



Punctuate with Microsoft Dictate

Spoken commands:

- “delete” or “remove” – removes the last line spoken
- “new line” – starts a new paragraph/same as pushing **Enter**
- “period” – adds a period (pauses work, too)
- “question mark” – puts a ?
- “colon” – puts a :
- “semi-colon” – puts a ;
- “exclamation mark” – puts a !
- “stop dictation” – stops Dictate

Note: When switching from English to another language, not all commands work.



21st century interviewing using Dictate

What you need

Students in pairs or small groups; one device per student or group that has a microphone (laptop with built in microphone preferred)



Dictate will listen, and obey.

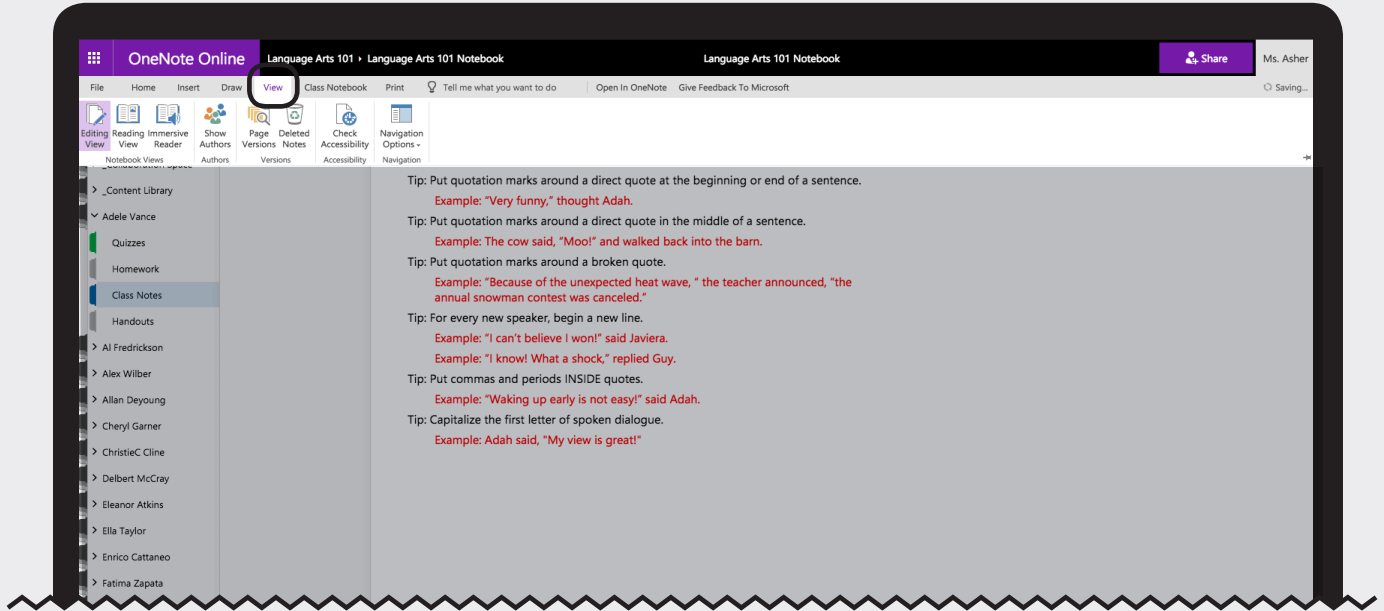
Students interview each other using Dictate as their note taker.

1. Students are in pairs or small groups.
2. One student opens a Word document and starts Dictate.
3. One interviews the other using provided interview questions. Dictate records answers.
4. Stop Dictate after interview is over.
5. Students read over interview together.
6. Students make any edits necessary.
7. Save document.

