
Writing Wrongs:

Part 9

Transcribing and
Transcriptionists

by
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Part 1 of this book deals with issues related to transcription.

Part 2 helps you start working with *International Transcriptions*.

Part 3 deals with ancillary services provided by *International Transcriptions*

***Support for the prolific writer*..... 11**

***Part 1: Transcription*..... 13**

What is transcribing? 13

***Recording*..... 15**

Introduction 15

Dictator..... 15

Features..... 17

Format..... 17

Connection..... 17

Recording to your hard drive..... 18

File continuity..... 18

Dedicated recording..... 19

Neck strap..... 19

Buttons..... 19

If you don't have a recorder..... 20

Recorders 21

Tapes..... 23

Tips 24

Meetings..... 25

Memory cards, disks, or cassettes..... 26

Why bother	26
Text to speech	28
<i>Humor</i>	31
Introduction	31
Hear	31
<i>Part 2: Working with International Transcriptions</i>	33
Introduction: About International Transcriptions	33
What can you expect from International Transcriptions?	33
For more information	34
<i>Experience</i>	37
Introduction	37
About	37
Factors	38
Blonde	40
IT to IT	41
Our motto	41
Keywords	42
Our specialties	44
Do you need an international transcription service? ..	45
Summary	47
<i>Part 3: Ancillary services</i>	49
<i>Editing</i>	49
Introduction	49
About	49

Links	51
Text editors	51
Forums	51
<i>Proofreading</i>	53
Introduction	53
About	53
Links	54
<i>Translation</i>	55
Introduction	55
About	55
<i>Typing</i>	57
Introduction	57
About	57
Gender differences	58
Summary.....	59
<i>Writing</i>	63
Introduction	63
About	63
Links	64
Journalism.....	64
Related forums.....	64
Websites for translators	65
<i>Mentoring</i>	67
Introduction	67
Fees	67
Why	68

Brochures	71
Introduction	71
About	71
Cost	72
We'll help you decide	73
It's a good idea	73
Most important	73
One stop service	74
Copyright	75
Result	75
You want	76
You've targeted.....	76
You want to know.....	76
Newsletters	78
Introduction	78
About	78
Do you need a newsletter?	79
One stop service	81
We'll help	82
Telephone services	84
Introduction	84
About	84
Presentations	86
Introduction	86
About	86

Links	87
Frequently Asked Questions	88
Transcription:	88
What languages.....	88
Can you handle our special needs and requirements? .	88
We have rush work. How much can you do in a day?.	89
Does somebody proofread your work?	89
Do you give out work to others?.....	89
How much does it cost to transcribe an hour of tape? .	89
How much can I expect you to type at that rate?.....	89
Wow! That's fast. It's a real bargain!	89
However, the IT transcriptionist may also deal with issues.....	91
Why are your rates so low? What's the hitch?.....	91
Other outsourcing resources charge more. Can you reassure us about the quality of your work?	92
Does the transcriptionist speak English like a native?.	92
Do you give quantity reductions?	92
It takes too long.....	93
In what format is the transcription prepared?	93
How should we submit the material to you?.....	94
What happens to our tape when you are through with the transcription?.....	94
Terms.....	96
Introduction	96
How we work	96
Inaudible sections	96
Accuracy	97
Meetings	97
Quotation	99
Sending us your manuscript or file.....	100

What would you like International Transcriptions to do?	100
How should you sent your digital recording to International Transcriptions?	101
Time	102
Transcription time.....	102
Are there ways to reduce the transcription time?	103
How long does it take us to transcribe material?	104
Forums	105
Introduction	105
Related forums	105
Jewish Offices	105
Transcribing Forum	106
About	106
Definition.....	106
Excluded.....	106
Guidelines.....	107
Who should not join	107
Topics.....	108
Who should join.....	108
Forum management	111
Contact information	113
International	115
Transcriptionists	117
Introduction	117
Writing Wrongs: Losing it in the translation.....	119
Other books in this series	119
Part 1: General issues	119

Part 2: Life as a translator	119
Part 3: Making money as a translator.....	119
Part 4: Teaching translation	120
Part 5: Lesson plans	120
Part 6: Distinctions.....	120
Part 7: Languages, lexicography, and glossaries.....	120
Part 8: Editing and proofreading	120
Part 9: Writing	121
Part 10: Transcribing	121

Other books by the same author..... 123

Jews speak with forked tongues: Bilingualism 123

Yiddishe Kop: Jewish psychological issues 123

Your Jewish Personality. 123

It's the Teacher's Fault..... 123

Jewish Dating: So this is the best time in my life? 123

Jewish Parents Should Be Licensed 123

Are you good enough for Israel?..... 123

Yiddishkeit Lite 123

Collecting Dust: Libraries and librarianship 123

Doing Our Own Thing: The Grossman Family. Five parts 123

Computerization 123

Computer Gemach..... 123

Jewish Special Needs articles and links 123

Achdut. Jewish Forums: A life of moderation 123

Achdut. Jewish Forums: Guidelines..... 123

Achdut. Jewish Forums: Business issues 123

Achdut. Jewish Forums: Directory..... 123

Jewish Achdut and Jewish Language. Translated summary information 124

Achdut forums: Israeli	124
Achdut forums: Chassidim	124
Study with Grossman: Courses	124
Tzafun – Eureka	124
Title index.....	124
Topical index	124

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Support for the prolific writer

**This book
is**

A resource for tips, ideas, methods, and knowledge gleaned through a generation of working with writers, translators, proofreaders, editors, and others in the writing trades.

**These
selected
topics**

Will give you a jump start in a profession that is appreciated.

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Part 1: Transcription

What is transcribing?

Audio recordings have changed our lives. The computer has changed our lives even more.

In the past, things were written down using longhand or by typewriter. Today many individuals and most businesses have easy and ready access to a computer. As a result we require many more documents. Far from developing a paperless office - that was one of the original goals of mechanization - statistics show that we now use more paper than ever.

However, the computer does not help everybody.

- Many people cannot type rapidly
- People usually think faster than they type
- Typed material has to be reworked, rethought, and edited
- We tend to make corrections as we are typing, rather than continuing with new material. As a result, we often lose our trend of thought

We thus face a difficult paradox:

On the one hand, people in a position of authority must use a computer.

On the other hand, the technical aspects of using the computer seem to be inaccessible and distant for many people.

For some time, people gave the computing job to their secretaries. However, most secretaries are not trained for the type of data input that is necessary and required for busy people or executives. This leads to a frustrating situation in which the employer is disappointed with the secretary. and the secretary in turn is frustrated by her perceived inadequacy in performing her job - a job that she was not trained or expected to perform in the first place.

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Recording

Introduction

- [Dictator](#)
- [Features](#)
- [Tips](#) for improving your recording
- [Choose the right recorder for your needs](#)
- [Tapes](#)
- [No recorder? Poor man's recorder](#)
- [Why bother](#) with transcriptions?

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Keyword: [Recording](#)

[/InternationalTranscriptions/Recording/Intro](#)

Dictator

Saddam Hussein wanted to write his memoirs, so he asked his guard for a stenographer. The guard returned with a laptop computer instead. "No, thanks," Saddam said. "I'm a dictator."
– Source unknown

In our trade, the person who creates the dictations is called a *dictator*.

Unfortunately, that term arouses thoughts of Saddam Hussein (see above), Adolf Hitler, Romania's Nicolae Ceausescu, and Joseph Stalin. History is replete with dictators, including the

notorious Ramses II (Pharaoh), Ahasuerus (Xerxes I), and his sidekick Haman. Yes, the honor roll goes on and on.

Those people did get things done, but it is doubtful that they spent their time dictating documents to be transcribed. To his credit, Ahasuerus did ask to *read* his Book of Chronicles. Unfortunately, the rest of the Book of Esther gives no evidence that he was bright (or sober) enough to do more than hold a bottle of good liquor.

Are you a dictator? You don't want to admit it, right?

This book will make every attempt to use terminology that avoids the word that is used so commonly in the trade.

In April 2006, the [Transcribing](#) forum recommended the use of the following alternative words:

- author
- iterator
- narrator
- recorder
- speaker

We also considered "dictationist." However, that word implies a specialist in the field, and those who record documents are not likely to have obtained academic training in that art.

Nonetheless, we understand that some of you may feel that the original appellation continues to be more appropriate for your own needs. You may even want to try out some other options, such as Big Brother, despot, fuehrer, oppressor,

strongman, totalitarian, tyrant, authoritarian, autocrat, or martinet.

