

Issues in English

MANUAL

Designed, produced and published by Protea Textware
© Protea Textware Pty Ltd

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Comments

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Technical support

If you experience problems with the installation or use of this program, first look at the Troubleshooting section of this manual. If you continue to have difficulties, please contact Protea Textware Pty Ltd for technical support.

Issues in English

MANUAL

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1. Getting Started

Purchase agreement

The Protea Textware Purchase Agreement for the use of this program is:

- **single user licence:** the program may be used on one computer at a time;
- **5 user licence:** the program may be used on up to 5 computers at a time;
- **10 user licence:** the program may be used on up to 10 computers at a time;
- **20 user licence:** the program may be used on up to 20 computers at a time;
- Licences for more than 20 users are available;
- **Home user licences** are available for purchasers who want to use the program for personal study at home. The CD-ROM must be in the CD-ROM drive of the computer whenever the program is used.

Licences are for concurrent users. The program may be run on standalone or networked computers.

The program may be purchased by libraries and made available for loan to the public.

You are not allowed to make any copies of the CD-ROM in any way at all.

This software is protected by the copyright laws that pertain to computer software. Please refer to the Licensing Agreement inside the front cover of this manual for more details.

System requirements

- Multimedia computer with Windows (minimum Win 98);

Package contents

The package contains:

- One CD-ROM with Licence Manager
- The Manual
- A serial code for installation.

Program installation

The program installation should start automatically. If it does not, run **setup** from the CD-ROM drive.

Trial

Follow the onscreen prompts. The 30 day trial will start when you first start the program. You can activate the program at any time by entering the serial code in the Licence Manager (p. 22).

Licence

Follow the onscreen prompts and choose the option for a standalone computer, or a network installation. Both the standalone and network options allow you to download the media files to a hard disk or the server.

The Licence Manager

The Licence Manager is automatically installed with stand-alone computer installations. It is installed to the server with network installations.

The Licence Manager allows you to:

- Update your network user licence
- Log computers off if the program did not exit normally

See page 22 for details.

2. Overview of Issues in English

Issues in English is an interactive CD-ROM for teaching and testing English language skills in the areas of listening, reading, writing, grammar, vocabulary and pronunciation. It covers the range from Beginner to Advanced levels. The program is designed for students who are working independently in an educational organisation, in an independent learning centre or at home.

Underpinning the program is the assumption that learning takes place in a meaningful context; the eight issues provide that context. Each issue is presented at four levels of language difficulty. There is a video clip for each issue at each level. All exercises are based around one of 32 video clips in which a person presents some information or an opinion relating to one of the issues.

There are the same types of activities for each of the eight issues at any one level. The content is always based on the specific issue. Most of the exercises are corrected by the computer and most exercises are presented in two modes. In the Learn Mode, learners are corrected instantaneously while in the Test Mode a score is given at the end of the exercise. Some activities are not corrected by the computer. These may be corrected by a teacher or a friend.

You can print out worksheets for each of the exercises. This provides opportunities to consolidate your skills away from the computer. For some exercises, the worksheets are randomly generated so that they are different every time they are printed.

The results for the Test Mode activities can also be printed. This provides a record of a learner's achievements and progress.

Access to the print facility can be protected by a password if desired. Help (written and spoken) is available at all times.

Tutorial information supporting the exercises is available in many places. This may be viewed from within the activity, or printed out.

Information about the range of skills covered in Issues in English at each level is included in Teaching Points on the main menu.

3. Using Issues in English

Issues in English is an interactive CD-ROM program for people who want to learn or improve their spoken or written English language skills. There are eight issues and four levels of difficulty from level 1 (the easiest) to level 4 (the hardest) for every issue.

For every level of every issue there is a video clip of a person presenting some information or their opinion about the issue. All of the exercises in the program are based on one of the 32 video clips.

Issues in English teaches and tests many different language skills. These include:

- reading
- writing
- spelling
- listening
- grammar
- vocabulary
- pronunciation
- giving your opinion

When the **Issues in English** main menu appears, first select a level and then click on an issue.

