

Welcome. Thank you for requesting this application and test.

Read this first

Invest time right now to save yourself a lot of time later. If you have not yet watched the video located on the web page where you obtained this application, go back and watch it in full first. Don’t rush through this application. Take the time to read *all* of the instructions carefully. Everything you need to know to complete and submit this application is in this document.

keybo

This file is originally in Microsoft Word format (.docx). If you do not have Microsoft Word, you can open the file and work on it in other word processors (e.g., Google docs, Pages, Open Office, etc.). However, when you finish, save or export the file back to Microsoft Word, and submit it as a Microsoft word file. Pretty much all word processors can save files back to MS Word.

The document is used for both English transcription and translation applications. If you’re applying for English transcription, the translation-specific questions don’t apply to you.

You must have an actual computer to perform this work. That means a PC, a Mac, or a Linux machine. Chromebooks, tablets and similar devices are not suitable.

Your goal is to fill out all of the information we require *directly* inside this document and then to return the completed version to us. Don’t edit or delete anything. All the content you see in this document now should still be there in the same form when you submit it (with all questions answered and the test completed).

For California Residents

Babbletype does not recruit contractors from the State of California.

Get Express Scribe and Hot Keys working before taking the test

Efficient transcription requires you to work in two different programs at the same time: a word processing program and an audio player. It can be incredibly time-consuming to constantly jump back-and-forth between the two programs (to the audio player to control playback and to the word processing document to enter content). To avoid all that wasted effort, transcription audio players have a feature called Hot Keys which allow you to control the audio player while continuing to work in the word processing program.

One important element of the transcription test, for both you and us, is to obtain an accurate understanding of how long the file takes you to transcribe. You can’t do that without setting up and learning how to use Hot Keys. So do that first, before starting on the test.

Babbletype recommends Express Scribe by NCH software for this purpose. The software is free, trusted, and nearly universal in transcription. To get a copy, google, “How do I install the free version of Express Scribe?” and go to the relevant page on nch.com.au. Download and install the program.

**Note:** There are two versions of Express Scribe, free and pro (paid). The free version is all you need. If you have a PC, googling the exact search phrase above will take you to a page where you can download the free version. If you have a Mac, search for “Express Scribe Mac” and go directly to the main Express Scribe page for Mac. Don’t click the red download buttons. Instead, find the section below titled “Get Express Scribe Free” and click the link you find there.

Next, set up Hot Keys on your computer and practice using them before starting the test. You want to be able to control audio playback (Play, Pause, Back, Forward) using the Hot Keys while typing in a separate word processing document. Go to YouTube and search for “Express Scribe hot keys” to find information on how to do that.

Questionnaire

Babbletype looks for more than skill in the contractors we work with. The purpose of this section is to ensure that you and Babbletype are a good fit for each other in all of those other attributes. Please answer all questions, even if the answer is only “None” or “N/A”, etc.

