

BOARD TECHNICAL BULLETIN

4 SEPTEMBER 1971R

REVISED & REISSUED 21 NOV 1974 AS BTB

Remimeo
Tech & Qual
Students

ISSUE I

CANCELS

Supers
Super Courses
Cramming Off
Word Clearers

HCO BULLETIN OF 4 SEPTEMBER 1971

ISSUE I

SAME TITLE

(Revisions are underlined)

Word Clearing Series 18 R

FAULTS IN WORD CLEARING

COMMONLY MET

Word Clearing is a tremendously successful and simple activity when done correctly.

The following faults have been isolated and are listed to assist students and Supervisors to increase their successes with Word Clearing.

1. METHOD NO. 2: A WORD READS. STUDENT SAYS HE KNOWS THE MEANING OF THE WORD AND WORD CLEARER DOES NOT TAKE IT UP.

When a word is isolated as having read ALWAYS get all its definitions defined with the dictionary and used in several sentences.

2. METHODS NO. 2 & No. 3: ASKING THE STUDENT FOR THE MEANING OF WORD FOUND.

Always get it DEFINED with THE DICTIONARY.

3. ALL METERED METHODS: PUTTING THE STUDENT ON CANS & STARTING HIM READING BEFORE TA HAS SETTLED. LOSES EARLY READS BY ADJUSTING TA.

4. ALL METERED METHODS: NOT CONTINUING TO USE A WORD IN SENTENCES WHEN DOING SO IS BRINGING THE TA DOWN.

5. ALL METERED METHODS: NOT HAVING STUDENT ON CANS TO INTERROGATE HIM AS TO WHICH TEXT MUST BE LOCATED TO WORD CLEAR.

6. ALL METERED METHODS: NOT USING SUFFICIENT 2WC TO LOCATE THE BOGGED AREA.

7. ALL METERED METHODS: WORD CLEARER CALLING WORD TO METER TO CHECK "IF IT READ OR NOT".

8. ALL METERED METHODS: TELLING STUDENT "THAT WORD READ".

9. ALL METHODS: ABANDONING A WORD.

If it's not in your dictionary, get another or get the reference for the word from the Supervisor. Never leave it and try to carry on.

10. ALL METERED METHODS: ALLOWING STUDENT OFF THE CANS TO LOOK UP WORDS.

11. ALL METHODS: NOT ASKING A STUDENT WHO STILL DOESN'T COMPREHEND AFTER READING DICTIONARY, WHAT WORD IN THE DEFINITION HE DOESN'T FULLY UNDERSTAND.

If that doesn't handle, go back to the word just cleared and pick up any by-passed definition. Clear it up with dictionary definition, use in sentences and come back to original word.

12. ALL METHODS: USING OR ACCEPTING "WAITING FOR A METHOD NO. 1" AS AN EXCUSE NOT TO STUDY OR TO DO WORD CLEARING.

13. ALL METHODS: ALLOWING EXCESSIVE TISA OR TALK.

Note: Don't cut cognitions that occur AFTER clearing a word.

14. METHODS 2,3,4,7,9: NOT OBSERVING WHEN YOU HAVE HANDLED THE CURRENT DIFFICULTY (AND ENDING OFF).

15. ALL METHODS: NOT GOING EARLIER ON SOMEONE WHO IS "ALWAYS LOOKING UP THAT WORD".

Find an earlier time on the course he encountered that word. Have him read just prior to it. Clear the word found. You should now be able to terminatedly clear the troublesome word in the usual way.

16. ALL METERED METHODS: NOT REPORTING TO THE C/S ANY CASES WHO'S TA ARE HIGH & DON'T COME DOWN OR WHO'S TA'S ARE BELOW 2.0 OR WHO ROCK SLAM.

17. METHODS 2-9: ABANDONING WORD CLEARING BECAUSE "HE NEEDS A METHOD NO. 1".

18. ALL METERED METHODS: NOT TAKING EVERY WORD TO F/N.

19. ALL METHODS: NOT RECOGNIZING WHEN A PERSON NEEDS A WCCL AND WORD CLEARING OVER THE TROUBLE.

Every student and staff member SHOULD get a Method 1. They are different techniques and "needing a Method No. 1" is no justification for rabbiting on a student on Method 2 or other methods.

Once you have begun a Method No. 2 you do not EVER abandon it until you have found a word that considerably brightens up the student.

CRAMMING OFFICERS & SUPERVISORS

Cramming Officers are of course experts in Word Clearing and should have a meter permanently set up - though most Word Clearing for Cramming is done by Qual Word Clearers.

In handling misunderstands as a Supervisor or Cramming Officer, particular note should be given to HCO PL 24th Oct 1968 "Tips in Handling Students" and BTB 22nd April 1971 "Cramming". Their points can and should be used in Word Clearing.

Last but not least

20: ALL METHODS: NOT KNOWING COLD, THE STUDY TAPES.

Flag Word Clearer

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Approved by the Board of Issues

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CHURCHES OF SCIENTOLOGY (R)

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