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## **System requirements**

- IBM PC or compatible (486 DX4 100 MHz minimum, Pentium 120 MHz recommended)
- Microsoft Windows 95
- 8 MB RAM (16 MB recommended)
- 30 MB required on hard drive (105 MB recommended)
- 2x CD-ROM drive (8x drive recommended)
- 16-bit Windows-compatible sound card
- SVGA video card and display running in 256-colour mode or greater
- Microphone and speakers or headphones

**Installing TeLL *me* More**

**Display Setting**

**Installation**

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## Display Setting

**Check the display setting** on your computer before starting the installation. **To operate at its best, TeLL me More** requires the following display settings:

- 1 MB video card    640x480 resolution    65536 colours
- 2 MB video card    1024x768 resolution    65536 colours

The **following minimum settings** allow for proper functioning:

- 512 KB video card    640x480 resolution    256 colours
- 1 MB video card    1024x768 resolution    256 colours

**Verify that your monitor is capable of the configuration you have chosen.**

If your display is set at a resolution which is different from those mentioned above, **TeLL me More** may offer to reset the resolution.

### Step-by-step instructions for selecting display setting:

- When the screen is clear, click on the right mouse button.
- Select **Properties** in the context-sensitive menu.
- In **Display Properties**, click on **Settings**.
- In **Desktop Area**, set a number of pixels (640x480 or 1024x768) and in **Color Palette** set a number of colours (256, 65536,...).

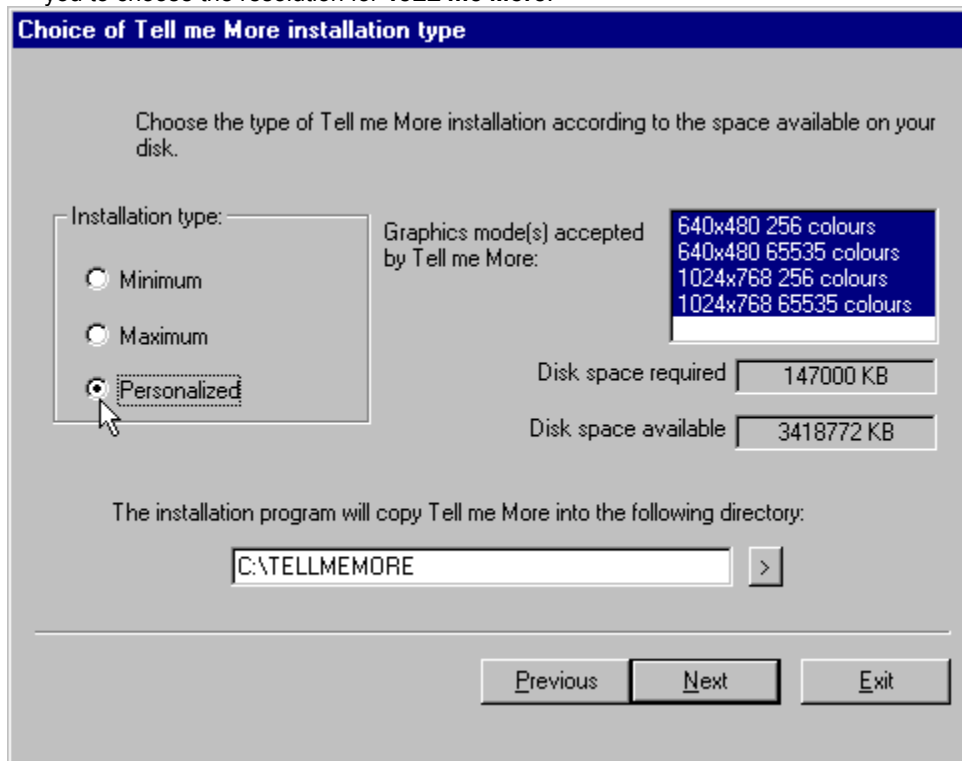


## Installation

### Installing TeLL me More

Insert the **TeLL me More** Installation CD into your CD-ROM drive. Installation will start automatically a few seconds later.

- The Set-up program will ask you to **choose a user language**. This is the language all instructions and screen messages will appear in.
- Next the program will ask you to **choose the type of installation** which will be carried out. Your choice determines the resolution **TeLL me More** will use on your computer. If you select **Minimum** installation, **TeLL me More** will choose the best possible resolution for your machine. If you choose **Maximum** installation, **TeLL me More** will select the maximum number of possible resolutions for your screen. **Personalized** installation will allow you to choose the resolution for **TeLL me More**.



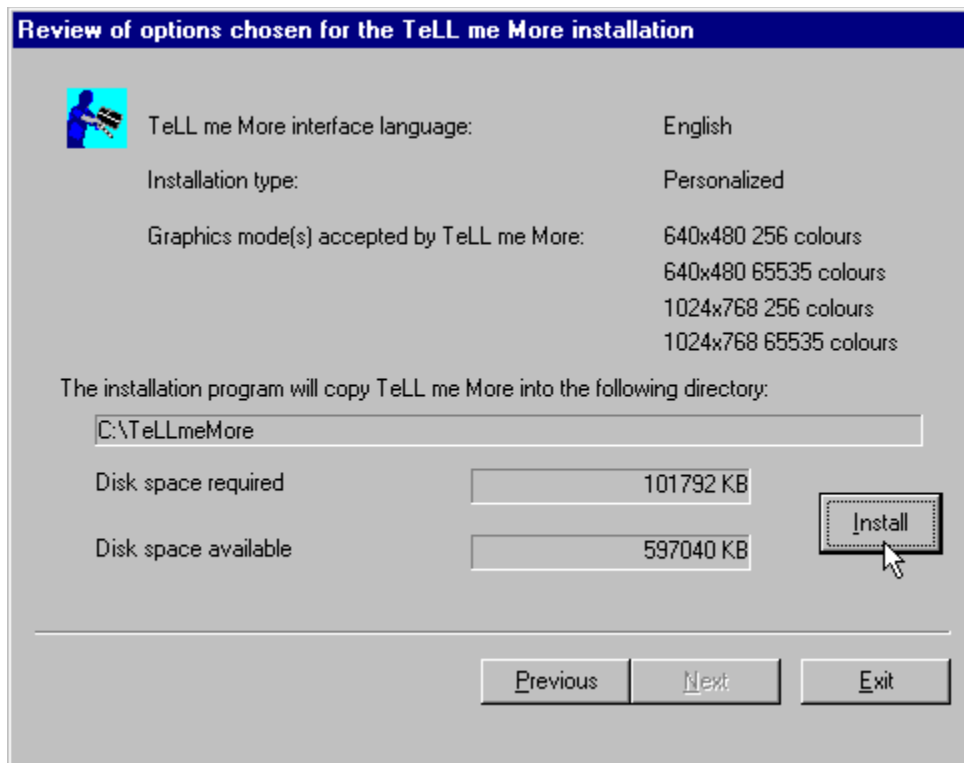
- The program will also indicate the space required to run **TeLL me More** for each type of installation and the **available disk space** on your computer:

<b>Installation Type</b>	<b>Space required on hard drive</b>
Minimum with 640 x 480	29 MB
Minimum with 1024 x 768	41 MB
Maximum	100 MB
Personalized	Between 29 and 100 MB

- The Set-up program will ask you which directory you wish to use for **TeLL me More** (TELLMEMORE is the default directory).

Once you have entered all the necessary information, click on Next: a review of your choices will appear on the screen. You can now click on **Install** to carry out the installation process.

After installation, remove the installation CD-ROM and insert the CD-ROM which contains the lessons. Click on the **TeLL me More** icon to begin the session.



## Running TeLL me More

The installation process will create a program group where you will find the icons **TeLL me More**, **Settings**, **Guided Tour**, **Demonstration** and **Uninstall**. To run **TeLL me More** choose **Programs** in the **Start** menu, point to the **TeLL me More** program group, and then click on the **TeLL me More** icon.

## Discovering TeLL me More

If you wish to see a detailed presentation of the different activities found in **TeLL me More** click on the icon **Guided Tour**. If you wish to access a less detailed demonstration, click on **Demonstration**.

## Uninstalling TeLL me More

To remove **TeLL me More** from your hard drive, click on the **Uninstall** icon in the **TeLL me More** program group.

