TeLL me More® CJ

USER'S MANUAL

Contents

Introduction

Introduction

Welcome to the world of **The TeLL me More® Collection**!

The TeLL me More® Collection, which has already attracted millions of users all over the world, owes its success to constantly striving for innovation in language learning.

Thanks to its combination of technical and educational quality, you will learn to write and speak Chinese or Japanese efficiently.

This manual will accompany you throughout your voyage of discovery of **TeLL me More®**. It has been designed to answer as many of our users' frequently asked questions as possible.

If, however, even after consultation, you should still have any questions, please don't hesitate to contact our technical support department: it's there at your service. Contact details can be found on the back cover of this manual.

Have fun exploring!

The **TeLL me More® Collection** includes software for learning English, German, Spanish, French, Italian, Dutch, Chinese and Japanese. These products are all available in several different levels.

Practical information

System requirements

TeLL me More® has the following system requirements:

Display setting

Checking the display setting compatible with your computer

- Check your computer display setting before beginning installation.
- For optimal display **TeLL me More®** requires the following display settings:

1 MB graphics card	resolution 800x600	with 65,536 colours (16-bit colours)
2 MB graphics card	resolution 1,024x768	with 65,536 colours (16-bit colours)

- For satisfactory use, the minimum display settings are:

512 KB graphics card	resolution 800x600	with 256 colours
1 MB graphics card	resolution 800x600	with 256 colours
1 MB graphics card	resolution 1,024x768	with 256 colours

Warning!
We advise you to use the minimum resolution of 800 x 600 for the best textual readability.

Selecting a display setting

First check that your computer screen is compatible with your chosen resolution.
- To do this, with all applications closed, click on the desktop background with the right mouse button.
- Select **Properties** in the context-sensitive menu.
- Click on **Configuration** (or **Settings**).
- In the **Desktop area** (or **Screen area**), choose the resolution (800x600 or 1,024x768) and in the **Colour Box** (or **Colours**), select the number of colours required: 256 colours or 65,536 colours (16-bit colours).

Checking the sound

Connecting the headset to the sound card inputs

These inputs are usually at the back of your computer.
- The microphone corresponds to the ⬙ plug of the headset. This plug must be connected to the sound card input marked **Mic** or ⬙ .
- The headphones correspond to the ⌒ plug of the headset. This plug must be connected to the sound card input marked **Spk/Line out** or ⬯.

Note.
You may listen to the sound output via the loudspeakers or your headphones. You must therefore connect the ⌒ plug of the headset or the plug of the loudspeakers to the sound card input.

Testing your sound card

Use the Windows^TM **Sound recorder**:
- Go to the **Start \ Programs \ Accessories \ Multimedia (or Entertainment) \ Sound Recorder** menu.
- Start recording by clicking on the red button.
- Stop recording by clicking on the black rectangle.
- Listen to your recording by clicking on the arrow.

If your sound card is correctly installed, your recording will be clear. If not, contact your supplier for more information.

Installation

Installing TeLL me More® CJ

- Put the **TeLL me More® CJ** installation CD-ROM in your CD-ROM drive. After a few seconds, installation will start automatically. If it does not start automatically, refer to the I can't install TeLL me More® CJ! section.
- The installation program will ask you to choose an interface language. This is the language that will be used to give you all the necessary instructions.

    Note.
    The choice of interface languages can vary depending on which version of installation CD-ROM you have.

TeLL me More CJ installation options ✕

Welcome to the TeLL me More CJ installation program.

Once this program has been carried out, TeLL me More CJ will be installed on your hard disk.

A TeLL me More CJ program group will appear in the "Start / Programs" menu.

Choose your TeLL me More CJ user language:

