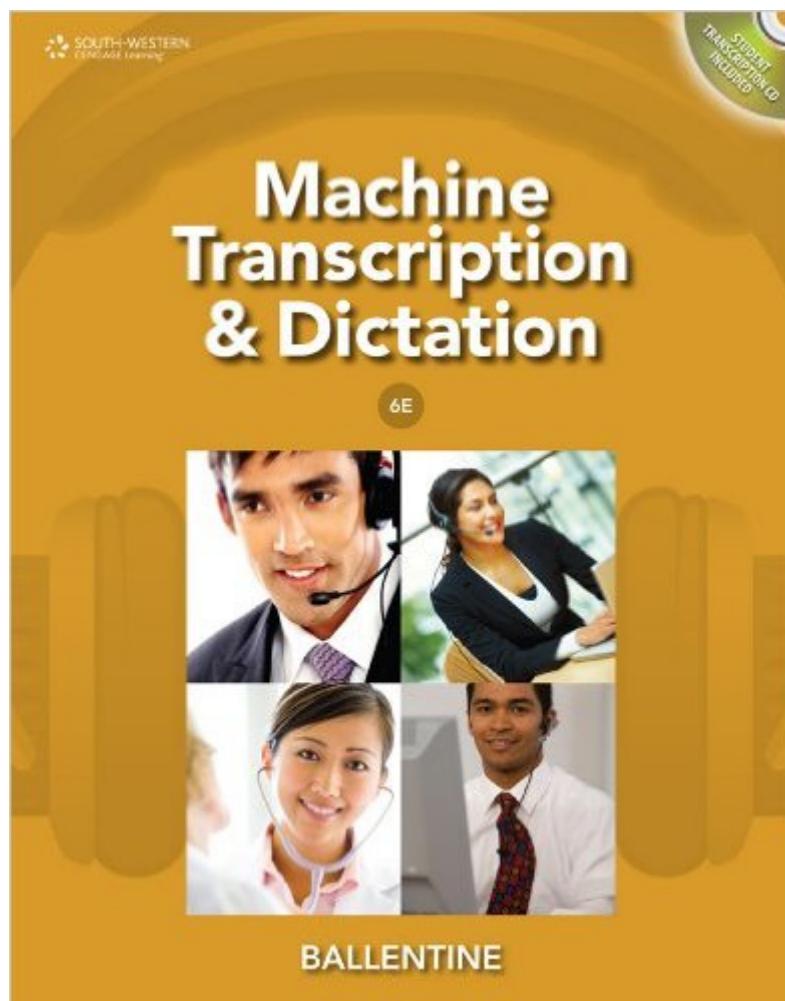


The book was found

Machine Transcription & Dictation



Synopsis

Preparing students for real-world practice, MACHINE TRANSCRIPTION AND DICTATION, 6E provides an abundance of practice for developing the listening, keying, and formatting skills required to transcribe business documents. It also helps students sharpen their business English proficiency. English Skills Reviews and Applications in each chapter emphasize grammar, capitalization, word usage, spelling, and proofreading skills inherent within the documents to be transcribed. Realistic documents represent various fields of employment. Packaged with the textbook, a Transcription CD includes all the dictation plus Express Scribe and Windows Media Player software, enabling students to use a foot pedal, mouse, or keypad to advance through the documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Book Information

File Size: 24061 KB

Print Length: 304 pages

Publisher: Cengage Learning; 006 edition (June 3, 2011)

Publication Date: June 3, 2011

Language: English

ASIN: B00B78IS7G

Text-to-Speech: Not enabled

X-Ray: Not Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #1,031,134 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #68

in Kindle Store > Kindle eBooks > Business & Money > Skills > Secretarial Aids & Training #97

in Kindle Store > Kindle eBooks > Business & Money > Skills > Office Automation #143

in Kindle Store > Kindle eBooks > Business & Money > Skills > Office Management

Customer Reviews

THIS BOOK WAS A REQUIREMENT FOR A COLLEGE COURSE, IT IS EXTREMELY REDUNDANT THO. MY TEACHER MADE US DO 4/5 OF EACH OF THE PRACTICE DOCUMENTS WHICH WAS 80 DOCUMENTS FOR THE WHOLE COURSE AND ITS JUST THE SAME THING OVER AND OVER AND OVER. THE MAIN THING WAS TRANSCRIBING LETTERS

