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Remimeo
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Tape-Course Series No. 3R

TEACHING A TAPE COURSE

(HCO Policy Letter of 6 December 1970
Issue II, Revised and Reissued as an
HCCB. Changes in script.)

The instruction of students by tape is done by individual tape playbacks *equipt with earphones and a foot pedal start-stop control.*

It is imperative that the *earphone* quality be of the highest, and the tape copy have very good sound quality. Otherwise students go to sleep over misunderstood words.

The individual tape player method is used because (a) *it can handle a large or small number of students, (b) it works where there is a trickle of students starting at different times, (c) it works where students studying subjects different from each other are using the same class-room. It takes more tape players and must be earphone equipt but it prevents students going past misunderstands as can occur if they are all listening to a group tape play.*

The *foot controlled start-stop pedal is necessary so the student can use his hands freely to take notes and look up words in the dictionary. It also enables the tape to be stopped instantly without the time lag it takes to reach for and push a finger button - thus going past the place where the stop is desired.*

RULES & DESCRIPTION

Only the Glossary, course rules and checksheets, with course description are translated into the language being used for teaching and mimeographed or printed into small booklets.

The description must include how to handle tape players and caution against machine or tape damage and inadvertent erasure of a tape. (To guard against actual erasure it is wisest to tape over the record button or preferably, to have the recording unit disengaged. Also, it is sometimes possible to buy, at cheaper prices, playback units only (tape machines in which the recording unit hasn't been installed). *They must however be of good quality.*

ENROLLMENT

Enrollment is done no matter how informal the course is. A waiver of accident or damage holding the school not

responsible, must be signed by the student and, if a minor, by his parents or guardian on any tape course.

An enrollment invoice *showing full course payment* must be in the hands of the supervisor, giving the date of enrollment, home address and local address.

A roll book has every student's name, address and the course enrolled in and date. This must not be omitted as it is the only permanent record and is often resorted to to prove contentions.

FILES

A student file system must exist. A folder with the student's name on it and which will receive his completed checksheets, exam results, etc., must be made up at once.

CHECKSHEET

A checksheet for the course must exist, breaking the course down into small easily attained segments of Theory and Practical.

It must be in the student's language.

It has blanks opposite each segment so that a student checkout can be initialed with date by the person checking him out.

NOTEBOOKS

A student is expected to keep a notebook from his tape listening. This should be neat and complete. *The student never copies out the whole tape. He takes exact verbatim notes of any Process Commands or Lists and notes down also the important technical rules.*

A sample notebook should be provided.

A student should leave frequent spaces so he can enter new notes on a second and third play of the materials.

CHECKOUT

Where only tapes exist *and a checkout is required* students check each other out from the *actual tape, not from their notes.*

"Give me an example," is the keynote of such a checkout. (a) What is the _____, (b) Give me an example.

PRACTICAL

Each area of the course has demonstration and practical drills.

These drills must be written up and must match the basic personal skills required by the materials.

CLAY TABLE

Clay table training is a vital part of the Course curriculum.

The materials must be available.

And clay, not just modelling clay, can be used.

Flat surfaces must be provided.

The description of clay table training must be part of early checksheets in the school.

DEFINITIONS

A student is drilled and does clay table on the glossary after he has been through the course once.

CHECKSHEET SEQUENCE

The student is required to go in sequence through the entire checksheet. HCO PL of 31 August 1974 Issue I Fast Flow Training Reinstated applies to Translated Tape Courses.

The checksheet is arranged double-spaced for Tape Counter Reading, date and initial in the first of the three columns.

For example:

"Tape Counter
Reading Column

Re- Re-
tread train

_____ 1. Chapter III - The
Goal of Man

_____ " _____ "

COURSE COMPLETION

See HCO PL 31 August 1974 Issue II Fast Flow Training Reinstated.

PROGRESS BOARD

A student's progress is posted on a "progress board."

SLOW STUDENTS

Any student falling asleep or being very slow is handled with Word Clearing which is the subject of the Word Clearing Series Bulletins and later issues in this Tape-Course Series Bulletins.

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FOUNDER

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