If these options fit you, and if you want to be given one of these titles, then we can certainly say,

"Yes, *sir!*"

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Features

Look for some of the following features when purchasing a recorder, especially a digital recorder:

Format

Ask your transcriptionist which format(s) she¹ uses, and buy a recorder with those formats in mind. Yes, you may be able to convert your recorder's format, but that would be a nuisance. Under certain circumstances, it could also lower the quality.

Connection

¹ Please give me a break. Yes, the transcriptionist field is an equal-opportunity employer. Yes, many transcriptionists are men. Yes, even himmicanes are no longer gender-specific. Yes, that aspect of this book is not politically correct. All of those issues are correct.

Now that we have clarified all of those points, perhaps we can return to our topic.

It should be easy to copy your audio file to your computer. Will it work with your USB port? Do you need special cables or software? Did you see a demonstration?

Recording to your hard drive

Some recorders allow you to connect your recorder to the computer and record directly to your hard drive – instead of, or in addition to the file on your recorder. The size of the file is limited only by the available space on your hard drive. You are likely to have enough room for a very long recording.

This nice feature does require that you sit close to the computer when recording, instead of having freedom of movement.

File continuity

Some of the simpler recorders have an annoying feature. After you stop a file, the recorder starts a new file instead of allowing you to continue on the same file. More advanced equipment allows you to continue the same file. You can start a new file when you want to, and the recorder does not decide automatically for you.

The transcriptionist can certainly work with multiple files. With email it's actually easier to send a number of small files. It also reduces the possibility of corruption. On the other hand, a dictator may find that it is a nuisance to keep making new files each time to keep track of them.

See if the recorder that you will buy will append data to existing files easily.

Dedicated recording

Some recorders have additional features. They may have FM radios, MP3 players, and players with other formats. You might want a dedicated player that can handle the recording more efficiently than one which "also" does recording.

Some MP3 players have so many feature that the recording features may be weak. It may be difficult to tell when the device has begun to record. It may be difficult to stop the recording. Those devices specialize in fine-quality MP3 song playback, and recording is just another add-on.

Serious dictators know the importance of buying a dedicated recorder - one that only does recording, but which does that job well.

Neck strap

That's right. You might want to look for a recorder that has a neck strap, or a hole to accept a neck strap.

When you walk around it is very convenient to be able to dangle the recorder from your neck, possibly tucked into your (shirt) pocket, so that you don't have to search for it when you need it. You're not likely to lose your neck, so the recorder is always available. You can add information or data at any time, in any location, as you think of it.

Buttons

That's right. You're going to want to have a recorder that has a lot of buttons. The alternative to a lot of buttons would be to

have to go through some menus, trying to remember what each menu does, and to search for the feature that you want.

What does this mean in practical terms?

- Instead of concentrating on recording, you will have to pay attention to the recorder
- You cannot operate the recorder in the dark
- You will have difficulty using it in your car
- You may not be able to read the menu while you are in bed

These are not the features that the salesman in the store will show you. He doesn't understand the needs of a transcriptionist.

That's why we have listed them here.

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Keywords: [Consumerism](#), [Recording](#)

reserved

If you don't have a recorder

You can record digital files without investing in a recorder. You may already have the necessary equipment.

You will have to invest in a cheap microphone.

Plug the microphone in the Mic port in the back of your Windows computer.

Click on Start, Programs, Accessories, Entertainment, Sound Recorder.

Click on the circle when you're ready to start recording. Click on the square when you're through. At the end, click on File, SaveAs. The default WAV setting is fine.

This method does not have all the bells and whistles of a good handheld recorder. It may also have a time limit of about a minute or so.

However, after you use this for a while and enjoy its advantages, you may want to upgrade.

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Keyword: [Recording International Transcriptions/Recording/NoRecorder](#)

Recorders

You can use either digital or [tape](#) recorders. This page discusses digital recorders:

- There is a small gap from the time that you press the “record” button and the time that the recorder begins to record.
 - Press the "Record" button(s) first, *then* start to speak

- Make a “start” noise before using voice-activated recorders

Why should you use a digital recorder?

- Some new digital recorders can insert blocks of speech into a recording without deleting the previous material.
- You can easily make and keep a copy of your recorded digital file
- In general, digital recordings are of a higher quality than audio tapes.
- Recordings are made and saved directly onto a magnetic card in your recorder
- The recording can be sent to your computer
- You can send a *copy* of that recording to **International Transcriptions** as an e-mail attachment
- You can forget about unreliable mail or delivery services and charges
 - We receive emailed transcriptions immediately
 - You can work with transcription services around the world
 - Traveling? You can e-mail your transcriptions from any location around the world

Are you about to buy a new recorder? Here are our suggestions:

- Buy a digital recorder. It is well worth the additional cost

- Buy a recorder that can connect to your computer through a USB port
- Buy a recorder that uses .DSS format. The second priority is a WAV format
- **International Transcriptions** can “read” many digital formats. We are very pleased with the .DSS (Digital Speech Standard) format or standard
- .DSS files are preferred are about 10-14% of the size of .WAV files, yet they maintain a very high voice quality

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Keyword: [Method](#)

Tapes

Some people still use magnetic recording tapes, despite the advantages of digital recordings.

If you are planning to record your session with a tape recorder, keep the following issues in mind.

- Use microcassettes and a microcassette recorder
- Use *new* tapes for this recording
 - It will cut down on the recording time
- Label the tapes clearly
 - Write your name, date, subject or title, and side number

- If the dictation extends to multiple tapes, then label each side consecutively, such as “Side 5 of 7”

How much material fits on a standard 60- or 90-minute audio tape?

- That depends. You will have to consider the following factors:
 - How fast the speaker talks
 - The length of the tape
 - Pauses
- As a ballpark figure, you can expect up to 12,000 words on a standard 60-minute tape, if you speak at a steady 200 words per minute. That would result in up to 30 single-spaced pages.

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Your exercise for this article is as follows:

Keyword: [Method](#)

Tips

You benefit from a high quality recording. It assures that your material can be transcribed more easily and [quickly](#). That in turn, translates into lower cost and higher quality.

How can you improve your recordings? The following tips will help:

- Play back your recording from time to time
 - Is the sound quality clear?

- Are you speaking clearly?
- If you are using a tape, does the speed remain constant?
- Replace your batteries frequently
 - Batteries are cheap
 - You may want to use a transformer or adapter if you are working at home
 - Some recorders allow you to record with bad batteries. Don't!
- Use the recorder's conference/dictation setting wisely. Your manual explains how to use this setting.
- Hold the built-in microphone close to your mouth
- Are you using an external microphone? Experiment with the best recording distance from your mouth
- Be sure that people at a meeting speak one at a time
 - It is difficult to transcribe a conversation with two speakers
 - It is practically impossible to transcribe more than one simultaneous voice
- Set your recorder for fast, high-quality speed
- If you are interrupted by noise, repeat the section with the problem
- Try to work in a quiet location

Meetings

- If you are recording a large meeting, set up several microphones scattered around the hall. Encourage each person to speak directly into a microphone.
- Speakers who move around can be given lapel microphones.
- Sometimes it may be cost-effective to use more than one recorder at a meeting

- True, the transcriptionist will have to listen to the same material more than once
- However, it may make the difference between a complete transcription, and sections that cannot be understood

Memory cards, disks, or cassettes

- Provide good quality media
- Keep an emergency copy for yourself

It will not be returned

Play a sample file that you have created on the device. If you like what you hear – fine. If you don't like it, then work on the issues relating to the recording before sending it off to your transcriptionist.

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Your exercise for this article is as follows:

Keywords: [Administration](#), [Recording](#), [Tips](#)

Why bother

What's wrong with typing the article yourself and saving the bother of transcribing?

Actually, you can go right ahead and type it out yourself. That's the way people have been writing and translating for many years.

However, there are certain factors to consider.

- You speak much faster than you type
- You think and form ideas while you speak
 - Talking helps you think
 - Talking helps you "pull out" your ideas
- Your job will get done much more quickly if you record than if you type it into the computer
- A good transcriptionist can prepare your work without typos or mistakes. You will edit clean copy
- Today's recorders are very small. They weigh much less than your cell phone (and some recorders are built into your cell phone)
- You can use a recorder just about anywhere. No more laptops to carry around
- Today it is fast, easy, and efficient to send off recordings
- You can usually receive your completed transcription work the same day

In other words, transcribing offers all advantages and no disadvantages. You can't go wrong.

Think about what happens in a conversation. The more that you talk about or brainstorm² a fuzzy topic, the more that you can develop it. Transcription allows you to use that procedure. You *talk* into a recorder, so you can produce a better product.

