

# 11

## Do's & Don'ts

### OF AUDIO TRANSCRIPTION

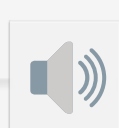
After you have found a good transcriptionist, the overall quality of the transcript will depend on your efforts to record the audio file properly. Generate good quality audio recording, without being disappointed, with these Do's & Don'ts.



#### DO THESE



#### AVOID THESE



Do speak in a clear voice and keep the volume high enough to hear.

01



Don't speak in a hurried voice and don't mumble quietly.



Do let people take their turns while speaking.

02



Don't have people interrupting each other.

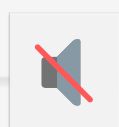


Do record using high-quality setting on digital recorders.

03



Don't record using low-quality equipment and in a slow speed.

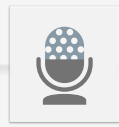


Record in a quiet environment that has minimal background noise.

04

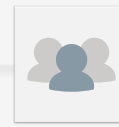


Don't record in a noisy environment with lots of background noise going on. Avoid busy places.

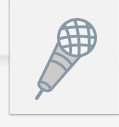


Use microphones for each individual while recording a large group.

05

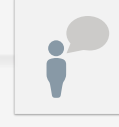


Don't make few people's voices heard in a group while others are not loud enough.



Use a lapel microphone, wired or wireless microphone for a speaker who will move around.

06



Don't use a stationary microphone for a speaker who will move around.



Use a wireless microphone in a question/answer session. Ask for the questions to be repeated twice, if necessary.

07

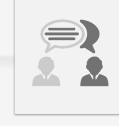


Don't keep the recorder only near the interviewer - this will make the interviewee inaudible.

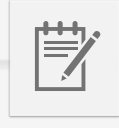


Use high-quality recording equipment. Use multiple recorders in the absence of good quality equipment.

08



Don't record a group conversation using equipment that suits individuals only.

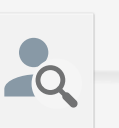


Keep a note of each person's name and their first few words.

09

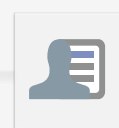


Don't use the "Auto-Vox" setting. It will censor the opening sentences of the recorded conversations.



Ask everyone to identify themselves before starting the conversation.

10



Don't miss on providing the list of people attending the meeting.



Make sure that the recorder is turned on and is working properly before the event.

11



Don't miss the details of a complex recording environment and the extra background noise.

Follow these steps to ensure the highest level of accuracy of your transcripts!