# HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 21 OCTOBER 1971 (Cancels HCO PL 13 Apr '71 HQS Course Checksheet)

Remimeo Revised and Reissued 22 April 72 HQS Course (Correction in Script HQS Course Supervisors p. 7, No. 14) Div 6 Dept 17 Hats

#### HOS COURSE CERCICESTINEN

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ORGANIZATION			1 - A		

REQUIREMENTS:

BOOKS:

The Problems of Work Fundamentals of Thought Scientology 0-8 Dianetics '55 Self Analysis Scientology Dictionary

Only the chapters on this checksheet are part of this course. You may read the remainder of the books in your own time or after completion of the course. (Available from the bookstore)

PENS: Blue or black

PAPER: Full size, lined or blank note paper

Upon satisfactory completion of this course, the student will be awarded a Hubbard Qualified Scientologist Certificate.

The HQS Certificate does not authorize the right to teach the HQS Course. It does authorize graduates to run the processes on this checksheet outside the organization.

<u>IMPORTANT NOTE</u>: Do not go past any words you do not understand. Always look them up using the Glossary at the back of your Course pack, the Scientology Dictionary or an English Dictionary and put the word into a few sentences of your own so that you are certain you understand the word. Then go back to just before the word and continue reading.

This is your H. Q. S. Course Checksheet. Each item is marked off with initial and date as you go along. Theory materials are signed off by the student as an attestation that he has read, understands and can apply. Items on the checksheet marked as drills, clay demonstrations and practical must be signed off by the Supervisor of the Course.

If you come to an item marked "After Class Practical" and it is not after Class time yet, you may go on to the next items

on the checksheet until it is after class time. The "After Class Practical" item is then done directly after class and the report on the results is handed in to your Supervisor first thing the next morning. Other than for this exception, all items are done one by one in the order they are given on the checksheet.

#### SPECIAL NOTE:

Those students on the New Life Without Drugs Programme are required to do Training Drills 0-9 on a gradient 2-3 times.

#### WHAT DOES THIS COURSE DO?

- 1. It teaches one how to <u>correctly</u> study and what are the mechanics of learning any subject.
- 2. It tells you what Scientology is and its background.
- 3. It makes a person able to confront, intend and control anything in life.
- 4. It tells you how to become more efficient, how to handle confusions in life and how to prevent exhaustion.
- 5. You will learn how to handle people, how to increase understanding.
- 6. It gives basic data on what man and this universe consist of, and what exactly is a person's mind.
- 7. It enables a person to gain better control of his body, better communication with his environment, an improved memory and teaches one how to do this so that he can help others achieve this.
- 8. It assists in relieving a person of the need for drugs or alcohol.

#### A. STUDENT ORTENTATION SECTION

1.	INTROD	UCTION at	front of Scientology Dictionary	
2.	HCO PL	7 May 69	Students Guide to Acceptable Behavior	
3.	HCO B	26 Oct 70	Definition of a Student	
4.	HCO B	27 Oct 70	The Intention of a Student	
5.	HCO B	<b>16 Oct</b> 68	Supervisor's Duty	e-te-thorna
6.	HCO PL	24 Oct 68	Running the Class	
7.	HCO PL	21 Oct 71	Study Points of the HQS Course	
8.	HCO B	19 Jun 7.	Study Definitions for the TR Course	
9.	HCO B	25 Oct 71	Drug Drying Out	

