



# SOUTERS®

Business and Office Skills Training Specialists

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## AUDIO TYPING COURSE

### AUDIO TRANSCRIPTION TRAINING

Audio Typing or Transcription is a tremendous asset to anyone looking to get a Secretary, Administrator or PA job. There are many jobs that may list audio skills as a requirement, so if you can add Audio Transcription to your CV you will then open these options in the job market.

This is quite an achievable skill in itself. Audio typing should only be started by students who have already attained a touch typing speed of at least 40wpm. If you feel that you need to improve your typing speed first please look at our [Touch Typing Course](#).

### COURSE LENGTH

One month or with flexible time to suit your needs (including Saturdays or evenings - please check with us).

### WHO SHOULD TAKE THE COURSE

Anyone wishing to improve or learn Audio Transcription. Just ensure you meet the minimum requirements.

### COURSE FORMAT

We use **digital recording for transcripts**.

The course will take place in our accredited training centre in London where foot pedals and headsets are available.

You have access to **live tutors**.

The tutor will check your work and give suggestions or **guidance**, if needed.

### ENTRY REQUIREMENT

At least 40wpm in typing speed.  
Some knowledge as to how to lay out business documents.