



THE
WORD MASTER
VOCABULARY BUILDER™

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A Note to Parents and Teachers

The Word Master Vocabulary Builder for Grades 3 - 8 is as much a teacher's productivity tool as it is a language arts program. We've included worksheet and quiz-generating routines as well as a placement test designed to assess the student's word power level and recommend a study plan. Three additional activities teach new words and definitions. Through the use of exciting graphics and an entertaining maze game, children can practice building their vocabulary and language arts skills in an enjoyable way. Supplemental data disks may be ordered to expand the existing data base and extend the program's grade level through college. An authoring system has been included so that words and definitions of your choice can also be added to the program. We've also integrated a sophisticated classroom management system into this program. Teachers can easily monitor students' progress and generate a series of reports. Record-keeping is made simple.

Study sheets, placement tests, vocabulary and sentence completion quizzes can be produced on your printer. Teachers will find that this program is a great tool for creating activity sheets that can be reproduced and distributed to the entire class.

Please read the following documentation carefully, so that you will be familiar with all operating procedures.

A Note About the Use of Speech in The Word Master

Digitized speech requires a huge amount of disk storage capacity. Due to space limitations because of the variety of activities and options included in this program, there was only enough room on disk to include speech as an extra stimulus to keep the student's interest.

Speech has been utilized mainly for prompting directions, rewarding correct answers and making the student aware of any mistakes. When the program is "talking", the computer cannot accept any input. Be sure to wait until the speech has stopped before entering information.

Important Note About the Record-Keeping Feature

If you choose to keep track of progress, you will want to use the record-keeping feature of this program. In this case you **MUST** read the section of this documentation that refers to the **DATA BASE FUNCTIONS**. If a student's name has not been included in the Data Base disk, the program won't be able to perform any of the record-keeping functions. If the record-keeping function is "ON", the student will be required to swap disks at the end of each activity so that his scores can be recorded. Students should be made aware of this procedure.

The Word Master at a Glance

Placement Test

- > **Computerized test that will assess student's word power level**
- > **Prints placement tests**

Master's Review

- > **Electronic flashcards for boosting vocabulary skills**
- > **Prints study sheets**
- > **Easy to use editor for creating data disks containing your own lists**

Vocabulary Challenge

- > **Computerized vocabulary quiz**
- > **Prints vocabulary tests**
- > **Editor for creating your own lists for quizzes, or to save on disk for use within the challenge**

Master's Maze

- > **Entertaining maze game designed to boost vocabulary and comprehension skills**
- > **Prints sentence completion quizzes**

Data Base Functions

- > **Creates Data Base disk for record-keeping**
- > **Prints student and class progress reports**

The Word Master™

Vocabulary Builder for Grades 3 - 8 Apple IIGS®

You may wish to set the options on the control panel prior to loading the program. Pressing the ESC, Open Apple, and Control keys simultaneously will access the desk accessories menu. Use the arrow key to select Control Panel and press RETURN.

If you press the ESC key or point and click on the "ESC" box on the screen's upper right while the Word Master Main Menu is displayed, you will be returned to your IIGS operating system.

Control Panel Menu

SOUND – Selecting sound permits you to adjust the volume and pitch to your liking. FOR NO SOUND OR SPEECH AT ALL in THE WORD MASTER, move the volume star all the way to the left. If you don't want any sound at all you will also get a chance to shut it off as soon as you load the program.

SLOTS – If your 3 1/2" floppy drive is not already assigned as your usual start-up device then change the start-up slot to 5 on the slot menu.

PRINTER PORT – If you plan to print any reports, quizzes, or activity sheets, you will need to

make sure that the “Add LF after CR” option (add line feed after carriage return) is set to “YES”. This is the default option.

RAM DISK – The program requires a megabyte of RAM to operate. If some of this memory is currently allocated for RAM disk, you must de-allocate it. Select RAM disk from the Control Panel menu. Set both minimum and maximum on RAM DISK sizes to 0k (zero k).

Loading Procedures

Insert The Word Master Vocabulary Builder disk into the drive and turn on your computer. The program will ask if you want speech and sound or not. Use the mouse to point and click on your option and then click on “OK” to proceed. Next, the title screen with musical accompaniment will appear. Click the mouse button to proceed. There will be a brief delay while the program loads in all the tools it needs.

