MAGIC BAG OF 30 TRANSCRIPTION TRICKS



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https://www.allegistranscription.com/wp-content/uploads/2016/03/lady-headset.jpg http://www.plaqueoff.com/animal/img/_SDC/plaqueoff-page-DOG-LISTENING.jpeg When Just EARS
Aren't Enough!



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1. YOUR EARS AND BRAIN

Your trick of first resort: Listen CAREFULLY, listen CLOSELY, listen AS MANY TIMES AS NECESSARY.



DOES WHAT YOU WROTE MAKE SENSE?



In Michigan, the medal winner there is a good chance to wider touch freeze.

OTHER TRICKS OUT OF YOUR BAG!

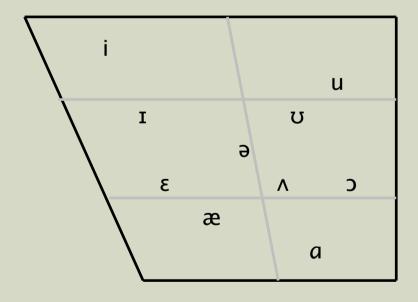


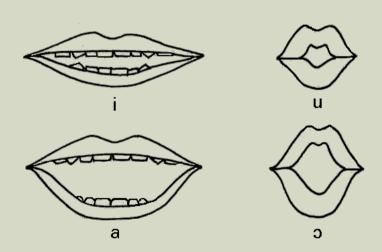
2. VOWELS MATTER!

Your vowels must be CORRECT and PRECISE.

No sloppiness allowed - train yourself every day!







http://clas.mq.edu.au/speech/phonetics/phonetics/vowelartic/lip_posture.gif http://www.rlacortongillingham.com/wp-content/uploads/2015/03/vowels.png

USE MERRIAM-WEBSTER AND THE FREE DICTIONARY!

Listen – Echo – Repeat till it's PERFECT!

If you can SAY it correctly, you'll HEAR it

correctly!





http://www.merriam-webster.com/images/downloadables/search_homepage_google1.jpg http://www.thefreedictionary.com/raid

3. LEARN BASIC PHONICS RULES FOR VOWELS

- Silent "e" and double vowel letters: diphthongs and "long" vowels
- Single/double final or double medial consonant letters: "short" vowels



FIND A WORD WITH PHONICS RULES

You hear ['lirin] quite clearly, but don't know this word. What might it be?

FIND THE BASE WORD

■ Take off the -ing ending from ['Irrin]. You get:

['lɪr]

What rhymes with ['Ir]?

USE RHYME TO FIND PHONIC SPELLINGS

Spellings to try based on RHYMES for ['IIT]:

dear deer here

clear beer mere

fear cheer

near

CHECK DIFFERENT POSSIBLE SPELLINGS

- lear
- **-**leer
- lere

CAPITALS, ARCHAISMS, DIALECT FORMS

You can often rule out:

- Words that start with a capital letter, i.e. proper nouns, i.e. personal and place names, brand and company names
- Archaisms and obsolete words, i.e. very old, outdated and rare words
- Dialect forms

CAPITALIZATION

If all/almost all the dictionaries in OneLook and Google spell your word with a capital letter, it's probably a proper noun and not what you want, e.g.

Bari

Tokay

Debs



LEAR

"Lear" mostly appears in dictionaries and on Google with a CAPITAL LETTER, so it's not a good candidate (it's a company or personal name)

LEER

- "leer" in Merriam Webster:
- to look at someone in an evil or unpleasantly sexual way
- to cast a sidelong glance; especially: to give a leer

This fits well!

LERE

- "lere" is a word, but Merriam-Webster says:
- archaic Scottish: learn It also notes:
- Popularity: Bottom 30% of words

"lere" is an old, rare, Scottish dialect form, so it's an unlikely candidate!

