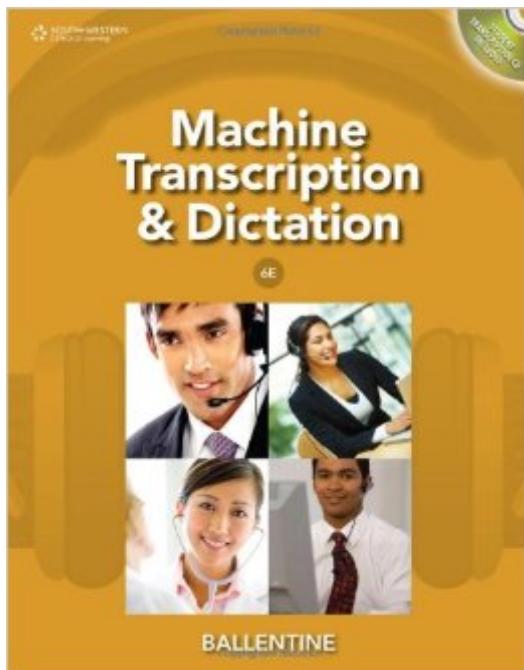


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# Machine Transcription & Dictation (with CD-ROM)



## **Synopsis**

Packed with realistic documents from various fields of employment, MACHINE TRANSCRIPTION AND DICTATION, 6E thoroughly prepares readers for most situations requiring transcription skills, while sharpening their business English proficiency. English Skills Reviews and Applications in each chapter emphasize grammar, capitalization, word usage, spelling, and proofreading skills that are essential to success in today's competitive market. Packaged with the book, a Transcription CD includes all the dictation plus Express Scribe and Windows Media Player software.

## **Book Information**

Paperback: 304 pages

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Average Customer Review: 3.5 out of 5 starsÂ  See all reviewsÂ  (10 customer reviews)

Best Sellers Rank: #318,145 in Books (See Top 100 in Books) #47 inÂ  Books > Business & Money > Skills > Secretarial Aids & Training #61 inÂ  Books > Business & Money > Processes & Infrastructure > Office Automation #76 inÂ  Books > Business & Money > Processes & Infrastructure > 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.

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