

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 24 NOVEMBER 1971

ISSUE II

Remimeo

(Translate to

European

Languages)

Tape Translated

Courses

Tape-Course Series No. 7

All Staff

Tech & Qual

Students

COURSE MATERIALS

In Scientology and Dianetics "Course Materials" are defined as those books, tapes, magazines, HCO Bulletins, HCO Policy Letters and other authorized Technical issues listed on the checksheets of courses designed for sale to the Organization's public.

A course checksheet is an item by item list of all the materials that must be covered on the course. A line is provided beside each item on the checksheet for the person doing the course to sign, after he has thoroughly learned the material.

On a tape translated course the course materials are all verbally translated from English into the local language and recorded on tape. They are in the item by item sequence given on the course checksheet.

The tapes for these courses are kept in separate racks or areas for each course and the rack is labelled with the course name. The tape boxes and tape reels are also labelled.

The tapes must be played on good quality tape players equipt with a start-stop foot pedal and listened to with high fidelity earphones.

Each tape for a tape-course is already included on the checksheet for that course in the correct order and the correct position on the checksheet.

The student simply locates the next tape he must hear by its name and number on the course checksheet.

On the tape each spoken checksheet item is introduced by its date and name exactly as it is listed on the course checksheet.

The student marks off each item on the checksheet as he finishes listening to it on the tape.

Before beginning a new tape the tape machine "counter" must be reset at zero reading. As the student listens to the items through the tape, he writes the tape counter reading (as the item begins) beside the item on the checksheet.

This gives him a tape counter reference for each item and makes it easy for any specific item on the tape to be located swiftly if he needs to listen to it again.

When the tape is completed it must be rewound onto the same spool, put back into its correct box and returned to the correct location in the rack for that course.

Only those materials (and tapes of them) that are listed on Flag authorized checksheets of courses designed for sale to the Org's public, may be read or heard by the public. They may only be heard by those persons who have legally enrolled on and paid for the course concerned.

Other materials (or tape translations of materials) that concern the Organizations Administration and staff jobs (posts) are not intended for the Organizations public and are considered to be "staff training" materials even when these do appear in checksheet form.

NOTE: Take great care of all these materials and tapes as they contain very valuable knowledge that can not be obtained anywhere else but in a Scientology Organization.

Training & Services Aide
for
L. RON HUBBARD
FOUNDER

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