

# Speech Recognition Reference Guide

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## Dictation tips

Position the microphone slightly to the side of your mouth, don't over-articulate or talk louder or slower if recognition of some words is poor. Test the sound each day.

- Speak in a natural manner
- Dictate the text at a normal voice volume
- Dictate punctuation marks such as full stops and commas
- Ensure as little background noise as possible
- Structure your sentences logically
- Decide what you want to dictate in advance
- Try not to include too many 'umms', avoid hesitations and long pauses
- Do not forget to pause the recording if you do not want to record something
- Use an external microphone for the best recognition results
- Auto-Texts help to create text that you regularly use faster
- If you have a cold try to speak as clearly as you can
- There is no need to dictate superfluous text (i.e. this is the end of the report)
- Always keep the microphone at the same distance (about 10 cm) when dictating.

*Audio and text have to be synchronised at all times.*

### EDIT DICTATED TEXT:

Do you want to edit (a selection of) the text?

- Select the section of text you want to edit, put the SpeechMike in record mode and continue dictating. The selected section is 're-recorded and edited'. Text and sound are automatically erased
- Important! Do not remove the selected text first with the <Delete> button.

### EDIT RECOGNISED TEXT:

- Correct the wrongly recognised text by using the keyboard
- Important! Only type what you actually dictated
- If you are not sure you have corrected in the right way, replay the dictation. The audio has to match the text.

### DON'T:



- Do not remove any words or phrases that have been dictated with <Delete> or <Backspace>. This way the sound will not be "deleted" which could have a negative effect on your speech profile
- Do not manually add any text that is not dictated
- Do not use the <Enter> key if there is no "new line" or "new paragraph" dictated
- Don't move words or phrases with copy and paste, the sound does not move along with it which can have a negative effect on your speech profile
- Do not place any punctuation marks with the keyboard that are not dictated.

### DO:



Dictate everything you want to appear on screen. This means you also have to dictate the layout and punctuation like "new paragraph", "new line", commas, full stops etc.

### ADDITIONAL TIPS:

- Correct all recognition mistakes (be precise on 'the' and 'a')
- First dictate your text and correct it later to increase efficiency. You will lose valuable time if you dictate and correct every other word or sentence.



## Numbers

Appear onscreen	Say this ...
five	five
12	twelve
34	thirty four
122	(one) hundred (and) twenty two
535	five hundred (and) thirty five
2,211	two thousand two hundred (and) eleven
338,945	three hundred (and) thirty eight thousand nine hundred (and) forty five
241,305,060	two hundred (and) forty one million three hundred (and) five thousand (and) sixty

Appear onscreen	Say this ...
first	first
fifth	fifth
12th	twelfth
56th	fifty sixth

Appear onscreen	Say this ...
3.75	three point seventy five
37.23	thirty seven point twenty three
4.359	four point three five nine



Appear onscreen	Say this ...
$1/2$	one half
$1/3$	one third
$2/3$	two thirds
$1/4$	one quarter
$3/4$	three quarters
$1 \frac{1}{2}$	one and a half
$2 \frac{1}{3}$	two and a third
$7 \frac{2}{3}$	seven and two thirds
$10 \frac{1}{4}$	ten and a quarter

Appear onscreen	Say this ...
+2	plus two
-2.5	minus two point five
-2.5	negative two point five
$\pm 182$	plus (or) minus one hundred eighty two
2+	two plus
2.5-	two point five minus
2.5-	two point five negative
$182 \pm$	one hundred eighty two plus (or) minus
$< 2$	less than two
$> 4$	greater than four
$= 5$	equals five
$3 + 3$	three plus three
$5 > 3$	five greater than three



Appear onscreen	Say this ...
1:5	one to five
1:250	one to two hundred (and) fifty
3:1	three to one

Appear onscreen	Say this ...
4 x 4	four by four
4 x 4	four times four
3 x 4 cm	three by four centimetres
3 x 4 mg	three times four milligrams
5 mm x 3 cm	five millimetres by three centimetres
2.5 x 3 x 4 cm	two point five by three by four centimetres

Appear onscreen	Say this ...
3-4	three to four
150-200	one hundred (and) fifty to two hundred

