

Creating WORD Documents that Include Phonetic Symbols

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 Technical Session 1056 Time: Thursday, November 20, 2008 Location: CC/W192B
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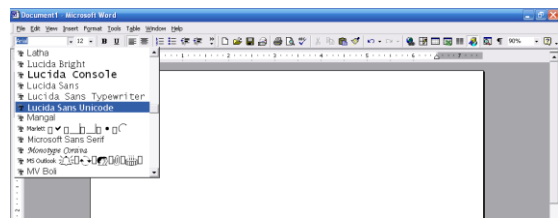
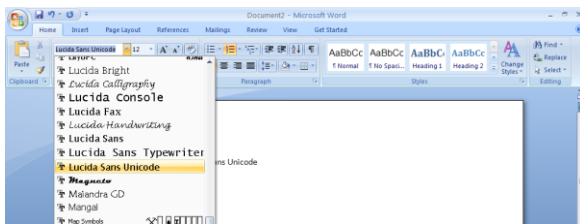
This handout may be found at <http://faculty.ithaca.edu/landersson/>

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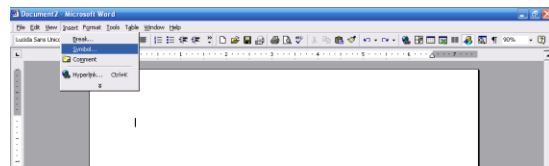
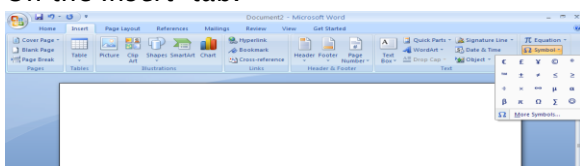
Presentation Abstract: Phonetic symbols are available in Microsoft WORD and can easily be placed in any WORD document. This session provides a step-by-step guide for placing phonetic symbols in documents using broad transcription. Using the correct font allows clinicians to incorporate symbols that are the correct size and that match the font in the remainder of the document. An assignment appropriate for a phonetics course is demonstrated.

Procedure

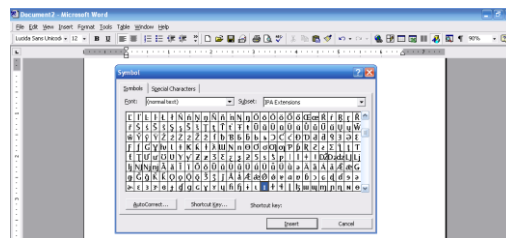
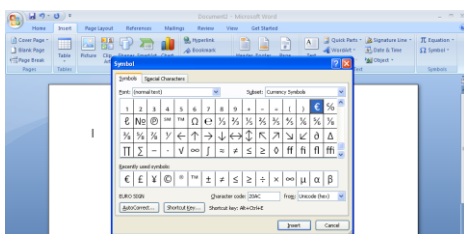
1. Open a WORD document
 2. In the drop-down menu, select font *Lucida Sans Unicode*
- On the *HOME* tab.



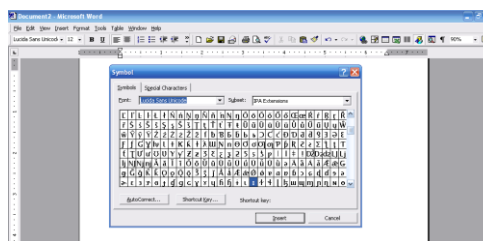
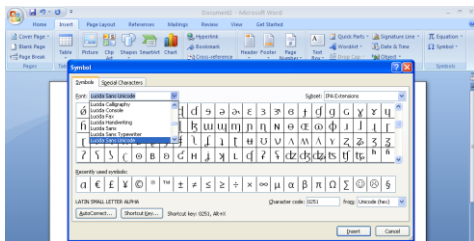
3. Click on *Insert* and select *Symbol*. You may also need to click on *More Symbols*.
- On the *Insert* tab.



