



STERLING & STONE TABLET EXTRA

Punctuation Cheat Sheet

15 Minute Dictation by Sean M. Platt and Neeve Silver

Don't be afraid of articulating your punctuation. It isn't different, *it's unfamiliar*.

You just need to rewire your brain.

Consider your keyboard. Aren't there a few things you need to give a little more attention to, like accents on words like *déjà vu*? It's not smart to pause your flow to handle those accents in the draft, even if you're smart enough to get them in there before passing your work to the editor.

Think of dictation the same way. You could spend your time learning the hundreds of available commands, or learn the ones required to move you through the copy.

Here are the only dictation commands I use or care about:

- Period .
- Comma ,
- Exclamation point !
- Question mark ?
- Open quote “
- Close quote ”
- Open parentheses (
- Close parentheses)
- Em-dash —
- Semicolon ;
- Colon :
- Hyphen -
- New line

If you need to learn new commands because your writing style demands it, then certainly do. Most of them are intuitive, and if not a quick Google search will get you exactly what you need.

But don't get lost, and understand that most of your growth will come from time on task and practicing the skill.

Click [here](#) for the full book *15 Minute Dictation*