LanguagePerfect

TEACHERS ACTION PACK

FOR MORE INFORMATION VISIT

www.languageperfect.com

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1. ESSENTIAL INFO

What is Language Perfect?
Language Perfect is an online self-directed learning tool for mastering one of the building blocks of communication: vocabulary.

How does it work?
Students are tested on their reading, listening and writing skills in an extensive range of words, verbs and common phrases available in 10 languages. It is simply a computer game 100% focussed around vocabulary learning. Students love the competitive environment, native-speaker pronunciation, and intelligent testing.

What are the key benefits?
- Intelligent testing engine – Picks up and repeats any words students are struggling with.
- Online access – Use Language Perfect on any computer with internet access.
- Accurate pronunciation – Every word is recorded by a native speaker for accurate pronunciation.

What languages does it offer?
We currently offer Chinese, French, German, Greek, Indonesian, Italian, Japanese, Latin, Maori, Russian and Spanish.

How much does it cost?
This will depend on your country, please visit our website for relevant pricing in your area.

Who made Language Perfect?
Craig Smith (born in South Africa, raised in New Zealand) created Language Perfect while at high school to help him study for his French and Japanese exams.

His older brother Shane Smith developed the platform software to support Craig's prototype and together they have built an international company with an award winning learning platform.

Who already uses Language Perfect?
Currently over 100,000 students from 1000 schools around the world have used Language Perfect.

Rangitoto College – New Zealand's largest school with 1000+ language students answered over 2.5 million questions on Language Perfect in 2009!

Otago Girls' High School – Chris Durrant (HOD Languages) conducted research for the New Zealand Ministry of Education about the effectiveness of Language Perfect.

Key findings:
- ALL students improved their vocabulary by using Language Perfect.
- Top students learnt vocabulary FASTER with Language Perfect.

Interface Magazine, Issue 13, February 2009
http://www.languageperfect.co.nz/Media/Interface%20Magazine%20Feb%202009,%20compressed2.pdf

What vocabulary is available?
Currently there are more than 1,500 words for each language. Most languages have over 3,000 words.

We currently offer a range of vocabulary for:
- International Baccalaureate
- Cambridge
- NCEA (New Zealand Curriculum)
- VCE (Victorian Curriculum, Australia)

If we don't match your needs then let us know. We want to make Language Perfect the best vocabulary resource available!

Language Perfect in the news
Visit this link to watch a TVNZ news item about Language Perfect:
http://tvnz.co.nz/view/video_popup_flash_skin/2090801

Can I have a free trial of Language Perfect?
Yes! Email us for a 30 day free trial or register online.
NZ | +64 (0) 3 669 0311
AUS | +61 (0) 2 6100 3723
UK | +44 (0)20 8816 8363
W | www.languageperfect.com
E | support@languageperfect.com

2. FEEDBACK

"I can tell you that my kids loved it, and I have found it extraordinarily beneficial. I have added it to the stationary list as compulsory for students year 9 and above who study German"

Melissa Bond – Teacher, Clare High School, Australia

"WOW!! You guys have something truly amazing here!! I have never seen kids sooooo enthusiastic to learn vocab!! And they are learning it! We have had the most fantastic time and the kids at all my schools (Mukinbuidin DHS, Beacon PS , Bencubbin PS and Trayning PS) have been highly motivated and have thoroughly enjoyed the competition, although I have at least one year 9 student who is constantly frustrated with her competitor at another school - how good is that for her, to actually have someone to spur her on to bigger and better!"

Lynne Rockliff – Teacher, Western Australia

"I would just like to say that the language perfect program is a great and very effective program to learn a language."

Kate – Student, John Paul College, Australia

"I have been very happy with my students response to learning foreign language vocabulary on Language Perfect, an online vocab-building program out of New Zealand. Students can revise past vocab and learn new words currently in the vocab bank. Teachers can have additional vocab added for their classes to access. I cannot fault the service from the company, as everyone has been so accommodating, quick to help and friendly in telephone conversations and email correspondence. It's worth the annual fee particularly as the students can learn so many languages with the one program. And the students can log on at school as well as at home. I just wanted to recommend it to other language teachers."

Nicole Phipps – Teacher, The Illawarra Grammar School, Australia

"My students really loved it and although we are such a small school in the Blue Mts of NSW, my Students were really enthusiastic and did well."

Catherine Dignam – Teacher, Korowal School, Australia

"Yes, they love learning vocab! It was interesting reading the examiners' reports for French last year. The comment was made that the Students seemed to know their vocab better!!

Sue Read – Teacher, Sancta Maria College, New Zealand

"The kids are loving language perfect heaps and heaps! They would probably be happy if we didn't do anything else all year!"

Philippa Kruger – Teacher, Otago Girls High School, New Zealand

"I used it as a tool to test students in class, but many of them became 'addicted' and the clocked up many points! I am happy to say that this has motivated students in a way teachers seem to not be able! While not all students did well enough to make it on the top of a leader board, I want to say that lower achieving students also benefitted from it and now have a more sound vocabulary in Italian."

Joseph Sirianni – Teacher, Brunswick Secondary College, Australia

"My boys are so enthusiastic about Language Perfect - they really love it and are saying it's making a huge difference to their vocab learning. They're on at me all the time to go to the computer room now!!! So, congratulations - it's a wonderful programme and it's making a big difference to the kids. It's a wonderful tool for the boys and they're really positive about the results it's having."
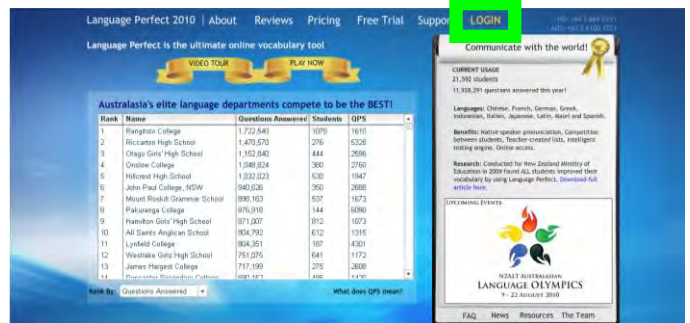
Angela Butler – Teacher, Shirley Boys' High School, New Zealand

3. GETTING STARTED

Visit www.languageperfect.com

Click **LOGIN** on the top right hand side of the screen.

Launch Language Perfect – Both teachers and students login here to use Language Perfect and to create/edit lists.
Teachers Control Panel – A separate feature for teachers to:
- register students;
- view progress;
- check licence status; and
- change their password.

