatim, and a combination of the two called clean verbatim.
- You will transcribe and edit eight to ten hours of audio/video in several different formats.
- Transcripts will be sent back to you corrected, with the "track changes" feature turned on in Word, so you'll be able to see what has been corrected/changed and why. In addition, within the body of the email you will find additional notes.
- Correct use of grammar and punctuation.
- Use of YouSendIt or other online file transfer methods to send/receive files.
- Appropriate client/employer confidentiality.
- The importance of time management, meeting deadlines, and open communication.
- Ergonomics and products to help prevent repetitive motion injury. \*This section is based on Jodi's personal experiences and her own research. It is not intended to be a substitute for the advice of a healthcare professional.\*
- Résumé and cover letter writing, professional services and software packages, as well as using social media and a website and/or blog to promote your services will be discussed in the last week of your course.
- Letter of Completion and Letter of Recommendation.
- Depending upon whether there is available and appropriate work at the time, upon completion of your course, you may choose to intern with Maine-ly Transcription in order begin building your résumé.
- Periodic emailed leads for transcription work.
- Learning invaluable, time-saving tips and tricks from an experienced professional currently working in this field, and receive as email, phone and IM support during and after your course.
- Student account on Grammarbook.com.
- Coming soon: Integration of online conferencing/presentation as course supplementation.



## **PAYMENT DETAILS**

### **Payment in Full**

In consideration for the materials and services provided by Instructor, Student agrees to pay Instructor \$1,100 cash/check or \$1,130 credit card via PayPal for basic hardware/software/materials, or \$1,420 cash/check or \$1,465 credit card via PayPal for basic hardware/software/materials plus optional additional hardware/software, according to the terms of payment/service set forth below. Student understands that this fee is non-refundable.

### **Payment Plan Details**

In consideration for the materials and services provided by Instructor, Student agrees to pay Instructor installments as outlined below. Student understands that these payments are non-refundable.

#### Cost of Course with Basic Hardware/Software/Materials

- 1st payment: \$500 cash/check or \$515 credit card via PayPal
- 2nd - 8th payments: \$86/each with cash or check or \$89/each with credit card via PayPal.

#### Cost of Course with Basic Hardware/Software/Materials & Optional Hardware/Software

- 1st payment: \$820 cash/check or \$845 with credit card via PayPal.
- 2nd - 8th payments: \$86/each with cash or check or \$89/each with credit card via PayPal.

#### **Basic Hardware, Software and Materials (included in basic pricing):**

- Start/Stop Power Play (downloadable software with license key)
- Infinity USB foot pedal (hardware – will be shipped)
- Digital delivery of each unit syllabus
- Digital delivery of MT's helpful materials
- *The Blue Book of Grammar and Punctuation* (paperback – will be shipped)
- Grammarbook.com account for grammar and punctuation practice and testing (online)
- Microsoft Word is a requirement for this course, but is not included in basic pricing.

#### **Recommended Hardware and Software (additional cost):**

- Microsoft Office: Word, Excel, OneNote & PowerPoint (hardware – will be shipped)
- SONY Wireless Headphones, full-size, over-the-ear (hardware – will be shipped)
- Microsoft ergonomic keyboard (hardware – will be shipped)
- Mavis Beacon Teaches Typing (software – will be shipped)

\*additional hardware/software cost is subject to product pricing and availability.

NOTE: You should have high-speed internet, not dial-up internet.



### **Recommended Additional Software (free):**

Having antivirus, anti-spyware, and firewall software will help keep your data safe and secure and your computer running well. See the links below for the freeware that I use or use your own. Be sure to update all of your software regularly!

- AVG Antivirus, Free Edition: <http://free.avg.com/download-avg-anti-virus-free-edition>
- Ad-Aware Free Edition: [http://www.lavasoft.com/products/ad\\_aware\\_free.php](http://www.lavasoft.com/products/ad_aware_free.php)
- Zone Alarm Free Firewall: <http://www.zonealarm.com/security/en-us/zonealarm-pc-security-free-firewall.htm>

### DISCLAIMER & IMPORTANT NOTES

*(Disclaimer and notes are for informational purposes only. You will be asked to sign a contract before payment is accepted.)*

Maine-ly Transcription offers no guarantee of employment to its students. While you will be sent periodic email leads regarding jobs in the transcription industry, it is entirely up to you follow up on them and to do your own research for available positions.

I will teach you the skills and give you the tools to be successful in this industry, as I have been, but, ultimately, your success depends on *you*, on how much effort you put into your course and into your job search.

Contrary to what you may think, working at home is not easy, especially at first. It is up to you to set aside time for your coursework and, later on, for work. There are always deadlines involved in this industry and they must be met, regardless of the distractions working in your home can bring.

That said, over the past eight years in this industry, I have found working at home to be very conducive to family life. With self-discipline, a willingness to work hard, and a desire to succeed, I have been able to work from home and earn a full-time wage without putting my children in daycare and without having to worry about the rising cost of fuel for commuting to and from work. While it means some late nights and early mornings, I have been able to volunteer at my children's school and coach sports as well.

As in most industries, getting an entry-level job can sometimes take longer than you would like. However, because most everything in this industry is digital, you will not be limited to finding work in a certain state or region, which greatly increases your chances of finding work. I cannot overemphasize that what you put into this course and into your job search determines what you will get out. If you are persistent and research often and thoroughly, you **WILL** find work. In my own experience, once I had a couple of years of experience and a strong résumé, it became very easy to find work.

Thank you for your interest in Maine-ly Transcription's General Transcription Course. Please remember, we do not offer a refund on our transcription course, so please feel free to ask any and all questions and consider your options carefully before purchasing this, or any, course.