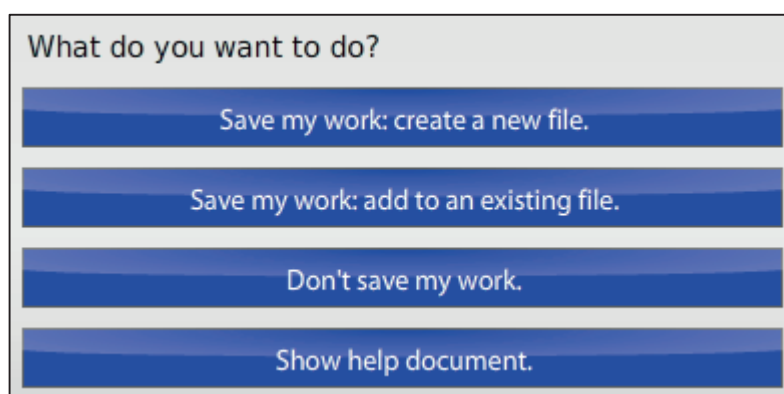


The American Speakout ActiveTeach contains everything you need to make the course come alive using an interactive whiteboard or computer and projector. You will find a digital version of the Student Book and Workbook with integrated audio and video and an answer reveal feature. There is also a large selection of extra resources including tests, games, audio and video scripts, BBC interview videos, scripts and worksheets, photocopiable activities and teaching notes.

## Opening Menu

The following menu options are displayed on the welcome screen:



*Save my work: create a new file*—select this option to save all changes (e.g., annotations, weblinks, personal notes) you make within the ActiveTeach. Browse your computer and choose a location to save the file. If you want to create a new folder, select "Make new folder" and give the folder a name (e.g., Class 4B). Then select "OK" to continue.

*Save my work: add to an existing file*—select this option to access previously saved work or to add new work to an existing file. Browse your computer and select the file you wish to open. Then select "OK" to continue.

*Don't save my work*—select this option if you do not wish to save any changes (e.g., annotations, weblinks, personal notes) or access any previously saved work while using the product. Then select "OK" to continue.

## Navigation

This is a view of the Menu screen:



To open a Student Book page, select one of the page thumbnails. Select the following icons to navigate through the book:

### Icon

### Function



Go to next page



Go to previous page



Go to any page






















Go back to menu screen  
Go back to main page from a game

## Floating Toolbar






When a page has been opened, a floating toolbar will appear in the bottom left corner of the screen. You can use the toolbar for a variety of functions, such as zooming into specific parts of a page, annotating pages and activities and adding links to saved files.



## Floating Toolbar: Tool Functions

Icon	Tool	Function and Instructions
	arrow	Select this to exit other tools and resume normal use of the arrow pointer.
	zoom	Zoom by clicking anywhere on the page spread or by clicking and dragging over a specific area.
	hand	When zoomed in, click, hold and drag to focus on a chosen area.
	pen	Make annotations anywhere on the page.
	highlighter	Click and drag to highlight text.
	eraser	Click and drag to erase annotations/highlights.
	clear screen	Clear screen of all annotations/highlights.
	undo	Undo previous annotation/highlight/deletion.
	tool size	When pen, highlighter or eraser tools are selected, select this icon and move the bar up or down to adjust the size of the pen, highlighter or eraser.
	colour	Choose the color of pen and highlighter tools.
	yellow note	Click and drag a note onto the page. Click the note to open it and add text. To close the note click on the cross in the top right-hand corner.
	link	Click and drag onto the page to add a link. Add the website address. Select the link icon on the page to edit or open the link.
	folder	Click and drag onto the page to add a link to a saved file. Browse your computer and select the file you wish to link. Select the link icon on a page to edit the link or open the file.
	hide/reveal	Click and drag your mouse over a specific area of the page to hide it, or click once on the page to hide the whole page. Drag the arrows to gradually reveal the hidden area. To remove the feature, click and drag into the trash icon.
	text	Click on the page to make an annotation in a text field.
	whiteboard	Open or close a blank page. You can open a new blank page on every double page spread in the Student Book or Workbook.
	keyboard	Input comments in an open text field (use the Text tool to open this) using an on-screen keyboard.
	trash	Drag and drop an item (e.g., yellow note, website link, text field, hide feature, file, etc.) from the page into the trash icon to delete it.
	teacher-populated games	Click and drag onto the page to create a game with your own content by filling out the template provided (see instructions on page 8). Click on the game icon on a page to edit or open the game.