Begin by clicking the **Launch Language Perfect** button.

Enter your **Username** and **Password** then press **Enter** on your keyboard or click **Login**.

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There are currently ten languages to choose from: Chinese, French, German, Greek, Indonesian, Italian, Japanese, Latin, Maori and Spanish.

If you are assigned to <u>one</u> class then when you move your mouse over a language, the available curriculum vocabulary lists are displayed.

Click on the desired vocabulary list to access Language Perfect.

If you are assigned to <u>more than one</u> class then when you move your mouse over a language, you will be asked to **Click to Select a Class**.

Select the class that you would like to view then click on the desired vocabulary list to access Language Perfect.

For the Teachers Action Pack we will be looking at **French** and the **NCEA Level 1** vocabulary list.

PLEASE NOTE: If your curriculum list is not available then please let us know.

It is possible to add your own words to Language Perfect – See "ADD YOUR OWN WORDS" section (page 24).
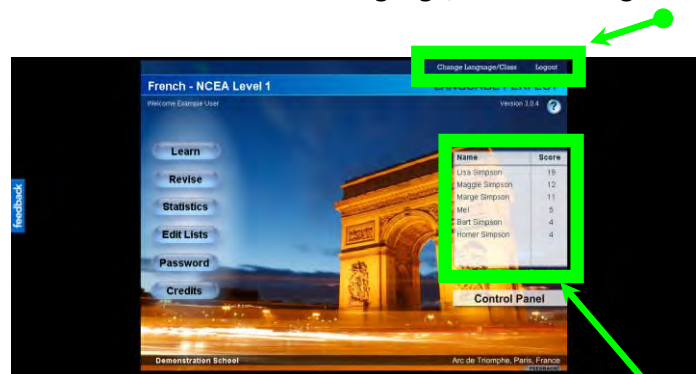
Click here to change the **Language/Class** or to **Logout**.

Success! Welcome to your personalised Language Perfect homepage.

Key features:
The navigation buttons on the left hand side relate to different sections of this Action Pack:
- **Learn** mode – Page 7
- **Revise** mode – Page 11
- **Statistics** – Page 12
- **Edit Lists** – Page 13
- **Password** – Page15

The scoreboard shows your score in relation to members of your class. Only those with a similar score are shown.

There are two main parts to Language Perfect. **Learn** mode and **Revise** mode.

The key difference between the two modes is that we have set the testing parameters for optimal learning efficiency in the **Learn** mode, and left the choice of testing parameters up to the student in the **Revise** mode.

4. LEARN MODE

The **Learn** mode is split into two sections - **By List** and **In Order**.

By List is where student's access lists of words that have been created for them by their teacher, or they have created them themselves. There are also a number of pre-made subject lists available for all users.

In Order is where the entire vocabulary list has been arranged into alphabetical order and divided into sets of 15 words each, called tutorials.

We will start by looking at the list section. Put your mouse over the **Learn** button, click **By List** then click **Select List**.

NOTE: to go back to a previous screen click the blue arrow.
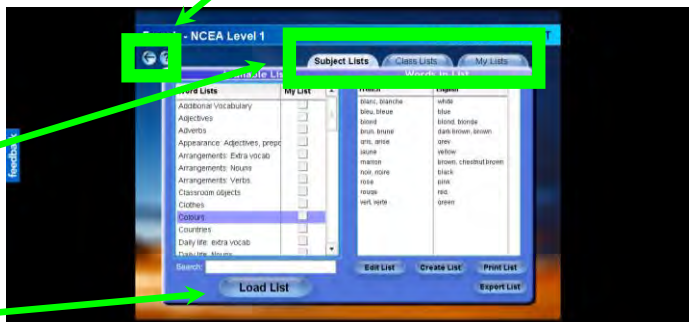
BY LIST
There are three tabs along the top of the screen:
Subject Lists – Pre-arranged topic lists available to every user.
Class Lists – Word lists that you, or other teachers at your school, have made for your students.
My Lists – Lists made by students will be stored here in their account. Lists made by you will be stored in your **My Lists** section as well as the **Class Lists** section.
Select a list then click **Load List**.

There are four different translation modes in Language Perfect. In this example, they are:

French Text to English – See and listen to a French word then translate it into English text.

English Text to French – See an English word then when you have submitted a translation, you will hear the French word being pronounced.

Spoken French to French Text – Listen to a French word being spoken then spell that word in French text.

Spoken French to English Text – Listen to a French word being spoken then translate that word to English text.

Mixed – Randomly selects a translation mode for each word. NOTE: Mixed mode is for practice only so words will not be marked as 'learnt'.

The **Progress** box (on the right) displays words that you have attempted and whether they are currently learnt in the selected mode (see "THE SCORING SYSTEM" section for information on learning words – page 10).

When you are ready to begin, select a translation mode then click **START TEST**.

Welcome to the concentration zone…

Enter the correct translation into the white box and click **SUBMIT** or press **Enter** on your keyboard.

The countdown timer gives **30 seconds** to answer.

There are **20 questions** per test.

Click **Feedback** at any time if you have any suggestions or spot a bug.

Click **Replay Sound** to repeat the audio recording.

If you answer incorrectly the **Correct Answer** is displayed.

Green letters = Correct letter
Asterisk (*) = Missing letter
Red letters = Incorrect letter

If your answer is a correct synonym but not an acceptable answer, then click the **I Was Right!** button to submit this word to our database. All submitted words will be checked by a native speaker and uploaded.

If you think of a feature like this that would make Language Perfect better for you then please let us know!

HOT TIP: Instead of waiting for the countdown timer to finish, try pressing **Enter** on your keyboard, or clicking on the blue number.

When you have completed a test or clicked on the blue back arrow, this screen will display your **Test Statistics**.

Click **Done** to finish and return to the translation mode page.

IMPORTANT: A student <u>must</u> learn a word in the **Learn** mode <u>before</u> any points will be awarded to the student for revising that word in the **Revise** mode.

(See "THE SCORING SYSTEM" section for information on learning words – page 10).

IN ORDER
Go back to the homepage (use the blue arrow) and put your mouse over the **Learn** button then click **In Order**.

This screen asks you to select a **Tutorial** number and a translation mode.

When you are ready to begin click **START TEST**.

5. THE SCORING SYSTEM

This is written for a student's perspective.

A user can gain up to two points per word per translation mode.

One point can be made in the **Learn** mode and the other point in the **Revise** mode.

There are four modes of translation; therefore, each word is worth a total of eight points.

