



## Audio Transcription – The Facts

There are a number of points which should be taken into account when making recordings available for transcription as the length of time taken to complete the typing can vary.

The benchmark for transcription is 4 hours typing for every 1 hour of audio time. However, this does depend greatly on the quality and type of audio track to be transcribed. With normal speech around 150-160wpm, and a good typist reaching typing speeds of around 85-100wpm, many are able to type quickly from clear audio, but this is not always the case. Clients should always allow extra time for the transcriptionist to pause the tape, rewind and check unfamiliar words or unclear speech, and to proofread and revise the finished work.

The following will affect the speed and efficiency of a transcriptionist:

- Unusual / foreign accents / unfamiliarity with the speaker's voice
- background or foreground noise, mobile phones, coughing, sneezing
- muffled or indistinct speech
- several voices speaking at once
- unfamiliarity with industry jargon / abbreviations
- unfamiliarity with pat phrases and/or foreign names
- a requirement to identify voices where there are more than one

All of these factors increase the length of time it takes to successfully transcribe a recording. A transcriptionist does become more efficient, effective and faster once he/she has become accustomed to your voice, manner of speech and subject matter.

Transcription Times (as a rule of thumb)

- Clear, dedicated dictation at a slow speed
  - **2-3 hours** typing per audio hour
- Clear, dedicated dictation in normal speech
  - **3-4 hours** typing per audio hour
- Forum discussion – several voices, one at a time, clear
  - **4-5 hours** typing per audio hour
- Forum discussion – several voices, with interference
  - **5-6 hours** typing per audio hour

Recordings can be transcribed from analogue mini tapes or digital recordings sent via email or uploaded to client's secure online storage area.

Transcription rates start at £1.50 per audio minute for one person speaking clearly and with no background noise. Please contact Dawn by email at [enquiries@your-office-online.co.uk](mailto:enquiries@your-office-online.co.uk) for further advice or to discuss your requirements.