



Teacher Support: Read Up-Speed Up

Read Up-Speed Up Authoring Guide

Authoring with Read Up-Speed Up is very easy and straightforward. This Guide has been prepared by Don Friend of Sky Software House, the publisher of Read Up-Speed Up.

Accessing the authoring tools

Double-click on the 'O' in SPEED-READING PROGRAM on the Menu page of the unit you want to work on. Type in the password – **SKY**. Six buttons will now appear:

1. Create a New Text
2. Adapt a Text
3. Delete a Text
4. Change Institution Name
5. Create Backup Copy
6. Close Authoring Tools

Authoring buttons: 1. Create a new text

A blank box will appear. Type in a title for your text here, (maximum 30 characters) and click Done. A text field now appears. Type or paste your text into this field. Check your text for accuracy, and make sure that there is at least one paragraph break. NOTE: If you paste in your text, you might find that the apostrophes have been lost and need replacing . Check through your text and then click Done.

You will then be asked a question about the size of the words in your text. If your text has a significant number of large words (over 7 letters), you should select Large (predominantly for scientific texts); otherwise select Standard. (The option you choose will determine the size at which the text field can be seen in the reading part of the program).

The text will then appear at the top of the screen and a question box will appear. Type your first question into the box and click on the Completed each question button. Your question will now appear in a field at the bottom and the question box clears so that you can type in the next question.

▶ See the TIPS section below for help in creating texts, questions and answers.

Editing and deleting questions

If you notice a mistake in any question you have made or wish to make some alteration, click on the Edit question button and then on the question you wish to edit. This will move the question back into the question box so that you may edit it. When you are ready, click Done. If you wish to delete a question, click on the Delete question button and then on the question you wish to delete. Then click Done. Do not try to edit or delete a question while preparing another question, as you will lose the question you are preparing.

When you have completed all your questions, click on the Click here when you have completed your questions button. You will now be asked to type in your answers.

You are given three optional answer boxes, though you do not need to fill in all three of them. Click on the relevant button when you complete each Answer set. This will then bring up the next question on your list until all the questions have answers. Please note: You cannot make any changes to questions in this section.



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If you want to edit questions or correct typos you will have to wait till the next stage but one (Draft Page).

Selecting a subject area

You must now select a subject area for your text. There are three subject areas provided automatically:

1. Suitable for all kinds of learners
2. Science and Technology-related
3. Business-related

There is also a fourth option: Other. When you click on this, you will be asked to type your tip into the TIP field on the next page (Draft Page). Please note that you are limited to a maximum of 80 letters so it is important to keep your subject area tips succinct.

Draft page

On this page you may make any final changes to your text and test. Make sure you keep all questions and answers on one line each and leave a space between the full stop after the numbers and the beginning of your questions and answers. When you are happy with your work, click on the Continue button. You will now be taken back to the Menu page. The new text will be at the top of the list.

Postponing a text

If you need to save and postpone while writing a text, you may click on the Postpone button. The next time you click on Create a new text, you will be asked if you wish to continue with your saved text. If you click on Yes, you will be taken to a replica of the Draft page where you can enter your questions and answers. Please note that you will only be able to save one text at a time.

Cancelling a text

You may delete a text at any time during the Authoring session by clicking on the Cancel button.

Authoring buttons: 2. Adapting a text

If you wish to adapt or edit a text subsequent to making a text, click on the Adapt a text button. This will take you to a page where you may make any changes or additions to your text, questions and answers. On this page you will also be able to print a text and export a page

Printing a text

We recommend that you do not make printouts of texts to hand out to learners. The program is designed to encourage learners to read unseen texts quickly. However, if you wish to print out your texts, you may click on the PRINT button. You will then be asked if you wish to print out:

- a. the text only
- b. the text and questions
- c. the text, questions and answers.

Exporting a page

If you have written a text for one level but wish to move it to another level, click on the Export a page button and then select the level to which you wish to export this page.



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Authoring buttons: 3. Deleting a text

To delete a text from your list, click on the Delete a text button. Then click on the title of the text you wish to delete.

Authoring buttons: 4. Change institution name

If you wish to change the name of your institution, click here and type in the new name. This will change all instances of the name on the program at this level. You will need to do the same for the other two levels.

