Manual
Interaktive Sprachreise

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A Important information

Before starting the software, please read through sections A to C of this handbook so that you can successfully use the program. In the chapters that follow, you will find further information about the use of the software and the individual exercise types.

This handbook explains

- what your language course contains and how you use it (Section A).
- how to use the software to achieve your personal learning objectives quickly and easily (Section B).
- how to start and familiarize yourself with the educational software (Section C).
- how the software works and how you can best use it (Section D to M).

One help file for all of the language courses

All of the programs are structured in the same way and contain all the same program functions. For this reason, we have chosen not to include language-specific illustrations in this help file. So, if you are working with the German course and discover an illustration taken from the English course, then the corresponding explanation is also valid for the German course. And, of course, vice versa.

Multilingual user interface

In the German course, you may select a user language from the options menu (⚙▾). You may choose from the following user languages: English, French, Italian, Spanish, or German. To see a translation of the instructions and menu bar functions, just press the **Alt** key. Grammar explanations, translations of words in the Vocabulary practice and all Help files will appear in the user language selected.

The online Help file and the tips will provide you with further assistance.

You will also find a detailed description of how to use the program in the Help file. To access the Help file from within the program, simply press the **F1** key. This function automatically takes you to the appropriate section of the Help file. In the **Tips**-section in the IntelliPlan, you will find detailed tips on how to use the program.

1 Three learning resources: software, audio CD and booklet

The "Sprachkurs 1", “Sprachkurs 2”, “Intensivkurs” and the "Kommunikationstrainer" comprise three language resources: a CD-ROM / DVD-ROM, which can only be used in a computer's disk drive, an audio CD, which may be played on a CD player, and a booklet. The booklet contains all of the texts from the photostories so that you may continue to improve your language skills away from the computer.

2 Is my computer configured correctly?

To ensure complete functionality of your educational software so that you get the most out of the course, your computer should meet the following requirements:

- Windows 2000, XP, Vista or 7
- Speakers and microphone or headphones (the recommended dp Headset may be obtained in stores or directly from digital publishing)

3 Connecting the speakers and microphone or headset

Although you can also use the language course without speakers and a microphone, it is advisable to use them in order to practice your listening comprehension and pronunciation skills.

There is no standard for the sound card configuration. However, the following indications relating to the computer's sound card can be found on the back of most computers and should enable you to connect your audio equipment correctly:

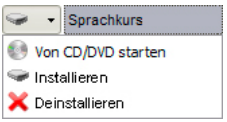
Microphone	Symbol, label "Mic", red marking
Speakers/headphones	Symbol, label "Audio" or "Out", no red marking

4 Starting the software directly from the CD / DVD or installation

The educational software will start automatically as soon as it is placed in the disk drive. Doing this will install no files on your system. If, however, the Autorun function has been deactivated on your PC, the software will not start automatically. In this case, display the content of the CD-ROM / DVD-ROM using Windows Explorer and then open the program **Start**.

You can also install the software on your PC. To do this, display the contents of the CD-ROM / DVD-ROM and open the setup program. In the setup program, decide whether the program's components should be installed on your hard drive by selecting the symbols before each component, or whether you would like to start the program directly from the CD-ROM / DVD-ROM without installing anything. For programs that need to be activated after installation, enter the serial number printed on your CD-ROM / DVD-ROM when starting the program for the first time.

To remove installed components, select the symbol **Deinstallieren** from the setup program. **Note**: Doing this will result in the loss of all information relating to your learning progress as well as any content put together by you. Should you wish to save your learning results, select in advance **Save IntelliPlan** from the options menu.



5 dp Diploma

The dp Diploma certifies your language skills after you have completed the predefined course and achieved a score exceeding 80% in the columns **Result** and **Pronunciation assessment**. To receive the diploma, first save your results onto your computer:

- Select the option **Save IntelliPlan** from the options menu in the IntelliPlan.
- In the dialogue window, specify the location where you would like to save your zip file.

Then send your results to digital publishing:

- To send us the zip file containing your results, go to the Webportal and follow the instructions.

6 Further questions?

For any questions about the software, which are not addressed in this handbook or in the Help file, please see our website or contact our customer service department.

- Website www.digitalpublishing.de/support
- E-mail support@digitalpublishing.de
- Fax +49 (0)89 74 79 23 08
- Hotline +49 (0)89 74 74 82 99 (Mon - Fri from 1 to 6 p.m.)

The software licensing agreement can be found on our website at www.digitalpublishing.de/lizenzvereinbarung.

B The optimal learning method

The language learning software offers specially-structured material designed to meet different learners' needs. Simply choose from the overview in the course window what, to what end, and by which method you would like to learn.

Systematic training

The complete language course is designed to help you improve your language skills systematically (grammar, pronunciation, vocabulary, reading and listening comprehension).

Here, you will also find specialized exam preparation courses for internationally-recognized language certificates. Simply select the language certificate that you would like to prepare for. The educational software will then offer you a course tailored to your needs.

Individualized training

Here, you will find several different ways of using the language course to complement your previous knowledge, to reach your personal learning goals or to practice specific targeted skills.

- **Course planner**: First set your learning goal and the amount of time you have to study. If you have previous knowledge of the foreign language, the evaluation test will determine your strengths and weaknesses. The software will subsequently create a personalized course of study based on your individual needs (see paragraph G).
- In **Vocabulary practice**, you can learn new words with a variety of exercise types or using the interactive index card boxes. You can copy words directly from individual exercises, or from whole units, into the vocabulary training.
- The **Examination trainer** will allow you to check if you are suitably prepared to sit exams under realistic test conditions. You determine the exam material, duration and number of exercises and the software creates the exam.
- If you'd like to create your own personalized course, copy the desired exercises or units into **My exercises** and decide exactly which topics you would like to cover and how long the course should be. You can even print out your own selection of units and create your own textbook. (This is an ideal way to review course content or reinforce your work on a language course.)

Skill training: If you already know what you want to learn, you will quickly be able to find the appropriate exercises here. You will also find a complete pronunciation laboratory in which you can systematically practice everything from the basics right through to difficult words and specialized vocabulary. Furthermore, you will also be provided with topic-related exercises, a series of reading and listening comprehension exercises and thematically-organized grammar exercises. In the comprehensive **Grammar index**, you can quickly look up all relevant grammar topics.

