



TUTORIAL for Learners

Philip BONANNO, Koffi M. DOSSOU, Gabriella B. KLEIN, Nevin PECORELLI, Raffaella SIENA

Grundtvig Multilateral Project BRIDGE-IT
Be Relevant to Intercultural Diversity Generation
in Europe – Integration Team
510101-LLP-1-2010-1-IT-GRUNDTVIG-GMP

This project has been funded with support from the European Commission.
This publication reflects the views only of the authors,
and the Commission cannot be held responsible for any use
which may be made of the information contained therein.

BRIDGE-IT PARTNERS



<http://www.unipg.it>
<http://www.club-austriale.info>
<http://www.erasmushogeschool.be>
<http://www.f-bb.de>
<http://www.keyandkey.it>
<http://www.um.edu.mt>
<http://www.hszuyd.nl>
<http://www.est.edu.pl>
<http://yozgat.meb.gov.tr>

SCIENTIFIC COORDINATION

Gabriella B. Klein (Università degli Studi – Perugia/Italy)
gabriellaklein@gabriellaklein.eu

PROOF READING

Carmel Borg (Malta), Joseph Gravina (Malta), Nevin Pecorelli (Italy)

COVER AND GRAPHIC DESIGN:

Koffi M. Dossou - Key & Key Communications, Italy

PUBLISHED BY:

Key & Key Communications, Italy

ISBN 978-88-95887-18-0

Copyright © 2012 by Key & Key Communications, Italy

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior approval of the copyright holders.

TUTORIAL FOR LEARNERS

For Adults-in-Contact-with-Mobility - ACM

You can choose to follow the Learning Events

Learning events

in different languages:

EN	English
IT	Italian
NL	Dutch
FR	French
DE	German
TR	Turkish
AR	Arabic

As soon as you have selected a language from the Learning Events, a webpage opens up. On top you will have the following TWO clickable buttons each with a specific colour. The following table summarises the Learning Events for each option:

ACM WRITTEN COMMUNICATION	ACM SPOKEN COMMUNICATION
Forms - Basic Characteristics	Interactions - Basic Characteristics
Forms - Primary Personal Data	Interactions - Visual Aspects
Forms - Secondary Personal Data	Interactions - Non-Verbal Aspects
	Interactions - Paraverbal Aspects
	Interactions - Verbal Aspects

The section for 'Adults-in-Contact-with-Mobility' (ACM) offers you the following learning activities. Select the most relevant to your current needs.

In the section about Written Communication, the Learning Events are dealing with the difficulty an 'Adult-in-Mobility' (migrant) may have when filling forms.

You will

1. explore the different aspects of a typical bureaucratic-institutional form Adults-in-Mobility often need to fill in; explore the meaning and impact of colours, shapes and symbols in a typical form; explore the difficulties Adults-in-Mobility may encounter to fill a typical form with the right words
2. understand the cultural implications of primary personal data
3. understand the cultural implications of secondary personal data.

In the section about Spoken Communication, the Learning Events are dealing with the difficulty an Adult-in-Mobility (migrant) may have when speaking and interacting with an Adult-in-Contact-with-Mobility (public officer, civil servant, police officer, medical doctor, etc.).

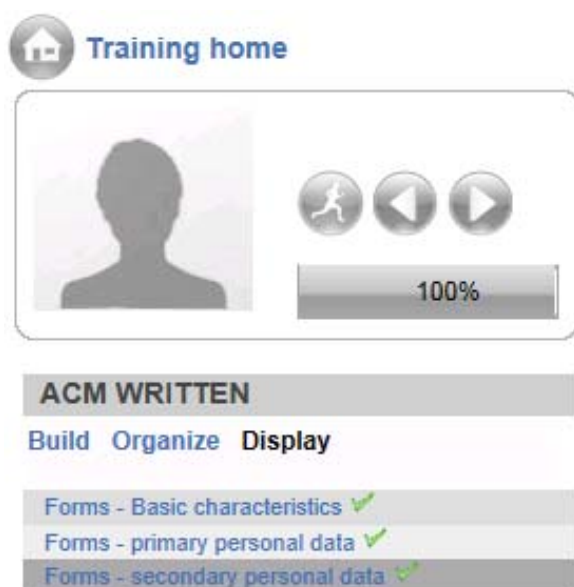
You will

1. explore the different aspects of a typical interaction between two people, especially between an Adult-in-Mobility and an Adult-in-Contact-with-Mobility
2. understand the meaning and impact of objects, colours, shapes and symbols in public service situations
3. understand how people use their body when communicating
4. learn more about the use of the voice when speaking to others
5. understand the words to use in public service interactions.

Taking the example for the *ACM - Written Communication*, once the coloured option button is selected



a window similar to the one below opens. You may select any of the three Learning Events listed in the lower part of the window, in this case any from *Forms – Basic Characteristics*, *Forms – Primary Personal Data*, *Forms – Secondary Personal Data*.



