Basic dictation concepts

In your job, you will have to produce a document from a dictated message. To do this, you will need to:

- Listen carefully when replaying the dictated message. When transcribing a dictation, you can use a headset and adjust the volume and speed of the message.

- Ensure you understand common dictation conventions. The Transcribing Dictated Notes book in the library lists a range of common dictation conventions.

- Check your work by reading through the document as you replay the tape. You should consult the Legal Terminology Manual in the library to ensure that legal terms are spelt correctly.

- Check that you have used the correct words for the context of the document. Homophones are words that sound the same but are spelt differently and have different meanings. In your transcriptions, it is important that you include the appropriate word for the context.

In the library you will find more information on transcribing dictated notes and there are some practice exercises you should complete.