Example:
Let's use the French word 'bonjour' which means hello. Here are all the possible ways to earn points:

LEARN MODE
French Text to English = 1 point
English Text to French = 1 point
Spoken French to French Text = 1 point
Spoken French to English Text = 1 point

REVISE MODE
French Text to English = 1 point
English Text to French = 1 point
Spoken French to French Text = 1 point
Spoken French to English Text = 1 point

TOTAL SCORE = 8 points

By this stage you would have correctly translated the French word 'bonjour' at least 16 times. You will know what it means, how to spell it and how to speak it, so you should get 100% in your exam! Right?

Your points from both modes will combine to form your **Score** on the main page (see below). The table will also display the names and scores of your classmates who have a similar score to you.

IMPORTANT: A word must be recorded as 'learnt' in the **Learn** section per translation mode BEFORE you can get a point for that word in the **Revise** section per corresponding translation mode.

In other words, you will not score any points if you just use the revise mode.

A word is 'learnt' when it has been answered correctly at least 2-3 times in a row.

If you get a word wrong, then right, then wrong, then you haven't actually learnt it yet, have you?

Also if you get a word right 3 times in a row THEN get it wrong, you will lose your point and the word will become 'unlearnt'. You must then 're-learn' the word and prove to Language Perfect that you actually do know the correct answer.

It's so easy to cheat when you are testing yourself on paper, but you can't fool Language Perfect!

Ultimate Game Plan

Burn through the **Learn** section with lucid determination so that every word is learnt then set your sights on the **Revise** mode.

Test your skills by giving yourself less time to answer a question and set yourself more questions per test.

There is a quote by Thomas Edison, he states:

"Genius is 1% inspiration and 99% perspiration. Accordingly a genius is often merely a talented person who has done all of his or her homework."

Be sure to thank your teacher for all their hard work and support!
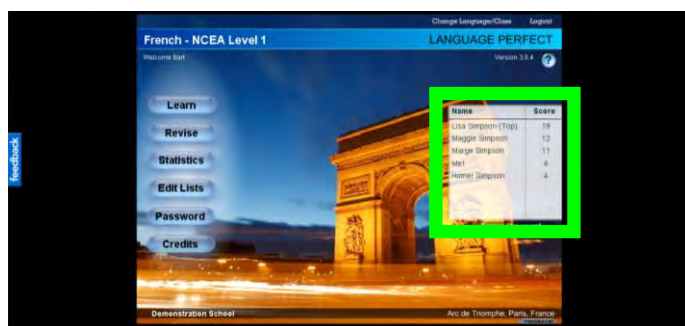
6. REVISE MODE

The **Revise** mode is also split into two sections – **Selected Words** and **Entire Vocab List**.

Selected Words is the same as **By List** where students select an available list.

Entire Vocab List randomly selects words from the entire vocabulary list. This is different to the **In Order** function from the **Learn** mode because the student could be asked any word, not just those from within a tutorial grouping.

Click the **Revise** button.
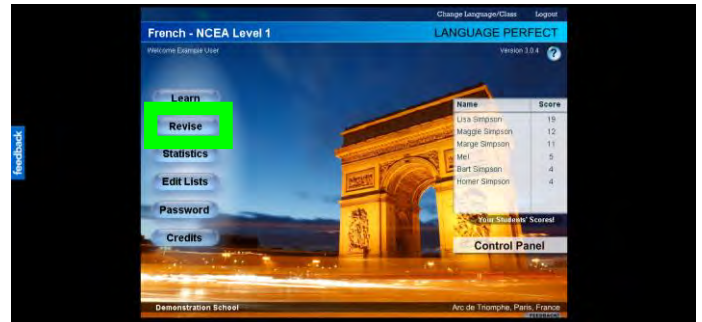
SELECTED WORDS

To select a list click the **Select List** button on the right hand side. Follow the instructions under the **BY LIST** section on page 7.

Change the numbers in the white boxes under **Number of questions** and **Time for each question**.

Choose a translation mode then click **START TEST**.
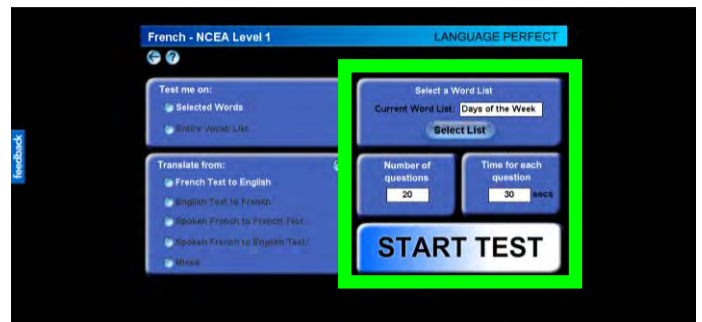
ENTIRE VOCAB LIST

This section doesn't let you select a list because it will give you a random word from the entire vocabulary list.

Simply select a translation mode, enter your desired parameters into the white boxes and click **START TEST**.

7. STATISTICS

Click the **Statistics** button.

This feature is designed so students can:
1) View a summary of words attempted.
2) Create lists of difficult words.

Every word that has been attempted will be displayed with the **Percentage** of correct answers.

Choose a translation mode by clicking on these tabs.

To highlight multiple words click on a word, press and hold SHIFT on your keyboard, and then click on a word further down the list.

When you have highlighted the required words then click **Create List**.

You can also click the **Export Stats** button to convert your progress into an excel spreadsheet.

Your list will appear under the **Selected Words** table.

Follow the instructions from the "Creating a List" section of this pack (page 13).

8. EDIT LISTS

This is where you come to create and edit lists in Language Perfect. You can only create and edit lists from the set of vocabulary already available, however if you would like to add your own words then refer to the section "ADD YOUR OWN WORDS" (page 24).

First we will look at how to create a list.

Click the **Edit Lists** button.

Click the **Create List** button.
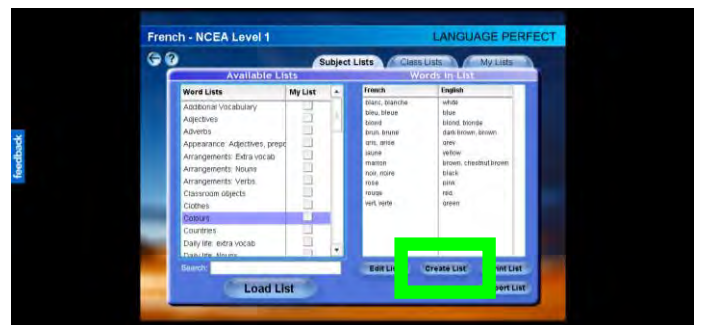
Scroll through the **Full Vocab List** to find the desired word or search for it by typing it into the left hand side **Search** box.

