



SHORTHAND/SPEECH CAPTURING

Competitor Instructions

Before the dictation

- fill the forms
- machine shorthand and keyboarding: name your transcript document as SC9999_Draft where 9999 is the personal ID number found from the yellow paper

Dictation

- practice dictation (first official notice in English, then 5 second pause)
- competition dictation (first official notice in English, then 5 second pause)
- 3 second pause between sections
- no audio or video copy of the original dictation allowed
- any repairs to hardware or software devices brought by the competitor must be performed by the competitor himself without disturbing the other competitors.

After the dictation

- machine shorthand, keyboarding and speech capturing: store the transcript document on USB-memory

Transcription

- machine shorthand and keyboarding: name your document as SC9999 where 9999 is the personal ID number found from the yellow paper
- write down the ID on all papers
- write down the beginning time of transcription (the one given by the controller)
- if the competitor has transcribed by computer, the transcription should be stored into a USB-memory
- no phones
- no headphones (except if the used technology requires them)
- no Internet
- the use of a personal dictionary and PC dictionaries with spell checking is allowed (not Internet dictionaries)

Handing out the transcriptions

- give all your papers back with the ID
- the controller should write down the end time of the transcription
- the controller will check your ID card in order to verify your birth date