

Appendices

The following pages contain helpful information for teachers. Lessons that apply to each model in this training manual are stated with the unit number, page number as well as the specified exercise.

To use this information, determine if the lesson is to teach reading, listening etc. and go to the right appendix. Find the lesson using the unit number, page number and exercise. Then, check the name of the model. Go back to through the training manual and locate the module and model. Finally, examine the techniques and steps used to teach that lesson then plan your own.

Listening

Listen and identify

Hello 3		
Unit	Page	Exercise
6	27	H
11	49	E
12	54	D
16	74	F
17	77	E

Hello 5		
Unit	Page	Exercise
9	41	E
13	13	E

Listen and write

Hello 3		
Unit	Page	Exercise
2	16	H
13	59	G
20	90	B
21	96	F
24	112	G

Hello 4		
Unit	Page	Exercise
9	43	F
12	53	D
17	78	E
21	94	C

Hello 5		
Unit	Page	Exercise
2	9	E
4	19	E
6	26	E
12	9	E
17	32	F

Listen and match

Hello 3		
Unit	Page	Exercise
4	19	E

Hello 4		
Unit	Page	Exercise
1	4	E
3	13	E
6	25	E
7	33	G
14	66	G
24	109	D

Listen and follow instructions

Hello 3		
Unit	Page	Exercise
7	33	G
8	36	E
14	61	B

Reading

Reading for main ideas

Hello 3			Hello 4			Hello 5		
Unit	Page	Exercise	Unit	Page	Exercise	Unit	Page	Exercise
8	35	C	2	8	E	3	11	A
13	58	D	4	18	E	4	16	A
17	16	C	6	26	F	6	28	I
18	83	F	8	30	F	7	29	A
19	87	E	9	40	C	9	39	A
22	98	A	11	48	C	9	43	G
			14	63,64	D, E	14	16	A
			18	82	F	18	34	A
			22	100	E			

Reading for information

Hello 3			Hello 4			Hello 5		
Unit	Page	Exercise	Unit	Page	Exercise	Unit	Page	Exercise
1	1, 2, 3	A, B, C	1	4	F	1	1, 2, 7	A, B, C
4	17	B	2	9	F	2	6,	A, B
6	25,26	D, E	3	13,14,15	F, G, H	3	12	B, C
8	36	D	4	19	F	4	17,19,20	B, F, H
9	40	C	6	26,27	F, G	5	22	D
11	49	D	7	32	F	6	24	A
12	52,53	B, C	9	41	D	7	30	B
12	59	E	11	48,49	D, E	8	34,35	A, B
14	62,63	C, D	12	54,56	F, G	9	40-42	B, D, F
17	77,79	D, J	13	58,59	C, D	11	1, 2	A, B
18	80,82, 84	A, D, G	14	62,65	B, F	12	6,7,10	A, B, G
19	88	F	16	72-74	F, G, I	13	11,12	A, B
20	91	D	17	76,77,79	C, D, G	14	17	B
21	94,95, 96	D, E, G	18	81,83	D, G, H	16	24,25	A, B
22	102	I	19	86,97	C, D	17	30	B
23	104,105	D, E	21	95	D	18	35	B
24	108,109	B, C	22	101	F	19	39,40,41	A, B, D
			23	104-106	C, D, E			
			24	108-111	A, C, F, G			

Guess the meaning of words

Hello 3			Hello 4			Hello 5		
Unit	Page	Exercise	Unit	Page	Exercise	Unit	Page	Exercise
13	59	F	2	9	G	7	31,33	C, G
18	82	E	6	28	H	8	38	H
22	101	G	16	73	H	9	41	D
						11	3,4	C, F
						19	41	C

Reading (*cont.*)

Reading to make predictions

Hello 3			Hello 4		
Unit	Page	Exercise	Unit	Page	Exercise
4	17	B	7	31	E
9	40-41	C			
18	81	C			

Speaking

Talk about picture

Hello 3			Hello 4			Hello 5		
Unit	Page	Exercise	Unit	Page	Exercise	Unit	Page	Exercise
4	16	A	2	6	B	3	13	D
7	32	E	3	12	C, D	5	21	A
10	44	B	4	16	A	10	44	B
10	46	E	7	29	A, B	15	22	C
12	51	A	9	39	A, B	20	45	C
17	15	A	12	53	C			
17	18	I	12	56	H			
17	19	K	13	60	F			
19	25	A, B, C, D	14	2	C			
20	31	C, D, E	16	10	C			
21	33	A	17	14	A, B			

Check your memory

Hello 3			Hello 4		
Unit	Page	Exercise	Unit	Page	Exercise
7	30	C	4	16	B
11	48	C	24	48	E
16	12-13	C			
21	37	I			

Talk about a table

Hello 3			Hello 4		
Unit	Page	Exercise	Unit	Page	Exercise
1	5	F	8	37	G
3	12	B	8	38	I
10	45	D	9	41	E
11	47	A	10	45	C
11	50	F			
13	57	B			
15	7	C			
17	18	H			
19	29	H			

What about you?