C Starting | First steps | Quitting

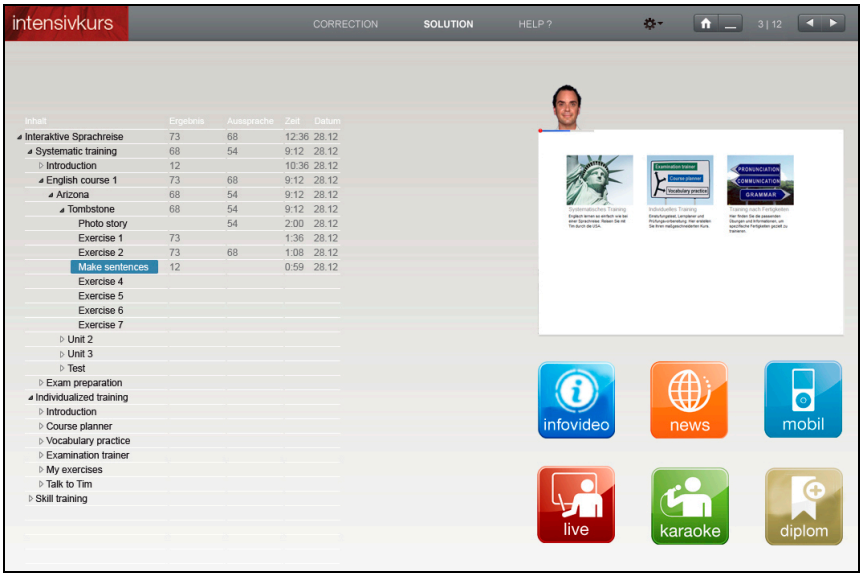
1 Starting the educational software

The educational software will start automatically as soon as you have inserted the CD-ROM / DVD-ROM into the disk drive. When you have installed the software onto your hard drive, start the program using the link in the program group **digital publishing**.

- If the **Autorun** function on your computer has been deactivated, the program will not start automatically. In this case, open **Windows-Explorer**, display the content of the CD-ROM or DVD-ROM and open the program **Start**.

2 Learning Portal

You'll find an overview of your complete language course in the Learning Portal.



- On the left, you'll see the IntelliPlan. This is your course's table of contents. Here you'll see which units you have worked on, the results you have received, and what you still have left to do. You can also create your own course in the IntelliPlan. To view any item in the IntelliPlan, just click on it.
- On the right, you'll see a large image which leads to the three main elements of your language course. Below it, you will also find a series of icons leading to additional interactive language learning channels and information.

- To display the Learning Portal, minimize the course view by clicking on the minimize button on the menu bar.
- Click on the Home button to return to the start position of your Learning Portal.
- Navigate through your course using the arrow buttons on the menu bar or by clicking on the item in your IntelliPlan.

3 How to – an introduction

Before you start the language course, you should go to the **Introduction** to quickly become familiar with the different functions of the software. You will find the **Introduction** at the beginning of the **Systematic Training**.

- Click on **Systematic Training** and then on **Introduction**.
- In the **Tips** section of the IntelliPlan, click on each entry, read the information and try out all of the functions described there in the exercise window.
- When you have gone through all of the tips relating to the exercise in question, click on the blue arrow at the top right corner of the exercise window to get to the next exercise.
- Click on a command in the exercise window to listen to it.
- Say the command into your microphone - if the Video Tutor understands you, you will see a blue check mark beside the command.

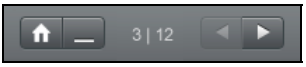
Try out the commands as much as you like. You can continue onto the next exercise by clicking on the arrow at the top right corner of the menu bar in the exercise window (you will find out how to tell your Video Tutor to do this for you in the third exercise).

Always address the Video Tutor by name
To get the Video Tutor's attention, you have to begin each command by saying the tutor's name. And, don't forget to use the tutor's native language. After all, you do want to learn this language.

4 Navigating the program

You can navigate through your course with your mouse or use the program's speech-recognition system and give your video tutor voice commands.

- To browse through the contents of your course, (photo stories, exercises, tests) use the forward arrow in the menu bar. You can also select any item directly in your IntelliPlan (your current position in the course is also shown here).



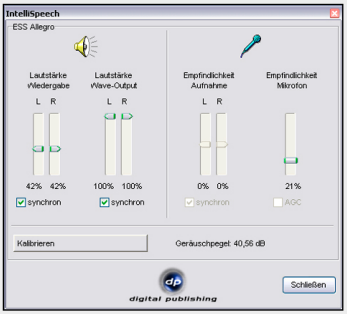
- You will find an overview of the course content in the IntelliPlan. The table of contents functions just like the folders in Windows Explorer – with the arrow symbols, you can

hide or unhide the sub-folders. What you select in the IntelliPlan will appear in your course window.

- Beside the Video Tutor you will always see a brief instruction. Hold down the Alt key to see the translation.
- If there is something specific that you have not understood, click on the picture of the Video Tutor to hear it repeated.
- If you want to navigate through the program by giving voice commands make sure your microphone is working properly. The system is ready to record when the red mark under the Video Tutor appears. While you are speaking into the microphone, the blue beam of the sound level indicator should move. To ensure that your microphone is working optimally, you should now calibrate your microphone.

Microphone calibration

- Make sure that the speech recognition function is active (the little dot underneath the Video Tutor is red in color). If the speech recognition function is deactivated, (this dot is crossed out) double-click on the red cross or select the option **Speech Recognition** from the options menu in the IntelliPlan.
- To calibrate your microphone, click on the microphone symbol in the Windows taskbar at the bottom right hand corner of your screen or select **Calibrate microphone** from the options menu.
- The IntelliSpeech window will open. Click on the button **Calibrate** and speak into the microphone. While calibrating, the program measures the back-ground noise of your microphone for about 5 seconds.



- End the microphone calibration by clicking on **Close**.
- The microphone calibration settings are saved. You only need to repeat the calibration process when you want to use a different microphone.

Note: When you speak into the microphone, a blue line should reach the middle of the bar underneath the Video Tutor. If a blue line appears when you're not speaking, this is because your microphone is registering background noises. In this case, you may wish to adjust the microphone's sensitivity. To do this, simply open the IntelliSpeech window again and reduce the degree of sensitivity.

5 Settings in the options menu

⚙	Function
Video tutor	Turns the Video Tutor on and off.
Speech Recognition	Activates the speech recognition function.
Calibrate microphone	Optimizes the microphone settings to achieve the best possible results in the pronunciation and speech recognition exercises.
Save IntelliPlan	Saves the IntelliPlan along with the complete structure and all of the results in a file.
Restore IntelliPlan	Imports an IntelliPlan file and replaces the existing IntelliPlan (structure and results) with the new one.
Info	Provides information regarding the version of the software and your system configuration.

6 Quitting the program

There are several ways to exit the program:

- Click on the close symbol in the title bar.
- Press the **Alt**+**F4** key combination.
- Give the Video Tutor a voice command (you will see how this works in the **Talk to ...** unit).

The program takes note of your progress and opens up where you left off the next time you start the software.

D The photostories

The photostory sets the scene for the exercises that follow. In addition to learning new vocabulary and grammar structures, you will be able to work on your reading and listening comprehension skills.

1 Learning with the photostory

- Start the photostory and listen closely. First, just watch and listen to the story.
- Then, go back to the beginning of the photostory and start again. Pay particular attention to the parts you didn't fully understand the first time.
- Listen to the photostory step by step. Click on the dialogue bubbles that you would like to hear again. Hold down the **Alt** key to see a translation.
- Hide the text and listen to the entire photostory. Did you understand everything?
- Now, it's time to practice your pronunciation. Say the text from the dialogue bubble into the microphone and try to imitate the pronunciation of the native speakers. If your pronunciation is good, the program will automatically move onto the next dialogue bubble.

