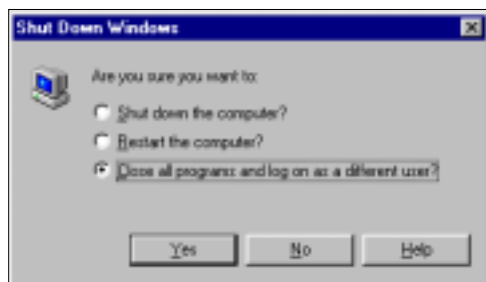## What is Tense Buster Authoring Kit?

The Authoring Kit is a program that allows instructors to create Tense Buster exercises in five levels: **Elementary**, **Lower Intermediate**, **Intermediate**, **Upper Intermediate**, and **Advanced**. Since Tense Buster units are not theme based, the authoring program is particularly helpful when you need to create an exercise that builds on a thematic unit you have prepared. The Authoring Kit gives you complete control over choosing the text, type of exercise, and instructions.

An example of a Tense Buster exercise created in Authoring Kit is included in every LINC level in this guide. We recommend that you refer to them after you have read this section.

Logging-in (Teacher Mode)

To access Tense Buster Authoring Kit, you must log-in as a teacher (see the Lab Maintenance section). To log-in as at this level, click on **Start** │ **Shutdown** │**Close all programs and log-in as a different user?** │**Yes**.

A log-in dialog box will then appear. Type "**linc**" as the user name, "**ontario**" as the password, and click **OK**.

Features

GETTING STARTED WITH THE TENSE BUSTER AUTHORING KIT

The first step is to choose the Tense Buster level. For example, click **Start** │ **Programs** │ **Clarity** │ **Elementary Authoring** to create an exercise for Tense Buster Elementary. This will take you to the Elementary Authoring Kit Main Menu. You can select one of the following four options:

- Click **New** to develop a new activity.
- Click **Open** to edit a previously developed activity.
- Click **Database** to look at the database of exercises you have created in the past or to delete an exercise.
- Click **Help** to access on-line help about Tense Buster Authoring

TENSE BUSTER AUTHORING

SELECTING TYPE OF EXERCISE

The next step is to select the type of exercise. You can select one of the following options: **Gapfill**, **Proofreading**, **Multiple choice**, or **Text only**. It is a good idea to examine the exercises in Tense Buster units to become familiar with the types of exercises and their applicability before creating an authoring exercise. See "Creating Exercise" for information on how to create an exercise.
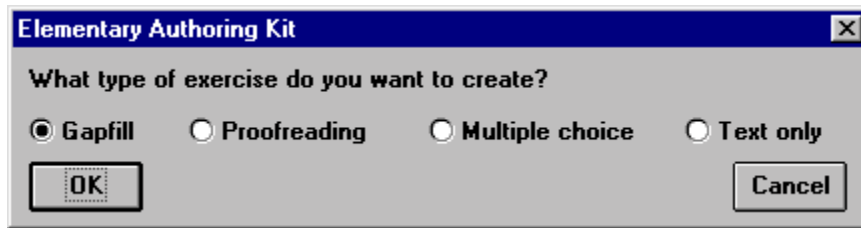
SELECTING TEXT FOR YOUR EXERCISE

Once you have decided on the type of exercise, determine the kind of text for the exercise. There are three ways to create text for your exercise.

- **Insert Text**
  Click **Start | Programs | Clarity | name of authoring program**. In the Authoring Kit main menu, select **New**. Select type of exercise. Start typing in the text area of the authoring program.

- **Import Text from a word-processing program**
  You can import any text to the Authoring Kit by using **Copy** and **Paste**.   For example, if you already have created a document in Word, highlight the text, open the desired authoring program (you have to choose **New** since you are creating a new exercise), and click **Edit | Paste**.
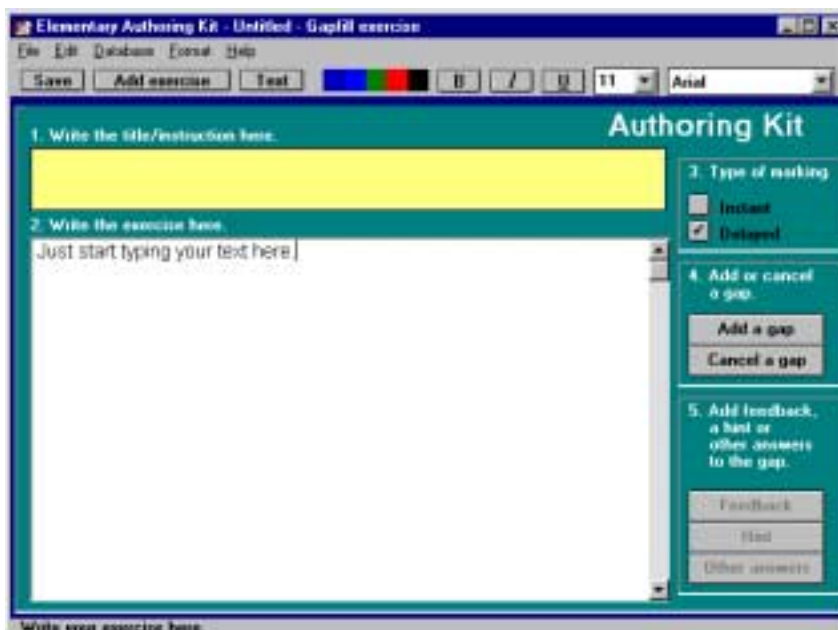
■ **Import text from Explore Canada or other programs.**
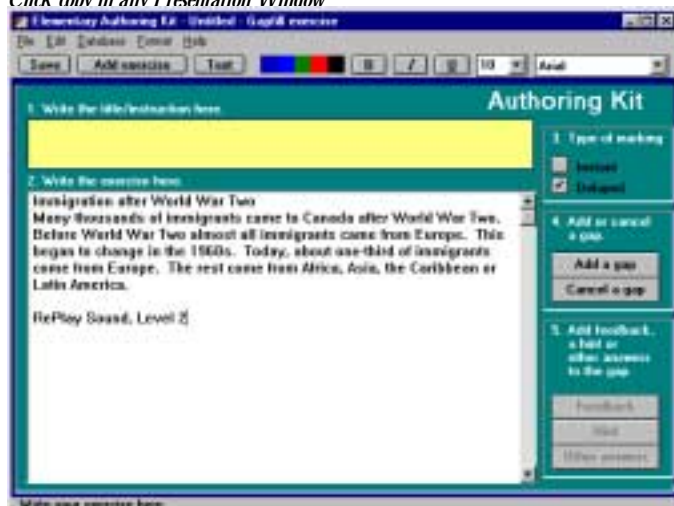

Click copy in any Presentation Window

Since the formats of Explore Canada and Tense Buster are compatible, you can directly copy text from the former and paste onto the latter. Follow these steps:

1. Open a new authoring program.

2. Open an Explore Canada section.

3. Select any Explore Canada History or Geography Presentation Window (Level 1 or Level 2). Click **Copy.**

Paste Explore Canada text onto any authoring program

4. Press **Alt** +**Tab** key combination on your keyboard to switch to the authoring program and click **Edit** | **Paste** (see picture).

CREATING EXERCISES

There are four types of exercises in Tense Buster Authoring: **Gapfill**, **Proofreading**, **Multiple choice**, and **Text Only**.

■ **Gapfill:** an exercise where students fill in gaps with correct answers (a number, a word, a phrase, or a sentence).

- **Instructions**
    1. Click Start | **Programs** | **Clarity** | **Elementary Authoring**. Click **Gapfill**. Click **OK**.
    2. Type the title and instructions in the yellow area.
    3. Type or import text to the text area (see **Selecting text** for your exercise).
    4. In Type of marking, choose **Instant** or **Delayed** (see glossary).

