

Speech Recognition Three Week Rotation

Required Materials: Pencil, Headset and Book

Day One – Training the software

_____ Exercise 1 – You will create your profile and follow the software’s instructions to read at least **two to three** of the selections to get the best foundation possible.
The more you train the software, the better it will work for you.

_____ **Worksheet - Day 1:** Training Capsule 8 – Speaking Commands (Page 7)

Make sure to save your profile when exiting.

Day Two – Exercises

Complete the following exercises in your book:

- _____ Ex. 2 Microphone Commands,
- _____ Ex. 3 Show Your Name,
- _____ Ex. 4 Open Menus,
- _____ Ex. 5 Open & Close Commands,
- _____ Ex. 6 Speak Clearly and Delete ALL.

_____ **Worksheet – Day 2:** Training Capsule 11 – Tips to Reduce Breathing Errors (Page 15)

Day Three – Exercises

- _____ Ex. 7 Speak Clearly and Move Around
- _____ Ex. 8 Maximize, Minimize, and Restore
- _____ Ex. 9 Select & Replace Words & Phrases
- _____ Ex. 10 New Paragraph & New Line
- _____ Ex. 11 Essential Punctuation

SKIP 12 & 13

- _____ Ex. 14 Start Programs By Voice
- _____ Ex. 15 Open From The Start Menu
- _____ Ex. 16 Open Full Menus

Day Four – Exercises

- _____ Ex. 17 Select Individual Words
- _____ Ex. 18 Select Phrases
- _____ Ex. 19 Save Your Document
- _____ Ex. 20 Classic Capitalization
- _____ Ex. 21 Natural Capitalization
- _____ Ex. 22 Capitalize & Compound
- _____ Ex. 23 Correct Errors, Level 1
- _____ Ex. 24 Deleting Errors

Day Five – Exercises

- _____ Ex. 25 Fix Errors Level 1
- _____ Ex. 26 Fix More Errors Level 1
- _____ **Worksheet – Day 5:** Training Capsule 25 (Page 37)
- _____ Ex. 27 Correct Errors Level 2
- _____ Ex. 28 Fix More Errors Level 2

SKIP 29

- _____ Ex. 30 Scratch That
- _____ Ex. 31 Undo That
- _____ Ex. 32 Cancel That

Day Six – Exercises

- _____ Ex. 33 Dictate the first two paragraphs of *Immigration To America* from **Page 72 in your keyboarding book**. Enter your name and save as “ImmigrationDictation.” Print *ImmigrationDictation* and staple **after Worksheet – Day 6**.
- _____ Ex. 34 Practice Spelling
- _____ Ex. 35 Spell Phonetically
- _____ **Worksheet – Day 6:** Training Capsule 30 (Pages 48 & 49). Hand in *with ImmigrationDictation*.

Day Seven – Exercises

- _____ Ex. 36 Correct Errors Level 3
- _____ Ex. 37 Deleting Sentences
- _____ Ex. 38 Correct and Save
- _____ Ex. 39 Open, Move to Top & Bottom
- _____ Ex. 40 Move by Paragraph & Close
- _____ Ex. 41 Move by line
- _____ Ex. 42 Insert Titles
- _____ Ex. 43 Cap Titles
- _____ Ex. 44 Read That
- _____ Ex. 45 Print

Day Eight – Exercises

- _____ Ex. 46 Dictation Lesson **Page 74 The New Colossus in keyboarding book**. Read this. Save as “Colossus.”
- _____ Ex. 47 The Results Box
- _____ Ex. 48 Anchor the Results Box
- _____ Ex. 49 Floating Mode

Day Nine – Exercises

- _____ Ex. 50 (any movie review): dictate, proofread, save, print and hand in with Worksheet – Day 9.
- _____ Complete the following in Word, dictate the full sentence with fill-ins, proofread, save and print:

My name is _____. I am a _____(freshman, sophomore.....)

Name: _____

at Fishers High School. FHS is located in Fishers, Indiana. The address for our school is 13000 Promise Road, Fishers, IN 46038. My school is a **2005 NO CHILD LEFT BEHIND NATIONAL BLUE RIBBON SCHOOL OF EXCELLENCE AWARD** winner.

Dictate the following paragraph: Speak clearly in full sentences. Dictate the entire passage without correcting or training words. Don't forget to dictate the punctuation marks!

Speech recognition is better than I had imagined. I can type as fast as I can talk. I know that I must create a profile, adjust my microphone and perform an audio check before I can begin using speech recognition. I can build my speech profile by continuing to dictate and by correcting misrecognized words and adding new words. I can also use speech recognition in other applications.

_____ **Worksheet – Day 9:** Training Capsule 36 (Page 68). Hand in **Worksheet – Day 9** with the “Movie Review” and “My name is” dictation referenced above.

Day Ten – Exercises

- _____ **54** Add Words
- _____ **Ex. 55** Add Names
- _____ **Ex. 56** Spell Your Name
- _____ **Ex. 57** Train a Company Name
- _____ **Ex. 58** Change Font Styles (bold, italicize and underline)
- _____ **Worksheet – Day 10:** Training Capsule 37 (Pages 74 & 75)

Day Eleven – Exercises

- _____ **Ex. 59** Restore that & Select Through, **Ex. 60** Place Bullets
- _____ **Ex. 61** Insert Before & After & Dates, **Ex. 62** Cut and Paste
- _____ **Ex. 63** Align left, Right & Center
- _____ **Ex. 64** Change font and font size
- _____ **Ex. 65** Tab or Tab Key
- _____ **Ex. 66** Double Space Paragraphs
- _____ **Ex. 67** Change Text Colors
- _____ **Ex. 68** Page Up & Down
- _____ ***Print*** and hand in ***Computer Injuries*** (w/ your name).