The software is ready to record when the little dot under the Video Tutor turns red in color.

If the speech recognition function is deactivated, (the dot is crossed out)

Double-click on the red cross or select the option **Speech Recognition** from the options menu.

2 The photostory control panel

starts the photostory (sound and picture)

stops the photostory (sound and picture)

moves onto the next picture

moves back one picture

returns to the beginning of the photostory

reduces the speed of the dialogue (if, for example, you don't understand everything), simply drag the yellow regulator at the bottom of the window to the left. To increase the speed, drag the regulator to the right. Double-click on the regulator to hear the "normal" talking speed (100%) again.

hides the text in the dialogue bubble

reveals the text in the dialogue bubble

Alt translates the text in the dialogue bubbles and the functions in the menu bar.

allows you to hear the text again

Navigating the program by giving voice commands

You can, of course, go through the photostory using voice commands. Just tell the Video Tutor what to do (for example: **Stop**). In the menu bar, you will see the names of the different commands in the target language. You can also look up other commands (for example: **Hide text)** in the corresponding exercise in the **Talk to ...** unit.

E The exercises

The various types of exercises are designed to help you improve all your language skills. You can identify the exercise type by the symbol beside it in the IntelliPlan.

1 How do you complete an exercise?

The exercises have a variety of functions and offer various kinds of help. To benefit the most from the course, please complete the exercises in the manner described below.

Instructions

- Listen to the Video Tutor's instructions. Click on the Video Tutor to hear the instructions again.
- Read the instructions next to the Video Tutor. You can also press the **Alt** key here to see a translation.

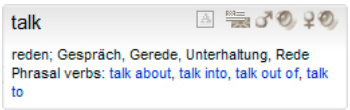
Some exercises appear already solved. This is so that you can see the answers in advance. As soon as you click on any part of the exercise, it will become active. Your job is to return the exercise to its original state (for example, by filling in the gaps or putting the sentences back in order). New instructions will also appear to help you solve the exercise.

Certain exercises can only be solved after listening to one or several texts. Look for the loudspeaker symbol and follow the instructions given.

Completing the exercise

First, try to complete the exercise without any additional help. You can click on **Correction** to see how close you are to completing the exercise with a score of 100%.

Dictionary



You can view a translation of every word in every exercise by right-clicking on the word. Links to the root forms are in blue. You can also listen to a recording of every word pronounced by a man and a woman. Just click on the loudspeakers beside the male and female symbols in the dictionary window. To add this word to you're my **My words** folder, just click on the symbol **A** in the dictionary window. This word may now be learned in the Vocabulary practice section.

Grammar explanations

A short grammar explanation is provided, when necessary, to help you solve the exercise. Additional relevant information may also be viewed by clicking on the links provided.

Correction

Click on **Correction** in the menu bar at the top of the course window (press the **Alt** key to see a translation of the menu bar functions). Alternatively, if you know the voice command and can pronounce it correctly, tell your Video Tutor to correct the exercise.

- If you request a correction before you have fully completed the exercise (for example: when a gap is still empty), the Video Tutor will first tell you that you haven't finished the exercise. If you would like to have the exercise corrected anyway, just click on **Correction** again.
- In many types of exercise (for example, Fill-the-gap exercises) the program will identify errors and provide you with a short hint to help you to correct your own mistakes. It is advisable to proceed step by step, first reading the error messages, then correcting the errors, and finally clicking on **Correction** to correct any remaining errors.
- The exercise has been solved correctly when all of the gaps are filled and there are no flashing words.
- Your result is updated in the IntelliPlan every time you click on **Correction**.

Solution

Click on **Solution** in the menu bar of the course window to solve the exercise (to view a translation of the functions in the course window, simply hold down the **Alt** key). Or, if you know the voice command and are able to pronounce it correctly, simply tell your Video Tutor what to do.

- Always try to solve the exercise without looking at the solution. If you find the exercise difficult, try correcting it several times as you work through it. Remember, you may also consult the in-built dictionary and grammar explanations as you go along.

Every exercise is also a little language laboratory

As soon as you solve an exercise correctly, you can use it a second time to practice your listening or pronunciation skills.

You will know whether you are expected to practice your listening comprehension skills or pronunciation skills from the form of the mouse cursor:

Here you can improve your listening comprehension skills. To find out exactly how this works, see section E 15 (additional function **Listening comprehension**).

Here you can practice your pronunciation. To find out exactly how this works, see section E 16 (additional function **Language laboratory**).

Exercise results

- In the IntelliPlan, you will see the results of the exercises you have just worked on:

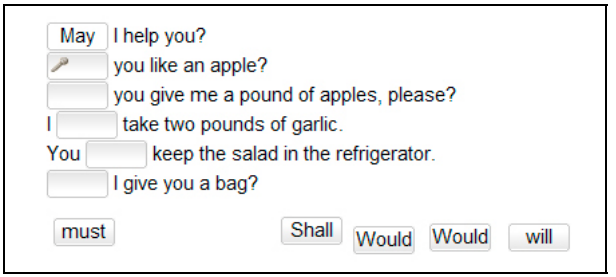
red symbol	0 to 49%	~ poor
yellow symbol	50 to 79%	~ average / good
green symbol	80 to 100%	~ good / very good

- For those exercises which also turn into language laboratory exercises, the pronunciation results appear in the column **Pronunciation assessment**.
- The IntelliPlan also displays the amount of time (in minutes) you spent doing each exercise and the date on which you last worked on it. You can find out more about the IntelliPlan's different functions in chapter H.

Moving onto the next exercise

- You can move onto the next exercise
  - by clicking on the arrow button in the menu bar.
  - by giving a voice command to the Video Tutor.
  - by clicking on the next exercise in the IntelliPlan.

2 Drag and drop exercises

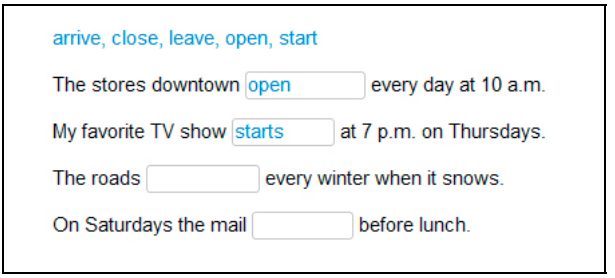


Move the cursor over one of the possible solutions. Hold down the left mouse button and drag the solution to the correct gap. When you have dragged the solution into the gap, it "locks" in place and you can release the mouse button.

Many drag and drop exercises can also be solved using voice commands. If you see a microphone symbol in the gap, just say the correct answer directly into the microphone and the missing word or phrase will automatically move into the gap. Be careful, however, wrong answers can also be moved into the gap.

