Thank you for your interest in our company and the transcription positions we are offering.

**Due to the overwhelming response from applicants, we are not able to respond individually to every questionnaire received. You will be contacted via email within six weeks of receiving your completed questionnaire and it is determined that your skills meet or exceed our minimum requirements.**

**Please read the following before completing the questionnaire:**

As a large volume of our work is time sensitive, we require a minimum transcription speed of transcription is 70 wpm. Please DO NOT CONTINUE if you do not meet this minimum requirement.

Please visit <http://www.typingtest.com/> and complete a 1 minute test and paste the results in the space below.

Once you have completed the questionnaire and testing, please save in Word and email as an attachment to jobs@accutranglobal.com with TRANSCRIPTION TESTING in the subject line. ***Emails that do not conform to the above guidelines will not be reviewed.***

PART I

Please fill out the following:

NAME:

EMAIL ADDRESS:

CONTACT NUMBER:

FOR CANADIAN RESIDENTS: ARE YOU REGISTERED FOR GST/HST? (If yes, please do not provide us the number at this stage) (highlight one)

Yes No

TIME ZONE IN WHICH YOU RESIDE: (highlight one)

Hawaii/Alaska/Pacific/Mountain/Central/Eastern/Atlantic/Newfoundland

HOW MANY YEARS HAVE YOU BEEN TRANSCRIBING? (highlight one)

No experience <1 1 to 2 2 to 3 3 to 4 4 to 5 >5

PLEASE TELL US ABOUT YOUR TRANSCRIPTION EXPERIENCE:

DO YOU OWN GOOD QUALITY OVER-THE-EAR HEADPHONES? (highlight one)

Yes No

DO YOU HAVE MEDICAL OR MEDICAL RELATED TRANSCRIPTION EXPERIENCE? (highlight one)

Yes No

DO YOU HAVE LEGAL TRANSCRIPTION EXPERIENCE? (highlight one)

Yes No

DO YOU OWN A FOOT PEDAL? (highlight one)

Yes No

ARE YOU FULLY BILINGUAL AND CAPABLE OF TRANSCRIBING BOTH IN ENGLISH AND IN FRENCH? (highlight one)

Yes No

DO YOU HAVE EXPERIENCE WITH ESL SPEAKERS? WHICH ACCENTS ARE YOU COMFORTABLE AND CONFIDENT TRANSCRIBING? (highlight one and provide details)

Yes No

ARE YOU INTERESTED IN EXPANDING YOUR SERVICE OFFERING TO OTHER AREAS IN ADDITION TO TRANSCRIPTION? (highlight one)

Yes No

WHICH AREAS INTEREST YOU? (you may highlight more than one) Before answering, please ensure you have read through the overview provided in the introductory document and have a basic understanding of each.

Scoping/Review/Editing/Proofreading

PLEASE RANK YOUR CONFIDENCE IN PERFORMING THE FOLLOWING TASKS ON A SCALE FROM 1 TO 5, WITH 1 BEING NOT CONFIDENT AT ALL AND 5 BEING VERY CONFIDENT:

Installing Software:

Saving Files in Different Formats:

Installing Equipment:

Downloading and Uploading Files from the Internet:

AVAILABILITY: Please provide your anticipated availability for each day of the week. Please note that you are not required to have the same availability every day, nor are you required to be available every day. Please list availability in EASTERN time.

MONDAY:

TUESDAY:

WEDNESDAY:

THURSDAY:

FRIDAY:

SATURDAY:

SUNDAY:

ARE YOU WILLING TO SIGN AND ABIDE BY A NON-DISCLOSURE AGREEMENT? (highlight one)

Yes No

DO YOU HAVE AN ACTIVE US- OR CANADIAN-DOMICILED BANK ACCOUNT? (highlight one)

Yes No

How did you hear about us?

Additional information or comments you wish us to be aware of:

Thank you for completing Part I. Please proceed and complete the testing in Part II.

