Chapter 8 Speech Recognition Tools

Chapter Objectives

Discuss the Chapter 8 objectives with students:
* Learn how continuous speech recognition software works.
* Prepare a headset.
* Explore the speech user interface.
* Control the dictation and command modes.
* Say voice commands.
* Voice-type with speech software.
* Correct errors.
* Add words and names to a user's dictionary.
* Navigate documents by voice.
* Format documents by voice.

Web Resources

Review the activities for Chapter 8 that are found on the website. Decide whether you wish to have students complete the games and activities.

* Data Files
* Vocabulary Flash Cards
* Beat the Clock, Speech Tools
* *PowerPoint* Reviews
* More Activities
    * Chapter 8 Supplemental Activity, Dictate a Report

Slides

Preview the *PowerPoint* slides for Chapter 8 found on the IRCD. Decide which ones you will use for your presentations and demonstrations.

Assessment

Exam*View* test for Chapter 8

Lesson 62 Up and Running

Lesson Objectives

Discuss the Lesson 62 objectives with students:
* Adjust your microphone.
* Complete the training tutorial.
* Learn about your speech recognition user interface (UI).

Data Files

None

Software Features

- Open *Windows Speech Recognition*
- Work with the *Windows Speech Recognition* tutorial

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary terms from Lesson 62 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

continuous speech recognition (CSR)	Software that allows users to speak normally and input data into a computer by voice
breathing errors	Occurs when the microphone picks up the sound of your breathing, causing extra words to appear randomly on your screen

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 62.
2. Discuss the *About Learning Speech Recognition* and *The Proper Position of Your Headset* sections with students. Have them complete activity *62A Learn: Starting Windows Speech Recognition*.

Lesson 63 Use Your Speech UI and Talk to Your PC

Lesson Objectives

Discuss the Lesson 63 objectives with students:
- Explore the speech user interface (UI).
- Say commands.
- Open and close applications.
- Dictate and delete text.
- Say punctuation.
- Launch commands with SHOW NUMBERS.

Data Files

None

Software Features

The following software features are introduced in Lesson 63:

- Explore the speech user interface
- Speak voice commands
- Open and close applications
- Dictate/delete text
- Use the SHOW NUMBERS command

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary terms from Lesson 63 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

speech user interface (speech UI)	Toolbar that contains important speech tools of *Windows Speech Recognition*
microphone button	Part of the speech UI that turns speech on and off; changes color to signal its status
audio meter	Part of the speech UI that lets you know how loud you are speaking
text feedback area	Part of the speech UI that displays messages on the status of *Windows Speech Recognition*
busy icon	Part of the speech UI that appears to be spinning when *Speech Recognition* is thinking and unavailable

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 63.
2. Discuss the *Memorize the Parts of the Speech UI* and *Say Commands* sections with students. Have students complete activity *63A Learn: Speak Voice Commands*. Then have them complete *63B Practice: Open Word, Start Talking, and Delete All*.
3. Discuss the *Showing and Canceling Numbers* section with students. Have students complete activity *63C Apply: Use the Show Numbers Command*.

Lesson 64 Creating a Speech User Profile

Lesson Objectives

Discuss the Lesson 64 objectives with students:

- Clearly say what you want to say.
- Correct mistakes properly to improve your recognition accuracy.
- Spell letter by letter.
- Speak paragraph commands.
- Move around a document.
- Delete paragraphs.
- Say numbers, dates, and times.

Data Files

None

Software Features

The following software feature is introduced in Lesson 64:

- Correct mistakes with voice command
- Navigate a document with voice command
- Speak paragraph commands and delete paragraphs

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary term from Lesson 63 and its definition is listed below. Explain the meaning of this term to students as you discuss the appropriate sections of the lesson.

enunciation	The art of speaking clearly

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 64.
2. Discuss the *Clearly Say What You Want to Say* section with students. Have students complete activity *64A Practice: Warm Up Your Speaking Voice*.
3. Discuss with students the sections *Correcting Mistakes the Proper Way; Level 1 Correction: Pick the Number from the Alternates Panel; Level 2 Correction: Say It Again and Pick the Number; Level 3 Correction: Spell It!;* and *Spelling*. Then have students complete activity *64B Practice: Say Commas and Correct Errors*.
4. Discuss the *Practice Making Corrections* section with students. Have students complete activity *64C Apply: Fix More Errors*.
5. Discuss the *Moving Around and Deleting* section with students. Have students complete activity *64D Practice: Moving Around a Document and Deleting Paragraphs*.