| English ▼ |

[Previous] [**Next**] [Exit]
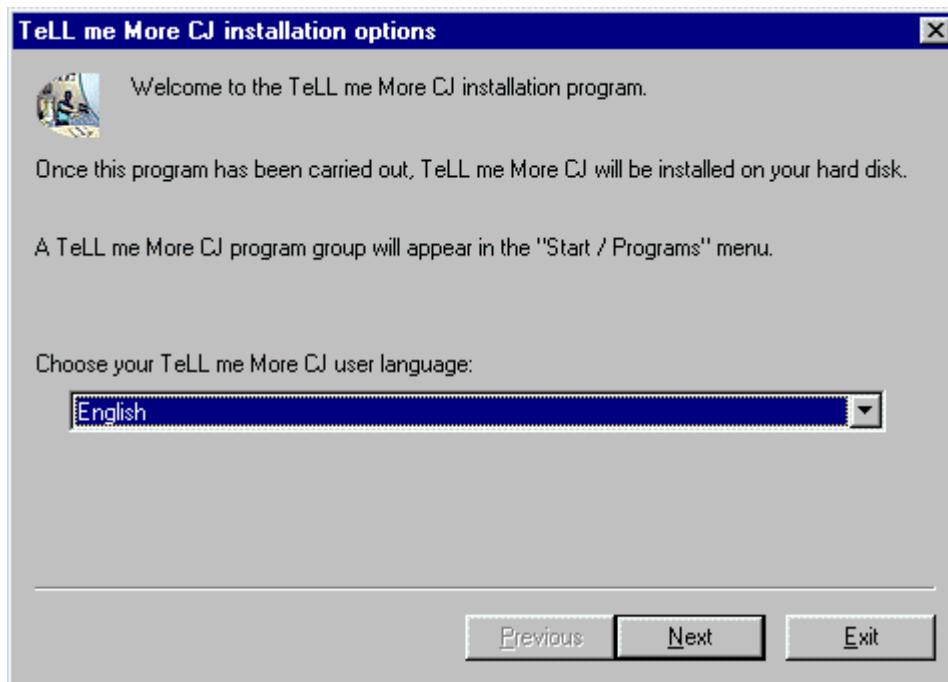
- The program will then ask you to choose the type of installation required. Your choice will determine the graphics mode used by **TeLL me More® CJ**.
⇒ If you select **Minimum**, **TeLL me More® CJ** will choose the resolution best adapted to your current display. This installation takes up the least space on your hard drive.
  Example: if your current resolution is 1,024x768 with 65,536 colours, **TeLL me More® CJ** will install a resolution of 1,024x768 with 65,536 colours.
⇒ If you choose **Standard**, **TeLL me More® CJ** will install the resolution which is best suited to your monitor, as well as the minimum resolution (800x600, 256 colours). This installation will allow **TeLL me More® CJ** to function with an optimal display in the display configuration which is present during installation, and to function with a minimal display if the configuration is changed.
⇒ If you choose **Maximum**, **TeLL me More® CJ** will install all the resolutions compatible with your display system. You should choose this type of installation if you often change display configuration.
⇒ If you choose **Personalised**, **TeLL me More® CJ** will allow you to choose the resolution you want to use.
    Warning!
    We advise you to use the minimum resolution of 800x600 for the best textual readability.
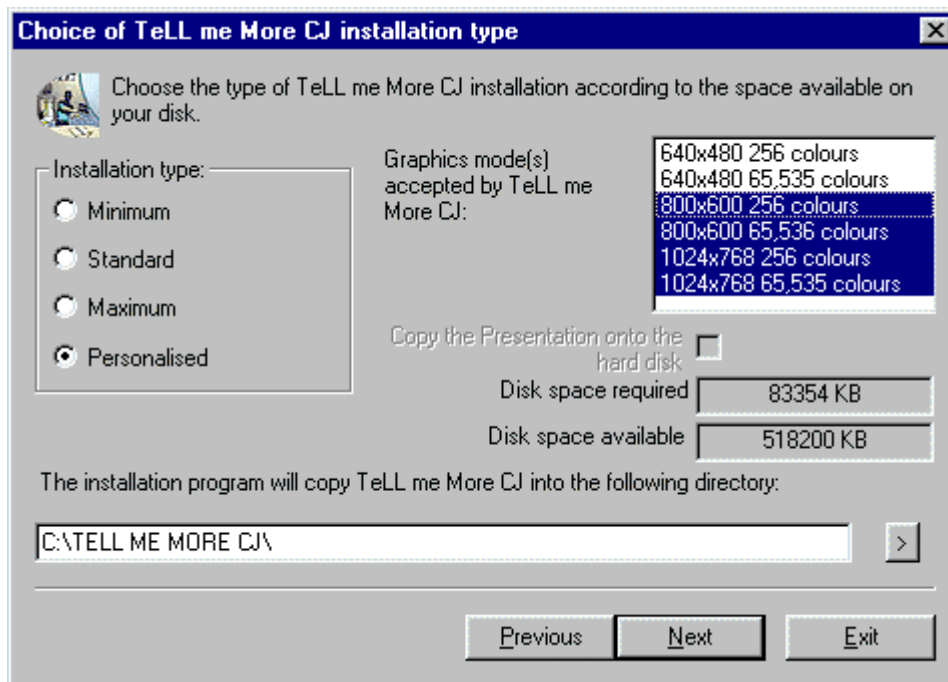
- The program will give details, according to the type of installation chosen, of the space required on your hard disk for the installation of **TeLL me More® CJ**, as well as the space actually available on your hard disk.
- The installation program will ask you to choose the disk onto which you wish to copy the files necessary for running **TeLL me More® CJ.** These files must be copied into a directory:
  C:\TELL ME MORE® CJ is suggested by default.
- Click on the **Next** button and enter the licence number marked on the back of the box of the installation CD-ROM.
- Once you have entered all the necessary data, click once more on **Next.** A summary of all the options you have chosen will be displayed. You can now click on **Install** to start the installation of **TeLL me More® CJ**.
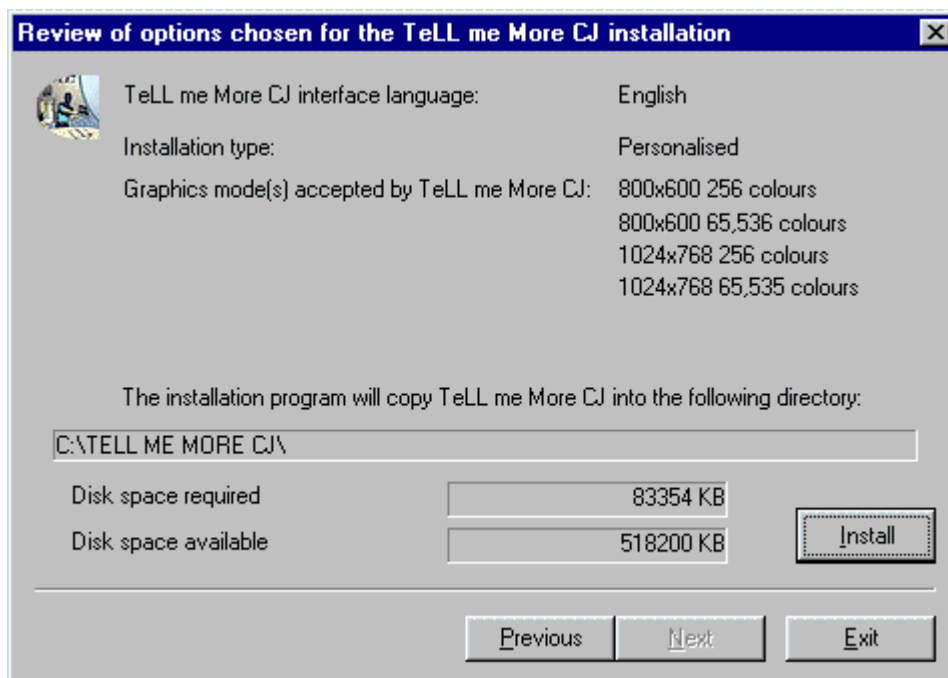
- When the installation is finished, remove the installation CD-ROM from your CD-ROM drive and insert the CD-ROM containing the lessons.

Running TeLL me More® CJ

The installation creates a group of programmes on your hard disk called **TeLL me More® CJ,** in which you will find the following icons: **TeLL me More® CJ, Help** and **Uninstall**.
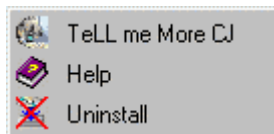
To run **TeLL me More® CJ**, go to the **Start** menu, choose **Programs,** and then **TeLL me More® CJ.** Finally click on the **TeLL me More® CJ** icon in the menu shown.

Uninstalling TeLL me More® CJ

To uninstall **TeLL me More® CJ** from your hard disk, click on the **Uninstall** icon in the group of programs called **TeLL me More® CJ.**

Accessing Help

For any information about **TeLL me More® CJ,** select the group of programs called **TeLL me More® CJ** and click on the **Help** icon.

Browsing

User ID

- The first time that you start up **TeLL me More®,** the computer will ask you to identify yourself. Enter your name (or the name by which you wish to be identified).
  Warning!
  Your name must contain between two and twenty characters.
  This ID enables you to keep a record of your learning path in **TeLL me More®**. You can have a look at your results in the **Lesson report.** For more information concerning this function go to the Lesson Report section.
- Next click on **Start** to start learning with **TeLL me More®**.

