

TIPS FOR TEXT TO SPEECH:

**** Note: Acronyms and short form words should be avoided whenever possible. When in doubt, spell it out. ****

	CORRECT ✓	INCORRECT
Age	<ul style="list-style-type: none"> • 42 to 45 years old • 42 years old • 42 yr old 	<ul style="list-style-type: none"> • 40-45 • 42 yrs old
Height	<ul style="list-style-type: none"> • 5 feet 6 inches • 5 foot 6 • 165cm, 165 centimetres (or centimeters) • 1.2m • 1.2 meters 	<ul style="list-style-type: none"> • 5 ft 6 in • 165 cms (cms is not a unit of measure)
Speed	<ul style="list-style-type: none"> • Kilometres (kilometers) per hour • km per hour • km/h 	<ul style="list-style-type: none"> • KmH • kms/hr • km/hour
Temperature	<ul style="list-style-type: none"> • -30 degrees Fahrenheit • +30 degrees Celsius 	<ul style="list-style-type: none"> • -30 degrees C (F)
Date	<ul style="list-style-type: none"> • MM/DD/YYYY • 02/12/2013 = February 12th, 2013 • 2/12/2013 = February 12th, 2013 	<ul style="list-style-type: none"> • Only recognizes M-D-Y format.
Time	<ul style="list-style-type: none"> • 10:00 AM (PM) • 10:00AM (PM) 	<ul style="list-style-type: none"> • 1800 hours (avoid using the 24 hour clock, recipients may not understand this format.)
Weight	12 lbs (<i>must have a space</i>) 12 pounds 13 kg (<i>plural form does not exist</i>) Weight	12lbs 12 pds 13kgs wt
Directions	<ul style="list-style-type: none"> • North • Northeast • East • Southeast • South • Southwest • West • Northwest 	<ul style="list-style-type: none"> • N • E • S • W
Directions of Travel	<ul style="list-style-type: none"> • Northbound, heading north • Southbound, heading south • Westbound, heading west • Eastbound, heading east 	<ul style="list-style-type: none"> • NB (northbound) • SB (southbound) • WB (westbound) • EB (eastbound)
License Plate	<ul style="list-style-type: none"> • A B C 1 2 3 (<i>must have a space between each character</i>) 	<ul style="list-style-type: none"> • ABC123 • ABC 123

Non alpha numeric	<ul style="list-style-type: none"> • & • % • @ • #1(incl number = “number 1”) 	<ul style="list-style-type: none"> • _(will be pronounced “underscore”)
Addresses	<ul style="list-style-type: none"> • Ensure proper punctuation and capitalization • 14225 142nd Street • 506 2nd Street N • 100 Ave. to 118 Ave. (requires period with Ave.) • “Suite” needs to be spelled out in full • Remember that numbers are spoken out in the tens and hundreds. So 12445 is twelve thousand four hundred forty five. <ul style="list-style-type: none"> ○ Use spaces between such numbers. • Be careful about dual use abbreviations. St. = “Saint” rather than “Street”. 506 2nd St. N becomes “Five Hundred and Six, second Saint N”. Type out the full text to insure proper pronunciation. • Spell out Drive and Highway in full 	
Telephone Numbers	<p>780-980-8758</p> <p>9 1 1 (spaces need to be included in between each number)</p>	<p>7809808758</p> <p>780 980 8758</p> <p>780.980.8758</p> <p>(780)9808758</p> <p>911</p>

Failure to use proper punctuation may result in a word being mispronounced.

*****WHEN IN DOUBT, SPELL IT OUT*****