

Transcription News - 15th September 2022

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Good afternoon and welcome to the September 2022 edition of Transcription News from University Transcriptions and TP Transcription Limited. Our newsletter includes updates on our charitable foundation's work, DIY transcription techniques and student transcription. If you would like to get in touch with us to have any questions answered, request an article, or include anything in future editions please drop us a line to jonathan@tptranscription.co.uk



The Children's Heartbeat Trust - £1000 - Ten Percent Foundation Award - £1000

In the Ten Percent Foundation's latest round of donations, The Children's Heartbeat Trust in Belfast has been chosen by the trustees to receive £1000. The charity was nominated by one of our clients.

Background

The Trust was founded in 1984 with the aim to provide emotional and financial support to children and young people living with heart disease and their families. Every year approximately 200 babies are born with Congenital Heart Disease in Northern Ireland with 1/3 of these having to face open heart surgery at some point in their life.

Aims

The charity offers youth and family support services, funds research and campaigns for the voice of children and families to be at the heart of all congenital cardiac services. In 2021 the Trust provided financial support to 138 families staying in the Clark Clinic and provided 50 Student Bursaries to increase opportunities to young people living with Congenital Heart Disease.

How will the donation help?

Our £1000 donation has funded a paediatric first aid training course for families of young people

living with heart disease, which can provide parents with the knowledge and decrease anxieties over being in a situation where first aid would be necessary. Lynn Cowan from the charity said "the funds have been used to support our counselling services and has directly provided 18 counselling sessions for heart families."

Further information

For more information about the work of the Children's Heartbeat Trust, please visit their website at <https://www.childrensheartbeattrust.org/>

DIY transcription techniques

Sometimes we think that bosses and senior staff see transcription services as the title from a Dire Straits song – Money for Nothing!

Senior managers at companies we speak to about our services will often suggest that their staff should really be doing the work themselves; after all why would you need to use a human transcription service to transcribe audio and video recordings in this day and age with all the software that's out there to assist.

Well, absolutely, and we would strongly suggest to anyone who has advised other people to do their own transcription to have a go at it themselves.

This article is a quick guide on DIY transcription.

Have a go

The easiest way to have a go at transcribing is to make an audio recording of yourself. Speak in to your phone using your voice recorder (on Apple phones it is Voice Memos) for about three minutes, perhaps talking about what you had for tea last night, your route to work or your favourite sports team, and then try and transcribe it. The fastest way of doing this is to simply open a Word document or similar on a laptop, press play on the recording on your phone, and see how much of the recording you are able to transcribe. Also, see how long it takes you to do it.

Transcription is straightforward?

Transcription can be quite a straightforward thing to do, but similarly it can be incredibly time consuming. One of the primary reasons for our clients using us is that they do not have the time themselves to be able to transcribe the work. For every minute of recording, if you do not type at a speed of more than 50 words per minute, then you will find it's incredibly difficult to complete the transcription of an audio or video recording in less than about 7 minutes. So at that speed, if you have one hour of recording, you are probably looking at about 7 hours of time to actually sit and transcribe it. This of course is completely different if you type a bit faster, because you can probably narrow this down to about four or five hours at a typing speed of around 45 to 50 words per minute.

Automation

There is a way of speeding things up ever so slightly, by using an automated service, so for example if you conduct your interviews using Zoom or Teams, then both of these online services will provide you with an automated transcript of your recording. You can then use this transcript to go back through the recording and put something together that is accurate. The actual recording on Team and Zoom will not be accurate enough for it to be used without quite a bit of work by yourself, and our guidance is usually to clients that it is much easier for us to work from scratch rather than to use the Teams or Zoom transcripts. You may still find it useful for giving you some text. This is

particularly so if the audio is fairly clear, and the people speaking are not speaking over the top of each other, or speaking quickly, with background noise or with a strong accent.

Using Teams or Zoom will speed things up, but will still require you to spend a considerable amount of time going through to ensure accuracy.

Transcription software

If you use online free transcription software, this will also help, because you can slow down and speed up the recording as you transcribe it, as well as quickly go forwards or backwards as required to listen to something again.

Express Scribe

This is free of charge, and our usual recommendation is to take a look at the NCH software, Express Scribe. This piece of software is amazingly powerful and costs very little. In fact one of their versions is free. Try transcribing the recording again and see what a difference it makes. Express Scribe allows you to slow the recording down so that you can work at a more manageable speed.

Notes (iPhone)

If you are dictating as a single speaker, then on an iPhone you do have the option of using voice recognition software in notes to transcribe your recording. This can work well with a single speaker, although it does seem to cut out fairly regularly and have to be reloaded.

Work experience

Not sure the interns or work experience students will be particularly overjoyed, but if you are in the fortunate position of being able to take on work experience students, or have someone junior with lots of time on their hands, then another option would be to give them the transcription work to do, as it will certainly fill in the hours for them. They will of course not love you for it!

Summary

This article was to give you some tips on undertaking DIY transcription. If you, as a number of our clients do, start transcribing but realise how much time it is going to take to do it, life is too short and you want to use a professional transcriber to complete the work for you with full accuracy, bespoke layouts, and the provision of a quality service, please get in touch with us.

Transcribe it yourself – instructions to students from some lecturers

If you are an undergraduate or postgraduate student at a UK university, you may be surprised to hear your tutors instruct you to transcribe research interviews you undertake as part of your course yourself. I know this because very recently I attended a business management course at the University of Salford and one of the lecturers indicated that this was the approach of her department.

Immersion in the work

There are a number of reasons for this; the main one of these is that the tutors feel that if you undertake the transcription yourself, then you are more likely to immerse yourself in the actual research you have undertaken, and you will know it well. Furthermore, because you have been the interviewer, you will know what answers are being given and be able to transcribe it quite accurately.