4. IS THE FINAL CONSONANT VOICED OR VOICELESS?

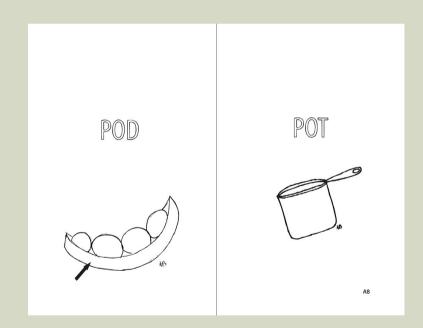
- ■To distinguish voiced vs. voiceless final consonants:
 - 1. Vowel length 母音長度
 - 2. Final voicing (not always clear) 詞尾子音有聲或無聲
 - 3. Listen for the final creak 吱嘎音 as in「我」
 - 4. Lower pitch 音高較低

EXAMPLES OF VOICED VS. VOICELESS FINAL STOPS

cop vs. cob

lit vs. lid

duck vs. dug



DO PRACTICE DICTATIONS

They're challenging! But stick with it and eventually you'll get better at it!

Practice dictations Below are dictations to help train your sensitivity to the sounds of English. Get a pen or pencil and paper ready, connect and put on a headphone set, then right-click on the speaker icon, then click on "Open in new tab" to play the audio file. Write down the words you hear, first in English orthography, then in IPA symbols. Each item will be read twice, and a pause will be left after the second reading. Pause or replay the file if you need more time to think and/or write. Finally, mark the line next to each number to reveal the answers and check your work carefully. Give yourself five points for each correct spelling, another five for each correct IPA transcription. Each item must be completely correct to earn the points; no partial points are given. Add the points for each correct answer together to get a percentage score on the dictation. Above 80 percent is good; aim for 100. Getting below 80 percent on any of the quizzes means you need more practice! The first examples in this series emphasize English vowels and final stops. Here is an example to show how it works: Example: (Mark the area after the speaker icon with your mouse to reveal the answers.) Dictation II. Dictation III. Dictation IV. Dictation V.

http://homepage.ntu.edu.tw/~karchung/phonetics/dictations.htm

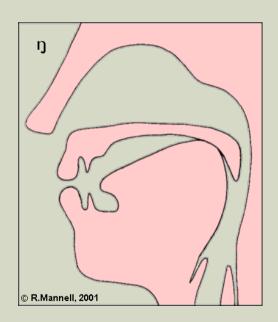
RECOGNITION CAN BE ASYMMETRICAL 不對稱

- One of a pair may be easy to recognize, while with the other you're not sure.
- ■This is also a way to distinguish the two sounds.
- When you're sure, it's "kits", when not, it's "kids"!

5. WORK ON NASAL FINALS

$$/-m$$
, $-n$, $-n$ /

- Practice with minimal pairs if you have trouble distinguishing the following endings:
- ram ran rang
- Tim tin ting
- rum run rung
- Remember that final /-n/
 sounds like the ending of 号;
 /-ŋ/ sounds like the ending of 九



6. SLOW DOWN THE AUDIO

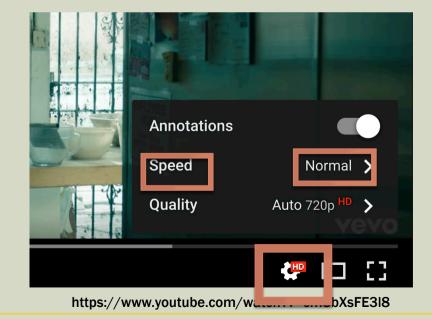
Slowing down the audio can help you hear unclear portions more clearly.

■ YouTube: Click on the gear icon ♠, choose Speed, then Rate.

■ VLC: Click Playback, then Speed, then move the slider.

■ The same function should be available in other playback

software.