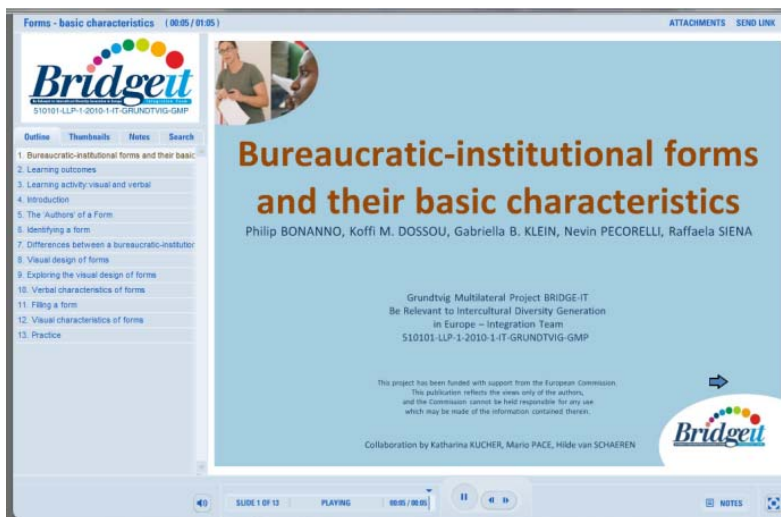
Similar windows with different Learning Events will open on selecting the other coloured buttons.

Following a Learning Event

Once you select one of the proposed Learning Events a PowerPoint presentation opens up: go through the PowerPoint using the navigation arrows on each slide.

A contents section is provided on the left hand side of the webpage to help you move from one slide to another.

Go through the different slides from top to bottom.



Working through the Learning Events

The hyperlinks (clickable words in blue) in the PowerPoint presentations lead to:

1. video clips or audio clips
2. transcripts of the words of video/audio clips
3. pictures
4. bureaucratic forms
5. terms (if you want to know more about a specific term)
6. exercises.

1. When you click a link leading to a *video or audio* clip (e.g. VIDEO 1), a window opens presenting you with a list of languages (e.g. English, Italian, Dutch, etc.). Select the language you prefer to view the video or listen to the audio. A list of video/audio clips opens up.
2. When you need to link to the *transcript* of the words of a video or audio clip, you have to click on the transcript with the name of the video or audio clip (e.g. TRANSCRIPT of VIDEO 3).
3. In other cases the hyperlink leads to *pictures*.
4. When you click a link leading to a bureaucratic *form* (e.g. FORM 1), a window opens presenting you with a list of languages (e.g. English, Italian, Dutch, etc.). Select the language you prefer to work with the form. A list of forms opens up. Select the form with the same name you came across in the presentation (i.e. FORM 1) from the list and watch it in the language of your choice.
5. When you come across of a link of a specific *term* (e.g. MARITAL STATUS) and you want to know more about the meaning of that term, you may click the link to it. The hyperlink brings you to the term in the language you have chosen for the PowerPoint presentation.
6. Finally you get hyperlinks to *exercises*. These are in the language of the PowerPoint presentation you have chosen to work on:

Entering Activity Window for the Exercises

Clicking a link to an exercise, a window opens with an activity that you have to do. GIVE SOME TIME FOR THE ACTIVITY WINDOW TO OPEN. The activity window opens in a separate window outside the PowerPoint presentation. Once you get to this activity window, work through by ticking options for a quiz or writing sentences for other type of questions or just matching words to a definition.

If in the activity there is more than one question, go through all of them by clicking the SUBMIT button (if there is a scroll bar on the right hand side of the exercise area, before clicking SUBMIT you have to scroll down the bar).

step 3 Question 1 of 3 Point Value: 10

Step 3/1: Exercise about terms related to place of living

In the following exercise you have a list of names and numbers and the names of 3 categories. Match them.

Name of a city or smaller town	Kirquk
Name of a street, square, avenue	Iraq
Country	Zuqaq

Score so far: 0 points out of 0 SUBMIT

Exiting Activity Window for the Exercises

- When you have finished answering all the proposed activities, you have to save the result of the activity. To do so, read and follow carefully the instructions written in the result window that appears at the end of the activity.

step 3

step 3

Your Score: 50% (10 points)

Passing Score: 80% (16 points)

Result:

Thank you for doing the exercise.

Click on **PRINT RESULTS** > write your name (always the same).

Right click on the mouse and choose **PRINT**. From the list of printers, choose **ADOBE PDF** to save your file. Finished all the activities, send all your PDF files to icresults@bridge-it.communicationproject.eu.

You can click the 'Review Quiz' button for a play-by-play recap of your results.

To print your results, click the 'Print Results' button.

