



## DEMYSTIFYING THE RCR TEST-TAKING PROCESS

### FOUR WEEKS BEFORE TEST DATE

Begin by setting aside an hour each day to practice Q&A dictations at 160 WPM for perfect Q&A symbols, accuracy, and required punctuation.

- After each dictation, review your realtime translation, practice mistranslated outlines 25 times each, and repeat until transcription is near perfect.
- Enter consistent misstrokes that do not conflict with other dictionary entries.
  - Practice dates, money, years, and alphabets as a warm-up each day for the next four weeks.

### THREE WEEKS BEFORE TEST DATE

Using the same dictation material practiced at 160 WPM, now push the speed to 180 WPM for 90 minutes each day.

- After each dictation, review your realtime translation, practice mistranslated outlines 25 times each, and repeat until transcription is near perfect.
- Use a **new** 180 Q&A dictation to review your accuracy on something not practiced previously, then follow the same process for near perfect translation.
- Create a word list of mistranslated outlines and phrases to use as part of your warm-up routine each day, whether in practice or on the job.

### TWO WEEKS BEFORE TEST DATE

You will need to increase practice time to two hours or more each day.

- Use new 180 WPM Q&A material.
- Once you achieve less than 15 errors, push to 200 WPM; review your realtime translation, and write the outlines you misstroked 20 times. Keep repeating these steps.
- Ensure proper punctuation is inserted throughout.
- At the end of each dictation, write any 160 for five minutes for near perfect translation and punctuation.