7. LEARN REDUCED FORMS OF FUNCTION WORDS: I

Content words:

- nouns, verbs, adjectives, some adverbs
- Usually STRESSED and CLEAR, unless repeated
- Usually the easiest to understand

LEARN REDUCED FORMS OF FUNCTION WORDS: II

Function words:

- Articles (the, a, an)
- Conjunctions (and, but, or, if, though)
- Prepositions (to, at, on, under, about)
- Pronouns (I, me, you, he, him, she, her, it, we)
- Helping verbs (am, is, were, have, has, had, will, can, could)
- Some adverbs (today, yesterday, now, here, there)

LEARN REDUCED FORMS OF FUNCTION WORDS: III

Usually:

- •Unstressed
- Fast
- Reduced
- •Unclear
- Harder to understand

LEARN REDUCED FORMS OF FUNCTION WORDS: IV

Learn to recognize common reductions of function words:

- And
- In
- ■On
- Of
- To

8. PAY ATTENTION TO WORD STRESS!

If the word you wrote has a different STRESS pattern (with the same number of syllables) than what you heard, it's probably not the right word, e.g. Michigan couldn't be maCHINE, saLiva couldn't be SLiver.

However, many words also have one or more syllables with SECONDARY STRESS; sometimes the main stress will move to one of these, e.g.

GOOD AFter*NOON but AFternoon *TEA

9. WATCH FOR COMPOUND NOUN STRESS

If the second of two nouns is not stressed, it may be a COMPOUND NOUN. Knowing this can help you decipher the word, e.g. *BACKpack, *SCHOOLbus.





http://images.sportsdirect.com/images/imgzoom/71/71302703_xxl.jpg http://moparent.com/Websites/moparent/images/School_Bus_Hot_Wheels.jpg

10. LEARN BASIC INTONATION RULES: RULE 1

The three rules of sentence intonation:

- Rule 1: Stress the stressed syllables of all the content words in a sentence (like taxi, run, red; do not stress function words, like in, the, my); and the stressed syllable of the last content word in the sentence, the tonic stress, is pronounced with a high, falling intonation.
 - 1. Who's that *girl?
 - 2. This is a *park.
 - 3. A man is sitting on a *bench.



INTONATION RULES: RULE 2

Rule 2: After a subject has been introduced, any new information is stressed; old information is not stressed.

1. Who's that *girl?
The *tall girl?
No, the *short girl.
Oh, that's *Jane.



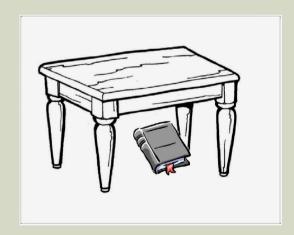
2. This is a *park.
There are trees, flowers, and *birds in the park.

INTONATION RULES: RULE 3

Rule 3: Stress words that contrast information. Any word, including function words, may be stressed for purposes of contrast.

1. Is the book on the *table?
No, it's *under the table.

2. Is that for *Mary?
No, it's *from Mary.



YES-NO QUESTIONS

Yes-no questions usually have a rising intonation:

Are you HUNGRY?
Did I get that RIGHT?
Have you seen PAT?

WH- QUESTIONS

Wh- questions usually have a falling

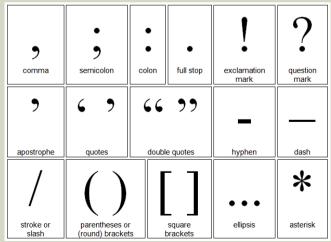
intonation:

What's your NAME?
What's the departure time?
Who is Howard Rourke?
When's Dinner?

PHRASING: LISTEN FOR BREAKS

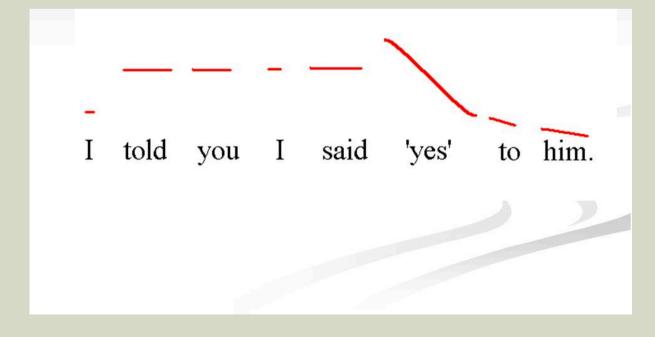
Five places to pause in English:

- After the complete subject
- Before "that" and other clauses
- At most punctuation marks
- Before conjunctions
- Before prepositions



TONIC STRESS

- The last stressed syllable of a compound, phrase or sentence receives
 - *TONIC STRESS.



