

ENGLISH FIRSHAND BEGINNERS' COURSE

# FIRSHAND ACCESS



 LONGMAN



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## Introduction

Welcome to Firsthand Access! This interactive course helps beginning-level students learn English for communication. The course has been created by experienced teachers, based on instructional strategies and techniques that have proven successful in the ESL classroom.

Firsthand Access uses the advantages of multimedia to focus on the key skill necessary to learn any language: listening. Each disc of Firsthand Access contains many hours of listening practice with native speaker models, plus a variety of listening tasks and follow-up exercises. The language has been carefully chosen and sequenced to aid comprehension while at the same time remaining natural.

Because of DynEd's unique interactive design, you will be able to study at your own pace. At any point in the program, you can ask for repetition or see the written text. You may record your own voice as many times as you like and compare it with the native speaker models. In bilingual versions, you can also get a translation in your native language.

### Course Structure and Sequencing

Firsthand Access is divided into twelve units, six units per disc. Each unit presents important language functions, such as introducing yourself, asking for information, and describing daily activities, and key structures, such as the past tense, personal and possessive pronouns, and prepositions of location. The new language in each unit is introduced in a conversation which focuses on words and expressions needed for simple communication in everyday classroom and social situations.

The course builds in a careful sequence from the language needed to talk about yourself, your family, and everyday objects, to the language needed to talk about your daily routines, your past experiences, and your plans for the future. Although it is recommended that you go through the units in order to take full advantage of the sequencing of material, each unit can also be studied as a self-contained thematic unit. Normally, each unit requires 2-3 hours of study and practice.

## Course Content

Unit Title	Language Focus	Grammar
1. Where are you from?	asking for personal information introducing self and others	"wh" questions personal pronouns
2. What does this mean?	giving/following instructions classroom objects	imperative
3. What's this?	Identifying common objects and food	"be" present pronoun "it"
4. What do we need?	asking/giving information about existence amount and number	"there is / are" singular / plural
5. Is this yours?	identifying possessions family, colors, clothes	possessives possessive pronouns
6. When do you go to work?	describing daily activities time of day, occupations	simple present time adverbials

<b>Unit Title</b>	<b>Language Focus</b>	<b>Grammar</b>
7. May I ask you some questions?	describing routes	verbs, frequency adverbs
8. I got this on vacation.	talking about past experiences	simple past; "did"
9. I can't do this.	talking about abilities	modal verbs: "can / could"
10. What is he doing?	talking about current activities sports and leisure, countries nationalities	present continuous
11. Moving in.	describing location houses and furniture	prepositions of location
12. You will meet an interesting woman.	talking about / predicting future events	Future (will and going to)

## Lesson Types

Each unit is made up of three parts: Conversation, Listening, and Pair Work. Generally, you should do the Conversation first, then the Listening, and finally the Pair Work. The three parts are closely connected in language and content. If you study all three parts, you will have many opportunities to practice the important language of the unit. Units 3, 6, 9, and 12 also include a Vocabulary Review section.

### Conversation



Each unit of Firsthand Access begins with a Conversation with animated pictures. These short conversations show an everyday situation and introduce the most important language of the unit. They will give you practice listening to a variety of native English speakers.

These conversations on the computer will help you prepare for classroom activities and give you additional listening and speaking practice between classes.

#### **Step One: Listen (5-15 minutes)**

In the first step, you will listen to the conversation at natural speed. Look at the pictures and try to follow the conversation. Don't be worried if you don't catch every word. You will have plenty of time to practice this conversation.

After you listen to the conversation, you will be asked if you are ready for Step 2. Click on "No" to listen to the conversation again. When you are ready to go on to the next step, click on "Yes."

## Step Two: Practice (10-20 minutes)

You will now listen to the same conversation sentence by sentence. This is the best time to study each sentence of the conversation by using the DynEd Control Bar. The Control Bar gives you control of your study and allows you to get help whenever you need it. The more you use the Control Bar, the more successful your language learning experience will be.

### Control Bar



Here are some steps to help you learn to use the Control Bar:

1. Listen to the first sentence of the conversation.
2. After listening to the sentence, click on the pause button  so that it is flashing red. The program is now under your control. It will not go on to the next sentence until you want to continue.
3. With the pause button flashing, click on the repeat button.  This will repeat the sentence (or group of sentences). You can repeat each sentence as many times as you wish.
4. (Bilingual versions only.) Click on the translation button.  You will hear or see a translation of the sentence. The pause button will continue to flash.
5. Click on the ABC button.  You will hear the sentence again and see the sentence written at the bottom of the screen.
6. When you are ready to continue, click on the flashing pause button so that it stops flashing. This will take you to the next sentence.