Click on **Correction** to correct the exercise. Any words or phrases that have been moved into the wrong gap will fall to the bottom of the window.

3 Fill-in-the-gap



Click in the gap and type in the correct solution. You can move onto the next gap by moving the cursor or by pressing the **Return** or **Tab** key.

To correct the exercise, click on **Correction**. Any wrong answers will begin to flash. If you move the cursor to the flashing word, you will see an error message which will point you in the right direction. To see a translation of the error message, hold down the **Alt** key. When you correct your mistakes, you should proceed step by step:

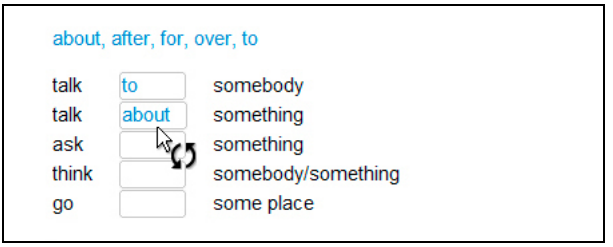
- Click on **Correction**
- Place the cursor over the errors and read the error messages
- Try to correct the errors
- Click on **Correction** again and repeat the process until nothing flashes

Entering special characters

To enter special characters that are not on your keyboard (for example **ß**, **ä**, **ö**, **ü**), hold down the **Ctrl** key and press the hidden function keys for the special character (for example: an umlaut) and then type in the desired letter.

- To type an **ä**: hold down the **Ctrl** key and then press **F4** and type the letter **a**.
- To type a **ß**: hold down the **Ctrl** key and then press **F7**.

4 Fill-in-the-gap with alternatives

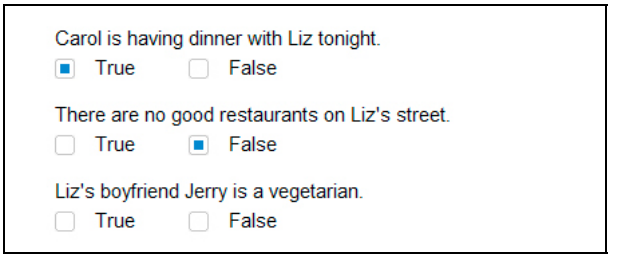


These exercises are particularly easy to identify as the form of the cursor changes: It appears as two arrows forming a circle. To complete the exercise, click in a gap. A word will appear. Click again and the word will change. Continue to click until you see the correct answer.

To correct the exercise, click on **Correction**. Any wrong answers will begin to flash. If you move the cursor to the flashing word, you will see an error message which will point you in the right direction. To see a translation of the error message, hold down the **Alt** key. When you correct your mistakes, you should proceed step by step:

- Click on **Correction**
- Place the cursor over the errors and read the error messages
- Try to correct the errors
- Click on **Correction** again and repeat the process until nothing flashes

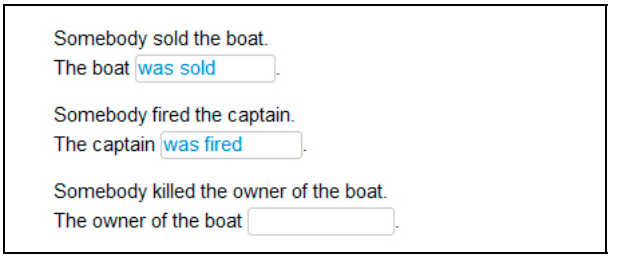
5 Multiple choice exercises



Click on the box next to the correct answer (the box will be marked with a blue spot). There may be more than one correct answer per question.

After selecting **Correction**, the wrong answers will flash.

6 Answer exercises



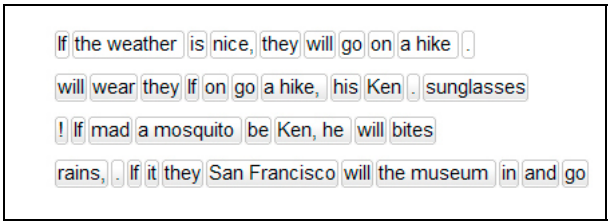
Click in the gaps and type in the correct words to complete the sentences. You can move onto the next gap by moving the cursor or by pressing the **Return** or **Tab** key.

To correct the exercise, click on **Correction**. Any wrong answers will begin to flash. If you move the cursor to the flashing word, you will see an error message which will point you in the right direction. To see a translation of the error message, hold down the **Alt** key. When you correct your mistakes, you should proceed step by step:

- Click on **Correction**
- Place the cursor over the errors and read the error messages

- Try to correct the errors
- Click on **Correction** again and repeat the process until nothing flashes

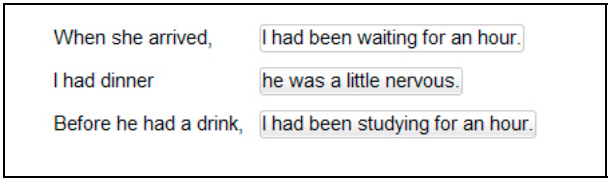
7 Scrambled sentences



Read the words and try to figure out what the sentence is saying. To move a word, hold down the left mouse button and drag the word to its correct position. The new position is indicated by a blue insert mark. When the insert mark is in the correct position, you can release the mouse button. Do the same for all subsequent words until you have arranged all the words correctly.

Click on **Correction** to correct the exercise. Words which are in the wrong position stay white and remain moveable. The exercise has been solved correctly when none of the words are white anymore.

8 Scrambled tables



To move a word or sentence part, hold down the left mouse button and drag it to the correct position. The new position is indicated by a blue insert mark. When the insert mark is in the correct position, you can release the mouse button.

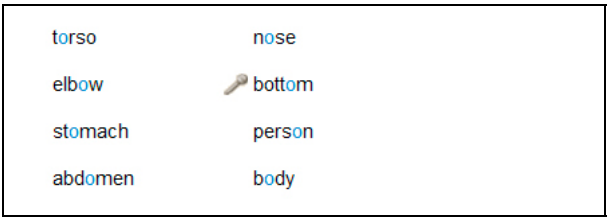
Click on **Correction** to correct the exercise. Items which are in the wrong position stay white and remain moveable. The exercise has been solved correctly when all of the words remain fixed in position.

9 Picture choice exercises

To move a picture, hold down the left mouse button and drag the picture into the correct gap. When you have dragged the picture into the gap, it locks in place and you can release the mouse button.

Click on **Correction** to correct the exercise. Pictures which are in the wrong position will fall to the bottom of the window. The exercise has been solved correctly when all pictures remain fixed in position.