Main Menu: the Film Set

The **Film Set** is the main menu. Its film-set layout contains icons which link to different parts of the software.
- The **TeLL me More®** logo gives you access to the **Choice of Lesson,**
- the books to the **Reference Works,**
- the notebook to the **Exercises,**
- the trophies to the **Lesson Report**,
- the clapboard to the **Dialogue**,
- the microphone to the **Pronunciation**,
- the camera to the **Video** (only for learning Japanese),
- the Autocue to **Help,**
- and finally the mixing desk to the **Options**.
The door allows you to exit **TeLL me More®**.
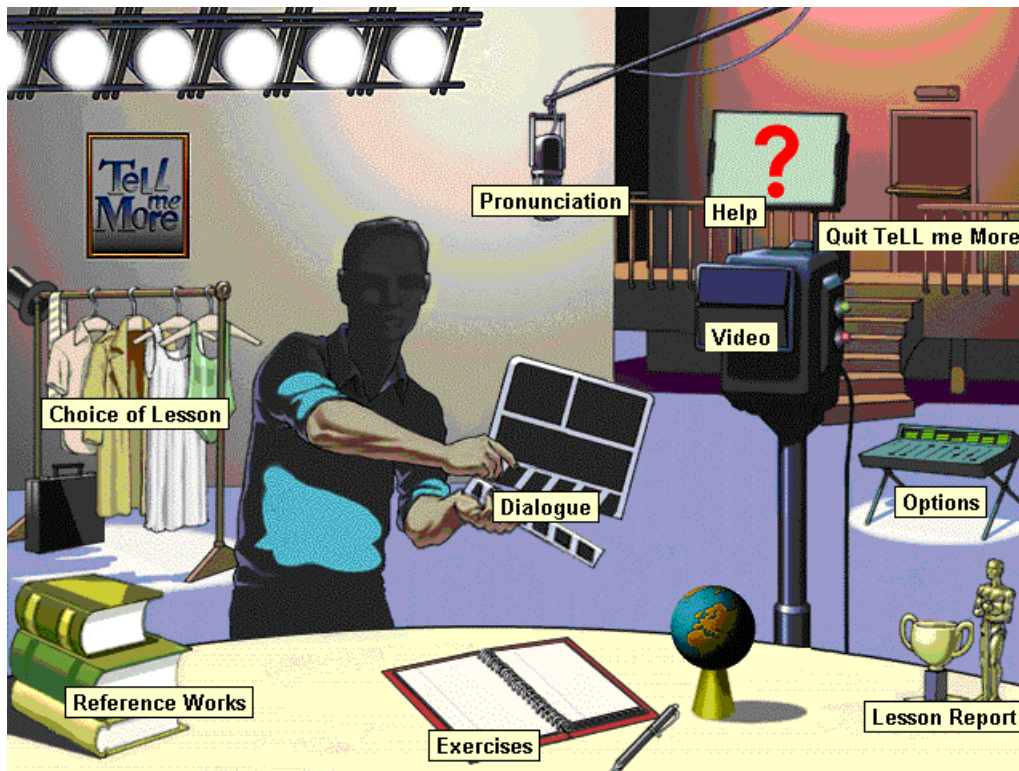
Toolbar

While you are in an activity, the toolbar gives you access to all the other screens in **TeLL me More®.**

Click on the **Previous** icon to go back to the previous screen.

Click on the **Film Set** icon to go back to the main menu.

Click on the **Video** icon to run the **Video**. For further information on this activity, refer to the Using the video section.
Warning!
This activity is only available for learning Japanese.
Click on the **Pronunciation** icon to begin the pronunciation exercises. Choose the word, sentence or phonetic point that you wish to work on from those on offer. The phonetic points are only available for learning Japanese. You can also select a word or sentence from any other screen by clicking on the element and then the icon. This will take you directly to the pronunciation exercise of your chosen element.

For further information about this activity, refer to the Pronunciation section.

Click on the **Dialogue** icon to begin the **Dialogue.** To start at a particular point in the dialogue, click on the **Dialogue** icon a second time to access the **Choice of Question** screen. Click on the picture corresponding to the question required.

For further information about this activity, refer to the Dialogue section.

Click on the **Exercises** icon to access the different types of exercises.

For further information about these activities, refer to the Exercises section.

Click on the **Reference Works** icon to access the **Grammar**, or the **Glossary**.

Click on the **Grammar** tab to choose a particular grammar point to work on.

Click on the **Glossary** tab to access the translation and pronunciation of a particular word.

Click on the **Translation** icon to display the translation of the text. Translations of the dialogue are available, as well as the translation of the grammar explanations. For Japanese, translations of the video texts are also available.

Click on the **Lesson Report** icon to check your progress while working.

For further information about this function, refer to the Lesson Report section.

Click on the **Options** icon to adapt the activities to your needs.

For further information about this function, refer to the Options section.

Click on the **Help** icon for information about your current activity.

Help

Help

For help with an activity click on the **Help** icon in the toolbar or click on the right mouse button and select **Help.**

What's this?

For more information about the function of an icon, button or part of the screen, place your cursor on the part in question, click the right mouse button and choose **What's this?** from the context-sensitive menu.

Choice of Lesson

Choice of lesson

To choose a lesson, go to the **Film Set** and click on the costumes.

You will access the **Choice of Lesson** screen. The direction of the arrow and the numbers show the order of difficulty of the different lessons (from the easiest to the most difficult). To load the selected lesson, click on the corresponding picture. Click on the **Previous lessons** or **Next lessons** arrows to access the other lessons (only available for Chinese).

Dialogue

Start-up

To begin the **Dialogue:**
From the **Film Set,** click on the clapboard.
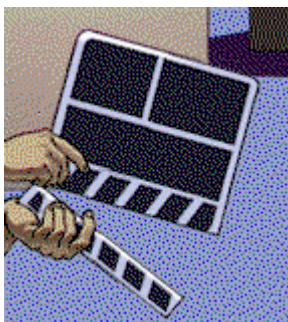
From any other screen, click on the **Dialogue** icon in the toolbar.
Note.
You can choose to familiarise yourself with:
- Chinese writing, by displaying both the Chinese characters and their transcription in Pinyin, or
- Japanese writing, by displaying both the Japanese characters and their transcription in Rômaji or Furigana.
You can, on the other hand, choose to learn in total immersion by displaying neither transcription. Click on the
Options icon, then on the tab **Dialogue** and **Exercises**, and choose your display settings in **Transcription display**.

Dialogue: Explore - How it works

The **Dialogue: Explore** activity does not use speech recognition. **TeLL me More**® speaks to you; the sentence
which you hear is displayed at the top of the screen. Choose one of the responses shown by clicking on it. Your
response is highlighted in green. **TeLL me More**® may provide a response.
The explore mode allows you to discover the topic of the lesson and its associated vocabulary, and to immerse
yourself in the accent and intonations of the Chinese or the Japanese language. It also allows you to become
familiar with the dialogue activity.
Note.
To access **Dialogue: Explore,** click on the **Audio, Video and Speech Recognition** tab in **Options** and
deactivate **Speech recognition.**

Dialogue: Expression - How it works

Having listened carefully to the intonations particular to the Chinese or the Japanese language in **Dialogue:
Explore**, put them into practice by pronouncing the responses in the **Dialogue: Expression** activity. Follow the
instructions given by the speech recognition panel in the top right-hand corner of the screen:
Listen...
TeLL me More® speaks to you. The spoken text is displayed at the top of the screen.
Speak...
Three possible responses are displayed in the box below. Choose one of them and say it into the microphone.
The **Speak...** lamp flashes while the computer is recording your voice.
Wait...
TeLL me More® evaluates your response. If the computer understands you, your response is highlighted in
green. The dialogue will continue according to the response you chose. If **TeLL me More**® doesn't understand
your response, the **Speak...** lamp will flash again to prompt you to give your response again.
Should you speak too slowly, **TeLL me More**® will indicate this with a message in the speech recognition panel.
To listen to the sentence spoken by **TeLL me More**® again or to hear the pronunciation of a response, click on
the loudspeaker to the left of the sentence. The pronunciation of a word or sentence can also be accessed with the
right mouse button.

