

In this session you will:

1. dictate numbers
2. use speech recognition for a classwork exercise.

Getting started

1. Put the microphone on
2. Start up *NaturallySpeaking* and select your voice file
3. Say “File” and “Open” and open your blank page file, *MyBlankPage*.

Dictating numbers

Dictate the following text. Use *Go-to-sleep* to switch the mic off after each sentence if you need to practise before dictating, then *Wake-up* to switch the mic back on. When you say the times, run the words together - say “*Nine-a-m*” as one phrase.

A CD costs about fifteen pounds. [Full-stop] [New Line]
My birthday is on January twelfth nineteen sixty two [Full-stop] [New Line]
(or whatever the date is)
Half of five is two point five [Full-stop] [New Line]
A woman won five hundred thousand pounds on television [Full-stop] [New Line]
At the third stroke, the time will be two o'clock [Full-stop] [New Paragraph]
Nine a m [tab key] [tab key] English [New Line]
Nine fifty a m [tab key] [tab key] Maths [New Line]

You'll see that *NaturallySpeaking* formats the numbers correctly. Look at p. 76 in the *NaturallySpeaking User's Guide* for more on dictating numbers.

Use “File” and “Save” to save your file.

Dictating an Exercise

Your teacher will have helped you choose a suitable exercise that you have to complete for one of your classes and will give you a disk with electronic copies of any material that you need.

You will now go through the whole exercise.

1. Start *NaturallySpeaking*
2. Load the exercise
3. Use Speech Output to help you read the text
4. Prepare and dictate your answers to any questions
5. Find and correct any errors
6. Print a copy of the completed exercise
7. Save a copy of the completed file as *MySession9*.

Ask your teacher for any help that you need with the exercise.