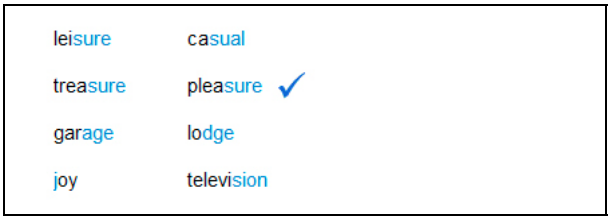
10 Pronunciation exercises



Here the idea is to imitate a native speaker's pronunciation as closely as possible. Click on the first word, listen to the speaker and then say the word into the microphone. Next to the Video Tutor, you will see how well your pronunciation compares to that of a native speaker. The goal is to reach a conformity of at least 80%. When you reach 80%, the program will automatically go on to the next word. If you do not succeed in reaching 80%, just click on the next word with the mouse. If you would like to practice the pronunciation of a word again, you can do so by clicking on it.

There is no **Correction** function for this exercise. Your pronunciation results are automatically entered into the IntelliPlan after each word.

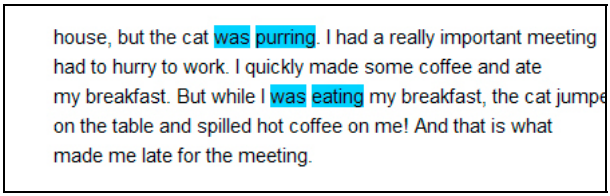
11 Speech recognition exercises



If you have been giving your Video Tutor voice commands, then you are already familiar with this exercise type. Click on a sentence or word to hear it. Then repeat it into the microphone. Try to imitate the pronunciation of the speaker as closely as you can. If you have done this successfully, a blue check mark will appear. If not, a question mark will appear.

Every vocal entry is immediately corrected (marked with a blue check mark). No results are entered into the IntelliPlan.

12 Textmark exercises



To mark a word or sentence, just click on it. Click on the word or sentence a second time to deselect it.

Click on **Correction** to correct the exercise. Any incorrect words or sentences, including those which should have been marked, but weren't, will begin to flash.

13 Reading comprehension exercises

Here you can improve your reading comprehension skills systematically. You will be presented with a text and questions which relate to it. Simply click on the text icon in the exercise. A new window containing the text will open. Read through the text carefully and then answer the questions in the exercise. The 'correction' and 'solution' functions are available as usual.

14 Pronunciation practice

These exercises are designed to help you improve your pronunciation, so the corresponding results displayed in the IntelliPlan refer to your pronunciation alone. The software analyses your pronunciation and recommends a course of action: additional practice of the whole sentence, of sentence parts or of individual words. The results indicate how good your pronunciation is in comparison to a native speaker: The goal is to achieve a level of at least 80%.

- Say the sentence into the microphone. Make sure that the indicator under the Video Tutor is red before you speak. To hear the sentence first, click on the loudspeaker symbol directly in front of the sentence.
- After the analysis of your pronunciation, a total evaluation score is shown on the left, both above as a symbol like in the IntelliPlan and underneath as a percentage. This score reveals exactly how your pronunciation compares to a native speaker's. The detailed evaluation of each individual word is then shown in the colored bar directly over each word. To hear your pronunciation once more, simply click on the loudspeaker symbol next to the displayed result.
- If the result of the entire sentence is less than 80%, the software will try to help you improve your pronunciation little by little. After every attempt to pronounce the sentence, pay attention to your result and to the words in black (depending on the results, the pronunciation analysis may indicate individual sounds, words, a group of words, or the entire sentence). On your next attempt, say only the words highlighted in black. If you aren't sure what you should say, or if you want to hear a native speaker's pronunciation first, simply click on the loudspeaker once more.
- In order to achieve a good result, you should try to imitate the pronunciation of the native speaker as closely as possible. Listen as carefully as possible, especially to the difficult areas which the software will point out, and try to reproduce the correct stresses and imitate the speaker's intonation.

15 Additional function: listening comprehension

Some exercises are also listening comprehension exercises. As soon as you have correctly solved an exercise (you have clicked on **Correction** and nothing flashes, or you have clicked on **Solution**) the cursor displays a loudspeaker symbol and the exercise becomes a listening comprehension exercise. To hear the text, click on it.

16 Additional function: language laboratory

Once you have correctly solved an exercise (i.e. you do not receive an error message when you click on **Correction**, or you have clicked on **Solution** to display the solution) and the cursor takes the form of a microphone symbol, you should use this exercise to practice your pronunciation. The results of your pronunciation are saved in the IntelliPlan and make up part of your total evaluation score.

- To practice the pronunciation of a sentence in the language laboratory, click on it. The sentence is now displayed to the right of the Video Tutor. Make sure that the indicator under the Video Tutor is red, and then say the sentence into the microphone.
- The language laboratory offers nearly all of the same functions as the **Pronunciation practice.** To view detailed instructions regarding these functions, please see (Chapter E 14).

F Video Conversation Practice

After you have successfully completed the first few units of your language course, you should test your newly acquired communication skills in a realistic conversation. For this reason, at regular intervals in your course, your Video Tutor will engage you in a conversation.

- Click on the symbol for the Video Conversation Practice (there is a picture of your Video Tutor on the symbol for these units)
- To take part in the conversation, listen and speak into the microphone. The microphone is active as soon as the red light appears.
- Don't worry! If your Video Tutor doesn't understand you, he/she will ask you to repeat. And of course, if you have trouble understanding him/her, he/she will repeat too.
- And if you're at a complete loss as to what to do, or your Video Tutor just doesn't seem to want to understand you, you can jump backwards and forwards using the buttons on the menu bar.

How the Video Conversation works best

To talk to your Video Tutor, make sure you are in a quiet room or that you use a headset. If you feel you are not being understood, calibrate your microphone again. Do your best to pronounce everything correctly, but above all, just speak - even if you are not absolutely sure. If necessary, just repeat what you said before. You will find more information under the heading **Tips** in the IntelliPlan.

G Course planner and evaluation test

The course planner creates individualized language courses tailored to suit your needs. It is the ideal solution if don't have sufficient time to complete all of the course, or if you'd prefer to work towards a specific goal. The course planner can also help you if you find it difficult to accurately evaluate your knowledge of the foreign language, or if you would simply like to know what your weaknesses in the foreign language are.

The course planner takes into consideration not only your goals but also your previous knowledge of the language and the amount of time you have at your disposal. The result is a highly efficient language learning system.

You can create your own personal course in the IntelliPlan by selecting **Course planner**. Click on the folder **My course of study**, or create a new personal course folder. You can use the personal course planner as often as you like to create tailor-made courses which fulfil your different learning objectives.

First of all, define your learning goals on the page **Learning goal** and decide if you would like to divide up the content into individual units, which last a set amount of time, and if you would like to take an evaluation test. Then, select **Create course of study** from the menu bar at the top of your exercise window. Your **Course of study** will be inserted into the IntelliPlan after the **Learning goal**.

Note: If you have selected the option **Evaluation test**, then you must first work through the test exercises before a course plan can be created for you. Please familiarize yourself with the use and functions of the software before you take the test. As with all tests, there is a time limit, so it is important to concentrate on the content of the exercises rather than the use of the program.

