

# Exercise Generator tutorials

## The front screen



When you start the program you have three main options:

- **Worksheet.** This will help you to select a text and an activity type and will display the worksheet for you on the screen. You can then print it or export it into a Word document.
- **Author: Text.** This will take you to a screen where you can write your own text. You can also paste in texts that are already written.
- **Author: Design.** This lets you design activities based on the texts you have created or copied.

Also:

- **Options.** This will let you add your own details (such as a school name) to the header of all worksheets. You can also choose the instruction language for the student and edit the instructions if you wish.

If you click on the web address, you will be taken to a page dedicated to **Exercise Generator**, where you can register and check for any upgrades or free material!

Print out this page and follow each step below to understand how the Worksheet function works.

## Print a worksheet tutorial

1. At the front screen, click on Worksheet.
2. On the next screen you will see a list of main texts. Click on the first text. This will be something like: *Rent-a-Pet*.
3. Then read the text in the box on the right. Click on the Print button to print it out. Then click on Next.
4. On this screen you choose the activity type. Click once on each activity type and read a description of it below. Then click on Gapfill. Then click on Next.
5. Decide whether you want the students to see the missing words at the bottom of the page by clicking on Yes or No.
6. In this screen you have to decide how much of the text you want to use. Two or three paragraphs are often enough. Click on paragraph 1 and you will see the word First, then paragraph 3 and you will see the word Last. Then click on Paragraph 4 and the word Last will move down. (You can refresh your memory by reading the text below.) Click on Next.
7. You will then see the student version of the worksheet displayed on the screen. To see the teacher's master click on the Teacher button at the bottom.
8. To see a different worksheet click on Change (if this button is there, sometimes it is not).
9. Finally, click on Print. You will then be asked what you want to print out. Click on Student's and Teacher's copies.
10. Now click on Restart and try the same process with different activity types.



## Write a text tutorial

1. At the front screen, click on Author then Text.
2. Click on the new button in the bottom left hand corner of the screen.
3. Write a title. You can practise by writing *Example text*.
4. Now click on the big empty box and start writing your text. You can write whatever you like or paste in a text you already have in MSWord. (Note: you cannot paste in pictures.) Press Enter between paragraphs.
5. It is important that you proof read your text at this stage and make sure that everything is right. You will not be able to change anything when you are using the Design function.
6. Click on Next. You will be asked to write a file name. (For more information on why you might need to use the file name see Understanding files in the Help file). The file name could be your initials followed by something to remind you what the text is about. For example, if your name is John Smith and the text is about pigeons, you might write js-pigeon. To practise, type js-pigeon and click on OK.
7. If you now click on the Design button, you will see the text in the "Your texts" box. You will now need to use the Design function to design exercises. (See Design a worksheet tutorial.)



## Change a text tutorial

1. At the front screen, click on Author then Text.
2. On the next screen you will see a list of Main texts and Your texts. You can change any of these texts by adding to them, deleting from them or changing them in any way. Click on the first title in the Main texts box. Then click on Next.
3. You will be asked to write a file name because you cannot change the main text, so it will save the text as a new name. (For more information on why you might need to use the file name see Understanding files in the Help file.) The file name could be your initials followed by something to remind you what the text is about. For example, if your name is John Smith and the text is about moths, you might write js-moths. To practise, type js-moths and click on OK.
4. Click in the title box and change the title to something you prefer.
5. Go to the end of the text and type one more paragraph. You can type whatever you like. Press Enter between paragraphs.
6. It is important that you proof read your text at this stage and make sure that everything is right. You will not be able to change anything when you are using the Design function.
7. Finally click on Ok. If you now click on the Design button, you will see the text in the Your texts box. You will now need to use the Design function to design activities. (See Design a worksheet tutorial.)

Please turn over...



# Exercise Generator

## Design a worksheet tutorial

1. At the front screen, click on Author, then Design.
2. On the next screen you will see a list of titles. Click on the first text. This will be something like: Rent-a-Pet.
3. Then read the text in the blue box on the right. Click on the Print button to print out the plain text if you want. Then click on Next.
4. You will be asked to write a file name. (For more information on why you might need to use the file name see Understanding files in the Help file.) The file name could be your initials followed by something to remind you what the text is about. For example, if your name is John Smith and the text is about pigeons, you might write js-pigeon. To practise, type js-pigeon and click on OK.
5. On this screen you choose the activity type. Click once on each activity type and read a description of it in space below. Then click on Gapfill. Then click on Next.
6. You will then see the Design screen where you will design your gapfill activity. Read through the text and decide which words you want to target as gaps. Then double click on these words. You can have a maximum of one gap per line. If you have already chosen one word on a line and you want to replace it with another word, simple double click on the other word. If you want to remove a gap on a line, click on the Remove menu at the top. Try to do this now.
7. When you have designed your gapfill exercise, click on Ok. The program will then tell you the file name for this gapfill exercise, and will take you back to the main menu.
8. To print out your exercise, click on the Worksheet button (for more details of how to use this function, see (See Print a worksheet tutorial.)



## Activity types

For each text there are a variety of pre-programmed exercises, and you can author your own. Below is a brief description of the exercise types:

### Text exercises (click for more information)

- Gapfill. The passage contains a number of gaps that the student has to fill with the correct words.
- Jumbled words. The letters in some words are mixed up. The student has to unscramble them and write the correct word.
- Word forms. Some words in the passage are in the wrong form. Students have to look at the context and write in the correct form.
- Proof reading. The passage has lots of mistakes. The student has to find the mistakes and correct them.
- Organiser. Some sentences have been taken out of paragraphs. The student use contextual clues to replace them.
- Sentence matching. The sentences in the passage have been cut in half. The student has to put them back together.
- Sentence gaps. Some half-sentences have been removed from the passage. The student use contextual clues to replace them.

### Vocabulary exercises (click for more information)

- Wordsearch. The student uses clues to find words in a grid.
- Words and meanings. The student has to match words with their definitions.
- Anagrams. The student solves the anagram using the definition as a clue.
- Words in context. The student reads the definition and finds the word in the passage.



The tutorials above are designed to get you going with **Exercise Generator**. Once you have completed them and feel more comfortable with the program, please click on the Help button on the front screen to learn more about the program's advanced options.



The screenshot shows the Clarity Support.com website. The header includes the Clarity logo, navigation links (home, contact us, newsletter, site map), and a search bar. The main content area is titled "Welcome to the Exercise Generator support pages!" and features several sections: "More Clarity Support" with a "choose here" button, "Exercise generator" logo, "Useful documents" with links to request a free printed manual and a free copy of "Mastering Clarity Programs: A Classroom Teacher's Guide", and a "New version! Multi-language Exercise Generator" section. A small image of a classroom is also visible.

For more help, please go to  
[www.ClaritySupport.com](http://www.ClaritySupport.com)  
and click on the Exercise Generator icon.

