



SIYAPHAMBILI  
EDITORS

TRANSCRIPTION SERVICES PROFILE 2022



## Who We Are

Siyaphambili Editors is a wordsmith company that prides itself with providing high quality works. We specialise in writing, editing, proofreading and transcription works. Over the past four years, we have accumulated extensive transcription experience in different transcription categories. The value of a high quality, accurate transcript cannot be emphasised enough. Why transcription works? These are the reasons why our team took on this much needed service to provide to clients:

- We are passionate about words, their meaning and the impact these words have on the next person. Our slogan *Words Are Powerful Connectors* speaks to our passion for words and how they are a powerful connector between initiator and recipient, and how these connections can cement a life-long relationship between those to whom the words are a binding connector.
- High quality output is our elixir. We value excellence. One way to embody excellence is through quality. It makes all the difference. We wanted to be the wordsmith company that makes all the difference in our clients' lives through our work.
- Research is our forte. Transcription works require dedicated persons to have the enthusiasm to research and search for words uttered in a transcript but are not familiar with. It happens that speakers will utter foreign words. It is the responsibility of the transcriber to get the right word and the correct context. For instance, speakers will utter towns of a different country that the transcriber may not be familiar with. The transcriber is responsible for accurately interpreting this so as to present the final transcript to client as accurately as possible.
- We have a high accuracy rate of between 95 - 98% final output (with the 2 -5% being any interruptions, inaudible parts of audio and other background noises).
- We have an energetic spirit and desire to create amazing final works; aesthetically pleasing and formally presented.



## Our Pen-Driven Values

This is what we stand for:

**Transforming** – *Making an impact in your life and transforming mind-sets through our works.*

**Pushing the envelope** – *Pushing the envelope for us entails charting uncharted territory and as such finding new ways to make your life more convenient, more efficient, more effective and ultimately more pleasant.*

**Value** – *We purport to provide services of value to you so that you are proud of the work you put out to the world. Your words are your voice. Our aim is to get you to say those words with a powerful voice that will make an impact in the lives of those you influence. Our value is derived from wanting the best for you. Always first, never last.*

**Warmth** – *We value warmth and interactions to the highest degree. We believe that through interactions that are people-centric, we can create an environment that promotes warmth and fosters good relations that are not merely about our services, but those that aim to build.*

**Passion** – *This is a passion we have for people, a passion for words and a passion for life. Passion realised is passion fulfilled. We strongly believe in putting passion in every endeavour. Our ultimate goal is for our passion to show through our work. We are passionate about your work as you are about yours.*

Transforming| Pushing the Envelope |Value| Warmth| Passion



## Types of Transcription Works/ Categories

The following types of transcription categories are typically requested by clients:

- Interview Sessions (1-on-1)
- Focus Groups
- Disciplinary Hearings, Labour Cases & Court Sessions
- Board Meetings and Annual General Meetings (AGMs)

### 1. Interview Sessions (1-on-1)

Interview sessions typically have two speakers; the interviewer and the interviewee. The types of interviews conducted by clients are broad. One constant theme throughout this type of transcription category is that they are usually conducted for research purposes. As an example, postgraduate students would conduct interviews about a topic they are working on for their dissertation. They get a list of people to interview and gather more information about their thesis by recording audios. Our job at Siyaphambili Editors is to transmute from audio to Microsoft Word.

We have completed more than 200 transcriptions in this category.

### 2. Focus Groups

Focus Groups are sessions that involve more than two speakers who are interested in discussing a certain topic with the aim of reaching a resolution. The speakers range from two to 8 speakers (typically). These types of recordings are usually corporate employees or institution employees who conduct a meeting to discuss a certain topic and how this topic is to be resolved.

We have completed a minimum of 30 transcripts in this category.



### **3. Disciplinary Hearings, Labour Cases & Court Sessions**

This category is for dispute resolution purposes. Recordings are done with the aim to lay out the charges to a dispute and find a resolution for said dispute. The setting for the recorded audio could range from court, boardrooms of internal corporate offices and other buildings. There are typically more than two speakers in this type of recording. The number can range from two to ten speakers per audio session.

To-date, we have transcribed more than 20 audios for this category.

### **4. Board Meetings and Annual General Meetings (AGMs)**

Board meetings and Annual General Meetings are typically conducted by corporate entities in an internal corporate environment with the aim of discussing company issues and the progress of company policies and other mandates as deemed fit for discussion in meetings. Typically, the speakers range from between two and ten per audio session.

To-date we have conducted 10 transcriptions in this category.



## We Have Done Work For:

1. MBA Students (more than 40 transcripts collectively)
2. Law Firms (such as PPM Attorneys)
3. Government Departments
  - Railway Safety Regulator (RSR)
4. Individuals for Focus Group Sessions
5. Various subcontract works
6. Translation and Languages firms (such as Dilicom PM)



## Our Details

To get in touch for transcription works, see the following channels below as avenues for contacting us.

### 1. Email

[Info@siyaphambilieditors.co.za](mailto:Info@siyaphambilieditors.co.za)

[Sakhile@siyaphambilieditors.co.za](mailto:Sakhile@siyaphambilieditors.co.za)

### 2. Website (using the contact form on website):

[www.siyaphambilieditors.co.za](http://www.siyaphambilieditors.co.za)