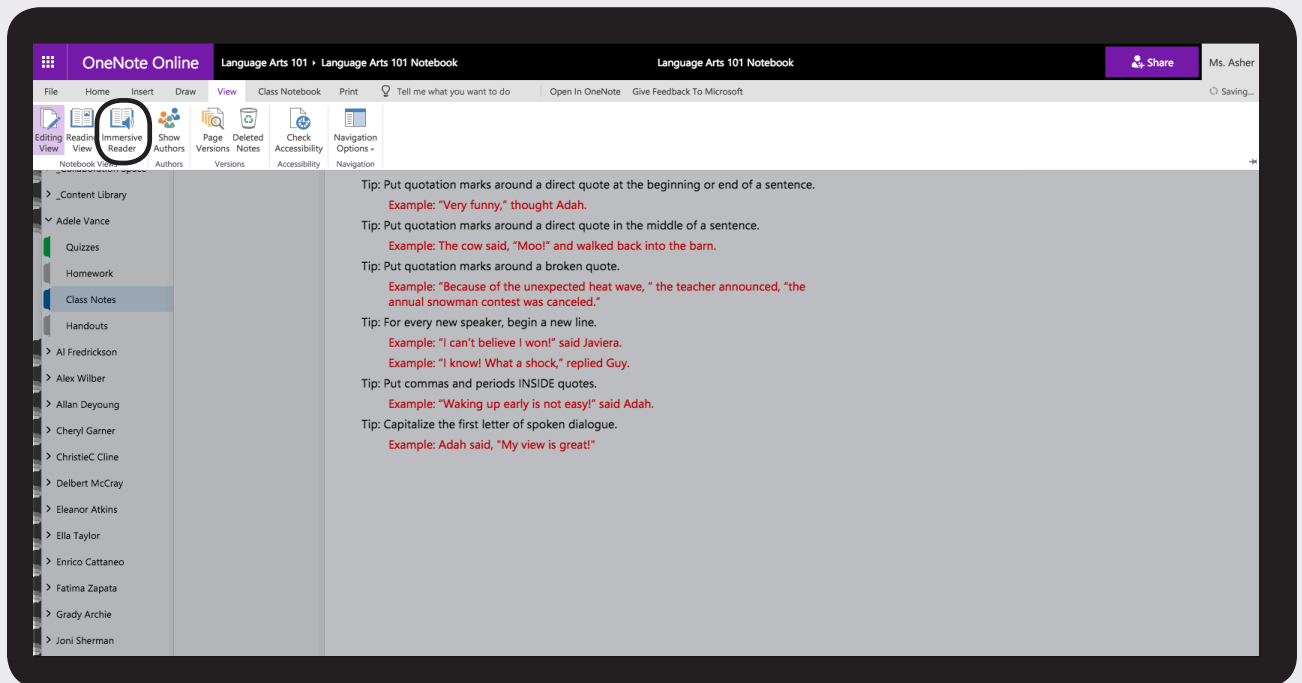


Opening Immersive Reader in OneNote Online

1. Select View tab.

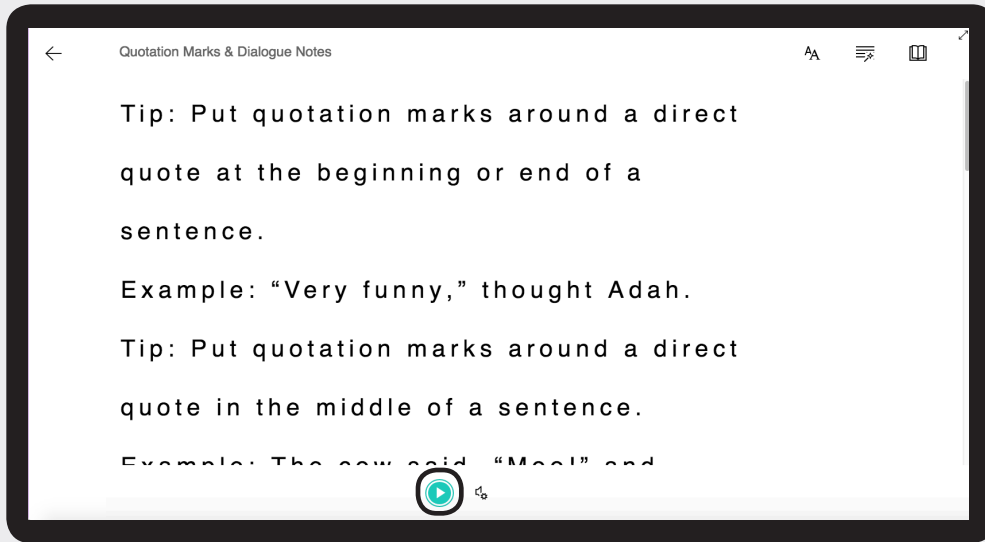


2. Select Immersive Reader button.





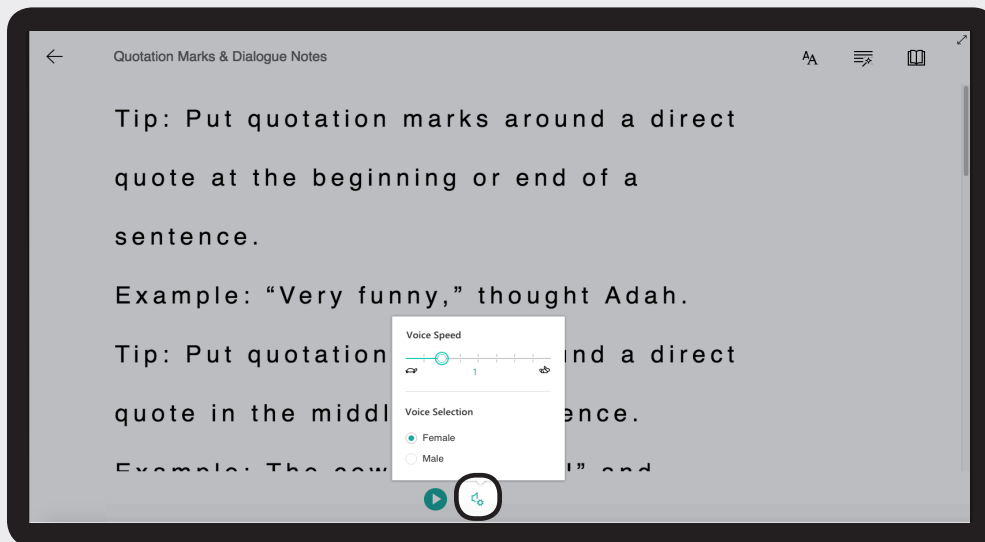