Review Quiz Print Results Finish

- Once you have done, we recommend closing the activity window and the result window clicking the x on the tabs.
- Go back to the PowerPoint presentation.

When in a slide there are hyperlinks to a resource (video, audio, term, picture, forms, transcripts) and an exercise, leave the resource(s) open till you have finished the exercise.

Once you have finished with an exercise and the related resource(s) (such as video, audio, term, picture, forms, transcripts), we recommend closing the activity window before going back to the PowerPoint and starting a new exercise.

When you have finished a PowerPoint presentation, close any windows and return to the **BRIDGE-IT course EN** to select another Learning Event.

Now you can start working through the learning activities by clicking on

Learning events

EN IT NL FR DE TR AR

For Adults-in-Mobility - AM

You can choose to follow the Learning Events

Learning events

in different languages:

EN	English
IT	Italian
NL	Dutch
FR	French
DE	German
TR	Turkish
AR	Arabic

As soon as you have selected a language, a webpage opens up. On top you will have the following TWO clickable buttons each with a specific colour. The following table summarises the Learning Events for each option:

AM WRITTEN COMMUNICATION	AM SPOKEN COMMUNICATION
Forms - Understanding Basic Characteristics	Interactions - Understanding Visual Aspects
Forms - Understanding Primary Personal Data	Interactions - Understanding Basic Characteristics
Forms - Understanding Secondary Personal Data	Interactions - Understanding Non-Verbal Aspects
	Interactions - Understanding Paraverbal Aspects
	Interactions - Understanding Verbal Aspects

These two sections offer you the following Learning Events. Select the most relevant to your current needs.

In the section about *Written Communication*, the Learning Events are dealing with the difficulty a migrant as 'Adult-in-Mobility' may have when filling forms.

You will

1. explore the different aspects of a typical bureaucratic-institutional form Adults-in-Mobility often need to fill in; explore the meaning and impact of colours, shapes and symbols in a typical form; explore the difficulties Adults-in-Mobility may encounter to fill a typical form with the right words
2. understand the cultural implications of primary personal data
3. understand the cultural implications of secondary personal data.

In the section about *Spoken Communication*, the Learning Events are dealing with the difficulty an Adult-in-Mobility (migrant) may have when speaking with a civil servant, police officer, doctor, etc.

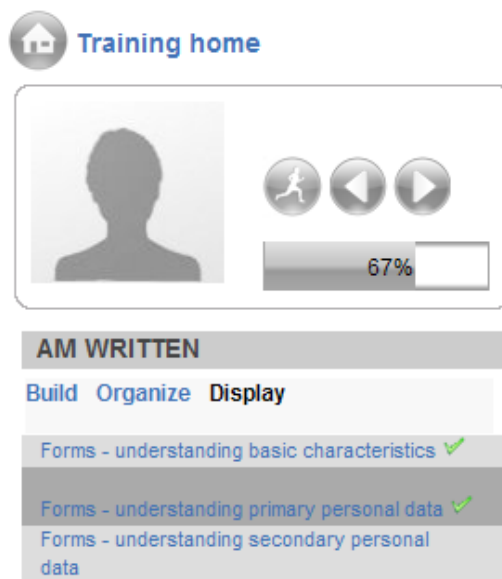
You will

1. explore the different aspects of a typical dialogue between an 'Adult-in-Mobility' (migrant) and an 'Adult-in-Contact-with-Mobility' (civil servant, public officer, doctor, teacher, police officer, etc.)
2. understand the meaning of objects, colours, shapes and symbols in public service situations
3. understand how people use their body when communicating
4. learn more about the use of the voice when speaking to others
5. understand the words used in public service interactions.

Taking the example for the *ACM - Written Communication*, once the coloured option button is selected



a window similar to the one below opens. You may select any of the three Learning Events listed in the lower part of the window, in this case any from *Forms – Basic Characteristics*, *Forms – Primary Personal Data*, *Forms – Secondary Personal Data*.



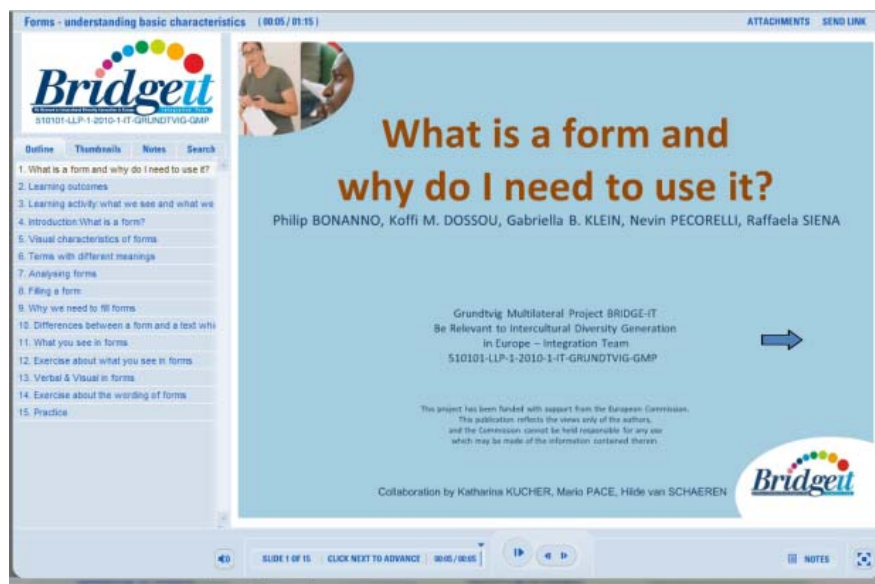
Similar windows with different Learning Events will open on selecting the other coloured buttons.