H Tests | Review | Examination trainer

The educational software offers a variety of different features which enable you to monitor your progress, to review difficult material and to prepare for exams.

- Quick Check: This monitors your progress at the end of each unit.
- Review: As you progress through the course, the program pinpoints the areas that you find most difficult and then provides an extra review of these topics at the end of a unit.
- Test: Decide for yourself which exercises you would like to work on in test mode.
- Examination trainer: Here, you can create your own exams and test your knowledge under realistic test conditions.

German	English	French	Spanish	Italian
Kurztest	Quick Check	Contrôle	Control	Verifica
Wiederholung	Review	Révisions	Repaso	Ripasso
Test	Test	Test	Test	Test
Prüfung	Exam	Contrôle	Examen	Esame

Test exercises are displayed in a blue typeface so that you can quickly and easily distinguish them from "normal" exercises.

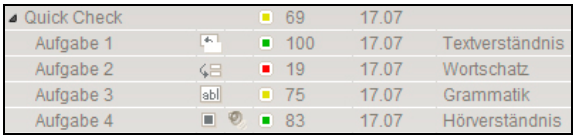
1 Quick Check

At the end of every unit, you will find a Quick Check to review the content of the lesson. Here you can check your knowledge of what you have learned in the lesson.

- The Quick Check is activated only after you have worked through the content of the unit.
- Click on **Quick Check** in the course overview or in the IntelliPlan and then work through the exercises in order.

- Here, of course, there is no help, such as the integrated dictionary or grammar explanations, for you to refer to. As it is a test, you have a limited amount of time. You will see how many minutes and seconds you still have to complete the test in the menu bar.
- When you have completed the exercise, click on **Correction** to proceed. Alternatively, you can move onto the next exercise by clicking on the arrow symbol in the menu bar, by giving a voice command or by selecting the next exercise in the IntelliPlan. Corrected exercises are saved immediately. As in real tests, you cannot change your answers once you have moved onto the next exercise.

The results of the test and the scores of individual exercises from the test can be seen in the IntelliPlan.



Once an exercise has been corrected (or once you have moved onto the next exercise), it becomes inactive. The results of the Quick Check must be reset to zero before it can be attempted again. To do so, right-click on the folder **Quick Check** in the IntelliPlan, and select **Reset** from the context menu.

When you set an entire unit back to zero, the Quick Check is also put back to zero and deactivated. To reactivate it, you have to work through the exercises again.

2 Review

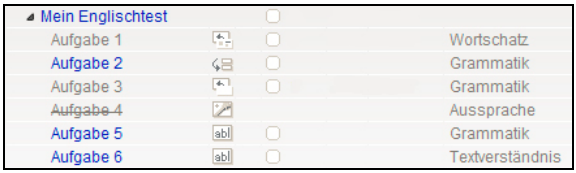
After working through the Quick Check, the program creates an additional unit called **Review**. This unit contains exercises on those topics that require a review. Both the Quick Check results and those of the language course itself are taken into account in the choice of material for the **Review** unit.

A new unit selection is made every time the test is completed. When you reset a Quick Check, the **Review** unit is deleted.

3 Test

You can add a new folder to the IntelliPlan and copy or drag entire units or single exercises into it. All exercises in a test folder are automatically in test mode (with blue typeface). This means that you will not see any grammar boxes or dictionary entries in any of these exercises. In test mode, you only have a limited amount of time to complete the test.

- To create a new test, simply right-click on **My exercises** in the IntelliPlan and select **New test** from the context menu. Notice that you can only enter tests into folders which are not write-protected (and not into pre-existent test folders). You will find out how you can copy or drag items into the IntelliPlan in the next section.
- If you copy or drag exercises that are not suitable for a test into a test folder (for example: a photostory or a simple listening comprehension exercise), it will be automatically deactivated and appear crossed out in the IntelliPlan.
- Exercises which have just been corrected will be deactivated as well. They will appear with a grey (instead of blue) typeface in the IntelliPlan.
- To erase test scores and take a test again, right-click on the test folder and select **Reset** from the context menu.



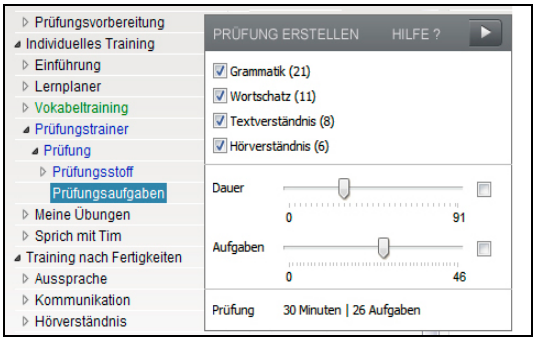
4 Examination trainer

To find out if you are suitably prepared to sit exams, simply define the exam material, the duration and the number of exercises. The software then uses this information to generate an exam which you then complete under authentic exam conditions.

Creating a new exam involves two steps:

Copy the material that you would like to be tested on into the folder **Exam material**. For example, if you would like to be examined on the entire contents of the language course, then simply copy the whole course into this folder. Should you wish to be examined on only a few topics or units, just copy these units into the **Exam material** folder.

Now you can fix the number of exercises and duration of the exam. To do this, just right-click on the **Exam exercises** folder and select the option **Create exam** from the context menu.



You can now determine what the exam should focus on. Just check or uncheck the boxes next to the list of topics and skills. The number in parenthesis represents the number of available exercises pertaining to this topic or skill.

The controls underneath allow you to fix the duration of the exam or specify the number of exercises. If you drag the **Duration** control to the right, the software will automatically insert the appropriate number of exercises for the stipulated amount of time into the folder **Exam exercises**. If you drag the **Exercises** control, the software automatically sets the correct amount of time for the stipulated number of exercises.

If you would like to make an exam easier or harder, check the box to the right of the control. This allows you to move one control, and not the other. For example, if you use

the **Exercises** control to create an exam with 20 exercises, which according to the software should last 45 minutes, you can decide to make this more difficult by reducing the amount of time to 30 minutes, moving the **Duration** control to the left.

With the test conditions in place, you can now generate the test by clicking on the blue arrow symbol at the top right of the window. Please remember that you only have the predetermined amount of time to complete the exam and that you will not have any grammar explanations or dictionary definitions at your disposal.

- When you have completed an exercise, click on **Correction** or move straight onto the next exercise (using the blue arrow symbol, giving a voice command or by clicking on the next exercise in the IntelliPlan). The exercise is deactivated as soon as you have moved onto the next exercise or as soon as the time runs out. No changes may be made to the exercise once the exercise has been deactivated.
- If you would like to repeat an exercise in an exam, you must first reset the exercise. To do this, right-click on the exercise and select **Reset** from the context menu.

The exam is over when you have completed all of the exercises or when the time has run out. To finish the exam before the time has run out, click on **Exam exercises** in the menu bar of the course window or in the IntelliPlan.

- You cannot repeat an exam without resetting it first.