|  |  |
| --- | --- |
| Your contact information | |
| *This information is only used for recruitment purposes.* | |
| Legal name | Egberi, Priscilla Ajijie |
| Email address (Gmail preferred) | priscillaegberi@gmail.com |
| Cell number (required) | 09034078558 |
| Only if you are overseas, we usually conduct interviews using Slack, Skype, or WhatsApp. If you are *not* in North America, please let us know which of these platforms you use, and your contact information on that platform. | whatsApp is okay by me. |
| Your location | |
| City, state and country from which you’ll be working. | Uyo city, Akwa-Ibom state, Nigeria. |
| How many hours is your time zone away from US Eastern Time? | 5 hours. |
| Your age, education, and work history | |
| Are you at least 18 years of age? (You must be at least 18 to apply.) | Yes I am. I am 22 years old. |
| Give us a brief précis of your educational background. Include where and when you studied, at what level, and in what subjects. | I finished high school as a science student in the year 2016. Currently I am in my 400 level in the University of Uyo, Akwa-Ibom state, Nigeria where I study Computer Engineering. |
| Give us a brief précis of your work history. | I have worked in an internet cafe where I typed for people, designed for people and helped people check for important things online. |
| English-related skills | |
| Let us know about any experience you have in writing, either in your business or personal life. If none, just write, “None.” | Personally I love writing about things in my journal. |
| How many words would you say you write in the course of an average week for any purpose? | About 8,000 words |
| Let us know about the most challenging writing project you have ever worked on. If you don’t recall, just write, “Don’t recall.” | Don't recall |
| Please provide a list of books you’ve read over the last month. If you don’t recall, just write, “Don’t recall.” | The Quick And Easy Way To Effective Public Speaking |
| Let us know the level of experience you have with understanding accents of English other than your own and how you obtained that experience. If none, just write, “None.” | From foreign movies, YouTube. |
| Let us know the level of experience you have dealing with technical and medical terms and how you obtained that experience. If none, just write, “None.” | I have seen a lot of technical terms and medical terms that I do not know but once seen I have that urge to just want to know them. Although I sometimes forget their meaning I just go back to browse them and finally I find myself using those terms in a sentence. |
| Transcription-related skills | |
| Do you have any direct experience in creating written transcripts from recordings? If so, how much experience do you have, over what period of time, in what kinds of topics? | I do. Before coming to apply for this job. On my own I tried out some transcription on interviews I got from YouTube to see if transcription is something I wanted to do. I tried this for one week. The first time I tried it I knew it was something I would love to do. |
| Translation-related skills | |
| What is your native language? |  |
| If you are applying for non-English to English translation work, what language are you applying to translate *from* (into English)? If you are not applying for translation work, write, “N/A”. |  |
| Tell us about your prior experience in translation. If you are not applying for translation work, write, “N/A”. |  |
| Your equipment and accounts | |
| What kind of computer do you have (Windows, Mac, etc.)? | Hp EliteBook 8440p. |
| List your computer’s model, age, processor, memory and storage capacity. If you don’t know, answer, “Don’t know”. | Model: Hp EliteBook 8440p.  Age: About 4 years.  Processor: Intel Pentium 2GHz.  Memory: 4.00GB.  Storage capacity: 232GB. |
| What kind of internet connection do you have and with what provider? If you don’t know, answer, “Don’t know”. | Kind of internet connection: 4G.  Internet provider: MTN and Airtel. |
| What is the current upload, download, and ping speed of your internet connection? If you don’t know, answer, “Don’t know”. | 1-5Mbps. |
| Are you able to stay connected to the Internet continuously while working? | Yes, I am able. |
| Do you have, or are you able to obtain, accounts with Google (Gmail) and PayPal? If no, please explain. | Yes, I have account with gmail. But I do not have with Paypal because I have not open an account with Paypal. |
| Your life situation and goals | |
| Why are you applying for transcription or translation work, and why now? | I like typing and I just need a side job that can keep me busy and excited. |
| How did you hear about us? If a website, which one? | From a friend. |
| Are you currently employed full-time? | No. |
| Are you currently seeking full-time work? | No. |
| Aside from work you may do for Babbletype, do you have a stable existing source of income for general living expenses, benefits and the like? | Yes, I do. |
| Are you looking to replace a primary income you need to stay afloat? | No. |
| What is the goal amount you want to earn per week, and how quickly do you want or need to achieve that goal? | Maybe $20 |
| Your available time | |
| Other than the work you do for Babbletype, what obligations in your life absorb most of your time now? How much time? This includes work obligations (full- or part-time), and personal or family obligations. | School takes about 5 hours of my day. Other than that I am less busy. |
| Would you be able to keep us informed in advance… | |
| About your typical weekly schedule of availability? | Yes, I would. |
| About your day-to-day availability for each upcoming week? | Yes, I would. |
| The following questions relate ONLY to days when you are available to work for Babbletype | |
| What’s the maximum number of hours you are available to work per day? | 6 hours |
| How many hours do you prefer to work per day? | 4 hours |
| How many hours would you be available to work between 9AM and 3PM US Eastern time on typical weekdays? On typical weekend days? | 10AM - 3PM |
| During a typical week… | |
| When work is available, are you able to work a minimum of four days per week (required)? | Yes. |
| When work is available, are you able to work a minimum of 4 hours per day? | Yes. |
| Which days of the week would you normally be available to work? | Mondays, Tuesdays, Wednesdays, Thursdays and Fridays. |
| Which days of the week would you normally not be available to work? | Saturday and Sunday |
| During a typical year… | |
| Are there periods of weeks or months when you are unavailable to work, or when you have much more limited availability to work? If yes, please list those periods. | December, during Christmas period. |
| Will you be able to work a minimum of 4 hours per day, 4 days per week between the months of September and December (required)? | Yes. |
| Your work methods | |
| All of the work Babbletype has available is independent contracting work only. Do you understand the difference between independent contracting and full- or part-time employment, and accept this requirement? | Yes, I do. |
| Babbletype only works directly with the actual independent contractors performing our work. We expect you to perform the work we assign to you directly, and to not sub-contract the work to anyone else to complete. Do you accept this requirement? | Yes, I do. |
| Babbletype requires all work to be performed only in online Google word processing documents that we supply. You may not work in other tools (e.g., MS Word, Express Scribe, etc.), and then copy and paste content into those online documents. Do you accept this requirement? |  |
| Babbletype requires all work to be performed manually (i.e., by listening and typing), and does not allow the use of any machine transcription, translation or similar tools. We immediately stop working with anyone we suspect is using such tools. Do you accept this requirement? | Yes, I do. |
| Your other work and business relationships | |
| Have you ever done work for other transcription or translation firms? If yes, let us know: the names of those firms, the time period you worked for them, and the nature of the work you performed for them. | No, I have not. |
| Do you have an independent transcription or translation company that works directly with end customers? If yes, please give us some history. | No, I do not have. |
| Do you perform any other kind of independent contracting? If so, what kind? | No, I do not. |
| If you plan to perform work for Babbletype concurrently with work for other companies or customers, please let us know what your plan is to balance the work volume from all the companies you work with. If not applicable, enter “N/A”. | N/A. |
| Additional Skills |  |
| Please let us know about any other skills you have (i.e., in areas outside of transcription or translation) that we may find useful. | I can write programs. |
| Your Express Scribe setup | |
| Did you succeed in configuring Express Scribe’s Hot Keys to work as expected? | Yes, I did. |