Appear onscreen	Say this ...
block 2 and 5	block two and five
class 8-9	class eight to nine
grade 9	grade nine
level 4	level four
part 2	part two
pattern 6	pattern six
slice 7-8	slice seven to eight
specimen 3	specimen three
type 5	type five



Appear onscreen	Say this ...
1st birthday	first birthday
2nd centile	second centile
3rd course	third course
4th cycle	fourth cycle
5th day	fifth day
6th degree	sixth degree
5th finger	fifth finger
7th floor	seventh floor
8th grade	eighth grade
9th month	ninth month
1st nerve	first nerve
2nd percentile	second percentile
3rd pregnancy	third pregnancy
4th rib	fourth rib
5th stage	fifth stage
2nd toe	second toe
6th trial	sixth trial
5th week	fifth week
6th year	sixth year

Appear onscreen	Say this ...
022156680215	zero double two one five double six eight zero two one five

Appear onscreen	Say this ...
1)	(new line) number one
19)	(new line) number nineteen



## Date, time & currency

Appear onscreen	Say this ...
4 July 2002	fourth (of) July two thousand two
04/07/2002	fourth (of) seventh two thousand two
04/07/08	(zero) four (slash) (zero) seven (slash) zero eight
04/07	zero four slash zero seven
December 3, 2000	December third two thousand
December 2000	December two thousand
31/12/2005 - 05/01/2006	thirty one (slash) twelve (slash) two thousand five to (zero) five (slash) (zero) one (slash) two thousand six
31/12 - 05/01	thirty one slash twelve to zero five slash zero one
31 December - 5 January	(the) thirty first (of) December to (the) fifth (of) January
December 09 to January 10	December zero nine to January ten
April to May 09	April to May zero nine

Appear onscreen	Say this ...
at 09:45	at nine forty five
03:30 p.m.	three thirty P M
6 o'clock	six o'clock
02:00 a.m.	two A M
0200 hours	zero two hundred hours
10:50-11:30	ten fifty to eleven thirty
12:00-12:50 p.m.	twelve to twelve fifty p.m.
10:50 a.m. - 12:30 p.m.	ten fifty a.m. to twelve thirty p.m.



Appear onscreen	Say this ...
the 70s	the seventies
1960s	nineteen sixties
1980s	nineteen hundred eighties

Appear onscreen	Say this ...
2-day-old	two day old
5-week-old	five week old
3-month-old	three month old
10-year-old	ten year old

Appear onscreen	Say this ...
£ 35.00	pound sterling thirty five
£ 35.29	pound sterling thirty five point twenty nine
£ 10,000.00	pound sterling ten thousand
35.00 £	thirty five pound sterling
35.29 £	thirty five point twenty nine pound sterling
35.29 £	thirty five pound sterling and twenty nine pennies
GBP 35.00	British pound thirty five
35.00 GBP	thirty five British pounds



## Medical terms

Appear onscreen	Say this ...
3 mg	three milligrams
10 mEq	ten milliequivalent
10 $\mu$ mol/L	ten micromole per litre
-5°C	minus five degrees Celsius
5%	five percent

Appear onscreen	Say this ...
Hb 14.2	H B fourteen point two
ALT 195	A L T (one) hundred (and) ninety five
albumin 40	albumin forty
K 4.4	K four point four
CRP 6	C R P six
U&Es	U and Es
T < 0.014	T less than zero point zero one four
SO <sub>2</sub> 93%	S O two ninety three percent
amylase = 157	amylase equals (one) hundred (and) fifty seven

Appear onscreen	Say this ...
a 2-week course	a two week course
2-mm diameter	two millimetre diameter



Appear onscreen	Say this ...
x3	times three
x5-6 daily	times five to six daily
3 times	three times
5-6 times	five to six times

Appear onscreen	Say this ...
7/9	seven out of nine
7/9	seven over nine
6-7/10	six to seven out of ten
6-7/10	six to seven over ten
19/28	nineteen out of twenty eight
19/28	nineteen over twenty eight

Appear onscreen	Say this ...
CTR 140/285	CTR (one) hundred (and) forty over two hundred (and) eighty five
CTR 140:285	CTR (one) hundred (and) forty to two hundred (and) eighty five