- **Adding Exercise to a Tense Buster Program**
  1. Saving an exercise does not yet add it to the Tense Buster exercises. Your learners need to see your generated exercise in one of the Tense Buster units. Once your exercise is saved, follow these steps to add your exercise to a Tense Buster unit.
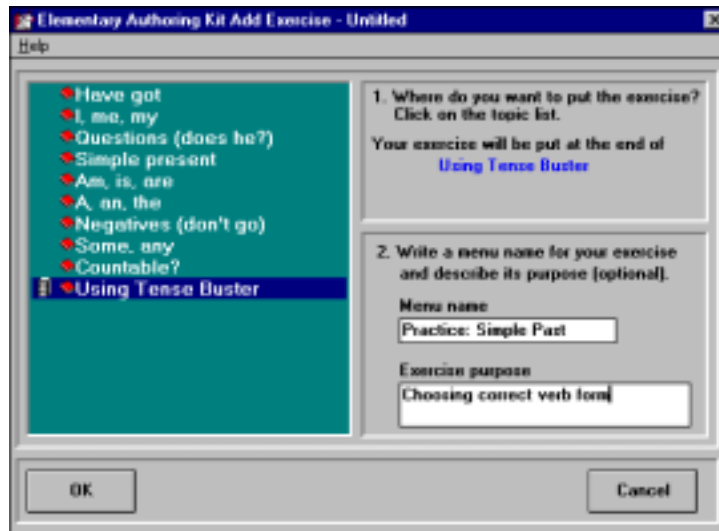
  2. Click on **Add Exercise** to add your exercise to the authoring database. This will allow your work to be saved in one of the Tense Buster units.
  3. In the left window, highlight a unit that you would like to save your work under, for example, **Using Tense Buster**. This will place your exercise at the end of the Using Tense Buster unit.
  4. In the **Menu Name** box, type in a name for your exercise.
  5. In the **Exercise Purpose** box, describe the purpose of the exercise.
  6. Click **OK**. A box will appear indicating that your exercise has been created successfully.

  7. Click **OK**.
  8. Open the Tense Buster program you have placed the exercise in and test your exercise. Remember that you can always go back and edit your exercise. See "Testing, editing, and updating exercise" in this section.

- **Proofreading:** an exercise where learners read a text to find errors and click on them.
  - **Instructions**
    1. Click **Start** | **Programs** | **Clarity** | **Elementary Authoring**. Click **Proofreading**. Click **OK**.
    2. Type the title and instructions in the yellow area.

12. In the **Exercise purpose** box, describe the purpose of the exercise. Click **OK**. A box will appear indicating that your exercise has been created successfully.
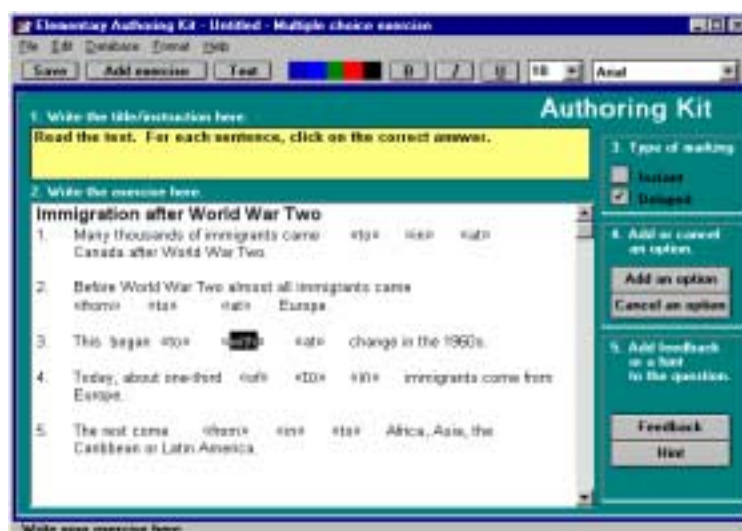

13. Click **OK**.
14. Open the Tense Buster program you have placed the exercise in and test your exercise. Remember that you can always go back and edit your exercise.   See "Testing, editing, and updating exercise" in this section.

■ **Multiple Choice:** an exercise where learners choose the correct answer from a list of answers. One answer in the list is incorrect.

 • **Instructions**
  1. Click **Start** | **Programs** | **Clarity** | **Elementary Authoring**. Click **Multiple Choice**. Click **OK**.
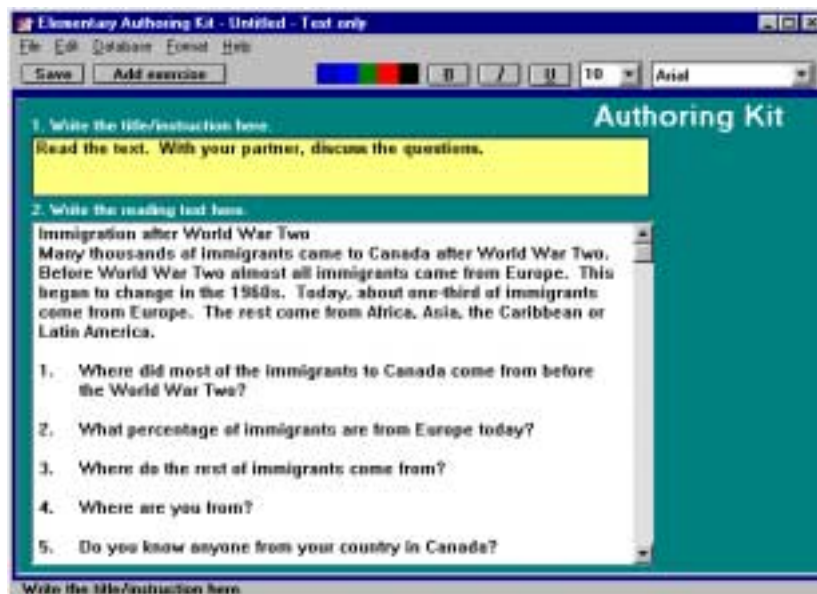 2. Type the title and instructions in the yellow area.

A multiple choice exercise

  3. Type in or import text to the text area (see Selecting text for your exercise).
     It is best to break your text into sentences and number them.
  4. In Type of marking, choose between **Instant** or **Delayed** marking (see Glossary).

5. In the **Exercise purpose** box, describe the purpose of the exercise.
6. Click **OK**. A box will appear indicating that your exercise has been created successfully.

7. Click **OK**.
8. Open the Tense Buster program you have placed the exercise in and test your exercise. Remember that you can always go back and edit your exercise. See "Testing, editing, and updating exercise" in this section.

■ **Text Only:** a reading exercise for learners. "Text only" exercises can contain grammar rules, discussion questions, or other information.

A text only exercise

• **Instructions**
   1. Click **Start** | **Programs** | **Clarity** | **Elementary Authoring**. Click **Text Only**.
   2. Type the title and instructions in the yellow area. Text only exercises do not have targets such as gaps or options. Their purpose is reading comprehension.

4. In the **Menu name** box, type in a name for your exercise.
5. In the **Exercise purpose** box, describe the purpose of the exercise.
6. Click **OK**. A box will appear indicating that your exercise has been created successfully.
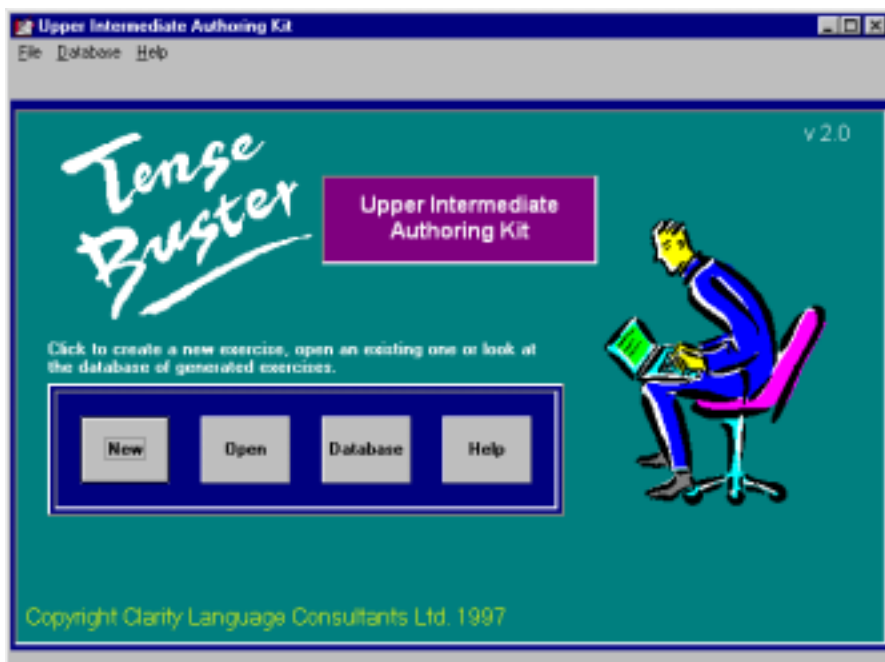

7. Click **OK**.
8. Open the Tense Buster program you have placed the exercise in and test your exercise. Remember that you can always go back and edit your exercise. See "Testing, editing, and updating exercise" in this section.

