

# Sault College of Applied Arts and Technology sault ste. marie.

. Course - Outline

MACHINE TRANSCRIPTION

SPR126-2

A handwritten signature in cursive script that reads "Elsie Lalonde". The signature is written in black ink and is positioned to the right of the date.

January 3, 1985

Elsie Lalonde  
Secretarial Arts Instructor

MACHINE TRANSCRIPTION - Secretarial Common  
SPR126-2

OBJECTIVES:

Students will demonstrate through actual transcription of copy their ability to operate transcription equipment (mechanical), use proofreading and editing skills (grammar, spelling, vocabulary, punctuation and comprehension), and to follow instructions.

Conditions under which this will be tested - timed, measured against production quantity and quality.

PROCEDURE:

Students will transcribe correspondence, reports, etc., in an effort to produce mailable form from tapes. As well, students will be assigned Machine Transcription homework assignments. There will be (3) 50-min. classes per week for 17 weeks. All work to be completed during regularly scheduled class unless assigned by instructor.

PREREQUISITE:

Students must be able to type 35-40 wpm. from straight copy (unless authorized by instructor); Typing 110, and a credit for English - 1st semester.

MATERIALS:

Text - Machine Transcription in Modern Business, 2nd Ed. (Meyer-Moyer)  
DICTAPHONE Headset  
Erasing material  
Typing Paper - (not corrugated bond); newsprint for copies ; carbon paper  
Dictionary - recommended WEBSTER'S NEW WORLD DICTIONARY, 2nd Ed.

GRADING: (general class work)

If more than two errors per letter and/or the appearance of letter transcribed is not acceptable to instructor, students will be required to redo the entire tape and resubmit it.

Guidelines for setup will be either orally given or handed out in written form.

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EVALUATION:

- 0 - if proofreading error found entire letter graded "0
- 2 - spelling, major set-up, lack of comprehension (ea.)
- 1/2 - punctuation error(s) ea.

Your final grade will be established from a random selection of your class work (before any assigned rewrites). Number of tapes - 4-8 (at discretion of instructor).

- A - 85 - 100%
- B - 70 - 84%
- C - 60 - 69%
- R - below 60% - repeat entire course