## Audio Check

Plug in the microphone and headphones or speakers. **Be sure to use the corresponding input jacks** of the sound card. Verify that your headphones, speakers, and microphone are compatible with your sound card.

**Use Windows 95 Recorder to test your sound card.** Record your voice and then listen to the recording. If your voice is clear, the sound card is correctly installed. If not, consult your sound card manual for more information.

## Settings



After the installation, click on the **Settings** icon in the **TeLL me More** program group to go back and adjust **TeLL me More's** operating parameters.

Click on the **Exercises** tab to:

- change the time allotted for the exercises
- activate or deactivate the speech recognition
- modify the Picture/Word Association, Crossword Puzzle, or Dictation exercises.

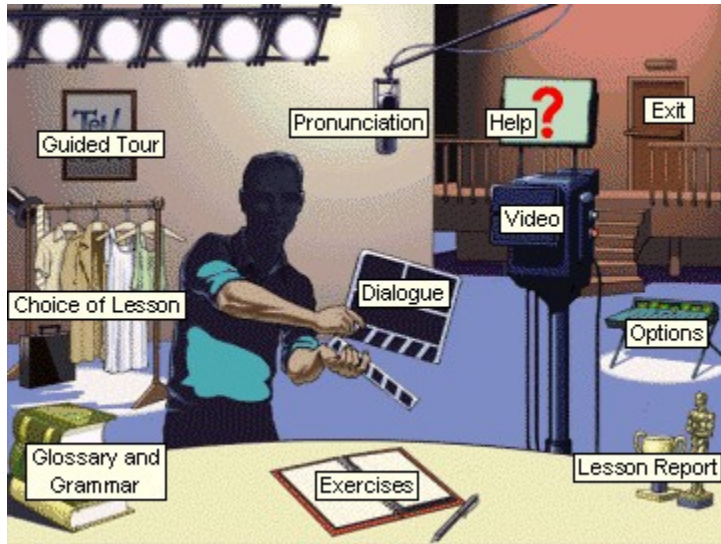
Click on the **Audio/Video** tab to:

- adjust the volume and speed
- activate the beep before the student response
- choose the video format and display the video text
- adjust the speech recognition acceptance level
- change the user language chosen at installation
- activate or deactivate the speech recognition and the comprehension mode for the Dialogue activity, as well as the music.

Once you have made your selections, click on the **OK** button to implement the settings. To return to the default settings click on **Default**.

Many of these parameters can also be adjusted in the **Options** screen within **TeLL me More**. Consult [Options: General Instructions](#) for further details.

## Main Menu Screen



## Toolbar



### Previous

Click on this icon to **return to the last activity** you were working on.



### Main Menu

This symbol will lead you **back to the Main Menu screen**.



### Video

Use this icon to **begin the Video activity**. For more information see the section on [How the Video Works](#).



### Pronunciation Exercise

Click here to **begin the Pronunciation Exercise**. This will lead you to the index of phonemes, words and sentences you can practise. You can also **choose a particular word from any screen** to practise. Click on the word from the screen you are working on, and then click on the Pronunciation Exercise icon. This will take you directly to the Pronunciation Exercise for the item you have chosen.

For more information see the section on [How the Pronunciation Exercise works](#).



### Dialogue

Use this icon to **begin the Dialogue activity**. To choose a particular question, click on the Dialogue icon a second time. This will take you to the Choice of Question screen. Click on the picture corresponding with the question you wish to start with.

For more information see the section on [How the Dialogue works](#).



### Exercises

Click on this icon to **work on the Exercises**.

For more information see the section [General Instructions](#) for Exercises.



### Glossary and Grammar

Use this icon to **consult the Glossary and Grammar section**. To **look up a particular word** in the glossary, click on the word on the screen you are using and then click on the Glossary and Grammar icon. This will lead you directly to the entry.

Click on the Grammar tab to choose the grammar topic you wish to work on.



### Translation

Click on this icon to **display a translation of the text on the screen**. A translation can be displayed for the **Dialogue** and **Video** activities, as well as the **Grammar lessons**.



### Lesson Report

Use this icon to **keep track of your progression in the lesson**.

For more information see the section [Lesson Report](#).



### Options

This icon will lead you to the **Options screen**. Use the options to **adapt the activities to your individual**

**level and needs.**

For more information see the section [Options:](#)  
[General Instructions.](#)



### **Help**

Click on this icon for **information concerning the activity you are working on.**

## **Help**



To consult the help section for an activity, simply click on the **Help icon** in the toolbar or click on the **right mouse button** anywhere on the screen and select **Help**.

For information about the function of an icon, a button or a section of the screen, first position the mouse pointer on the appropriate area of the screen, then click on the **right mouse button** and select **What is this?** You can also obtain this information by pressing **Shift and F1** and then clicking on the object on the screen.

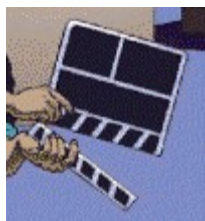
## Choice of Lesson



To choose a lesson click on the costumes on the Main Menu screen.

This leads you to the **Choice of Lesson** screen. The lessons are displayed along the arrow in order of difficulty from the easiest to the most difficult. Double-click on the lesson you wish to study, or click on the lesson and then click on the blue arrow to load the selected lesson.

## Start-up



**To start the Dialogue:**

- ⇒ **from the Main Menu screen** click on the clapperboard.
- ⇒ **from any other screen** click on the Dialogue icon in the toolbar.

**Once you are in the dialogue screen, you can choose any question in the dialogue.**

Simply click on the Dialogue icon in the toolbar of this screen. Then click on the picture associated with the question you want to work with. This will lead you directly to that question.

## How the Dialogue works

The Dialogue activity begins with a short video which illustrates the subject. The instructions in the top right portion of the screen will guide you:

### Listen

**The computer speaks to you.** The text is displayed at the top of the screen.

### Speak

**Three possible responses are displayed** beneath the computer's sentence. Choose one and say it into the microphone. The speak light flashes as the computer records your voice.

### Wait

**TeLL me More evaluates your answer.** If the computer understands, your response will be highlighted in green. The dialogue continues according to the response you choose. If the computer does not recognize your response, you return to Speak to try again.

If you speak too quickly or too slowly, the computer may display a message in red to inform you.

**To hear the computer's sentence again, or to hear the pronunciation of a response,** click on the loudspeaker icon to the left of the sentence. You can also use the right mouse button to hear the pronunciation of a word or sentence.

***Here are some basic instructions to help you respond correctly:***

- Wait until after the beep: **TeLL me More** will not accept your answer if you speak too soon.
- Avoid pauses while replying: **TeLL me More** will automatically assume that you have finished speaking and will attempt to evaluate your performance. **WARNING:** A pause for **TeLL me More** means a silence of more than half a second.



- Limited speaking time: you have a maximum of three seconds "speaking time." For lengthy replies, be careful not to slow down or the computer will cut in.
- Choose from the answers displayed on the screen: if you do not use one of the answers offered, the computer may not recognize your reply.

## Improving Your Pronunciation

**At any point during the dialogue you can stop and work on your pronunciation.**

The pronunciation exercise is designed to give you practice for the dialogues. You can access it as soon as you have a problem, if **TeLL me More** is unable to recognize your response, or if you genuinely cannot pronounce a sentence.

**To practise pronouncing a particular sentence in the dialogue**, double-click on any part of the sentence. This will lead you directly to the Pronunciation Exercise for that sentence.

**To practise pronouncing a word in the dialogue**, click once on the word and then click on the Pronunciation Exercise icon in the toolbar.

**You can also access the Pronunciation Exercises using the right mouse button.** Position the mouse pointer on the word or sentence you wish to practise, and then press on the right mouse button. Point to the appropriate exercise title in the menu which appears (Pronunciation Exercise for the sentence or Pronunciation Exercise for the word) and click on the left mouse button to move directly to that exercise.

**For a complete listing of sentences, words or sounds which can be practised**, simply click on the Pronunciation Exercise icon in the toolbar.

Try to make use of all the available functions to improve your pronunciation. For complete instructions concerning the **Pronunciation Exercise**, see the section [How the Pronunciation Exercise works](#).

## Choice of Question

You can choose to work on any question in the dialogue.

Once you are in the **Dialogue** screen, click on the Dialogue icon in the toolbar. This will lead you to the **Choice of Question** screen. Each picture corresponds with one question in the dialogue.