TESTING, EDITING, AND UPDATING AN EXERCISE

After you have created and saved your exercise, it is a good idea to test it in the Tense Buster unit that you placed it in. This gives you an idea how the exercise works and whether it needs editing. It is always possible to make changes to your exercise after you have saved and added it to a Tense Buster unit. Here are the steps you need to follow to edit and update your exercise:

1. Open the Tense Buster Authoring level in which you want to edit your exercise. For example, if you want to edit an exercise that you have created in the Tense Buster Upper Intermediate Authoring, click **Start** | **Programs** | **Clarity** | **Upper Intermediate Authoring**.
   In the Tense Buster Authoring Main menu, click **Open**.

TENSE BUSTER AUTHORING

6. You will see a prompt confirming that your exercise has been successfully updated. Click **OK**.

ENHANCING THE APPEARANCE OF YOUR EXERCISE

Once your exercise has been created, you may want to enhance its appearance. Changing font size, colour of target, or bolding the instructions are examples of things you can do to make your exercise easy to read and understand. Any changes that you make in the authoring program, will appear in the actual Tense Buster program when you open it.
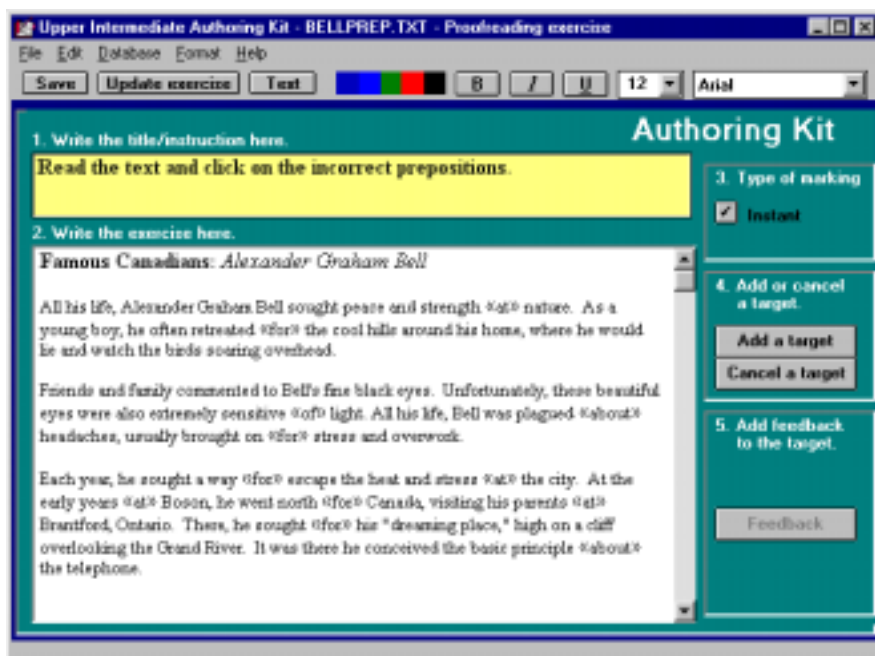
To change the appearance of any text, highlight it first and choose the appropriate option. For example, if you need to bold the instructions in the yellow area, highlight the instructions and click on **B** on the toolbar. You can choose from the following options:

- **Bold, Underline,** or **Italics** to bold, italicize, or underline text.
- **Font style** (e.g., Arial) to change how characters look.
- **Font size** (e.g., 12 point) to increase or decrease the size of characters in your text.
- **Colour** to change the colour of your text.

Remember that you can choose more than one option to enhance text. For example, you can change font, add colour to your text, and bold your text. Enhancing the appearance of text adds to the clarity and attracts the attention of learners to the area of focus.

DELETING AN EXERCISE

You may decide that your created exercise is more suitable for a higher or lower level learner and want to move it to another Tense Buster program or delete it. To do so, you need to delete the exercise from the database in a Tense Buster Authoring level and add it to the database of another. Note that you cannot move or delete the exercises that come with the Tense Buster program.

Deleting an exercise from a Tense Buster Authoring database does not delete that exercise from your system. All you need to do is open the exercise in the authoring program of your choice and add it as an exercise to the new program's database.

The following explains how to move an exercise from Tense Buster Lower Intermediate to Tense Buster Advanced. To do this, we must first delete the exercise from the Tense Buster Lower Intermediate database:

1. Click **Start** | **Programs** | **Clarity** | name of Tense Buster Authoring (e.g., Lower Intermediate Authoring Kit).

2. Click **Database**.
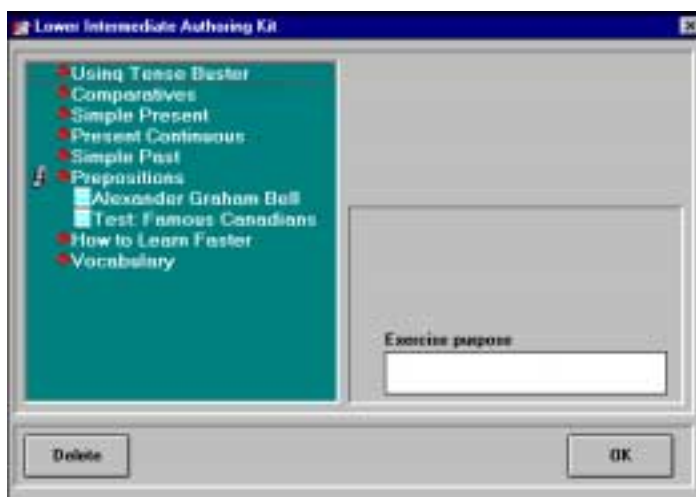
3. If you have created and added any exercises in that authoring program, you will see a filing cabinet icon where you have added those exercises. Click on the filing cabinet icon.

14. You will get a prompt confirming that the exercise has been created. Click **OK**.

```
Advanced Authoring Kit              ☒
It's done! The exercise has been created.

        ┌──────────┐
        │    OK    │
        └──────────┘
```

15. Close the authoring program. You are not ready to test your exercise in Tense Buster Advanced.

ADDING AUTHORING EXERCISE TO ALL STATIONS IN THE COMPUTER LAB

Once you have created an authoring exercise, you can place it in all the Tense Buster programs in your lab using Network Neighborhood. You can do this from one workstation, such as Workstation 1. Follow these steps:

1. Double-click on Network Neighborhood on your desktop (you must log in-the Teacher Mode.)
2. Double-click on a work station (e.g., Workstation 1)
3. Locate and open the authoring program you want.
4. Select Open in the authoring program Main Menu.
5. Locate and open the exercise.
6. Click **Yes** at the prompt.
7. Click **Save** to save the exercise in the Tense Buster program
8. Click **Add Exercise** and follow the instructions on the screen to add it to the authoring program's database.
9. Close the authoring program.
10. Close all the open windows in Workstation 1.
11. Follow steps 2 through 10 to place your exercise in other stations.

We recommend that you read the Windows 95 sections in the LINC Levels to familiarize yourself with the Windows functions that you need for creating and placing your authoring exercise.

TENSE BUSTER ELEMENTARY

What is Tense Buster?

Tense Buster is a multimedia program that helps learners improve their grammar skills. The program is available at five levels of difficulty: **Elementary**, **Lower Intermediate**, **Intermediate**, **Upper Intermediate**, and **Advanced**. We recommend that Tense Buster Elementary be used with LINC One learners.

The five Tense Buster programs share the same features. In each LINC level, we discuss the features that we think are most relevant to that level. However, the features discussed in one level are not limited to that level only. They build on those discussed in the previous levels. If you are new to Tense Buster, we recommend that you start with this section.

