

Speech Analyzer Needs Assessment

Thank you for registering for the *Speech Analyzer* training course. To help you learn effectively, the instructor wants to understand your expectations of the course and your previous experience with computers. Return this Needs Assessment to the training registrar or course instructor *at least three working days before the course*.

Name _____ Phone _____ Date _____

Address _____

Country of service or research interest _____

Job Title _____ How long? _____

How much have you used a computer at work and at home? _____

What do you want to learn during this course?

Circle your level of *interest in learning* the following skills.

Skill	Low			High	
Open an audio file.	1	2	3	4	5
Get information about an audio file.	1	2	3	4	5
Play, stop, pause, and resume playback of a file.	1	2	3	4	5
Mark a point in time or a portion of audio data.	1	2	3	4	5
Zoom in and out to see more or less detail in time-based graphs.	1	2	3	4	5
Play back a portion at different speeds.	1	2	3	4	5
Automatically repeat playback of a portion with a pause.	1	2	3	4	5
Set the recording level.	1	2	3	4	5
Record an utterance using Speech Analyzer.	1	2	3	4	5
Enter information about an audio file.	1	2	3	4	5

Skill	Low			High	
Save an entire recording or a selected portion as a new audio file.	1	2	3	4	5
Measure the duration of a portion in a time-based graph.	1	2	3	4	5
Get the length of an audio file.	1	2	3	4	5
Measure the intensity at a point in an Intensity graph.	1	2	3	4	5
Measure the fundamental frequency in a Pitch graph.	1	2	3	4	5
Copy measurements to a spreadsheet or word processing program.	1	2	3	4	5
Measure formant frequencies in a Spectrogram graph.	1	2	3	4	5
Measure formant frequencies in a Spectrum graph.	1	2	3	4	5
Select graph types.	1	2	3	4	5
Compare audio data visually.	1	2	3	4	5
Use the Help to answer questions and learn more about Speech Analyzer.	1	2	3	4	5

Are there are other specific skills that you need to learn during the course?

Circle your level of *experience, ability, and confidence* in the following prerequisite skills.

Prerequisite skill	Low			High	
Transcribe audio data.	1	2	3	4	5
Interpret phonetic transcriptions.	1	2	3	4	5
Do phonological analysis.	1	2	3	4	5
Make a good audio recording.	1	2	3	4	5
Connect a microphone to a computer.	1	2	3	4	5
Know basic computer terminology (for example, screen, window, and program).	1	2	3	4	5
Press special keys on a computer keyboard.	1	2	3	4	5
Start and exit programs.	1	2	3	4	5

Prerequisite skill	Low			High	
Maximize, minimize, and close windows.	1	2	3	4	5
Click commands on menus and submenus.	1	2	3	4	5
Click buttons in dialog boxes.	1	2	3	4	5
Point, drag, and double-click the mouse.	1	2	3	4	5
Navigate to a folder in Windows Explorer or a dialog box.	1	2	3	4	5
Right-click in a window, and then click a command on a shortcut menu.	1	2	3	4	5
Click tabs in dialog boxes.	1	2	3	4	5
Select items in lists and drop-down lists in dialog boxes.	1	2	3	4	5
Select and clear check boxes in dialog boxes.	1	2	3	4	5
Click hyperlinks.	1	2	3	4	5

What aspects of using a computer are difficult for you?

Do you have any comments or suggestions for the instructor?