Transcription test

This test requires you to create a transcript from a 10-15 minute long recording.

Obtaining the audio recording for your test

Select the audio recording link below that applies to you. When the file opens online, download it and load it into Express Scribe.

|  |  |
| --- | --- |
| English transcription test | Recording link |
| English-to-English | [Click here.](https://svcops.box.com/s/2f5jnbqy6169rn7dvab1a6097uzr1gqj) |

|  |  |
| --- | --- |
| Translation tests | Recording link |
| French-to-English | [Click here.](https://svcops.box.com/s/k7f16nzt9txn30sc2nybpzlgr9131g2d) |
| German-to-English | [Click here.](https://svcops.box.com/s/bzpiu1lmndn4pbxes8jrxay4jb6spurc) |
| Italian-to-English | [Click here.](https://svcops.box.com/s/j29xy3fvjvmha6g1kdousqd7s1gz0e13) |
| Japanese-to-English | [Click here.](https://svcops.box.com/s/mh36z9b56giwi0k0ljp0lz4rulwgke4o) |
| Korean-to-English | [Click here.](https://svcops.box.com/s/65mu256mjxfonxhhtkb5ycam3nukxbdm) |
| Mandarin-to-English | [Click here.](https://svcops.box.com/s/xv65jw372oaij7csax66fjyzb9l6ivdz) |
| Portuguese-to-English | [Click here.](https://svcops.box.com/s/tuowzv7y3ki8eot5rfw2rgt39kelzvbj) |
| Spanish-to-English | [Click here.](https://svcops.box.com/s/9trxjgu3ejts79lc2pqf2ghevrb99y88) |

Note: These audio files are stored on Box.com, a cloud service provider. The files are available without the need to login, create an account or purchase any subscriptions. To download, click the Download button at the top right corner of the window.

How to take the test

If you’re applying for English-language transcription, you’ll be listening to an English recording and creating an English transcript.

