

Unit 210

Prepare text from recorded audio instruction

UAN:	T/506/1817
Level:	2
Credit value:	4
GLH:	15
Relationship to NOS:	This unit is linked to the Business & Administration (2013) NOS: <ul style="list-style-type: none">• CFABAD312 Prepare text from recorded audio instruction• CFABAD312a Prepare text from recorded audio instruction (40 wpm)• CFABAD312b Prepare text from recorded audio instruction (60 wpm).
Assessment requirements specified by a sector or regulatory body:	All Assessment Criteria must be met and assessed in line with Skills CFA Assessment Strategy.
Aim:	This unit aims to develop the knowledge and skills required to prepare text from recorded audio instruction. Upon completion of this unit, learners will be able to prepare text from recorded notes.

Learning outcome
The learner will: 1. Understand the preparation of text from recorded notes.
Assessment criteria
The learner can: 1.1 explain the importance of confirming the purpose of the text and intended audience 1.2 describe the main features of the different types of technology that can be used for playing back recordings 1.3 explain how different speaking styles of those giving dictation can affect outputs 1.4 explain the consequences of: a. incorrect spelling b. incorrect punctuation c. incorrect grammar d. incorrect sentence structure e. inaccurate content 1.5 describe ways of checking produced texts for accuracy and correctness 1.6 describe organisational procedures for the:

- a. storage
- b. security
- c. confidentiality of information.

Assessment Guidance

Technology:

- dvd
- mp3 player
- cassette
- micro-cassette
- headset
- foot pedal

Speaking styles:

- someone with an accent
- someone with a speech impediment
- someone who speaks too quickly

Spelling:

Examples below demonstrate how a similar word has a different meaning:

- accept; except
- advise; advice
- personnel; personal
- as well as words which are often spelt incorrectly:
accommodation - accomodation

Punctuation:

- full stops (.)
- commas (,)
- apostrophes (')

Grammar:

- nouns - name of person/place eg London, John
- pronouns - instead of noun eg instead of saying 'John' refer to 'him' or 'he'
- verbs - doing things eg 'run'
- adverbs - is a verb executed eg 'he ran quickly'
- adjectives - description of nouns eg reality television

Accuracy:

Check for:

- input errors
- errors in source material
- amendments to content
- technology - spell check/grammar check

Evidence may be supplied by:

- report

- questioning
- professional discussion

Learning outcome

The learner will:

2. Be able to prepare text from recorded notes.

Assessment criteria

The learner can:

- 2.1 agree the:
 - a. purpose
 - b. format
 - c. deadlines for texts
- 2.2 input and **format** text from audio recording
- 2.3 check that text is accurate and the meaning is clear and correct
- 2.4 store texts and original recordings safely and securely following organisational procedures
- 2.5 present texts in the required formats and within the agreed timescales.

Assessment Guidance

Your organisation will specify the speed you will be expected to achieve; this could be 20, 30 or 40 words per minute.

Format:

- layout
- arrangement
- structure

Evidence may be supplied by:

- product
- questions
- professional discussion
- observation.