



# Resource Guide for Transcribers

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# TRANSCRIPTION BASICS



A HOME BASED TRANSCRIPTION CAREER CAN BE FUN AND EXCITING FOR THOSE WHO HAVE AN EYE FOR DETAIL, COUPLED WITH STRONG WORK ETHICS. LEARN MORE [THINGS ABOUT TRANSCRIPTION HERE.](#)

A TRANSCRIPTION JOB REQUIRES LISTENING TO AUDIO FILES AND TRANSLATE THEM INTO TYPED WORDS. THIS IS LARGELY A WORK FROM HOME PROFESSION, LEAVING ENOUGH SPACE OF PERSONAL FREEDOM FOR YOU. LEARN MORE IN DETAIL [ABOUT THE BENEFITS.](#)

# EARNING POTENTIAL



**TRANSCRIPTION IS A WELL-PAID PROFESSION AND COMPARES FAVORABLY WITH OTHER WORK SEGMENTS REQUIRING SIMILAR SKILL SETS.**

**THE AVERAGE HOURLY WAGE OF A TRANSCRIPTIONIST WORKS OUT AS \$15.22 PER HOUR. MOST TRANSCRIBERS REPORT OPTIMAL JOB SATISFACTION.**

**INFORMATION SOURCE: PAYSACLE**

# TRANSCRIPTION SKILLS



YOU NEED TO **TOUCH-TYPE PROFICIENTLY** THAT COMES ONLY THROUGH PRACTICE, HAVE **EXCELLENT GRAMMAR, VOCABULARY, LANGUAGE AND PUNCTUATION SKILLS** TO PRODUCE AN ERROR-FREE TRANSCRIPT. **ABILITY TO RESEARCH** IS IMPORTANT, SO AS NOT TO FUMBLE WITH WORDS IN A DICTATION, AND **EXCELLENT LISTENING SKILLS**, WHICH AGAIN, IS IMPORTANT TO CATCH DIFFICULT WORDS IN THE DICTATION ACCURATELY.

YOU CAN ACCESS SOME USEFUL AND FREE RESOURCES ONLINE TO PRACTICE AND IMPROVE YOUR **TOUCH-TYPING SKILLS** AND YOUR **ABILITY TO LISTEN TO DICTATIONS** ACCURATELY AND TRANSCRIBE.

# TRANSCRIPTION EQUIPMENT



THE **ESSENTIAL EQUIPMENT NEEDED** FOR TRANSCRIPTION WORK ARE:  
A COMPUTER, HEADPHONES, A WORD PROCESSING SOFTWARE, A  
KEYBOARD, AN ERGONOMICALLY DESIGNED CHAIR, AND A FOOT PEDAL.

IF YOU ARE LOOKING FOR MORE IN-DEPTH INFORMATION LIKE THE  
PRICING AND BRANDS, VISIT THE SHOPPING CART OF THE  
**TRANSCRIPTION CERTIFICATION INSTITUTE** OR OF **STARTSTOP**.

# BECOME A PRO TRANSCRIBER



TO **PASS ONLINE TRANSCRIPTION TEST** AND GETTING HIRED, YOU NEED TO POLISH YOUR TRANSCRIPTION SKILLS. PRACTICE TYPING REGULARLY, BRUSH UP ON GRAMMAR, SPELLING, AND PUNCTUATION, LEARN TRANSCRIPTION FORMATTING, AND USE CRITICAL THINKING. ACUTE LISTENING SKILLS ARE ALSO REQUIRED.

AS A TRANSCRIPTION PRO, YOU CAN **EARN MONEY ONLINE BY** WORKING FOR COMPANIES IN THE LEGAL, MEDICAL, MEDIA AND ENTERTAINMENT INDUSTRIES.

TO **EXCEL AS A TRANSCRIPTIONIST** BY IMPROVING YOUR TRANSCRIPTION SKILLS, YOU ARE STRONGLY RECOMMENDED TO TAKE UP AN ONLINE CERTIFICATION AND TRAINING COURSE LIKE THE ONE **TCI OFFERS.**





## **TRANSCRIPTION JOB RESOURCES...**

HOWEVER, YOU NEED TO **BE WARY OF JOB SCAMS** WHICH ARE RAMPANT ONLINE, AND BE CAREFUL ABOUT SITES WITH NO CONTACT INFO, A SITE USING GEO-TAGGING, FAKE TESTIMONIALS, ETC.

AN IMPORTANT STEP IN YOUR SEARCH FOR A TRANSCRIPTION JOB COULD BE THE **TCI JOB BOARD** WHERE TOP GLOBAL TRANSCRIPTION COMPANIES ARE HIRING BOTH PART-TIME AND FULL-TIME FREELANCE TRANSCRIBERS, WORLDWIDE.

ANOTHER RECOMMENDATION FOR FINDING ONLINE FREELANCE TRANSCRIPTION JOBS WORK IS **UPWORK**, A LEADING GLOBAL WEBSITE FOR FREELANCERS.



**TRANSCRIBE BETTER, EARN BETTER.**



Thank You!



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The Transcription Certification Institute is an Ellensburg - WA based educational institution that provides in-depth online transcription training certification courses. The online courses, which are created by industry leaders, enable transcriptionists to gain a well-rounded understanding of the field and become certified in transcription for better job prospects & higher wages.