TIPS

FOR EFFICIENT DICTATION
1. Why dictate with Philips digital dictation systems?

You can talk 7 times faster than you can write so you can record digitally far more speedily than on paper – then instantly download it to your administrator for transcription. Dictate just 10 letters and you’ll save a whole hour in time.

All of our Philips digital dictation systems offer single-handed operation, plus the option of voice activation. Digital dictation allows instant access to any point on the recording so you can delete speech and insert amendments with real accuracy. The Digital Speech Standard provides for excellent sound quality and the recording can be slowed down or speeded-up without distortion when transcribing.

2. Guidelines for dictation

The following steps will help you and your secretary come to a mutual understanding as you work towards optimizing dictation.

**Etiquette**

Friendliness facilitates the dictation process. You can start by saying “hello” and greeting your secretary by name before dictating your text. You may also want to identify yourself at the beginning of the dictation if you find it necessary. When giving instructions it is especially important to be friendly and polite. In general, it helps to speak in a cheerful and motivating tone of voice. At the end of your dictation remember to thank your secretary.

**Pronunciation and Spelling**

Before you start speaking, it’s a good idea to think of what you want to say to avoid unnecessary “ums” and “ers”. When you want to think of your next sentence just stop the machine again so that your secretary doesn’t have to wait unnecessarily while the cassette runs. If names and addresses are complicated or unclear, simply spell them out. It is also a good practice to say the word before spelling it.

**Document Instructions**

At the start of your dictation define the document type (letter, memo, fax, etc.). Say who it is for and how it should be sent out. Let your secretary know if you want to see a draft beforehand.

**Preparation**

Dictation is easier if you have a good idea of the document’s contents. Organize its structure and gather all other documentation required, such as previous correspondence, tables, etc.

**Frequent Dictation Commands**

When you dictate a text, your instructions should be as clear as possible. Use dictation commands such as “full stop” so that your secretary does not have to come back to you with questions.

Now we want to introduce special techniques for dictating more complex text.
Commands after “STOP”
To indicate treatment of a word that is to be underlined, capitalized or typed in bold print, etc., simply say “stop”, and give the desired command.

Examples:

To cancel the command say: “Stop – end of underline”, “Stop – end of bold type”, etc.

If you have lengthy instructions to give, distinguish them clearly from the dictation text by saying “stop” followed by the instructions. Before continuing the dictation text again, say “Text”.

Spelling alphabet

<table>
<thead>
<tr>
<th>A</th>
<th>Alpha</th>
<th>J</th>
<th>Juliet</th>
<th>S</th>
<th>Sierra</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Bravo</td>
<td>K</td>
<td>Kilo</td>
<td>T</td>
<td>Tango</td>
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<tr>
<td>C</td>
<td>Charlie</td>
<td>L</td>
<td>Lima</td>
<td>U</td>
<td>Uniform</td>
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<td>D</td>
<td>Delta</td>
<td>M</td>
<td>Mike</td>
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<td>Victor</td>
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<td>E</td>
<td>Echo</td>
<td>N</td>
<td>November</td>
<td>W</td>
<td>Whisky</td>
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<tr>
<td>F</td>
<td>Foxtrot</td>
<td>O</td>
<td>Oscar</td>
<td>X</td>
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<td>Golf</td>
<td>P</td>
<td>Papa</td>
<td>Y</td>
<td>Yankee</td>
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<td>Q</td>
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<td>Z</td>
<td>Zulu</td>
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<tr>
<td>I</td>
<td>India</td>
<td>R</td>
<td>Rome</td>
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</tr>
</tbody>
</table>

Commands in sentence (Punctuation)

| Full stop, point | , | Align | ← |
| Comma | , | New page | % |
| Exclamation mark | ! | Open parentheses | ( |
| Question mark | ? | Close parentheses | ) |
| Colon | : | Apostrophe | ’ |
| Semicolon | ; | Quotation marks | “ |
| Paragraph | / | Slash | / |
| New line | / | Indent | ← |
3. Increasing the Flow

Once you are able to express your thoughts with dictation, you are ready for new challenges. You can start by dictating longer texts, such as standard reports. To do this, you may want to use the following method:

- First organize your thoughts and jot down key ideas on paper in a few words or sentences.
- Gather all the reference documents you need for preparing your text.
- Then make a rough outline of the text, indicating the paragraphs of the different subjects to be included. This will act as your guide to help your words flow easier.
- If you have charts or tables, attach them to the dictation.
- Make sure you are able to work without being interrupted by phone calls or colleagues.
- Use different Folders, one for each chapter, for example. You can have each folder typed immediately and use the drafts as reference material for subsequent chapters.
- Take breaks and relax your mind now and then.