To highlight multiple words click on a word, hold **Shift** on your keyboard, and then click on a word further down the list.

When the correct word(s) is/are highlighted click **Add** or press **Enter** on your keyboard. The word(s) will display under the **Selected Words** table.

When you have completed your list click **Save List**.
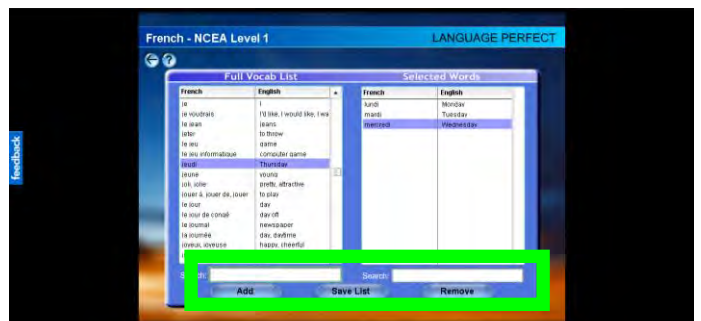
Enter an appropriate name then click **OK**.

Your list will display under the **My Lists** tab.

Ensure that there is a 'tick' in the **Class List** check box. This list will automatically be shared with all the classes in your school, for this language and vocabulary list.
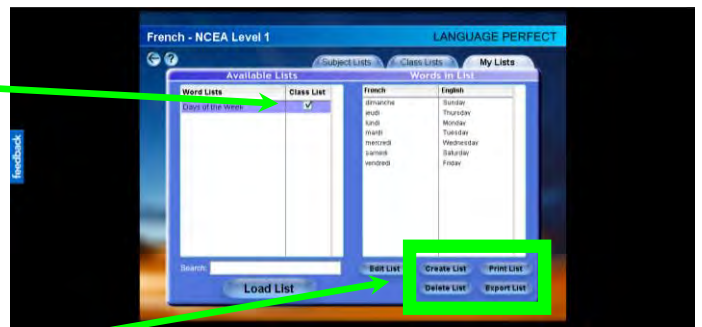
Print List – Prints the list.
Delete List – Removes the list.
Export List – Converts the list into an excel spreadsheet, which you can print or save to your computer.

To edit a list you need to select a list from the **Subject Lists**, **Class Lists** or **My Lists** tab. Then click the **Edit List** button on the bottom right hand side of your screen.
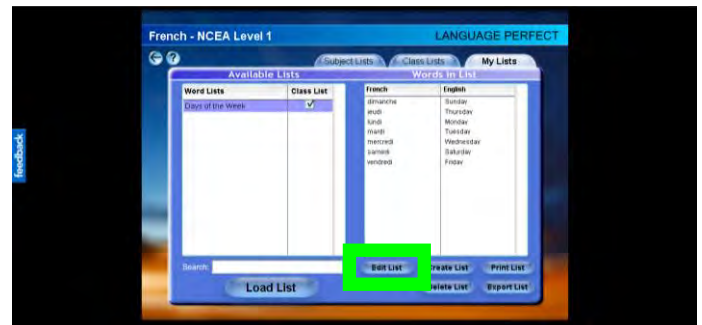
If you are trying to edit a list that you didn't create, a window will pop up saying "*You do not have permission to directly edit this list. Would you like to create an editable version?*" Click **Yes**.

The list you wish to edit will appear in the table on the right under **Selected Words**. Add or remove words from the list by following the instructions on page 13.
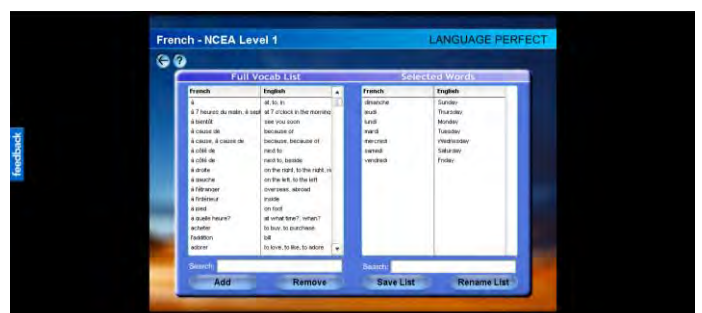
When you have finished editing click **Save List** and enter an appropriate name then click **OK**.

Your list will display under the **My Lists** tab.

9. PASSWORD

To change your username and password click the **Password** button.

We highly recommend changing your login details at least once every three months.

Enter your login details then click **Login**.
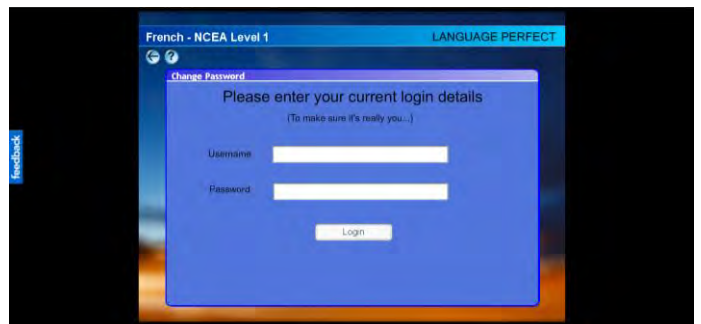
Enter your **New Username**, **New Password** and **Email Address** then click **Submit**.

A confirmation email will be sent to your inbox.
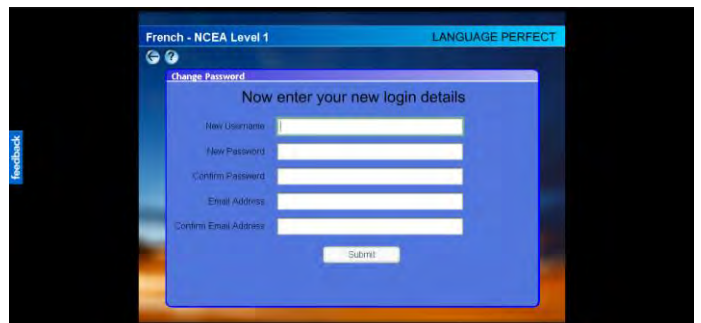
10. CONTROL PANEL

This is the area where you get to monitor how well your students are using Language Perfect to learn their vocabulary.