The Main Menu

Use the mouse to select the module of your choice. As the arrow icon points to the selected activity, the activity name will highlight in red. Click the mouse button to select.

Clicking on the “ESC” box appearing on the Main Menu will return you to the GS operating system.

Data Base Functions

If you don't wish to use the record-keeping and data base management features of this program, you can skip the entire " Data Base Functions" section and begin reading the section entitled, "Placement Test". If you do plan to skip this feature, please make sure to click on "OFF" whenever a record-keeping selection screen appears.

This is the module that enables teachers and parents to easily monitor the user's progress. **In order to be able to use this part of the program without difficulty, we urge you to read your Apple IIGS User's Guide so that you will know how to create, store and retrieve disk files. A BLANK DATA DISK IS REQUIRED.**

Create a Data Base Disk

Before any record-keeping or report-generating can take place you must first create a data base disk. Teachers will need one data disk for each class. (Each disk will hold up to 200 students. However, if a teacher has 4 seventh grade classes, he could include all of them on on 1 disk. Just enter "7th grade" under the class name field.)

Be sure to have a blank disk ready. The computer will ask you to enter the device number containing the disk to be formatted. Enter a 1 if you have 1 disk drive. If you have two 3 1/2" drives, you may want to leave the program disk in the first drive and put the blank disk that is to be formatted in the second drive. If this is the case, enter a 2. Press RETURN after you've entered the device number. The computer will then prompt you to insert your blank disk into

the drive. (If you have one drive, you will have to remove the Word Master Program Disk and insert the blank.) Click on "OK" once you've done this. The program will format your disk for you and tell you when formatting has been completed.

Entering Student Information

You will know that you're ready to set up your data base disk when the screen titled "**Create New Data Base**" appears. The current date will be in the lower left corner of the screen. The Word Master automatically takes the date from your Apple GS' internal clock. Remember, there will be room for 200 students per Data Base disk.

Use the TAB key to move from field to field. Enter the school name. You can use the DELETE key to erase any letters that you wish to change, or you can use the mouse to move the insertion point in front of the characters that you wish to erase, click the mouse button, and hold the button down while dragging the mouse across the letters you wish to change. These letters will be inverted (white on black.). You can now type in any corrections. **(In other words, editing can be done in the same manner as you would with any other GS specific application.)**

Press TAB after you've entered the school name. Now enter Teacher Name. Press TAB. Enter the class name. Click on "OK".

The next screen to appear will be titled, "**Add Students to Data Base**". Enter the student's last name. Press the TAB key. Enter the first name and click on "OK". When you are finished entering all students that you wish, click on "EXIT". At this point you will notice the disk drive spinning as the program writes the student names to disk and allocates the space necessary for record-keeping. You will then be returned to the Data Base Functions Menu.

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Once you have followed the above procedures any student whose name has been entered into the data base can click on the Record-keeping “ON” button from within any of the program activities. All his scores, along with activity name, date, and level will automatically be recorded. As the student finishes each activity, he or she will be prompted to swap disks, insert the Data Base disk and then re-insert the WORD MASTER program disk. Students should be familiarized with this routine.

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Remember, if the Record-keeping “ON” option is selected, the program will ask the user to insert a Data Base disk. It will check to see if that user’s name has been included on the disk. If has not, a message will be printed on the screen. At that point either Record-keeping “OFF” will have to be selected, or the user can add his name by clicking on " EXIT", returning to the Main Menu, selecting Data Base Functions and then selecting Update Data Base. He must have the Data Base disk available in order to add his name. Teachers may want to supervise this procedure.

Update Data Base

In this menu option you may either add students, delete students or add student records.

Add Students

Use this option to add any new students to the data base. The procedure is the same as

detailed above. You will note that the program displays an on-screen count of the number of records currently in the data base.

Delete Students

Use this option to delete any students from the data base. There are several ways to do this. If you click on the “FIND” button repeatedly, the program will cycle through all student names on the data base. When you find the name you want, click on “OK”. The record will then be removed. This procedure may be fine for home use, or for special ed classes with very few students, but is certainly tedious for large groups.

