

# Free Transcription Learning Plan & Course Curriculum by **ebestcourses.com (eBc)**

Transcription is the process of converting spoken language into written text and is often used in various fields like transcription services, journalism, and more. This comprehensive plan is designed to help learners acquire transcription skills systematically.

## Level 1: Introduction to Transcription

### **Week 1-2: Understanding Transcription**

- What is transcription?
- Types of transcription (general, medical, legal, etc.)
- Equipment and software for transcription

### **Week 3-4: Listening and Audio Quality**

- Developing good listening skills
- Handling different audio qualities and accents
- Practicing with clear and complex audio files

### **Week 5-6: Basic Transcription Rules**

- Punctuation and formatting
- Speaker identification
- Handling background noise and interruptions

### **Week 7-8: Practice Transcribing**

- Transcribing short, simple audio clips
- Learning to use transcription software

- Accuracy and proofreading

## Level 2: Intermediate Transcription

### **Week 9-10: Advanced Formatting**

- Time coding and timestamps
- Special notations and symbols
- Handling non-verbal sounds (laughter, pauses, etc.)

### **Week 11-12: Specialized Transcription**

- Introduction to medical and legal transcription
- Industry-specific terminology and guidelines
- Privacy and confidentiality considerations

### **Week 13-14: Transcription Speed and Efficiency**

- Increasing transcription speed
- Using keyboard shortcuts
- Managing large and complex transcription projects

### **Week 15-16: Quality Control**

- Editing and proofreading techniques
- Ensuring accuracy and consistency
- Dealing with difficult audio files

## Level 3: Advanced Transcription

### **Week 17-18: Different Accents and Dialects**

- Transcribing various accents and dialects
- Understanding regional variations
- Cultural sensitivity in transcription

### **Week 19-20: Real-Life Transcription Practice**

- Transcribing interviews, meetings, and speeches
- Handling multiple speakers and cross-talk
- Meeting deadlines and client expectations

### **Week 21-22: Specialized Transcription Tools**

- Using speech recognition software
- Efficiently managing transcripts
- Customizing templates and macros

### **Week 23-24: Building a Transcription Career**

- Setting up a transcription business
- Finding clients and networking
- Legal and ethical considerations

### **Week 25-26: Advanced Transcription Projects**

- Complex and technical transcription tasks
- Handling confidential and sensitive content
- Building a professional portfolio.

### **Week 27-28: Final Projects and Certification**

- Choose a challenging transcription project
- Peer review and feedback
- Receive a certificate of completion

This comprehensive course curriculum provides a structured path for learners to acquire transcription skills progressively. Whether you're a beginner or aiming to become a professional transcriptionist, this plan equips you with the knowledge and practice needed to excel in the field of transcription.

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