

# DRAGON NATURALLY SPEAKING TEACHER GUIDE

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## PREVIEW DAY

### **Have students create a new folder in their home directory:**

Double Click on the U: drive (or drive of preferred file location), Make New Folder, *name folder:* DNS Profile (This is where student's will save or export their voice profile)

**Demonstration of software** (10-15 minutes—see sample demonstration)

**Show students how to plug microphone into the CPU sound card--microphone port is red/pink/speaker port is green. (Can use Quick Swap microphone cables or USB headsets)**

### **Explain the purpose of the Speech Recognition unit to students:**

1. Introducing a new technology—speech recognition is being implemented in many areas including new computer's operating systems.
2. Learning a new SKILL—skills take time, practice and proper techniques to develop.
3. Allows them to use another inputting device to get information on the screen faster.
4. Helps practice their reading, writing and communication skills

Don't expect students to be self-motivated. Many are intimidated, don't like talking out loud, and would prefer not to learn something new. Stress that EFFORT, ATTITUDE and TECHNIQUE will be a big part of their unit grade.

## **Day 1**

Have students check to be sure they have a DNS Profile folder in their u: drive. If not, they need to create one. Then have them follow along as you show them how to:

- Open Dragon Naturally Speaking
- Create profile on network (could also use jump drive)...see handout
- Explain and Skip initial Training
- Explain steps for Checking Audio including playing back
- Tools, Options settings for decreasing size of profile...see handout
- Remind students they can use the "+" on the numeric keypad to turn microphone off and on
- Demo opening Microsoft Word and dictating "This is a test, New Line, George Washington was the first president of the United States".
- Have students try same exercise...tell them to expect mistakes and not to worry, this is just an exercise to see how Dragon is working so far. ( Be sure to tell students to give Word time to open and if it won't open by voice it is OK to open by hand)
- Ask students how many got Word to open by voice and had less than 5 errors. Almost all students will raise their hand...This makes them feel successful. Remind them the goal of this unit is to get the Dragon software to learn their unique voices and improve upon their current accuracy daily.

## Day 2

### Review the following together:

- Steps for opening profile
- Checking Audio
- Check Tools, Options settings
- Perform General Training--Talking to your computer or/and Stories Written for Children

### TIPS:

#### **During Audio Check:**

If the students' Audio Quality Check says **PASSED** just have them click next and continue. (Don't be concerned about overall number)

If the students Audio Quality Check says **Sound to high or too low**, just click next and see if it says **PASSED**. As long as they get a passing score they can continue. If Audio Check **FAILED**, have student try again, double check to be sure the microphone is plugged in correctly OR try another microphone.

#### **During Enrollment:**

Remind students to read the enrollment at their own pace. They should not be talking with their microphone on unless reading the enrollment. When they complete the enrollment, they need to click finished/next for the computer to process their profile. If students have trouble with words while reading, you can have them practice the reading from handouts **OR** you can have someone be a "Whisper Coach" with them. (*\*whisper coaching is the process of standing by the student and just telling them softly what to say. The program will not pick up the whisper coaches voice*)

It is important for students to read in their normal speaking voice and to read in phrases or sentences (not one word at a time). If the computer seems to get stuck while reading an enrollment, have the student click back and repeat the phrase or several words. They should try this three times, if this does not move them forward can click "Skip" and continue.

- When students complete the enrollment, have an article for them to read or let them work on keyboarding exercises until all students' profiles are finished.
- Demo Class Practice Exercise One
- Explain Nifty 59 Lessons 1-11
- Be sure students Save Profile--NaturallySpeaking, Save User Profile (If exporting, give handout on Importing and Exporting Profiles)

## Day 3

- Review locating profile, Tuning Microphone (Check Audio)
- Stress Dictation Tips
- Repeat Exercise One for warm up
- Class Exercise Two--Read Paragraph (stress reading without watching screen--don't try to correct errors)
- Play that back and Read that
- Demo (Selecting and Correcting errors on the choose list)
- Nifty 59 Lessons 1-11 (as time permits)

Starting with Day 4 students are more on their own. They immediately open their Dragon Profile and Tune their Microphone and wait for teacher demo. After demo, students work at their own pace. Some will go back and work on previous exercises and all students will spend part of the class period on keyboarding exercises.

#### **Day 4—Correcting Errors**

- Demo Class Exercise--Reading assigned paragraphs from textbook and select correct errors
- Give one minute timing to check accuracy. Students read sample timing using Microsoft Word. Speed is not important...just looking at errors. If more than 10 errors, students should perform additional training otherwise it is optional.
- Nifty 59 (Exercises 17-19)

#### **Day 5—Adding Words**

- Demo Class Exercise--Add Words feature
- Student add and train their own name and a list of other words provided
- (Nifty 59 Exercises 54-57)

#### **Day 6--Capitalization, Symbols, and Numbers**

- Demo Class Exercise—capitalization, symbols and numbers
- Nifty 59 Exercises 101-102

#### **Day 7--Timings and Shortcuts**

- Demo one-minute timings in CheckPro (show how to save)
- Take both voice and keyboarding timings to compare results
- Demo making short cuts Nifty 59 Exercise 103
- (Students take several one minute timings and make shortcuts for the school address, their address, teacher's e-mail address, etc...)

#### **Day 8-9--Review**

- Demo any difficulties class is having
- Dictate assigned sentences, save and print
- Take Timings from Century21Jr. textbook (aprx. 10 to choose from)
- Finish any previous exercises

#### **Day 10--Dragon Quiz**

- Written and Production Quiz--Print best timing

#### **REVIEW**

#### **Chapter 8 in Century21jr Textbook**

Compare Dragon NaturallySpeaking to Microsoft Office Speech or Vista (Overall Speech Recognition Concepts Lessons 67-74)

**Lessons 75-76 in Century21jr textbook (voicing documents in checkpro--need to make 100% correct) 75a dictate a report, 75b letter, 76a paragraph, 76b letter**

*After students complete this unit the class uses Dragon to dictate a variety of documents and learns more voice formatting features.*

## Evaluation of Students

I evaluated the first 10 days by:

- Observing students and giving an effort/attitude grade 10 points per day=100 points
- Assigning points for the completion of class and Nifty 59 Exercises
- Recording accuracy of best three timed writings in CheckPro
- Test results

## Tips

**Remember all students learn at different levels. The more a student just reads or speaks in his/her natural pitch, tone, dialect, fluency the better the software gets.**

- Don't let students give excuses/give up...soft voices, strong accents, poor readers
- Give tips during training scripts—whisper coach, with time you will notice enrollment arrow stopping less and less
- Give something to read at own reading level—use read that and play that back and have student repeat exercises
- Stress positive attitude, highlight successes—look at what it is getting right not wrong.
- May have student start a second profile after the first 5 days to see if this one works better. (You may want to decide if a different language such as SEAsian would be beneficial or maybe the teen vocabulary choice)

## Additional Tips to give students:

- Check your audio daily and any time accuracy seems to be lower
- Keep hands away from mouth and leave headset in same position (don't mumble)
- Find and use your natural voice level and speed-- Don't talk too fast (Reading one word at a time or "yelling" won't help either)
- Don't watch your screen
- Pause at the end of sentences
- If reading something from a page, use your finger to guide you along your reading
- Do your best at pronouncing words you don't recognize--don't try to sound words out—just say what you think it is (corrections can be made later)
- Don't try to correct as you dictate—dictate the entire paragraph, section, or page and then go back and edit
- Use the "Play that Back" and "Read That" commands to help you proofread
- Take time to train words and phrases.
- Be patient and always keep a positive attitude.