END OF A SENTENCE: TONIC STRESS + FALL

Listen for SENTENCE-FINAL FALLING INTONATION:

If you are at the end of a SENTENCE or a SEMI-COLON:

- The stressed syllable in a word with tonic stress has a VERY HIGH PITCH;
- The pitch FALLS SHARPLY and doesn't go up again.
- The remaining syllables, if there are any, are read with VERY LOW, EVEN PITCH.

END OF A PHRASE: TONIC STRESS + FALL + GENTLE RISE

Listen for the CONTINUATION RISE:

If you are only at the end of a COMPOUND or PHRASE (and NOT the end of the sentence):

- The last stressed syllable gets a HIGH PITCH.
- The pitch FALLS SHARPLY.
- The pitch now GENTLY RISES over the same syllable, if there are no more syllables in the phrase, or over the remaining syllables, if there are any, to signal that it is not the end of the sentence, and that more is still coming.

11. LISTEN FOR DISCOURSE MARKERS

Discourse markers can help orient you and get you ready for what's coming.

- OK, so...
 A common way to start a story.
- ...right? A way to check and see if our listeners are still following our story.



"Hey,..."

One way of starting a casual conversation out of the blue with someone.

12. THE GRAMMAR MUST BE CORRECT!

Use your knowledge of grammar to check what you've written – it MUST be GRAMMATICAL!

Every seat have hold two people.

I didn't care they punched.

13. CHECKLIST: VERBS, NOUNS, PRONOUNS

- Is the verb intransitive? Make sure it's followed by a preposition, and the right one!
- Does the verb form agree with the subject, i.e. -s for third person singular?
- Is the verb in the right tense? Is it "I heard,"
 - "I've heard" or "I'd heard"?
 - Listen carefully!
- Is the noun countable? Listen for an article and/or a plural marker
- Is the noun uncountable? No -s!
- Do you have the right pronouns?

PRESENT

14. MEET LINGGLE AND NETSPEAK!

Google is great for checking almost anything. But there are also specialized tools for checking collocations, like Linggle and Netspeak.

adj. beach
cultivate n.
v. an/a adj. role
go ?to home
how to v. n.
play det. ~important role/part

Netspeak

One word leads to another.

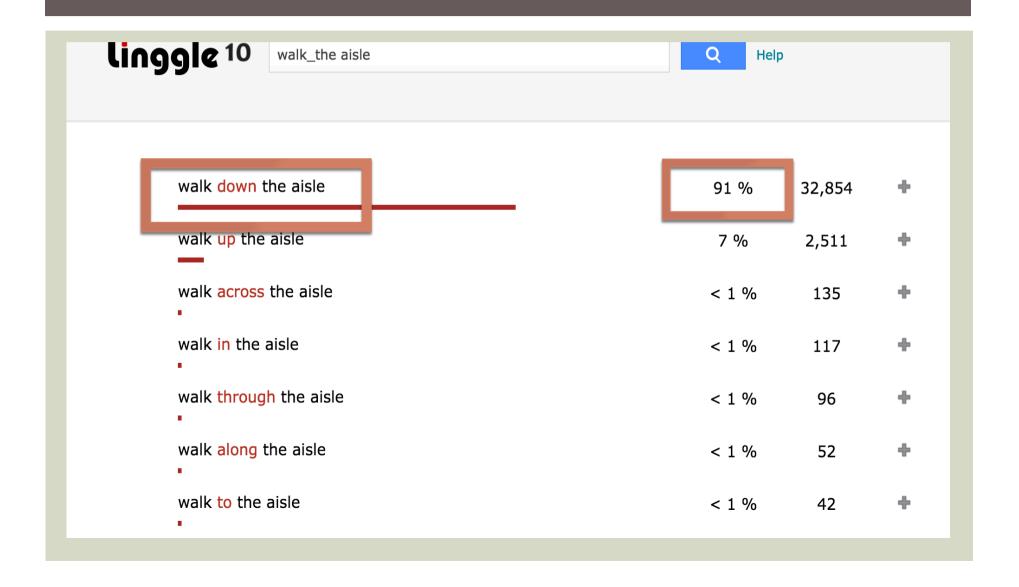
I KEPT WALKING ? THE AISLE.