Use the mouse pointer to click on the picture associated with the question you want to work with. This will lead you directly to that point in the dialogue.



## **Comprehension Aid**

### **Translation**

For a translation of all questions and answers on the screen, click on the Translation icon in the toolbar. Click a second time on the icon to remove the translation.

### **Glossary**

For the translation and pronunciation of a single word on the screen, click on the word and then click on the Glossary and Grammar icon in the toolbar. This leads you directly to the entry in the glossary of the lesson. You can also access this function using the right mouse button.

### **Grammar**

For an explanation of a particular grammar point, click on the Glossary and Grammar icon in the toolbar, then click on the Grammar tab to have access to the index of grammar topics.

## Functions Available



To stop the Dialogue click on the **stop** button.

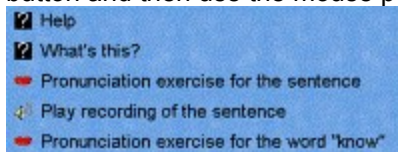
To continue the Dialogue click on **play**.

To return to the previous question click on **previous**.

To move on to the next question click on **next**. **NOTE:** If the computer understands your response it will automatically advance to the next question.

## Right Mouse Button

**You can use the right mouse button to access a number of functions.** Click on the right mouse button and then use the mouse pointer to select an entry in the menu which appears on the screen.



Using this menu you can:

- access the **help** files for the Dialogue activity or an element on the screen
- choose to do a **Pronunciation Exercise** for a sentence or word in the response portion of the screen
- hear the **recording** of a sentence
- access **exercises** related to the dialogue
- display a **translation** of the Dialogue text

## Dialogue in Comprehension Mode

**You can use the Dialogue activity in comprehension mode.**

**TeLL me More** is automatically set in normal dialogue mode. In this mode the computer offers only correct responses. You can choose any one of them. Your choice will determine how the dialogue develops.

**If you choose the comprehension mode, only one of the responses displayed will be appropriate.** The computer will only accept the correct response. If you choose an incorrect response, it will be highlighted in red and you must choose another.

Consult the section [Options for Dialogue, Pronunciation and Video](#) for more information.

## Options for Dialogue



Click on the **Options** icon in the toolbar. Click on the tab for Dialogue, Pronunciation and Video to adapt the Dialogue activity to your level and needs:

### Comprehension mode

**You can use the Dialogue activity in comprehension mode.**

**TeLL me More** is automatically set in normal dialogue mode. In this mode the computer offers only correct responses. You can choose any one of them.

**If you choose the comprehension mode, only one of the answers displayed will be appropriate.** The computer will only accept the correct response. If you choose an incorrect response, it will be highlighted in red.

### Acceptance level

**The acceptance level you choose is an essential part of this activity.** The level ranges from 1 to 7. The higher the acceptance level, the more demanding the computer will be in acknowledging your pronunciation. If you score below the acceptance level, the computer will not accept your response and you must try again. If your score is above or equal to the acceptance level, the dialogue will continue normally.

For more information on the options available for the Dialogue activity see the section on [Options for Dialogue, Pronunciation and Video.](#)

## Start-up



### To start the exercise:

- ⇒ **from the Main Menu screen** click on the microphone. This will lead you to the Pronunciation Index where you can choose to practise a sentence, word, or phoneme.
  - ⇒ **from any other screen**, click on the Pronunciation Exercise icon in the toolbar.
- ⇒ **To practise a particular word from another screen**, click on the word you wish to practise, and then click on the Pronunciation Exercise icon in the toolbar. This leads you directly to the Pronunciation Exercise without passing through the Pronunciation Index screen.
- ⇒ You can also access **the Pronunciation Exercise for a sentence or a word** using the right mouse button.

## Pronunciation Index

- **First choose the category you wish to work from, the Sentence Index, Word Index or Phonetic Index**, using the buttons at the top of the screen. Then use the mouse pointer to highlight the element in the list you wish to practise. Click on the arrow to the right of the list or click on the Pronunciation Exercise icon in the toolbar to begin the exercise. **NOTE:** If you choose a sound, this will lead you to a series of words and sentences with this sound.
- **Use the double arrow button** in the top left corner of the screen to move from a complete sentence to an isolated word in the sentence. Click on the double arrow again to return to the sentence.
- **Use the single arrow button** in the top left corner of the screen or the Pronunciation Exercise icon in the toolbar to return to the Pronunciation Index.



## How the Pronunciation Exercise works

Follow the instructions in the top right portion of the screen:

### Listen...

You will hear the pronunciation of the sentence or word you have selected.

### Speak...

Repeat what you have heard. Try to imitate the speed and intonation of the model as closely as possible. The **Speak** light flashes as the computer records your voice.

### Wait...

**TeLL me More** records, analyses and displays your pronunciation on a voice graph. You receive a score between 1 and 7 (7 is the best possible score) based on how closely your pronunciation matches the model.

**TeLL me More** plays the model as many times as you require.

### *Here are some basic instructions to help you respond correctly:*

- Wait for the speak signal: **TeLL me More** will not accept your pronunciation if you speak too soon.
- Avoid pauses while replying: **TeLL me More** will automatically assume that you have finished speaking and will attempt to evaluate your performance. **WARNING:** A pause for **TeLL me More** means a silence of more than half a second.
- Limited speaking time: You have a maximum of three seconds "speaking time." For lengthier replies, be careful not to slow down or the computer will cut in.

## Imitating the Model

**TeLL me More is based on the concept of imitation.**

**An infant learns to speak by listening and repeating what it hears.** At around 12 months, when the child begins to talk, his first words are often "mum" and "dad", and parents will reinforce his attempts by repeating these words. The first words may be a little shaky ("mama" and "dada") but repetition results in rapid improvement. All basic vocabulary is acquired in this way.

By the time the child is 2 or 3, he already has an impressive vocabulary. As parents correct their child's pronunciation it improves rapidly. More difficult words are mastered with time.

**The foreign language learner is in a similar situation**, with the "native speaker" taking on the role of the parent. This native speaker (a teacher, a BBC commentator, an au pair, a sales clerk encountered during a visit to a foreign country) is the model the student tries to imitate.

**TeLL me More recreates and enhances this learning experience.** The learner is given an opportunity to listen to and repeat sounds, words and sentences in a carefully controlled environment, as many times as he wants.

## Voice Graph

Each sentence and word is represented graphically as a measurement of voice intensity over time. It is therefore possible to "see" your voice, displayed on the lower graph, and compare it with the model displayed on the top graph.



You may wish to concentrate on one word in a sentence. **TeLL me More** enables you to isolate each word in the sentence. Click once on the word in the sentence you wish to hear. **TeLL me More** highlights the corresponding section on the graph, and you hear the isolated word.

Click on the double arrow button in the top left corner of the screen, or click twice on the word **to have access to the Pronunciation Exercise for the isolated word**. Click on the double arrow button or click twice on the word again to return to the sentence.

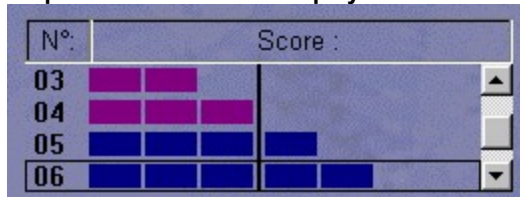
You can also use the mouse pointer to select any section of a graph. Click on the beginning of the section you wish to highlight. Hold down the mouse button while dragging the mouse pointer to the end of the section. Click on the loudspeaker to hear the pronunciation of the section you have chosen.

For more information, see the section [Analysing Your Pronunciation](#).

## Score

**Tell me More gives a score to your pronunciation, based on how closely it matches the model.** The score for your current attempt (1-7) is displayed as a row of squares below the graph. (1 square = 1 point) If your score is above or equal to the selected acceptance level, it will appear in blue. If it is below the acceptance level it will appear in purple.

**All previous scores are displayed in the score box** in the bottom right portion of the screen:



N°:	Score :
03	■■■
04	■■■
05	■■■
06	■■■

To improve your score, repeat the exercise several times, imitating the intonation, stress, and rhythm of the model as closely as possible. As you get closer to the model your score will increase. See the section on [Analysing Your Pronunciation](#) for more information.

## Analysing Your Pronunciation

You can listen to the model, as well as the recording of your own pronunciation, as many times as you want. Simply click on the loudspeaker icon to the left of the graph you want to hear.

