



## Dictation Top Tips

To get the best from my service, please take a look at the Top Tips below before commencing your dictation. If you have any specific instructions for your dictation please do get in touch with me to discuss beforehand.

Run a quick check to ensure that your dictation software is working properly and your voice is being recorded. If there is background noise that might interfere with your dictation you may want to change location.

- Dictate the type of document that is being created (e.g. letter/memo etc.) and whether a template is required, and if so, advise which one and provide if necessary.
- Speak clearly and announce well.
- Indicate capitalisations, including capitalisation of defined terms.
- Spell any names or unusual words (you may consider doing this at the start of the dictation for frequently used company names or words).
- Dictate punctuation, particularly for new paragraphs.
- You can rewind your dictation to check what has been dictated and delete if necessary – if you instruct the listener to go back and forth through your recording remember that the dictation will take longer to process.
- If you are dictating more than one document be sure to signal the end of the current document and the start of a new one.
- Signal the end of the dictation.