



SHORTHAND/SPEECH CAPTURING

Instructions for controllers

1 YOUR ROLE

The role of the controller is:

- to follow that the dictation is OK; if there were problems or if some words cannot be heard properly, make your remarks on the control form or a copy of the competition text;
- to follow the dictation time: the dictation will be controlled beforehand, so, there should not be any remarks;
- to mark the start time of the transcription on the control form;
- to sign the control form.

2 MATERIAL

The dictation manager has the white control form for each competition room. It includes information on the competition, like competitor names.

There is

- white controller form where there is information on the room and its competition
- practice and competition text (for Chinese there is also a Latin version of the text)

3 NOTICES

If you have any notices of the dictation or environment, please, write them down. Notices can be that there is some disturbing noise that makes it difficult to hear or the dictation is not good on some spot. The quality of the dictation varies. You don't have to report if the dictation in general is not best quality but if certain word is not properly understandable.

4 ASSISTANCE

If possible, you may help the dictation manager by giving additional relevant information on the competition process and help on evaluating the right volume level of the loudspeakers. The practice dictation may be repeated in order to get the right volume.

5 THANK YOU OF ASSISTANCE

Lunch will be provided for you (see plan – Jury catering – Level 2) and you are invited to the dinner on Tuesday at 18:00 in the Ballroom on Level 0.