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MANIPAL UNIVERSITY

SIXTH SEMESTER B.Sc. H.I.A. DEGREE EXAMINATION – DECEMBER 2008

SUBJECT: APPLIED MEDICAL TRANSCRIPTION
(COMMON FOR BOTH OLD & NEW REGULATIONS)

Wednesday, December 10, 2008

Time: 10.00-13.00 Hours

Max. Marks: 80

✍ **All questions are compulsory.**

1. Mention the steps in transcribing. How do you search for unknown words?
(10 marks)
2. What is Operative report? Mention the major headings in it.
(10 marks)
3. What are the minimum prerequisites that a candidate should possess before embarking on an MT career?
(10 marks)
4. What is productivity? Why is it measured? What are the various methods of measuring productivity?
(10 marks)
5. What do you mean by practicum? What should you look for in a practicum?
(10 marks)
6. "Working at home is still work." Elaborate the statement.
(10 marks)
7. Why is proofreading necessary? Mention some proofreading methods.
(10 marks)
8. What is the importance of Reference books in transcription? Write in detail about the main reference books.
(10 marks)