PART II

Transcription Test

Download the mp3 audio file from:

<http://accutranglobal.com/assets/ATGTestAudioTranscription.mp3>

It contains a series of audios taken directly from audio we work with.

If you do not have transcription software already installed on your computer, the audio will open in any media player that supports .mp3 files. Unfortunately, you will have to start and stop the audio manually. This will be taken into consideration when reviewing your testing.

Please transcribe each test audio directly in the space below, leaving a blank line between each. Please observe the following when transcribing:

* Canadians applicants may use Canadian spellings and American applicants may use US spellings.
* Punctuate the text for readability, not as how the speaker speaks, i.e. do not insert a comma every time the speaker takes a breath.
* Paragraph appropriately.
* Type the audio verbatim; use an m-dash (—) to indicate a self-interruption or self-correction and use an ellipsis (...) to indicate an incomplete thought, i.e. speaker is interrupted by another speaker or trails off without completing their sentence.
* If you are not 100 percent sure what the speaker is saying, please put [ph] after the word(s) in question
* If you are totally unsure of what is being said, cannot even hazard a guess, please insert [indiscernible].
* Transcribe numbers under 10 as words unless part of a dollar figure, percent, percentage point, or basis point. Use digits for dollar figures, percents, percentage points, or basis points.

For bilingual applicants, there are two French audios following the English ones. Please ensure you complete all.

Please transcribe test audio here:

Start Time:

Finish Time:

# Punctuation & Spelling / General Grammar / Comprehension Test

## Punctuation and Spelling

Correct the following text for punctuation, spelling, numbers and capitalization, but not for grammar or sentence structure:

* All numbers under 10 are to be written out, unless associated with a unit; numbers 10 and above should be transcribed as digits; ordinals are to be written out
* All company divisions and segments capitalized as titles.
* All dollar figures formatted properly.
* Use Canadian spellings.
* Please time yourself and enter time at bottom of text in brackets.

Thanks Harvey. Good afternoon everyone. Thank you for joining us to day. Please turn in you’re Power Point presentation to the first slide. We have accomplished a great deal in the fourth quarter. We've had strong signings in global services. We've paid for PWC consulting, we've sold our HDD business. Were fully funded in our US pension plan, we've improved our execution on working capital. And as you have already seen from our press release, we had better than expected forth quarter earnings. We grew revenue from continuing operations, seven percent to $23.7 billion. 3 months ago, investors were very concerned about our ability too deliver 12 percent sequential growth, from the third quarter, excluding PWC consulting. We exceeded that with 13 percent sequential growth. This fourth quarter revenue is a statement about our leadership in the current economic environment. We also delivered in the forth quarter, $2.7 billion in pretax profit, as reported including profitable results in our technology and in personal systems segments.

Although the fourth quarter began as a week one, it improved to the point where we expect continued share gains in key businesses. However we had earnings per share, from continuing operations of a dollar 34. We'll take you through a bridge on that in a few moments. $4.5 billion in free cash flow, after putting 2.1 billion of cash into our pension fund, and the cash and core debt ratios of our balance sheet came in better than we had expected. But weather or not you look at quarterly records historically the third quarter surpassed all expectations. The consistency of these results in the third-quarter and prior quarters this, year is not an accident. We have been executing, on a series of leadership initiatives, designed to deliver results with 2 characteristics. Great consistency in weak economic environments, and profitable growth as the economy turns. Included in those results were certain charges, associated with the PWC consulting transaction, that the street excluded from there models.

(Time: )

## General Grammar

**Please read each sentence and choose the word from inside the parentheses that fits the context of the sentence. Delete the incorrect word(s). Do not change the font colour or remove the parentheses.**

There will be some markets where – some territories where (its/it’s) less doable. That's a fact.

If you use maybe a number like $0.5 billion as a measurement tool, you'll see that when (there/they're/their) below that (there/they’re/their) bottom line EBITDA is lower than when (there/they're/their) above that number.