Some tips for answering questions

- Wait for the beep before answering: **TeLL me More**® will not understand if you speak too soon.
- Do not leave any pauses when answering: as soon as **TeLL me More**® detects a pause, it automatically assumes that you have finished speaking and starts to evaluate your answer.

  Warning!

  For TeLL me More®, a silence of longer than half a second is a pause.

- Your response time is also limited: you have a maximum of three seconds speaking time. In the case of long sentences, you must speak quickly to avoid being interrupted by the computer.
- Choose only from the responses on the screen. Should you say something different, **TeLL me More**® will not understand your response.

Improving your pronunciation

You can interrupt the dialogue at any time to practise your pronunciation.
The pronunciation exercises allow you to work on:

- pronouncing words and sentences in Chinese,
- pronouncing words, sentences and phonetic points in Japanese.

To practise a sentence from the dialogue in the pronunciation exercises, double-click on the sentence or highlight it, then click on the right mouse button and choose **Pronunciation exercise for the sentence.**
To practise a word from the dialogue in the pronunciation exercises, click once on the word and then on the **Pronunciation** icon in the toolbar or highlight it. Then click on the right mouse button and choose **Pronunciation exercise for the word.**
Don't hesitate to use these functions on offer from **TeLL me More**® to improve your pronunciation.
For further information about the pronunciation exercises, refer to the Pronunciation section.

Available functions

To start or interrupt the dialogue, click on the **Play / Stop** button.
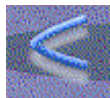
To go back to the previous question, click on the **Previous** button.
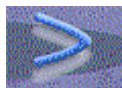
To go to the next question, click on the **Next** button.
Note.
When **TeLL me More**® understands you, it automatically goes on to the next question.

To see the translations of all the displayed questions and responses, click on the **Translation** icon in the toolbar. Click on this icon a second time to hide the translations and go back to the picture.

➢ **Right mouse button**
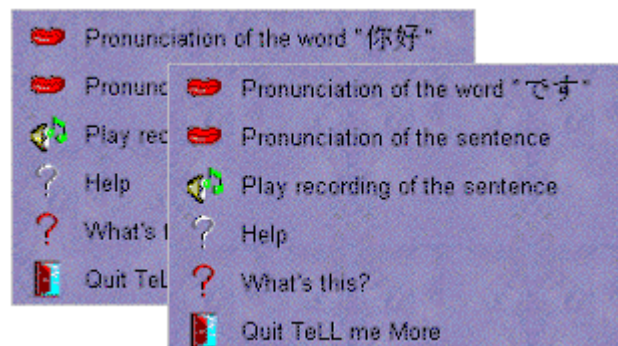
You can use the right mouse button to access certain functions. Click on the right button to see the context-sensitive menu. Choose from the options shown and click on the left button to access them.

Note.

The functions available vary according to where you click on the screen.

From the menu, you can:

- access the translation of a word or sentence;
- access the pronunciation of a word or sentence;
- access help for the current activity;
- get information about the function of an icon, button or part of the screen;
- exit the software.

Choice of Question

You can go straight to a particular part of the dialogue using this function.

When you are in the **Dialogue** screen, click on the **Dialogue** icon in the toolbar. A set of stills will appear on the screen. Each picture corresponds to one of the questions in the dialogue. Click on the picture corresponding to the question with which you wish to begin the dialogue.

Helping you understand

Glossary

To see the translation of a word or its pronunciation, you can click on the word and then on the **Reference Works** icon in the toolbar. This allows you to access the translation and, should you wish, the pronunciation of the chosen word.

Exercises

To go to the exercises linked to the **Dialogue,** click on the **Links** icon at the bottom of the screen. Then choose the type of exercise you would like to do.

Options

 Click on the **Options** icon in the toolbar to adapt the dialogue to your level and needs.

Speech recognition

Click on the **Audio, Video and Speech Recognition** tab.

You can activate or deactivate the speech recognition depending on whether or not you want to practise your pronunciation.

You can also ask **TeLL me More**® to notify you with a beep when you have to speak in the dialogue.

You can also adapt the level of difficulty of the dialogue through speech recognition. This setting is an essential part of the activity. Its level ranges from 1 to 7: the higher the number, the more demanding the computer will be in assessing your pronunciation. If your score is lower than your chosen difficulty level (purple rectangles in the **Pronunciation** screen), **TeLL me More**® will not accept your answer; you will therefore have to repeat the sentence. If your score is higher than or equal to the difficulty level (dark blue rectangles in the **Pronunciation** screen), the dialogue will continue as normal. For further information about this option, refer to the Options: Audio, Video and Speech Recognition section.
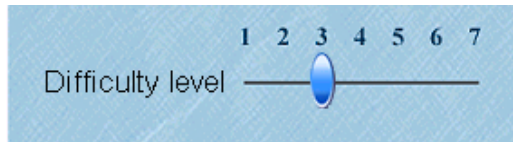
Pronunciation

Start-up

To access the pronunciation exercises:
From the **Film Set**, click on the microphone.

From any other screen, click on the **Pronunciation** icon in the toolbar.

Note.
You can also access the pronunciation exercises from either the **Dialogue**, by clicking on the word or sentence with the right mouse button or from the **Glossary** by clicking on the word and then on the icon **Pronunciation** in the toolbar.

The **Pronunciation Index** screen allows you to perfect your pronunciation of:
- sentences or words in Chinese,
- sentences, words or phonetic points in Japanese.