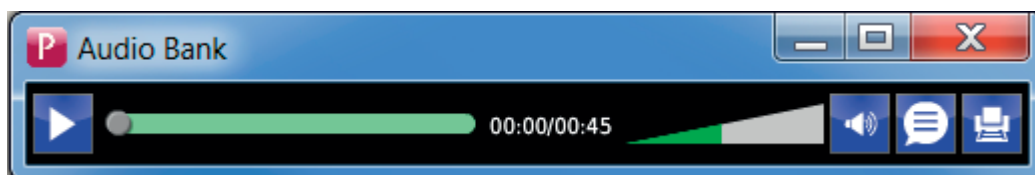
## Icons on the Student Book and Workbook Pages

Icon	Function
	Opens the audio player
	Opens the video player
	Links to another page
	Links back to the page you navigated from
	Reveals answers

## Audio and Video Players

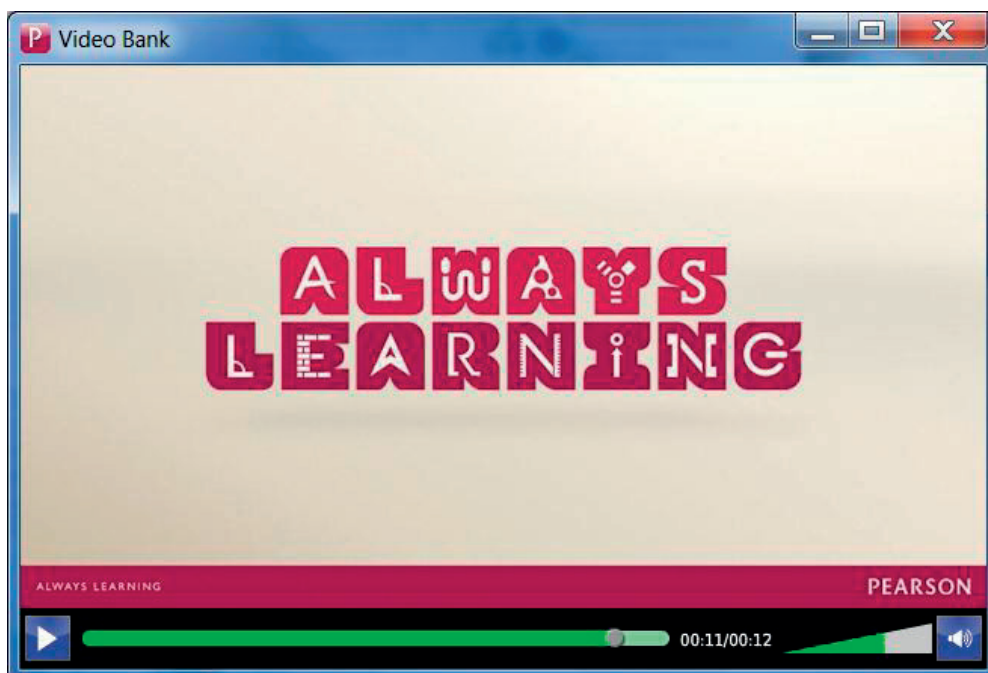
### Audio Player

When the audio icon is selected, the audio player appears:









### Video Player

When the video icon is selected, the video player appears:



## Audio and Video Player Icons

Icon	Function
	Play audio/video
	Pause
	Adjust volume
	Volume on/off
	Display audio script—skip to any part of the audio by clicking on the script
	Print audio script

## Footer Menu

Additional resources can be found in the menu at the bottom of the screen:



## Shortcuts

The Shortcuts tab at the bottom of the screen provides quick access to:

- Class Audio
- Workbook Audio
- Language Bank
- Photo or Vocab Bank
- BBC DVD Clips

## Extra Resources

The Extra Resources tab contains a wide range of additional material:

**BBC Interviews:** Additional videos which link to the topics of the Student Book units

**Class Audio Scripts:** Editable Word documents

**BBC DVD Scripts:** Editable Word documents

**BBC Interview Scripts:** Editable Word documents

**BBC Interviews Worksheets:** Worksheets to accompany the BBC interviews videos

**Photocopiables:** Communicative activities to provide further practice of the grammar, vocabulary and functional language in the Student Book, with teaching notes



**Teaching Notes:** Step-by-step instructions for the Student Book including warm-up and extension ideas, teaching tips, culture notes and answer keys

**Tests:** Unit, Achievement, Mid-course and End-of-course tests with audio scripts, answer key and a tests overview document

**Tests Audio:** Audio to accompany the Achievement, Mid- and End-of-course tests

**Flashcards:** Cards with a word on one side and a picture or definition of the word on the other side, which can be used to practice the key vocabulary from the course


## Games

There are four games with ready-made content to practice the vocabulary, grammar and functional language in the Student Book: Pelmanism, Sheep Out!, Stepping Stones and Tic-Tac-Toe.