### Check your progress by comparing your past attempts.

Use the cursor in the score box to choose the recording you want to see and hear again. Click once on your score to see the voice graph and hear the model. Click twice to hear the recording of your voice.

**Your personal analysis should be based on "comparative listening."** Listening to your own different trials and comparing them with the model will enable you to locate your pronunciation errors.

### You may wish to concentrate on one word in a sentence.

**TeLL me More** enables you to isolate each element in the sentence. Click once on the word in the sentence you wish to hear. **TeLL me More** highlights the corresponding section on the graph, and you hear the isolated word. Click on the double arrow button in the top left corner of the screen, or click twice on the word, to access the Pronunciation Exercise for the isolated word. Click on the double arrow button or click twice on the word again to return to the sentence.

**Try to identify the difference between your pronunciation and the model pronunciation** for the isolated word. Practise saying it several times. Then try the entire sentence again. If your score goes up by one point, you have made a significant improvement.

### You may wish to concentrate on an isolated sound.

**Choose the sound you wish to practise in the Phonetic Index**, and then click on the arrow to the right of the box. This will lead you to a series of words with this sound. Click on Next to move on to the next word with the same sound. Click on the double arrow button in the top left corner to practise the word in a complete sentence. Click a second time on the double arrow button to return to the isolated word.

## Functions Available



To stop the Pronunciation Exercise click on the **stop** button.



To continue the exercise click on **play**.



To return to the previous item in the index click on **previous**.



To move on to the next item in the index click on **next**.



To practise a word you have chosen in the context of a sentence, or to go back to the original word click on the **double arrows**.



To return to the pronunciation index click on the **single arrow**.

## Options for Pronunciation Exercise

Click on the **Options** icon in the toolbar. Click on the tab for **Options for: Dialogue, Pronunciation and Video** to adapt the Pronunciation Exercise to your level and needs.

### Acceptance Level

**The acceptance level you choose is an essential part of the exercise.** The level ranges from 1 to 7. The higher the acceptance level, the more demanding the computer will be in acknowledging your pronunciation.

For more information on the options available for the pronunciation activity, see the section on [Options for Dialogue, Pronunciation and Video](#).

## Start-up



**To begin the Video:**

- ⇒ **from the Main Menu screen** click on the camera.
- ⇒ **from any other screen** click on the Video icon in the toolbar.

## How the Video Works

The video lasts about three minutes. **If you wish to display a simultaneous translation on the screen**, simply click on the Translation icon in the toolbar.



**To pause the video** at any point click on **stop**. To continue click on **play**.



**To advance to the next section** of the video, or to **return to a previous section**, click on **next** or **previous**.



**To enlarge the video to full-screen size**, click on **full-screen video**.

## Video Comprehension Questions

The video is followed by a series of multiple choice comprehension questions.



To go directly to the comprehension questions from the video, double-click on **Next**.

Click on the correct answer for each question. There may be more than one correct answer.



**To move on to the next question** click on **next**. To return to the previous question click on **previous**.



**To check an answer you are unsure of**, click on the **Check icon**. To change your answer, first click on the incorrect choice to erase your response, and then click on the correct answer.



**For the solution** to one question click on the **Solution icon**. **WARNING:** Once you have asked for the solution you cannot change your answer.

## Question Summary



Click on the **Summary icon** to see the list of all the questions and check your answers.

Questions with **correct answers** are marked in green, **incorrect ones** are marked in red. If you used the **Check icon** to find an answer, the question is displayed with an orange tick.

- 2 ✓ What is nature's best defence?
- 3 ✗ What colour is the caterpillar?
- 4 ✓ What colour is the butterfly?

To return to a particular question from the summary, click on that question.



## Video Options



Click on the Options icon in the toolbar to adapt the Video activity to your own level and needs. Click on the tab for **Options for: Dialogue, Pronunciation and Video** on the Options screen.

### Timer

The timer applies to the questions following the video. **If the timer is on, you can adjust the amount of time allotted for a question.** The further the blue oval is to the left, the less time is allotted for the exercise.

### Video

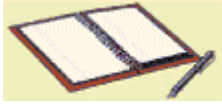
**Choose the video format that your machine is capable of displaying:** AVI or MPEG. You can watch the video **with or without the text displayed.**

### Audio

You can **adjust the sound level and playing speed.**

## General Instructions

### Start-up



**To start the Exercises:**

- ⇒ **from the Main Menu screen** click on the notebook.
- ⇒ **from any other screen** click on the Exercises icon in the toolbar.

### Choice of Exercise

**To choose an exercise category**, click on the corresponding tab of the notebook on the screen.

**To start a new exercise in the same category** click on the bottom right corner of the page.

### Check and solution



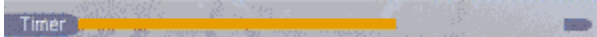
**To check your answers before you have finished** the exercise, click on the Check icon. Correct answers appear in green and incorrect answers appear in red.



**To see the solution** click on the Solution icon. **WARNING:** once you have asked for the solution you cannot change your answers.

### Timer

**If you have activated the timer** in the Options screen, you will have a limited amount of time to finish each exercise. The timer indicates the time you have spent on the exercise and the time remaining.



### Options for exercises

**Click on the Options icon in the toolbar to adapt the exercises to your own level and needs.** Click on the appropriate tab to see Options for Word Order, Picture/Word Association, and The Right Word; or Options for Dictation and Crossword Puzzle.

## Word Association



The **Word Association** exercise enables you to **build your vocabulary**, using words presented in the dialogue. The goal of this exercise is to **link the opposites or synonyms from the two columns of words**. Position the mouse pointer on a word in one column. Hold the button down and drag the pointer to the appropriate word in the opposite column.

## Word Order



Use the **Word Order** exercise to **improve your vocabulary and syntax**, as well as your **pronunciation skills**.

In this exercise you must **form a sentence in the final sentence box, using the mixed-up words**.

**If you have chosen the speech recognition option** in the Options screen, you can move the words by pronouncing the sentence into the microphone.

**If you do not use the speech recognition**, you can move the words using the mouse pointer. Position the pointer on the word you wish to move. Hold down the button and drag the pointer to the appropriate position in the final sentence box. **NOTE:** Double-click on a word in the mixed-up words box to place it in the first available space in the final sentence box.

Consult [Options for Word Order, Picture/Word Association, and The Right Word](#) for more information.

## Fill-in-the-blanks



The **Fill-in-the-blanks** exercise will help you **to reinforce the vocabulary and grammar** seen in the lesson. For this exercise you must **complete the sentences using the words at the bottom of the page**. Position the mouse pointer on the word you wish to move. Hold down the button while dragging the pointer to the appropriate space. **NOTE:** Double-click on a word to move it automatically to the first available blank.

## Hangman



You can improve your **vocabulary and written comprehension skills** with **Hangman**.

The goal of this exercise is to **spell out the word which corresponds with the clue displayed**. Type the word on your keyboard or use the mouse pointer to choose letters from the keyboard on the screen. You are only allowed seven wrong letters.

## Dictation



The **Dictation** exercise will enable you to **develop your oral comprehension and written expression**.

In this exercise you must **listen carefully and type the texts you hear**.



**Click on the loudspeaker to hear the entire text.** Once the entire text has been played, click on the **loudspeaker** again to listen to the sentences one at a time. Type out each sentence as you hear it.



**Click on the Check icon to locate mistakes and hear the sentence again.** Your mistakes will be circled in red.



**Click on the Solution icon to have the final answer.** Your sentence appears in the first column below, and the corrected version appears in the second column.

If your sentence is correct the first time, it appears in **green**. If you asked for a correction it appears in **blue**. Incorrect sentences appear in **red**.

You can determine **whether or not the computer will consider punctuation and capital letters** when correcting the Dictation. Consult [Options for Dictation and Crossword Puzzle](#) for more information.

## Picture/Word Association



The **Picture/Word Association** exercise can be used to **build vocabulary** as well as to **concentrate on pronunciation skills**.

The goal of this exercise is to **find the word which best corresponds to the picture on the screen**.

**If you have chosen the speech recognition option** in the Options screen, choose a word by saying it into the microphone.

**If you do not use speech recognition**, click on the word with the mouse pointer.

You can also choose **whether or not to display possible choices**, and the **number of possible choices** which will be offered. Consult the [Options for Word Order, Picture/Word Association, and The Right Word](#) section for more information.