This entire book was prepared on a recorder. The material was recorded in the following locations:

- On a bus

² Writing Wrongs | Writing | Articles | Writing reports [to be confirmed]
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- While waiting for a bus
- While walking to or from clients
- Between appointments
- While resting
- Between transcription jobs
- While describing his profession to others on the phone
- While waiting for his family to get together for a meal
- While waiting for a computer to become available
- Between lectures

You are a busy person as well. Transcribing allows you to be more productive, and your work will be better.

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Your exercise for this article is as follows:

Keywords: [Efficiency](#), [Typing](#)

Text to speech

Can the computer convert audio text to digital text? In other words, can you buy software or technological equipment that will allow you to speak into the computer and have it automatically convert your speech into written text on the screen?

- The short answer is, Yes.
- The longer answer is as follows:
 - The technology has not yet proved itself
 - Programs must be constantly retrained for words and names
 - The final result is usually far from perfect – under the best of conditions

- You have to speak very clearly and slowly
- You cannot slur your speech
 - a good transcriptionist, on the other hand, may be able to understand just about any speech with reasonable accuracy
- You must record in a quiet room, with quiet surroundings
- These programs cannot deal with various basic issues:
 - speech from multiple people
 - secretarial issues
 - grammar or formatting

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Your exercise for this article is as follows:

Keywords: [Technology](#), [Transcription](#)

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Humor

Introduction

See the following:

- What did I ?

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Keyword: [Humor](#)

[/InternationalTranscriptions/2Humor/Intro](#)

David Grossman

Hear

Transcription can play tricks on us. Sometimes we think we heard something, and it is really something else:

- When transcribing a religious document that had a reference to G-d, who emphasized with the Jewish people, there was a reference to G-d's attribute of compassion. The transcriptionist could not tell whether she heard "to be compassionate" or whether G-d could "become passionate."
- "The righteous, who prays? whose praise? reaches..."

Know any more transcription humor? [Submit it to us](#), and we'll credit you and your business name with the posting to this page.

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Your exercise for this article is as follows:

Keyword: [Humor](#)

[/InternationalTranscriptions/2Humor/Hear](#)

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Part 2: Working with International Transcriptions

Introduction: About International Transcriptions

We would like to be your support staff.

Yes, your office runs well, and you know how to make the most of it. However, you do need help from time to time. It is not cost-effective for you to hire additional support people for those busy times.

Large, international companies and conglomerates have learned the secrets of outsourcing. They give out work such as transcriptions to contractors, in order to get the job done better than giving it to their overburdened staff.

You can do the same.

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Your exercise for this article is as follows:

Keywords: [Secretary](#), [Transcription](#)

What can you expect from International Transcriptions?

As our name, **International Transcriptions**, indicates, we transcribe documents for an international clientele.

Not everybody can do transcriptions. It is an art, and it means helping people in a very important way.

We appreciate the responsibility and we are happy to help you enjoy increased success.

However, we do maintain our standards. Therefore, in some cases, we may refuse a recording, for any of the following reasons:

- Certain types of confidential material
- Poor quality recordings
- [Offensive content](#)

Most of our work involves the transcription of audio files. However, on occasion we accept handwritten manuscripts. The success of the transcription depends on how legible the original is.

Insertions or revisions sometimes affect this quality. In addition, faxes and photocopies are rarely as legible as the original.

For best service, be sure to read the [Recording](#) section.

For more information

Would you like to look up transcription services on the Internet? The best source may be Google. Look up the information under [media transcription](#). Yes, International Transcriptions will be listed under that section.

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Your exercise for this article is as follows:

Keywords: [About](#), [Offensive](#)

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Experience

Note to myself: Merge this page with the identical information in IT | Typing | About

Introduction

Many places claim to have experience, but that doesn't mean that they do things well. You can do the same thing wrong for many years and call it experience, but that doesn't make your work better.

- [Other factors](#) are involved
- [Blonde experience](#) Humor

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Your exercise for this article is as follows:

Keywords: [Employment](#), [Experience](#), [Quality International Transcriptions/1Experience/Intro](#)

About

International Transcriptions has more than 40 years experience in typing. Our work dates back to manual typewriters, after which we moved up to electric and electronic typewriters, and through the various stages of word processors.

Over forty years. By now, you can be sure that –

- We know the different styles
- We know how things should be laid out
- We know how to make clients happy

We've been doing it so long that we've seen it all. By now, no job will surprise us.

That certainly affects our efficiency, quality, speed, and accuracy with all jobs.

Give us your typing. Free up your secretary to do the work that she does best.

That is not likely to be typing.

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Your exercise for this article is as follows:

Keywords: [About](#), [Employment](#), [Experience](#)

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Factors

A professional transcriptionist could claim a great deal of experience after working for many years in the field.

However, she could claim skill only if she demonstrates proficiency in other areas. A real professional would also have to be skilled in word processing, the latest relevant

technology, knowing where to go to solve problems with the technology or the material, and listening skills.

Years of experience are not necessarily sufficient. A poor transcriptionist could be working for many years and could simply be doing it *wrong* for many years.

You may have already discovered this problem when you took your car or an appliance in for repair. The technician may have claimed many years of experience, yet he did a poor job. He had been doing it wrong for many years.

That technician did not progress in his field. He didn't learn about the latest developments or processes that are involved and he might not have known anything about your particular make or model. His many years of experience were of little value when trying to help your particular situation.

Similarly, a physician needs to know about you and about your particular ailments or needs. Without the background and information, it does not matter how many years of experience he has.

Yes, experience is important. It helps people learn about issues and apply their knowledge to your needs.

Another issue is needed. The professional has to be able to learn from previous experiences. Not everybody has that skill. A professional who has not learned from the issues and failures that he experienced is of little value to you and your work.

Choose a transcriptionist, a translator, or any other professional who meets the factors that you require including

experience. When you check the transcriptionists references or ask others about her capabilities, make an effort to determine whether she is open to learning from her mistakes.

Only then can you determine that her experience was of value.

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Your exercise for this article is as follows:

Keywords: [Employment](#), [Experience](#)

Blonde

A blonde walks by a travel agency and notices a sign in the window, "Cruise Special. \$99!"

So she goes inside, lays her money on the counter and says, "I'd like the \$99 cruise special, please."

The agent says, "Yes, ma'am."

He grabs her, drags her into the back room, ties her into a large inner tube, pulls her out the back door and downhill to the river bank, where he pushes her in and sends her floating down the river.

A second blonde comes by a few minutes later, sees the sign, goes inside, lays down her money, and asks for the \$99 special.

She too is tied to an inner tube and sent floating down the river. Drifting into stronger current, she eventually catches up with the first blonde.

They float side by side for a while before the first blonde asks, "Do they serve refreshments on this cruise"?

The second blonde replies, "They didn't last year."

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Your exercise for this article is as follows:

Keyword: [Humor](#)

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IT to IT

Outsourcing lowers the costs of operating business enterprises, while raising the quality of the final product.

International Transcriptions offers you the option of outsourcing your transcription work. Our professional transcriptionists are not members of your staff, so you pay only for the work that was accomplished.

Our motto

reserved

Transfer your IT to IT.

Many companies transfer a great deal of their information technology (IT) infrastructure and staff to an external resource.

We recommend that you transfer your information technology (IT) transcriptions to **International Transcriptions** (IT).

We can make it easy to remember: IT2IT.

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Your exercise for this article is as follows:

[/InternationalTranscriptions/About/IT2IT](#)

Keywords

The words on this page reflect the work that we do.

- | | | |
|--|---|---|
| <ul style="list-style-type: none">• Address books• Annual meetings• Articles• Audio transcription• Audio typing• Board discussions• Board meetings• Books• Brainstorm sessions• Brochure• Business meetings• Business transcription• Company• Conference• Conference calls | <ul style="list-style-type: none">• Ghostwriting• Graphics• Hearings• Info-gathering sessions• Insurance documents• Interview• Investigative documents• Label• Leaflets• Lectures• Legal• Legal documents• Legal testimonies• Legal transcription• Letter | <ul style="list-style-type: none">• Report• Research• Scripts• Seminars• Shorthand• Speeches• Spreadsheets• Stenography• Strategy sessions• Summary transcription• Surveillance documents• Tape• Tape transcription• Transcription of mini tapes• Technical transcription• Teleconferences |
|--|---|---|

<ul style="list-style-type: none"> • Conferences • Copy editing • Corporate • Corporate transcriptionist • Corporation • Correspondence • Data entry • Database • Dictation • Discussion • Dissertation • Edit • Editing • Editor • E-mail forums • Estimates • Executive summary • Firm • Focus group • Forum 	<ul style="list-style-type: none"> • Mailing list • Manual • Manuscript • Market research • Media broadcasts • Medical billing • Medical coding • Medical transcription • Meeting • Meeting minutes • Meeting summary • Meeting • Memoirs • Minutes • Newsletters • Oral histories • Phone answering service • Presentation • Presentation • Press conference • Proofreading • Recorded 	<ul style="list-style-type: none"> • Telephone conversation • Telephone answering service • Text editing • Thesis • Training seminars • Transcribe • Transcriber • Transcription • Transcription firm • Transcription service • Transcriptionist • Translate • Translation • Translator • Typing • Typist • Web page • Word processing • Writing
--	---	---

- | | | |
|--|--|--|
| | <ul style="list-style-type: none">interviews• Recorded statements | |
|--|--|--|

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Your exercise for this article is as follows:

Our specialties

Question: Isn't it better to go to have my materials transcribed by specialists? **International Transcriptions** seems to do work in just about any topic or subject whatsoever. My goodness, I looked at the list of [keywords](#) and you cover everything. How do I know that you will deal with my topic satisfactorily?