Authoring buttons: 5. Make backup copies

Before you make backup copies, you will need to check whether the programs have been stored in the default position on your computer. Read Up – Speed Up is designed to sit in the Program Files on your C Drive (C:\Program Files\rusu) If you need to check if this is where it has been stored on your computer, open the C Drive and open Program Files. If you can see a folder inside Program Files entitled RUSU, then it is stored in default position.

If the programs are stored in default position, click on the Make backup copy button. This will then store a backup copy of this level in the backup folder, (C:\Program Files\rusu\backup).

If the programs are not stored in default position, you will need to make a backup copy manually. If you do not know where the programs are stored, do a Find (Start>Find) for RUSU. Then copy the folder and paste it in a suitable place.

In the unlikely event of the program corrupting, you may then copy your backup files inside the main RUSU folder.

IMPORTANT NOTE: This procedure will make a backup copy of this particular level. You will need to do the same with the other levels.

Authoring buttons: 6. Close authoring tools

Make sure you close this before you exit the program.

Tips for creating your text

- ▶ You do not need to chunk your text when you are typing or pasting it in. When 'One line at a time' has been selected by the learner the text will chunk itself to their specifications. It will also chunk after a full stop, a comma, a question mark, a colon, an exclamation mark or a semi-colon. This means that you will need to expunge all final case full stops which are not designated to mark the end of sentences, such as you find in: Mr. Dr. St. etc. (Write - Mr Dr St etc) and rephrase expressions such as: e.g. (Write - For Example or just eg)
- ▶ When you want to make sure that chunking will take place, you may add a hash, with spaces before and after (#) which will start a new line with the word that follows it. It is not recommended that you use this except in very particular examples, as it can cause overchunking, and you will probably find that the text will chunk satisfactorily already.
- ▶ Please note that the words **a**, **an** and **the** will not be counted when the chunking command is activated. For example, 'a man' will be designated as a single item.



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- ▶▶ When two or three lines have been specified by the learner, none of the above features will operate.
- ▶▶ You may separate the text into paragraphs by leaving a line without text, but please note that you should paragraph sparingly. Otherwise, the learner will be waiting for the designated time each time there is paragraph break.
- ▶▶ You will get a chance to correct any errors later on during the authoring session. You will also be able to edit the text, as well as the questions and answers for the comprehension test, at any time after you have finished authoring by choosing to Adapt a text when you click on the Authoring button. See above for more information about Adapting a text.

Tips for creating your questions

- ▶▶ Do not put numbers before each question: the computer will generate question numbers itself.
- ▶▶ Remember that the focus in a speed-reading program should be upon the main idea and gist. Therefore, your questions should not be too detailed. To see how questions have been handled in the texts already provided, click on the Adapt a text button and examine the focus in selected texts.
- ▶▶ True/False/Not given question
When you make a True/False/Not given question, you will only need to type True or False into the main Answer box. The computer automatically adds T, F or U (for Not given) as possible options for the learner.
- ▶▶ Multiple choice questions
You may make multiple choice answers by asking a question and then giving different optional answers. For example:
The writer is going to ... a. France b. Spain c. Germany d. Italy
In the answer section, you can then allow: *France* or *a* or *a. France*
IMPORTANT NOTE: You must remember to add the letter a, b, or c as optional answers as this is mentioned in the test section as an option.
- ▶▶ Wh- questions / Gapfill questions
We recommend that you use these with caution. The learner is reading the texts for gist or main idea so it is important that you don't ask questions that are too detailed. In order to minimise the problem of learners typing in answers that are nearly, but not correct, it is useful to phrase your questions carefully. For example, if your text contains the following sentence: *We are going to Southern France*, you should phrase your question: *The writer is going to ... France*. This will encourage the learner to write: *Southern*.

Tips for making answers

- ▶▶ Make Box 1 your main answer. If your answer is multiple choice, write in the full answer here.
- ▶▶ If you are using True / False / Not given in any questions, you only need to write True or False in the main box. The computer will then accept T, F or U (for Not given) respectively, when the student does the test.
- ▶▶ If you are making a, b, c, d type questions, for example *The capital of France is... a. Paris b. Lyons c. Tours d. Marseilles*, It is useful to fill the answer boxes in the following way so that learner options are covered:
Option 1 - Paris
Option 2 - a
Option 3 - a. Paris