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**Note:** Whenever you click on the pause button, the repeat button, the translation button, or the ABC button, the pause button will begin to flash red. Please remember that when the pause button is flashing, the program is stopped. To continue, you must click on the flashing red button or, if a question is being asked, you may click on the answer.

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Listen to each sentence of the conversation following these steps. At the end of the conversation you will be asked if you are ready for Step 3. If you want to hear the conversation again, click on “No” and you will return to the beginning of Step 2 and you can listen to the conversation again. If you are ready to continue, click on “Yes” to go to Step 3.

### Step Three: Say It (5-15 minutes)

In Step 3, you will have a chance to practice saying some of the sentences in the conversation.

1. Listen to the first few sentences of the conversation. Try to guess what each character will say next.



2. When you see an empty speech button next to a character and an arrow pointing to the record button  it is your turn to speak. The words written below the picture will give you a hint as to what to say. Don't be concerned if you cannot remember the exact words. If you wait for a few moments, the program will show you the exact words to say.
3. Record your voice by clicking on the record button, which will turn red. Click on the record button again to stop recording.
4. You will now hear your recording. Click on the monitor button  to listen to your recording again. To continue, click on the flashing pause button.
5. Listen to the next sentence of the conversation. Did you guess correctly? To compare your recording with sentence in the program, click on the repeat button to hear the native speaker and then on the monitor button to hear your recording. If you wish, you may record your voice again by following the steps described above. If you want to see the text of the sentence, click on the ABC button.
6. The next time you see the speech balloon and the arrow pointing to the record button, repeat these steps. Don't worry if your words are not exactly the same as the

characters. Feel free to make up your own conversation. For example, instead of saying “I’m Carmen” you can say your own name!

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**NOTE:** You can record your voice any time you wish when studying Firsthand Access. Simply click on the record button to record your voice and then click on the monitor button. Repeating each sentence is an excellent way to improve both your listening and your speaking.

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### **Step Four: Review (10-20 minutes)**

In this step, you will have the chance to review important sentences from the conversation and to practice key grammatical structures and vocabulary from the unit in a dictation exercise.

You will first see and hear part of the conversation. Then the screen will change and you will see a group of fifteen words displayed at the top of the screen.



To do the dictation, follow these steps:

1. Click on the number 1. You will then hear the first sentence (or group of sentences). The text will be displayed on the screen with a number of blank spaces where words are missing.
2. Click on the repeat button to hear the sentence again. This will also pause the program so that you have plenty of time.
3. Look at the words at the top of the screen. Your task is to find the words that go in each blank. Click on the word that goes in the first blank. The word will now be outlined in red. Next, click on the space in the sentence where you want the word to go. When you do this, the word will appear in the blank space. If you make a mistake, you may change your choice by putting another word in the same place.

4. Continue placing words in the blanks until you have finished the first sentence. You can fill in the words in any order. Repeat the sentence as often as you like by clicking on the repeat button.
5. Click on the number 2 and follow the same steps as for sentence 1. Do the same for sentences 3 and 4. To hear any sentence again, click on the sentence number.
6. When you have completed all four sentences, click on SCORE. Watch the screen to see how your answers compare to each of the dictation sentences. Then watch for your score.
7. If your score is less than 65%, you will have a chance to do the dictation again.
8. If your score is greater than 65%, you will hear each sentence again and the sentences will be reentered on the screen. Your errors will be indicated by colored text, and you will have the chance to correct them.
9. For example, to correct an error in sentence 1, click on the number 1 and listen to the sentence. Then find the correct answer, click on it, and then click on the word in the sentence you want to replace. If your choice is correct, the word will turn white.
10. When you have finished correcting your errors in the Review, click on END. You will then be asked if you are ready to stop. If you are ready to leave this part of the unit, answer “Yes” and you will return to the menu for this unit. If you answer “No” you can choose which step you wish to study and you will continue from that point in the lesson.

## Listening



The second part of each unit is the Listening section. The Listening sections expand upon the same key grammar and vocabulary items introduced in the Conversation. This section contains a graded series of listening tasks that will help you understand and remember important grammar and vocabulary.

### **Step One: Practice (10-20 minutes)**

In this step, you will listen to short conversations or statements spoken by a variety of English speakers. Choose which part you want to listen to first. Use the Control bar to repeat a sentence, see the text, hear a translation, or record your voice. Practice these sentences several times before going on.

### **Step Two: Answer (10-20 minutes)**

You will now have a chance to practice answering questions and to check your understanding of the language of this unit. Listen to the sentences and then click on the correct picture or word. For example, when Eri says “I’m from Tokyo,” click on the word Tokyo in the Control Bar. If you answer correctly, the character Lance will appear with words of encouragement. If your answer is incorrect, Lance will ask you to try again. You will have two chances with each question, and then you will be shown the correct answer.