Efficient use of time?

We agree that if you have been involved in a recording you are more likely to be able to accurately transcribe it. Moreover you usually know the terminology and by transcribing the recording you will also retain a lot more of the content in your memory. However we are not sure about the efficiency of transcribing your own recordings.

Dead time

It takes a huge amount of time to transcribe recordings with the usual for most students being about five hours to transcribe one interview of up to one hour. This in our opinion is a huge drain on your time as a student, and perhaps tutors feel that this is quite important, but similarly I suspect a lot of students feel that it is dead time and could have been spent doing something more useful.

Our experience of a lot of people who do embark on this and follow their tutor's advice is that they will have a go, realise how much time it takes to complete and then look around at options for transcription.

Zoom/Teams

There are other options out there, one of which is to conduct your academic research via Zoom or Teams, and then use the automated transcription on Zoom or Teams to prepare a written version of your recording. This can be very effective in certain circumstances, but our anecdotal experience is that unfortunately there is no easy solution. Even using Teams or Zoom and utilising the automated systems will still result in needing to spend around two to three hours going through the transcription that has been prepared, and putting it into some kind of order. Automated transcription systems are not yet accurate enough to provide you with anything that is usable without a considerable amount of extra work.

Using a transcription service

The advantage of using transcribers is that you free up your time from the many hours you would have spent transcribing your interviews, to enable you to do other and more fruitful things. So, for example, if you have say five hours of recordings, then you are very likely to be needing to spend at least 20 hours of your life transcribing them, assuming you are able to type at a reasonable speed of more than 40 words per minute, you have a good ear for the spoken word, and you have downloaded some software to enable you to rewind and fast forward quickly through the recording to get to the bits you need to hear again.

The disadvantage of course of using an academic transcription service to do the work for you, is that it's not instantaneous and it does cost money, something most students have little of. You can be assured however that the version that comes back to you will be virtually 100% accurate and you will be able to use the documented version almost immediately without needing to go through and spend copious amounts of time checking it.

Life is too short?

We appreciate pressures on finances for students, but similarly we are very aware that there is a time limit for most students as to how long they can spend doing something like this, and transcription is a particularly time consuming job. There are no really easy ways of doing it, even with the advances in automated transcription technology.



*Incoming and outgoing president,
Rhyl Rotary Club*

Anna Gresty, MD of TP Transcription Limited, was recently at the Rhyl Rotary Club in North Wales. The club has just elected its first woman president after 97 years of male presidents. Anna was there to do a presentation on her involvement in the Little Hearts Matter Charity and explain the difference this had made to her personally. You can view the presentation she made below. It links in with the donation we recently gave to the Childrens' Heartbeat Trust in Belfast (see above) and our recent support last year to the Alder Hey Charity.

Anna's presentation

<https://www.tptranscription.co.uk/wp-content/uploads/2022/09/Jake-LHM.pptx>

Recent articles

[How long does it take to transcribe 20 minutes of audio?](#)

[Human transcription - why do automated companies recommend it?](#)

[How useful are DBS checks when ordering transcription work?](#)

[Ordering transcription work at universities - a guide](#)

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Charity Donations for 2022

TP Transcription Limited and University Transcriptions donate 10% of annual net profits to charity via the [Ten Percent Foundation](#), a charitable trust set up to distribute monies to charities in the UK and Africa. We have been doing this for over 20 years and by way of example in 2021 our charitable donation was £19,317.30. The Foundation never incurs any administration costs - all monies are distributed to charities.

Why do we donate?

We set up our companies over 20 years ago with the aim of being ethical in everything we did. As part of this we decided that a percentage of our profits should always be earmarked for charitable work and set the rate at ten percent. A sudden burst of inspiration meant we called ourselves the Ten Percent Group and it is what the TP in our name (TP Transcription Limited) stands for.

Nominations 2022

The successful charities this year were as follows:

Arun Sunshine Group - £500

Ichthyosis Support Group - £500

Men in Sheds - £500

The First Step - £1500

Rights of Women - £750

Cure Parkinsons - £1000

Prison Choir Project - £500

PACE Charitable Trust - £500

Dundee Stroke Exercise Club - £1000

The Proud Trust - £500
The Cure & Action for Tay-Sachs - £1000
Leeds Womens Aid - £500
The Children's Heartbeat Trust – £1000
Mynydd Isa & Maeshafn Cricket Club - £1400 interest free loan

We will provide an outline of each charity every month for the next 12 months and how the money has been spent.

We have a strict list of criteria in relation our donating which is available on the [Ten Percent Foundation website](#). Donations tend to be within the range of £500-£2000 per charity per year, although in the past we have supported charities over a period of 5 years with donations going towards specific ongoing projects.

If you have any questions about the work of the Ten Percent Foundation, please email jonathan@tptranscription.co.uk or visit our website at <http://www.tenpercentfoundation.org>

The Transcription Society - providing professional accreditation to academic and business transcribers

The Transcription Society is a not-for-profit organisation dedicated to improving standards in the transcription industry and providing accreditation to both individual and corporate members. The organisation is run on a not for profit basis and registered in the UK with Companies House. The society offers individual transcribers the chance to obtain professional recognition for their standards of work and provides corporate members with recognition that they subscribe to a professional level of industry standards for quality and ethics.

Needless to say, TP Transcription Limited is a corporate member and our directors sit on the board of the Transcription Society. For details of the transcription standards the Society promotes, please visit www.transcriptionsociety.org.

We hope you have enjoyed reading our monthly newsletter and look forward to hearing from you if we can assist further.

Kind regards

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