### Pelmanism

Pelmanism is a memory game where students have to find pairs of cards.

To play the game, students turn over two cards at a time by selecting them and try and make a matching pair. They should try to remember where words are to help them. The pairs of words will be randomized for each game. To start the game again, select "Reset" and the cards will be shuffled.


To exit the game and return to the unit, select the  button in the menu bar.

### Sheep Out!

Sheep Out! is a vocabulary game where students try to guess the missing letters of a word or phrase.

Students choose a letter, which is typed in using the computer keyboard. If the letter is correct, it appears in one of the spaces in the missing word. If it is incorrect, it appears next to "Incorrect Guesses" and the students lose a sheep. They have to guess the word or phrase before they run out of sheep.


The number of tries remaining for that word is shown on the screen, with the number of questions and score for the unit. To reveal the clue at the top of the screen, show the answer or reset the game at any time, select the relevant button in the bottom-right of the screen.

To exit the game and return to the unit, select the  button in the menu bar.




## Stepping Stones

Stepping Stones is a game that practices grammar and functional language. Students play in two teams, blue and red. Team 1 (blue) begins by choosing a circle. Click on the circle to select it, so it flashes green. A sentence then appears on the screen that the team has to complete correctly. If their answer is correct, they win the circle, which turns blue. If they are incorrect, they lose the circle to the other team, and it turns red. Team 2 (red) then chooses a circle and follows the same process. The aim of the game is to make a line of connecting circles either horizontally or vertically from one side of the "board" to the other. The first team to do this wins.

To exit the game and return to the unit, select the  button in the menu bar.

## Tic-Tac-Toe

Tic-Tac-Toe is a vocabulary game. Students play in two teams: X's (green) and O's (red). Teams take turns choosing a picture, word or phrase in the grid. When they choose their square, click it to highlight it in yellow. They then have to either name the picture, use the word or phrase correctly in a sentence, or provide a correct definition. You (or the class as a whole) judge if the team is correct or not. If they are correct, click on their symbol to add it to the square. If they are not correct, offer the other team the chance to get it right (and, if they do, click on their symbol). If neither team gets it right, move on by clicking the other team's selected square. The winning team is the first to get three squares in a row.

To exit the game and return to the unit, select the  button in the menu bar.

**For instructions on how to create your own games, see page 8.**

## Toolbox

The toolbox provides timers, a scoreboard and access to the keyboard, which can be used to write in an open text field, instead of a physical computer keyboard.

## Dictionary


The dictionary provides definitions, example sentences, phonetic transcriptions and audio for the key vocabulary in the Student Book.

