

Transcription Quiz Answer Key PDF

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Which field frequently uses transcription for creating legal documents?

- A. Medical
- B. Media
- C. Legal ✓**
- D. Education

What is a key ethical consideration in transcription?

- A. Speed
- B. Confidentiality ✓**
- C. Cost
- D. Style

What challenges might a transcriptionist face? (Select all that apply)

- A. Background noise ✓**
- B. Poor audio quality ✓**
- C. High-speed internet
- D. Different accents ✓**

What is a common tool used to control audio playback during transcription?

- A. Mouse
- B. Transcription foot pedal ✓**
- C. Joystick
- D. Stylus

Which of the following are types of transcription? (Select all that apply)

- A. Verbatim Transcription ✓**
- B. Intelligent Verbatim ✓**
- C. Edited Transcription ✓**
- D. Summarized Transcription

Which skills are essential for a transcriptionist? (Select all that apply)

- A. Fast typing ✓**
- B. Attention to detail ✓**
- C. Public speaking
- D. Listening skills ✓**

What is transcription primarily concerned with?

- A. Translating text
- B. Converting spoken language into written text ✓**
- C. Writing code
- D. Editing videos

How do transcriptionists ensure accuracy in their work? Discuss any tools or techniques they might use.

Transcriptionists ensure accuracy in their work by using tools like playback software to listen to recordings multiple times, foot pedals for hands-free control, and spell-checkers to catch errors. They also employ techniques such as proofreading their transcripts, cross-referencing with original audio, and maintaining a consistent work environment to minimize distractions.

Explain the difference between verbatim transcription and intelligent verbatim transcription.

The difference between verbatim transcription and intelligent verbatim transcription is that verbatim transcription includes every utterance and sound exactly as spoken, while intelligent verbatim transcription edits out filler words and non-essential elements to enhance readability and comprehension.

What are some ethical considerations in transcription? (Select all that apply)

- A. Confidentiality ✓**
- B. Speed

- C. Copyright issues ✓
- D. Professional standards ✓

In which fields is transcription commonly used? (Select all that apply)

- A. Legal ✓
- B. Medical ✓
- C. Culinary
- D. Media ✓

Why is attention to detail important in transcription? Provide examples.

Attention to detail is crucial in transcription because even minor errors can lead to significant misunderstandINGS. For example, misplacing a comma can change the meaning of a sentence, and incorrect spelling of names can lead to confusion about the subject matter.

What is the minimum accuracy standard often required in transcription?

- A. 80%
- B. 85%
- C. 90%
- D. 95% ✓

Describe the steps involved in the transcription process.

The transcription process involves three main steps: 1) Initiation, where RNA polymerase binds to the promoter region of the gene; 2) Elongation, where RNA polymerase synthesizes the mRNA strand by adding complementary RNA nucleotides; and 3) Termination, where the RNA polymerase reaches a termination signal and releases the newly formed mRNA.

Which software is commonly used for transcription?

- A. Photoshop
- B. Excel
- C. Express Scribe ✓
- D. PowerPoint

What are some tools used in transcription? (Select all that apply)

- A. Transcription foot pedal ✓**
- B. Otter.ai ✓**
- C. Descript ✓**
- D. Google Maps

Discuss the importance of confidentiality in transcription and how it can be maintained.

Confidentiality in transcription is important to safeguard sensitive information and maintain client trust. It can be maintained by implementing secure data handling practices, signing non-disclosure agreements, and utilizing encrypted communication methods.

Which skill is crucial for understanding different accents in transcription?

- A. Typing Skills
- B. Listening Skills ✓**
- C. Editing Skills
- D. Time Management

What are some common challenges transcriptionists face when dealing with poor audio quality?

Common challenges include difficulty in understanding speech, misinterpretation of words, increased time spent on transcription, and the need for frequent rewinding to catch missed information.

Which type of transcription includes every spoken word, including filler words?

- A. Edited Transcription
- B. Intelligent Verbatim
- C. Verbatim Transcription ✓**
- D. Summarized Transcription