

ViaVoice Session Summary

Session 1 - Train the Program

1. learn how to connect and adjust the microphone
2. learn how to start *IBM ViaVoice* and create / open your voice file
3. train *IBM ViaVoice* to recognise your voice.

Session 2 - Dictate and Correct

1. start ViaVoice 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

Session 3 - Voice Commands

1. use voice commands to control basic functions in SpeakPad
2. use 'Scratch That'

Session 4 - Use 'Begin Reading' to Read Text

1. use computer speech for proof-reading and correcting
2. back up your voice file

Session 5 - Voice Commands, Composing and Dictating

1. move around the text and format with voice
2. control the mouse
3. add a new word to the dictionary
4. plan, compose, dictate and correct text

Session 6 - Reading and Dictating

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

Session 7 - Adapting the Vocabulary

1. analyse documents to teach *ViaVoice* new words
2. use *ViaVoice* to read and complete a comprehension exercise

Session 8 - Dictate a Report		
1.	use speech recognition to plan and write a short report	
2.	correct errors by voice	
Session 9 - Dictate School Work		
1.	dictate numbers	
2.	use speech recognition for a classwork exercise	
Session 10 - Plan Using Speech Recognition		
1.	use speech recognition for another classwork exercise	
2.	discuss and plan how speech recognition will be used for school work from now on	