6. Discuss the *Numbers, Dates, and Times* section with students. Have students complete activity *64E Practice: Saying Numbers*.

Lesson 65 Voice-Writing Skills

Lesson Objectives
Discuss the Lesson 65 objectives with students:
*   Undo errors.
*   Voice-save and open documents.
*   Place bullets in a list.
*   Insert, edit, and substitute words.
*   Evaluate your accuracy.
*   Change case and practice capitalization.
*   Add unique words, names, and phrases to the dictionary.
*   Dictate essays and reports.
*   Compose with your voice.

Data Files
None

Software Features
The following software features are introduced in Lesson 65:

*   Use the UNDO command
*   Use the BULLETS command
*   Use the GO TO and GO AFTER commands
*   Use the UPPERCASE and LOWERCASE commands
*   Add words to a speech user dictionary
*   Dictate documents using voice commands
*   Format documents using voice commands

Document Formats
No document formats are taught in this lesson.

Vocabulary Terms
No vocabulary terms are introduced in this lesson.

Teaching Strategies
Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 65.

2. Discuss the *The Powerful Undo Command* section with students. Have students complete activity *65A Learn: Using the Undo Command*.

3. Discuss the *Substituting Words* section with students. Have students complete activity *65B Practice: Substituting Words*. Then have them complete activity *65C Practice: Opening by Voice*.

4. Discuss the *Place Bullets in a List* section with students. Have students complete activity *65D Apply: Using the Bullets Command*.

5. Discuss the *Inserting Words into a Document* section with students. Have students complete activity *65E Practice: Inserting Words into a Document*. Then have them complete activity *65F Apply: Evaluating Your Accuracy*.

6. Discuss the *Make Your Case* section with students. Have students complete activity *65G Apply: Change Case*. Then have them complete activity *65H Apply: Capitalization Practice*.

7. Discuss the *Add Unique Words and Phrases to Your Dictionary* section with students. Have students complete activity *65I Practice: Adding Unique Names*.

8. Discuss the *Essays and Reports* section with students. Have students complete activity *65J Apply: Dictate an Essay*.

Chapter Review

Data Files
- *DF C08 Organizations*
- *DF C08 Business*
- *DF C08 Careers*
- *DF 08 Languages*

Vocabulary Terms
The vocabulary term from the *Across the Curriculum* activities and its definition is listed below. Explain the meaning of this word to students as you discuss the appropriate sections.

home-based business	A company that is run primarily from a person's place of residence

Teaching Strategies
Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students complete the *Reviewing What You Have Learned* questions.
2. Have students complete the activity *Dictate a Report*.
3. Have students complete the activity *Keyboarding Skillbuilding*.

4. Discuss the *Academic Connections, Student Organizations: Are They Right for You?* section with students. Have them follow the steps provided to complete the activities. Make the data file needed for this activity available to students. Students are to work in a team. Assign or let students choose teammates. Make the data files needed for this activity available to students. Students need access to the Internet to complete this activity.

5. Discuss the *About Business, Home-Based Businesses* section with students. Have them follow the steps provided to complete the activity. Make the data file needed for this activity available to students. Students are to work in a team. Assign or let students choose teammates.

6. Discuss the *Life Success Builder, Languages and Your Career* section with students. Have students follow the steps provided to complete the activity. Make the data file needed for this activity available to students. Students need access to the Internet to complete this activity.

7. Discuss the *Career Exploration Portfolio* activity with students. Have students follow the steps provided to complete the activity. Students will work with a classmate to complete this activity.