

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. G

Keywords:

Transcription, Transcriptionist, Transcription services

Article Body:

If you can listen well and type with a minimum of errors, you can become a transcriptionist. G

The best part of this is that there is no special training required to become a transcriptionist. G

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
2. Good communication skills-For marketing your business and dealing with clients, commun
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 grasp of English
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 opport

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