## The Right Word



**The Right Word** offers you further **practice on vocabulary and grammar** presented in the lesson.

In this exercise you must **complete the sentence using one of the choices listed**.

**If you have chosen the speech recognition option** in the Options screen, read the completed sentence into the microphone.

**If you do not use speech recognition**, click on your answer with the mouse pointer.

Consult [Options for Word Order, Picture/Word Association, and The Right Word](#) for more information.

## Crossword Puzzle



With the **Crossword Puzzle** you can **test your knowledge of vocabulary** from the lesson as well as **your oral comprehension**.

**Complete the crossword puzzle using the translation displayed on the screen or by listening to the recording of the word.** To determine what form the clue will take, consult [Options for Dictation and Crossword Puzzle](#).

Choose a row or column in the puzzle by clicking on the first square. The row or column will be highlighted in blue.

Type the word with your keyboard or use the mouse pointer to choose the letters on the screen keyboard. You can change a letter by clicking on the appropriate square and then clicking on a different letter.

**NOTE:** You can also use the up and down arrows on your keyboard to move from square to square.

You can **adjust the number of squares in the puzzle** by changing the size in the [Options for Dictation and Crossword Puzzle](#) section.

## Lesson Report

### Consulting the Lesson Report



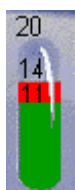
To consult the Lesson Report:

- ⇒ from the Main Menu screen, click on the trophy.
- ⇒ from any other screen click on the Lesson Report icon in the toolbar.

### Lesson Report Key



Your overall score for the activities completed is displayed at the top of the screen.



The score for each activity is stored in a separate tube. The number above the tube represents the total number of exercises. The number above the red level represents the number of exercises completed. The number above the green level represents the number of right answers for each activity.

**NOTE:** If the tube is not full, this means you have not completed all the exercises in the category.



You can listen to the dialogue again with your recorded answers. Simply click on the loudspeaker icon in the dialogue portion of the lesson report.



To erase your scores and start the report again, click on the Reset at the top of the screen.

## Glossary and Grammar



To consult the Glossary and Grammar sections:

- ⇒ from the Main Menu screen click on the textbooks.
- ⇒ from any other screen click on the Glossary and Grammar icon in the toolbar.

### Glossary

At any point during the lesson it is possible to consult the glossary for the meaning or pronunciation of an unfamiliar word. Simply click on the word you wish to look up, and then click on the Glossary and Grammar icon in the toolbar. This will lead you directly to the entry in the glossary. Click on the word to hear the pronunciation.

To choose a letter in the glossary click on the appropriate tab at the top of the screen. To turn the page within a section click on the upturned page in the bottom corner.

### Grammar

Click on the Grammar tab to consult the grammar section. Use the mouse to choose the grammar topic you wish

**to work on.** The grammar explanations are accompanied by cartoon illustrations.

**For a translation of the grammar section,** click on the Translation icon in the toolbar.

**To advance more quickly or to return to a previous page,** click on the upturned bottom corner of the page.

## Options: General Instructions

### Access



To access the Options section:

- ⇒ **from the Main Menu screen** click on the sound mixer.
- ⇒ **from any other screen** click on the Options icon in the toolbar.

### Choosing an Option

Click on the tab which corresponds to the activity you wish to modify:

- Word Order, Picture/Word Association, and The Right Word
- Dictation and Crossword Puzzle
- Dialogue, Pronunciation and Video.

**To choose an option** click on the corresponding button.

**To adjust a level** (acceptance level, volume, etc.), click on the blue oval and hold down the mouse button while dragging the oval to the appropriate position.



**Once you have chosen an option, you must click on the Validate icon** to implement the change and return to the previous activity. **NOTE:** To activate an option in the Exercises you must start a new exercise after choosing the option.



**To cancel your choice click on the Cancel icon.**

## Options for Word Order, Picture/Word Association, and The Right Word

### Timer

**You can choose to do the exercises with or without the timer.** If the timer is on, you can adjust the amount of time allotted for the exercises. The further the blue oval is to the left, the less time is allotted for the exercise.

### Picture/Word Association

**Use this option to display or hide a choice of responses.** You can also choose the number of words to be displayed (2, 3 or 4).

### Speech Recognition for Picture/Word Association, and The Right Word

**If speech recognition is activated,** you can choose to analyse the background noise in the place where you are working. You can also decide whether or not there will be a beep before the student response.

The **acceptance level** you choose is an essential part of the lesson. The level ranges from 1 to 7. The higher the acceptance level, the more demanding the computer will be in acknowledging your pronunciation. If you score below the acceptance level, the computer will not accept your response and you must try again. If you score above the acceptance level, the activity will continue normally.

## Options for Dictation and Crossword Puzzle

### Timer

You can choose to do these exercises with or without the timer. If the timer is on, you can adjust the amount of time allotted for each exercise. The further the blue oval is to the left, the less time is allotted for the exercise.

### Crossword Puzzle

You can choose the form of the clues for the crossword puzzle. The clues can be displayed on the screen or pronounced.

You can also determine the number of squares in the puzzle.

### Dictation

You can decide if the computer will consider punctuation and capitalization in correcting the dictation.

### Sound

You can adjust the volume and the playing speed of the sound.

## Options for Dialogue, Pronunciation and Video

### Timer

**The timer applies to the questions following the video.** If the timer is on, you can adjust the amount of time allotted for the responses. The further the blue oval is to the left, the less time is allotted for the exercise.

### Dialogue: Comprehension

The Dialogue activity can be done in **comprehension mode**.

**TeLL me More** is automatically set in normal dialogue mode. The computer offers only correct responses. You can choose any one of them.

**If you choose the comprehension mode, only one of the answers displayed will be appropriate.** The computer will only accept the correct response. Incorrect responses will be highlighted in red. You can choose the number of incorrect answers to be displayed.

### Video

**Choose the video format that your machine is capable of displaying:** AVI or MPEG.

You can watch the video **with or without the text displayed**.

### Speech Recognition

**If speech recognition is activated,** you can choose to analyse the background noise in the place where you are working. The computer will take this into account when analysing your pronunciation. You can also decide whether or not a beep will indicate that you should speak.

**The acceptance level you choose is an essential part of the exercise.** The level ranges from 1 to 7. The higher the acceptance level, the more demanding the computer will be in acknowledging your pronunciation. If you score below the acceptance level, the computer will not accept your response and you must try again. If you score above the acceptance level, the activity will continue normally.

### Sound

You can **adjust the volume** and the **playing speed** of the sound.

## **Tips**

**Headphones, speakers and microphone**

**Acceptance level**

**Speaking**

**Imitating the model**



## Headphones, speakers and microphone

**The choice of headphones or speakers depends on the environment you are working in.** Headphones are more suitable for language labs, shared offices, etc. However, if you are unlikely to disturb those around you, speakers are the most comfortable method for using **TeLL me More**.

**It is advisable to use unidirectional microphones** in a noisy environment. They do not pick up background noise, enabling several students to work at the same time without disturbing each other.

Adjust the microphone: it should be **one or two centimetres from your mouth and slightly to one side** to avoid breathing directly into it.

## **Acceptance level**

**The acceptance level you choose is an essential part of the activities with speech recognition.** The level ranges from 1 to 7. The higher the acceptance level, the more demanding the computer will be in acknowledging your pronunciation.

**The acceptance level setting may be altered at any time in the Options screen.**

If you are a complete beginner, you can set the acceptance level at 1. Your answers will be more easily accepted by the computer. As you become more familiar with the dialogue, and your pronunciation improves, you can increase the acceptance level. This will make the activities more challenging.

## Speaking

- The **Speak** signal at the top of the screen will light up when it is your turn to speak. **Wait for this indication before beginning.** Speak after the beep (if this option is activated). The **Speak** light flashes as the computer records your voice.
- **Take your time and speak clearly**, trying to avoid hesitations.
- Always **choose from the answers displayed** on the screen.
- **For longer sentences, make an effort to speak at a natural pace.** Remember that your answer can only be 3 seconds long.
- **Do not pause.** At the slightest pause the computer will assume you have finished speaking.

## Imitating the model

**Try to imitate the model as closely as possible**, like a child imitates the speech of those around him. This will help you acquire the correct rhythm, stress and pronunciation for each sentence.