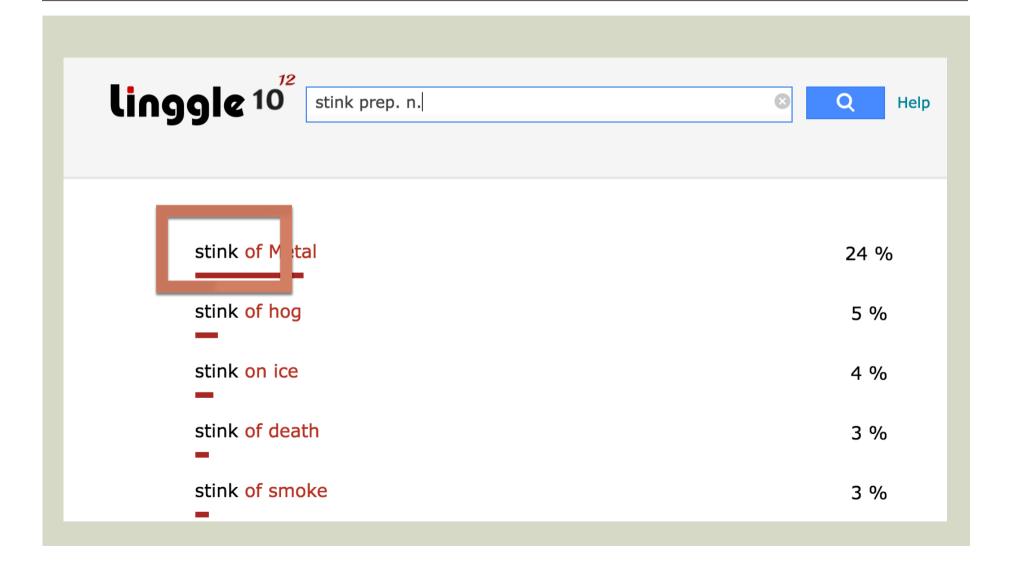
FORMAT FOR LINGGLE SEARCHES

```
search for any word
       ~ Term
                 search for the similar words of Term
   ~ Term #N
                 the top N similar words of Term
        ? Term
                 search for Term optionally
                 match zero or more words
Term1 / Term2
                 with either Term1 or Term2
                 search for word with specific part-of-speech.
part-of-speech
                 v. (verb), n. (noun), adj. (adjective), adv. (adverb) and prep.
                 (preposition), det. (determiner), conj. (conjunction), pron. (pronoun),
                 interj. (interjection)
```

WALK_THE AISLE



STINK PREP. N.



FORMAT FOR NETSPEAK SEARCHES



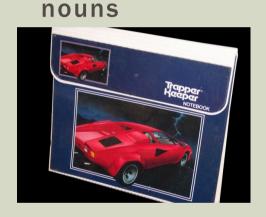
A? OF LAND

| a piece of land | 100,000 24.4% + |
|-------------------|-----------------------|
| a parcel of land | 91,000 22.2% + |
| a tract of land | 70,000 17.2% + |
| a plot of land | 45,000 11.0% + |
| a strip of land | 24,000 6.0% + |
| a lot of land | 18,000 4.6% + |
| a variety of land | 11,000 2.7% + |
| a grant of land | 8,100 2.0% + |
| a portion of land | 7,000 1.7% + |
| a block of land | 6,400 1.6% + |
| a point of land | 6,200 1.5% + |
| a result of land | 5,500 1.4% + |
| a number of land | 5,300 1.3% + |
| a section of land | 5,300 1.3% + |
| a bit of land | 4,900 1.2% + |



IMAGES

■ Check Google IMAGES to know at a glance what unfamiliar objects look like, also commercial brands and other proper



Trapper Keeper



Scooby-Doo (cartoon)



Mobile home

http://images.mentalfloss.com/sites/default/files/styles/insert_main_wide_image/ public/lamborghini-trapper-keeper.jpg http://aarcs.com/mobilehome1.jpg http://static.tvtropes.org/pmwiki/pub/images/new_scoow_doow_7704.png

16. RECOGNIZE SELF-CORRECTIONS!

- "...our commitment to the rule of law; our commitment to human rights..."
- Q: I could swear I heard something between "rule of law" and "our commitment," or is there something wrong with my ears?