HCO PL 21.10.71 - 3 - Issue I

# B. WHAT SCIENTOLOGY IS

1.	Look up the word "Scientology" in the Scientology Dictionary and make up a few sentences with it until you are happy that you understand it.
2.	Look up the word "Scientologist" in the Scientology Dictionary and make up a few sentences with it until you are happy that you understand it.
3.	Life of L. Ron Hubbard
4.	My Philosophy by L. Ron Hubbard
5.	The Meaning of Scientology
6.	The Code of Honor
7.	The Aims of Scientology
8.	HCO PL 14 Feb 65 Safeguarding Technology
C.	SCIENTOLOGY STUDY SECTION
1.	HCO B 25 Jun 71 Barriers to Study
2.	HCO B 11 Oct 67 Clay Table Training
3.	HCO B 6 Jul 71 Clay Demo Errors
	HCO B 30 Oct 70 Clay Demos
5.	<u>Clay Demo</u> : Using the data in (2), (3) and (4) above, do a clay demonstration of:
	A. A pencil
	B. A Book
6.	HCO B 23 Feb 71 Gradient Scales
7.	Clay Demo: A gradient scale for learning how to run.
8.	HCO B 1 Jul 71 The Three Types of Word Clearing
9.	HCO B 31 Aug 71 Confused Ideas
10.	<u>Clay Demo</u> : From the data in (1), (8) and (9) above do a clay demostration of a misunderstood word and how it effects a person.
11.	HCO PL 16 Mar 71 What is a Course?
D.	
	TRAINING DRILLS 0-4
1.	TRAINING DRILLS 0-4 HCO B 16 Aug 71 Training Drills Modernized
1.	HCO B       16 Aug 71       Training Drills Modernized         HCO B       16 Aug 71       Breakthrough TR Course         HCO B       2 Jun 71       Confronting
1. 2.	HCO B       16 Aug 71       Training Drills Modernized         HCO B       16 Aug 71       Breakthrough TR Course         HCO B       2 Jun 71       Confronting         HCO B       16 Aug 71       Training Drills Modernized:
1. 2. 3. 4.	HCO B       16 Aug 71       Training Drills Modernized         HCO B       16 Aug 71       Breakthrough TR Course         HCO B       2 Jun 71       Confronting

7.	HCO B 16 Aug 71 Training Drills Modernized: Section on TR O Confronting
8.	Clay Demo: The purpose of TR O Confronting
9.	Drill: TR O Confronting
10.	After Class Practical:
	A. After class, observe various people and how well or badly they confront.
	B. Write up the results for your Supervisor.
11.	HCO B 24 May 68 Coaching
12.	HCO B 16 Lug 71 Training Drills Modernized: Section on TR O Bullbait
13.	Clay Demo: The purpose of TR O Bullbait
14.	Drill: TR O Bullbait
15.	HCO B 21 Jun 71 What is Communication?
16.	Clay Demo: The Communication Formula
17.	Book: Dianctics 155, Chapter VII "Communication"
18.	After Class Practical: Talk to the people you meet and observe the various parts of the Communication formula. Write up the results for you Supervisor.
19.	HCO B 16 Aug 71 Training Drills Modernized: Section on TR 1 Dear Alice
20.	Clay Demo: The purpose of TR 1 Dear Alice
21.	Drill: TR 1 Dear Alice
22.	HCO B 7 Aug 65 Premature Acknowledgements
23.	HCO B 16 Aug 71 Training Drills Modernized: Section on TR 2 Acknowledgements
24.	Clay Demo: The purpose of TR 2 Acknowledgements
25.	Drill: TR 2 Acknowledgements
26.	After Class Practical: Practice your TR 1 and TR 2 in various conversations. Write up the results for your Supervisor.
27.	HCO B 16 Aug 71 Training Drills Modernized: Section on "R 3 Duplicative Question
28.	<u>Clay Demo</u> : The purpose of TR 3 Duplicative Question
29.	Drill: TR 3 Duplicative Question
30.	After Class Practical: Practice your TR 3 in various conversations and situations you come across. Write up the results for your Supervisor.
31.	HCO B 16 Aug 71 Training Drills Modernized: Section on TR 4 Preclear Origi- nations
32.	<u>Clay Demo</u> : The purpose of TR 4 Preclear Originations

34.	After Class Practical: Practice your TR 4 in various conversations and situations you come across and write up the results for your Super- visor.	
35.	Book: Dianetics '55! Chapter IX "Two Way Com- munication"	-
36.	Clay Demo: Two Way Communication	
37.	Practical: Write up examples of Two Way Communi-	

- cation and hand in to your Supervisor.
- 38. After Class Practical:
  - A. Observe how Two Way Communication works in talking to some people.
  - B. Use Two Way Communication in talking to someone and write up the results for your Supervisor.

#### E. AFFINITY, REALITY AND COMMUNICATION

- 1. <u>Book: Fundamentals of Thought</u> Chapter 5 "The ARC Triangle"
- 2. <u>Clay Demo</u>: The ARC Triangle
- 3. <u>Book: Problems of Work</u>, Chapter 6 "Affinity, Reality and Communication"
- 4. <u>Clay Demo</u>:
  - A. Affinity
  - B. Reality
  - C. Communication
- 5. <u>Practical</u>: From the data in (1) and (3) above, write up 5 or 6 examples of how you could use the ARC Triangle to handle situations in life. Do this until you are happy you can use the ARC data and then get the Supervisor to check your examples.\_\_\_
- 6. <u>Practical</u>: Now actually use the data on the ARC Triangle. USE the communication corner of the triangle to bring up the other two corners. Do this on another student or person without telling them what you are doing. Write up what you did and the result and get it checked by the Supervisor.
- 7. <u>After Class Practical</u>: Use the ARC Triangle data on a person you know and increase the ARC between you and that person. Write up what you did and observed and get it checked by the Supervisor.