Your text is now enlarged, ready for read-aloud



Press play to hear text read aloud.



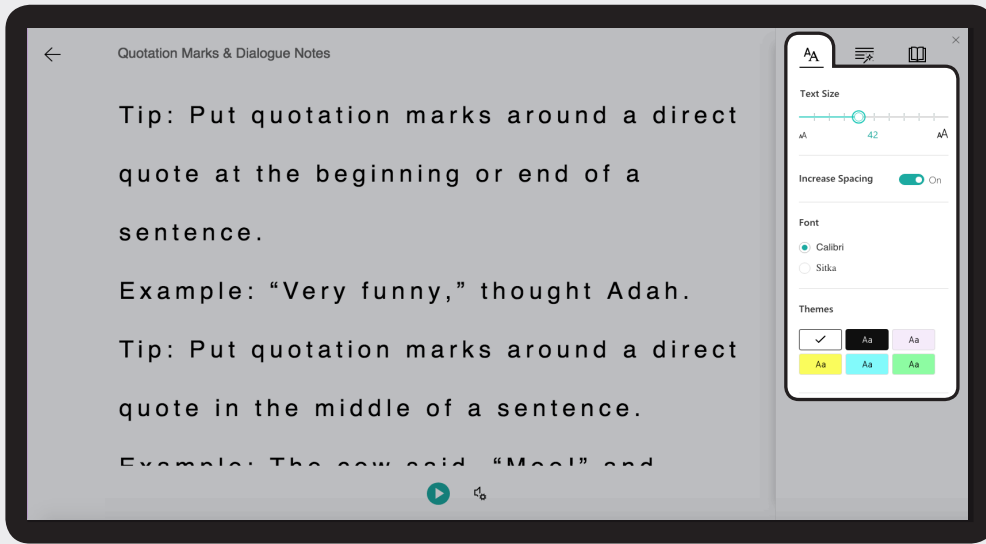
Learning Preferences



Change voice settings to suit your learning preferences.



