

## Landmark Associates - Contractor Test Instructions

Thank you for your interest in contracting with Landmark Associates! You will need to download the sample test audio and sample template from our website here to begin.

Please transcribe the first 10 minutes of the sample audio using the provided standard template. In the template, please type "LAI TEST" and your name in the first line of the header. The speaker labels "interviewer / interviewee" are already labelled for you in the header of the template. Please do not adjust the 1.5" hanging indent in the template and use consistent italics for the speaker label tags throughout the transcript.

### Formatting Specifics

- Please mark any unintelligible's in editorial brackets with a time stamp as follows:

*[unintelligible 00:00]*

For words you can hear but are not sure how to spell (i.e. proper nouns like names) we highlight and time stamp as follows:

**highlight 00:00**

- Break up paragraphs when it's appropriate and use a single space after a period.
- Try to avoid starting sentences with "And", "But" or "So". They are usually filler words and don't add to the context.
- Please transcribe non-verbatim (standard capture), excluding meaningless interjections or fillers such as um, ah, uh, etc. as well as stutters, thought changes and false starts. For stutters, thought changes, or false starts, you can eliminate 1-3 words.  
**\*\*DO NOT PARAPHRASE !**
- Use the spoken vernacular rather than formal words.  
For example: "gonna" instead of going to  
"wanna" instead of want to  
"cause" instead of because  
etc...  
(only use if it is spoken that way)

### Scoring

Your score will be based on the following:

Accuracy

Grammar/Language Construction

Formatting

Research Abilities

Please send your completed transcription test along with your resume to [contractors@thelai.com](mailto:contractors@thelai.com). Do not forget to answer our query.

If you want to practice a bit more before submitting your test, you can do the free mini course that our partner “Transcribe Anywhere” offers.

Enter here:

<https://www.transcribeanywhere.com/free-mini-course>

Questions?

Contact 480-922-1105 or email [contractors@thelai.com](mailto:contractors@thelai.com).

Thanks!

The Landmark Team