

# Audio Transcription Level 2

**Audio Transcription Level 2 is the best of all the audio typing courses. If you've some experience or have completed Pitman Training's Audio Transcription Level 1 course, it will enhance your skills to the highest standards.**

In six tried and tested lessons, you'll transcribe a variety of documents concentrating on changing line spacing; special marks, brackets and vertical spacing; placing text and data in columns; dealing with the dictator's hesitations, corrections and missing text; increasing your timing; and moving between different types of document without hesitation.

You'll have the luxury of being able to work at your own flexible pace with one-on-one help from course advisors, you'll choose your own hours and keep the workbooks when the course is over.

You'll have honed your audio typing skills to the highest levels, which the Pitman Training name on your CV guarantees to future employers. You'll also have the skills required to progress to the OCR qualification in Audio Transcription Level 2.

## Designed for

Those wishing to build on their audio transcription skills using a word processor who wish to take an OCR examination in Audio Transcription at Level 2.

## Prerequisites

Familiarity with a word processing program.

Basic audio-transcription skills, ideally have completed the Audio Transcription Level 1 course.

## Objectives

To achieve audio transcription skills to the OCR Text Processing Level 2 Audio Transcription (Intermediate) syllabus.

## Course Content

**Lesson One:** Transcribing a letter, memo and report, including the changing of line spacing.

**Lesson Two:** Transcribing a variety of documents which include special marks, brackets and vertical space, routing of documents.

**Lesson Three:** Transcribing a variety of documents, including those which include the display of text in columns.

**Lesson Four:** Transcribing documents from dictation including hesitations, corrections and missing text.

**Lesson Five:** Transcribing documents and timing to help increase speed.

**Lesson Six:** Transcribing a variety of documents without a break and timing.

## Benefits

- Know how to transcribe business documents in order to sit the OCR Text Processing Level 2 Audio Transcription (Intermediate) examination
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

**Course duration: 12-14 Hours**



The CPD Standards Office

CPD PROVIDER: 21121  
2014 - 2016  
[www.cpdstandards.com](http://www.cpdstandards.com)



Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

**City of London: 020 7256 6668**   **Oxford Circus: 020 7580 1651**

web: [www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)   email: [courses@pitmanlondon.co.uk](mailto:courses@pitmanlondon.co.uk)



- ▶ Microsoft Skills   ▶ MOS & ECDL   ▶ Sage   ▶ IT Professional   ▶ Keyboard Skills   ▶ Management Skills
- ▶ Secretarial & PA   ▶ Administration   ▶ Personal Development   ▶ Shorthand   ▶ Bookkeeping & Accounts