For information about what each of the buttons on each screen does, click the HELP icon and move the mouse across the screen. A speech bubble will then appear when any icon or button or active area on the screen is clicked. Information about the icon, button or active area appears in the bubble. Click the speaker icon in the bubble to listen to that information.

Click the HELP button again to switch off HELP.

The program is designed for people who are learning in an independent learning centre or at home. You can use the program in many different ways. You can work through the program as quickly or as slowly as you need to. You can repeat any exercise as many times as you need to so that you understand the exercise.

You can do the exercises in any order. However, the exercises in the Getting Started topic are the best ones to begin with.

You may not have to do all of the exercises. You can choose the exercises that are most important and most interesting for you.

You can print out worksheets for the exercises. This gives you the opportunity to practise the exercises even when you don't have access to a computer. It also helps to develop your handwriting skills.

In this Manual you will find a Record Sheet where you can keep track of the exercises you have finished.

The program has main two parts:

- In the Learn Mode, the computer will correct everything that you do. It tells you if your answer is right. If your answer is wrong, it will help you to find the right answer. When you start any exercise, the program is in Learn Mode.
- In the Test Mode, the computer will accept a correct answer or an incorrect answer. The computer corrects your answers at the end of the exercise and it gives you a score. The results from the Test Mode help you to know how well you understand that exercise.

Some exercises have many possible correct answers. The computer can't correct these exercises. For example, the **What do you think?** exercises in the Writing topic and the **Conditionals** exercises in the Grammar topic at Level 3 have many possible correct answers. You could ask a friend, a teacher or a neighbour to help you to correct your answers.

We hope that the content will be a starting point for extension activities such as group discussions and group or individual research projects. We encourage learners to discuss these issues with other people and to write more about these topics. There are many other issues which are related to those in this program. You could also find out about some of these.

Note: only single clicks of the mouse are required throughout the program.

Main menu



Choosing an issue

The eight issues are shown pictorially. The name of each issue appears and is spoken as the mouse moves over it. Select an issue by clicking on one of the images. This takes you into the video page for that issue, at the level selected.

The issue can only be changed from the main menu.

Level



Choosing a level

There are four levels of language difficulty from level 1 (lowest level) to level 4 (highest level) for each issue. You select the level by clicking on the level buttons on the main menu screen.

The level can only be changed from the main menu.



Teaching points

For an overview of the skills covered in the program, click on Teaching Points on the main menu. Each main topic area (such as writing or vocabulary) covered in the program is crossreferenced with the level/s at which each particular skill (such as punctuation or simple past tense) is covered.

There is also an A - Z listing of all skills covered in **Issues in English**. Each skill is cross-referenced with the main topic and level in which it appears.



Restricting access to the print facility

You can stop users printing out worksheets, answer sheets and tutorial information by setting a password lock on the printer. Users who know this password can still print from any screen. Only set a password if you want to limit access to the print facility. You can use the program without putting a password on the Print facility.

On the left hand side of the screen on the main menu is an icon of a printer with a large black key. Click on this printer lock icon to set a set a password on the print facility. The password may be in upper or lower case letters and may occupy as many or as few characters as space allows. However, the password must be entered in exactly the same format every time.

After the password has been set, when a user clicks on a print icon anywhere in the program, a dialog box appears asking for the password. If the user is unable to type the correct password, access to Print is denied. If the user types the correct password, they can print that exercise.

To remove the printing restriction, click on the printer icon on the main menu screen again and type in the password again to remove it.

If you want to change the password, first remove the old password (see above) and then type in the new password.

When you enter a password, the program creates a file named **IIEPASS.TXT** in the **ISSUES IN ENGLISH** subdirectory on your hard disk. If you want to make this a hidden file, you can do this in the normal way through Windows.

If you have set a password, and you forget it, delete the file **IIEPASS.TXT** from the **ISSUES IN ENGLISH** subdirectory on your hard disk. You can then reset the password.

The printer password lock can only be set, changed or removed from the main menu.



Exiting the program

Click the exit icon in the bottom left hand corner of the main menu screen to exit to Windows. As the program is closing, a credits screen appears. Click anywhere on this screen if you would like to close it quickly.