This data base is quite intelligent. You can search for a specific student very easily by simply entering the student’s last name and clicking on the “FIND” button or, you can enter the student’s last initial, click on “FIND”, and the program will retrieve all records with that last initial. Keep clicking on the “FIND” button until the name of the student whose record you wish to delete appears. Then click on “OK”. You can enter a first name only, click on “FIND”, and the program will retrieve all records with that name in the first name field. Click on the “FIND” button to cycle through these records and then on “OK” to delete. You can also do partial string searches. For example, if you enter “Sm” in the last name field the program will retrieve all records with last name fields starting with “Sm..”, as “Smith, Smythe, Smatters, Smartly, etc”. New users will find that if they step themselves through these directions, and create a “dummy” data base file with only 5 students, they can play the Word Master activities and record their progress. The usefulness of this module will be extremely valuable in tracking progress.

Add Records to Data Base

This module can be used to enter student test scores into the data base. The program will automatically do just that if the Record-keeping "ON" option has been selected from within the various activities. However, if a teacher or parent has used the quiz-generating printer options detailed later in this manual, and has administered printed copies of these computer generated tests to students and wishes to enter the results into the data base, he can now do so. Enter the student's last name, first name, activity, level, number correct, number incorrect and click on "OK" to record the information. Activity numbers are as follows:

- 1 - Placement Test
- 3 - Vocabulary Challenge Quiz
- 4 - Master's Maze Sentence Completions

Data Base Report

Select whether you wish to report by student, date, score or activity by clicking on your option and then on "OK".

Report by Student

If you have chosen "**Report by Student**" another selection screen will appear. Enter the starting and ending dates for the records you wish to retrieve. If you click on "OK", a report of all students on the data base disk, sorted alphabetically by last name will be generated. If you wish to print a report for a specific student only, enter that student's name and click on "FIND". Then click on "OK". You can also search for a specific student's records by entering the first or last initial only, clicking on "FIND" to cycle through all students with those initials, and then clicking on "OK" when that student's name appears. The program will prompt you to make

sure your printer is on.

Report by Date

Enter the desired starting and ending dates. If you click on "OK", a report for all students sorted by date will be printed. To print a report for a specific student sorted by date, enter the dates, last name and first name information as detailed above, click on "FIND" and then on "OK".

Report by Score

Enter parameters exactly the same as in "Report by Date". These reports will be sorted by score.

Report by Activity

Enter parameters as detailed above. These reports will be sorted by activity type.

Placement Test

You now have the choice of either taking or printing a Placement Test. Point and click on your selection. (Exit returns you to the Main Menu.) Click on OK to proceed.

Taking the Placement Test

This part of the program should be used first to determine the student's word power level. Based on the test's results, recommendations will be made for a study plan.

Enter the last name, press RETURN and enter the first name and press RETURN. If you would like to keep track of your progress (or if teachers wish their students' progress to be recorded), click on Record-keeping "ON", else click on "OFF". **If you have chosen Record-keeping "ON", you will have to have previously made a DATA BASE DISK. Please read the above section entitled, " DATA BASE FUNCTIONS", if you haven't already done so.**

When asked, "Which word list would you like?", click on the Original Word Master Disk option, unless you've purchased a Supplemental Data Disk from Unicorn. (An order form for this disk can be found at the back of this manual.) If you've selected the Supplemental Data Disk, you will be instructed to insert this disk now. Always be sure to point and click on "OK" after you've swapped disks.

Select a starting level by using the mouse to point to the desired level and click. Please note that on the Original Word Master Data Disk, levels and their corresponding grades are as follows:

Level 1 - Third Grade

Level 2 - Fourth Grade

Level 3 - Fifth Grade

Level 4 - Sixth Grade

Level 5 - Seventh Grade

Level 6 - Eighth Grade

By ordering the Supplemental Data Disk, you can expand the program's grade level through college.

After reading the direction screen, click the mouse on the "OK" box to continue. Choose the word's definition by using the mouse to highlight the correct definition in green and click. You can also use the Spacebar to highlight the definition and RETURN to register the answer.

