

In this session you will:

1. use *ViaVoice* to read a passage and questions, and then dictate answers.

## Getting started

1. Put the microphone on
2. Start up *ViaVoice* and select your voice file

## Load the speech session

Switch the mic on and say "[Computer-Dictate-to-SpeakPad](#)".

Switch the mic off, click [File > Open Session](#) and load the document you dictated last time, about the poster or picture - *MySession5*.

Highlight each sentence in turn, and click [Dictation > Playback](#) to listen to the dictation. Note that you can select [Dictation > Cancel Playback](#) to stop the playback. Your teacher will help you to correct any errors with the Correction Box.

Discuss a few more new sentences about the poster or picture. Switch the mic on so you can dictate some more. Use [Playback](#) and [Begin Reading](#) to listen to what was dictated, and what was actually typed. Then use the Correction Window to fix any errors. Say "[Computer-Print](#)", and after the file has printed, "[Computer-Save](#)", to save the file as *MySession6A*.

Switch the mic off.

## Use text to speech to read and then dictate answers

Look in your speech recognition files, copied from the CALL *Introducing Speech Recognition in Schools* CD and open the *Using Speech Recognition* file.

You can use the [Read That](#) command to read text from the screen.

- Highlight the first sentence and then select [Tools > Begin Reading](#) and the text will be spoken out.
- Or, select the text to be read and press [Alt-D](#) followed by [B](#).
- Put the cursor at the start of the next line and say "[Computer-Begin-Reading](#)". If the computer types something instead of reading the line, say "[Computer-Scratch-That](#)", and try again.

Click on the [Pause](#) button under the agent to pause after each sentence, or the red [Stop](#) button to stop.

If you want to hear a particular word or sentence, highlight it and select [Begin Reading](#) again.

Be careful once you have highlighted some text to read that you don't type or dictate over it and replace it! Put the cursor at the end of the text ready for the next dictation before you switch the microphone on.

Practice using speech output to read back the text and questions on the next page. Now dictate a copy of the text. Save the file as *MySession6*. Move the cursor to the end of each question and dictate your answers. The answers should be in full sentences, such as "*Before you start dictating you should...*", rather than answers of just a few words.

When you finish, print and save the file as *MySession6*.

## Using speech recognition

When you dictate to a computer, you must remember some important things.

- a) Before you start dictating a sentence, think about it in your mind. Make sure the sentence makes sense before you open your mouth. Practise the sentence before you start, if you're not sure about it.
- b) Speak clearly without stuttering or mumbling.
- c) Switch the microphone off after dictating, so the computer doesn't pick up anything you say to friends.

After dictating a few sentences or a paragraph, you **MUST** correct any errors it makes with the Correction Window. If you can't spell the correct word, ask for help. If you don't correct the errors, the program will not learn to recognise your voice.

## Questions

What should you do before you start dictating a sentence?

How should you speak?

What do you do right after dictating?

Why must you correct errors?

## More dictation

If you have time, open a new blank page and do some more dictation about a topic, such as a hobby, or going on holiday. Your teacher may write out or type the sentences first so that you just have to read them out, rather than having to remember the sentence. Print and save the document as *MySession6B*.

**Finish** - Change to the Test User and exit from the program. Remove and store the microphone.