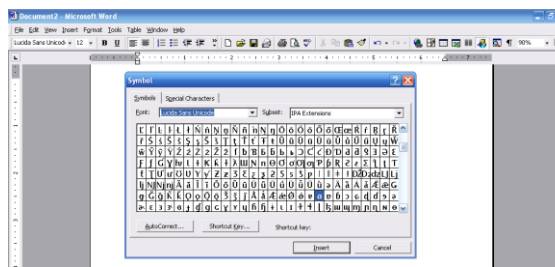
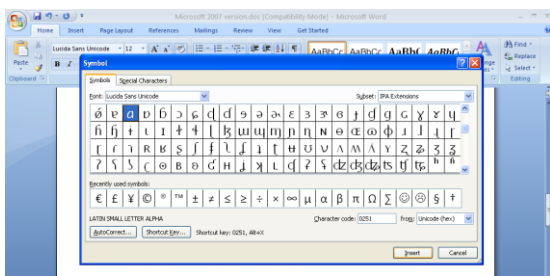
4. There are 2 tabs on the Symbol screen – select the *Symbols* tab.



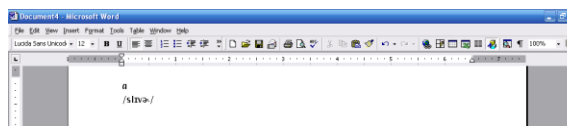
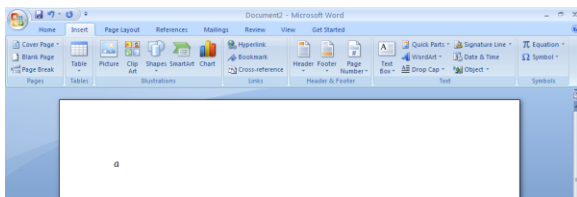
5. After you are in the *Symbols* tab, within the *Font* scroll-down menu, select *Lucida Sans Unicode*. Within the *Subset* scroll-down menu, select *IPA Extensions* – most of the symbols you need are in this subset.



6. Find the symbol you need and click on it.



7. Click on *insert*. This will place the selected symbol in the document where the cursor was. You may insert one or more symbols prior to closing the window.



You may select as many symbols as you want before you close this window but you must click *insert* after each symbol in order for the symbol to appear in the document. After the symbols are in the document you can copy, move, or delete them, just like regular text.

Phonetic Symbol Locations

The following phonetic symbols may be typed as alphabetic letters, they do not need to be inserted.

Consonants: b d f g h k l m n p r s t v w j z

Vowels: a i o u e

Most inserted symbols are found in the IPA Extensions subset but some must be found in the subsets listed below.

IPA Extensions: a ɔ ə æ ε ɜ ɪ ʃ ʊ ʌ ʒ dʒ tʃ (note -/ə/ in this subset is too small, use the symbol found in Latin Extended-B)

Latin - 1 (supplement): æ ð

Latin Extended A - ŋ

Latin Extended B - Ø

The following is an example of a quiz used in an introductory level phonetics class. This quiz is used to assess the student's ability to correctly phonetically transcribe written words AND to create WORD documents that contain inserted phonetic symbols.

Procedure:

In the weeks preceding this assignment the students learned the symbols for all vowels and consonants and practiced written transcription to dictation. In addition to attending classes, all students attended a weekly lab conducted by a teaching assistant.

The instructions for inserting phonetic symbols in WORD documents were provided within the lab. The week following this instruction, the students from each lab met in a room with multiple computers. Each student was **given a hard copy of the quiz** and was required to complete the assignment on a computer. Students sent their completed quizzes to a local printer to provide a hard copy and also emailed their completed quizzes to the teaching assistant as an attachment.

Instructions to the student:

Open a new, blank document in WORD.

Type your name at the top of the page.

Items 1 – 5 Retype the phonetic transcriptions provided.

Items 6 – 11 Phonetically transcribe the words provided.

Write your answers as a numbered list with one word on each line. You do not need to create a table, just a list. For all answers, type only the transcription, not the alphabetic word.

When you are done, print a copy and email a copy to the TA. Give this paper and the paper you printed to the TA.

1	charcoal	tʃɑrkol
2	jealous	dʒeləs
3	ledger	lɛdʒə
4	Rex	rɛks
5	slither	slɪðə
6	bear	
7	core	
8	fear	
9	bank	
10	early	
11	sound	

If you are a faculty member and are interested in participating in a project to create a data base of video clips that provide transcription practice for different dialects spoken in the U.S., please contact me at landersson@ithaca.edu.