Appear onscreen	Say this ...
q.4 h.	Q four H
q.24 h.	Q twenty four hours

Appear onscreen	Say this ...
120/90	(one) hundred (and) twenty over ninety
240/40 mmHg	two hundred (and) forty over forty M M H G
110-120 over 90-80 mmHg	(one) hundred (and) ten to (one) hundred (and) twenty over ninety to eighty millimetres of mercury



Appear onscreen	Say this ...
5-French	five French
#24-French	number twenty four French

Appear onscreen	Say this ...
2-0	two (to) zero
5-0	five (to) zero
11-0	eleven (to) zero

Appear onscreen	Say this ...
Stage I	stage (Roman) one
Stage I-II	stage (Roman) one to (Roman) two
Stage IIa	stage (Roman) two A

Appear onscreen	Say this ...
gravida 2	gravida two
gravida 5, para 4	gravida five (comma) para four
para 2+1	para two plus one
abortus 3	abortus three
TPAL 1-0-1	T P A L one zero one
para 1-2-0-1	para one two zero one

Appear onscreen	Say this ...
Apgars 8 at 1 and 9 at 5 minutes	Apgars eight at one and nine at five minutes
Apgar scores were 8 at 1 minute and 9 at 5 minutes	Apgar scores were eight at one minute and nine at five minutes



Appear onscreen	Say this ...
T12	T twelve
L3/L4	L three four
L3/L4	L three L four
L3/L4	L three (forward) slash L four
C1-C5	C one to C five

Appear onscreen	Say this ...
T12	T twelve
L3/L4	L three four
L3/L4	L three L four
L3/L4	L three (forward) slash L four
C1-C5	C one to C five

Appear onscreen	Say this ...
V1 through V5	V one through V five
V1 through V5	V one through five

Appear onscreen	Say this ...
BI-RADS 5	BI-RADS five
BI-RADS 0	BI-RADS zero

Appear onscreen	Say this ...
T1N0M0	T one N zero M zero
TON1M1	T zero N one M one
TXNX	T X N X
pT4a	P T four A
pT2cN1MX	P T two C N one M X



Appear onscreen	Say this ...
CD121	C D one hundred twenty one
CD73a	C D seventy three A

Appear onscreen	Say this ...
LL1	L L one
UR8	U R eight
LR2	L R two
UL4	U L four

Appear onscreen	Say this ...
Angina ?	angina query sign

## Punctuation marks and special characters

To make this happen	Say this ...
Insert a new line in document	New line
Insert a new paragraph in document	New paragraph / Next paragraph / Paragraph
Insert a tab	Tabulator / Tabulator key / Tab key

Appear onscreen	Say this ...
.	Full-stop / Stop / Period / Dot / Point
!	Exclamation mark / Exclamation point
?	Question mark / Question point / Query sign
,	Comma
:	Colon
;	Semicolon



Appear onscreen	Say this ...
-	Dash / Dash sign
—	En dash / En dash sign
—	Em dash / Em dash sign
--	Double dash / Double dash sign

Appear onscreen	Say this ...
-	Hyphen / To (with numbers)
'	Apostrophe / Apostrophe sign
's	Apostrophe S / Apostrophe S sign
—	Underscore / Underscore sign
`	Back quote / Grave accent
&	And sign / Ampersand / Ampersand sign
/	Slash / Forward slash / Forward stroke
\	Backslash
//	Double slash
~	Tilde / Tilde sign
^	Caret / Caret sign / Circumflex / Circumflex sign
@	At sign / At symbol
...	Dot dot dot / Ellipsis sign
#	Number sign / Hash sign / Sharp sign
%	Percent sign / Percentage sign
‰	Per mille / Per mille sign
°	Degree sign / Degree symbol

Appear onscreen	Say this ...
'	Open single quote(s) / Begin single quote(s)
'	Close single quote(s) / End single quote(s)



Appear onscreen	Say this ...
"	Open quote(s) / Begin quote(s) / Open double quote(s) / Begin double quote(s) / Open inverted comma(s) / Begin inverted comma(s)
"	Close quote(s) / End quote(s) / Close double quote(s) / End double quote(s) / Close inverted comma(s) / End inverted comma(s)
«	Open angle quote(s) / Begin angle quote(s) / Open guillemet(s) / Begin guillemet(s)
»	Close angle quote(s) / End angle quote(s) / Close guillemet(s) / End guillemet(s)