Meetic is doing a great job on all of (its/it’s) optimizations.

So as you (add/ad) items to your basket, you can scan them, put them in your basket, see a running total of your shopping experience, walk to a register, scan a QR code, pay with your credit card or cash, and be out the door.

Our fourth priority is to unlock value within our portfolio through sales or joint ventures and to realize value from our long-dated (exploration/expiration) projects.

So our focus for growth is to grow our Timberlands position where we can find opportunities to make smart acquisitions that will generate increased cash flow that will be (complementary/complimentary) to our existing Timberlands position.

We grew the sales force from 40 individuals to about 275 quote-(bearing/baring) individuals.

Achieving these (principals/principles) should be constrained only by limitations of law, technology, and evolving social norms.

But we also believe that part of our current trading price is (effected/affected) by the general market, which I think is inflated by macro drivers.

This argument certainly (resonates/resinates) with some of your respondents, and with many in the country, but it doesn't withstand scrutiny.

Operators with higher (presidents/precedence/precedents) are evaluated first.

Our current television (add/ad) campaign will finish the third week of this month.

And the gap could be that, yeah, we're solvent for the policy holder, but what (effect/affect) does it have on the economy and the financial system.

## Timed Comprehension Test

We would like to get an idea of your basic business comprehension.

Quickly, and without doing any research, complete the sentences below by highlighting the correct term. Make your best guess if you are uncertain.

* Please time yourself and enter time at bottom of text in brackets.

1. A company may have smaller units, or own smaller companies, which are called (segments/subsidiaries).
2. A measurement could also be called a (metric/ruler).
3. A statement of what a company brought in and paid out is called an (income statement/balance sheet).
4. A statement of what a company owns and owes is called a (balance sheet/reconciliation)
5. Another word for laying off staff is (headcount reduction/firing).
6. How much cash you spend is called your cash (burn rate/spend).
7. Litigation is a synonym for a (lawsuit/trial).
8. Money coming in and going out is called (cash flow/burn rate).
9. The money paid as earnings to shareholders of a corporation is called a (dividend/stock).
10. Something you own is called an (metric/asset).
11. The method by which you plan to make money with your company is called your (business model/growth strategy).
12. The people who buy your products and services are your (client base/vendors).
13. The physical places you have your business operations are called your (head office/geographic reach)
14. The process of purchasing can be called (procurement/acquisition)
15. The purchase of something, like another company, is called an (acquisition/seizure).
16. The way a company plans to get bigger is called its (growth strategy/business plan).
17. The money you pay someone when you terminate them is called (severance pay/stock options).
18. When a company is researching and developing a product, a drug for example, that might be called a development (pipeline/tool).
19. When a situation is changing, it is (transitional/growing) or in (flux/turmoil).
20. When something brings you income, it may be referred to as a (sale/revenue driver)
21. When something goes through different phases over time, we say it is (evolving/cyclical).
22. When two entities combine and have the ability to be more than the sum of their parts, that might be called (synergy/merger).
23. When you have a supply of aircraft or cars, that is called a (fleet/collection).
24. When you introduce a new product or service, you might call that a (rollout/growth driver).
25. When you no longer run a particular business, it would be called a (discontinued operation/bankrupt)
26. When you owe money, you have a (debt/indebtedness).
27. When you tell people how much money you think you’re going to earn in an upcoming period, that’s called giving (speculating/giving guidance).
28. When your closet is full, you might say you are at 100% (capacity utilization/growth target).

(Time: )

Please save this Word document using the following format:

Transcription Testing (Your Name).

Example: Transcription Testing Jane Doe.

Please email your completed questions and testing to: [jobs@accutranglobal.com](mailto:jobs@accutranglobal.com) with TRANSCRIPTION TESTING in the subject line.

Your submission will be reviewed and contact made via email within six weeks of receipt if your testing meets or exceeds or minimum requirements.

Thank you for taking the time to complete our application questionnaire and testing materials.