Pronunciation Index

TeLL me More® is based on the imitation of a pronunciation model. The software recreates a natural learning situation by offering you the possibility of listening to and repeating sounds, words and sentences as many times as you wish. For learning Japanese, you can also listen to and repeat words containing the selected phoneme.
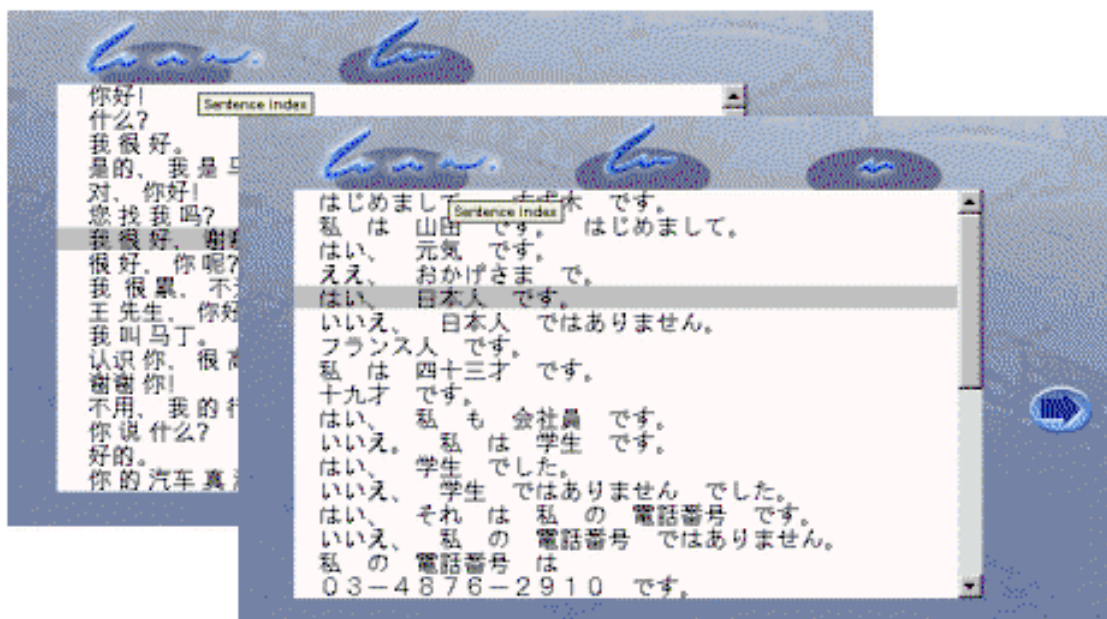
First choose the linguistic element you would like to work on a word, sentence or phonetic point (for Japanese learning only) and click on the corresponding icon. Then click on the arrow to the right of the screen.

How the Pronunciation exercises work

Follow the instructions in the speech recognition panel in the upper right corner of the screen.

Listen...

Listen to the pronunciation of the phonetic point (only for Japanese), the word or the sentence you have selected.
Note.
You have the choice of the pronunciation model:
- to be displayed in Chinese or pinyin, for learning Chinese,
- to be displayed in Japanese for words and phonetic points; in Japanese, Rômaji or Furigana for sentences.

Click on the **Options** icon in the toolbar, then on the **Dialogue and Exercises** tab and choose your display modes.

Speak...

Repeat what you hear, trying to imitate as best you can the rhythm and the intonation of the model. The **Speak...** lamp will flash while you speak.

Wait...

TeLL me More® analyses your pronunciation and displays its waveform and/or pitch curve. It evaluates your pronunciation and gives you a score between 1 and 7: the better your pronunciation the higher the score.
TeLL me More® will let you hear the model as often as you want.

Some tips to help you answer correctly

- Wait for the beep before speaking: **TeLL me More**® will not understand you if you speak too soon.

- Do not leave any pauses when answering: as soon as **TeLL me More**® detects a pause, it automatically assumes that you have finished speaking and will start to evaluate your answer.

  Warning!

  For TeLL me More®, a silence of longer than half a second is a pause.

- Your response time is also limited: you have a maximum of three seconds' speaking time. In the case of long sentences, you must speak quickly to avoid being interrupted by the computer.

Waveforms and pitch curves

Each sentence and word is displayed by a waveform and/or pitch curve. The waveform traces the amplitude of the voice according to the time spoken, while the pitch curve reproduces the frequency variations of the voice.

Both display modes appear simultaneously by default, but you may choose to display only the waveform or only the pitch curve. For further information about this option, refer to the Options: Audio, Video and Speech Recognition section.
You can see your recording represented by the waveform and pitch curve, and compare them with the originals. These graphic representations allow you to work on your pronunciation and intonation more efficiently.
For more information about this function, refer to the Comparative listening section.

Detecting pronunciation errors

If you make a pronunciation error in a sentence pronunciation exercise, it will be automatically detected by **TeLL me More**® and highlighted in red.
Note.
The automatic pronunciation error detection system is neither active when the sentence is pronounced especially badly, nor when the whole sentence is pronounced well.

Scoring

TeLL me More® evaluates your pronunciation on a scale of 1 to 7 (7 being the highest score), according to the difference between your pronunciation and that of the model. The score given to your recordings by **TeLL me More**® is represented by blocks of rectangles. One rectangle equals one point. If your score is higher than your chosen difficulty level, the rectangles are dark blue. If your score is lower than the difficulty level, the rectangles are purple.

The score box shows your results for all your recordings. You may repeat the exercise as often as you like.
To improve your score, repeat the exercise several times, imitating the intonation and the rhythm of the model as closely as you can.
You can listen to the model and your own recordings as often as you like by clicking on the loudspeaker to the left of the graph.

Comparative listening

You can compare your recordings to improve your pronunciation.
Use the cursor to select a previous recording in the score box and play it again. Click once on the corresponding row of rectangles to see the graphs and then click on the loud speaker to hear your voice. You can base an

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analysis of your pronunciation faults on comparative listening. Locate your pronunciation errors by comparing your recordings and corresponding graphs to the model.

Pronunciation Exercise on a phonetic point

Warning!
This activity is only available for learning Japanese.
From the **Pronunciation Index** screen, choose the phonetic point you wish to work on, and click on the arrow on the right of the screen. **TeLL me More**® will then allow you to work on a word containing the chosen phoneme.

Animation

On the right hand side of the screen, you will find an animation showing how to write the selected phoneme. The animation at the top corresponds to a hiragana character, and at the bottom, a katakana character. When you move the cursor over the animation, a hand appears and the window becomes yellow. If you click on this animation, it starts when the window becomes red. If you click again on the animation, it is shown at a slower speed, and the rest of the screen is greyed.
Note.
The animation is continuous. To deactivate it, click anywhere on the screen.

General functions

To run or stop the pronunciation exercise, click on the **Play / Stop** button.

To return to a previous item (word, sentence or phonetic point), click on the **Previous** button.

To access the next item (word, sentence or phonetic point), click on the **Next** button.

To change from the **Pronunciation** screen to the **Pronunciation Index** screen, click on the arrow.

Options

Click on the **Options** icon in the toolbar. Click on the tabs to adapt the pronunciation exercise to your level and needs.

Transcription display

You can choose to display the pronunciation model:
- for learning Chinese, in Chinese or in Pinyin,
- for learning Japanese, in Japanese for the words and the phonetic points, and in Japanese, Rômaji or Furigana for the sentences.

Difficulty level

The difficulty level is an important variable in the pronunciation exercises. It ranges from 1 to 7: the higher the number, the more demanding the computer will be about your pronunciation. If your score is lower than your chosen difficulty level (purple rectangles), **TeLL me More**® will not accept your answer and you will have to repeat the sentence. If your score is higher than or equal to the difficulty level (dark blue rectangles), the exercise will continue as normal.

Pronunciation: display

You can display the recording of your pronunciation in three different ways. You can choose to display the waveform of your pronunciation, the pitch curve that represents your intonation, or both of them at the same time. You can then improve your pronunciation by comparing the graphical display of your pronunciation with that of the models.
For further information about this option, refer to the Waveforms and pitch curves section.
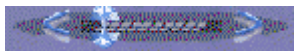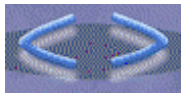

Video

Accessing the video

To run the video:
From the **Film set**, click on the camera.
From all other screens, click on the **Video** icon in the toolbar.