Hello 3			Hello 4			Hello 5	
Unit	Page	Exercise	Unit	Page	Exercise	Unit	Page
2	9	G	3	11	A	Communication Skills (Part one)	70-74
3	12	C	8	35	E		
5	21	B	12	52	A	Communication Skills (Part two)	71-74
12	55	F	15	7	D		
14	9	A	18	23	I		
17	17	F					
23	93	B					

Writing

Very controlled writing activities

Hello 3			Hello 4			Hello 5		
Unit	Page	Exercise	Unit	Page	Exercise	Unit	Page	Exercise
1	4	D	5	21	B	1	6	D
7	32	F	24	51	H	2	8	D
16	13	D				2	10	G
25	54	D				7	33	G
						11	5	G
						14	20	H
						16	28	H

Controlled sentence writing

Hello 3			Hello 4			Hello 5		
Unit	Page	Exercise	Unit	Page	Exercise	Unit	Page	Exercise
13	56	A	5	22	C	10	45	C
14	4	F	2	56	H	15	21	A
21	33	C	15	15	F	15	22	C
			18	19	B	17	31	C
			19	24	B	20	45	C
			21	34	E	20	46	E
			22	38,42	D,A			

Writing from a table

Hello 3			Hello 4			Hello 5		
Unit	Page	Exercise	Unit	Page	Exercise	Unit	Page	Exercise
3	13	E	8	35	D	1	5	G
7	31	D	16	13	I	17	33	G-3
8	34	B	17	18	G			
13	57	B	22	41	G			
21	36	G	19	28	G			
22	39	D						
24	51	F						

Hello 4			Hello 5		
Unit	Page	Exercise	Unit	Page	Exercise
8	34,38	B, J	3	15	H
13	61	G	12	10	G

Hello 4			Hello 5		
Unit	Page	Exercise	Unit	Page	Exercise
21	36	F	6	6	I
			9	43	G
			16	27	F

Games

Games to encourage listening and speaking

Hello 3		
Unit	Page	Exercise
2	6	A
7	30	C
11	48	C
14	63	E
16	72	C
21	97	I

Hello 4		
Unit	Page	Exercise
3	11	A
4	16	B
15	67	A

Wordsearch games

Hello3workbook		
Unit	Page	Exercise
5	14	B
8	25	C
21	7	A
24	85	E

Hello4workbook		
Unit	Page	Exercise
23	83	D

Crossword puzzles

Hello3workbook		
Unit	Page	Exercise
4	10	B
14	46	C

Hello 4		
Unit	Page	Exercise
3	15	H

Hello4workbook		
Unit	Page	Exercise
10	32	C

Hello5workbook		
Unit	Page	Exercise
8	30	C
13	10	B
20	40	B

How to get ready to use Microsoft PowerPoint?

Why do we use PowerPoint Presentations?

We use PowerPoint because PowerPoint enables you to create presentations for your classroom material. PowerPoint offers you and your students dynamic ways [using graphics, text, movies, sounds and the Internet] to share information on any topic.

1- Opening a file

- Turn on your computer by pressing the "Power Button".
- On the start menu in the lower left corner click on Programs.
- Click on "Microsoft PowerPoint".
- When the program opens, click "Blank Presentation" and click OK.
- On the "File Menu" click on "New".
- Choose the "Slide design" which will appear on the screen and try to choose a suitable form according to your purpose.
- To write a title put the cursor inside the dialogue box which will appear at the top of the slide.
- To write a text, also put the cursor inside the dialogue box and write what you want.
- To insert a picture, click on "Insert Menu" and choose picture, then determine which kind do you want [from clipart OR from a file if you have a collection of pictures].

Note: You must know how to browse pictures from a CD.

2- Editing a text

- Put the cursor at the beginning of the line.
- Press "Delete Key" till you remove the "Desired part", then write your text.
- Repeat the same step with the other texts.
- Take ONE space between words.
- Finish your text.
- Don't forget to save your work.

3- Saving your work

- On the "File Menu", click "SAVE".
- In the "File name box", write a relevant and specific name [which you can remember easily].
- Click "SAVE" OR press "ENTER" to save the file.
- If it is the second time to save your file, you can only press "Ctrl+S" at the same time.
- If you want to make a copy of your file, choose "SAVE AS". Write a new name for your file.

NOTE: The extension of PowerPoint presentation files is ".PPS".

4 - Customizing your presentation:

- On the "FORMAT" menu, click "APPLY DESIGN".
- Choose the design you want to apply. Double click on the text box to modify it
- and change the fill and the line colours.
- Highlight the lines that you want to change the font kind, size and colour and choose font from the FORMAT menu and do your changes.
- On the file menu, Click SAVE.

5 - Showing your presentations:

- In the lower left corner there are 5 windows.
- To show your slides click the first one on the right.
- To show the next slide, press the "SPACEBAR" key.
- To quit showing your presentations press "ESC" key.

6 - Printing your presentations:

[A] Printing presentation slides:

- On the "File Menu", click "PRINT" OR press "Ctrl+P" at the same time.
- In the "Print what drop-down list box" at the bottom, click slides, "without animations".
- Select the slides that you want to print and write their numbers in the box beside SLIDES from the first page to the last page.
- Click "OK".

[B] Printing other outputs; "Handouts":

- Use the "PRINT WHAT LIST".
- Choose "HANDOUTS".
- Select the number of slides you want to print.

7 - Quitting PowerPoint

- On the File menu click "CLOSE".
- Click "YES" to save your document for the next use.
- If you don't want to save the last changes click "NO".
- On the File menu, click "EXIT" to quit PowerPoint.