4. Discovering New Challenges

Dictation gives you flexibility. It allows you to work when you’re not at your desk and enables you to record your thoughts, ideas or messages when writing is inconvenient. Here are just a few examples of how to use dictation.

- Dictate your thoughts and ideas as they occur wherever you are or whatever you’re doing
- Record your travel experiences
- Note things you want to remember
- Give instructions or leave messages for colleagues
- Receive information from others
- Record meetings, conferences, interviews
- Go through your files and make an inventory
- Dictate minutes of meetings
- Rehearse a speech
Dr. Adam Smart  
30, Advocat Street  
London W.1

Dear Mr. Smart,

thanks for choosing this PHILIPS digital dictation solution. Making dictation fast and easy means bearing a few simple things in mind. First complicated names and words should be spelled out so that secretaries can type them correctly, and punctuation should always be indicated.

Particular attention should also be paid to numbers. This means, for example, saying “one thousand” rather than “thousand”, “zero” rather than “O” or “one eight” rather than “eighteen”. Thinking about what is said before dictation begins is the key to ensuring the smooth flow of words. This eliminates confusing hesitations.

At the beginning of each dictation, the type of document, the recipient and how the document should be sent out need to be specified. Secretaries should be told if a draft is needed beforehand.

Even formatting is quick and easy. Individual words or phrases or entire paragraphs need to be distinguished clearly from the actual dictation text and specific instructions given on how to handle them. **The command also needs to be deactivated after formatting has been applied.**

But technique is not the only key to success. A friendly disposition always helps. A dictation can be started with “hello” and the secretary greeted by name. The speaker may also want to identify himself. Politeness is especially important when dictating instructions. And secretaries will always appreciate a sincere thank you at the end of each dictation.

Because we speak seven times faster than we write, dictation clearly has the potential to increase productivity and efficiency. At Philips, we develop turnkey technology that is easy to use and genuinely accessible. By putting your voice at the heart of our business, we enable you to fully benefit from speech processing products that allow you to simply work smarter.

If you have any more questions about efficient dictation please let us know.

Yours sincerely,
This is Maria Clever. The following is a one-page letter. This is urgent, please give me for signature immediately and send it/

Dr. Adam Smart
30, Advocate Street
London W.1

Dear Mr. Smart /

thanks for choosing this PHILIPS /STOP - spelled Papa Hotel India Lima India Papa Sierra - TEXT/ digital dictation solution /full stop/ Making dictation fast and easy means bearing a few simple things in mind /full stop/ First complicated names and words should be spelled out so that secretaries can type them correctly /comma/ and punctuation should always be indicated /full stop, paragraph/

Particular attention should also be paid to numbers /full stop/ This means /comma/ for example /comma/ saying /quote/ one thousand /end quote/ rather than /quote/ thousand /end quote, comma/ zero rather tan /quote/ O /end quote/ or /quote/ one eight /end quote/ rather than /quote/ eighteen /end quote, full stop/ Thinking about what is said before dictation begins is the key to ensuring the smooth flow of words /full stop/ This eliminates confusing hesitations /full stop, paragraph/

At the beginning of each dictation /comma/ the type of document /comma/ the recipient and how the document should be sent out need to be specified /full stop/ Secretaries should be told if a draft is needed beforehand /full stop, paragraph/

Even formatting is quick and easy /full stop/ Individual words or phrases or entire paragraphs need to be distinguished clearly from the actual dictation text and specific instructions given on how to handle them /full stop/STOP in bold type/ The command also needs to be deactivated after formatting has been applied /STOP end of bold type/full stop, paragraph/

But technique is not the only key to success /full stop/ A friendly disposition always helps /full stop/ A dictation can be started with /quote/ hello /end quote/ and the secretary greeted by name /full stop/ The speaker may also want to identify himself /full stop/ Politeness is especially important when dictating instructions /full stop/ And secretaries will always appreciate a sincere thank you at the end of each dictation /full stop, paragraph/

Because we speak seven times faster than we write /comma/ dictation clearly has the potential to increase productivity and efficiency /full stop/ At Philips /comma/ we develop turn-key technology that is easy to use and genuinely accessible /full stop/ By putting your voice at the heart of our business /comma/ we enable you to fully benefit from speech processing products that allow you to simply work smarter /full stop, paragraph/

If you have any more questions about efficient dictation please let us know /full stop, paragraph/

Yours sincerely /comma/ 
/End of dictation. Thank you/