



## My Readback Speedbuilding Software

The My Readback program creates custom speedbuilding classes, like attending live speedbuilding classes, which present dictations based on structured lesson plans. Each 6-minute audio dictation is broken down into six 1-minute audio segments that are repeated five times at varying speeds based on the “lesson plan” you select. The audio segments are presented the same way a teacher presents a live speedbuilding class. My Speedbuilding offers structured dictation, longer practice sessions, old fashioned speedbuilding approach to building speed. If you have a Stenograph USB writer connected to your computer, you can even read back from your steno strokes, not English, during your My Readback practice sessions. Reading steno just like we did in the old days when we read back in class from our paper steno notes.

Don't forget to check out all of the “Training Resources” video content for My Evaluations at: <https://ultimate.ev360es.com/my-readback/>

### Speedbuilding practice using audio from EV360's streaming media server:

1. Click the Audio button on the large button bar. This button will open a pick list of two open options.
2. Select Open Streaming Media Content. The Open Streaming Audio Files dialog box will appear.
3. Click in the Take Type pick list. This pick list will populate with the speedbuilding audio packages that are authorized for your account.
4. Click the Select Goal Speed pick list. This pick list will populate with the available speeds of speedbuilding audio in the selected Take Type.
5. Click the Select Term pick list. This pick list will populate with the available terms of the speedbuilding audio in the selected speed and type.
6. Click the Select Class Name pick list. This pick list will populate with the available audio files based on the options selected in the selected Term, Goal Speed, and Take Type.
7. Click the Select Lesson Plan pick list. Select a lesson plan from the available plans in the Select Lesson Plan pick list.
8. Click Continue. The audio will begin to stream from EV360's media server and the custom speedbuilding class will be created and the user interface will appear.
9. Clicking the Play button will play each individual audio take within the selected section.
10. Clicking the Continuous Play button will play the each audio take from left to right within the selected section.

Please note that all of the content from EV360's media server consists of the master script. As a result, the View Concordance button will provide the user an alphabetized word list of all of the words in the dictation. This word list can also be saved as a single column word list to be imported into a dictionary building program.

Additionally, the Preview Script button will permit you to view the entire script for the dictation. This can be saved or printed so you can practice the content from straight copy.

**Recommendation for how to practice in My Readback:**

1. Before clicking Play or Continuous Play, select the View Concordance button and practice each item in the listing.
2. Highlight any word or number that you hesitate on during your writing of the listing.
3. Use the Steno Lookup on the large button bar to look up any word or number you hesitated on when writing the listing. Make a hesitation journal for all of your hesitation words.
4. Practice the listing several times until you can write from beginning to end with few hesitations.
5. Next, select the Preview Script button and practice the entire script from straight copy.
6. Highlight any word OR phrase that you hesitate on during your writing of the straight copy script.
7. Use the Steno Lookup on the large button bar to look up any word or number you hesitated on when writing the listing. Make a hesitation journal for all of your hesitation words.
8. Practice the listing several times until you can write from beginning to end with few hesitations.
9. Now it's time to click Play or Continuous Play and begin writing the audio dictation for the entire class. Start with section 1 and move from left to right. After you complete section 1, move on to section 2 and write each take. Complete the entire class by writing each section's take from section 1 through section 6.
10. As a warm down, return to the Preview Script and write for control the entire script.