Pointing and clicking on the "ESC" box will permit you to quit before the test is over. Since this is only a pretest, incorrect answers are not explained. **The pretest will automatically continue from one level to the next until the user reaches that level at which he or she needs work. At that point the test will stop. Between levels, the score will be displayed.** Click on "OK" to continue with the pretest.

Once the Placement Test module is completed, a WORD POWER LEVEL score screen will appear. This screen will display the student's vocabulary level as well as a recommended study plan. You may print this recommendation by clicking on the "PRINT" button appearing on the screen's bottom left. Click on the "OK" button to proceed. **If the Record-keeping option was "ON", you will be instructed to insert the data base disk.** Follow on-screen instructions for disk-swapping.

Printing a Placement Test

Teachers with limited computers and/or computer lab time will find this activity especially useful. Placement tests can be generated and then reproduced on a copying machine for classroom distribution. The teacher can assess each child's level and determine a study plan. The Master's Review module also permits teachers to print study sheets that may be taken home or integrated into weekly lessons.

Select the starting and ending levels for the test. Click on "Y" if you would like an answer sheet to be printed as well. (If you only want to print one level at a time, select the same starting and ending levels.) Click on "OK" when you're ready to print. Make sure that your printer is on-line. If you decide that you don't want to print, click on "ESC".

Classroom Suggestions for the Placement Test Printer Option

1. Teachers will find that the printed format of the test is perfect for classroom use. There is room on top of the page for the student to write his or her name. Level and page numbers appear on each page bottom. On the last page of every level is space for the teacher to enter the score and a grade. Parents will enjoy using this feature as well. They can encourage their children to use it. Youngsters can even print tests for their friends and develop important computer literacy skills at the same time!
2. At the beginning of each school year, teachers may want to print all Placement Tests along with the answer keys. Tests can then be reproduced on a copier and distributed to students a level at a time, starting with the child's current grade level. Depending on test results, the teacher can administer the next level or an earlier one. This will help to quickly and efficiently determine each student's vocabulary level.
3. Special education teachers will also find this an especially useful tool and will want to make sure to use the Master's Review Printer Option.

Master's Review

Teachers or parents can use this activity to create data disks and/or study sheets for students' review. Children should use this part of the program to learn the words and definitions included in the program, on the Supplemental Data Disk, or on any data disk created with the authoring system included in this activity.

Choose either Original Word Master Disk, Supplemental Word Master Disk or Your Own Word List.

Your Own Word List

You now have the choice of either creating a new word list or loading an existing word list. As in other menus, select your options and then click on "OK". "Exit" will return you to the Master's Review sub-menu.

Creating a New Word List

Each list that you create **must** contain **10 words** that are **limited to 20 characters** each. **Definitions can be no longer than 30 characters.** (**If you enter words or definitions that are longer than permitted, results may be unpredictable.**) Enter each word and press RETURN. Next, enter the definition and press RETURN. You can use the DELETE key to erase any mistakes before pressing RETURN. After entering ten words and definitions, you will be asked if you wish to save the list. Click on either "YES" or "NO" and then on "OK".

Saving Your List

REQUIRED MATERIALS: A blank data disk that has been formatted.

If you want to save the list, you must have a previously formatted data disk. PLEASE FAMILIARIZE YOURSELF WITH YOUR APPLE IIGS USER'S GUIDE SO THAT YOU WILL KNOW HOW TO OPEN, CLOSE, AND READ DATA FILES. SEE THE CHAPTER ON THE PROGRAM LAUNCHER. YOU CAN FORMAT DISKS FROM YOUR DESKTOP.

1. A file selection menu will appear.
2. Remove the WORD MASTER PROGRAM DISK from your drive.
3. Insert the previously formatted data disk on which you wish to save the list. (You will be able to save several hundred word and definition lists per disk.)
4. Click on the "DISK" button.
5. Enter a file name and press RETURN or click on the "SAVE" button. (If you have forgotten to swap disks and click on the "DISK" button, the program may crash.)
6. Follow the on-screen instructions. Remove the data disk and insert the WORD MASTER PROGRAM DISK in the drive.

