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Title:

Can I Become a Transcriptionist?

Word Count:

321

Summary:

If you can listen well and type with a minimum of errors, you can become a transcriptionist. General transcription offers anyone proficient with their computer keyboard with the opportunity to build a successful and profitable business career as a transcriptionist.

Keywords:

Transcription, Transcriptionist, Transcription services

Article Body:

If you can listen well and type with a minimum of errors, you can become a transcriptionist. General transcription offers anyone proficient with their computer keyboard with the opportunity to build a successful and profitable business career as a transcriptionist. General transcription is simply typing information that you hear from an audio file into a text format.

The best part of this is that there is no special training required to become a transcriptionist. A good listening and typing skill is good enough to start. It is also important that you are able to follow instructions well, as a client will specify what exactly they want. They may have a chosen format for the text that you have to create.

The equipments you need to become a transcriptionist are-

- 1. computer with high speed internet connection
- 2. Word processing software
- 3. a pair of good head phones
- 4. Foot pedal to control the speed
- 5. Other software that will help you in transcribing.

Other than typing skill, you may need some common talent such as-

- 1. Ability to apply common sense- Sometimes you may not understand some words or phrases in the dictation, there you have to figure out what the speaker tries to say.
- 2. Good communication skills-For marketing your business and dealing with clients, communication is very important.
- 3. Professionalism-You should be very much professional while dealing with clients.
- 4. Knowledge in English-For spell check and grammar, you should have good

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grasp of English language.

- 5. Perfectionist-This quality of yours will help in editing to ensure fewer mistakes.
- 6. Good organizational skill-It is better to stay organized to handle your clients.

There is a large demand for general transcription services and this presents an unusual opportunity for those who are interested in this business. If you like to type and have a knack in computer, a transcription business would be a good choice for you. You have the flexibility of your working schedule and you can be your own boss.