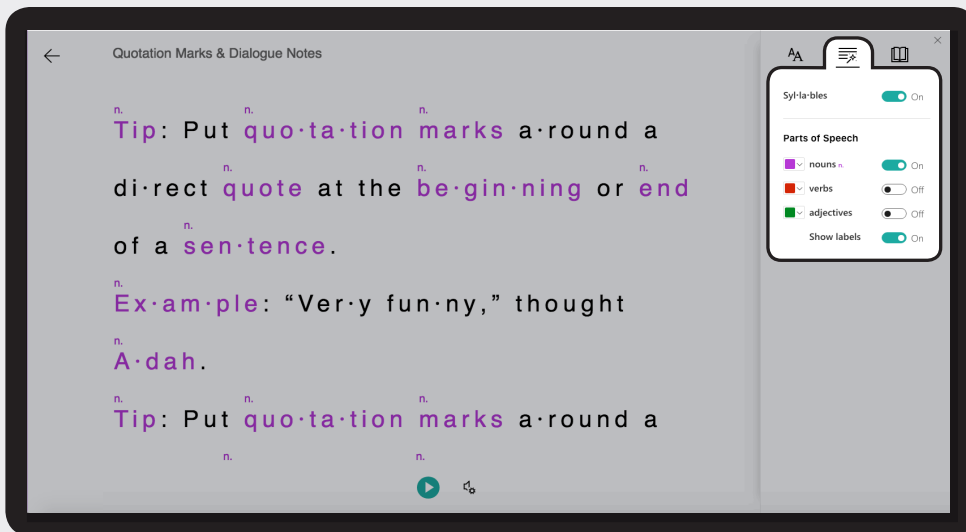
Text Preferences



Change text preferences including spacing and text size.



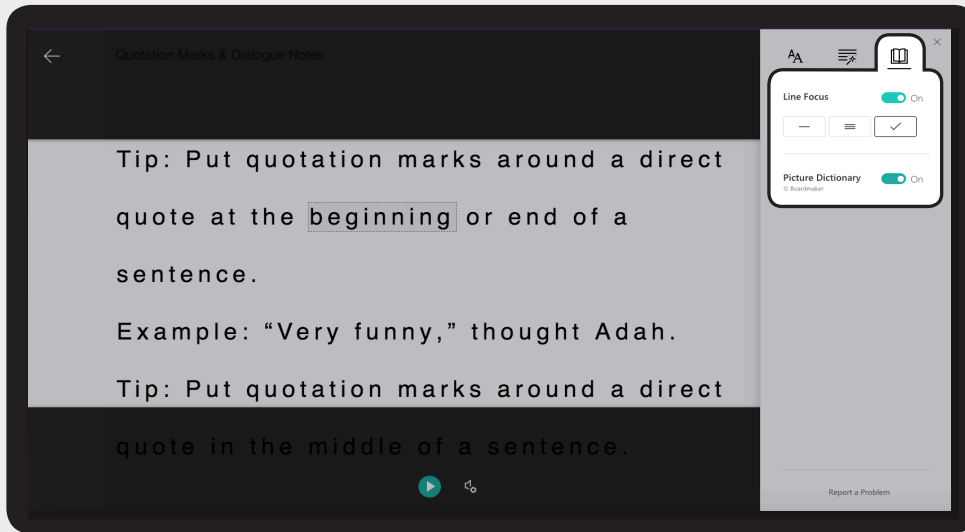
Grammar Options



Toggle the On/Off switches to label parts of speech and break text into syllables.



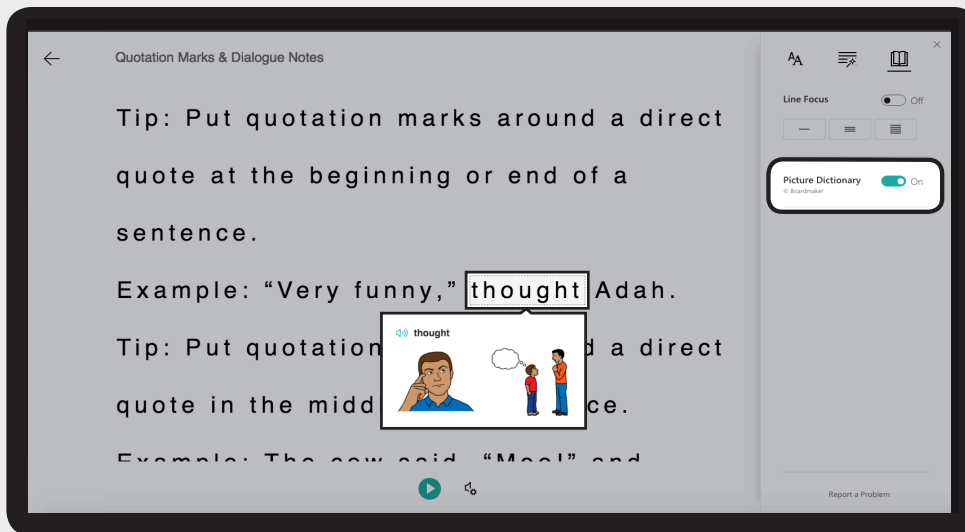
Reading Preferences: Line Focus



Use Line Focus and Picture Dictionary to assist visual focus and comprehension.



Reading Preferences: Picture Dictionary



Select an unfamiliar word to see a picture and hear the word.