Answer: If you feel comfortable going to a specialist, then by all means do so. There are advantages and disadvantages to each point of view.

The truth is that very few dictations stick to only one topic. Everything relates to other areas and a broad knowledge of facts, issues, and subjects may well be advantageous when side issues come up.

However, your point is well taken, and sometimes it may be better to have an expert in a specific field such as medicine or law.

Basically, you have to decide where you feel more comfortable.

After several transcriptions, you can make a wise and informed choice.

Of course, we at **International Transcriptions** hope that you will select us as your transcribers of choice.

However, we do understand the different ways of looking at this issue.

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Your exercise for this article is as follows:

[/InternationalTranscriptions/About/Specialize](#)

Do you need an international transcription service?

No, you don't.

However, you have been wasting money on secretaries who spend part of their time filing their nails, talking on the phone, drinking coffee, and wasting company money. You feel that you need them, but you realize that they are underemployed for a substantial amount of the time.

If it does not bother you to single-handedly reduce the local unemployment statistics, then stop reading now.

However, if you would like to reduce your expenses while raising your productivity through [outsourcing](#), then look to **International Transcriptions**.

International Transcriptions believes that a secretary should do the things that she was trained to do. She does those things best. She should not be expected to work with you as you produce documents. A secretary who is allowed to do the things that she is supposed to do is likely to do those things better. Her job satisfaction will grow, and she will remain longer at the same job, she will grow in her work, and she will become more of an asset to the company.

For your non-secretarial duties - those that involve preparing documents - we recommend a new and modern approach:

Prepare your documents on a recorder. Speak into it naturally, as you always do. Yes, do try to speak clearly and a bit more slowly than usual.

Give that recorded tape or computer file to a transcriptionist. Tell her exactly how you want it to look. Give instructions about what is to be included, and the way you want things spelled.

In some cases, a professional transcriptionist may even edit your material on request.

As a result, you will receive your documents in a very brief amount of time, prepared in a professional manner. You have joined the computer age effortlessly.

Yes, you will certainly want to review your document and possibly make additional changes in order to reflect your personal style. However, this is not a major task.

Is this an expensive proposition?

Not at all. As a matter of fact, it is likely that you will pay less per page for transcription than you now pay your secretary to type material that is already written out by hand.

Summary

It is well worth it for you to work with professionals and to handle all of your needs the right way. Your secretary can do what she does best, and a professional transcriptionist can help you with your documents.

Before long, you will produce high quality documents. With only minimal effort, you will be able to present your message to the world, just as you had always dreamed of doing.

This section of the book explains how to get started working with **International Transcriptions**.

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Your exercise for this article is as follows:

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Part 3: Ancillary services

International Transcriptions is IT. We do IT right, so that you can sIT and relax. We provide services in other areas as well:

Editing

Note to myself: This section will ultimately be moved to Book 8, Editing and Proofreading

Introduction

See the following:

- [About](#)
- [Links](#)

Are you required to read this article for a course? Do *NOT* print out the article. It is copyrighted.

Your exercise for this article is as follows:

Keyword: [Editing](#)

About

If you hate 'em,
verbatim
- Court reporter adage

Some people want their documents to be edited by a competent transcriptionist. Others may be worried that the

transcriptionist will change the meaning, so they demand a verbatim transcript. Still other people may stipulate specific criteria.

Competent transcriptionists can edit transcribed documents in a timely manner, immediately after they are transcribed.

To assure that the transcription is edited properly, prepare the following information in advance:

- The degree to which the document should be edited
 - Light touch up
 - Comprehensive editing
 - Camera-ready copy
- A specific, personal style

A qualified transcriptionist can also edit any other document according to your specifications, including material that was written and/or transcribed by another person.

The editor can approximate your cost before beginning the job. If the editor charges by the hour, then the client can specify how much time to spend on the document, or he can specify a maximum amount of time.

Of course, the more time the editor spends on the project, the better the final work will be (to a point), but there is no justification for maintaining the editing process endlessly. A good editor will stop when it does not need more editing, no matter how much additional time is allocated.

Editing that is done by the transcriptionist is charged at her regular, but lower transcription rates. This may offer a significant savings in cost when contrasted with a

professional editor. A transcriptionist may charge less than a quarter of the rates of a professional editor.

You can also opt for serious, intensive, professional editing, at the higher hourly rate.

In both cases, the client can opt to limit the amount of time that is spent on the editing, in order to be able to determine his costs in advance.

Even if the client does not opt for editing, the transcriptionist or a second person will review the work before it is submitted. Thus, in all cases, your work benefits from a preliminary check, in order to make your final editing easier.

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Your exercise for this article is as follows:

Keywords: [About](#), [Editing](#)

Links

Text editors

- [Miriam](#) The owner of this website. English editing. (note to myself: Change this to dd format)

Forums

- [Jewish Editing](#)

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Your exercise for this article is as follows:

Keyword: [Links](#)
[/InternationalTranscriptions/Editing/Links](#)

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Note to myself: Move this section to Writing Wrongs,
Section 8, Editing and Proofreading

Proofreading

Introduction

See the following:

- [About](#)
- [Links](#)

Are you required to read this article for a course? Do *NOT* print out the article. It is copyrighted.
Your exercise for this article is as follows:

Keyword: [Proofreading](#)

About

International Transcriptions does proofread all of the work before it is submitted to you.

In addition, we can provide a professional proofreading service for any of your other material to assure that it matches the original.

Contact us for a rates schedule for any of your proofreading needs.

Are you required to read this article for a course? Do *NOT* print out the article. It is copyrighted.

Your exercise for this article is as follows:

Keywords: [About](#), [Proofreading](#)

Links

- [Miriam](#) The owner of this website

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Your exercise for this article is as follows:

Keyword: [Links](#)

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/InternationalTranscriptions/1Translation/About.html

Translation

Introduction

International Transcriptions can help you with some of your translation needs as well:

- [About](#) translations with **International Transcriptions**

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Your exercise for this article is as follows:

Keyword: [Translation](#)

[/InternationalTranscriptions/Translation/Intro](#)

About

International Transcriptions features a full-time professional Hebrew-English staff [translator](#). Contact **International Transcriptions** for a quotation.

International Transcriptions can also [proofread](#) and/or [edit](#) your material, based on your needs. You can even determine how intensively it will be edited or how much time will be spent on the editing. Your edited document can match any style that you request or require.

Are you required to read this article for a course? Do *NOT* print out the article. It is copyrighted.

Your exercise for this article is as follows:

Keywords: [About](#), [Translation](#)

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Typing

Introduction

Bad typists
of the word,
untie.
- Source unknown

Transcriptionists are also typists:

- [About](#)
- [Gender differences](#)

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Your exercise for this article is as follows:

Keywords: [Secretary](#), [Typing](#)

About

International Transcriptions has over 40 years experience in typing. Our work dates back to manual typewriters, after which we moved up to electric and electronic typewriters, and through the various stages of word processors.

Over forty years.

By now,

- We know the different styles
- We know how things should be laid out
- We know how to make clients happy

We've been doing it so long that we've seen it all. By now, no job will surprise us.

Of course, we enjoy some jobs more than others, but that does not affect our efficiency, quality, speed, and accuracy with all jobs.

Give us your typing. Free up your secretary to do the work that she does best.

That is not likely to be typing.

Are you required to read this article for a course? Do *NOT* print out the article. It is copyrighted.
Your exercise for this article is as follows:

Keywords: [About](#), [Experience](#)

Gender differences

A special glove helps people prevent or reduce the effects of carpal tunnel syndrome and other aches and pains in the hand, fingers, and wrists.

