

# TRANSCRIPT PROOFREADING: THEORY AND PRACTICE



# COURSE GUIDE

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# INTRODUCTION: Transcript Proofreading as a Career

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- ☐ Welcome to the Transcript Proofreading: Theory & Practice
  - ☐ Download the course guide
- ☐ The Perks and Profits of Proofreading Transcripts
- ☐ Skills You Need to Proofread Transcripts
- ☐ Understanding Your Future Clients
- ☐ Why Punctuation Matters More Than Grammar in Transcripts
- ☐ Word Skills Pre-Test
- ☐ Joining the Student Community
  - ☐ Join PA Proofreaders Facebook group\*

\*A note about acceptance to the Facebook group: If you aren't accepted, please check the following things before you email our support team.

1. Did you answer all the questions? If you answered the questions on your phone, please reanswer them using a tablet or your computer. The mobile version can cut off the answers, so we can't see them.
2. Double check the spelling of your email address. We have to verify you as a student, and if they don't match exactly, we cannot verify you.
3. Do you have a photo or a logo as your Facebook avatar? Facebook has asked us to decline membership if there is no photo attached to your Facebook account.

# FOUNDATION: The Nuts & Bolts of Transcript Proofreading

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## ☐ **Punctuation and Capitalization**

- ☐ Punctuation and word use workbook
- ☐ The most violated comma rules in transcripts
- ☐ Apostrophes: Do's and Don'ts
- ☐ Hyphens and Dashes
- ☐ Quotation Marks, Colons, and Ellipses
- ☐ Transcript-Relevant Capitalization

## ☐ **Spelling and Word Use**

- ☐ Common Word Use Errors (Part 1)
- ☐ Common Word Use Errors (Part 2)
- ☐ Number Use in Transcripts
- ☐ American Vs British Spelling
- ☐ Legal Terminology and Common Misspellings
- ☐ QUIZ: Legal Terminology

## ☐ **Module Review and Test**

- ☐ Word Skills Review
- ☐ The Word Skills Test

# MECHANICS: Transcript Formatting, Moving Parts, and Processes

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- ☐ **Types of Speech in Transcripts**
- ☐ **Transcript Formatting: The Basics**
- ☐ **The Anatomy of a Transcript**
- ☐ **QUIZ: Anatomy of a Transcript**
- ☐ **How a Transcript Becomes a Transcript**
- ☐ **Types of Errors Found in Transcripts**

# METHODS: How to Use Technology to Proofread Transcripts

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- ☐ **Method 1: Paper/Hard-Copy Proofreading**
- ☐ **Method 2 & 3: Errata Sheets and Laptop/Desktop Annotators**
- ☐ **Method 4: Proofreading Transcripts with an iPad**
- ☐ **TUTORIAL: Setting up the Toolbar and Stamps in iAnnotate**
- ☐ **Method 5: Proofreading to Audio**
- ☐ **Method 6: Using CAT Software**

# PRACTICE: Part 1

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- ☐ **Rules vs Preferences: How to Avoid Death by Commas**
- ☐ **Practice Transcripts 1-25**
- ☐ **Practice Transcripts 1-25: ANNOTATED VERSIONS**
- ☐ **Preparing for the Midterm**

# ASSESS: Get Feedback on your Progress

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☐ Midterm Transcript



# PRACTICE: Part 2

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- ☐ **Practice Transcripts 26-50**
- ☐ **Practice Transcripts 26-50: ANNOTATED VERSIONS**
- ☐ **Final Exam (Multiple Choice Portion)**

# EVALUATE: Put Your Proofreading Abilities to the Test

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☐ **Final Transcript**

☐ **After the Exam...**

# FLOW: Effective Client Communication and Accounting

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- ☐ **Guidelines for Smooth Sailing**
- ☐ **Receiving Work: Intake Steps**
- ☐ **How to Set Your Rates**
- ☐ **Getting Paid: When & How to Bill Clients**
- ☐ **Tax Matters**

# **BUILD:** Creating Your Online Presence

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- ☐ **Using Facebook and Instagram to Grow Your Business**
- ☐ **How to Set Up Your Website in Minutes (No Fancy Tech Skills Required!)**
- ☐ **LinkedIn: Key Elements of an Attractive Profile**
- ☐ **LinkedIn Task Checklist & Message Templates**

# AI: Understanding This New and Effective Tool

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- ☐ Introduction to AI
- ☐ AI and Proofreading
- ☐ AI Tools
- ☐ Advantages and Disadvantages of AI
- ☐ AI FAQs
- ☐ Bonus: Creating Marketing Copy with AI

# CONNECT: Finding Clients in the Real World

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- ☐ **Effective “Cold” Outreach**
- ☐ **Other Ways to Find Clients**
- ☐ **QUIZ: Marketing Techniques**
- ☐ **BONUS: A Proofreader’s Day in Court**

# MINDSET: Moving Confidently Toward Your Goals

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## ☐ **Mindset Resources**

- ☐ The Mindset Mastery Guide
- ☐ 5 Mindset Shifts for Goal-Crushing Confidence
- ☐ Look Better in Writing Handbook