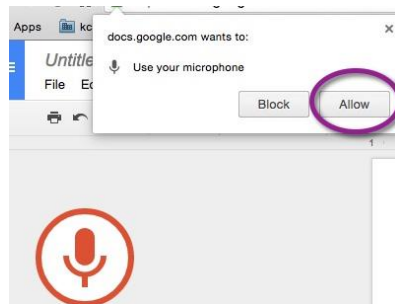
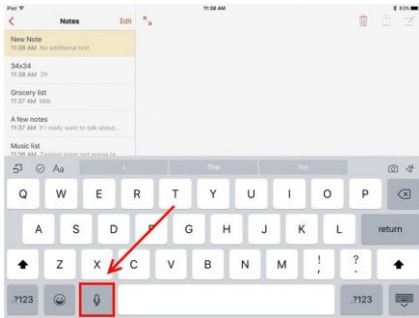


# My Speech Dictation Checklist

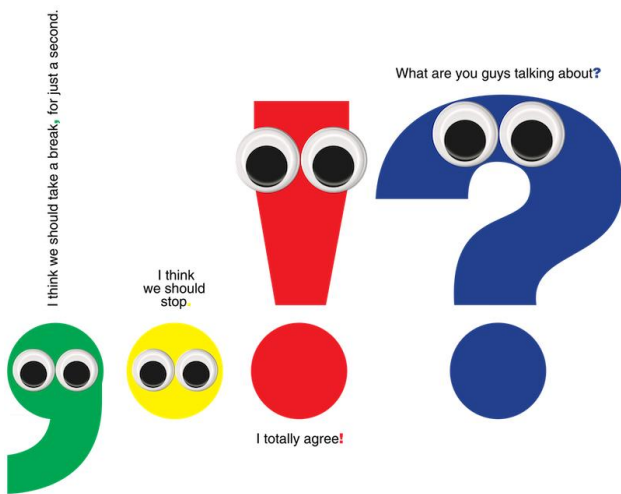


Before you begin, **THINK** about what you plan to say. **PRACTICE** saying it **SLOWLY** and **CLEARLY**.



Push the microphone button and **PAUSE** before you begin speaking. Let the microphone have time to start working.

Speak a whole sentence at a time. **Don't** wait for each word to show up on the screen.



PUNCTUATION PEOPLE

## Punctuation . ! ? ,

Remember you can use your voice commands to add punctuation by saying:  
. Period

, comma

! exclamation point

? question mark

## **EDIT**

Check your work for:

Υ Correct words

Υ Capital letter and punctuation

Υ Spelling