Features

TENSE BUSTER ELEMENTARY

■ Tense Buster Elementary consists of the following nine grammar units:
  - Am, is, are
  - Simple Present
  - Negatives
  - Questions
  - I, me, my
  - A, an, the
  - Countable
  - Some, any
  - Have got
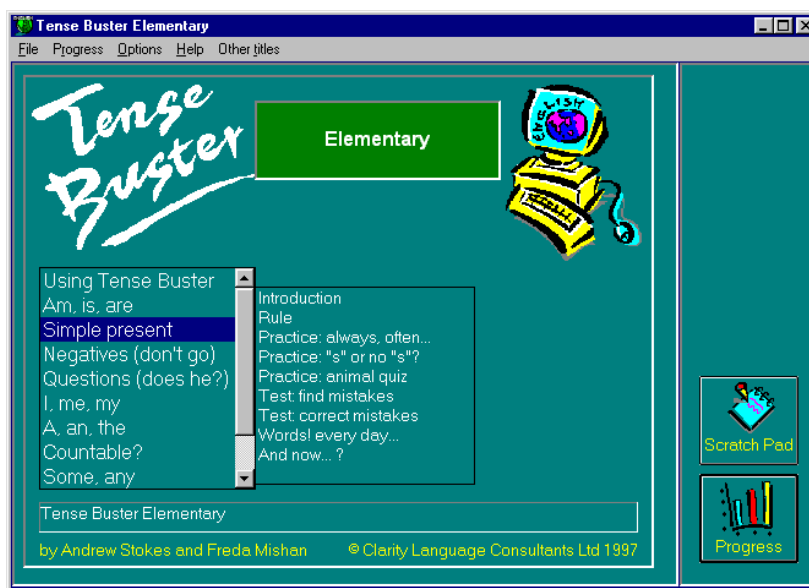
Tense Buster Elementary Main Menu

Each unit is made up of several exercises. Highlighting a unit title in the main menu (e.g. Simple Present-see picture) opens a cascading menu of the exercises available in that unit.

■ **Unit Structure**
  Each unit may include some or all of the following:
  - **Introduction--**Introduces the language area that learners will be working on.
  - **Rule**--Explanation of the grammar rules in appropriate language for the level. Learners can print the rules.
  - **Practice**--One or more exercises to allow learners to practise the grammar lesson in the unit. Practice exercises often include hints and feedback. A hint is a clue to direct the learner to type or select the right answer. A feedback is a detailed explanation about the correct answer. Usually, the learners have access to the rule in practice exercises. The Marking button shows the correct and wrong answers in the exercise.

TB ELEMENTARY AUTHORING

What is Tense Buster Authoring Kit?

The Authoring Kit is a program that allows users to create Tense Buster exercises in any of the five levels: **Elementary**, **Lower Intermediate**, **Intermediate**, **Upper Intermediate**, and **Advanced**. Since Tense Buster exercises are not theme based, the authoring program is particularly helpful when you need to create an exercise that builds on a unit you have prepared. The Authoring Kit gives you complete control over choosing the text, type of exercise, and instructions.

Since we recommended that LINC One use Tense Buster Elementary, we have created an exercise using the Elementary Authoring Kit. It is a **gapfill** exercise where learners are asked to fill in blanks with abbreviations (see LINC One Curriculum Guides, Page 43).

If this is your first time creating a Tense Buster authoring exercise, we recommend that you read the Tense Buster Authoring Kit section in Before Using Software.

Exercise: Spelling of Canada and the names of the 10 provinces

1. Log-in as instructor (see Lab Maintenance section in the guide).

2. Click **Start** | **Programs** | **Clarity** | **Elementary Authoring**.

3. Click **New**.

4. Select Type of exercise: Gapfill, click **OK**.
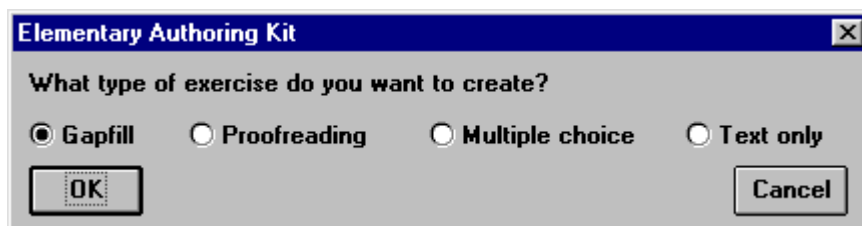
What is Tense Buster?

Tense Buster is a multimedia program that helps learners improve their grammar skills. The program is available at five levels of difficulty: **Elementary**, **Lower Intermediate**, **Intermediate**, **Upper Intermediate**, and **Advanced**. We recommend that Tense Buster Elementary and Lower Intermediate be used with LINC Two learners.

The five Tense Buster programs share the same features. In each LINC level, we discuss the features that we think are most relevant to that level. However, the features discussed in one level are not limited to that level only. They build on those discussed in the previous levels. If you are new to Tense Buster, we recommend that you start with LINC One.
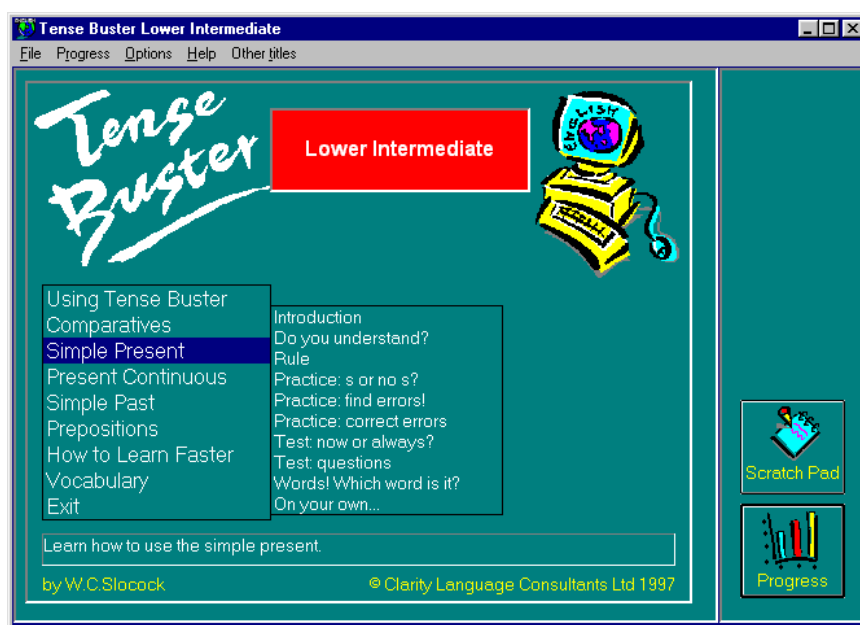
Features

TENSE BUSTER ELEMENTARY
See the Tense Buster section in LINC One.

TENSE BUSTER LOWER INTERMEDIATE
■ Tense Buster Lower Intermediate consists of the following seven units:
- Comparatives
- Simple Present
- Present Continuous
- Simple Past
- Prepositions
- How to Learn Faster
- Vocabulary

Tense Buster Lower Intermediate Main Menu

Each unit is made up of several exercises. Highlighting a unit title in the main menu (e.g., Simple Present-see picture) opens a cascading menu of the exercises available in that unit.

2•TENSE BUSTER LOWER INTERMEDIATE

■ **Unit Structure**
Each unit may include some or all of the following:

- **Introduction--**Introduces the language area that learners will be working on.
- **Do you understand?--**Builds on Introduction through additional exercises.
- **Rule--**Explanation of the grammar rules in appropriate language for the level. Learners can print the rules.
- **Practice--**One or more exercises to allow learners to practise the grammar lesson in the unit. Practice exercises often include hints and feedback. A hint is a clue to direct the learner to type or select the right answer. A feedback is a detailed explanation about the correct answer. Usually, the learners have access to the rule in practice exercises. The Marking button shows the correct and wrong answers in the exercise.
- **Test--**One or more exercises to allow learners to further practise the grammar focus in the unit. Like Practice, Test also has marking buttons to mark the exercise. Some tests include hints. The feedback provides explanation of the correct answer.

■ **Log-in procedure**
Logging-in means entering a name in the blue box that appears when a Tense Buster program is opened. Logging-in is necessary if you are interested in seeing the progress report or Scratch Pad functions. To log-in, type your name in the box and click **OK**. A learner must use the same name and the same computer each time a Tense Buster program is opened.   Make sure that the name used to log-in is only used by one person. If there is more than one learner with the same name, you need to make sure that they use different names.
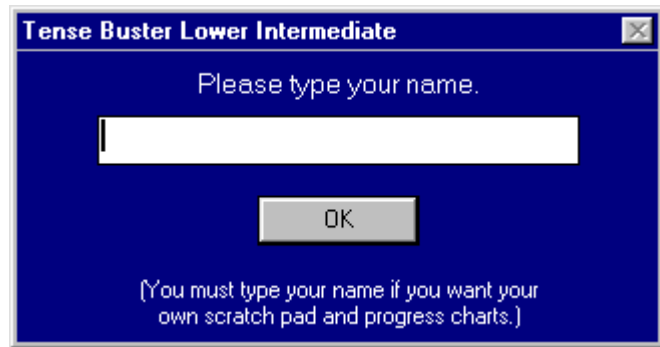
■ **Mark exercise**
After learners complete an exercise, they can mark it to check their answers. To mark an exercise, click on the **Marking** button in the exercise. If the exercise provides feedback, the Feedback button becomes available.