If you’re applying for translation, you’ll be creating an English-language written transcript from an original foreign-language audio recording. Listen to the original recording in your source language, translate the content in your head, then write down the full content of what was said in English. The document you return to us should always be in English only.

When you begin transcribing, note the time that you started. When you finish, note the final time. Make note of any time periods when you pause to do something else. After you completely finish transcribing and checking your work, write down the total number of minutes the work took you to complete in the Time to Complete field (below).

**What to capture**

Capture everything everyone says throughout the course of the recording, as exactly as possible to the way it was spoken. Do not remove, skip, change, reorder or otherwise edit wording. Don’t invent or add wording that isn’t hearable in the recording.

**What not to capture.** The only thing you should not capture are sounds people use while talking, while they are thinking through their answer, and which have no explicit meaning, such as “um”, “uh”, “ah”, etc. On the other hand, if a sound has some meaning in it, it should be captured. For example, if a speaker says, “Um, I was thinking of buying one too,” then the “Um” should be excluded. However, if a speaker says, “Ah! I was thinking of buying one too!” then the “Ah!” has meaning (as an exclamation) and should be kept.

**Paragraph use.** As the conversation proceeds, make a new paragraph every time the speaker changes. While an individual is speaking, use just one paragraph regardless of the length of the speech. When switching to the next speaker, add one blank line between the previous speaker and the next (as shown in the example below).

**Speaker naming.** Identify the interviewer as ‘Interviewer’. Identify all other speakers by their first names whenever possible. When not possible to identify the person talking, use ‘Male respondent’ or ‘Female respondent’. If it’s not possible to identify the gender of the speaker, use ‘Respondent’. If more than one person answers, use ‘Multiple respondents’. Formatting for the speaker naming should follow what is shown in the example below.

**Inaudible and unclear content**. If something is said which you cannot make out at all, enter a question mark surrounded by parentheses at that location in the text like this: (?). If something is said which you can make out, but you are not sure that you have heard it correctly, surround the uncertain text with parentheses, like this: ‘This is the part I am sure of, (and this is the part I am not sure of).’ Note that in our review, items which you have marked as unclear but that are in fact reasonably clear will be marked as errors.

**Non-verbal content.** If something occurs which is not made up of words, but which is material to the events you are transcribing, capture them with a descriptive word of two in parentheses, for example: (laughter).

**English composition.** Use correct rules of English composition throughout, including spelling, punctuation and basic sentence structure. Follow proper rules of grammar where possible; however, the first rule is always to capture what everyone says as exactly as possible, even if what someone has said is not grammatically correct.

**Format.** Follow the example format below.

|  |
| --- |
| **Interviewer:** OK, that’s interesting. Would you prefer if the service provider handled that for you, or would it be OK if you had to do it yourself?  **Joachim:** Well, I would prefer it if the service provider could do that for me.  **Kihoko:** I agree! I wouldn’t want to have to do that on my own.  **Male respondent:** I don’t mind doing it myself, actually.  **Sarah:** Same. |

|  |  |
| --- | --- |
| Fill in your time to complete in minutes here after you finish: |  |
| Transcript start | |

**Interviewer:** So thank you for being here. I am not from here, I am from Texas. But you'll let me be here for a little while like now right?

**Male respondent:** Yes ma'am.

**Interviewer:** So... tonight we are going to be here for about 9 minutes and we've got you here to get your inputs on how consumers view vehicle service contracts also known as extended warranties what do they call them here at the Atlanta area?

**Multiple respondents:** [chorus answer] extended warranties.

**Interviewer:** Extended warranties?

**Male respondent:** Yeah.

**Interviewer:** So if we use extended warranties? Oh Deborah! I can hardly see you lady. I'm gonna keep peeking around to see you,

[Laughter]