An important part of student motivation is dependant upon the encouragement and feedback from a teacher.

The best thing about the control panel is that it saves you hours of marking and printing costs!

Enter the Control Panel either by clicking the **Control Panel** button in your personalised Language Perfect login page, or go back to the **LOGIN** screen on our website (www.languageperfect.com).
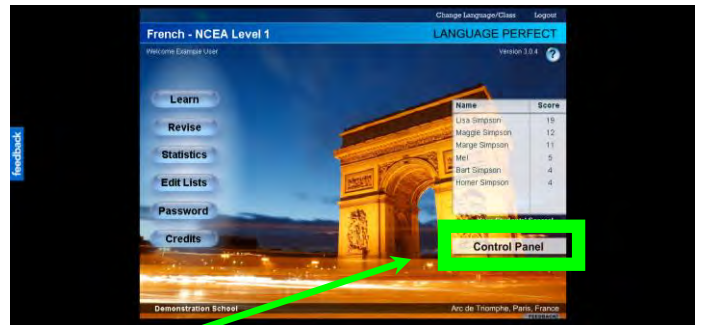
Enter your **Username** and **Password** then click **Login** or press **Enter** on your keyboard.

Welcome to the Teachers Control Panel!

The scoreboard on the right displays the total number of **Questions Answered** by your school as well as the total for each class.

View Online Users – Shows your students that are online right now.
View Student Progress – Shows your students' scores, words learnt and number of questions answered per list and translation mode.
Manage Users – Allows you to create classes, add/remove students and check individual logins.
Change Login Details – Change your password.
Logout – Ends your session on Language Perfect.
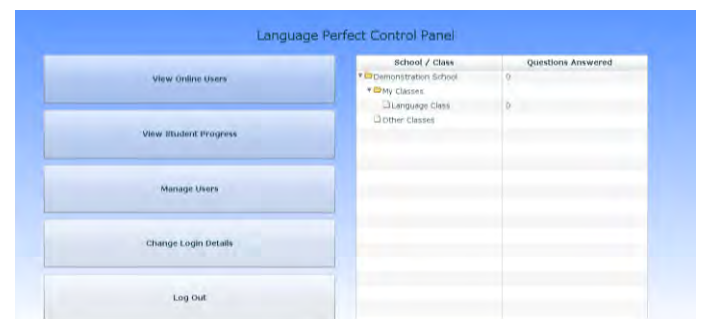
First I will show you how to register your students.
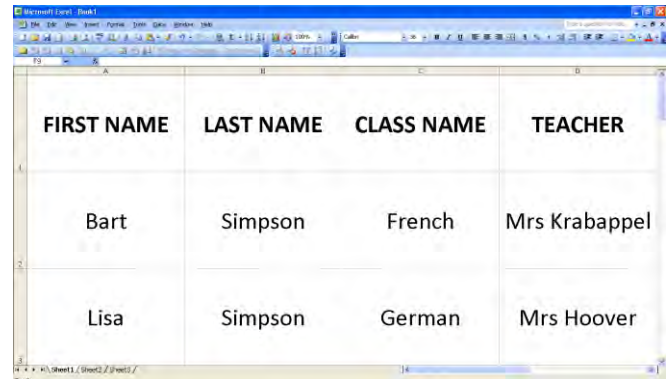
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→ Register Your Students

Option 1:

Fill out an Excel spreadsheet with a separate column for your students First Name, Last Name, Class Name and Teachers Name.

Attach the spreadsheet to an email and sent it to:
support@languageperfect.com

Option 2:

Click on the **Manage Users** button.
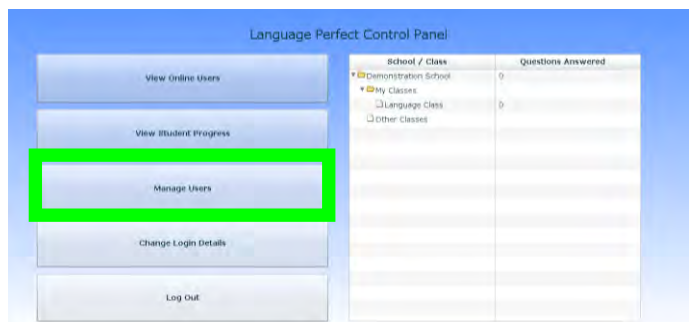
Click on the **User Requests** tab on the top left hand side of the screen.

Find your class code by clicking on your class in the table at the bottom. The code will display in **RED** letters.

Direct your students to the link – www.languageperfect.co.nz/signup.html and follow the instructions. You will need to give your students the class code.
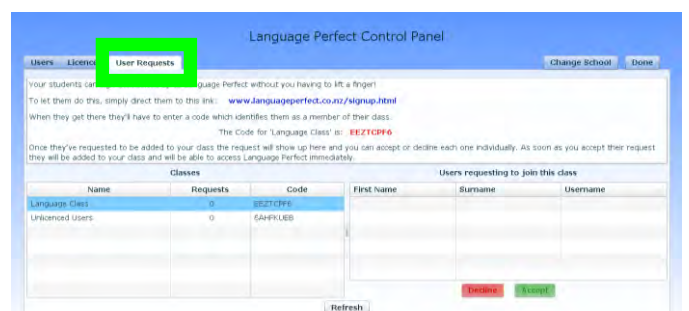
Option 3:

Click on the **Manage Users** button.
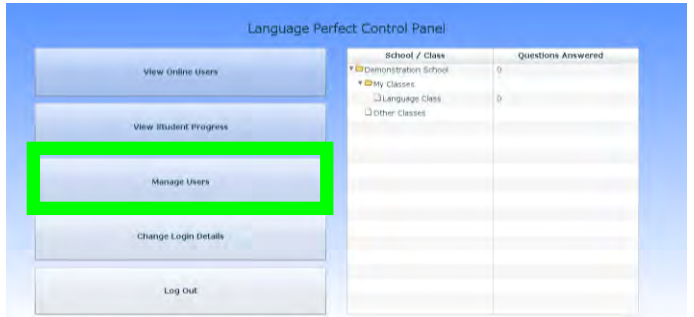
For a video instruction on how to use this section click on the **Watch a video explaining how to do this** link. This will open a new internet browser window.

First create a class by clicking on the **New Class** button. Enter a name for the class then click **OK**. Click on the teachers name then click **Select Teacher** (if they already have a login) or click **Create New Teacher** (if they don't already have a login).

If you clicked **Select Teacher** then the teachers name will appear in a table on the right.