**Try to vary the way you speak** even if it sounds artificial to you. The closer you get to the model, the higher your score will be.

You may wish to **concentrate on one part of a word or sentence**. **TeLL me More** enables you to isolate each element in the sentence. See [Analysing Your Pronunciation](#) for more information.

## **Troubleshooting**

**I can't hear anything!**

**The sound quality is poor!**

**The computer is not hearing me at all!**

**The computer doesn't hear me well!**

**I can't run TeLL me More!**

**I can't install TeLL me More!**

**The picture quality is poor!**

**My responses are not recognized in the dialogue!**

## I can't hear anything!

- ◆ Check that the **headphones or speakers are plugged in correctly**.
- ◆ Test them using **different software** or on a **different machine**.
- ◆ Check that **TeLL me More** is correctly installed and running properly. For more information see the section on [Installing TeLL me More](#). **The problem may be caused by an external factor**, so consider all indications.
- ◆ If the **sound card** doesn't seem to be working, test it with other software. **Try recording your voice** using Windows 95 Recorder and listen to the result. For more information see [Audio Check](#).
- ◆ If your sound card has a **mixing table** utility, check its settings. To access these settings, you can double-click on the loudspeaker icon which appears in the Windows taskbar.

## The sound quality is poor!

- ◆ Check that the **headphones or speakers are plugged in correctly**.
- ◆ Test them using **different software** or on a **different machine**.
- ◆ If sound quality is **only poor when playing back your voice**, then the **microphone** is faulty. For more information see [Headphones, speakers and microphone](#).
- ◆ If the **sound card** doesn't seem to be working, try testing it with other software.
- ◆ If all you hear is a harsh, continuous noise, there may be a problem of **conflict between different cards**. Try altering the interrupts and addresses.
- ◆ If your sound card has a **mixing table** utility, check its settings. To access these settings, you can double-click on the loudspeaker icon which appears in the Windows taskbar.

## The computer is not hearing me at all!

- ◆ Check that the **microphone is plugged in correctly**.
- ◆ Test it using **different software** or on a **different machine**.
- ◆ Speak more loudly. Try to determine if the computer doesn't hear you **well** or doesn't hear you **at all**.
- ◆ Check that **TeLL me More** is correctly installed and running properly. For more information see [Installing TeLL me More](#). **The problem may be caused by an external factor**, so consider all other indications.
- ◆ If the **sound card** doesn't seem to be working, test it with other software. **Try recording your voice** using Windows 95 Recorder and listen to the result. For more information see [Audio Check](#).
- ◆ If your sound card has a **mixing table** utility, check its settings. To access these settings, you can double-click on the loudspeaker icon which appears in the Windows taskbar.



## The computer doesn't hear me well!

- ◆ Check that the **microphone is plugged in correctly**.
- ◆ Check **whether the problem arises in both the Dialogue and the Pronunciation Exercise**. If it is only in one activity, see [How the Dialogue works](#) or [How the Pronunciation Exercise works](#).
- ◆ **Test your microphone** using other software or on another machine.
- ◆ If your sound card has a **mixing table** utility, check its settings. To access these settings, you can double-click on the loudspeaker icon which appears in the Windows taskbar.
- ◆ **Measure the background noise** by consulting the Options screen in **TeLL me More**. The speech recognition will take into account this background noise when evaluating your pronunciation.
- ◆ **Test the quality of your microphone** by recording your voice on the Windows 95 Recorder and playing it back.

## I can't run TeLL me More!

- ◆ Try installing **TeLL me More** again. See [Installing TeLL me More](#).
- ◆ Check that **Windows is correctly configured**.
- ◆ Make sure you have **enough RAM** available. See [System requirements](#).
- ◆ Like any Windows application, **TeLL me More** uses virtual memory. Check that you have enough disk space available. In general the space available on your hard disk should be twice the amount of RAM. To verify the space available on your disk, choose **Settings** in the **Start** menu and click on **Control Panel**. Open **System** and select the **Performance** tab. Click on **Virtual Memory** to see the available disk space.
- ◆ Verify that the **sound card** is working properly. See [Audio Check](#) for more information. Consult the sound card installation manual.
- ◆ There may be a problem of **conflict with other cards**. Consult the manual for each card.

## I can't install **TeLL me More!**

- ◆ Check that your **CD-ROM can be read**. Look in the **TeLL me More** CD-ROM main directory in Windows Explorer.
- ◆ Consult the manual for your **CD-ROM drive**.
- ◆ Make sure you have the **correct CD** in the CD-ROM drive.
- ◆ Check that you have enough disk space available on your Windows disk (the installation requires about 5 MB).
- ◆ Like any Windows application, **TeLL me More** uses virtual memory. Check that you have enough disk space available. In general the space available on your hard disk should be twice the amount of RAM. To verify the space available on your disk, choose **Settings** in the **Start** menu and click on **Control Panel**. Open **System** and select the **Performance** tab. Click on **Virtual Memory** to see the available disk space.
- ◆ There may be a problem of **conflict** between the sound card and other cards. Consult the manual for each card.
- ◆ Check that Windows is correctly **configured**.

## **The picture quality is poor!**

**Verify that your Windows configuration is correct.** There are four possible configurations.

### **Recommended Settings:**

- 1 MB video card    640x480 resolution    65536 colours
- 2 MB video card    1024x768 resolution    65536 colours

### **Minimum Settings:**

- 512 KB video card    640x480 resolution    256 colours
- 1 MB video card    1024x768 resolution    256 colours

**Make sure that your monitor is capable of displaying the resolution you have chosen.**

## My responses are not recognized in the dialogue!

- ◆ Check the **acceptance level**. The higher it is, the more difficult it will be to be recognized. See the section on [Acceptance level](#).
- ◆ Use the Pronunciation Exercises to compare your pronunciation with the model. See [Analysing Your Pronunciation](#) for more information.
- ◆ Check that the **microphone is plugged in correctly**.
- ◆ **Test your microphone** using other software or on another machine. If your sound card has a **mixing table** utility, check its settings. To access these settings, you can double-click on the loudspeaker icon which appears in the Windows taskbar.

## **Auralog Technical Support**

If you encounter problems while using **TeLL me More** you should contact Auralog's Technical Support staff for assistance in English or French. You may reach Technical Support at:

**Auralog**  
**12, avenue Jean Bart**  
**78960 Voisins le Bretonneux**  
**France**  
**Telephone: 33 (0)1 30 64 92 92**  
**E-mail: [support@auralog.com](mailto:support@auralog.com)**

## **Main Menu Screen (context-sensitive menu)**

## Choice of Lesson

Click on the costumes to go to the **Choice of Lesson** screen.



## Dialogue

Click on the clapperboard to begin the **Dialogue** activity.

## **Pronunciation Exercise**

Click on the microphone to begin the Pronunciation Exercise. This will lead you to the Pronunciation Index.

## **Guided Tour**

Click here [to begin the Guided Tour of TeLL \*me\* More.](#)

## Video

Click on the camera to begin the **Video activity**.

## Exercises

Click on the notebook to begin the **Exercises**.

## Lesson Report

Click on the trophies to consult the **Lesson Report**.

## Options

Click on the sound mixer to see the **Options** available for each section.

## **Glossary and Grammar**

Click on the textbooks to consult the **Glossary and Grammar** sections.



## Help

Click on the red question mark to access the **Help** screen.

## Exit

Click on the door to exit **TeLL me More**.

**Toolbar (context-sensitive menu)**

## Previous



Click on this icon to return to the **last activity you were working on**.

## Main Menu



This symbol will lead you back to the **Main Menu** screen.

## Video



Use this icon to begin the **Video** activity.

## Pronunciation Exercise



Click here to begin the **Pronunciation Exercise**. This will lead you to the Pronunciation Index.  
You can also **choose a particular word from any screen to practise**. Click on the word from the screen you are working on, and then click on the Pronunciation Exercise icon. This will take you directly to the Pronunciation Exercise for the selected word.

## Dialogue



Use this icon to begin the **Dialogue** activity.

**To choose a particular question**, click on the Dialogue icon a second time. This will take you to the **choice of question** screen. Click on the picture corresponding with the question you wish to start with.

## Exercises



Click on this icon to work on the **Exercises**.

For more information see the section [General Instructions](#) for Exercises.

