

GoTranscript » [Test job for transcriber](#)

APPLY FOR TRANSCRIBER POSITION

To apply for transcriber position, you must complete quiz 100% correct using our [guidelines](#).

Each question can have one or more correct answers.

Wrong answers. Try again.

1) If a speaker made a grammatical error in the sentence “I saw one children”, how would you transcribe it?

- a) “I saw one childrens [sic].
- b) I saw one children.
- c) I saw one children [sic].

2) If a speaker spells the word, how will it look in the transcription?

- a) My name is Gintarè. G-I-N-T-A-R-É.
- b) My name is Gintarè. G_I_N_T_A_R_É.
- c) My name is Gintarè. G//N/T/A/R/É.
- d) My name is Gintarè. GINTARÉ.

3) I met ___ in Lithuania.

- a) Jane
- b) jane
- c) JANE

4) I feel ___ terrible.

- a) really
- b) absolutely
- c) very

5) How do repetitions look in Full Verbatim?

- a) I sang- I sang a song.
- b) I sang -I sang a song.
- c) I sang—I sang a song.
- d) I sang – I sang a song.

6) Which sentence is correctly capitalized and punctuated?

- a) I like to use Facebook it is my favorite way of keeping in touch with the relatives.
- b) I like to use facebook It is my favorite way of keeping in touch with the relatives.
- c) I like to use Facebook. It is my favorite way of keeping in touch with the relatives.
- d) I like to use facebook it is my favorite way of keeping in touch with the relatives.

7) A customer dictates instruction on how to transcribe audio. Do you have to transcribe the instruction word for word?

- a) Instruction for spoken directions (new paragraph, comma, period) should only be followed unless a client specifies otherwise.
- b) Instruction should be followed AND transcribed.
- c) Instruction should be transcribed.

8) If you do not transcribe audio according to GoTranscript’s guidelines, what will happen?

- a) You might get a low rating.
- b) You might be removed from the team.

9) If there is more than one speaker, how should they be all noted?

- a) **Speaker 1, Speaker 2**, et cetera. If you can distinguish a speaker’s role in the conversation, you should make it as descriptive as possible.
- b) Speaker 1, Speaker 2, et cetera.
- c) **Speaker x**: and the editor will correct it.

10) What is the rule about "()" in GT guidelines?

- a) There is no rule about it.
- b) "()" should never be used for the timestamps. For instance, [00:01:00] is a correct form of time-stamping, and (00:00:00) isn't.

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