**Interviewer:** So don't be offended, I have to hear from all the ladies especially and so... I'll ask you to speak one at a time, but I want to hear from everybody. Have the courage of conviction, of your convictions? tell me the truth, if you don't like it, tell me, if you do like it, tell me, nothing bad happens and nothing good happens to me [laughs] as a result of you honest opinion. And since we are in Atlanta I know that you are not sure about sharing your opinion, that is the joy of being in a sudden state, consider it your sudden state. I am recording this sessions on this hidden microphones hanging from the ceiling of confidentiality so that I can reach your comments later and working with the couple of people who are in the backroom behind me they are gonna make sure that I ask my questions, I don't mess up and also we are here to see what it is like to... **(and this is the part I am not sure of)** when you evoke feelings, I mean I read a report that says they were very responsive to the idea, that nothing like Catherine going "Oh! If only someone would come up with that", that's a whole lot different than me saying they like the idea right? So that one of the reasons **(?)**, isn't it. So I would love you have you introduce yourself to the group, let's start with your name, just your name. I'm not as concerned about what you drive so much as the normal activities you use your vehicle to do each day. What do you and your vehicle do each day of the week, that really what I wanna hear, and let me start with Tricia.

**Patricia:** Call me Trush. Please don't call me Tricia.

**Interview:** Yes, yes dear, OK. [Laughs]

**Patricia:** What was the question? [Laughter from multiple respondents]

**Interviewer:** The normal activities for which you use your vehicle on a day to day basis.

**Patricia:** I use my vehicle to drive to work. I use it to for smoke breaks while I'm at work, I use it for my personal side business and then just personal use.

**Interviewer:** What kind of a side business, in general, the sales or the shows?

**Patricia:** I'm a mental health therapist so... that.

**Interviewer:** So you have to go from place to place they don't come to you, you go to them right?

**Patricia:** Now, they come to me.

**Interviewer:** Do they? Awesome OK and what else?

**Patricia:** And just like personal running around, running errands, going out of town

**Interviewer:** Alright. Thank you very much... Martina?

**Martina:** Really work, I'm a teacher so I do a lot of running around, getting supplies and equipment, running errands and take a short trip.

**Interviewer:** Where would you go on a trip?

**Martina:** Florida, I'm usually tryna to sleep there.

**Interviewer:** OK, and errands? What do the errands look like?

**Martina:** Locally, I really just run to the store, groceries.

**Interviewer:** OK! Thank you so much.

**Male respondent:** [clears throat] Excuse me. I use my car for business because I work for myself and I also use it for pleasure going to different activities and also the gym and occasionally go on short trips maybe two to three hours away from hours away from Atlanta.

**Interviewer:** OK, now when you say you use it for business, what kind of a business do you use it for?

**Male respondent:** I am a consultant, so I travel **(?)**.

**Interviewer:** What is your specialty?

**Male respondent:** Business, like planning, business planning, changing planning.

**Interviewer:** Oh! That a huge demand. Wow. Ok. So you travel in your car and do all that. Thank you for being here. Yes, sir?

**Justin:** I am Justin, I use my car to go back and forth to **(and this is the part I am not sure of)** Vampool, so I don't drive it all the way to work, save me some miles there. And my car is designated family mobile to go out of town, take on a town trip, just came back from **(?)**, then for Ohio quite a bit.

**Interviewer:** Family?

**Justin:** Yes, I also take my kids back and forth the football practice during football seasons.

**Interviewer:** Alright. So how old are the kids?

**Justin:** 15, twins, buy one get one free.

**Interviewer:** [laughs] I can't believe you said that.

**Justin:** No, it's a deal.

**Interviewer:** That's great, that's great, alright, well 15 very accurate Thank you for being here. (?) Yes sir?

**Bill:** **(?)**

**Interviewer:** Hi.

**Bill:** I'm a residential **(?)**

**Interviewer:** Okay?

**Bill:** So I use it for my business and some personally.

**Interviewer:** When you use it personally, what do you use it for?

**Bill:** Well, my wife has a car. So I use it to run errands, cover shows, and go out to dinner, that basically it.

**Interviewer:** What does errands look like?

**Bill:** The typical things, going to home depot, grocery shopping, things like that.

**Interviewer:** Thank you very much. Yes sir?

**Adrian:** Hello, my name is Adrian, I use my car to go out and get **(and this is the part I am not sure of)** with women. [Laughter]

**Interviewer:** We are listening to you. Just keep right on going. I am hoping on giving you the same thing.

**Adrian:** No, I'm messing with you. [Laughter] Must have had a **(and this is the part I am not sure of)** No I usually go to work, take my daughter to school, go to the gym, **(and this is the part I am not sure of)** store, maybe movies or something like that.