## Glossary and Grammar



Use this icon to consult the **Glossary and Grammar lessons**.

**To look up a particular word** in the glossary, click on the word on the screen you are using and then click on the Glossary icon. This will lead you directly to the entry.

Click on the Grammar tab to choose the **grammar topic** you wish to work on.



## Translation



Click on this icon to display a **translation of the text on the screen**. A translation can be displayed for the **Dialogue** and **Video** activities, as well as the **Grammar** lessons.

## Lesson Report



Click here to consult the **Lesson Report** screen. Use the Lesson Report to keep track of your progression in the lesson.

## Options



This icon will lead you to the **Options** screen. Use the options to adapt the activities to your individual level and needs.

Help



Click on this icon **for information** concerning the screen you are working on.

## **Help Screen (context-sensitive menu)**

## **Word Search**

Click here **to look up a specific word** in the help section.

## [Help Summary](#)

Click here **to consult the Summary** for the **Help** section.

## **Guided Tour**

Click here [to begin the Guided Tour of TeLL \*me\* More.](#)

## Credits

Click here [to see the specialists who contributed to the production of TeLL \*me\* More](#)



**Choice of Lesson (context-sensitive menu)**

## Arrow

Click on the arrow to **load the selected lesson**. This will also lead you to the **Main Menu** screen where you can begin the lesson.

## Language

Click on the flag to **choose a language for the lessons.**

## Next

Click on this button to **see the following lessons**.

## Previous

Click on this button to **see the previous lessons**.

**Dialogue (context-sensitive menu)**

## Listen, Speak, Wait

This indicator is displayed in all activities using speech recognition. Follow the instructions:

### Listen

Listen carefully to what the computer says.

### Speak

The speak light flashes as the computer records your voice.

### Wait

**TeLL me More** evaluates your pronunciation. If you speak too quickly or too slowly, the computer may display a message in red to inform you.

## Question

The computer's question or comment is displayed in this portion of the screen. Click on the **loudspeaker** to hear it again.

## Possible Responses

Three possible responses are displayed in this portion of the screen. Choose one and say it into the microphone.

In the normal dialogue mode, all of the choices are correct. If you have chosen to do the dialogue in **comprehension mode** in the Options screen, only one of the answers displayed will be appropriate.

If you pronounce the sentence correctly your response will be highlighted in green and the dialogue will continue. If the computer doesn't recognize your answer you must try again. If you choose an incorrect response in comprehension mode, it will be highlighted in red.

## Computer Message

Depending on your response, the computer may display a message in this portion of the screen.



## Stop/Play

Click on this button **to stop the dialogue**. Click on it a second time **to continue**.

## Next

Click on this button **to advance to the next question** in the dialogue.

## Previous

Click on this button **to return to the previous question** in the dialogue.

## Lexical Help

Click on this button to access comprehension aid.

## Loudspeaker

Click on the loudspeaker to the left of a sentence **to hear it pronounced**.

**Choice of Question (context-sensitive menu)**

## Pictures

Click on the picture which corresponds with the **point in the dialogue you wish to begin with**. This will lead you directly to that screen.

**Next**

Click on this button to see the **next screen**.



## Previous

Click on this button to see the **previous screen**.

**Pronunciation: Pronunciation Index (context-sensitive menu)**

## **Phonetic Index**

Click here to see the **phonetic index** you can choose from to practise.

## **Word Index**

Click here to see the **index of words** you can choose from to practise.

## [Sentence Index](#)

Click here to see the **index of sentences** you can choose from to practise.

## Arrow

Click here **to begin the exercise** once you have chosen a sentence, word, or sound.

## Index

The **index of sentences, words or sounds** you can choose from is displayed in this section of the screen. Using the symbols above this section you can **choose a category** (Sentence Index, Word Index, Phonetic Index). Then use the mouse to **select the element** you wish to practise.

**Pronunciation: Exercise (context-sensitive menu)**



## Text

The word or sentence you have chosen to practise is displayed here.

You may wish to concentrate on one word in a sentence. **TeLL me More** enables you to isolate each element in the sentence.

Click once on the word in the sentence you wish to hear. **TeLL me More** highlights the corresponding section on the graph, and you hear the isolated word.

Click on the double arrow button in the top left corner of the screen, or double-click on the word to access the Pronunciation Exercise for the isolated word. To return to the sentence click on the double arrow button or double-click on the word again.

You can also use the mouse pointer to select any section of a graph. Click on the loudspeaker to hear the pronunciation of the section you have chosen.

Try to identify the difference between your pronunciation and the model pronunciation.

## Model Voice Graph

This graph illustrates the model pronunciation of the word or sentence you are practising. **Each sentence and word is represented graphically as a measurement of voice intensity over time.**

**You may wish to concentrate on one word in a sentence. TeLL me More** enables you to isolate each element in the sentence. Click once on the word in the sentence you wish to hear. **TeLL me More** highlights the corresponding section on the graph, and you hear the isolated word.

Click on the double arrow button in the top left corner of the screen, or double-click on the word **to access the Pronunciation Exercise for the isolated word**. To return to the sentence click on the double arrow button or double click on the word again. You can also use the mouse pointer to select any section of a graph. Click on the loudspeaker to hear the pronunciation of the section you have chosen.

**Try to identify the difference between your pronunciation and the model pronunciation.**

## Student Voice Graph

This graph illustrates **your pronunciation** of the sentence or word you are practising. **Each sentence and word is represented graphically as a measurement of voice intensity over time**

**You may wish to concentrate on one word in a sentence. TeLL me More** enables you to isolate each element in the sentence. Click once on the word in the sentence you wish to hear. **TeLL me More** highlights the corresponding section on the graph, and you hear the isolated word.

Click on the arrow button in the top left corner of the screen, or double-click on the word **to access the** Pronunciation Exercise **for the isolated word**. To return to the sentence click on the arrow button or double-click on the word again.

You can also use the mouse pointer to select any section of a graph. Click on the loudspeaker to hear the pronunciation of the section you have chosen.

**Try to identify the difference between your pronunciation and the model pronunciation.**

## **Single Arrow**

Click here to return to the **Pronunciation Index**.

## **Double Arrow**

Click here to move between an **exercise of a word** and an **exercise of a sentence using that word**.

## Loudspeaker

Click on the loudspeaker to the left of your graph or the model graph **to hear the pronunciation**.

## Your Pronunciation

Your current score is displayed as a row of squares below the graph. (1 square = 1 point). **TeLL me More** gives a score to your pronunciation on a scale of 1 to 7 based on how closely your pronunciation matches that of the model. If your score is above the selected acceptance level, it will appear in blue. If it is below the acceptance level it will appear in purple.

## Score

**TeLL me More gives a score to your pronunciation on a scale of 1 to 7 based on how closely it matches the model.**

All previous scores are displayed in the score box.

**Check your progress by comparing your past attempts.** Use the cursor in the score box to choose the recording you want to see and hear again. Click once to see the voice graph and hear the model. Click twice to hear the recording of your own voice.

## Stop/Play

Click here to **stop the exercise**. Click again to **continue**.



## **Next**

Click here **to move on to the next word or sentence in the index, or the next word in the sentence you have chosen.**

## **Previous**

Click here **to return to the previous word or sentence in the index, or the previous word in the sentence you have chosen.**

**Video (context-sensitive menu)**

## Stop/Play

Click here **to stop** the video. Click again to continue.

## Next

Click here **to move on to the next section** of the video. Click twice **to advance directly to the comprehension questions**.

## **Previous**

Click here **to return to the last section** of the video.

## Full-Screen Video

Click here [to enlarge the video to full-screen size.](#)

## **Video Comprehension Questions (context-sensitive menu)**



## Timer and Question Bar

### Timer

The timer indicates **the amount of time you have spent on the exercise.**

### Question

This bar represents **the number of questions** you have seen out of the total number of questions.

## Check

Click here **to see a correction** of the question you are working on. Correct answers will appear in **green** and incorrect answers will appear in **red**.

## Solution

Click here **to see the solution** of the question you are working on. Correct answers will appear in **green**. Incorrect answers will appear in **red**. **WARNING:** Once you have asked for the solution **you cannot change your answer**.

## Question Summary

Click on this icon **to see all the questions and your results on one screen**. In the summary screen you can **click on any question to go back to that particular screen**.

**Next**

Click on this icon **to move on to the next question.**

## Previous

Click on this icon to see the previous question.

