

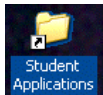






MULTIMEDIA LABS

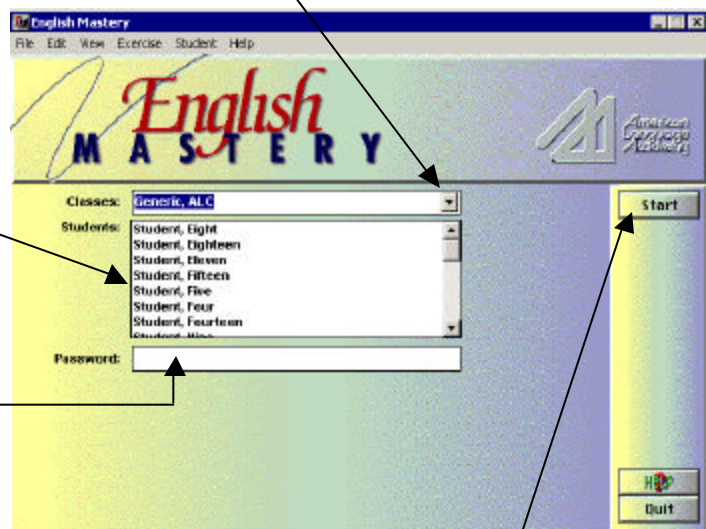
ENGLISH MASTERY



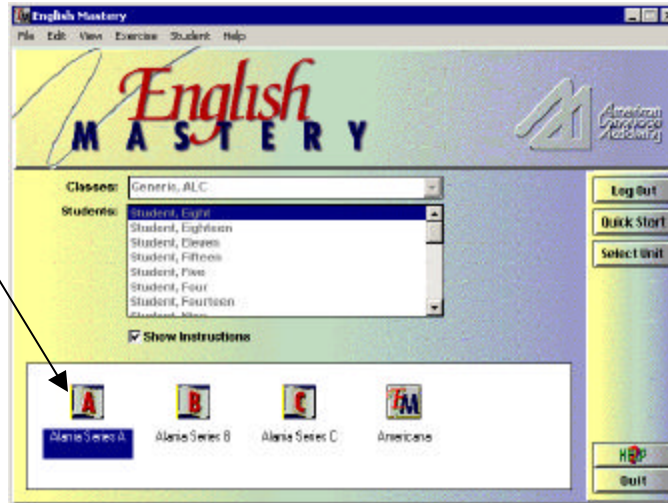
English Mastery is an ESL program that focuses on listening comprehension, vocabulary, spelling, pronunciation, and dictation. The following help sheet guides the user through the basic steps in accessing and using **English Mastery**.

-  1. Double-click Student Applications folder on the Windows desktop.
-  2. Double-click ALC Applications folder.
-  4. Double-click ESL folder.
-  3. Double-click **English Mastery** folder.
-  5. Double-click **English Mastery** icon.

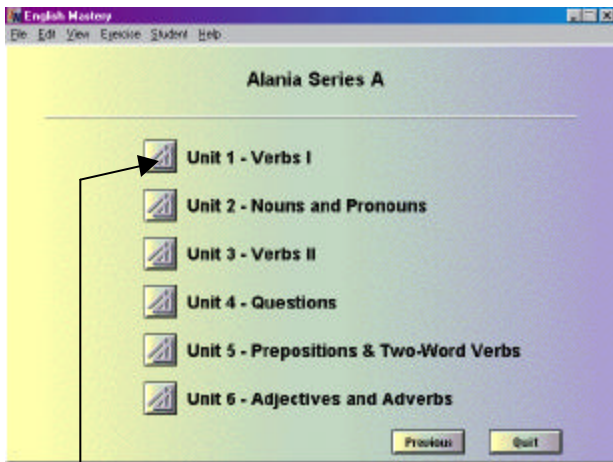
6. Click on the down arrow to see all the classes. Click on your class, or select **Generic, ALC** to use the program
7. Select your name from the Students list, or choose a generic student (for example, **Student, Five**) if you selected the **Generic, ALC** class.
8. Click once in the Password box, and type in your **English Mastery** password (your initials in lower case), or type in the student number (for example, 5) if you selected a generic student.
9. Click once on Start, or press Enter.



10. Double-click on the series in which you want to work...



...or click once on the series and then click once on the Select Unit button.



11. Click on the Unit "box".



12. Click on the number of the text you want to work on.

13. Click on the type of exercise you want to do:



AudioLab – listening comprehension, speaking, pronunciation.

WordLab – new vocabulary

CrossWord – vocabulary (crossword puzzle)

AudioWrite – dictation, listening comprehension

SoundSort – listening comprehension, recognition, recall.

TextLab – grammar, vocabulary fill-ins

TestLab & Grammar – review test, grammar lessons and exercises.

DETAILED INSTRUCTIONS APPEAR ON THE SCREEN AFTER SELECTING EXERCISE.

14. This is an AudioLab screen. The “buttons” on the right hand side perform the following functions:

The screenshot shows the AudioLab interface with a text window on the left and a control panel on the right. The text window contains a dialogue between Dave and Tom. The first sentence is highlighted in purple. The control panel on the right has several buttons: All, Phrase, to End, Scissors Phrase, Record, a play/pause button, a compare button, See, Stop Exercise, Help, and Exit. Arrows point from each button to a text box explaining its function. A separate box at the bottom left points to the text window with the instruction 'Click on any sentence to hear it.' The status bar at the bottom shows 'Verbs I - Present Tense TO BE' and 'Elapsed Time 0:00:18'.

All – click once to play the entire text for listening.

Phrase – click once to play only the selected phrase (select a phrase by clicking on it).

to End – click once to play entire text to its conclusion from any selected point/phrase.

“Scissors” Phrase – click once after selecting a phrase; you may then listen to a specific part (a *clip*) of the phrase.

Record – click once to record your voice (this button becomes a **Stop Record** button while recording – click **Stop Record** when you are finished recording your voice).

Click once to hear your recorded voice (click **Stop Sound** when you want to stop listening).

Click once to hear your recorded voice compared to the reader’s voice (Click **Stop Sound** when you want to stop listening).

Click once to see **Notes** (Grammar Reference).

Stop Exercise -- click once to stop this exercise and to go to another one.

Help – click once for *English Mastery* Help files (how to use the program, etc.).

Exit – click once to exit the program.

Click on any sentence to hear it.

NOTE: All buttons perform the same functions for each exercise, though not all buttons appear in each exercise.