You then have the options of either reviewing or printing the word set, or exiting the module. See the sections entitled , "Review the Word Set" and "Print the Word Set" below.

Load an Existing Word List

1. A file selection menu screen will appear.
2. Remove the WORD MASTER PROGRAM DISK from the drive.
3. Insert the data disk containing the word list you wish to load.
4. Click on the "DISK" button.
5. Load the file by either double-clicking on the filename or clicking on the filename and then clicking on the "OPEN" button.
6. Follow the on-screen instructions. Remove your data disk and insert the WORD MASTER PROGRAM DISK.

Using the Original Word Master Disk or the Supplemental Data Disk

First, select a starting level. Next, proceed to select a word bank. Within each level there are seven word banks as well as a variety level consisting of words from all banks. Choose the word bank by moving the mouse's arrow icon to highlight the bank of your choice and clicking to select.

Review the Word Set

The words within each bank or file will be displayed along with their meanings. Simply click the mouse button to display each word and definition. If you click on the "ESC" button you can quit before reading all words in the set.

After each word set is completed, you will be asked if you wish to play the Vocabulary Challenge module with these words. If you answer "YES", you will proceed to the Vocabulary Challenge directly, without having to return to the Main Menu.

Print the Word Set

This option enables you to print study sheets containing words from either the Original Word Master Disk, the Supplemental Data Disk, or any of your own data disks. After selecting this menu option, just make sure your printer is on and click on "OK".

The study sheets will be titled, "Word Master Vocabulary Builder Master's Review Study Sheet". Either the level and word bank numbers or the filename will also be printed at the top of the page. Words and definitions will be listed on the left side of the page.

Classroom Suggestions for the Master's Review Printer Option

1. This module can be used completely independently of the rest of the program for producing study sheets of weekly spelling and vocabulary lists.
2. After sheets are printed, teachers can add artwork or additional instructions for further assignments on the right side of the page before duplicating these activity sheets. For example, "Study these words and use each in a descriptive sentence", or "Study these words and use all of them in a paragraph".
3. Remember that these study sheets can include words and definitions other than those included in this program. They can consist of words that have been included on your own data disks. You can make a series of files: months of the year, holidays, glossary words from reading books, etc. The possibilities are endless.

Vocabulary Challenge

This activity was designed to reinforce all words learned in the Master's Review. Select levels and word banks as described above in the Master's Review module. If you choose to use your own words, you can enter and save them to disk from within this module as well. You can also retrieve words that you have previously saved. The procedures for accomplishing this function EXACTLY as in the Master's Review. Follow the directions detailed previously in the section entitled, "Your Own Word List".

Taking a Challenge Quiz

Using the mouse's arrow icon, point and click to select (by highlighting in purple) the meaning that best defines the word appearing on the top of the screen. Click again to register your answer. (Please note that if the correct answer is already highlighted in purple when the question is generated, you'll need to click only once.) You may also use the SPACEBAR to select and the RETURN key to register your answer.

If an answer is incorrect, the correct one will be highlighted in white, while the two incorrect meanings will be dimmed in grey. Click the mouse to proceed to the next question. Note that the "ESC" or escape button is in the upper left of the screen. Clicking on this will permit you to quit this activity before completing the set.

After completing the word set, you will be given a chance to re-take the words that were missed. Next, a score screen will appear. You may click on the "PRINT" button to print the score or on "OK" to return to the Vocabulary Challenge sub-menu.

Printing the Challenge Quiz

Once this option is selected the computer will ask if you would like to print an answer key. Click on "OK" once you've selected your option. The format of the challenge quiz activity sheets is perfect for classroom use. The sheets are titled, "Word Master Vocabulary Builder ****Vocabulary Challenge Test****". Either the skill level and word set numbers or the filename will appear on top of the page. There is also a place for the student's name along with instructions for taking the quiz. Quizzes are in multiple choice format. Pages are numbered . There is room at the end of the quiz for the teacher or parent to grade the student. After a quiz is printed you will be returned to the Vocabulary Challenge sub-menu. Click on "EXIT" and then

on "OK" to return to the Main Menu.