If you clicked **Create New Teacher** then follow the instructions below about how to create a new user, CHECK that the drop down box states: **This user is a Teacher**.
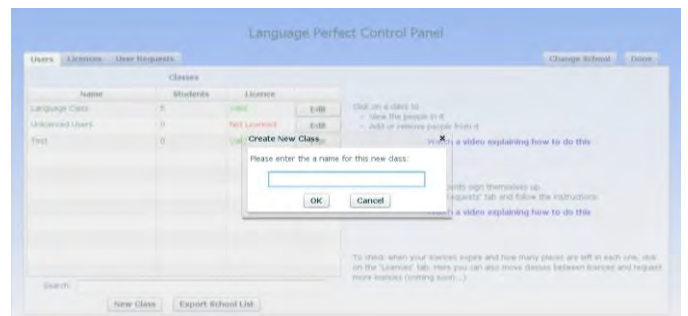
To add a user, click the **Add People** button. Enter their **First Name**, **Surname** and **Email** (not compulsory). Their **Username** and **Password** will be created automatically.

Click on the drop down box and select whether **This user is a Student** or **Teacher** then click **Create User**.

If the user already exists, then search for their name by entering it into the **First Name** box. It will appear in the table below. Click their name then click **Add**. This will assign the user to your class.

Once users have been created click **Finished**.
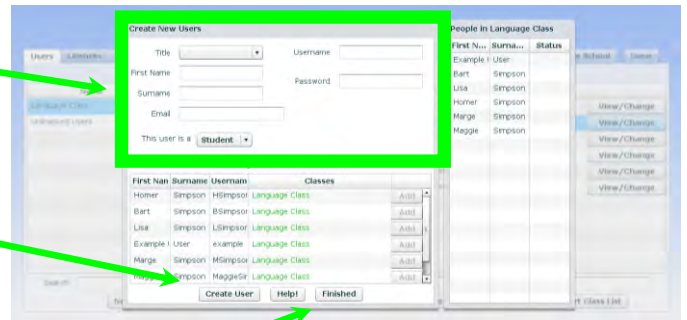
The names of your students will appear in a table on the right hand side of the screen. To view your students login details click the **View/Change** button.
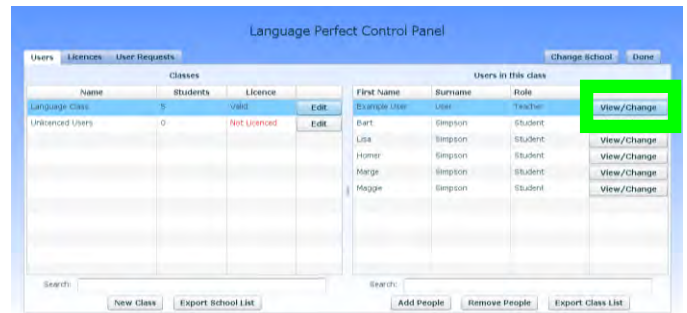
Edit the boxes by entering the information directly.

To show the users password click the **Show Password** button.

Select whether the user is a **Student** or a **Teacher** by clicking the drop down box.

Click **Save** or **Cancel** to finish.
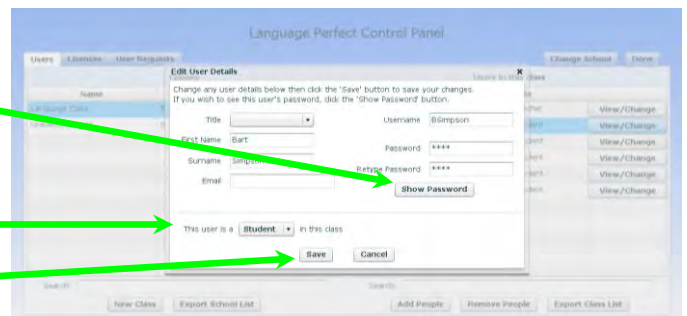
Additional Buttons:

Export School List – Converts your school's logins into an excel spreadsheet that you can print or save to your computer.

Remove People – Deletes a user from a class.

Export Class List – Converts your class' logins into an excel spreadsheet that you can print or save to your computer.

Edit – Allows you to rename or delete a class. The class must be empty before you can remove it.
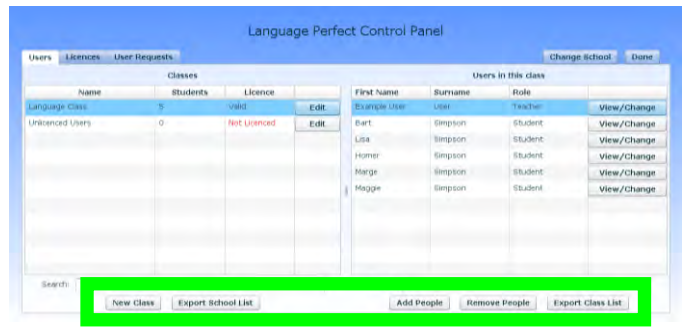
→ View Student Progress

This information is great for school reports. Parents love to see quantitative information about how their children are going.

Parents will also want to know why their children are spending so much time on Language Perfect!