Appear onscreen	Say this ...
(	Bracket(s) / Open bracket(s) / Left bracket(s) / Parenthesis / Open parenthesis / Left parenthesis / Open paren / Left paren
)	Close bracket(s) / Right bracket(s) / Close parenthesis / Right parenthesis / Close paren / Right paren
[	Square bracket(s) / Open square bracket(s) / Left square bracket(s)
]	Close square bracket(s) / Right square bracket(s)
{	Brace(s) / Curly brace(s) / Curly bracket(s) / Open brace(s) / Open curly brace(s) / Open curly bracket(s) / Left brace(s) / Left curly brace(s) / Left curly bracket(s)
}	Close brace(s) / Close curly brace(s) / Close curly bracket(s) / Right brace(s) / Right curly brace(s) / Right curly bracket(s)
◁	Angle bracket(s) / Open angle bracket(s) / Left angle bracket(s)
▷	Close angle bracket(s) / Right angle bracket(s)

Appear onscreen	Say this ...
<	Less than sign
>	Greater than sign
=	Equal sign / Equality sign
+	Plus sign
-	Minus sign



Appear onscreen	Say this ...
±	Plus or minus sign / Plus minus sign
*	Asterisk
×	Multiplication sign / Times sign
÷	Division sign
	Vertical bar / Pipe sign
f	Function sign
μ	Micro sign
¼	Quarter sign
½	Half sign
¾	Three quarters sign
<sup>1</sup>	Superscript one sign
<sup>2</sup>	Superscript two sign
<sup>3</sup>	Superscript three sign

Appear onscreen	Say this ...
€	Euro sign
£	Pound sterling sign / Pound sign
\$	Dollar sign
¢	Cent sign
¥	Yen sign
¤	Currency sign

Appear onscreen	Say this ...
©	Copyright sign
®	Registered sign / Registered trademark sign / Registered symbol / Registered trademark symbol
™	Trademark sign / Trademark symbol



Appear onscreen	Say this ...
¶	Paragraph sign / Paragraph mark
§	Section sign / Sectional symbol
•	Bullet point
†	Dagger sign / Cross sign
‡	Double dagger sign / Double cross sign
ª	Feminine ordinal indicator
º	Masculine ordinal indicator
¡	Inverted exclamation mark / Inverted exclamation point
¿	Inverted question mark / Inverted question point
'	Acute accent
·	Middle dot / Interpunct / Interpoint / Centred dot
¸	Cedilla sign
¨	Umlaut sign
-	Macron sign
	Broken bar sign



## Commands

To make this happen	Say this ...
Insert the literal word for the next command (for example, you can insert the word "comma" instead of the punctuation mark)	Literal <i>word</i>
Insert the numeral form of a number	Numeral <i>number</i>
Don't insert a space before the next word	No space
Capitalize the first letter of the word	Caps <i>word</i>
Capitalize all the letters of the word	All caps <i>word</i>
Make all the letters in the word lowercase	No caps <i>word</i>

## Textblock and navigation commands (Front-end recognition only)

To make this happen	Say this ...
Navigate to the next anchor	next section / next field / next
Navigate to the previous anchor	previous section / previous field / previous
Navigate to an anchor directly	<i>anchor name</i> / go to <i>anchor name</i> / jump to <i>anchor name</i>
Navigate to the beginning of the report	(go to) beginning of report (go to) beginning of document
Navigate to the end of the report	(go to) end of report (go to) end of document
Navigate to the beginning of the line	(go to) beginning of line
Navigate to the end of the line	(go to) end of line
Navigate to the beginning of the section	(go to) beginning of section (go to) beginning of field
Navigate to the end of the section	(go to) end of section / (go to) end of field
Insert a TextBlock	insert <i>TextBlock name</i>



To make this happen	Say this ...
Select dictated text	select <i>text</i>
Resolve ambiguities of select command in case of multiple appearances throughout the report	<i>OK</i> or <i>number</i> to confirm selection <i>Cancel</i> to cancel selection
Delete selected text	delete that