



Mentoring New Transcribers:



TIPS AND TECHNIQUES FOR FOSTERING SKILL DEVELOPMENT

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Why Mentor?



- Encourage skill retention after completion of the TypeWell course
- Provide hands-on practice with accountability
- Identify and eliminate error tendencies before they become entrenched patterns
- Foster development of self-evaluation skills in transcribers
- Reminder to monitor own practice

Mentoring Techniques



First things first....

PRACTICE, PRACTICE, PRACTICE!



Suggested Practice Materials



- **Open Culture** (700 free online courses)
<http://www.openculture.com/freeonlinecourses>
- **Academic Earth**
<http://www.academicearth.org/>
- **TED Talks**
<http://www.ted.com/talks>
- **Khan Academy*** (not recommended for beginners)
<https://www.khanacademy.org/>

Sample Practice Schedule

Week One: (unmonitored)

- Transcribe 2 X 15-min lecture segments per day

Week Two: (monitored)

- Transcribe 2 X 15 min lecture segments per day; mentor will identify any emerging error patterns

Week Three onward:

- Transcribe 3 X 20 minute lecture segments at least every second day; mentor and transcriber will both look for error patterns

When working:

- Send raw transcripts intermittently for analysis

Common Error Patterns



- Sentence fragments
- Verbatim typing
- Comma splices
- Missed information
- Incorrect abbreviations
- Improper punctuation

Practice Activity (10 min)



**WITH A PARTNER, READ OVER
THE SAMPLE TRANSCRIPT. TRY
TO IDENTIFY ANY EMERGING
ERROR PATTERNS.**

Giving Feedback



- Focus on one error pattern at a time
- Identifying techniques to help reduce errors
- Remember to “sandwich” your feedback!



Strategies for Improvement

Verbatim typing:

- Force yourself to stop and process longer chunks
- Understand the message before typing
- Give yourself permission to miss some information

Sentence Fragments:

- Understand the message before typing
- Think in full sentences before typing

Strategies for Improvement cont'd...

Missed information due to slow typing speed:

- Work with typing program, such as Mavis Beacon

Wrong abbreviations:

- Purchase TypeWell Everywhere
- Do practice drills:
 - Say target word as you type abbreviation
 - Watch expansion on screen

Who should mentor?



YOU!



Thanks for your attention!



ANY QUESTIONS?