

Writing: Dictation



What is it?

Dictation uses speech recognition to convert spoken words into text, helping students with dyslexia, motor impairments, or writing challenges. It allows them to express ideas verbally, enabling full participation in writing tasks and classroom activities.

Why use it?

Dictation provides an alternative for students with dyslexia, motor impairments, or other writing challenges, allowing them to convert speech to text effortlessly. It enhances participation, independence, and confidence while ensuring their ideas are accurately represented. By accommodating diverse needs, dictation fosters an inclusive learning environment and promotes equal opportunities for success.

How to use it?

To use dictation effectively, choose a speech recognition tool like Microsoft Word, Google Docs Voice Typing, or Apple's Dictation. Ensure the microphone works and is well-positioned. Activate the dictation feature, speak clearly at a moderate pace, and enunciate words for accuracy. Review the transcribed text periodically, editing for punctuation and formatting as needed.

Example tools in Bellevue:

Dictation is embedded in many tools we use regularly, such as Microsoft 365 products (Word, Outlook, OneNote, PowerPoint, Teams). It is also offered in Clicker 8 and WordQ.