- ■YOU CAN EDIT OUT MISTAKES AND HESITATIONS!
- "We have to judge our commitment to the rule of law; [our trad...our] our commitment to human rights can't be measured..."

17. INCONSISTENT TENSES IN STORYTELLING

- If you are listening to a story, the speaker will often use the "historical present," also called the "narrative present" to make listeners feel like they're in the middle of the action
- But in fact it is much more natural and automatic to speak of things in the past with the past tense
- As result, the present and past tenses are often mixed in storytelling
- But.. do NOT use this as an excuse to be sloppy with tenses!
- Note: "He's like..." = "He goes..." = "He says/said..."

THE HISTORICAL PRESENT

Examples:

- I <u>hear</u> you resigned
- In jokes and imaginative writing it gives
 dramatic immediacy: The battle <u>rages</u> all
 around him (dear reader) We <u>see</u> the brave
 Captain Francis Drake <u>standing</u> by the wheel
 with the Spanish Amada <u>burning</u> as he
 continued to attack and <u>destroy</u> the Spanish
 fleet. As the fighting <u>ends</u>.....

18. LINKING CAN HELP YOU!

- You may be able to hear an unclear final consonant of a word at the BEGINNING of the NEXT word if it starts with a vowel
- turn around?
 or: turned around?
- Listen for:
- Tur naround vs.
- Turn daround



19. COUNT THE SYLLABLES!

■ The word you write MUST have the right number of syllables – if it doesn't, it must be a different word!



HOW MANY SYLLABLES?

This trick is VERY useful!

- Present or past tense? If the verb ends with "-t" or "-d," it will have an extra syllable in the regular "-ed" past tense, e.g. start, started; dread, dreaded
- If a word (noun or verb) ends with a sibilant: /s, z, ∫, z, t∫, dz/ and has a final "es" to mark a plural or third-person singular verb, or a possessive "'s", it will have an extra syllable, e.g. rose, roses; choice, choices
- So sometimes you can determine if a word is present or past, singular or plural by counting syllables!

20. TELL YOURSELF A STORY IN CHINESE

- When part of the story is unclear, think carefully about what you DO hear clearly
- Sit back and tell the part you know to yourself as a story IN CHINESE
- Your brain will often AUTOMATICALLY fill in the blank with the right word(s) in Chinese
- Now listen to the passage again, and translate your Chinese story into English!



http://www.naturalawakeningshawaii.com/images/cache/cache_f/cache_0/cache_a/HI_Talking-61c09a0f.jpeg?ver=1472037431&aspectratio=1.4026845637584

THE WORDS WILL COME OUT AUTOMATICALLY!

Example: Every seat

(2 syllables) two people.

■Chinese: 每一個座位

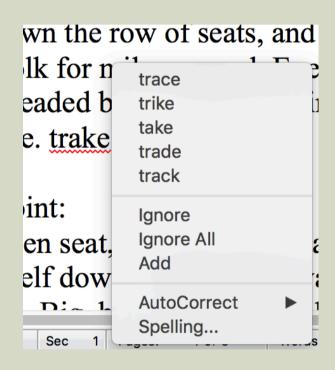
兩個人。



English?

21. RIGHT-CLICK FOR POSSIBILITIES

When you're not sure of a word or how to spell it, or when you see a red, squiggly line, right-click in Word, and it will show you some words that are similar to what you've typed, with the correct spelling!



OneLook and Google will also show a contextual menu of options as you type in your query – don't ignore them! They may be just what you need!