Using the video

The video lasts approximately three minutes. If you wish to display the simultaneous translation of the commentary, click on the **Translation** icon in the toolbar.

	To move about within the video, place the mouse arrow at the top of the **Video scrolling** button, click on it, hold down the left button of the mouse and move the button. This allows you to move about the video at your own leisure. To pause or play the video, click at the bottom of the **Video scrolling** button on **Play / Pause**.
	To go forwards or backwards from one sequence of the video to another, click on **Next** or **Previous.**
	To enlarge the video to full-screen size, click on **Full-screen video.** To reduce the video to its original size, click anywhere on the screen.
	To go to the exercises and grammar points linked to the video, click on the **Links** icon.

Once the video has finished, **TeLL me More**® will move automatically to the **Right Word** exercise, which is linked directly to the video. For further information on the **Right Word** exercise, refer to the Exercises section.

Options

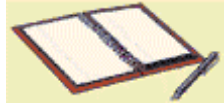Click on the **Options** icon in the toolbar to adapt the video to your level and objectives.

Audio

Click on the **Audio, Video and Speech Recognition** tab. You can adjust the volume.

Exercises

Start-up

To start an exercise:
From the **Film set**, click on the notebook.

From any other screen, click on the **Exercises** icon in the toolbar.
To choose a type of exercise click on the corresponding tab. To begin another exercise of the same kind, turn the page by clicking on the bottom right corner of the page.

Picture/Word Association

The **Picture/Word Association** exercise allows you to enrich your vocabulary. It also allows you to work on your written comprehension skills.
The aim of this exercise is to find the word corresponding to the picture displayed on the screen. Click on the word with the mouse.
For further details about the options available for this exercise, refer to the Options: Dialogue and Exercises section.

Chinese/Pinyin Association – Japanese/Rômaji Association

The **Chinese/Pinyin Association** or the **Japanese/Rômaji Association** exercise allows you to enrich your vocabulary and become familiar with the Chinese or Japanese characters. It also allows you to work on your written comprehension skills.
For learning Chinese:
The aim of the exercise is to find the word transcribed in Pinyin that has the same or the opposite meaning as the word in Chinese characters.
For learning Japanese:
The aim of the exercise is to link each Japanese word to its transcription in Rômaji.
Place the mouse arrow on the 'word' you wish to match with its transcription. Click on the left mouse button, hold the button down while moving the cursor and release the mouse button once on the answer you believe to be correct.
For further details about the options available for this exercise, refer to the Options: Dialogue and Exercises section.

Chinese/English Association – Japanese/English Association

The **Chinese/English Association** or the **Japanese/English Association** exercise allows you to enrich your vocabulary and widen your knowledge of Chinese or Japanese writing. It also allows you to work on your written comprehension skills.
For learning Chinese:
The aim of the exercise is to find the English word that has the same or the opposite meaning as the word in Chinese characters.
For learning Japanese:
The aim of the exercise is to link each Japanese word to its translation in English.
Place the mouse arrow on the 'word' you wish to match with the English word. Click on the left mouse button, hold the button down while moving the cursor and release the mouse button once on the answer you believe to be correct.
For further details about the options available for this exercise, refer to the Options: Dialogue and Exercises section.

Chinese/Chinese Association – Japanese/Japanese Association

The **Chinese/Chinese Association** or the **Japanese/Japanese Association** exercise allows you to evaluate your knowledge of Chinese or Japanese characters through total immersion in Chinese or Japanese writing. It also allows you to work on your written comprehension skills.

Join each 'word' from the left-hand column with its synonym or antonym in the right-hand column.

Place the mouse arrow on the 'word' you wish to match with its synonym or antonym. Click on the left mouse button, hold the button down while moving the cursor and release the mouse button once on the answer you believe to be correct.

For further details about the options available for this exercise, refer to the Options: Dialogue and Exercises section.

The Right Word

For learning Chinese:
The **Right Word** exercises allow you to work on the vocabulary and grammar you came across in the dialogue. They help you develop your written comprehension skills.
For learning Japanese:
The **Right Word** exercises are directly linked to the video and test your knowledge of it.
The exercise then appears only in the 6th lesson, along with the video. You have to complete the sentence by choosing one of the answers given. Click on the answer with your mouse.
To return to the video, click on the **Links** icon.

Fill-in-the-Blanks

The **Fill-in-the-Blanks** exercise allows you to build on the vocabulary and grammar structures you saw in the dialogue. It works on your written comprehension skills.
You must complete the sentences with the words shown at the bottom of the screen.
Place the mouse arrow on the word you wish to move and click on the left button of the mouse. Hold down the button and drag the word to where you want it to go, then let go of the button.
Note.
You can also automatically move a word to the first incomplete sentence by double-clicking on it.

Mystery Phrase

The **Mystery Phrase** allows you to improve your command of vocabulary and spelling. These exercises allow you to work on your written comprehension skills and written expression skills.
For learning Chinese:
The aim of this exercise is to find the Chinese 'word' corresponding to a definition given in English. Click on the letters shown at the bottom of your screen to display the word in Pinyin.
For learning Japanese:
For **Beginner** and **Advanced** levels, the aim of this exercise is to find the Japanese 'word' transcribed in Rômaji corresponding to a definition given in English.
For **Advanced**+ and **Business** levels, the aim of this exercise is to find the Japanese 'word' transcribed in Rômaji that corresponds to the definition in Japanese.
Click on the letters displayed on the screen to enter the word in Rômaji.

Warning!
You are allowed a maximum of seven wrong letters before failing the exercise.

Word Order

Word Order helps you to enrich your vocabulary and knowledge of the syntax of the language. This exercise allows you to work on your written comprehension skills and your written expression skills.

Here you need to reconstruct a sentence from the words shown, not in their proper order, in the square at the bottom.
You must move the words using your mouse. Place the mouse arrow on the word which you wish to move; click on the word with the left mouse button; move it to where you want it to go; let go of the mouse button.
Note.
Double-clicking on a word puts it in the first unoccupied blank space.

Dictation

The **Dictation** allows you to work on your listening comprehension skills and your written expression skills. In this exercise you must listen carefully and type the texts you hear.

	Click on the loudspeaker to hear the entire text. Once the entire text has been played, click on the loudspeaker again to listen to the sentences one at a time. For learning Chinese: Type out in Pinyin each sentence as you hear it. Where necessary, click on the special characters shown on your screen. For learning Japanese: For **Beginner** level, type each phrase that you hear in Rômaji. For **Advanced, Advanced**+ and **Business** levels, click on the Japanese characters at the bottom of the screen in order to put together the sentence you hear.

If your sentence is correct the first time, it appears in green and the solution appears in the square opposite. If the sentence is correct but you asked for help by clicking on **Correction**, your answer will appear in blue. If it is wrong, it appears in red.
Warning!
The **Dictation** is in difficult mode by default. You must pay attention to punctuation and capital letters for the sentence to be accepted. If you would like to try this exercise in easy mode, it is necessary to change the settings in the **Options** screen.