### F. CYCLE OF ACTION:

1. <u>Book: Problems of Work</u> Chapter 4 "Secret of Efficiency"

- 2. <u>Practical</u>: Write up five examples of the cycle of action of life that you have observed in your environment.
- 3. <u>Practical</u>: Observe in your environment and write down several examples of START-CHANGE-STOP.
- 4. <u>Practical</u>: Perform the actions of START-CHANGE-STOP.
- 5. <u>After Class Practical</u>: After class, or at your job, be aware of the cycles of action that you perform. Make sure that you complete them and give yourself a validation for completing it. Notice whether you feel better for completing cycles of action. Write it up for your Supervisor.

#### G. HANDLING CONFUSION

- 1. <u>Book: Problems of Work</u> Chapter 2 "Handling the Confusions of the Work-A-Day World"
- 2. Clay Demo: Confusions and the Stable Datum
- 3. <u>Practical</u>: Write up a few examples of confusions you have observed and indicate what could have been a stable datum.
- 4. After Class Practical Find some areas of confusion:
  - A. Pick a stable datum
  - B. Align other particles to your stable datum
  - C. Resolve the confusion
  - D. Write down these actions and turn them into your Supervisor.

#### H. EXHAUSTION

- 1. Book Problems of Work Chapter 7 "Exhaustion"
- 2. ClayiDemo: Why a person becomes exhausted
- 3. <u>After Class Practical</u>: Take a walk and look at your environment. Write up your observations and reactions. Show them to the Supervisor.

# I. TRAINING DRILLS 6-9

- 1. HOO B 7 May 68 Upper Indoc TR's: Section on TR 6, 8-C
- 2. Clay Demo: The purpose of TR 6, 8-C
- 3. Drill: TR 6, 8-C

4.	After Class Practical: Practice your 8-C in various ways on various friends and situations. Write up the results for your Supervisor.
5.	HCO B 7 May 68 Upper Indoc TR's: Section on TR 7 High School Indoc
6.	Clay Demo: The purpose of TR 7 High School Indoc
7.	Drill: TR 7 High School Indoc
8.	After Class Practical: Practice your High School Indoc on various friends and situations. Write up the results for your Supervisor.
9.	HCO B 7 May 68 Upper Indoo TR's: Section on TR 8 Tone 40 on an Object.
10.	Clay Demo: The purpose of TR 8 Tone 40 on an Object.
11.	Drill: TR 8 Tone 40 on an Object
12.	HCO B 7 May 68 Upper Indoc TR's: Section on TR 9 Tone 40 on a Person
13.	<u>Clav Demo</u> : The purpose of TR 9 Tone 40 on a Person.
14.	After Class Practical: Use Tone 40 in various situations. Write up a report for your Supervisor
J.	TONE SCALE
1.	Book: Scientology 0-8 Chapter 5 (VI) "The Emotional Tone Scale"
2.	HCQ B 25 Sep 71 Tone Scale in Full
3.	Book: Self Analysis Pages 22-27
4.	<u>Practical</u> : Write up examples of incidents invol- ving people which demonstrate the display of each of the emotions on the "being plus body" range of the scale. Each example is to show a different emotion in effect.
5.	<u>Practical</u> : Demonstrate using your body for your twin each of the emotions on the "being plus body" range of the scale.
6.	Practical: Do the above over and over again until you are sure you can distinguish one emotion from the other. Have Supervisor check you out.
7.	<u>Practical</u> : Write up examples of incidents invol- ving people which demonstrate the being dramatizing

- emotions from the very bottom of the scale, up to failure, at 0.0 on the scale.
  8. <u>Practical</u>: Do the above over and over again until you are sure you can distinguish one emotion from another. Hand this in to your Supervisor.
- 9. HCO B 26 Oct 70 Obnosis and the Tone Scale

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- 10. <u>Practical</u>: Go out into the street and pick out all the various emotions in the people you observe. Hand in your observations to your Supervisor.
- 11. <u>Practical</u>: Go out into the street and stop some people and ask them a few questions. Spot the social tone level and chronic tone level of each person you talk to. Write up each one. Hand in to your Supervisor.
- 12. <u>Practical</u>: Do No. 11 over and over again until you are sure you can spot each person's tone level, social and chronic. Write up the results for your Supervisor.
- 13. After Class Practical: Talk to a few of your friends and spot their tone levels. Communicate to them  $\frac{1}{2}$  to 1 tone level above theirs. Observe the results. Bring them up to enthusiasm by doing this. Write up your results for your Supervisor.

