

GUIDELINES FOR USING THE CDROM – ENG 1

Contents

The CD includes 8 units. **4 of these will be used as a basis for the CA Activities.** We will be studying together during the course, according to the following table.

CA 1	<i>Learning languages (unit 1 CD-ROM)</i>
CA 2	<i>Can't buy you love (unit 4 CD-ROM)</i>
CA 3	<i>Degree-related activity posted by teacher on the Notice Board</i>
CA 4	<i>A better life (unit 7 CD-ROM)</i>
CA 5	<i>Prime time TV (unit 8 CD-ROM)</i>
CA 6	<i>Degree-related activity posted by teacher on the Notice Board</i>

The other units on the CDROM are for individual study.

On the opening screen of each unit you will find the objectives of that unit and a box with links to 2 different types of resources:










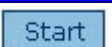


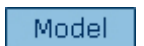
- on-line sites providing alternative information related to the general theme of the unit.
- grammar explanations and exercises corresponding to that particular unit, to be found either in the grammar section of the CD or on other web sites

At the top of this screen you will find the horizontal **menu**, providing access to each of the sections of that unit:

- **reading**
- **listening**
- **grammar**
- **vocabulary**
- **speaking**
- **writing**

Each of these sections includes several activities. If you click on 'reading' for example, you will go to the first of a series of exercises in this section. The rest of these exercises are numbered in a horizontal line, at the top of the page.

The exercises have different icons and buttons, but they do not all have the same ones. Here is a table of what they do.

	This opens a written text.
	This loudspeaker allows you to listen to a recording.
	This loudspeaker allows you to listen to a recording, and shows the following icon:  .
	This allows you to see the written version of a listening text. We advise you to do the listening task before you look at the text.
	This allows you to print out a text.
	This displays an image.
	This allows you to check the questions that you have answered.
	This shows the answers to all the questions in the exercise.
	When there is a start button, you must press it to start the exercise.
	When there is a next button, you must use it to move from one question to the next within the same exercise.
	The grammar exercises have a grammar button that links to the appropriate section in the grammar reference.
	This displays a model answer.

How should you use the CD materials?

1. Spend some time familiarising yourself with the general layout of the CDROM and consider how the level and the demands of the materials relate to your own knowledge of English. The materials are mostly self-correcting and have been designed for autonomous use by students.
2. You may then decide you need practice in all areas of the language and choose to work through a selection of exercises from each section.
3. It is preferable, however, to concentrate your attention on the areas you know you are particularly weak in, devoting the majority of your time to these.
4. Use the Dictionary, Glossary and Grammar Reference links (top right hand corner of the screen) to help you as you work.
5. Follow the links on the opening screen of the unit for further reading practice and for more information on the theme of the Unit, if you want to.

What will I have to do for the CA Activities?

- The teacher will ask you to complete specific sections of each unit in order to prepare yourself to do the final writing task which has to be sent to the classroom Forum as part of your Continuous Assessment. The more closely you follow the teacher's instructions, the better prepared you will be for the final writing task.

- This writing task will usually be the final exercise in the Writing section of the Unit. On some occasions, the teacher may suggest an alternative subject for you to write about.
- The teacher may also provide you with optional extra reading material, to supplement the texts on the CDROM.
- Apart from what you are required to do for the CA Activity, you should also work through the materials on your own as much as possible (see above),

Ask for help and share learning tips!

This may be the first time many of you are using materials in CDROM format to study English. We are aware that some of you may be a little uncertain how to proceed. Please do not hesitate to ask for help if you need it and also to suggest any good learning strategies you may have. If you send these to the Forum we can all share the information.