Click the **View Student Progress** button. Select a class then click **Continue**. Select a **Core Vocab List** then click **Finish**.
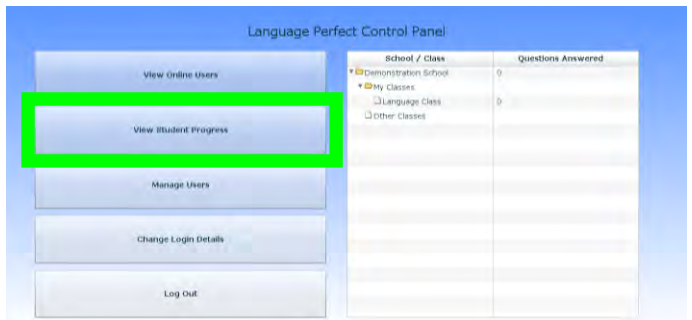
Select one or more classes by using the SHIFT or CTRL keys on your keyboard.
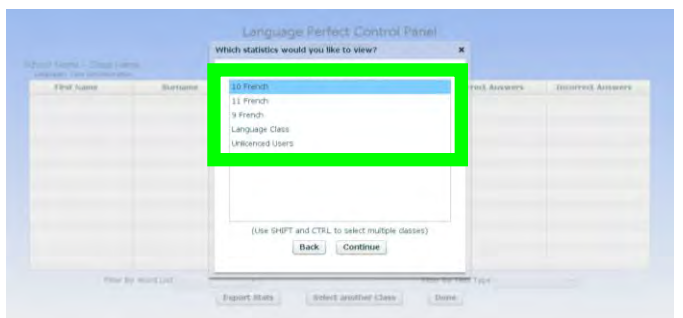
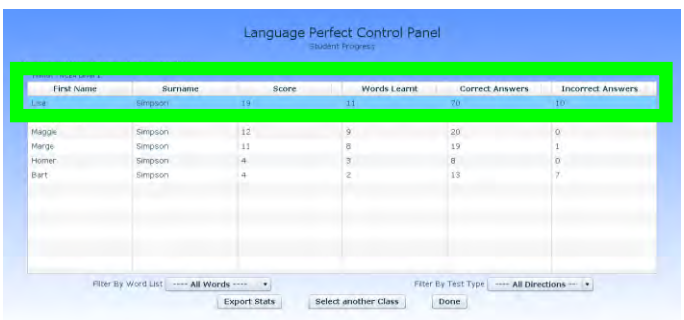Select one or more languages by using the SHIFT or CTRL keys on your keyboard.
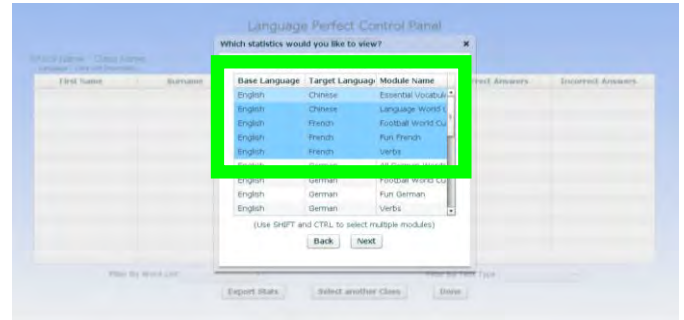
Select the desired dataset that you would like to view from the options displayed.
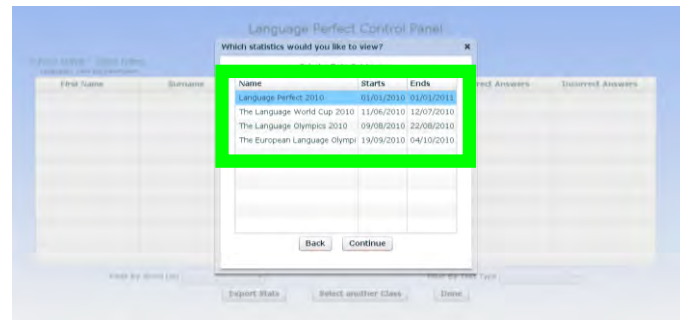
The scoreboard shows your students total **Score**, number of **Words Learnt**, **Correct Answers** and **Incorrect Answers**.

Refer to "THE SCORING SYSTEM" section for more information about earning points (page 10).

To check whether your students have completed a list, click the **----All Words----** drop down box and select a list. This will filter your students' scores by the selected list.
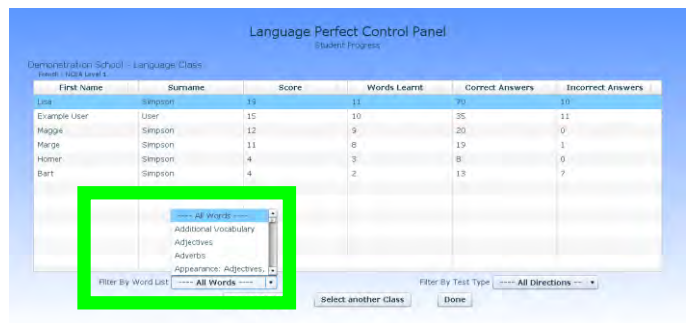
To check whether your students have used a specific translation mode, click the **----All Directions----** drop down box and select a mode. This will filter your students' scores by the selected mode.
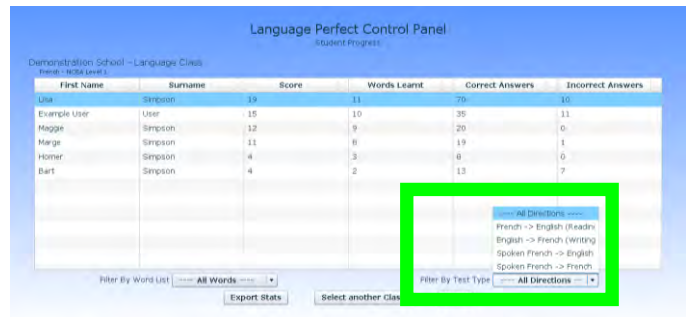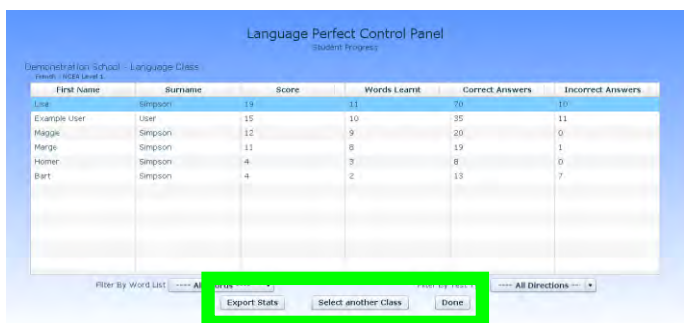
Additional Buttons:

Export Stats – Converts the table into an excel spreadsheet, which you can print or save to your computer.

Select another Class – Allows you to view another class' progress.

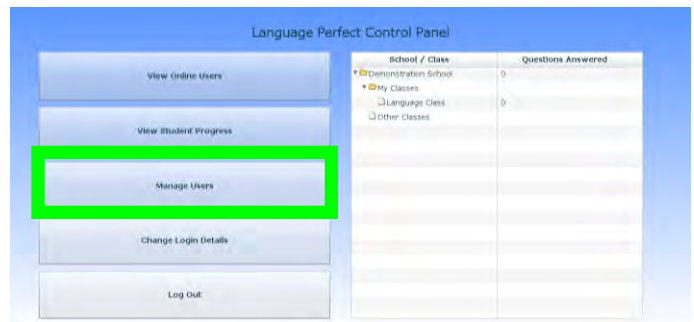**Done** – Takes you back to the menu page.