# K. THE EIGHT DYNAMICS

- 1. <u>Book: Fundamentals of Thought</u> Chapter 4 "The Eight Dynamics"
- 2. <u>Practical</u>: Draw the Eight Dynamics as concentric circles. Write your own name in the middle as first dynamic and write the names of objects, etc, that are real to you in your daily life, in the circles that represent your other dynamics, hand in to your Supervisor.
- 3. <u>Practical</u>: Draw the Eight Dynamics as circles again, and this time write in the name of another person you know in the center circle and write in the things you know are real to him or her in the other dynamic circles. Do this with different people until you can recognize the eight dynamics from other people's viewpoints. Hand this in to your Supervisor.

# L. THE PARTS OF MAN

1.	Book: Fundamentals of Thought Chapter 7 "The Parts of Man"	angan algun da giber ta filia da
2.	Clay Demo: Demonstrate the body.	
3.	Clay Demo: Demonstrate the body plus the thetan.	Andre andre etter
4.	Clay Demo:	
	A. Demonstrate the Reactive Mind	
	B. Demonstrate the Analytical Mind	
	C. Demonstrate the Sometic Mind	Be-Stadio vitari
5.	<u>Practical</u> : Draw the parts of man and how they relate to each other. Hand this in to your Supervisor.	

6.	HCO B 22 Oct 71	Exteriorization	der filter filter staarde
7.	Clay Demo: What i	s Exteriorization	den site partition de seus
М.	CO-AUDITING SECTIO	N A	
1.	HCO B 30 Sep 71	Auditing	gan gan gan gan b
2.	HCO B 30 Apr 69	Auditor Trust	-
3.	HCO B 30 Apr 71	Auditing Comm Cycle	andrethera-es
4.	Clay Demo: Demons	trate the Auditing comm cycle.	
5.	HCO B 17 Oct 62	Auditor Failure to Understand	-
6.	HCO PL 1 Jul 65	Comm Cycle Additives	-
7.	Clay Demo: Demons and how they effect	trate 2 Comm cycle additives t the PC.	gunganigangawa
8.	HCO PL 27 May 65	Processing	
9.	HCO PL 14 Oct 68	The Auditors Code	
10.	HCO PL 2 Nov 68	The Auditors Code	-
11.	HCO B 16 Oct 71	Forcing a PC	
12.	HCO PL 17 Apr 70	An Auditor an "The Mind's Protection"	. ·
13.	HCO B 5 Apr 71	Summary of how to write an Auditor's Report, Worksheets fo HQS Co-audit	r
14.	HCO B 21 Oct 71	Assists in Scientology	
15.	HCO B 22 Oct 71	Assists for Injuries	-
16.	ing it to have in; into the furniture the somatic turns is gone plus cogni	Contact Assist on a doll, imagin jured as arm or leg by running a. Run the Contact Assist until on and blows off and the pain ition. After completing the the Auditors report and workshee	
17.	HCO B 22 Oct 71	Touch Assists	
18.	an injured foreheapain is gone and t	Youch Assist on a doll who has ad. Run the Assist until the there is a cognition. Write up rt and worksheets after success- the Assist.	gan di Malangan gan gi
19.	HCO B 7 Jun 69	How to Make a Person Sober	
20.	a doll imagining	Locational Havingness process on it to be intoxicated or high. y completing process write up or the session.	
21.	HCO B 1 Dec 65		and an and a second
		Running CCH's	
		CCH's: More Information	gene dissemigrane algorith
	and a second sec		