A new glove of this type was brought into various single-gender college classrooms. The display box for the glove featured a round hole with a welcoming inscription, "Touch me."

There were clear differences between the genders.

The men simply accepted the teacher's description and went on to other things.

The women asked requested that the box be passed around. They touched the "Touch me" hole, commented on the color of the glove, and asked whether it came in other colors. Some women asked whether they could remove the glove and try it on. They described how it felt, and asked whether it came in other sizes.

This gender difference is all the more interesting when we consider the fact that the classes dealt with computer applications.

Men usually experiment with things in computer classes. They rarely accept the teacher's lectures without trying it out on their own computers. They also tend to try additional options, in order to see whether they work in other situations. They experiment. They want to get a hands-on feel for the concepts.

On the other hand, women in computer classes tended to be more accepting. They usually just want to know what button to push on in order to accomplish a given result. They do not want to experiment.

This experiment seems to contradict the usual manner of behavior in computer classes.

Summary

Although men are more inquisitive and more ready to experiment with the computer, they are less inquisitive and less ready to experiment with the glove.

On the other hand, women, who are less inquisitive with their computer studies, showed more of an interest to experiment with the glove.

The unexpected behavior may be related to the fact that the computer seen as a mechanical device, whereas the glove is perceived as an article of clothing.

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Your exercise for this article is as follows:

Keywords: [Gender](#), [Opposites](#), [Research](#)

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Writing

Introduction

See the following:

- [About](#)
- [Links](#)

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Your exercise for this article is as follows:

Keyword: [Writing](#)

About

Many people need to express their ideas, but they are not in a position to write them. That is a different skill.

International Transcriptions can ghostwrite your manuscript. In other words, we will write it for you but it will be published in your name.

Many famous leaders and statesmen use ghostwriters to publish books or articles or to prepare their speeches.

If you need to prepare something well, then it pays to ask a ghostwriter to develop your document according to your needs.

This does require preparation, not only with facts, but also the style, information about the audience, and the length of time for your speech.

You can opt to have your speech or presentation presented to you on tape or a computer digital file, so you can hear what the speech should sound like, and so that you can rehearse it. You can play it back through your computer until you learn the speech.

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Your exercise for this article is as follows:

Keywords: [About](#), [Writing](#)

David Grossman
Links

International Transcriptions does more than transcribe your text. On request, we will *write* your text.

That's right - **International Transcriptions** provides top-level writing services that focus on the needs for your audience:

Journalism

We can write feature articles for your newspaper or house organ.

Related forums

- [Hebrew Translating](#)
- [Jewish Editing](#)
- [Jewish Writing](#)
- [Transcribing](#)

Websites for translators

- [Articles about Translation, by David Grossman](#)

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Your exercise for this article is as follows:

Keyword: [Links](#)

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Mentoring

Introduction

Transcriptionists can help other transcriptionists become proficient in their work:

- [Fees](#)
- [Why have a mentor](#)

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Your exercise for this article is as follows:

Keywords: [Library](#), [Mentor](#), [Teaching](#), [Translation](#), [Writing](#)

Fees

The experts in **International Transcriptions** are prepared to mentor new or inexperienced transcriptionists who are starting out on the job.

[Contact us](#) for a free initial discussion of your options and possibilities.

Following that discussion or correspondence, we will quote you a comprehensive, one-time fee that will cover the duration of your mentoring experience with **International Transcriptions**. There will be no additional charges, no fine print, no exceptions. You will know the full, straightforward cost before you begin the program.

This fee is non-transferrable. It is intended for you, and it is based on your needs, requirements, and personality.

Indeed, the information, tips, and recommendations that you receive from our mentoring program would be inapplicable to and misleading for anybody else.

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Your exercise for this article is as follows:

Keyword: [Money](#)

Why David Grossman

Why should you have a mentor?

After all, a transcriptionist's job is really quite straightforward. She listens to a dictation and types it out. Perhaps a beginning transcriptionist needs some occasional tips, but there seems to be no reason to pay for these hints.

Let us make the question even more clear: You can ask questions on the [Transcribing group](#) and pick up some basic details that are needed in order to succeed in the job.

However, a wise transcriptionist would indeed look for the opportunity to receive personalized mentoring.

- You want to get a jump start in your work.
 - You want to become productive right away

- You want to be able to be enthusiastic about your work
- You want to avoid the issues that create burnout

That is why transcriptionists, [translators](#), editors, [librarians](#), [teachers](#), and [writers](#), all benefit from mentoring.

Mentoring also may help you learn some important things about yourself. If you are *not* suited for the profession, then it would be useful to find out as soon as possible, so that you can consider alternative options.

A mentor might be able to help you work around your limitations, and help you be less frustrated or annoyed with yourself and your work.

Without this assistance, you may not realize that you have limitations.

- You would not understand why other transcriptionists can manage
- Your mentor can help you know about and accept your difficulties
- Your mentor may be able to recommend some workarounds to your problems

This information could make the difference between succeeding and failing in the profession.

You would not know this information by participating in a forum. You would not find out about these limitations by transcribing.

Thus, getting good assistance from a knowledgeable mentor could be a worthwhile and valuable investment in any profession.

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Your exercise for this article is as follows:

Keywords: [Burnout](#), [Can do](#), [Success](#)

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Brochures

Introduction

We'll prepare your brochure for you:

- [About](#)
- [What you want](#)
- [It's a good idea](#)
- [Most important of all...](#)
- [You can decide](#)
- [The result](#)
- [We offer a one-stop service](#)

Are you required to read this article for a course? Do *NOT* print out the article. It is copyrighted.

Your exercise for this article is as follows:

</InternationalTranscriptions/1Brochures/Intro>

About

A good brochure requires teamwork. One person should prepare the text, and a different specialist should prepare the layout and graphics. It then goes back and forth a number of times, in order to perfect the job. Each specialist has to work within the constraints of the other.

We recommend that you locate a good local expert to handle the graphics and layout issues. That person will design the basic brochure.

We will then add the text, based on your requirements and needs, and send it back to the graphic artist. He will make some modifications in the brochure, and send it back to us.

As a result, the text won't fit properly. It will need additional editing. In some places the text will be too short, in other places it will be too lengthy.

You may also want to submit your comments. They will also affect the location, placement, and length of the text. The brochure will be sent back and forth until you have an ideal brochure.

It is exciting to watch your brochure develop as you work with the experts. E-mail communications will assure that the material will be passed back and forth instantly.

When the work is completed, you will have an ideal brochure. It will be written well, it will be graphically pleasing and effective.

Cost

As with all of our projects, we charge by the hour, and we can give you a rough quotation of our cost before we begin work, based upon your needs.

There is a \$20 charge for the rough quotation.

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Your exercise for this article is as follows:

Keywords: [About](#), [Writing](#)

We'll help you decide

We'll help you decide...

1. what should be included
2. how to present it
3. who should receive it
4. what style is most effective
5. which words say it best
6. how and when to distribute it.

Are you required to read this article for a course? Do *NOT* print out the article. It is copyrighted.

Your exercise for this article is as follows:

Keyword: [Decisions](#)

It's a good idea

Your potential customers and clients will enjoy reading your brochure for the same reasons that you like to read the one you're holding now.

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Your exercise for this article is as follows:

Keyword: [Imagination](#)

Most important...

Your newsletter will present your company in a positive light. You can describe the most favorable aspects of your products and services in the way *you* would like people to read about them.

Are you required to read this article for a course? Do *NOT* print out the article. It is copyrighted.

Your exercise for this article is as follows:

[/InternationalTranscriptions/1Brochures/MostImportant](#)

One stop service

You'll receive full, one-stop service

We'll design, write, publish, and help print the newsletter or brochure...

...and optionally address, stuff and stamp the envelopes...

...and then mail or fax them to the addresses which you provide.

We can help you research and locate companies abroad which may be able to benefit from your products and services.

In short, you can relax, knowing that the job is being handled by professionals who will do it right.

We'll be happy to show you sample newsletter, and recommend the best and most effective size, layout, and methods for your needs.

Copyright

Materials, documentation, tapes, and disks used to prepare the newsletters, brochures, or leaflets, remain the property of Impact Writing Services. We maintain and respect our clients' confidentiality.

Ask for our other brochures, including Impact Computerized Office Services and ACT: Advanced Computer Training.

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Your exercise for this article is as follows:

[/InternationalTranscriptions/1Brochures/OneStopService](#)

David Grossman

Result

We can help you prepare a brochure that is...