To create a new exam, right-click on **Examination trainer** and select the option **New exam** from the context menu. A new folder, containing two sub-folders, **Exam material** and **Exam exercises**, will appear.

I Focused learning with IntelliPlan

The IntelliPlan is the control center for the educational software. Here you can:

- see an overview of all of the course content
- see all of your results to date
- select the exercise you want to work on
- create your own lesson and exams or define your own course
- create your own textbooks by printing out words, exercises, or whole units
- export the audio files for use on your CD or MP3 player
- export the course content for use on an iPod
- bookmark entries or keep notes

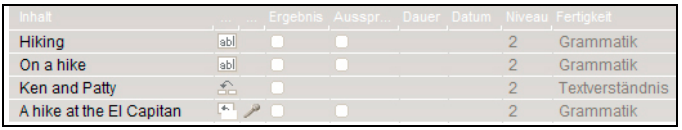
1 The organization of the contents of the IntelliPlan

The IntelliPlan is organized into a hierarchy of folders. There are two main types of folder:

Program elements (folders) consist of additional folders or elements (photo stories or exercises). There are three types of folders:

- Learning folders (black type, exercises are "normal" to work through)
- Test folders (blue type, exercises are in "test mode", meaning that there is no help available and there is a time limit)
- Vocabulary practice (green type)

Learning elements. The symbol in the Type column identifies each element and also shows the exercise type when appropriate.



Inhalt	...	...	Ergebnis	Ausspr...	Dauer	Datum	Niveau	Fertigkeit
Hiking	abl						2	Grammatik
On a hike	abl						2	Grammatik
Ken and Patty							2	Textverständnis
A hike at the El Capitan							2	Grammatik

In addition to the existing folders, you can also add your own folders and create a personalized course designed to meet your own needs.

2 Information displayed in the IntelliPlan columns

Details of your progress are saved in the individual columns of the IntelliPlan. You can see what you have already completed, the scores you have achieved and what comes next.

The score for every exercise is saved on the same line as the exercise title in the column entitled “Result”. At the folder level, you will see your exercise and pronunciation results for the whole unit (all the contents of the folder), the total time spent on the unit and the date on which you last worked on it.

If you solve every exercise in a folder with a score of 100%, your score at the folder level will, logically, be 100%. But each folder result is just a small part of the overall result for

the whole course. Therefore, your overall score will be very low to begin with. As you progress through the course, this score will rise.

- Test results (from the Evaluation test, Quick Checks, or any test marked in blue typeface in the IntelliPlan) are not included in the overall course result.

Column heading	Description
Contents	Here you can find in order from top to bottom, the lessons and units.
Result	The results after the last correction (X% correctly solved).
Pronunciation assessment	Results achieved in pronunciation exercises (there's a X% correlation between your pronunciation and that of a native speaker).
Dictation result	Results for dictation exercises (only in Vocabulary practice).
Date	Last date on which the exercise was corrected.
Duration	Amount of time required to solve the exercise before it is corrected by the Video Tutor. If you work on the exercise several times, you will find the total time that was needed listed here. The results achieved in the pronunciation part of the exercises are not recorded here.
Type	Symbol for the exercise type.
Additional information	Symbol for additional functions: listening comprehension and / or speech recognition.
Skill	Pronunciation | Vocabulary | Listening comprehension | Reading comprehension | Grammar | Translation
Level	1 easy | 2 middle | 3 difficult
Note	Displays a note.

- All results are given as percentages:

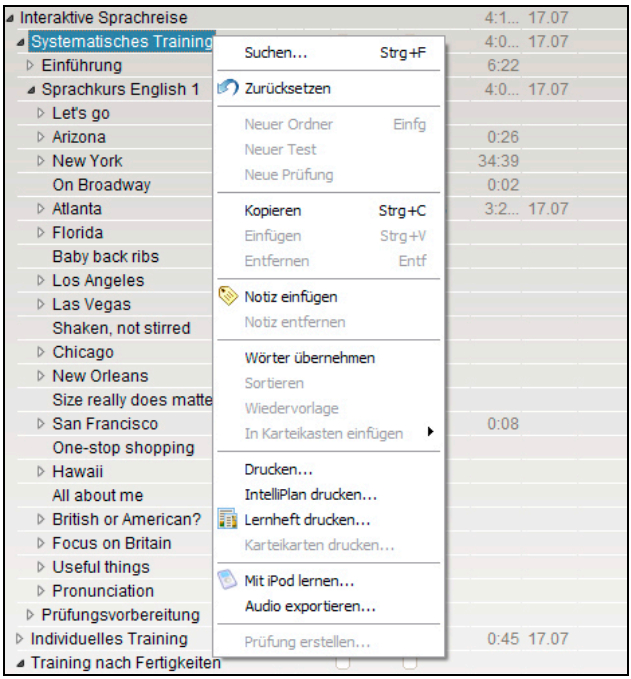
red symbol	0 to 49%	~ poor
yellow symbol	50 to 79%	~ average / good
green symbol	80 to 100%	~ good / very good

- You can change the order of the columns. To do this, hold down the left mouse button and drag the column to its new location. The **Contents** column cannot be moved.
- The width of the columns may also be changed. Just place the cursor over the right edge of the column heading, hold down the left mouse button and drag the border line to make it wider or narrower.
- To hide individual columns, right-click on the column heading and deselect the column from the list.

3 Using the IntelliPlan

The easiest way to use the IntelliPlan is with the mouse. To display the context menu, simply right-click on a folder or exercise in the IntelliPlan. The functions in the context menu are carried out in the exercise or folder which has been selected. You can, for example:

- search through the selected items
- delete saved results
- insert a new folder, test or exam into the selected folder
- insert a note in the selected item
- copy, insert or delete selected items
- incorporate words from the selected folder into the Vocabulary practice section
- sort the words in the vocabulary trainer, select words for review, or add words to the index card box.
- print the IntelliPlan, a personal textbook, or vocabulary index cards
- export audio files for a CD or MP3 player or download course content onto an iPod
- create your own test using the test generator



4 Creating your own course

You can create your own language course in the IntelliPlan. All you have to do is insert a new folder in **My exercises** and copy the items you want (folders or photostories / exercises) into it.

- To insert a new folder:
  Right-click on the **My exercises** folder (or on a sub-folder) and select **New folder** from the context menu.
- To insert a test folder:
  Right-click on the **My exercises** folder (or on a sub-folder) and select **New test** from the context menu. All items within a test folder are in "test mode". Therefore, it is not possible to insert any other test folders here.

J Vocabulary practice

The green folders in your IntelliPlan is where you can practice your vocabulary. Here you will find the following sub-folders:

- Vocabulary list: A complete list of all of the words in the vocabulary practice. (This folder is empty at the beginning of your course because you have not yet added any words.)
- My words: Words of your own choice can be added to this folder, practised and rearranged.
- My index card boxes: The interactive index card method is an easy way to systematically learn new words and review old ones.