Marking provides learners with the following:

- **Pie chart**: shows the number of correct and missed answers
- **Try again**: returns user to the exercise
- **See the answers**: displays the correct answers
- **Finish**: advances to the next exercise
.
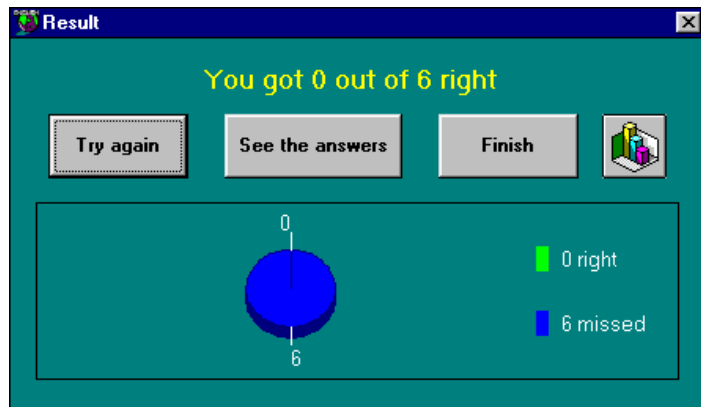
■ **Print exercise**

Printing an exercise has many advantages. If learners cannot finish an exercise in the lab, they can print it to complete it outside the lab. Printing also provides a good opportunity for the learners to swap work for peer correction.

To print an exercise, click on the **Printing** button in the Tense Buster main menu. Tense Buster's printing options include:

- Printing the rules
- Printing the exercise with or without correct answers
- Printing the exercise with learner's answers
- Printing the feedback
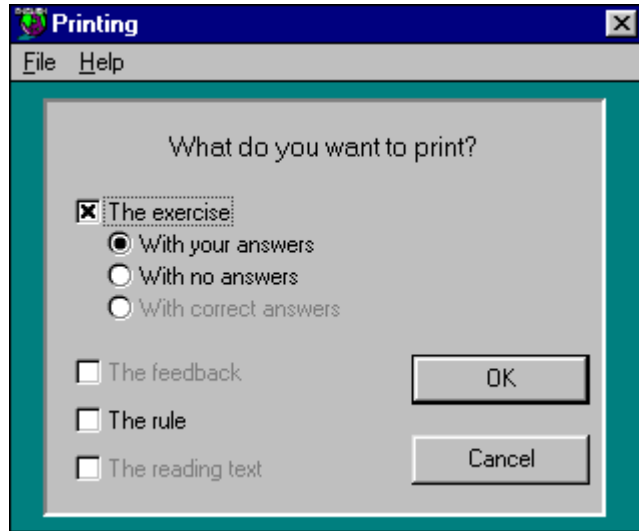
What is Tense Buster Authoring Kit?

The Authoring Kit is a program that allows users to create Tense Buster exercises in any of the five levels: **Elementary**, **Lower Intermediate**, **Intermediate**, **Upper Intermediate**, and **Advanced**. Since Tense Buster exercises are not theme based, this program is particularly helpful when you need to create an exercise that builds on a unit you have prepared. The Authoring Kit gives you complete control over choosing the text, type of exercise, and instructions.
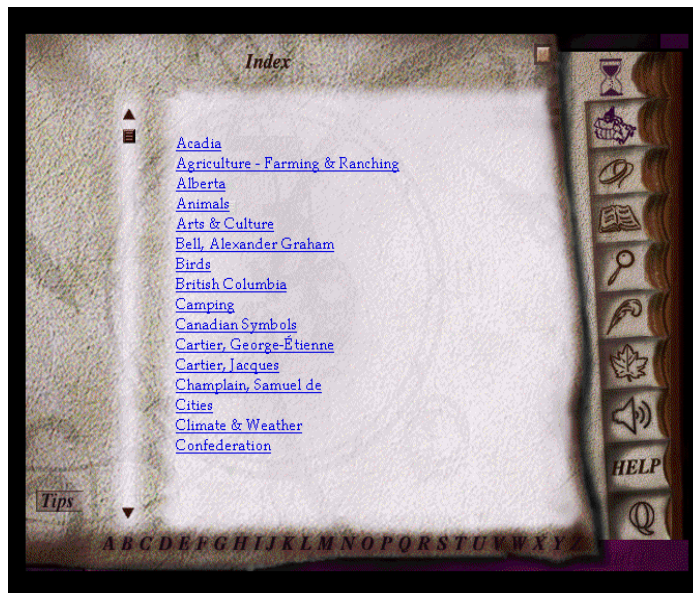
Since we recommend that LINC Two learners use Tense Buster Lower Intermediate, we have created an exercise in Tense Buster Lower Intermediate Authoring Kit. It is multiple-choice exercise.

If this is your first time creating a Tense Buster authoring exercise, we recommend that you read the Tense Buster Authoring Kit section in Before Using Software.

Exercise: Famous Canadians-prepositions

■ **Importing text into Tense Buster authoring program from Explore Canada**
  1. Log-in as an instructor (see the Teacher Mode in Lab Maintenance).
  2. Open **Explore Canada** | **History** | **Index** (see LINC One Explore Canada Skills Checklist).

TENSE BUSTER INTERMEDIATE • 3

What is Tense Buster?

Tense Buster is a multimedia program that helps learners improve their grammar skills. The program is available at five levels of difficulty: **Elementary**, **Lower Intermediate**, **Intermediate**, **Upper Intermediate**, and **Advanced**. We recommend that Tense Buster Lower Intermediate and Intermediate be used with LINC Three learners.

The five Tense Buster programs share the same features. In each LINC level, we discuss the features that we think are most relevant to that level. However, the features discussed in one level are not limited to that level only. They build on those discussed in the previous levels. If you are new to Tense Buster, we recommend that you start with this section.
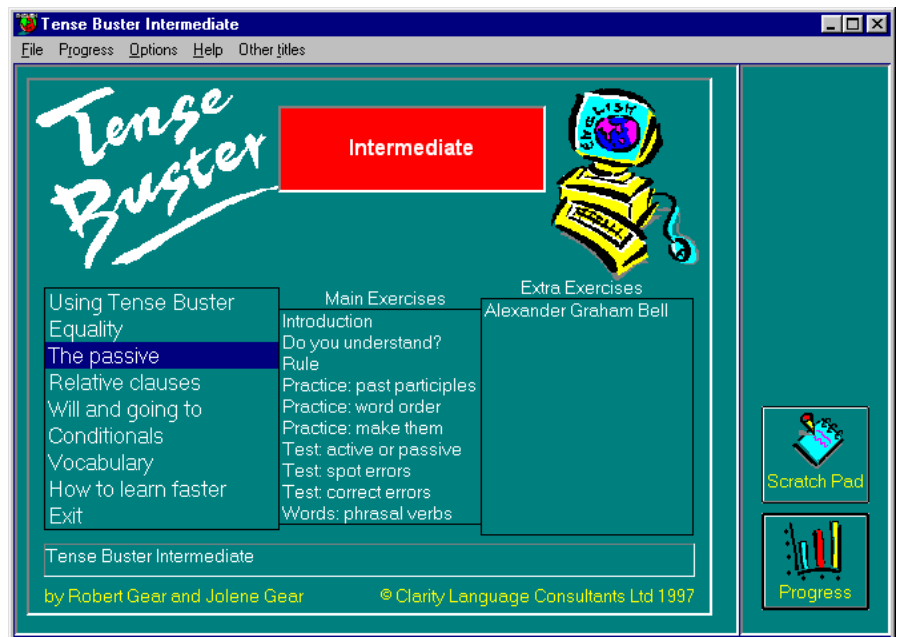
Features

TENSE BUSTER LOWER INTERMEDIATE

Please see the Tense Buster section in LINC Two.