- effective
- witty
- informative
- imaginative, and
- attractive

A brochure can replace much of your correspondence. Imagine sending a brochure with a brief cover letter instead of composing yet another letter describing your company!

Are you required to read this article for a course? Do *NOT* print out the article. It is copyrighted.

Your exercise for this article is as follows:

You want...

People and companies abroad to know about the products and services that are available from your company.

You've targeted...

The lucrative European, Asian, or American markets as the best foci for your company's growth and expansion.

You want to know...

How to promote these wise decisions? How you can help overseas companies know about your fine products and services?

The methods that attract local contacts won't necessarily be as effective in other countries. You'll have to adapt yourself to their forms of publicity. After all, you do want to make the right impact!

Many overseas firms use newsletters and brochures as a cost-effective means of promotion, advertising, and publicity. You can use them too.

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Your exercise for this article is as follows:

Keyword: [Advertisements](#)

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Newsletters

Introduction

The family newsletters described in this section are different from our [business brochures](#).

- [About](#)
- [Do you need a family newsletter?](#)
- [We'll help you make the basic decisions](#)
- [We offer a one-stop service](#)

Are you required to read this article for a course? Do *NOT* print out the article. It is copyrighted.

Your exercise for this article is as follows:

About

In the past, families lived together – possibly all under one roof. Today, people are distributed throughout a country, or throughout the world. Nonetheless, they still need and want to remain in touch with each other – and family newsletters are the best way to do so.

Of course, newsletters do not replace e-mails, regular letters, phone calls, and other means of communication. However, nothing beats a newsletter in order to make sure that everybody has the same information, in an attractive format that they will want to save.

Unfortunately, most people don't have the ability, time, or desire to create a well-written, attractive, welcoming, and interesting newsletter. That is where **International Transcriptions** can help.

Give us the basic information. Let develop it into a nice newsletter.

You can then send it to people by snail mail or e-mail.

You can even opt to have it placed on a website, and ask everybody in the family to read it there.

You can print it up as a leaflet or brochure.

Your manner of distribution may vary, but the concept and basic content is yours. Let professionals prepare it so that it is effective. We will help others understand your pleasure, beauty, and enjoyment from life.

Family newsletters. The modern way to stay in touch.

Are you required to read this article for a course? Do *NOT* print out the article. It is copyrighted.

Your exercise for this article is as follows:

Keywords: [About](#), [Writing](#)

Do you need a newsletter?

Are you too busy to keep up with your correspondence with friends, relatives, and acquaintances back in the old country?

Do they complain that they don't hear from you often enough?

Do you already feel that the "problem" has begun to take care of itself – as *you* write less and less?

Is writing becoming a bigger and bigger burden and bother? Is it becoming harder and harder to find time and ways to write all those letters?

Have you already begun to receive fewer and fewer letters from your friends, relatives and acquaintances back in the old country?

If the number of letters hasn't slowed down yet, it will. After all, they won't write to you if you don't write to them.

What a shame!

Friends and relationships which you've developed over the course of many years may now be nearly forgotten because of the joys and pressures of daily living!

If only there were a better way to handle your growing piles of correspondence, to stay in touch and to present you and your family in a positive light.

If only that way of correspondence could be...

- written with good English
- witty and sometimes humorous
- informative and imaginative
- attractive and cheerful

- tactful, and yet...
- personal and personalized

Well, there *is* a better way!

Impact Writing Services can prepare your family newsletter. It will be even better than answering all of your family correspondence. You'll be the hit of the family!

Are you required to read this article for a course? Do *NOT* print out the article. It is copyrighted.
Your exercise for this article is as follows:

One stop service

International Transcriptions offers a full, one-stop service:

- We'll get the information
- ...and develop the stories...
- ...and write, publish, and print the newsletter or brochure...
- ...and (optionally) address, stuff and stamp the envelopes...
- ...or mail or fax them to the addresses that you provide.

In short, you can relax, knowing that the newsletter is being published by experienced professionals who will handle it right.

We'll be happy to recommend the best and most effective size, layout, and methods for your needs.

We'll prepare your newsletter so that...

1. it is serious and informative
2. it has proper English,
3. foreign businessmen will want to read it.

Materials, documentation, tapes, and disks used to prepare the newsletters, brochures, or leaflets, remain the property of **International Transcriptions**. We maintain and respect our clients' confidentiality.

Are you required to read this article for a course? Do *NOT* print out the article. It is copyrighted.

Your exercise for this article is as follows:

We'll help

You will need guidance in order to prepare your newsletter. We can help you decide...

1. What to include
2. How to present it
3. Who should receive it
4. How it should look
5. What style is most effective
6. Which words say it best

Remember, each newsletter can be personalized with a brief, handwritten and possibly confidential note.

Now, while you calmly continue to handle your many activities, a unique, personalized family newsletter can be prepared just for you, and in your own writing style.

Isn't that just what you need?

Are you required to read this article for a course? Do *NOT* print out the article. It is copyrighted.

Your exercise for this article is as follows:

Keywords: [Decisions](#), [Needs](#)

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Telephone services

Introduction

Your phone may well be the most distressing and time consuming part of your day. We can help.

- About **International Transcriptions** and your [phone service](#)

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Your exercise for this article is as follows:

Keyword: [Telephone](#)

About

You are a busy executive, and the phone is the bane of your life.

Every call interrupts your already busy schedule and makes it more difficult to go about doing your work.

Let **International Transcriptions** be your telephone answering and referral service.

Use **International Transcriptions** as your "local" Israeli number, call center, or customer service number. It will reduce your need for other issues:

- No need to set up an expensive 800 number to your area
- No need to hire somebody to handle international calls
- No need to worry about answering calls from different time zones
- No need to worry about interruptions from phone calls

All phone calls will be handled in a mature, businesslike manner. If we miss a call, we'll call back at our expense.

We will receive all of your phone calls from Israel, and talk to the people either in fluent English or in fluent Hebrew.

We will then forward the information to you by e-mail, so that you can handle it at your convenience.

No other call-forwarding service could possibly be as cost-efficient.

At **International Transcriptions**, there are no retainer fees, no employer fees, on extra add-ons. You only pay for the calls that we receive, on a per-call basis.

Are you required to read this article for a course? Do *NOT* print out the article. It is copyrighted.

Your exercise for this article is as follows:

Keywords: [About](#), [Business](#)

Presentations

Introduction

See the following:

- [About](#)
- [Links](#)

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Your exercise for this article is as follows:

Keywords: [Computers](#), [Presentations](#)

About

It may be daunting to have to make a speech or lecture to a board meeting of your organizational superiors, to a room full of strangers, or to a large audience.

One way to deal with this problem is to use a presentation in which you remove some of the focus from yourself. We will be happy to prepare your next computer-based presentation for you.

We will base the presentation on your style and the way you like to speak. We will give you pointers and directives about when to go on to the next slide, how to stand, what to look at,

and what facial expressions to use in order to make the presentation effective.

Presentations are useful:

- You cannot lose your place
- They serve as flashcards
- They remind you of the next issue to discuss

You may have already seen lectures that were given with the assistance of a presentation. Those lectures are generally quite memorable, and they help the speaker hold your attention.

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Your exercise for this article is as follows:

Keyword: [About](#)

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Links

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Your exercise for this article is as follows:

Keyword: [Links](#)
[/InternationalTranscriptions/Presentations/Links](#)

Frequently Asked Questions

Transcription:

Does *International Transcriptions* specialize in a certain kind of media?

We transcribe microcassettes, CDs, DVDs, and just about any digital (computer) sound format

A 60-minute tape may hold about 15-20 pages.

What languages

Count on us to transcribe your English and Hebrew materials.

Can you handle our special needs and requirements?

Certainly. Specify the following conditions when preparing the work:

- Your office format
- British or English text
- Font
- Size
- Paper size
- Page format
- Replacements (we'll replace British words with American words, or Sfaradit with Ashkenazis)

We have rush work. How much can you do in a day?

That depends on our existing workload. [Contact us](#) to find out whether we are available for rush work.

Does somebody proofread your work?

Yes, every document is proofread by a second pair of eyes. You can trust the transcription from **International Transcription**.

Do you give out work to others?

Yes, transcribers try to help their friends. Those of us who work together benefit from the assistance of others.

However, we always inform the client before transferring the work. The client has the right to decide who will transcribe their documents.

How much does it cost to transcribe an hour of tape?

Our charge is \$18 per hour for regular work; \$24 for rush work.

How much can I expect you to type at that rate?

You can expect us to transcribe about 3-4 pages of *single-spaced* material in an hour.

Wow! That's fast. It's a real bargain!

That's right. Your secretary may not be able to type straight text that quickly, much less transcribe material.