Practice this step until you feel confident in answering these questions. Each time you begin this step, the order of the questions will change.

### **Step Three: Review (10-20 minutes)**

Step 3 combines listening and reading to focus on the most important grammar and vocabulary in the unit. Listen carefully and click on the correct answer. Each Review contains ten items, and the items will change each time you practice. Your score will be displayed in the Control Bar. One hundred points is a perfect score. When you finish this Review, you will have the choice to stop or to continue from any of the three steps in this lesson.

### **Pair Work**

The Pair Work lesson gives you practice using the language introduced in the previous parts. The focus is on making and answering questions through conversations with Lance.



### **Step One: Get Ready (5-15 minutes)**

In this step, you will practice making questions or sentences by following model sentences. On the screen you will see some words in boxes. It is possible to make several different sentences using these words.



1. Listen to the model sentence. The program will highlight the words that make that sentence. Try to remember this sentence. This will help you practice hearing English sentences in “chunks” instead of word by word, and it will also help you master important grammar.
2. When Lance tells you that it is “your turn,” make the same sentence by clicking on the words in the correct order. Begin at the left and click on the first word (or words) of the sentence. If your choice is correct, the word(s) will appear under the boxes. If your choice is not correct, the program will point to the correct word (“Try this one”). Click on the next words to complete the sentence.
3. When you complete the sentence correctly, you will hear the sentence spoken at natural speed.
4. You will hear several model sentences. In this step, do not try to make new sentences. Try to hold each sentence in your memory. Practice this step several times. When you are ready to make your own sentences, click on “Yes” when Lance asks if you are ready for Step 2.

**Step Two: Ask (10-20 minutes)**

Here you can practice making your own questions. Use the words in the boxes to make a question for Lance. When you make a correct question, you will hear the question and you will hear Lance’s answer. In some units, instead of asking a question, you will practice giving instructions. If the words you choose do not make a grammatical sentence, the program will help you choose the correct words. Try this step several times until you can create correct sentences with confidence. When you are ready, go on to Step 3.

### Step Three: Answer (10-20 minutes)

Now Lance will ask you questions similar to the ones that you have asked him. Sometimes you will have to remember the information he has told you in Step 2. Click on the word or picture that best answers Lance's question. Use the pause button if you need extra time to answer a question. Use the other buttons on the Control bar for help or to study the language more closely.

### Vocabulary Review



Units 3, 6, 9, and 12 have Vocabulary Review sections based on the previous units. These concentration games will help you remember important vocabulary from earlier units. Each game has two different sets of words, and the location of the words and pictures will change every time you play the game. You will see six question marks on the left-hand side of the screen and six question marks on the right. Behind each of these question marks is a word or picture. First click on a question mark on the left, then click on a question mark on the right. Try to match the word on the left with the picture or the word on the right.

Each time you make a match, two question marks will disappear. When you see a picture or word, try to remember its location. When you are finished, check your score. Try again and see if you can improve your score.

## General Study Tips

1. First, learn how to use the program. Familiarize yourself with the Control Bar. Identify each of the buttons.



Use each button and practice using the mouse. Go slowly, and don't get frustrated. Use the pause button, the repeat button, the ABC button, and the translation button until you are confident. It generally takes time to familiarize your ear to new language structures.

2. Use the pause button  whenever you need time to answer a question or to stop and think. If you don't do this, your time may run out and the program may automatically exit you from the lesson. You are in control, but only if you use the mouse to click on the control buttons. You will always have plenty of time if you get into the habit of using the pause button. Once you do this, the learning experience will be enjoyable.
3. We recommend that you study for 20-30 minutes at a time, followed by a break. Breaks are important to rest your eyes and to keep your mind fresh. Each unit will require several hours of study, practice, and review. If you go too fast, you will become frustrated and overwhelmed by the language. Please pace yourself. Each disc of Firsthand Access will require between 10 and 15 hours of study. The amount of time depends on your initial level and on the other language learning activities you are pursuing.
4. The most effective way to go through each disc is to practice the Conversation section first, and then go through the other lessons in order. It is a good idea to go back occasionally to earlier lessons to review and to check your progress.
5. If you don't understand something, click on the repeat button to hear the sentence again. If looking at the text will help you understand, click on the ABC button.

Learning a language is like learning to play a musical instrument. It is a skill that is acquired over time, through practice and repetition. The more time you spend in each lesson, the more you will learn. For best results, study each lesson several times, before going to the next one. Each unit will normally require several hours of study, practice, and review.

The language and situations in the course have been chosen to introduce you to natural English as it is spoken by native speakers in everyday situations. We hope you will enjoy studying English with DynEd's Firsthand Access. Good luck!

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