OVER AND OVER. THE LATER CHAPTERS INCORPORATE A SMALL AMOUNT OF LEGAL AND MEDICAL DOCUMENTS AND THE LATER CHAPTERS USE HARDER ACCENTS AND FOREIGN ACCENTS.I WOULDN'T SUGGEST USING THIS BOOK UNLESS YOU ARE TAKING THE COLLEGE COURSE BECAUSE IT'S NOT LIKE YOUR GONNA GET THIS BOOK AND DO IT AND THEN GO OUT AND GET A JOB TRANSCRIBING.IN SHORT ITS BASICALLY JUST TYPING WHAT YOU HEAR, SO IF YOU ARE WANTING TO GET THIS BOOK JUST TO PRACTICE OR SOMETHING I WOULD SUGGEST TYPING WHAT YOU HEAR WHILE YOU WATCH TV OR SOMETHING.

I not happy that in the description it didn't mention that it was taped, to my knowledge because i cant see the detail of the book. Rips that the item has i think was way too sugarcoated. I will keep cause i need the book cd, but seriously. Not happy. My rate 4 out of 10

It was stated that the book came with the (CD-ROM), but did not. The the book is not any good without it.

I found this book to have many different reviews in it, other than being a machine transcription and dictation book.This book reviewed grammar and punctuation too. ,

The book is pretty good. It has vocabulary skills, commonly mistaken words, & tells you how to modify your transcription letters.

[Download to continue reading...](#)

Machine Transcription & Dictation (with CD-ROM) Machine Transcription & Dictation Advanced Tonal Dictation Speed Writing Skills Training Course: Speedwriting for Faster Note Taking and Dictation, an Alternative to Shorthand to Help You Take Notes Applied Phonetics Workbook: A Systematic Approach to Phonetic Transcription Medical Transcription: Techniques and Procedures, 7e Jump-Start Your Work at Home General Transcription Career: The Fast and Easy Way to Get Started! Medical Transcription & Terminology: An Integrated Approach, 2E The Bread Lover's Bread Machine Cookbook: A Master Baker's 300 Favorite Recipes for Perfect-Every-Time Bread-From Every Kind of Machine More Bread Machine Magic : More Than 140 New Recipes From the Authors of Bread Machine Magic for Use in All Types of Sizes of Bread Machines Bread Machine Cookbook: Delicious And Simple Bread Machine Recipes 80 Bread Machine Best-Ever Recipes: Discover the potential of your bread machine with step-by-step recipes from around the world, illustrated in 300

photographs The Bread Machine Bible: More Than 100 Recipes for Delicious Home Baking with Your Bread Machine The Bread Machine Magic Book of Helpful Hints: Dozens of Problem-Solving Hints and Troubleshooting Techniques for Getting the Most out of Your Bread Machine The Complete Guide to Machine Quilting: How to Use Your Home Sewing Machine to Achieve Hand-Quilting Effects First-Time Machine Applique: Learning to Machine Applique in Nine Easy Lessons The Sewing Machine Embroiderer's Bible: Get the Most from Your Machine with Embroidery Designs and Inbuilt Decorative Stitches The Sewing Machine Classroom: Learn the Ins & Outs of Your Machine The Sewing Machine Accessory Bible: Get the Most Out of Your Machine---From Using Basic Feet to Mastering Specialty Feet Mastering Machine Applique: The Complete Guide Including: Invisible Machine Applique Satin Stitch Blanket Stitch & Much More

[Dmca](#)