

Transcription Practice Test Questions and Answers

1. What is the standard typing speed requirement for most transcription jobs?

- A) 30-40 words per minute
- B) 50-60 words per minute
- C) 70-80 words per minute
- D) 90-100 words per minute

2. Which punctuation mark is used to indicate a pause or hesitation in speech?

- A) Comma
- B) Ellipsis (...)
- C) Semicolon
- D) Dash

3. What should you do when you cannot understand a word or phrase in an audio recording?

- A) Leave it blank
- B) Guess what was said
- C) Mark it as [inaudible] or [unclear]
- D) Skip to the next sentence

4. In medical transcription, what does the abbreviation "STAT" mean?

- A) Statistics
- B) Immediately
- C) Standing
- D) Standard

Answers: 1-C 2-B 3-C 4-B

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