Classroom Suggestions for the Vocabulary Challenge Activity

1. At the beginning of the school year teachers may wish to print an entire set of challenge tests and answer keys. Remember, quizzes are generated by word bank within level and there are 6 levels containing 7 word banks and a variety. These computer-generated tests can now be reproduced on a copier and distributed for use throughout the entire school year.
2. You can also use this activity to create data disks and quizzes for your own word lists that correlate closely with your own classroom curricula.
3. Teachers with limited computers and/or lab time will find that you can administer printed quizzes based on the study sheets that you create from within the Master's Review module. The quiz scores can be entered into the data base very easily using the DATA BASE FUNCTIONS menu selection. The program can then generate class and student progress reports.

The Master's Maze

Select levels and word banks as described in the Master's Review module. You can now either play the game, print a sentence completion quiz, or exit.

Playing the Master's Maze

Children will find the Master's Maze to be their favorite activity. A sentence with a word missing will appear on the top of the screen. The student must select the word that best

completes the sentence. Move the man icon through the maze to the word that best completes the sentence, until that word is highlighted in yellow. You can use either the mouse or the keyboard to move:

Keyboard movement - Use the up, down, left and right arrows to move and the RETURN key to register the answer.

Mouse movement - You will see a compass-type icon on the left and right of the sentence. You can click on the points of the icon to move the man in that direction. (You can click on the top arrow to move the man up, the bottom arrow to move him down, the left arrow to move left, and the right arrow to move right.) Click on the "RETURN" box on the screen's left to register your answer.

Quitting the Maze Game - Click on the "ESCAPE" box on the screen's left.

Remember, you make your selection by moving the little master icon to the word of your choice until the word is highlighted in yellow. Once the word is highlighted, you click on the "RETURN" box or press the RETURN key to register your answer. If the answer is correct, the word will disappear from the maze. **If the answer is incorrect, the correct answer will be highlighted in red and will flash until the mouse button is clicked.**

After all sentences within the word bank are completed, the score will be shown. It can be printed by clicking on the "PRINT" button. You can continue by clicking on "OK".

Printing the Master's Maze Quiz

Use this option to print sentence completion quizzes. Answer keys can be printed as well.

These quizzes are titled, "Word Master Vocabulary Builder *** Master's Maze Quiz ***". Levels and word bank numbers are printed on top of each page. There is room for each student's name and directions for taking the test. There is space at the end of the quiz for the teacher to record the number of questions answered correctly, incorrectly and a grade.

Classroom Suggestions for the Master's Maze Quiz Printer Option

1. Teachers with limited computers and/or lab time can print an entire set of sentence completion work sheets to go along with the study sheets and vocabulary challenge quizzes generated from the other modules. Therefore, an entire set of worksheets can be duplicated for use throughout the year.

2. Remember that you can save your students' grades onto your Data Base disk by using the Update Data Base feature of the DATA BASE FUNCTIONS menu option. You will then have a complete record of your students' progress on disk. You can create reports by activity, student, class, date or grade.

You can call (702) 737-8868 and ask for technical support if you have any questions. Our friendly staff will be glad to help you in any way.

Created by June Stark

Programmed by William Demas

Notes

Notes

**** Supplemental Data Disk Order Form ****

By ordering the Word Master Supplemental Data Disk you can expand the grade level of this program to **9th through college**. This data disk integrates with the first three activities of the Word Master: the Placement Test, the Master's Review, and the Vocabulary Challenge.

Order Number : WMGSDD1

Cost : \$19.95 + \$2.50 shipping

School purchase orders welcome



Unicorn Educational Software

2950 E. Flamingo Road Suite B, Las Vegas NV 89121

Please send me the Word Master Supplemental Data Disk at a cost of \$19.95 plus \$2.50 shipping.

Payment method: VISA MASTERCARD AMEX Check

Card Number: _____ Exp. Date _____

Authorized Signature: _____

Ship to: _____



Back-up Certificate

I would like to purchase the back-up
disk for THE WORD MASTER for the
Apple IIGS for \$15.00.

Please ship my disk to:

— Enclosed is my check or money order.

— Enclosed is my school purchase order.

— Bill my VISA/MASTERCARD

Card # _____ Exp. Date _____

Signature _____





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