

*Reducing Redundancy*

*in your*

*Meaning-for-Meaning*

*TypeWell*

*Transcribing*

# *The 4 Simultaneous Steps of M4M Transcribing*

Focused Listening

Understanding



Typing QAC

Planning

Focused Listening

Understanding



**Typing QAC**

**Planning**

***Planning** and **Typing** the Message Need  
Strong Working Memory* <sup>3</sup>

*Two Strategies to  
Improve your  
Working Memory  
Efficiency*



- \* Be alert for redundant word patterns in a person's speech.*
- \* Use reduction strategies to express those ideas more succinctly. <sup>4</sup>*

# *What is a word pattern?*

*A group of words that conveys a cohesive unit of meaning*

*Adjective + noun = wonderful memories*

*Verb phrase = is going to be discussed*

*Descriptive clause = . . . that make people happy*

## *Reduce Redundancy?*

*Jack's past memories haunt him.*

*At what period in time did Goethe live?*

*A person who is ethical is not going to  
falsify credentials.*

*Is there a way that a bull's fertility can  
be tested?*

# *Redundancy Reduced!*

*Jack's ~~past~~ memories haunt him.*

*~~At what period in time~~ When did Goethe live?*

*~~A person who is ethical~~ An ethical person is not going to falsify credentials.*

*~~Is there a way that~~ How can a bull's fertility be tested?*

## ***3 Common Word Patterns to recognize & reduce automatically***

***1. “going to” future tense***

***2. Adjectives + nouns***

***3. Round-about phrases***

***(AKA Circumlocutions)***

## **Pattern #1**

*is/are + going to + verb*  
*(Future progressive)*

***You're going to love this!***

***What is this going to look like?***

**Pattern #1 is/are + going to + verb**

***To Reduce***

***Substitute “will” + verb***

***You'll love this!***

***What will this look like?***

*Pattern 1*

***Future Tense***

***Reduction Practice***

*Click the link above to open the practice pages.*

## *Pattern #2*

*Redundant Adjective + noun*

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*past memories*

*various differences*

*free gift*

*true facts*

*each individual person*

Pattern #2 *Redundant Adj + noun*

*To Reduce*

*Omit the adjective*

~~past~~ memories, ~~various~~ differences

~~free~~ gift, ~~true~~ facts,  
each ~~individual~~ person

## *Pattern 2*

# *Redundant Adj + Noun* *Reduction Practice*

*Click the link above to open the practice pages.*

## *Pattern #2b*

*Adj + redundant category noun*

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*in a calm state*

*in the month of June*

*yellow in color*

*large in size*

**Pattern #2b Adj + redundant category noun**

***To Reduce***

***Omit the category noun***

***~~in a~~ calmly ~~state~~***

***in ~~the month of~~ June***

***yellow ~~in color~~***

*Pattern 2b*

*Adj + Category Noun*  
*Reduction Practice*

*Click the link above to open the practice pages.*

## *Pattern #3*

*Round-about phrases*  
*(AKA Circumlocutions)*

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*at this point in time*  
*all things considered*

**Pattern #3 Round-about phrases (circumlocutions)**

***To Reduce***

***Replace with direct expression,  
or simply omit***

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***at this point in time = now***

*Pattern 3*

***Circumlocution***  
***Reduction Practice***

*Click the link above to open the practice pages.*

*To improve your  
M4M transcribing:*



- \* as you transcribe in real-time, notice when people use the 3 redundant word patterns*
- \* focus on applying 1 reduction strategy each time you transcribe*

# *Reducing your Redundancy*

*Take your “Redundancy Baseline” by reading over a recent transcript and counting all the 3 redundant word patterns you used.*

*As you transcribe in real-time, work to notice quickly when people use the 3 redundant word patterns*

*Push to apply the reducers to the 3 redundant patterns.*

*Recheck your transcripts every few days to track your progress.*

***3 Common Word Patterns  
to recognize & automatically reduce***

***“going to” future tense***

***Adjectives + nouns***

***Round-about phrases (AKA  
Circumlocutions)***

*Reducing Redundancy in your  
Meaning-for-Meaning  
TypeWell Transcribing*

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