You can only exit to Windows from the main menu.

4. Video Screen

You can watch the video and listen to the person present information or an opinion relating to the issue.



Playing the video

You can watch the video and listen to the person present information or an opinion relating to the issue. Press the play icon to play the video.

NB: The default is no transcript on the screen. This is to encourage users to listen to the speaker first.



Pausing the video

Press the pause icon to pause the video. Press the play icon to continue from the point where the video was paused.



Rewinding the video

Press the rewind icon to rewind the video to the start.



Seeing a transcript of the text

Click the text icon to see the text.

Use the scroll up and scroll down arrows to see all the text.



Switching off the text transcript

Click the hide text icon to hide the transcript.

Hotwords

Click on the *hotwords* (*the red words*) in the transcript of the spoken text. Some information about that word appears on the screen. This is usually a picture at levels 1 and 2 and text at levels 3 and 4.

You can close hotword information by clicking on the hotword text box or picture, or by clicking on any other *hotword*.

Listening to individual sentences

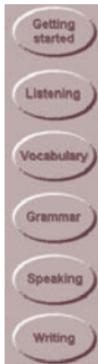
You can listen to any individual sentence in the transcript (text) of the video. When the mouse passes over any word in a sentence *except a red hotword*, that sentence changes to blue. You can click on a blue sentence to listen to it.

5. In general



Starting the exercises

Click the exercises icon at the bottom right hand corner of the video screen to see the menu of exercises. All exercises are based around the content of the video.



Choosing an exercise

There are six main topics at Levels 1 and 2 and five main topics at Levels 3 and 4. For learners at all levels, the Getting Started topic at the top of the menu of exercises is usually the best place to start. However, the program is designed so that you can do the exercises in any order.

Punctuation
Questions
Summary writing
What do you think?

To open an exercise, move the mouse cursor over the main topic buttons at the right hand side of the screen. You can see the contents of each main topic group the as the mouse moves over them. Click on any exercise to open it.



Help

Click on the help icon to get information about any icons or button on the screen. Then move the mouse over the screen and click on any icon, button or active area. Information about that icon, button or active area appears in a 'bubble' on the screen. Click the ear icon inside the bubble to listen to the instructions. Help can be accessed from any screen, including tutorial information screens.



Printing

Press the print icon to print the transcript (video page), a worksheet (LEARN Mode), an answer sheet (TEST Mode) or tutorial information (some exercises only).



Returning to the Main Menu

Click the return to main menu icon at the bottom left hand corner of the screen to return to the main menu.



The Learn Mode

The Learn Mode is the default mode. It is indicated by a tick: the learn icon on the left hand side of the screen. In the Learn Mode the learner receives instant feedback for correct and for incorrect answers. The program does not accept incorrect answers in Learn Mode.



The Test Mode

You get into the Test Mode by clicking on the learn icon (see above). The Test Mode is indicated by a percentage sign: the test icon on the left hand side of the screen. The Test Mode accepts correct and incorrect answers. You get a score at the end of the exercise.

In Test Mode, all answers can be changed at any time before you click the arrow to indicate that you have finished that test exercise. You can change answers in a number of ways:

1. In some exercises, you can click on the answer and it will return to its original place.
2. In other exercises, you can drag the answer back to its original place.
3. In those exercises where you typed an answer, you can put the cursor in the place where you to want to make the change, click and then change the answer. In those exercises where there isn't a cursor, you can use the BACKSPACE key on the keyboard to delete the letters.

The Print icon prints out the student's answers and the correct answers in most activities.

Click the Test Mode icon to return to Learn Mode.



Information pages

Many of the activities have an associated tutorial information page. This applies in particular to grammar activities where the Information page contains information and examples relating to that grammar point. It also applies to writing activities where the Information page contains suggestions for ways to approach the writing activity.

Most information pages have examples which may be accessed by clicking on 'For example' in the text. These words appear in red. Click on 'For example' again to close that part.

You can print an information page by clicking on the Print icon on that page.



