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## 1. System requirements

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The CD-ROM geni@l B1 requires the following minimum system requirements:

### Multimedia-PC:

- Windows 2000; SP4
- Pentium 3 – 1 GHz (for PIII mobile > 1 GHz)
- Main memory 512 MB RAM
- 200 MB free hard disc memory
- Graphics card
- Screen resolution 1024x768 pixel;
- DPI setting: normal size (96 dpi)
- Sound card; speakers

### Apple Macintosh:

- MAC OSX 10.4.11
- 1,67 GHz G4 Power PC or 1,67 GHz Intel MAC
- screen resolution 1024x768 pixel
- 200 MB free hard disc memory

## 2. Installation and personalisation (profile)

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Once the CD-ROM has been placed in the CD/ DVD drive of your computer or laptop, the learning programme will be fully installed on the hard disc. Simply follow the prompts given by the set-up assistant. A shortcut will be created on the desktop via which you can easily start the programme.

**Important:** Even if the programme has already been installed on your local computer, the CD-ROM must be placed in the CD/DVD drive every time the programme is started.

It is possible for several learners to work with the programme. Every new learner creates their own profile when they start their work:

- Click on the button “Neues Profil erstellen” [Create new profile].
- Enter a name for the profile.
- Confirm the name you have entered by clicking on the tick.

All of the learner profiles that have been created will be saved on the local computer. If you want to continue working on a different computer, you will have to create another profile there. The last achieved results (points status) are saved in the profiles and loaded when you start the programme again.

The learner profiles can be deleted. To do this, click on the wastebasket symbol to the right of the profile names. Warning: all results for this profile will be permanently deleted.



### 3. Navigation and points status

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#### Step 1

When you start the programme (once it has been installed), a welcome picture will appear with three buttons:

- |                                     |  |
|-------------------------------------|--|
| Starten [Start]                     | to start the programme   |
| Programm updaten [Update programme] | to download and install any updates from the geni@I website (Internet access required) |
| Beenden [Exit]                      | to exit the programme  |



#### Step 2

Next of all, a list will appear containing the names of the already created profiles. Further profiles can be created here at any time (see Point 2 in the Help section above).

### Step 3

After clicking on your profile (or having created your profile if you are a new learner), a page will open displaying the complete contents of the CD-ROM: the ten units just as in the course book *geni@l B1* and the three plateaus. Click on the desired unit (or plateau) to access the exercises.



The "Hilfe" [help] button is located at the bottom left of the screen. When you click on it, the help section will open in AcrobatReader®. To use this, the Acrobat Reader® needs to be installed on your computer. If you have not already done so, you can download this free of charge software and then install it.

The exit button is located at the bottom right of the screen. If you click on it, you will return to the previous page, i.e. the list of created profiles.

## Step 4

After you have clicked on the unit (or plateau) that you want, a page displaying the results of all units and plateaus will appear. Both the bars (red or/and green) and the numbers on the right provide information on what percentage of the entire unit (or plateau) and of the individual exercises was completed by the end of the last session. A new learner will see a red bar and the percentage "0" for all units (and all plateaus).

1	Sprachen	0%	-
	Übung 1	0%	
	Übung 2	0%	
	Übung 3	0%	
	Übung 4	0%	
	Übung 5	0%	
	Übung 6	0%	
	Übung 7	0%	
	Übung 8	0%	
2	Jugend forscht	0%	+
3	Alles, was ich liebe	0%	+

The selected unit (or plateau) is expanded, i.e. all exercises are visible. To close or open the unit (or plateau), click on the minus or plus symbol.

To get to the exercises, click on the number of the exercise you want to work.

## Step 5

Once you have clicked on an exercise, it will then open. From here, you can navigate between the exercises within the unit (or plateau) by clicking on the buttons below (arrow to the right or left). The exercise number is always displayed at the top.



To end the programme, click on the exit button on the bottom right of the screen and navigate back step by step. At the end, a dialogue window will appear to confirm that you wish to end the programme. If you click on "Ja" [Yes] the programme will close and the results of the session will be saved.



## 4. Exercise window and types of exercise

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Übung 1 2 3 4 5 6 7 8

G Typisch für den deutschen Hauptsatz ist der Satzrahmen. Lies die Beispielsätze. Wie heißen die Wörter, die den Rahmen bilden?

geni@l Sprachen 1

1.	Ich	kann	schon gut Deutsch	sprechen.	1.	
2.					2.	
1.	Ich	habe	meine Hausaufgaben nicht	gemacht.	1.	
2.					2.	
1.	Wir	schreiben	die neuen Wörter	auf.	1.	
2.					2.	
1.	Ich	werde	im Sommer nach Wien	fahren.	1.	
2.					2.	
1.	Der Film	ist	wirklich sehr	spannend.	1.	
2.					2.	