TENSE BUSTER INTERMEDIATE

■ Tense Buster Intermediate consists of the following seven units:

- Equality
- The passive
- Relative clauses
- Will and going to
- Conditionals
- Vocabulary
- How to learn faster

Tense Buster Intermediate Main Menu

Each unit is made up of several exercises. Highlighting a unit title in the main menu (e.g., the passive-see picture) opens a cascading menu of the exercises available in that unit.

# 3• TENSE BUSTER INTERMEDIATE

■ **Unit Structure**
Each unit may include some or all of the following:
- **Introduction--**Introduces the language area that learners will be working on.
- **Do you understand?--**Builds on Introduction through additional exercises.
- **Rule--**Explanation of the grammar rules in appropriate language for the level. Learners can print the rules.
- **Practice--**One or more exercises to allow learners to practise the grammar lesson in the unit. Practice exercises often include hints and feedback. A hint is a clue to direct the learner to type or select the right answer. A feedback is a detailed explanation about the correct answer. Usually, the learners have access to the rule in practice exercises. The Marking button shows the correct and wrong answers in the exercise.
- **Test--**One or more exercises to allow learners to further practise the grammar focus in the unit. Like Practice, Test also has marking buttons to mark the exercise. Some tests include hints. The feedback provides explanation of the correct answer.
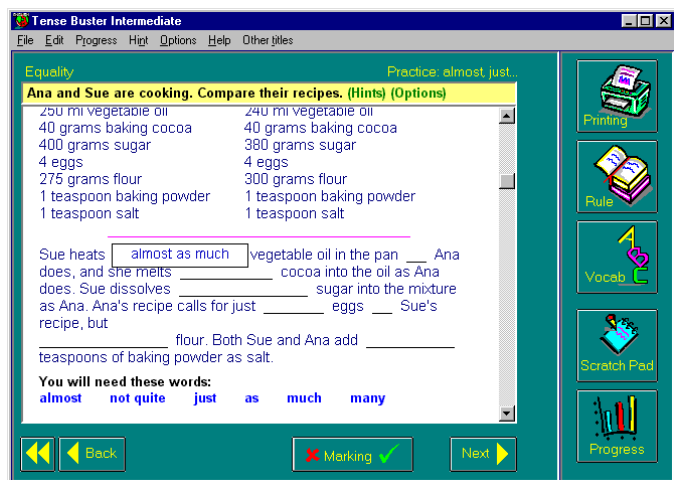
■ **Types of exercises**
Tense Buster offers six different types of exercises:
- **Multiple choice:** an exercise where learners choose between two or three words or phrases by clicking on one answer or selecting between true and false.
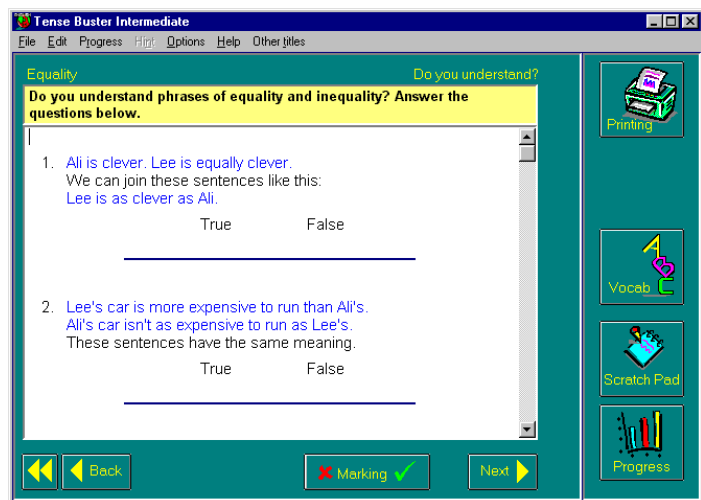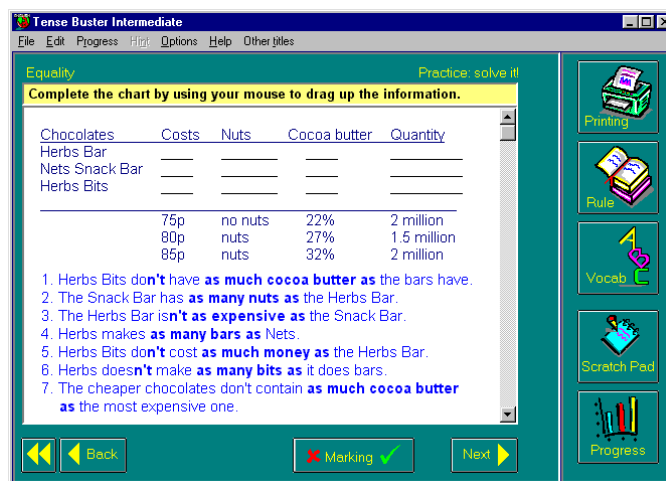

- **Gapfill:** an exercise where learners click on a blank line and type an answer in the box that appears.
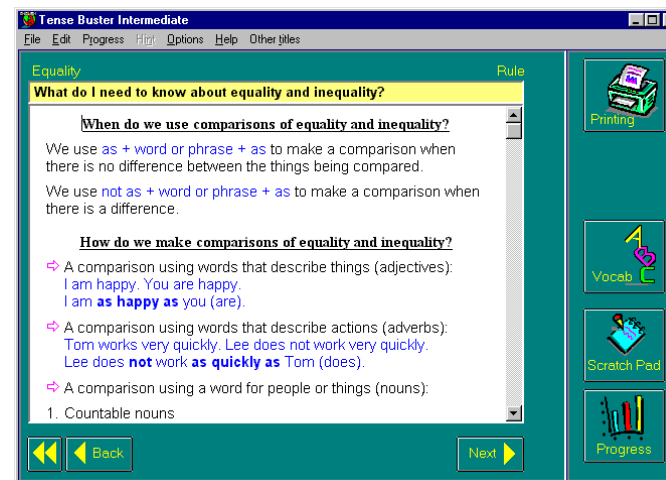
COMPUTER ASSISTED LANGUAGE LEARNING

- **Proofreading**: an exercise where learners click on the mistakes in a text
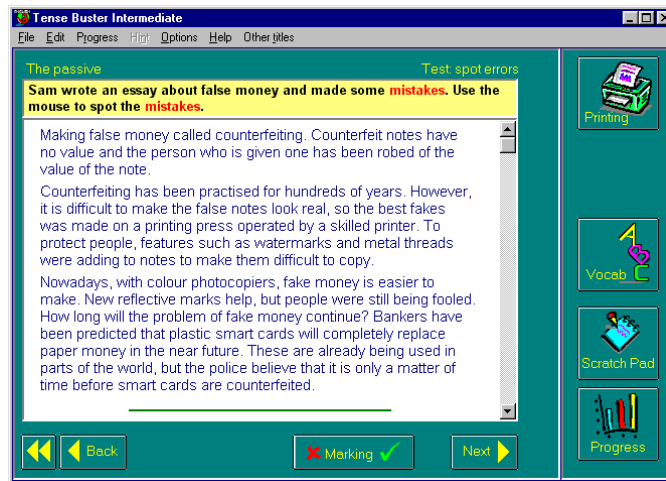
- **Drag and drop**: an exercise where the answer is dragged from a list (at the top or bottom of the screen) and dropped in the correct place.
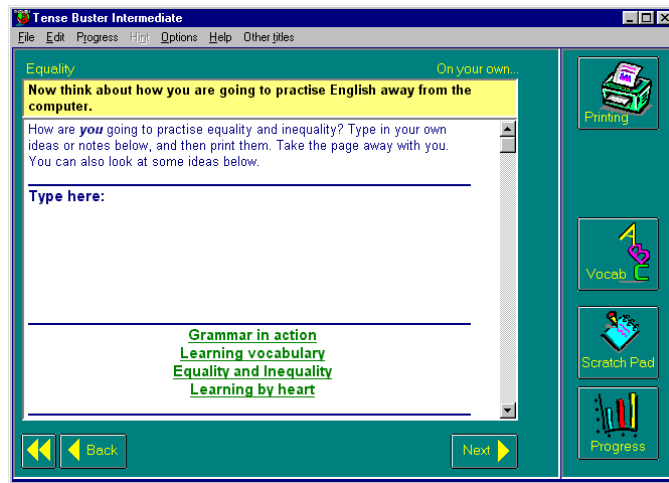

- **Reading Text**: an exercise where learners read a rule or a story.