Go back to see the video again

In some exercises you may want to look at all or part of the video clip or the transcript again. You can go back to the video page from many of the exercise pages by clicking on the Video Camera icon on the left hand side of the screen.

There is an arrow on the bottom right hand side of the video screen. Click this to return to the exercise again.

6. Specific exercises

Click on the help icon to get information about any icon on the screen.

Writing answers in a book

All activities have been designed so that the user can scroll through the activity to get an overview of the exercise before they begin work. This means that answers may be recorded on the computer or on paper. The spelling and dictation exercises, in particular, have been designed so that the user has the option of choosing to write their answers in a book rather than on the computer.

Saving answers on disk

Some of the writing activities allow the user to save their work onto a floppy disk or the hard disk. In those exercises, there are two icons of floppy disks at the bottom of the screen. One has a black arrow pointing onto the disk. Click this to save the work you have written onto disk. A standard Windows dialog box appears. Select the drive or directory where you want to save your work, give the file a name and click OK. The other disk icon has a black arrow pointing away from the disk. Click this to open a file which you saved previously. Files from a standard word processing program can also be accessed in this way although the text may have to be reformatted.

Cloze exercises

At each of the lower three levels, there is one cloze text. However, the actual words which are deleted are different on each occasion. At level 4 there are two cloze texts because of the large amount of information presented at this level. These two texts appear in random order. In the cloze tests, all words may be changed at any time after they have been placed by clicking on the word in the text. When the user clicks the Forward arrow, indicating that they have finished that exercise, words which were placed correctly are shown in blue. Words which were placed incorrectly or which were not placed at all are shown in red.

Recording words and sentences

In the Speaking topic, at all levels, you can record your voice and compare your pronunciation with the models provided in the program. First you need to make sure there is a microphone plugged into 'Microphone' on the sound card. On the sound card setup in Windows, check that 'Microphone' (rather than CD/Line or any other) is selected.

You can click on any of the blue words at the top of the screen to hear the word or the sentence with that word. Click on the microphone icon at the bottom of the screen to record your voice. A red light next to the microphone icon will come on. This indicates that the computer is recording. Record the word or sentence. Then click the Ear icon next to the microphone to stop recording and hear your pronunciation. Click the Ear icon next to the white box to hear the model pronunciation again.

The most recent sound file is saved while the user is in an exercise. The student's sound file is deleted when the student leaves the exercise.

Name: _____

Issue _____

Issues in English Record Sheet Level 1

Topic	Skills	Date	Date	Date	Comments
Video	Watch video				
	Watch video and read text				
	Check hotwords				
	Listen to sentences				
Getting Started	Comprehension questions				
	Cloze				
	Spelling				
	Dictation				
Listening	Words				
	Sentences				
Vocabulary	Pictures and words				
	Opposite meaning				

Grammar	Simple present tense				
	Simple past tense				
	Present continuous tense				
	Personal pronouns				
Speaking	Words				
	Sentences				
Writing	Punctuation				
	Questions				
	What do you think?				

Name: _____

Issue _____

Issues in English Record Sheet Level 2

Topic	Skills	Date	Date	Date	Comments
Video	Watch video				
	Watch video and read text				
	Check hotwords				
	Listen to sentences				
Getting Started	Comprehension questions				
	Cloze				
	Spelling				
	Dictation				
Listening	Words				
	Sentences				
Vocabulary	Pictures and words				
	Opposite meaning				

Grammar	Articles				
	Conjunctions				
	Reflexive pronouns				
	Present perfect tense				
	Conditionals				
Speaking	Words				
	Sentences				
Writing	Punctuation				
	Questions				
	What do you think?				

Name: _____

Issue _____

Issues in English Record Sheet Level 3

Topic	Skills	Date	Date	Date	Comments
Video	Watch video				
	Watch video and read text				
	Check hotwords				
	Listen to sentences				
Getting Started	Comprehension questions				
	Cloze				
	Spelling				
	Dictation				
Vocabulary	Definitions				
	Same meaning				
	Opposite meaning				

Grammar	Conjunctions				
	Past perfect tense				
	Reported speech				
Speaking	Words				
	Sentences				
Writing	Punctuation				
	Questions				
	Summary writing				
	What do you think?				