Crossword Puzzle

The **Crossword Puzzle** exercises allow you to test your vocabulary. These exercises allow you to work on your written comprehension skills and written expression skills, as well as listening comprehension skills when completed using the recordings of the words.
Complete the **Crossword Puzzle** with the help of the translations or the recordings of the missing words. For further information about the types of clues available, refer to the Options: Dialogue and Exercises section.
Place the mouse arrow on the first box of the missing word.
Make the word in Pinyin (for learning Chinese) or in Rômaji (for learning Japanese) appear by clicking on the letters shown on the screen. You can change a letter by clicking on the appropriate square and choosing another letter.
Note.
To move from one square to another inside the puzzle, you can use either your mouse or the arrows on the keyboard.
You can change the size of the puzzle in the **Options: Dialogue and Exercises** screen. The puzzle can be between five by five squares and eleven by eleven squares. Move the blue cursor to the desired number of squares.

Available functions

	To check your answers, click on the **Correction** icon. Your correct answers appear in green and those which are incorrect in red. *Note.* The **Dictation** exercise has a specific function. To know more about it go to the Dictation section.
	To see the solution, click on the **Solution** icon. *Warning!* **Once you have asked for the solution, you can no longer change your answers.**
	Click on the **Options** icon in the toolbar to adapt the exercises to your own level and needs.

Options

Click on the **Dialogue and Exercises** tab.

Timer

You can activate the timer to restrict the time available to complete each exercise. The timer indicates the time you have spent on each exercise and the time remaining.

Picture/Word Association

You can decide how many words you want to appear on the screen (two, three or four).

Crossword Puzzle

You can choose the type of clue that you want to help you fill in the crossword puzzle: an oral clue (the recording of the word) or a written clue (the translation of the word).
You can also decide on the size of the puzzle. This can range from five by five squares to eleven by eleven squares.

Dictation

You can vary the difficulty level of the dictation transcribed in Pinyin (for learning Chinese) or in Rômaji (for learning Japanese). If you ask **TeLL me More**® to be lenient (easy mode), it will not mark any capitalisation or punctuation mistakes. If, however, you wish **TeLL me More**® to be more demanding (difficult mode), you will not be able to make a single capitalisation or punctuation mistake.

Reference Works

Start-up

To consult the **Grammar** and **Glossary:**
From the **Film Set,** click on the books.

From any other screen, click on the **Reference Works** icon in the toolbar.

Grammar

Click on the **Grammar** tab to access the grammar explanations.
In the summary, choose the grammar point that you wish to work on. To see the other pages of the summary, click on the corners of the pages on the bottom right or left.
Within a grammar explanation, to move backwards or forwards from one page to another, click on the right or left corner of the page. If you wish to immerse yourself totally in the Chinese or the Japanese language, click on the **Translation** icon in the toolbar to see the grammar explanations in Chinese or in Japanese.

Glossary

If you want to check the meaning or pronunciation of a word, you can access the **Glossary** by clicking on the **Glossary** tab or squares.
To find a word in the **Glossary**, click on the tab corresponding to the first letter of the word transcribed in Pinyin (for learning Chinese) or in Rômaji (for learning Japanese). The Rômaji transcription will appear when you move the cursor over the word.
To turn the page, click on the bottom right or left corner.
You can access the **Glossary** from any activity. Click on the word and then on the **Reference Works** icon in the toolbar. You can then access the translation, in context, of the word in question. By clicking on the word, you can hear a recording of it. You can also access its pronunciation exercise by selecting it and clicking on the right mouse button or by clicking on the **Pronunciation** icon in the toolbar.

Lesson Report

Accessing the Lesson Report panel
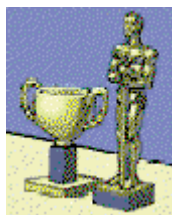
From the **Film Set**, click on the trophies.
From any other screen, click on the **Lesson Report** icon in the toolbar.

Note.
A dialogue carried out in explore or expression mode is fully completed only when you have restarted it several times and exhausted all the possible responses.

Your total score for the activities completed in a lesson is displayed at the top of the screen. This score is calculated using several evaluation criteria: the number of activities completed, the number of exercises completed within each activity and the results of these exercises.
The maximum score obtainable varies according to the number of exercises contained in each lesson.
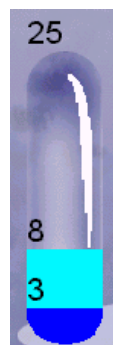
Each tube gives the results of a single activity. The figure above the tube is the total number of exercises in the category. The figure above the light blue area shows the number of exercises completed, and the figure next to the dark blue shows the number of those that were correct.
Note.
If the tube is not full you have not yet completed all the exercises in that category. Try modifying the options to access the exercises that you haven't yet done, or starting the dialogues in explore or expression mode to exhaust all the possible responses.

You can replay the dialogue exercise you have already done by clicking on **Play back dialogue** in the **Dialogue** part of the screen.

To cancel your results and start the exercises again, click on the **Fresh start** button in the upper right corner of the screen.

Options

Accessing the options

From the **Film Set**, click on the mixing desk.
From any other screen, click on the **Options** icon in the toolbar.

Selecting an option

Click on the tab corresponding to the activity whose settings you wish to modify: **Dialogue and Exercises** or **Audio, Video and Speech Recognition.**
To activate or deactivate an option, click on its corresponding button.
To adjust a level (difficulty level, volume, etc.), click on the blue cursor, then holding the left mouse button down, slide the blue cursor left or right and release the mouse button when you have set the level.
Note.
If you are a first-time user of **TeLL me More**®**,** you are strongly advised not to change the options that have been set by default.

Options: Dialogue and Exercises

Timer

You may choose to complete the exercises with or without the timer. Activate the timer to change the time allowed to complete the exercises. The further to the left you move the blue cursor, the shorter the time available, and vice versa.

Crossword Puzzle

You can choose the type of clue you wish to use to help you fill in the **Crossword Puzzle:** choose between an oral clue (a recording of the word) and a written clue (the translation of the word).
You can also decide on the size of the puzzle. This can range from five squares by five to eleven squares by eleven. Move the blue cursor around according to the number of squares desired.

Transcription display

For learning Chinese:
If you want, you can have the Pinyin transcription of the Chinese words in the dialogue or the pronunciation exercises.
For learning Japanese:
If you want, you can choose the Rômaji or the Furigana transcriptions of the Japanese words in the dialogue, the video text or the sentences in the pronunciation exercise.

Dictation

You can vary the difficulty level of the dictation. If you ask **TeLL me More**® to be lenient (easy mode), it will not mark any capitalisation or punctuation mistakes. If, however, you wish **TeLL me More**® to be more demanding (difficult mode), you will not be able to make a single capitalisation or punctuation mistake.

Options: Audio, Video and Speech Recognition

Audio

You can change the volume and speech delivery.
It's up to you if you want to keep the sound effects which come with the exercises.

