

Multivoice Dictations

Good dictation = accurate transcript

Multivoice vs single voice dictation

Put simply, a multivoice dictation is one that records more than one person speaking. This could be on the telephone, in an interview or a board meeting.

Single voice dictation has – obviously – only one voice speaking, and the dictator is focused on dictating work to a typist. These dictations are straightforward to type and fairly quickly turned around because the ratio of typing time to dictation minutes is **around 3:1**.

- **15 dictated minutes will usually take about 45 minutes to type.**

Multivoice dictation will take longer to do. Quality of sound and voices can vary greatly, so the typing time to dictation minutes ratio will be **around 8:1**.

- **15 dictated minutes can take 2 hours to type, particularly if people are talking over each other.**

Things a typist hears

- Private conversations between participants, and general muttering
- Rustling of papers on the desk
- Echoes in a large room
- Eating and talking with mouths full
- Sneezing and coughing
- Swearing

We are used to these sounds, and we don't mind swearing but do bear in mind that it WILL be typed. Generally, we will not type the umms and arrs unless specifically requested.

Good dictation = accurate transcript

- Everyone should sit close to the recording device. Having the device next to the chairperson when someone is at the other end of the table will result in a poor transcript.
- The bigger the room, the bigger the echo. This may not be apparent to you, but the recording device is trying to pick up everything.
- Use a recording app, like Express Dictate. It has a small one-off licence and long record time. Format of dictation can be adjusted to smaller size. <https://www.nch.com.au/express/>
- Have everyone speak a little to start with, and play it back so you can be sure you can be heard. If you can't hear the guy at the other end of the table, we can't either.
- Each person should introduce themselves at the beginning of the call.
- It is difficult to ask people not to talk over each other, but it does have a huge impact on typing progress.