**Interviewer:** How old is your daughter?

**Adrian:** She is 11.

**Interviewer:** **(and this is the part I am not sure of)** Thank you very much for being here. Yes sir?

**Jason:** Jason.

**Interviewer:** Jason?

**Jason:** I use my car mostly for work and commuting. I lived in pretty urban part of the town; there is a lot of traffic **(?)**

**Interviewer:** So the way you work out away from the inner city?

**Jason:** Well I live in the urban part of town but I have to commute to a lot of different places for work or search for work.

**Interviewer:** What kind of work could that be?

**Jason:** Landscaping.

**Interviewer:** Landscape! Oh yeah! You have to go everywhere, don't you? So do you drive a commercial vehicle or you use your own personal vehicle and do the work from the personal vehicle?

**Jason:** Yes **(?)**

**Interviewer:** Okay, but it is yours? It doesn’t belong to a landscaping company? Is it your company?

**Jason:** It's mine

**Interviewer:** Oh! It's your company. OK.

**Jason:** No, no it’s not mine.

**Interviewer:** It's your car? Not the company car?

**Jason:** Yeah.

**Interviewer:** That's what I thought. Okay. When you are not landscaping, when you are not working, sounds like you do a lot of work, what do you do?

**Jason:** .....I do all kinds of different things, like for fun though.

**Interviewer:** Like what?

**Jason:** Movies, hiking.

**Interviewer:** What is your favorite place to go hiking? Is it north? Or is it east?

**Jason:** (?) I've been to Montana once, Wyoming. Montana.

**Interviewer:** Montana, yes there is a lot there. Yeah, alright Jason. Thank you. Yes sir?

**Chris:** Chris. I get students from work, chevroning the kids around, basic everyday errands, and then I am a musician so every once in a while we pile the gear in, taking shows.

**Interviewer:** In town? In state? In country?

**Chris:** In town, in state. Use to be country not since I have kids.

**Interviewer:** Okay, since you had kids that has been all over right? How old are the kids?

**Chris:** That would be 10 that would be 6.

**Interviewer:** 10 and 6.

**Chris:** I pay the full price for mine. [Laughter]

**Interviewer:** And what do you play?

**Chris:** Guitar, bass, keyboards.

**Interviewer:** All of em?

**Chris:** Yeah.

**Interviewer:** That's impressive.

**Chris:** [Laughs] Wherever I can fit in.

**Interviewer:** I love it. Thank you for being here Chris.

**Deborah:** Hi, I’m Deborah.

**Interviewer:** Hi!

**Deborah:** I use my vehicle for **(and this is the part I am not sure of)** football, shopping, land transporting maybe kids [laughs]..... Like I said for shopping, for travel, I might take a road trip to sometimes to Alabama, Someplace close by cause I don't like to drive that far, so I won't be taking cross country trip with my vehicle. So... that's about it, errands of course..., anything which you can, you know use your car for I use it.

**Interviewer:** You've managed to do it. Alright. And it is Deborah Popper, right? Thank you Deborah. Yes sir?

**Kelvin:** I am Kelvin. I have one of the worst **(and this is the part I am not sure of)** Kunoichi you can ever have in the history of the world.

**Interviewer:** Cause?

**Kelvin:** I drive 75,285 to 85 everyday [everyone goes wow] which is 32 miles. On a good day it takes me an hour 20 minutes, on a bad day it takes me two and a half, during Saturdays I can get it done in 35, so this is brutal.

**Interviewer:** Yeah, it is brutal.

**Kelvin:** In my spare time I coach sports for my kids. My youngest son is seventeen. We just got through **(and this is the part I am not sure of)** for the end of season tournament and I try not to drive when I get home because of everything I have to drive through the morning. It’s kinda crazy. My wife gets this done for me you know.

Interviewer: Thank you for being here.

|  |
| --- |
| Transcript end |
| When you finish, go to the Next Steps section on the following page. |

Next steps

This section explains how to submit your application, and the process we use to review it.

