

# Top Tips - Dictation

## Get Started

Dictation is a powerful tool to use to get thoughts and words into documents. The great thing is that it's built right into Read&Write for Google Chrome and Windows.. Simply click the 'Talk&Type' icon from the toolbar in any doc and start speaking - no teaching or training is required.



## Do More

Dictation will let you not just type but delete, format, add punctuation, select text, add bullet points, capitalise words or even add tables. Anything you can type, you can speak! So ,let's get you started on how to make the most of it. All you have to do is speak!

To start - click the icon on the toolbar. When the microphone is red, it's recording. To pause recording click the large microphone icon, and simply click to start again. As you speak, the words will be typed out in the document.

To do more, just say any of the following commands out loud to get the corresponding action:

Punctuation	Select Text to form an action
Full Stop Comma Semi colon Exclamation Point Question Mark	Select [Word Or Phrase] Select All Unselect Select None
Layout and Corrections:	Format Text - select it then say:
New Line New Paragraph Delete (Google) Delete that (Windows) Insert bullet	Bold Italicize Italics Underline All Caps [Word Or Phrase] Capitalize [Word Or Phrase]

## Top Tips

Read&Write's Dictation or Talk&Type can be a real game-changer in the classroom, especially for students who have difficulty getting their thoughts onto paper. As teachers, it can be immensely helpful too.



Using dictation can free up working memory so students can totally focus on the task at hand. They're not sidetracked by grammar, sentence structure, spelling or paragraph structure – these can be dealt with after students get their thoughts on paper.

And here's an added benefit for teachers: Typing in your notes about the most recent class, along with ideas or thoughts about the classes to come can be much easier using the same feature.

Use Read&Write to quickly detail “what happened today” in class, what worked, what didn't. Detail any ideas you have to expand upon things that worked and improve the things that didn't work. Later, you can sit down, review the transcribed notes, and organize them in any way that makes them easier to refer back to later, or for others to read.

To help, we've put together our top tips to use with your students to get them talking and writing with dictation:

**Speak like a robot** – Telling students to “speak like a robot” is a fast way to explain how best to use the software, rather than telling them to use clear enunciation with no inflection.

**Use a microphone or headset** – Using a headset with microphone, or even just earbuds with a phone mic attached, helps isolate the speaker's voice so the dictation software can pick it up better. Students will often be keen to use their phone headphones which have a built-in microphone as a more natural item to use than traditional classroom headsets. Laptop microphones can also work well. Let your students decide.

**Quiet areas help** – particularly for students who may be more self-conscious. Background noise now is not an issue as the software will intelligently focus on the voice, not the noise, so it'll work just as well in a classroom.

**Don't shout** - microphones and dictation are super high quality. Students can just speak in a relaxed low volume as if talking to the person beside them.

**Use built-in instructions to save time** – Learn the specific commands that you can use with Read&Write to do things like shift to the next line, set punctuation and more.

**Use a “placeholder” word for difficult-to-recognise words** – At times Read&Write might get the odd word incorrect.. This may be because the word and its pronunciation are different (try an Irish name like Saoirse to see what we mean!). Or, a student may have trouble pronouncing certain words. In that case, substitute a word that's not too common but easy to pronounce in its place (maybe “Oscar”). Later, when editing, find the placeholder word and replace it with the actual word.

**Promote other languages** - Read&Write can support dictation in many different languages (see the list below!). EAL students can use this to dictate in their first language, and those studying modern language subjects can use it to practice pronunciation, oral skills and writing tasks.

**Edit, edit, edit** – Once the speech-to-text session is finished, the student should double-check and correct the text.



## Want to do more?

**Google** User? Check out the Google support document to Insert tables and much more:

<https://support.google.com/docs/answer/4492226>

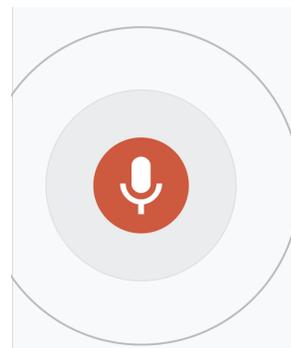
**Microsoft** user? Check out the Microsoft support document for more advanced formatting, punctuation and special characters:

<https://support.microsoft.com/en-us/windows/use-dictation-to-talk-instead-of-type-on-your-pc-fec94565-c4bd-329d-e59a-af033fa5689f>

## Supported Languages:

### Google:

Afrikaans, Amharic, Arabic, Arabic (Algeria), Arabic (Bahrain), Arabic (Egypt), Arabic (Israel), Arabic (Jordan), Arabic (Kuwait), Arabic (Lebanon), Arabic (Morocco), Arabic (Oman), Arabic (Palestine), Arabic (Qatar), Arabic (Saudi Arabia), Arabic (Tunisia), Arabic (United Arab Emirates), Armenian, Azerbaijani, Bahasa Indonesia, Basque, Bengali (Bangladesh), Bengali (India), Bulgarian, Catalan, Chinese (Simplified), Chinese (Traditional), Chinese (Hong Kong), Croatian, Czech, Danish, Dutch, English (Australia), English (Canada), English (Ghana), English (India), English (Ireland), English (Kenya), English (New Zealand), English (Nigeria), English (Philippines), English (South Africa), English (Tanzania), English (UK), English (US), Farsi, Filipino, Finnish, French, Galician, Georgian, German, Greek, Gujarati, Hebrew, Hindi, Hungarian, Icelandic, Italian, Italian (Italy), Italian (Switzerland), Japanese, Javanese, Kannada, Khmer, Korean, Laotian, Latvian, Lithuanian, Malayalam, Malaysian, Marathi, Nepali, Norwegian, Polish, Portuguese (Brazil), Portuguese (Portugal), Romanian, Russian, Slovak, Slovenian, Serbian, Sinhala, Spanish, Spanish (Argentina), Spanish (Bolivia), Spanish (Chile), Spanish (Colombia), Spanish (Costa Rica), Spanish (Ecuador), Spanish (El Salvador), Spanish (Spain), Spanish (US), Spanish (Guatemala), Spanish (Honduras), Spanish (Latin America), Spanish (Mexico), Spanish (Nicaragua), Spanish (Panama), Spanish (Paraguay), Spanish (Peru), Spanish (Puerto Rico), Spanish (Uruguay), Spanish (Venezuela), Sundanese, Swahili (Kenya), Swahili (Tanzania), Swedish, Tamil (India), Tamil (Malaysia), Tamil (Singapore), Tamil (Sri Lanka), Thai, Turkish, Ukrainian, Urdu (India), Urdu (Pakistan), Vietnamese, Zulu



### Microsoft:

Simplified Chinese, English (Australia, Canada, India, United Kingdom), French (France, Canada), German (Germany), Italian (Italy), Portuguese (Brazil), Spanish (Mexico, Spain)