1 Selecting words for Vocabulary practice

Begin by selecting words from the language course that you wish to learn and transfer them into the folder **My words**. There are two ways to do this:

- Right-click on a word in an exercise to view the dictionary entry. Then click on the symbol **A**, which you will see in the dictionary entry window.
- Select one or more exercises or folders in the IntelliPlan, right-click to show the context menu and select the option **Add words**.

2 Arranging entries in "My words"

Words which have been entered into the folder **My words** also automatically appear in the folder **Vocabulary list**. You can create new folders within **My words** in which you can use all of the usual IntelliPlan functions (copy, drag etc.).

Deleting words

Highlight one or more words in the IntelliPlan, right-click to show the pop-up menu and select the option **Delete**. If you delete words from **My words** or **My index card boxes**, then they will only be removed from these two folders. However, if you delete words from the main **Vocabulary list**, they will not only be removed from this list, but from every other folder too.

Sorting words in a folder

Right-click on the folder and select **Sort** from the context menu. In the sorting window, choose how you would like to sort your words by clicking on the titles of the columns. To change the order of the columns, simply drag them to the desired position. To restore the original order of the words (alphabetical), click on the arrow symbol.

3 Learning vocabulary

Each folder containing vocabulary displays these four symbols:

- **Vocabulary list** (overview): The vocabulary list shows all of the words in the selected folder or index cards compartment.
- **Memorize** (exercise type): This function hides the word you wish to learn. Just click on the eye symbol and try to remember the translation. Then, check your answer by pressing the **Alt** key. If you know the word, click on the green forward button (know word) at the top right of the menu bar to move on to the next word. If you don't know the word, click on the red forward button (don't know).
- **Translation** (exercise type): You type the correct word into the entry field on the left side of the screen. Alternatively, say the word into the microphone. Remember, however, that the speech recognition mode must be activated for this function to work. Check your answer by clicking on **Correction** or pressing the **Return** key. To see the next word, press return again or click on the forward arrow in the menu bar at the top right of the window.
- **Dictation** (exercise type): You click on the loudspeaker symbol, listen to the word and write it down in the entry field on the left index card. To check your answer, simply click on **Correction** or press **Return**. Move onto the next word by pressing return again or clicking on the forward arrow.

No cheating

Once you have chosen an exercise type, the words in the IntelliPlan will be hidden and all of the words in the folder will appear in a random order.

Pronunciation practice

You can practice the pronunciation of each word as often as you like. You will see an evaluation of your pronunciation to the right of the Video Tutor. Each result is also saved in the IntelliPlan.

Review

To review a particular group of words, highlight them in the IntelliPlan, right-click and select the option **Review** from the context menu. This creates a copy of the selected words in a new folder called **Review**. Words can be deleted from this folder at any time without being deleted from the vocabulary training. Your results for each word are still recorded in the global **Vocabulary list**.

4 Learning new words with the index card boxes

In the IntelliPlan, select the words that you'd like to practice using the index card boxes. Open the context menu with a right mouse click. Then use the option **Add to index card box** to select an index card box. The words will automatically be added to Compartment 1 of the selected index card box. Now, click on **Compartment 1** and select an exercise type from the exercise window.

The index card box system follows a five-step principle: The words are repeated systematically until they have been firmly rooted in your long-term memory. The process begins

as soon as you choose an exercise form. A maximum of 40 words will be automatically taken from the **Vocabulary list** and inserted into Compartment 1 for you to learn.

Once you have worked through the list, all those words which you remembered correctly will be transferred to the next Compartment. Those that you didn't remember, will move back into Compartment 1 and will be repeated automatically.

The program automatically sorts the words and compiles a list of words for the review. You can keep choosing different exercise types until all of the words end up in Compartment 5.

5 Results

The result achieved for every word is saved in the IntelliPlan. The colors green, yellow and red are used to indicate different results:

- green: learner knows this word
- yellow: learner is not sure of this word
- red: learner doesn't know this word

The first result for a word registered in the IntelliPlan will either be green (know) or red (don't know). If the second result for this word is poor, then the green will change to yellow. If the third result is poor, then the yellow will change to red. Likewise, a red result can change to yellow and then to green.

The following information is saved in the IntelliPlan for each word:

- Result: result achieved in the "Memorize" and "Translation" exercises
- Pronunciation: evaluation of pronunciation
- Dictation result: the result achieved in the "Dictation" exercises
- Date: date word was last reviewed

Additionally, on the folder level, you will see the total amount of time spent in each section.

Reset results

Even though a word can be listed in several folders or index card boxes, the result received for this word is saved in the global **Vocabulary list**. It is always this cumulative result that appears in each individual folder. Consequently, a result can only be reset in the global vocabulary list. To do this, simply right-click on one or more words from the list and select **Reset** from the context menu.

K Printing textbooks and exporting audio texts

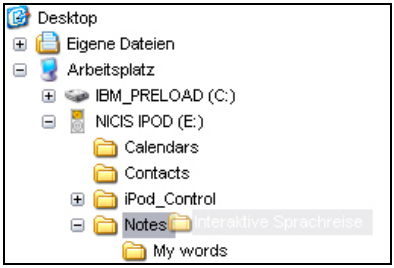
If you would like to continue studying away from the computer, just print out your own textbook. To do this, select the units that you would like to study, then right-click and choose the option **Print textbook** from the context menu.

You can also export the audio texts belonging to these units and listen to them on your CD or MP3 player. Just select the desired items, right-click and choose the option **Export audio** from the context menu. The audio texts will be saved as MP3 files onto your computer. Now, you can burn the files onto a CD or transfer them onto your MP3 player.

L Learning with your iPod

In addition to the audio export feature, you can also transfer both text and audio files to your iPod nano or iPod classic. In this way, you can create your own personalized iPod vocabulary trainer.

- Select the desired folder, individual photo stories or vocabulary in the IntelliPlan.
- Using the right mouse button, open the context menu and select the option **Learning with iPod**.
- In the dialogue window, specify a folder on your computer where the content should be saved. The software automatically creates two subfolders here: The folder named **Audio** contains all audio files and the second folder contains all of the text data.
- Transfer the contents of the **Audio** folder to your iPod using iTunes.
- Transfer the folder with the text data into the **Notes** folder on your iPod using Windows Explorer.



- To play the downloaded files, select the desired folder on your iPod using the **Extras** and **Notes** menus. Display the content and choose the underlined terms in order to listen to the audio tracks.

M Webportal with Live Training and other services

In the **Webportal**, you will find functions and services as well as lots of interesting offers and useful additional materials:

- **Live-Unterricht**: Meet your language trainer and other learners.
- **Mobil lernen**: View interactive videos on your smartphone.
- **Karaoke:** Perfect your pronunciation.
- **Online-Magazin**: Read current articles in your target language.
- **Newsfeed/Newsletter**: Subscribe to exciting news and information.
- **dp Diplom**: Certify your language skills after completing the course.