Here's how you can determine just how much you save by submitting transcriptions to **International Transcriptions**:

Give your secretary a job to type. Don't tell her that you'll be timing her, but make a mental note of when you gave her the job.

When she submits the work, check the time again. Do a quick calculation to determine how much she types in one hour.

None of our clients who performed this simple test have reported that their secretary typed more than two pages per hour, and most report about one page an hour. Keep in mind that your secretary is doing straight typing, which should be much faster than transcribing from an audio tape or file.

True, your secretary may make excuses for the slow rate of speed. She may have had to deal with phone calls or other interruptions. However, that's precisely the point. A busy office is not the place to handle serious typing, and certainly not transcription.

Furthermore, those interruptions may be the cause for missing text in your documents.

Put yourself in your secretary's position. She just handled yet another interruption in her work. She now returns to her transcription, and her first words are, "Let's see. Where was I?"

Either she'll find the right place where she left off – or she won't. It depends on the *next* interruption!

It should be clear that you get a real bargain from
International Transcriptions!

However, the IT transcriptionist may also deal with issues

That's right. For this reason, you will want to maximize the value of your output from the **International Transcriptions** transcriptionist.

The actual speed varies according to various factors, including the clarity of the tape or digital file. Check our [tips](#) section for ways to speed up the transcription rate, and to assure that **International Transcriptions** is your best cost-benefit choice.

Why are your rates so low? What's the hitch?

There's no hitch.

Transcription is our specialty, but it is not the specialty of your secretary. She has many other responsibilities, and we assume that she does them to the best of her ability.

That's why it's wise to give us your transcription work. Your secretary will do what she does best, and we'll do what we do best.

That's right - you get professional work at a much lower cost by outsourcing to International Transcriptions.

Other outsourcing resources charge more. Can you reassure us about the quality of your work?

You benefit from Israel's low rates. Companies in many Western countries have learned the benefits of outsourcing to other countries in order to save money.

Does the transcriptionist speak English like a native?

No.

She speaks English *better* than most Americans.

The transcriber is a native-born American, who has studied college English. The proofreader is an expert researcher in the English language.

Do you give quantity reductions?

Wait. You just said (correctly) that our rates are very low. How can we be expected to go any lower?

Our volume per hour is rather high (3-4 typewritten pages per hour. We charge only for the net typing time, and not for downloading time, and we do not charge for interruptions.

True, in some fields, long contracts command lower rates. There is less time in which the client has to look for work. In transcription, there is no guarantee that the client-contractor agreement will continue.

However, many translators or contractors actually charge *more* for larger jobs than for smaller ones. This is because the

contractor has to factor in the inevitable meetings and the delay in getting paid from a bureaucratic institution.

In most small jobs, the contractor gets paid on the spot with minimal hassles. They can therefore be charged at a lower rate.

The Rabbi in *Fiddler on the Roof* was asked to judge a case. He listened to one side, and said, "You're right." He listened to the other side, and said, "You're right." When asked how both sides could possibly be right, he said, "You're right too."

We have elected to take the middle road. We don't charge more for larger jobs, and we don't charge less for smaller jobs. We charge the same amount for all jobs.

It takes too long

I'm submitting a one hour file. Shouldn't you be able to transcribe it in one hour?

Whoa, take it easy. I can't type as fast as you speak. I have to listen to some sentences several times to understand what you're saying. Transcriptions of meetings may take still longer, especially when several excited people are speaking at once, or when some speakers are not sitting close enough to the recorder. The transcription can easily take at least four times as long as the recording.

In what format is the transcription prepared?

Tell us how you like it. Most people request a Word document. We'll try to make you happy.

How should we submit the material to you?

Small digital files should be sent to us as an e-mail attachment. Larger files should be sent via any of the standard methods for sending large files via the Internet. We've set up a special e-mail address for submitting digital materials. It should *not* be sent to our regular e-mail address.

Please note that tapes sent by snail mail may take up to a week or two to arrive, whereas digital files arrive almost instantly.

What happens to our tape when you are through with the transcription?

Tapes are not returned. Please keep a copy of the original tape for your own records and as a backup.

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Your exercise for this article is as follows:

Keyword: [Transcription](#)

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Terms

Introduction

- [Do you need a quotation before we start the work?](#)
- [How we work](#) Understanding *our* needs
- [Meetings](#)
- [Submit](#)
- [Time](#)

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Keyword: [Money](#)

How we work

Since we are going to be working together, it would be wise to try to match our styles.

Inaudible sections

- Sections are marked "Inaudible" or highlighted in red if we cannot understand a part of the recording. If you'd like, we'll spend more time on it and *try* to understand.
- Sometimes we try to guess inaudible words based on the context. We may make mistakes, but we do our best.

Accuracy

We are proud of the accuracy of our transcriptions. However, mistakes do occur from time to time. Please review the transcribed text before printing or distributing it.

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Your exercise for this article is as follows:

Keyword: [Mistakes](#)

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Meetings

Do you use your recorder for meetings? That's OK. Please consider the following tips:

- Your recorder may have a conference/dictation setting. That affects the way that the microphone works. Be sure to set it for conferences.
- Submit a written copy of the agenda, list of speakers, and any other relevant information to **International Transcriptions** together with the dictation file.
- Each speaker should announce his/her name before speaking.
- Some speakers tend to speak quietly, in a way that can barely be heard or transcribed. Remind the speakers that their messages have to be transcribed, and that they should speak in a way that will be recorded properly.

- Submit the minutes of the meeting. It should include the name of each speaker and the first words of their statement.
- Use the best possible recorder. Ask us for recommendations before the meeting. We have experience working with various systems, and some produce better quality than others.
- Use a good microphone, or several microphones, when recording a meeting. The built-in recorder microphone may work, but good, external microphones placed very close to the speaker will make a better transcription.
- Test your equipment before any meeting or recording.
 - It may have worked last time, but that does not mean that it will work well this time
 - Record yourself and play it back
 - Record an imaginary speaker sitting far from the microphone and play it back
 - Imagine that you are about to transcribe the text. Can you understand it well enough to do a good job?
- Have a spare recorder ready – just in case
- Have spare tapes or memory cards available

Make the following announcements at the beginning of the meeting. Repeat it as necessary during the meeting:

- The meeting is being recorded
- The person who will transcribe the meeting is not present
- Speak loud enough for the recorder to pick up your speech
- Do not speak when somebody else is speaking
- Announce your name before speaking

- When asking a question, mention the name of the target of their question
- The chairman should refer to each speaker by name

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Your exercise for this article is as follows:

Keywords: [Meetings](#), [Method](#)

Quotation

Some people require a price quotation before they submit their work. We offer two kinds of price quotations:

We offer a general rough quotation. We estimate how long it will take to do the job, but we do not commit ourselves to adhere to this price.

The cost for this quotation is \$30.

We also offer a final quotation. In this case, we will not look at the clock. We will commit ourselves to the stipulated price. Please request this quotation in advance.

The price for a final advance quotation is \$75.

Most clients prefer not to have a quotation in advance. In this way they save the time required to make the quotation, as well as the cost of the quotation itself.

However, the choice is yours.

A request for a quotation must be accompanied by payment. The quotation is submitted on the same day as it is received, with the exception of Jewish holidays.

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Keyword: [Money](#)

Sending us your manuscript or file

Please tell us how you would like to handle your material

What would you like International Transcriptions to do?

- We can provide a simple transcription.
- We can review the transcription for proper grammar
 - Every transcription is reviewed by IT
 - We do not make changes unless you request them
- We can follow your style:
 - How do you want us to identify each of the speakers?
 - What typeface and size is accepted in your organization?
 - How do you want us to lay out the page? Do you have certain requirements for the margins?
 - What spacing do you want between the lines?
 - If we do not receive other instructions from you, then we will format the document according to Microsoft Word defaults.
- How do you want us to send you the final transcript?

- Do you want a printout?
- Do you want us to e-mail you a text file?
- Which word processor format would you like?
We can usually meet your requests. Note that we do not open Word files that are received, because of the danger of viruses, but we are happy to provide them to our clients.

How should you sent your digital recording to International Transcriptions?

- Create the recording
- Copy the recording to your computer
- Create an e-mail addressed to InternationalTranscriptions@gmail.com
- Attach the recording to that e-mail
- Create a second e-mail addressed to dgrossman@012.net.il
- Tell us that you have just sent an e-mail to internationaltranscriptions@gmail.com
- Write anything that we need to know about the recording in that e-mail
- Send us your recording

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Your exercise for this article is as follows:

Keywords: [Method](#), [Style](#)

Time

Charges are based on the transcription time. The charge is *not* based on the length of the dictation.