Name: _____

Issue _____

Issues in English Record Sheet Level 4

Topic	Skills	Date	Date	Date	Comments
Video	Watch video				
	Watch video and read text				
	Check hotwords				
	Listen to sentences				
Getting Started	Comprehension questions				
	Cloze				
	Spelling				
	Dictation				
Vocabulary	Opposite meaning				
	Same meaning				
	Definitions				

Grammar	Passive verbs					
	Question tags					
	Phrasal verbs					
Speaking	Words					
	Sentences					
Writing	Punctuation					
	Questions					
	List the main points					
	Summary writing					
	What do you think?					

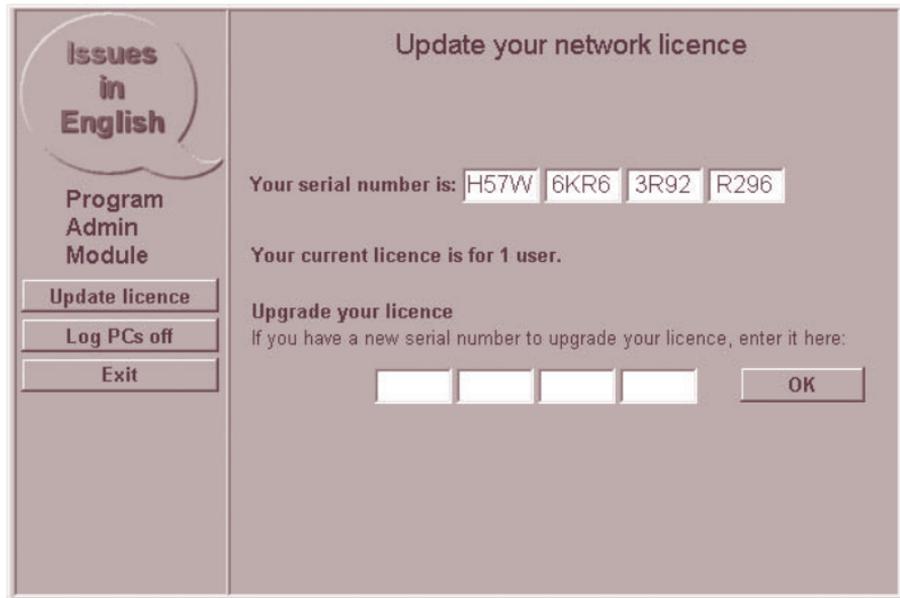
8. Licence Manager

Starting the Licence Manager

To run the **Licence Manager** program after the program has been installed: Double click on **Issues in English Licence Manager** icon in Program Manager or click **Start, Issues in English Licence Manager**.

The **Licence Manager** has **three** options.

When the **Licence Manager** program begins, the Main Menu appears:



Update Licence

If you upgrade your licence, for example from 20 users to 45 users, you must enter your new code here.

Log PCs Off

If the program did not exit normally (using the Exit button), the licence/s in use may not have been released. This may happen if the network goes down, the workstation crashes, or if some other similar unusual event occurs. In such a case, you may receive messages that all the licences are in use when, in fact, you have not exceeded your licence limit. You can use this option to disconnect the computers and release the licences. The table will show you which computers are currently logged onto **Issues in English**. You can select the names from the table to release those computers from the licence manager.

9. Troubleshooting

Problem	Possible solution
Program requests CD-ROM or Serial Code	Have you entered a valid serial code? If you have a Home User license, you must have the CD-ROM in the computer when you use the program.
No sound when using the program	Check that the headphones or speakers are connected to the right slot in the sound card.
No sound when using the program	Increase the volume directly through the installed software in Windows.
Distorted screen display of text	Check that the video display is set to 'Small fonts'. In Windows, double click on Windows Setup. Change to a video driver with small fonts.
Program runs very slowly	Check that you have the minimum system requirements for the version of Windows you are running.
Error message	Contact Protea Textware with full message and screen shot (ALT-PrtScr) if possible. The phone and fax numbers and the email address are at the front of this manual.

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*Bringing
language to life ...*