

Methodological tool: Transcribe an audio recording

Number of methodological Tool	EUPA_LO_057_M_01
Work Area Code and Title	WA 4: Written communication
Unit Code and Title	3.6: Use written communication skills to produce non-routine documents based on specific instructions
Learning Outcome Number and Title	LO057. Demonstrate the ability to prepare text from recorded audio instructions or shorthand
Objective of the methodological tool	After the completion of this activity, participants will be able to: 1. Prepare text from recorded audio instructions or shorthand
Approximate Time needed for the completion of this exercise	30 minutes
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Written exercise <input checked="" type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input checked="" type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	Ask learners to record 5-10 minutes of speech during the class or a role play. After they go home, they will have to compose a short report (1 page) based on their recordings, summarising what was being said.
Exercise is accompanied by	-
Exercise solution	-
Other comments to the trainer	-