Übung prüfen ✓

Einige Beispiele für die Wortarten und Wortformen:  
- Adjektiv: gut, schön, klein ...  
- Hilfsverb: haben, sein  
- Infinitiv: haben, lernen, sprechen ...  
- Partizip II: gelernt, gesprochen, gelesen ...  
- Präfix: aufstehen, sich anziehen, anrufen ...

All exercises are divided into the following areas:

- Upper area (displaying the unit and exercise number, an exercise symbol and instructions for the task)
- Exercise area (containing the language material which you are working on)
- Media and information area (upper window with photos, drawings, animations or listening texts; lower window with grammar help or other information)
- Assessment area (containing the buttons "Übung prüfen" [Check exercise] and "Wiederholen" [Repeat])
- Navigation area (with the arrow buttons for navigating between the exercises and the exit button on the right)

### General information

Before you start the exercise, carefully read through the instructions for the task. Here you will find out something about the communicative and/or linguistic-formal context of the exercise as well as possible fur-

ther information about the exercise.

The exercise symbol on the left next to the task instructions shows which linguistic skill (reading comprehension, listening comprehension, writing) or other area (grammar, vocabulary) forms the focus of the exercise.

Some of the exercises contain longer reading texts that cannot be immediately seen when you open the exercise. To make these texts visible, click on the text symbol on the top left. In the bottom right-hand corner you will then see how many pages the reading text covers; click on the numbers to progress through the pages in sequence. To close the window with the reading text, click in the middle of the text.

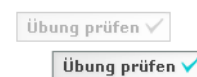
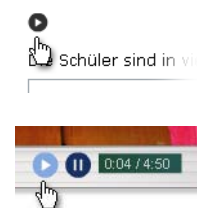
A number of exercises contain listening texts – either in the exercise area or in the media window to the top right of the screen. To start the listening text, click on the relevant symbol. (It is not possible to interrupt the listening texts in the exercise area; please let them play through until the end.)

Some exercises contain animations in the media window at the top right of the screen; click on the play button to start them; you can interrupt them or navigate within the animation by dragging the slider.

In some of the exercises, there are short texts in the information window at the bottom right of the screen (hand symbol) that make solving the exercise easier, explain something or simply provide additional information.

The button for marking the exercise directly after you have completed it is usually inactive when you open the exercise (grey) and will only become active once all of the gaps have been filled in (and the cursor has left the last gap). In some exercises (without a defined end), the button "Übung prüfen" [Check exercise] is immediately active (e.g. exercises with a letter field).

After you have clicked on the button "Übung prüfen" [Check exercise] the exercise will be marked. Elements that have been correctly solved will be indicated with green, incorrectly completed elements will be indicated with red. After marking, you can repeat the exercise by clicking on the button "Wiederholen" [Repeat]. The exercise will then be started again. All elements that have been done correctly will remain until you leave this exercise page.



Die Arbeit hat Anne Spas gemacht. Sie hat bekommen. Sie findet die Methode mit de



## Types of exercise

The CD-ROM geni@l B1 contains a wide variety of different types of exercises that have been combined with different media (reading texts, listening texts, photos and drawings, pre-given words etc.). The most frequent types of exercise are:

- Fields to be filled in using a keyboard (typing)
- Fields to be filled using a keyboard where the first letter is already given and the number of characters in the word is indicated by asterisks
- Fields for linking elements (words) by dragging with the mouse and where each element can only be used once
- Fields for linking elements (words) by dragging with the mouse and where the elements can be combined several times
- Fields for linking elements (words) by dragging with the mouse and where several elements can be dragged to one field
- Fields for linking elements (words) by selecting from several elements in a drop-down menu
- Letter field for clicking on letter sequences that produce words
- Single choice selection (correct–false)
- Finding pairs of cards (memory)

## Special points regarding exercises with keyboard entry

When filling in gaps with the keyboard, every character must be correctly written. It is especially important to make sure that capitalisation is correct and that (in a few cases) the punctuation (comma, full stop, question mark etc.) is also typed. (Note: you only need to type the punctuation marks if they are not provided outside of the gaps.)

In many cases, several solutions are possible for the same gap and every logically correct solution will be marked as correct. It is therefore not necessary to type in all of the variations.

## Special points regarding drag & drop exercises

You can remove words or word groups that have already been linked by dragging upwards with the mouse.

## 5. Impressum [Imprint]

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Storyboard:	Ralf-Peter Lösche, Leipzig
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A complete source list for all of the images and texts on the CD-ROM can be found in the programme under "Impressum" [Imprint].