→ Check Your Licence

This section is really useful for checking when your trial licence is due to expire. Or if you are looking to purchase Language Perfect then you will want to know how many students are registered.
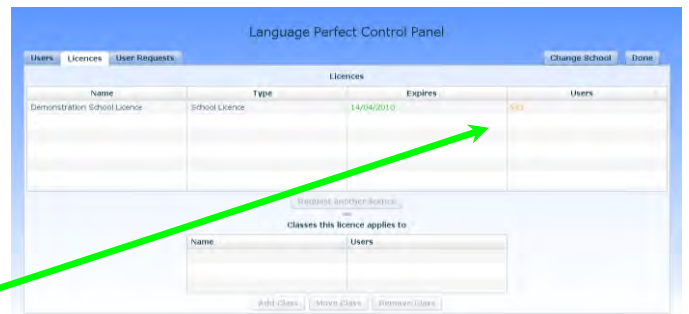
Click on the **Manage Users** button.

Click on the **Licences** tab on the top left hand side of the screen.

Information regarding the **Type** of licence you have and when it **Expires** is shown. The **Users** column shows the amount of students with logins compared to the amount of licences that have been paid for.
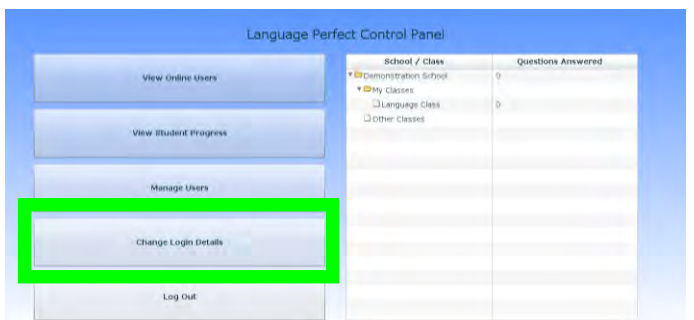
Example: **5/0** means this school has 5 users but has paid for none of them.

→ Change Password

To change your username and password click the **Change Login Details** button.

We highly recommend changing your login details at least once every three months.

Enter your **Current Username** and **Current Password** then click **Continue**.

Enter a **New Username**, **New Password** and **New Email** then click **Submit**.

A confirmation email will be sent to your inbox.

11. ADD YOUR OWN WORDS

Tailoring the vocabulary your students are learning to match your curriculum is absolutely essential. You can send in as much additional vocabulary as you like. We will upload the words and arrange sound recording with a native speaker at no extra charge to your annual subscription for Language Perfect.

To upload new words into Language Perfect open an Excel spreadsheet, enter the foreign word in column A and the English translation in column B.

Separate any synonyms with a semi colon **;** with NO space in between words (see example).

Attach the spreadsheet to an email and send it to support@languageperfect.com

Example:

Column A	Column B
bonjour	hello;hi;good morning
comment vas-tu?	how are you?
au revoir	goodbye;bye
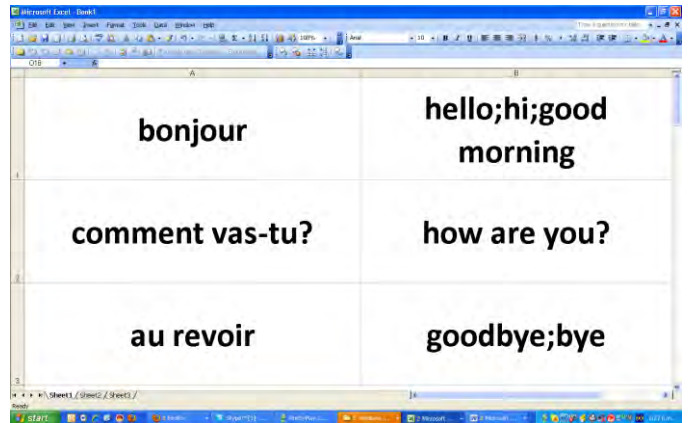
12. FAQ

What is a Flash Player?
Language Perfect is made using Adobe Flash Player. You need to have Flash Player 9 or better installed on your computer for Language Perfect to work.

It is free to download. For the latest version visit:
http://get.adobe.com/flashplayer/

I have forgotten my password! What do I do?
At the login screen click **Lost password** then enter your username or first name and email address, then click **Submit**.
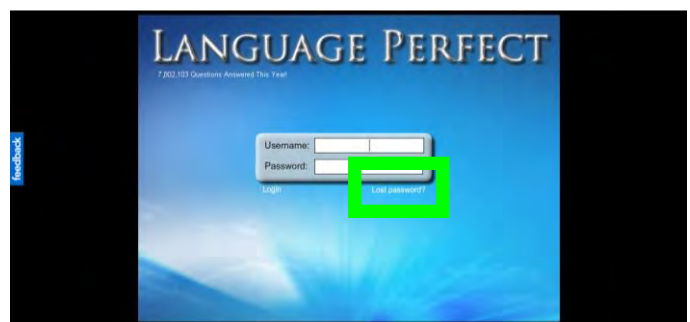
TEACHERS ACTION PACK

How do I write with accents?
Type the closest English letter equivalent.

Use the directional keys on your keyboard to select the correct accented letter.

Example: In French, type the letter 'e' then push the LEFT arrow key on your keyboard to select é.
Correct answer: baby → le bébé

Do I need a Japanese keyboard to write in Japanese script?
No you don't. We have created our own inbuilt writing script which converts Romaji into Hiragana, Katakana or Kanji.

Simply tap CTRL on your keyboard to switch between Hiragana, Katakana and Kanji.

The Japanese/Chinese script is appearing as boxes on my screen, how can I fix it?
Download the required Microsoft Language Pack by clicking on the links below.
Japanese:
http://www.microsoft.com/downloads/en/details.aspx?FamilyID=24A66277-CD9F-4332-A6F1-52B85A6470BD&displaylang=EN
Chinese:
http://www.microsoft.com/downloads/en/details.aspx?FamilyID=DEB6731A-CA36-47A3-B4A0-2A1D19EEFA05&displaylang=en&displaylang=en

Help! I am not getting any points for words that I am answering correctly.

Are you using the **Learn** mode or the **Revise** mode? Remember you need to learn a word in the **Learn** mode BEFORE you can get any points for that word in the **Revise** mode.

Refer to "THE SCORING SYSTEM" section for information on learning words – page 10.

SCORE = ZERO

The sound isn't working on school computers, although it works on students' home computers?
Please talk with your IT department and ask them to check the download permissions for:

www.languageperfect.com
www.languageperfect.com.au
www.languageperfect.co.nz
www.thelanguageolympics.com
www.europeanlanguageolympics.com
www.languageworldcup.com

A number of schools have reported this issue, and all of them have been able to resolve this problem.