24.	HCO B 5 Apr 62	CCH's: Auditing Attitude	
25.		Drill - Model Session for CCH's 1 to 4	
26.	1 to 4 Model Sessi	's 1 to 4 on a doll using COH on and keeping report form and beginning and end of the	
27.	<u>CO-AUDITING</u> : CCH under supervision. and full session r	1 to 4 with another student, Use CCH 1 to 4 Model Session eports as you go.	
	A. Audit CCH	is i to 4 on another student	printformation (printformation)
	B. Receive a another s	uditing on CCHs 1 to 4 from tudent.	
28.	HCO B 30 Sep 71	CCH's 5, 6 & 7	
29.	HCO B 30 Sep 71	Drills - Model Sessions for CCH's 5, 6 & 7.	Queedine Carlo
30.		5 on a doll using CCH 5 Model g report form and worksheets at end of session.	anaparation at the second s
31.		5 with another student under CCH Model Session and full you go.	
	A. Audit COH	I 5 on another student	andreta-starts
	B. Receive a student.	auditing on CCH 5 from another	
32.		I 6 on a doll using CCH 6 Model ng report form and worksheets at end of session.	s.
33.		6 with another student under CCH Model Session and full 3 you go.	
	A. Audit CCE	16 on another student.	
	B. Receive a student.	auditing on CCH 6 from another	date-entropy of the second
34.	Session and keepin	H 7 on a doll using CCH 7 Model ng report form and worksheets at end of the session.	gungu-Westernik
35.		7 with another student under CCH Model Session and full s you go.	aga-da-sta-starte
36.	A. Audit CCF	I 7 on another student.	
	B. Receive a student.	auditing on CCH 7 from another	-
37.	HCO B 4 Feb 59	OP. PRO. BY DUP	entitienterenterete
38.	HCO B 30 Sep 71	Drill - Model Session for Opening Procedure by Duplication (Op. Pro by Dup.)	

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- 40. <u>CO-AUDITING</u>: Op Pro by Dup with another student, under supervision. Use Op. Pro. by Dup. model session and full session reports.
  - A. Audit Op, Pro. by Dup. on another student\_\_\_\_
  - B. Receive auditing on Op. Pro. by Dup. from another student.

## N. CO-AUDITING SECTION B

- 1. <u>Book: Self Analysis</u> by L. Ron Hubbard Processing Section (pages 36 to 39) \_\_\_\_\_ Important How to Use the Disc (page 34) \_\_\_\_\_
- 2. HCO B 30 Sep 71 Drill Recall Lists Model Session
- 3. <u>Practical</u>: Do Self Analysis Lists on a doll using Model Session for Recall Lists and keeping report forms and worksheet as you go.
- 4. <u>CO-AUDITING</u>: Self Analysis Lists with another student, under supervision. Use Model Session and full session reports as you go. Alternate sessions as PC/Auditor on the processes.
- 5. <u>CO-AUDITING</u> is done until you are certain of your ability to audit and until case gain is real to you as a pc on the above processes. (Session reports of the sessions you give and receive will be kept in folders with the correct names on them.)

#### 0. YOU AS A SCIENTOLOGIST

- 1. HCO PL 21 Oct 71 You as a Scientologist
- 2. <u>Clay Demo</u>: The four products of a Scientologist in examples of how you would produce them as a Scientologist.
  - A. Disseminated Knowledge
  - B. Purchased Books
  - C. Environmental Control
  - D. A Cleared Planet
- 3. <u>Practical</u>: Write up various ways you can produce the four products of a Scientologist using the knowledge of this course. Hand in to your Supervisor.
- 4. <u>Practical</u>: Go to the Bookstore and find out about Memberships and their privileges. Buy one if you like.

5.	HCO PL 28 Apr 71 Books are Dissemination	
6.	Practical: Buy a copy of <u>Dianetics: The Modern</u> <u>Science of Mental Health</u> and go out and sell it to a new person. Write up results for your Supervisor attaching receipt of sale with buyer's name and address.	
7.	<u>Practical</u> : Go to the Director of Hatting Scientologists and have him conduct you on a tour of the Organization showing you what services are given and their results.	n- ( <b>1)</b>
8.	HCO PL 9 May 65 Field Auditors Become Staff	
9.	HCO PL 15 Oct 65 Field Staff Member	
10.	<u>Practical</u> : Take some paper and write up an imaginary selection with the right number of copies putting at the top of each copy who they should be sent to or kept by.	
11.	HCO PL 27 Sep 70 Cutative Prices	Aurent .
12.	HCO PL 23 Oct 65 Dissemination Drill	
13.	Drill: Do the Dissemination Drill with another student until you are sure that you can dissemi- nate to a new person.	
14.	<u>Practical</u> : Go out and select a new person for an Org Service using selection slips. Bring that person into the Organization to see the Registrar.	
15.	HCO PL 21 Oct 71 The Statistics of a Scientolo- gist	
16.	HCO PL 21 Oct 71 The Organizing Board of a Scientologist	linning.
17.	HCO PL 5 Feb 69 The Code of a Scientologist	

Student's signature

Supervisor's signature

Examiner's signature OK to issue certificate

Certs & Awards signature Cert issued

Lt Cmndr Diana Hubbard Distribution Aide

for

L. RON HUBBARD FOUNDER

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