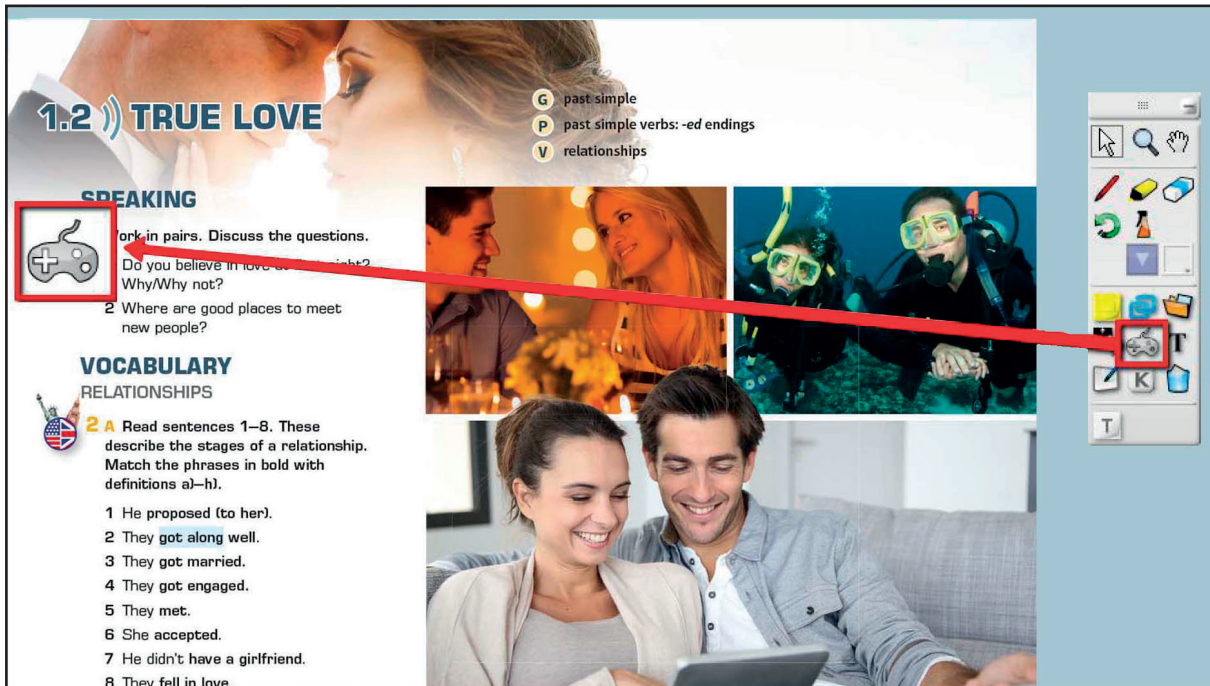
## Help

This tab links to this help document.

## Creating Your Own Games

You can create your own Pelmanism, Sheep Out! and Tic-Tac-Toe games using your own content.

To create a new game, drag the game icon  from the toolbar to the place in the lesson where you want to use it. This is where you will click to open the game in class.



You can edit games and move them around a page or activity screen, but, once they are created, you cannot move them from one page to another.

When you have placed the icon, you will see a screen where you choose which type of game to create.

Select the type of game you want to add:

- ☒ Pelmanism
- ☐ Sheep out!
- ☐ Noughts and crosses

Help OK Cancel

For more information about how to create each of the games, see pages 9-11.



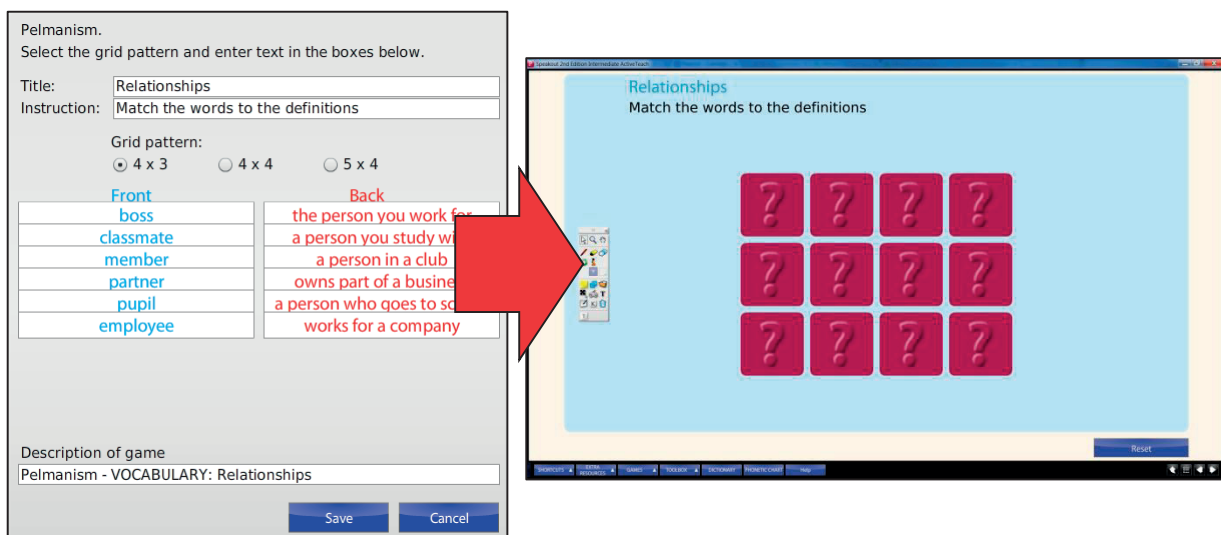
## Creating a Pelmanism Game

Drag the game icon from the toolbar onto the page, select "Pelmanism" and then "OK." An input grid will then appear.