3• TENSE BUSTER INTERMEDIATE

- **On your own**: an exercise where learners type their own ideas.
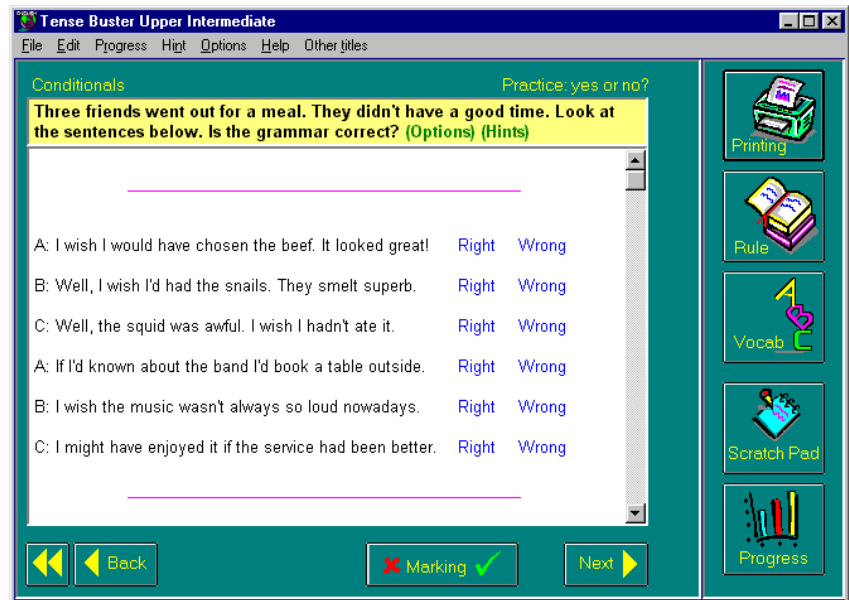

■ **Using Tense Buster**
Using Tense Buster is a tutorial designed to teach Tense Buster features such as marking, hints, and options.

■ **How to Learn Faster**
This unit provides alternative suggestions for learning in the form of hints or open-ended questions which learners can use to create text. Select How to learn faster in the Tense Buster main menu to access this option.rinting the rules.

■ **Options**
When you see the word Options written in brackets at the end of the instructions in an exercise, you have the option of selecting instant marking or delayed marking in an exercise (see Tense Buster Intermediate-The passive-Practice: past participles). Instant marking means that learners see the feedback (or correct answer) right after each question. Delayed marking means that learners will see the feedback after completing the exercise. Click on **Options** on the menu bar and select use instant marking or use delayed marking.

■ **Hint**
Hint provides clues as to what the correct answer might be. Not all exercises provide hints. Those exercises that do, have the word Hints written in brackets at the end of the instructions in the exercise (see Tense Buster Intermediate-The passive-Practice: make them). To see the hint, hold the Ctrl key down and click on the answer.

■ **Scratch Pad**
The Scratch Pad is like the Notepad in Windows. It is a simple text editor that contains structured directions, instructions, and ideas for learners relating to the units in that Tense Buster program. These ideas can be printed so that learners read and discuss them when they are not in the lab. In addition, learners can use the Scratch Pad to write down notes, ideas, or questions they might have about that exercise. Click on the **Scratch Pad** button on the right side of the window to access this option.
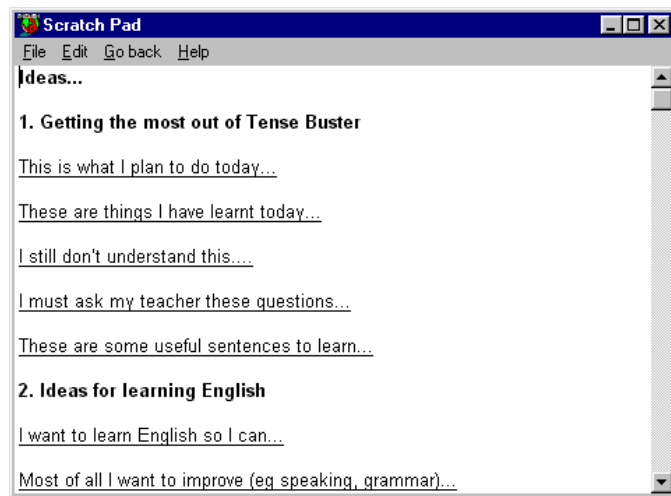
# TB INTERMEDIATE AUTHORING • 3

What is Tense Buster Authoring Kit?

The Authoring Kit is a program that allows users to create Tense Buster exercises in any of the five levels: **Elementary**, **Lower Intermediate**, **Intermediate**, **Upper Intermediate**, and **Advanced**. Since Tense Buster exercises are not theme based, the authoring program is particularly helpful when you need to create an exercise that builds on a unit you have prepared. The Authoring Kit gives you complete control over choosing the text, type of exercise, and instructions.

Since we recommend that LINC Three use Tense Buster Intermediate, we have created an exercise using the Tense Buster Intermediate Authoring Kit. It is a **test only** exercise that can be used as a supplementary exercise for Canadian Law-Driving in Ontario in the LINC Three Curriculum Guidelines, page 235.

If this is your first time creating a Tense Buster authoring exercise, we recommend that you read the Tense Buster Authoring Kit section in Before Using Software.

Exercise: Vehicle Testing in Ontario

1. Make sure you have logged-in as instructor.

2. Open **Start** | **Programs** | **Clarity** | **Intermediate Authoring**.

3. Click **New**.
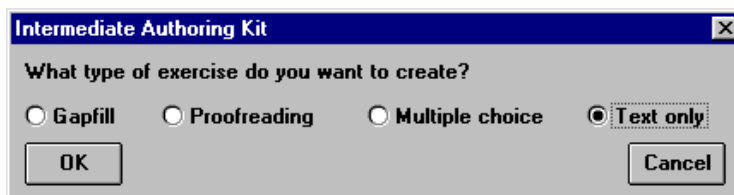
4. Select Type of exercise: **Text only**, click **OK**.

5. Click in the white area. Type in your text[1].

6. Write the instructions for your exercise in the yellow area. For example, write*: Read the following text. What do the words and phrases in blue mean? Discuss the meanings with your partner and answer the questions at the end* (see picture).

7. Select the vocabulary or phrase that you want the learners to discuss. Click the colour "blue" on the toolbar (or select a colour of your choice). Click **B** to bold it.

8. Repeat #7 for all other words or phrases you want to select as target.

9. Enter the discussion questions at the bottom of the text (see picture).

---

[1] Toronto Catholic District School Board. (1999). A Look at the News. Volume 2, Number 3.

What is Tense Buster?

Tense Buster is a multimedia program that helps learners improve their grammar skills. The program is available at five levels of difficulty: **Elementary**, **Lower Intermediate**, **Intermediate**, **Upper Intermediate**, and **Advanced**. We recommend that Tense Buster Lower Intermediate and Intermediate be used with LINC Three learners.

The five Tense Buster programs share the same features. In each LINC level, we discuss the features that we think are most relevant to that level. However, the features discussed in one level are not limited to that level only. They build on those discussed in the previous levels. If you are new to Tense Buster, we recommend that you start with LINC One.

Features

TENSE BUSTER LOWER INTERMEDIATE
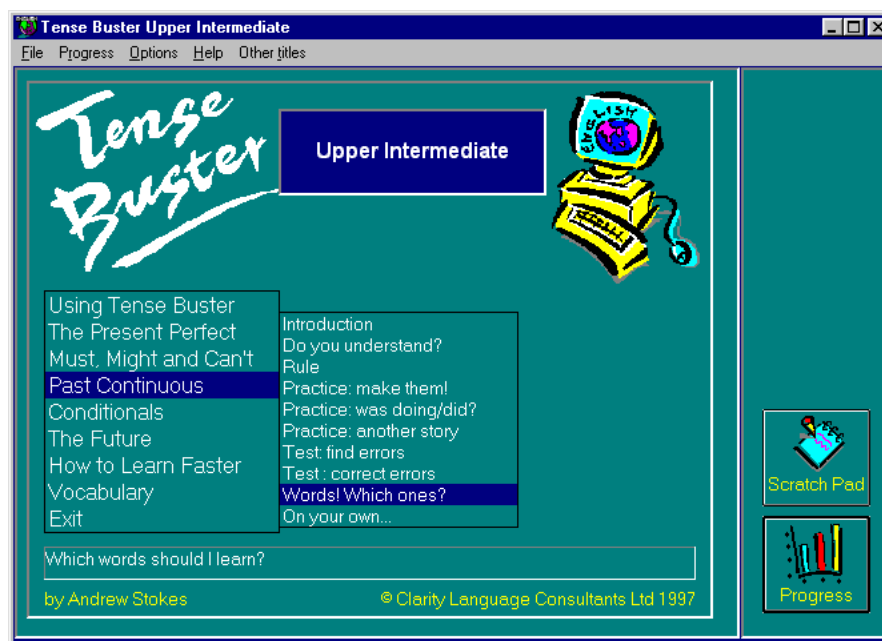Please see the Tense Buster section in LINC Two.