Transcription time

- A recording with a single speaker is likely to take more than four (4) times the length of the tape
- A recording with two or more speakers, a meeting, or a conference, may double the amount of transcription time
- Focus groups and conferences may take up to eight times the length of the recording
- Speakers with heavy accents may add a great deal of time to the transcription
- These times may increase or decrease, depending on various factors:
 - The type of material
 - Quality and clarity of the recording
 - Quality and clarity of the speaker's manner of speaking
 - Does the speaker mumble?
 - Does the speaker speak directly into the microphone?
 - Are there a number of speakers?
 - Does *each* speaker speak directly into the microphone?
 - Certain materials, such as novels or short stories, can be understood by context better than other material

- Certain materials, such as scientific documents, may require additional research
- Accents that we cannot decipher

Are there ways to reduce the transcription time?

Yes:

- Speak clearly
- Do not mumble
- Speak more slowly than usual
- Speak loud enough for the microphone to record

Some systems actually pause when they do not “hear” speech

- Avoid noisy environments
 - Speak inside a closed room
 - Air conditioners, fans, noisy appliances, busy children, noises from neighbors, and open windows sometimes affect the quality of the recording
- Spell out certain basic words that we may not recognize:
 - Technical words
 - Names of speakers
 - Brand names
 - Acronyms
 - Names of unfamiliar locations
 - The name and spelling of non-participants who are mentioned
 - Don't provide a recording that is partially blank.

- Stop or pause the recorder while you are thinking of the next sentence
- Our (bored) transcriptionist will have to listen until the end of the recording whether it has text or not
- We will have to pass on the charge for that time
- If you do accidentally leave the recorder on beyond the end of a recording, go back to the end of the recording, and – in a clear voice – say, “End of recording.”

How long does it take us to transcribe material?

- Our regular clients receive priority work. If the transcriptions are not very lengthy, they usually receive the work within one working day
- Occasional or new clients may also request rush work, at a 40% surcharge
- Other new clients will receive their work based upon the time negotiated by e-mail when making the contact. It is usually completed within a few days
- We do not charge extra for inaudible or garbled speech. However, such recordings do take longer to transcribe, and time is money. See our tips on making better quality recordings in order to save on transcription time

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Your exercise for this article is as follows:

Forums

Introduction

Online forums can help transcriptionists, typists, administrators, translators, and others in the writing trades in their work. This section will review some of your options.

Related forums

The following select list of online forums can help you become more involved in office [services](#) and [outsourcing](#):

- [Jewish Offices](#) Includes postings of transcription jobs
- [Jewish Business](#)
- [Word Processing Forum](#)
- [Hebrew Translating](#) For translators
- [Jewish Editing](#) For text editors of Jewish materials

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Your exercise for this article is as follows:

Keyword: [Forums](#)

Jewish Offices

Jewish aspects relating to office management and skills are discussed in [Jewish Offices](#).

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Transcribing Forum

About

Digital transcription allows people from to work with others around the globe.

Transcribing has become an academic profession. It is taught in various schools, academies, institutes, and colleges.

Members of our Transcribing group help each other learn about new technology, equipment, worldwide job opportunities, working methods, digital media, and storage.

We can all benefit by networking our collective knowledge and ideas.

Definition

A *transcriber* is a device used to transcribe.

A *transcriptionist* is a human who transcribes.

Excluded

The following issues are excluded from our discussions on the **Transcribing** forum:

- Gratuitous (or not gratuitous) profanities, even if symbols are used to represent some or all of the letters

Guidelines

Let's keep in mind that **Transcribing** is an *international* forum.

- There seems to be a bias against off-shore work, or against work that is given to people outside of some native countries. This bias seems to be strongest among Americans
- People from around the world require transcriptions
- Both good and bad transcriptions may emanate from transcriptionists in the USA
- Both good and bad transcriptions may emanate from transcriptionists in other countries
- The concept of off-shore work varies, based on the source. If somebody from India requires a transcription and gives it out to an American transcriptionist, is he sending it offshore? And, if so, will the resulting transcription be inferior?
- Would Americans want Asian or European businesses to refrain from giving out offshore work to Americans? Of course not
 - A bias cannot work in only one direction
 - If this were the case, then many American transcriptionists will soon be very hungry

Who should not join

Transcribing is an inclusive group for all transcriptionists around the world. That means that the following people need not join this group:

- Those who are determined to exclude certain transcriptionists because of their location
- Those who are determined to exclude certain transcriptionists because of their country of origin
- Those who are determined to exclude certain transcriptionists because of their country of residence
- Those who are determined to exclude certain transcriptionists because of their country of work

Topics

The **Transcribing** Forum networks transcriptionists around the world and discusses a variety of issues:

- Transcription equipment
 - Comparisons: Pros and cons
- Voice recording, recorders, and dictation
- How much to charge
- Differences in different countries
- Working conditions

Who should join

Our group includes anybody who uses any technology to transcribe vocal text from any source to written text using any source. That's a wide scope.

The following people would be urged to join the **Transcribing** forum:

- Experts in transcription procedures
- Any kind of transcriptionist. That includes...
 - Medical transcriptionists
 - Legal transcriptionists
 - Video transcriptionists
 - Braille transcriptionists
 - General transcriptionists
 - Any other kind of transcriptionist
- Developers and distributors of transcription equipment
- Developers who want to know what features would be helpful in their products
- Users of services provided by transcriptionists
- People who want to know about transcription as a profession
- Executives who do not use transcription equipment but who want to know what features are available
- Programmers who develop transcription software

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Forum management

Yes, we recommend that you join certain forums. However, we can do more. We can help your business run its own forum by managing a forum for you.

Forums can be very useful.

You will be able to work with a number of people simultaneously.

You will be able to write to everybody on the forum, and they can write to you. We will eliminate all spam.

With 134 groups, we are experts and leaders in the use of on-line forum services.

Contact us for more information.

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Contact information

Contact information:

The best way to contact us is [by e-mail](mailto:dgrossman@012.net.il), at
dgrossman@012.net.il

That address will also give you emergency contact
information if you require an immediate quotation.

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International

Can you work with confidence with a professional who lives halfway around the world?

Yes, you can.

Today's global village allows people around the world to work together quickly, easily, and conveniently - as if they were located in adjacent offices.

Your office work can be [outsourced](#) to a transcription expert from any location in the world. Choose one that meets your needs.

Of course, we hope that you will select our services as your transcriptionist of choice.

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Transcriptionists

Introduction

We work together with other transcriptionists. However, your work will never be transferred without your permission.

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Writing Wrongs: Losing it in the translation.

Other books in this series

We include writing, translating, editing, proofreading, lexicography, and transcribing in our definition of the writing trades.

The series is divided as follows:

Part 1: General issues

- Find out about this book
- Translation humor
- Truth
- Who can translate
- Forums

Part 2: Life as a translator

- Working at Home
- Social issues
- Translating offensive or objectionable material
- Time

Part 3: Making money as a translator

- What are the differences among the Business, Surviving, Marketing, and Rates sections?
- Business
- Surviving
- Getting jobs

- Marketing yourself
- Rates
- Directory of translators, to or from Hebrew – canceled.

Part 4: Teaching translation

- How to teach the writing trades
- Teaching Translation Skills
- How to translate
- Assignments for teaching Translation Skills
- The first day
- Back translations

Part 5: Lesson plans

- Lessons

Part 6: Distinctions

- Hebrew-English differences

Part 7: Languages, lexicography, and glossaries

- Language
- Names
- Pluritis
- Additions to my own dictionary and word finder

Part 8: Editing and proofreading

- Editing
- Proofreading

Part 9: Transcribing

Part 10: Writing

- Writing

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Other books by the same author

Jews speak with forked tongues: Bilingualism

Yiddishe Kop: Jewish psychological issues

Your Jewish Personality.

It's the Teacher's Fault

Jewish Dating: So this is the best time in my life?

Jewish Parents Should Be Licensed

Are you good enough for Israel?

Yiddishkeit Lite

Collecting Dust: Libraries and librarianship

Doing Our Own Thing: The Grossman Family. Five parts

Computerization

Computer Gemach

Jewish Special Needs articles and links

Achdut. Jewish Forums: A life of moderation

Achdut. Jewish Forums: Guidelines

Achdut. Jewish Forums: Business issues

Achdut. Jewish Forums: Directory

**Jewish Achdut and Jewish Language. Translated
summary information**

Achdut forums: Israeli

Achdut forums: Chassidim

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Tzafun – Eureka

Title index

Topical index

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