Add the title of the game, for example, "Relationships." This will appear at the top of the screen when you open the game. Next, add the instruction, for example, "Match the two parts of the phrases." At the bottom of the screen, you can add a description of the game, for example, "Pelmanism—VOCABULARY: Relationships." This text will appear when you hover over the games icon on the page.

To add the items, first decide whether you want six, eight or ten pairs of cards and select the relevant size of the grid (6 pairs = 3 x 4, 8 pairs = 4 x 4, 10 pairs = 5 x 4). Then add your pairs to the "front" and "back" columns and select "Save." You may want to add parts of phrasal verbs or set phrases, vocabulary and definitions/translations, or sentence beginnings and endings.

Your game has now been created. If you select the game icon on the page, you can choose to open the game or edit it. Please note that the cards have limited space on them, and, if you have a lot of text, there may not be space for it all. You could try playing the game yourself to test it, and then return and edit the input text if necessary. You can return and edit the game at any time.



For instructions on how to play Pelmanism, see page 6.

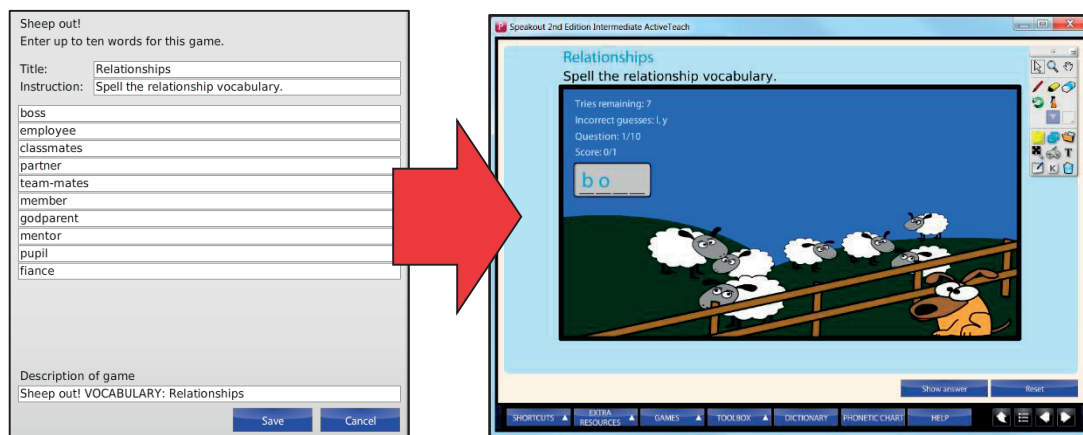
## Creating a Sheep Out! Game

Drag the game icon from the toolbar onto the page, select "Sheep Out!" and then "OK." An input grid will then appear.

To create your game, add the title (e.g., "Relationships") and the instruction (e.g., "Spell the relationship vocabulary.") to the boxes at the top of the input screen. At the bottom of the screen, add a description of the game, for example, "Sheep Out! VOCABULARY: Relationships." This text will appear when you hover over the icon on the page.

Add the words or phrases you want to use in the game to the boxes in the middle of the screen (one word or phrase in each box), and then select "Save." The ten words or phrases will appear in a random order in the game.

Your game has now been created. If you click on the game icon on the page, you can choose to open the game or edit it. You can return and edit the game at any time.



For instructions on how to play Sheep Out!, see page 6.

## Tic-Tac-Toe

Drag the game icon from the toolbar onto the page, select "Tic-Tac-Toe" and then "OK." An input grid will then appear.

Add the title of the game, for example, "Questions and Short Answers," and the instruction, for example, "Give a suitable short answer for each question. Try to win three squares in a row for your team." At the bottom of the screen, you can add a description of the game, for example, "Tic-Tac-Toe—Questions and Short Answers." This is the text that appears when you hover over the games icon on the page. Next, type your input text into the nine boxes. This can be anything you want, for example, you could add vocabulary to use in a sentence, short sentences with blanks for students to complete or questions to answer—just make sure that your text fits easily into the boxes. The instruction should tell students what to do with the text. When you have finished, select "Save."

Your game has now been created. The items will randomize each time you play the game. If you click on the game icon on the page, you can choose to open the game or edit it. You can return and edit the game at any time.



For instructions on how to play Tic-Tac-Toe, see page 7.