Speech recognition

Click on the **Speech recognition** button to activate this option in the activities where it is available.
Activate the **Background noise test** option to check that your microphone is working properly.
You can also ask **TeLL me More**® to indicate the moment when you should speak with a beep in the activities with speech recognition.
The difficulty level is an essential variable for the activities that use speech recognition. The level ranges from 1 to 7: the higher the number, the more demanding the computer is about your pronunciation. If your score is lower than the difficulty level that you have chosen (purple rectangles), **TeLL me More**® will not accept your answer; you will therefore have to say the word or sentence again. If your score is higher than or equal to the difficulty level (dark blue rectangles), the activity will continue as normal.

Pronunciation: display

You can see your recording represented in three different ways. You can choose to display the waveform of your pronunciation, the pitch curve representing the intonation of your recording, or both at the same time. You can then improve your pronunciation by comparing your recording as represented by the graphs with those of the model shown.
For further details about this option, refer to the Waveforms and pitch curves section.

Recommendations and solutions

Recommendations

Installing the headset

Connect the headset to the inputs corresponding to the sound card.
These inputs can usually be found at the back of your computer.

The microphone corresponds to the ⍾ plug of the headset. This plug must be connected to the sound card input marked **Mic** or ⍾ . The headphones correspond to the ⌒ plug of the headset. This plug must be connected to the sound card input marked **Spk/Line out** or ⊚ .

Note.
Sound may be played through either the loudspeakers or the headphones. You must therefore connect to the sound card either the 🎧 plug of the headset or the loudspeaker plug.

Difficulty level

The difficulty level you choose is an essential element in all the activities that function with speech recognition. The level ranges from 1 to 7 (7 being the highest level). The higher the level, the more demanding the computer will be about your pronunciation.
The difficulty level can be modified at any time in the **Options: Audio, Video and Speech Recognition** screen. If you are just beginning, set this level to 2. **TeLL me More**® will not be too demanding about your response. You can increase this level as soon as you feel more at ease in the dialogue and your pronunciation has improved.

Speaking

Wait for the **Speak...** lamp to light up before beginning to speak. Only speak after the beep (if this option is activated). The **Speak...** lamp will begin to flash, indicating that **TeLL me More**® is recording your answer. Take your time, speak clearly and try to avoid hesitating.
Do not give any response other than those that appear on the screen.
When the sentence is long, try to speak fairly rapidly as you only have three seconds in which to respond.
Do not hesitate when speaking. If you pause at all, the computer will think that you have finished speaking.

Imitating the model

Try to imitate the model as closely as possible. This imitation will allow you to pick up the rhythm, intonation and correct pronunciation of each sentence.
Think about varying your way of speaking even if this seems artificial. The more closely you imitate the model, the higher your score will be.
Don't hesitate to concentrate on the pronunciation of a phoneme or word if you encounter difficulties. **TeLL me More**® will show you your pronunciation mistakes thanks to SETS technology. For further details about this function, refer to the Pronunciation section.

Solutions

Installation/Start-up

I can't install TeLL me More® CJ!
Check that you have put the installation CD-ROM into the drive.
Note.
If installation does not begin automatically, it will be necessary to run the **setup.exe** program which can be found at the root of the installation CD-ROM. To do this, click on **Start** in the Windows™ toolbar. Then go to **Programs \ Windows™ Explorer** and click on the letter corresponding to your CD-ROM drive. Double-click on the **setup.exe** or **setup** files represented by the software icon.

TeLL me More CJ

Check that your computer has the minimum system requirements. For further details, refer to the System requirements section.

Be especially careful to check the space available on your hard disk: double-click on **My computer**, then, from the **Display** menu, the **Details** option. If Windows^{TM} is to function correctly then there must be always more than 20 MB of space available on the Windows^{TM} installation disk (**C: ** by default). You should also check that the space available on the disk chosen for the installation of the software is greater than the space required. For more information, refer to the Installing section.

I can't run TeLL me More® CJ!

Uninstall the software using the **Start \\ Programs \\ TeLL me More® CJ \\ Uninstall** menu and try installing **TeLL me More® CJ** again. For more information, refer to the Installation section.

Check that your computer has the minimum system requirements. For more information, see the System requirements section.

The display quality is poor!

Refer to the Installing TeLL me More® CJ section. If the display mode installed by default does not suit your system, you will have to uninstall the software using the **Start \\ Programs \\ TeLL me More® CJ \\ Uninstall** menu, manually configure the Windows™ display settings, and reinstall the software in an appropriate mode.

Sound and recording problems

The sound is barely audible!

Adjust the volume in the **Options** screen by clicking on the **Audio, Video and Speech Recognition** tab. For more information, refer to the Options: Audio, Video and Speech Recognition section.

Check that the headset is correctly plugged in. To do this, refer to the Checking the sound section.

Check the Windows^{TM} volume control settings:

Go to **Start \\ Programs \\ Accessories \\ Multimedia (or Entertainment) \\ Volume control.**

Go to the **Options \\ Properties** menu.

Choose **Play** and tick the boxes of the connected devices.

Click on **OK.**

Adjust the **Sound** or **Wave** column.

Check that this **Sound** or **Wave** column has correctly been set to **Play.**

Perhaps your sound card is not working properly. Test it on other software.

If the sound quality is bad only when you play back your recordings during the pronunciation exercises, the problem is due to the microphone.

For more information, refer to the Checking the sound section.

The computer can't hear me at all!

Check that the microphone is plugged in correctly.

Try to speak more loudly to see if the computer can't hear you at all, or if reception is simply bad.

Check the Windows^{TM} volume control settings:

Go to **Start \\ Programs \\ Accessories \\ Multimedia (or Entertainment) \\ Volume Control.**

Go to the **Options \\ Properties** menu.

Choose **Recording** and tick all the boxes of the connected devices.

Click on **OK.**

Check that the microphone is switched to record (selected and not mute).

Your sound card may not be working. Check that it can record your voice via the Windows^{TM} **Sound Recorder**.

For more information, refer to the Checking the sound section.

The computer can't hear me very well!

Make the same checks as for the Checking the sound section. If the recording is good via Windows^{TM}, it should also be good in **TeLL me More®.**

Try varying the distance between your mouth and the microphone. Depending on the level of amplification of your sound card, the optimum distance can vary between two and twenty centimetres.

If the recording level is at saturation point the automatic volume level adjustment which **TeLL me More®** uses to improve speech recognition must be deactivated.

Analyse the background noise by going to the **Options: Audio, Video and Speech Recognition** screen. The computer will adapt speech recognition to the background noise of your environment.

TeLL me More® won't accept my responses in the dialogue!

Check the difficulty level. The higher the difficulty level, the more demanding the computer is with your pronunciation. For more information, refer to the Options: Audio, Video and Speech Recognition section.

Try a pronunciation exercise to compare your pronunciation with that of the model. For more information, refer to the Waveforms and pitch curves section.

Technical support

If you have problems using **TeLL me More®,** contact the technical support team; they will help you find a solution. You will find the contact details on the back of this manual.