

Dictate and Correct

2a

In this session you will learn to:

1. start *NaturallySpeaking* and select your voice file
2. turn the microphone on and off
3. dictate some text
4. use Playback to check dictation
5. correct mis-recognised words
6. understand the difference between correcting dictation and revising text
7. exit the program.

Start NaturallySpeaking - Start the program by double clicking on the [NaturallySpeaking icon](#) on the desktop or clicking on [Start > Programs > Dragon NaturallySpeaking](#). Select **YOUR** voice file from the list shown.

Getting Started - Your teacher will show you how to create a blank document file. You will load this at the start of most sessions. It will have your name in it and space for you to add the date and the Session number. Make sure you use this file and add the date and session number at the start of each session.

Turn the Microphone on and off - When using a speech recognition system, you sometimes have to switch the microphone off quickly, e.g. you may want to ask your teacher a question, or there may be some noise in the room. There are three ways to turn the microphone on and off:

With the mouse - Click on the [microphone icon](#) on the button bar.

With the keyboard - The **+ key** on the numeric keypad (on the right of the keyboard) can be used. If you are using a laptop you might have to use another key.

By voice - The command [Microphone Off](#) can be used to turn the microphone off, but you will have to use the mouse or keyboard to turn it back on again. Use the command [Go to Sleep](#) to temporarily turn the mic off. Say [Wake Up](#) to turn the microphone on again.

Your teacher may control the microphone for you to start with, but try the different methods to see which works best for you.

Turn the Microphone on and off - You are now going to dictate some text. Read the Ten Golden Rules on Dictation. Make sure you are relaxed and comfortable with the microphone in the correct position. Turn the microphone on and dictate the following text:

My name is....(your name) [\[FULL STOP\]](#) [\[NEWLINE\]](#)

Today is... (day of the week) [\[FULL STOP\]](#) [\[NEWLINE\]](#)

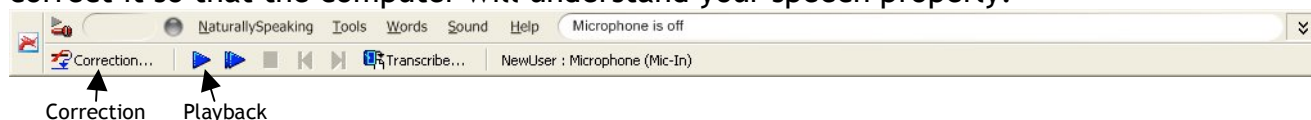
This is the first time that I have spoken to a computer [\[FULL STOP\]](#) [\[NEWLINE\]](#)

Turn off the microphone.

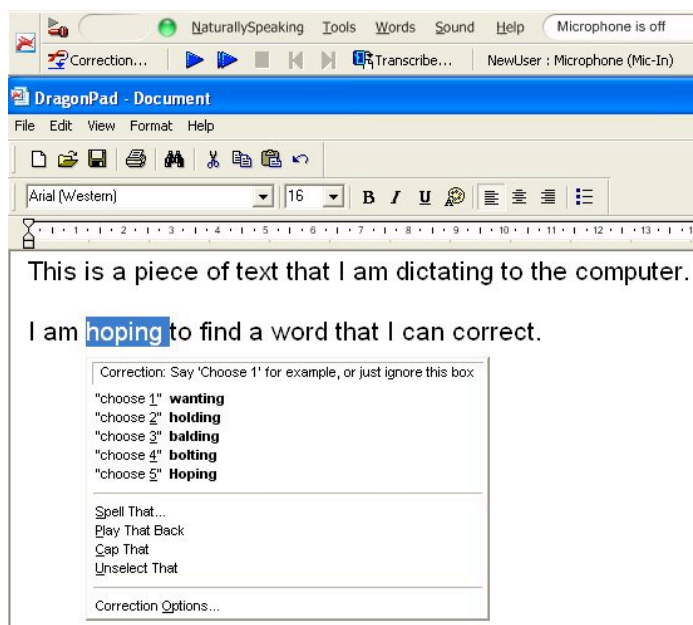
Use Playback to Check your Dictation - Your teacher will review the text you have dictated with you and will show you how to use Playback to check your dictation. You can play back a recording of what you actually said and compare it with the text on screen to check it for accuracy.

1. Use the mouse to highlight a word, phrase or sentence you need to check.
2. Click on the **Playback** button.
3. You can also press **Ctrl-Shift-S** to play back the selection.

Correct Mis-recognised Words - Your teacher will also show you how to correct mis-recognised words. If there are no mis-recognised words in what you have dictated so far, your teacher will ask you to dictate a few more sentences until the computer makes a mistake. The program will sometimes mis-hear what you say and type the wrong word. You must correct it so that the computer will understand your speech properly.



1. Use the **Playback** button to listen to the recording of the dictation, to help you find any mis-recognised words.
2. Double click on the word, or highlight a few words, as shown.
3. Click the **Correction** button on the Toolbar to bring up the Correction Window.
4. If you cannot use the mouse, press the '-' key on the numeric keypad to bring up the Correction Box.
5. See if the word you want is in the list of options. If it is, select it with the mouse or keyboard, by pressing the **ALT** key and the number of the word you want. If the word is not offered, type it in.
6. Click on **Train**. (It is not strictly necessary to train mis-recognised words, but improves initial accuracy. In later sessions you can just correct the word, and not bother training it.)
7. Click **OK** to replace the mistake with the correct word.
8. Save the document (**File > Save**)



Dictate and Correct (cont.) 2b

Hint!

You can correct errors by just clicking once somewhere in the middle of the mistake, and then clicking **Correction**, but this tends to show the complete phrase in the Correction Box, rather than just the wrong word. You may find it easier to fix the mistake by selecting only the wrong word, or words, and then clicking on **Correction**.

When you have corrected the mis-recognised words, turn on the microphone and read the same text again. It should be more accurate the second time.

Major Hint!

It is very important to correct mis-recognised words - if you don't, NaturallySpeaking will probably make the same mistake the next time. Mis-recognitions **MUST** be corrected with the Correction Box - do **not** just type over or delete mistakes with the keyboard as this just changes the text, and does not tell the program that it has made a mistake.

Practice Dictation - Dictate a few paragraphs from a piece of writing that you have previously handwritten or typed. Or, dictate new work using sentence starters, such as “*Last weekend I...*”, “*Next weekend I will...*”, “*My favourite band / team / book / is ...*”. Think about what you want to say and to practise it with the microphone off, before turning the microphone on and starting to dictate. It can also be helpful for you to write the text out by hand before you start to dictate. Talk to your teacher about how you feel about using speech recognition and try to dictate a couple of sentences to describe how you feel. Remember to correct and train any mis-recognised words and to dictate all the punctuation.

Recap - Take some time to dictate what you have learned this session - for example “*I can dictate by speaking clearly....I must always fix mistakes by using the Correction window*”.

Print and save your work again.

If you have time - Open a new blank document, and choose a story from one of the your current school books, or the *Talking to your Computer*, or *Charlie and the Chocolate factory* stories printed at the end of Session 1. Dictate a few sentences and then correct and train mistakes. Dictate as much as you can and then save the document as *MySession2B*.

Exit the program. - Select [NaturallySpeaking > Exit](#). If the session has gone well, click [Yes](#) to save the changes to your voice file.