## Exercises (context-sensitive menu)

## General (context-sensitive menu)



## Timer

The timer indicates the amount of time you have spent on the exercise.

## Check

Click on this icon **to see a correction of your answers**. Correct answers will appear in green, incorrect answers appear in red.

## Solution

Click on this icon **to see the solution. WARNING:** You cannot change your answers once you have asked for the solution.

## Next

Click here **to move on to the next exercise** in the same category.

## Exercise number

This represents the **number of exercises you have completed** out of the total number of exercises in the category.

## Word Association

Click on this tab to begin the **Word Association exercise**.

## Word Order

Click on this tab to begin the **Word Order exercise**.

## Fill-in-the-blanks

Click on this tab to begin the **Fill-in-the-blanks** exercise.



## Hangman

Click on this tab to begin the **hangman exercise**.

## Dictation

Click on this tab to begin the **Dictation exercise**.

## Picture/Word Association

Click on this tab to begin the **Picture/Word Association** exercise.

## **The Right Word**

Click on this tab to begin **The Right Word exercise**.

## Crossword Puzzle

Click on this tab to begin the **Crossword Puzzle**.

**Dictation (context-sensitive menu)**

## Check

Click on this icon **to see a correction** of your answers. Errors will be circled in red.

## Solution

Click on this icon **to see the solution. WARNING:** You cannot change your answer once you have asked for the solution. Your sentence appears in the first column below, and the corrected version appears in the second column.



**Sentence number**

This represents the number of the sentence you are working on.

## Loudspeaker

Click on the loudspeaker icon **to hear the entire text**. Once the entire text has been played, click on the loudspeaker icon again **to listen to the sentences one at a time**.

## Answer Box

Type out the sentences you hear in this box.

Click on the **Check icon** to see your errors.

Use the **Solution** icon to see the solution. **WARNING:** You cannot change your answer once you have asked for the solution. Your sentence appears in the first column below, and the corrected version appears in the second column. If your sentence is correct the first time, it appears in **green**. If you asked for a correction it appears in **blue**. Incorrect sentences appear in **red**.

### **Student Response Box**

Once your answer is correct, or you have asked for the solution, your answer will appear in this section of the screen. If your sentence is correct the first time, it appears in **green**. If you asked for a correction it appears in **blue**. Incorrect sentences appear in **red**.

## **Solution Box**

Once your answer is correct, or you have asked for a solution, the correct answer will be displayed in this section of the screen.

**Word Order (context-sensitive menu)**

## Final Sentence

Move the words to this box to form a complete sentence.

**If you have chosen the speech recognition option** in the Options section you can move the words by simply pronouncing them.

**Otherwise you can use the mouse.** Click on the word you want to move with the mouse and hold down the mouse button while dragging the word to the appropriate space. You can also double-click on a word to move it to the first available space.

## Mixed-up Words

Use the mixed-up words in this box to form a complete sentence in the box above.

If you have chosen the speech recognition option in the Options section you can move the words by pronouncing them into the microphone. Otherwise you can use the mouse. Click on the word you want to move with the mouse and hold down the mouse button while dragging the word to the appropriate space. **NOTE:** You can also double-click on a word to move it to the first available space.



**Fill-in-the-blanks (context-sensitive menu)**

## Text to Be Completed

**Complete the sentences** displayed in this portion of the screen using the words displayed below.

**Click on the word using the mouse** and hold down the mouse button while dragging the word to the appropriate blank. **NOTE:** You can also double-click on a word to move it to the first available blank.

## Words to Be Inserted

Use the words displayed in this section to complete the sentences displayed above.

Click on the word using the mouse and hold down on the mouse button while dragging the word to the appropriate blank. **NOTE:** You can also double-click on a word to move it to the first available blank.

**Hangman (context-sensitive menu)**

## General

## Number of tries

This is the **number of wrong guesses** you have left in the game.

**WARNING:** You are only allowed seven wrong guesses!

## Crossword Puzzle (context-sensitive menu)

## Puzzle

**Choose a row or column** in the puzzle by clicking on the first square. The row or column will be highlighted in blue. You can also use the up and down arrows on your keyboard to move from square to square.

**Type the word** with your keyboard or use the mouse pointer to choose the letters on the screen keyboard. You can change a letter by clicking on the appropriate square and then clicking on a different letter.



## Loudspeaker

Click on this symbol **to hear the word** which corresponds to the space in the crossword puzzle.

## **Glossary and Grammar(context-sensitive menu)**

## **Grammar**

Click on this tab to consult the **Grammar section**.

## **Glossary**

Click on this tab to **consult the Glossary section.**

## Dictionary

Click on the dictionary tab **to consult the Dictionary.**

**Next**

Click here **to turn the page.**

## **Previous**

Click here **to return to the previous page.**

## Lesson Report (context-sensitive menu)



## Score Tubes

The **score for each activity** is stored in a separate tube.

The **number at the top** of the tube represents the total number of exercises. The **red level** represents the number of exercises completed. The **green level** represents the number of right answers for each activity.

## Overall Score

Your **overall score** for the activities completed is displayed in this part of the screen.

## Reset

Click on the **Reset** tube at the top of the screen **to erase your scores and reset the report.**

## Loudspeaker

Click on this symbol to listen to the dialogue again with your recorded answers.

**Options (context-sensitive menu)**

## General

## Validate

Click here **to validate the options** you have chosen.

## Cancel

Click here **to cancel the options** you have chosen.



## **[Options for Word Order, Picture/Word Association, The Right Word](#)**

Click on this tab to see the options for **Word Order, Picture/Word Association and The Right Word.**

## **Options for Dictation, Crossword Puzzle**

Click on this tab to see the options for the **Dictation and Crossword Puzzle**.

## **Options for Dialogue, Pronunciation and Video**

Click on this tab to see the options for the **Dialogue, Pronunciation and Video** activities.

## Timer

### Timer on/off

Click here **to activate or deactivate the timer** for these exercises

### Timer knob

Use this knob **to adjust the amount of time** allotted for an exercise. Click on the knob and hold down the mouse button while dragging it to the appropriate place. The further the knob is to the left, the less time you will have to finish the exercise.

## Speech Recognition

### Speech recognition on/off

Click here **to activate or deactivate the speech recognition** for these exercises.

### Background noise analysis

Click here **to analyse the background noise** in the place where you are working. **TeLL me More** will take this into account when scoring your pronunciation.

### Beep on/off

Click here **to activate or deactivate the beep** which indicates your turn to speak.

### Acceptance level

Use this knob **to adjust the acceptance level** for these activities. Click on the knob and hold down the mouse button while dragging it to the appropriate place.

**The acceptance level you choose is an essential part of these activities.** The level ranges from 1 to 7. The higher the acceptance level, the more demanding the computer will be in acknowledging your pronunciation.

## Picture/Word Association

### Display words

Click here **to see the possible answers displayed on the screen** for this exercise.

### Number of words

Click on the **number of possible responses** you wish to see displayed for this exercise.

## Dictation

### Easy

If you choose this option, **the computer will not take punctuation or capital letters into account** when correcting your sentences.

### Difficult

If you choose this option, **the computer will take punctuation and capital letters into account** when correcting your sentences.

## Crossword Puzzle

### Written clue

If you choose this option, you must type the word corresponding with the **definition displayed on the screen**.

### Oral clue

If you choose this option, you must type **the word you hear pronounced**.

### Size

Use this knob **to adjust the size** of the Crossword Puzzle. Click on the knob and hold down the mouse button while dragging it to the appropriate number of squares.



## Audio

### Sound level

Use this knob **to adjust the volume**. Click on the knob and hold down the mouse button while dragging it to the appropriate place. The further the knob is to the right, the higher the volume will be.

### Playing Speed

#### Normal

Click on this button **to hear the recordings at normal speed**.

#### Slow

Click on this button **to hear the recordings at slow speed**.

#### Very slow

Click on this button **to hear the recordings at very slow speed**.

## Dialogue: Comprehension

If you choose this option, **only one of the possible answers displayed for each question will be correct.**

**Number of wrong answers**

Choose **the number of wrong answers to be displayed** for each question in the dialogue.

## Video

### AVI format

Click here to display the video in **AVI format**.

### MPEG format

Click here to display the video in **MPEG format**.

### Display script

Click here **to display the text** beside the video.

