Guideline for use of the Foreign Language Instruction Computer Programs

Accents and Special Characters

Whenever data is to be inputted in the German language programs, the bottom of the computer screen displays the numbers '1' to '8' with a German character after each number. These numbers correspond to the function keys F1-F8, so pressing any one of the function keys while the display is at the bottom of the screen will 'type' the associated letter onto the computer screen. The following characters are available through function keys F1-F8:

Function key	Character
F1	ä
F2	ö
F3	ü
F4	Ä
F5	Ö
F6	Ü
F7	ß
F8	"

The F8 key represents the umlaut character which is only used after the hyphen character '-' to indicate that the preceding noun takes an umlaut in the plural. This character is only found in vocabulary lists.

Written Answer Formats

In several of the main programs the user is asked to write out the German version for words and phrases which are given as cues. In order to respond correctly certain specific formats for the answers are required. Below are listed the formats which are used in the level 1 programs. Please note that you actually 'see' on the screen only those portions of the left-hand column which are underlined, and you should 'write' only the underlined portions of the right-hand column. The other material has been added to clarify the meaning of the items which you see and type.

<u>**Vocabulary Lists**</u>

You see:	You write:
<u>you</u> (<u>fam.</u> <u>sing.</u>)	<u>du</u> (several versions of the
<u>you</u> (<u>fam</u> <u>sing</u>)	expression 'fam sing' may be
<u>you</u> (<u>fs</u>)	used; you answer in the same
	way no matter which version is given)

<u>you</u> (fam. plural) <u>you</u> (fp)	<u>ihr</u> (same instructions as for 'du')
<u>you</u> (polite) <u>you</u> (p)	<u>Sie</u> (same instructions as for 'du')
<u>to</u> <u>go</u>	<u>gehen</u> (infinitive form requested)
<u>Learn!</u> <u>(fs)</u>	<u>Lern!</u> (usually the same punctuation and capitalization are required in the cue and answer)
<u>small/little</u>	<u>klein</u> (slash indicates more than one meaning in English for this word)
<u>your</u> (<u>fp</u> <u>fem</u>)	<u>euere</u> (the masculine form is expected unless the cue statement specifically requests a feminine response as shown here)
<u>friend</u> <u>(masc)</u> <u>friend</u> <u>(m)</u>	<u>der</u> <u>Freund</u> (article must be used)
<u>friend</u> <u>(fem)</u> <u>friend</u> <u>(f)</u>	<u>die</u> <u>Freundin</u> (article must be used)
<u>house</u> (no article in Eng.)	<u>das</u> <u>Haus</u> (all nouns in these German materials must have the article in German even when it is not mentioned in English)
<u>car/auto</u> 'A..')	<u>das</u> <u>Auto</u> (the material enclosed in the '..' indicates letters of the German word which are required in the answer - this format allows the user to distinguish among two or more words which have the same english meaning)

(For further clarification of the format for German noun answers, please refer to 'Special Note about Format of Nouns' below)

<u>what</u> <u>kind</u> <u>of?</u>	<u>was</u> <u>für?</u> (following question mark is needed)

<u>Good</u> <u>bye!</u>	<u>Auf</u> <u>Wiedersehen!</u> (NOTE ***! If the word to be typed in begins with a capital letter the German word will also, except as noted below.)
<u>German</u> (adj)	<u>deutsch</u> (where differences in usage dictate, the capitalization rule stated above does not hold, as seen here)

In <u>vocabulary</u> <u>listings</u> the material enclosed in parentheses (XXX) is presented for clarification and is not translated into German.

<u>Grammar Exercises</u>

In <u>grammar</u> <u>exercises</u> the material enclosed in parentheses (XXX) is usually also included in the German answer - either directly as written or translated into German.

You see:	You type:
<u>sein</u> (ich)	<u>ich</u> <u>bin</u> (both items needed in the answer)
<u>---</u> <u>du</u> <u>Englisch?</u> (Lernen)	<u>Lernst</u> (the verb form is modified as needed)
<u>Warum</u> <u>---</u> <u>er</u> <u>nichts?</u> (read)	<u>liest</u> (the information is translated here)
<u>Der</u> <u>Herr</u> <u>kauft</u> <u>---</u> <u>Apfel.</u>	<u>einen</u> (a specific grammar item is desired here)
<u>Die</u> <u>Tante</u> <u>kommt.</u> (Wann)	<u>Wann</u> <u>kommt</u> <u>die</u> <u>Tante?</u> (<u>Wann</u> signifies that a question format is required - word order and punctuation change)
(<u>Der</u> <u>Mann</u>) <u>hat</u> (die <u>Tasse</u>).	<u>Er,sie</u> (The items in parentheses are replaced with a different item)

<u>Special Note about Format of Nouns</u>

Please note from the format samples presented above that the German nouns are treated in two somewhat different ways depending upon the form of the noun in question. The user must remember the differences in order to be able to respond correctly.

<u>Pattern</u> <u>1</u>: The German noun is preceded by 'der', 'die', or 'das'. Whenever the user is requested to type in the German form of a noun, the user <u>must</u> <u>always</u> <u>type</u> <u>the</u> <u>article</u> <u>and</u> <u>then</u> <u>noun</u>; for example:

       the user sees '<u>house</u>';   and the user types '<u>das</u> <u>Haus</u>'.
       (Only the letters between the single quotes are typed, NOT the single
       quotes themselves.)

With the 'ART' option of the 'Vocabulary and Grammar Drills' program

       the user sees '<u>Haus</u>';   and the user types '<u>das</u>'.
       (Only three letters are typed, no single quotes.)

<u>Pattern</u> <u>2</u>: In this pattern two separate spellings exist for the word; such words generally consist of a form of the word for the male and a slightly different form of the same word for the female: 'der Freund', and 'die Freundin'. The English version of these words will show an 'm' or an 'f' following the word, the user simply types in the correct German word with the article required for that word ('der', 'die' or 'das'); for example:

       the user sees '<u>teacher</u> <u>(m)</u>';   the user types '<u>der</u> <u>Lehrer</u>';

OR

       the user sees '<u>teacher</u> <u>(f)</u>';   the user types '<u>die</u> <u>Lehrerin</u>'