Following a Learning Event

Once you select one of the proposed Learning Events a PowerPoint presentation opens up: Go through the PowerPoint using the navigation arrows on each slide.

A contents section is provided on the left hand side of the webpage to help you move from one slide to another.

Go through the different slides from top to bottom.



Working through the Learning Events

The hyperlinks (clickable words in blue) in the PowerPoint presentations lead to:

1. video clips or audio clips
2. transcripts of the words of video/audio clips
3. pictures
4. bureaucratic forms
5. terms (if you want to know more about a specific term)
6. exercises.

1. When you click a link leading to a *video or audio* clip (e.g. VIDEO 1), a window opens presenting you with a list of languages (e.g. English, Italian, Dutch, etc.). Select the language you prefer to view the video or listen to the audio. A list of video/audio clips opens up.
2. When you need to link to the *transcript* of the words of a video or audio clip, you have to click on the transcript with the name of the video or audio clip (e.g. TRANSCRIPT of VIDEO 3).
3. In other cases the hyperlink leads to *pictures*.
4. When you click a link leading to a bureaucratic *form* (e.g. FORM 1), a window opens presenting you with a list of languages (e.g. English, Italian, Dutch, etc.). Select the language you prefer to work with the form. A list of forms opens up. Select the form with the same name you came across in the presentation (i.e. FORM 1) from the list and watch it in the language of your choice.
5. When you come across of a link of a specific *term* (e.g. MARITAL STATUS) and you want to know more about the meaning of that term, you may click the link to it. The hyperlink brings you to the term in the language you have chosen for the PowerPoint presentation.
6. Finally you get hyperlinks to *exercises*. These are in the language of the PowerPoint presentation you have chosen to work on:

Entering Activity Window for the Exercises

Clicking a link to an exercise, a window opens with an activity that you have to do. GIVE SOME TIME FOR THE ACTIVITY WINDOW TO OPEN. The activity window opens in a separate window outside the PowerPoint presentation. Once you get to this activity window, work through by ticking options for a quiz or writing sentences for other type of questions or just matching words to a definition.

If in the activity there is more than one question, go through all of them by clicking the SUBMIT button (if there is a scroll bar on the right hand side of the exercise area, before clicking SUBMIT you have to scroll down the bar).

step 3
Question 1 of 3 Point Value: 10

Step 3/1: Exercise about terms related to place of living

In the following exercise you have a list of names and numbers and the names of 3 categories. Match them.

Name of a city or smaller town	Kirquk
Name of a street, square, avenue	Iraq
Country	Zuqaq

Score so far: 0 points out of 0 SUBMIT

Exiting Activity Window for the Exercises

- When you have finished answering all the proposed activities, you have to save the result of the activity. To do so, read and follow carefully the instructions written in the result window that appears at the end of the activity.

step 3

Your Score: 50% (10 points)
Passing Score: 80% (16 points)

Result:

Thank you for doing the exercise.
Click on PRINT RESULTS > write your name (always the same).
Right click on the mouse and choose PRINT. From the list of printers, choose ADOBE PDF to save your file. Finished all the activities, send all your PDF files to icresults@bridge-it.communicationproject.eu.

You can click the 'Review Quiz' button for a play-by-play recap of your results.
To print your results, click the 'Print Results' button.

Review Quiz Print Results Finish

- Once you have done, we recommend closing the activity window and the result window clicking the x on the tabs.
- Go back to the PowerPoint presentation.

When in a slide there are hyperlinks to a resource (video, audio, term, picture, forms, transcripts) and an exercise, leave the resource(s) open till you have finished the exercise.

Once you have finished with an exercise and the related resource(s) (such as video, audio, term, picture, forms, transcripts), we recommend closing the activity window before going back to the PowerPoint and starting a new exercise.

When you have finished a PowerPoint presentation, close any windows and return to the **BRIDGE-IT course EN** to select another Learning Event.

Now you can start working through the learning activities by clicking on

Learning events

EN IT NL FR DE TR AR