

Transcription Quiz PDF

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Which field frequently uses transcription for creating legal documents?

- Medical
- Media
- Legal
- Education

What is a key ethical consideration in transcription?

- Speed
- Confidentiality
- Cost
- Style

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

- Background noise
- Poor audio quality
- High-speed internet
- Different accents

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

- Mouse
- Transcription foot pedal
- Joystick
- Stylus

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

- Verbatim Transcription
- Intelligent Verbatim

- Edited Transcription
- Summarized Transcription

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

- Fast typing
- Attention to detail
- Public speaking
- Listening skills

What is transcription primarily concerned with?

- Translating text
- Converting spoken language into written text
- Writing code
- Editing videos

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

Explain the difference between verbatim transcription and intelligent verbatim transcription.

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

- Confidentiality

- Speed
- Copyright issues
- Professional standards

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

- Legal
- Medical
- Culinary
- Media

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

What is the minimum accuracy standard often required in transcription?

- 80%
- 85%
- 90%
- 95%

Describe the steps involved in the transcription process.

Which software is commonly used for transcription?

- Photoshop

- Excel
- Express Scribe
- PowerPoint

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

- Transcription foot pedal
- Otter.ai
- Descript
- Google Maps

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

Which skill is crucial for understanding different accents in transcription?

- Typing Skills
- Listening Skills
- Editing Skills
- Time Management

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

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

- Edited Transcription

- Intelligent Verbatim
- Verbatim Transcription
- Summarized Transcription