How to submit your application

**File format.** When you finish, save or export the file to Microsoft Word format, and submit it as a Microsoft word file. Pretty much all word processors can save files back to MS Word.

**File naming.** As received, this document is named, ‘Your email address Babbletype application {coding information}’. Replace the portion ‘Your email address’ with the email address you will use for submitting the test later. Leave the rest of the filename unchanged.

**File submission.** When your file is fully completed, create a new email, address the email to testsubmission@babbletype.com, write TEST SUBMISSION as the subject line, attach the test file, and send. You’ll receive an automated reply as soon as we receive it.

How we review your application

**Time to review.** We review all applications seriously and that takes some time. A wait of up to about one week is normal. We always return your test when we send our response.

**How we decide.** If you watched our introductory video, you already know that Babbletype is focused on fit. We only work with people who are a very close fit to the attributes we are looking for. We look at the totality of your application to try to make this judgment. Your results on the test section help us understand skill level, and your answers on the questionnaire section help us understand other important attributes. Final comments on both can be found in the reviewer notes at the bottom of this document. Bear in mind that not being accepted simply means that we don’t see the complete fit we are looking for.

**How to read our comments.** With regard to the transcription test, we use inserted word processing comments to document any issues we see in your test. These comments are viewable in Microsoft Word or in Google Docs; just ensure that comments are turned on so you can see them. To understand the meaning of our markup codes, refer to the key below. Note that markup is not intended to be comprehensive and that markup stops when a decision is reached.

**Can you apply again if you are not accepted?** Sorry, no. Babbletype does not allow multiple submission attempts.

**How to contact us.** Feel free to contact us if you have questions, but only by email please. Write to [contractorconcerns@babbletype.com](mailto:contractorconcerns@babbletype.com) and enter APPLICANT QUESTION in the subject line. Thanks for considering Babbletype.

Test review key

Our comments on your test include codes related to the types of errors we identify. Each code consists of a letter defining the type of error, and a number defining the severity of the error. Refer to the table below to understand the meaning of the codes we use.

|  |  |
| --- | --- |
| Composition errors | |
| **SP, GR, P, T, CAP** | **Spelling, grammar, punctuation or typing errors**  1: Typical error. |
| **SS** | **Sentence structure error.**  1: Typical error involving one sentence that should be two, or vice versa.  2: Serious run-on sentences (one sentence that should be three or more).  5: Extreme run-on sentences involving large swaths of text. |
| Accuracy errors | |
| **M** | **Mishear, incorrect content captured.**  2: Minor mishear or wrong word choice not seriously impacting meaning.  5: Typical mishear that impacts meaning.  10: Major mishear that changes meaning.  20: Fatal mishear that impacts meaning and makes no sense in context. |
| **R** | **Rewording error or changed word order not impacting meaning (English tests only)**  1: Typical error |
| **I** | **Invented content not impacting meaning.**  1: Typical error. |
| **A** | **Attribution error, wrong person attributed as speaking.**  1: Typical error. |
| **N** | **Notation error, uncertain content which should have been marked as such.**  1: Typical error. |
| **CUC** | **Clear unclear error, content marked as unclear which is in fact clear.**  1: Typical error. |
| Completeness errors | |
| **S** | **Skipped or missing content**  1: Minor, not impacting meaning.  5: Typical, with some impact on meaning.  10: Major, multiple words or a critical word.  20: Fatal, multiple phrases or sentences missing. |
| **NV** | **Non-verbal content wrong or missing**  1: Minor errors which don’t significantly affect meaning.  5: Major errors impacting meaning. |
| Instruction errors | |
| **IN, F, C** | **Instructions not followed. IN = general, F = format, C = capture.**  (Examples: capturing words such as “uh” or “um”; failing to bold speaker attributions; incorrectly notating laughter; not following font and spacing guidelines from the example)  1: Typical error. |

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| Unclear count and error scores | | |
| **Unclear count** | **Composition error score** | **Capture error score** |
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| Reviewer notes | |
| English Review |  |
| [Reviewer initials/date] |  |
| Translator Review  (if applicable) | How would you describe the quality of the translation? What are the strengths and the weaknesses of the translation? |
| [Reviewer initials/date] |  |