22. USE ONELOOK'S SEARCH TOOLS

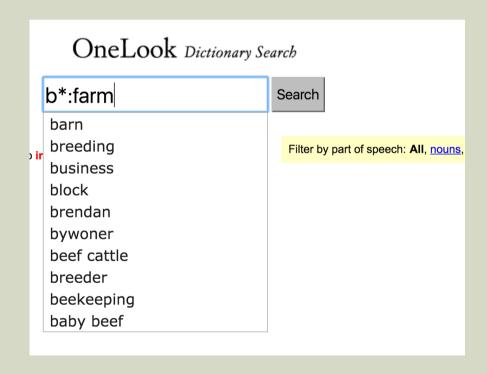
- You can find words with "wildcards":
 - ? stands for one single character 字元
 - * stands for any number of 若干letters/characters
 - # stands for one consonant
 - @ stands for one vowel
 - Use expand:nasa for acronyms
- Make sure you click on "Common words only" to narrow down the choices

FIND RELATED WORDS IN THE ONELOOK REVERSE DICTIONARY

- If you can't hear a word clearly, and you've never learned the word before, what can you do?
- Type in the letters of the sounds you hear, then *: then the topic, e.g.

b*: farm

First match: the target word barn

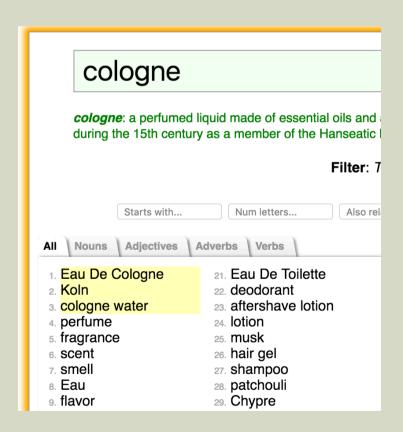


ONELOOK REVERSE DICTIONARY

Use OneLook Thesaurus/Reverse Dictionary filters:

- Synonyms
- Starts with
- Number of letters
- Also related to
- Rhymes with
- Sounds like
- Vowels like
- Number of syllables
- Phrases, e.g. **birds**

http://www.onelook.com/thesaurus/



OR USE A CONVENTIONAL THESAURUS



http://www.thesaurus.com/

OR WORDNET

WordNet Search - 3.1

- WordNet home page - Glossary - Help

Word to search for: yell Search WordNet

Display Options: (Select option to change)

Change

Key: "S:" = Show Synset (semantic) relations, "W:" = Show Word (lexical) relations Display options for sense: (gloss) "an example sentence"

Noun

- <u>S:</u> (n) <u>cry</u>, <u>outcry</u>, <u>call</u>, <u>yell</u>, <u>shout</u>, <u>vociferation</u> (a loud utterance; often in protest or opposition) "the speaker was interrupted by loud cries from the rear of the audience"
- <u>S:</u> (n) <u>cry</u>, **yell** (a loud utterance of emotion (especially when inarticulate)) "a cry of rage"; "a yell of pain"

Verb

- <u>S:</u> (v) <u>shout</u>, <u>shout out</u>, <u>cry</u>, <u>call</u>, <u>yell</u>, <u>scream</u>, <u>holler</u>, <u>hollo</u>, <u>squall</u> (utter a sudden loud cry) "she cried with pain when the doctor inserted the needle"; "I yelled to her from the window but she couldn't hear me"
- <u>S:</u> (v) yell, <u>scream</u> (utter or declare in a very loud voice) "You don't have to yell—I can hear you just fine"

http://wordnetweb.princeton.edu/perl/webwn

23. TRY BOY/GIRL BABY NAME PAGES FOR UNFAMILIAR PERSONAL NAMES

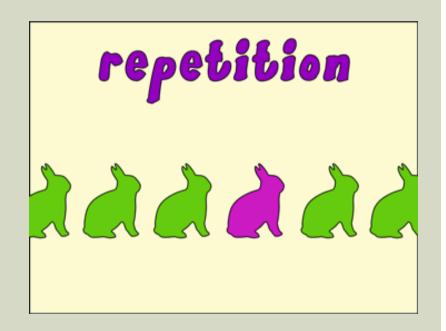
- Girls and Boys are listed separately, usually alphabetically
- On some sites you can do an "Advanced Search," where you can input some of the letters and the number of syllables
- Names will often have an independent intonation, with each name stressed, and tonic accent on the last stress:

CHARles RObert*DARwin



24. LISTEN FOR REPETITION

- Repeated material gives you a second or third chance to hear the same word(s) again
- However, because it is old information, it will often be pronounced very quickly and less clearly the second or third time around. In this case, go back to the first mention to hear it more clearly.



EXAMPLE OF REPETITION

Example: In "Just Mercy":

"...how we treat the rich,
the powerful, and the
privileged. We have to
judge our commitment to
justice, to the rule of law, to
human rights, by not
looking at how we treat the
rich, and the powerful, and
the privileged."



On the second mention, "the privileged" is fast and unclear; it sounds like [prizi] ([z] sounds like 日)

25. USE PARALLELISM AND RHYME

- Parallelism can help you retrieve missing words, e.g. Nobody's RICH, but some of us are really _______?
- Rhymes: Use OneLook or Rhymezone e.g.: It's showing signs of _____ and tear. http://www.rhymezone.com/



26. DROPPED "H-" IN PRONOUNS

The initial /h/ sound is often dropped in unstressed non-initial pronouns, e.g.:

- he = 'e e.g. "Here 'e is!"
- him = 'im e.g. "Give it to 'im!"
- his = 'is e.g. "There's 'is sister!"
- her = 'er e.g. "Look at 'er go!"

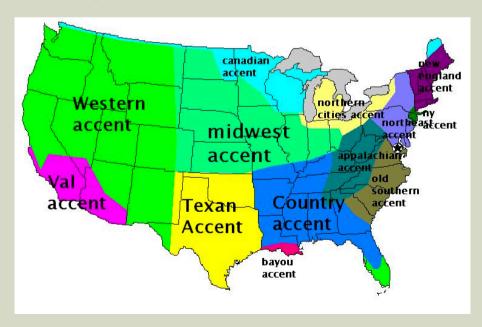
Also:

them = 'em e.g. "Tell 'em the answer!"

27. LEARN COMMON DIALECT EQUIVALENTS

- Learn and get used to some of the main features of Southern and Black US English and other major dialects
- **Examples:**

"I": General American [aɪ] = Southern/Black US English [a] "pen": GA [εη] = S/BE [ɪη]



28. LOGIC, COHERENCE, BACKGROUND

■ Translate the story into Chinese in your head. Does everything fit together and make sense? If anything is at all odd, follow up on it – there may be a misunderstanding.

Make sure you understand something of the background of each story, for example, just how sensitive race relations are

in the US.



COMBINE THESE TRICKS!

You will often need to use more than one of these tricks in the same phrase!

LAST TRICK:

When all else fails...

29. GUESS!!!



30. YOU'RE NOT FINISHED YET!!

Make sure you PROOFREAD your work CAREFULLY while LISTENING to the whole audio file ONCE MORE!

- Is everything spelled correctly?
- Is the grammar correct?
- Does it make sense?
- Is the passage COHERENT?

WHAT CLEVER TRICKS HAVE YOU DISCOVERED?

Please share them with us!



LINKS

Find us on ¶!

Karen on Ivy League Analytical English

https://www.facebook.com/Karen-on-lvy-League-Analytical-

English-234235001756/

師德 articles on pronunciation and grammar:

http://homepage.ntu.edu.tw/~karchung/Karen/ Karen Chung publications.htm#CET

Subscribe to our Email Updates list: http://eepurl.com/505qT

Online Phonetics course:

http://ocw.aca.ntu.edu.tw/ntu-ocw/index.php/ocw/cou/101S102

Practice Dictations:

http://homepage.ntu.edu.tw/~karchung/phonetics/dictations.htm

Mini-conversations with Echo files:

http://homepage.ntu.edu.tw/~karchung/miniconversations/MC.htm