TENSE BUSTER INTERMEDIATE
Please see the Tense Buster section in LINC Three.

TENSE BUSTER UPPER INTERMEDIATE
■ Tense Buster Intermediate consists of the following seven units:
  - The Present Perfect
  - Must, Might and Can't
  - Past Continuous
  - Conditionals
  - The Future
  - How to learn faster
  - Vocabulary

Tense Buster Upper Intermediate Main Menu

Each unit is made up of several exercises.
Highlighting a unit title in the main menu (e.g., Past Continuous-see picture) opens a cascading menu of the exercises available in that unit.

4• TENSE BUSTER UPPER INTERMEDIATE

■ **Unit Structure**
Each unit may include some or all of the following:
- **Introduction--**Introduces the language area that learners will be working on.
- **Do you understand?--**Builds on Introduction through additional exercises.
- **Rule--**Explanation of the grammar rules in appropriate language for the level. Learners can print the rules.
- **Practice--**One or more exercises to allow learners to practise the grammar lesson in the unit. Practice exercises often include hints and feedback. A hint is a clue to direct the learner to type or select the right answer. A feedback is a detailed explanation about the correct answer. Usually, the learners have access to the rule in practice exercises. The Marking button shows the correct and wrong answers in the exercise.
- **Test--**One or more exercises to allow learners to further practise the grammar focus in the unit. Like Practice, Test also has marking buttons to mark the exercise. Some tests include hints. The feedback provides explanation of the correct answer.

■ **Feedback**
Feedback provides the correct answer together with some explanation about it. Most of the exercises in Tense Buster provide feedback. In Practice exercises, the feedback usually includes explanation of the rule. In Test exercises, the feedback describes what has been tested. Depending on the type of marking, the feedback is provided either after each answer is selected (instant) or at the end of the exercise (delayed). Feedback is available only after an exercise is marked. To see

the feedback to an exercise, click **Marking** button|**No**. Click **See the answers**. Click the **Feedback** button. To exit from feedback, click ☒ on the top right corner of the feedback window.
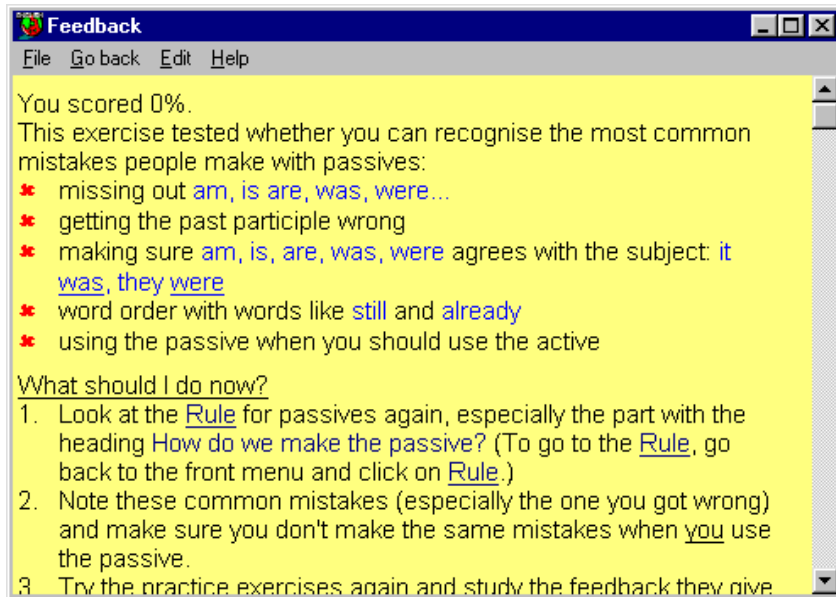
■ **Vocabulary**

This function contains the difficult vocabulary in that unit. It provides meaning and some grammar information for each entry. To see a list of vocabulary from a unit, click on the **Vocabulary** button on the right side of the Tense Buster main menu. To hear the pronunciation of the word, click on the underlined word. To exit vocabulary, click ⊠ on the top right corner of the Vocabulary window.
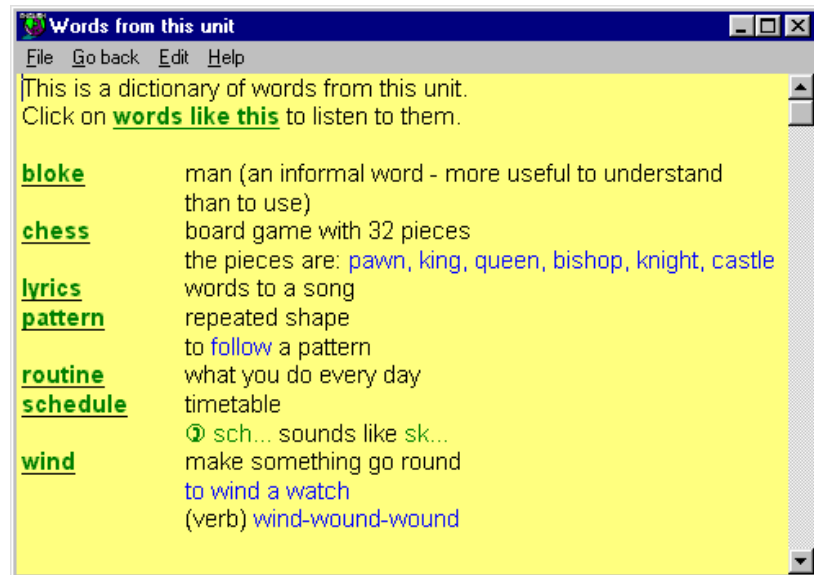
■ **Check your progress**

Once you log-in, you can check your progress when you click the **Progress** button on the lower right corner of the Tense Buster main menu. The following options are available:
- Today's exercises
- Today's score
- All exercises up to now
- Score up to now
- Progress graph

To exit Progress, click the **Go back** button in the bottom left corner or click ⊠ on the top right corner of Your Progress window.
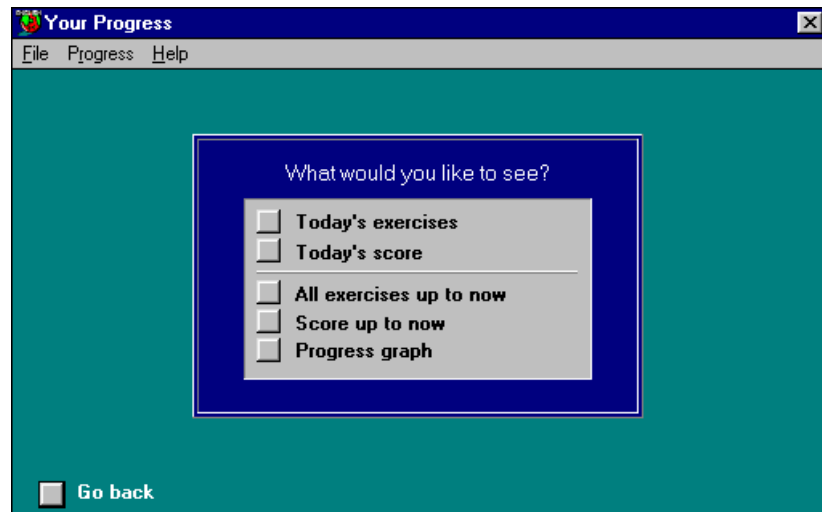
What is Tense Buster Authoring Kit?

The Authoring Kit is a program that allows users to create Tense Buster exercises in any of the five levels: **Elementary**, **Lower Intermediate**, **Intermediate**, **Upper Intermediate**, and **Advanced**. Since Tense Buster exercises are not theme based, this program is particularly helpful when you need to create an exercise that builds on a unit you have prepared. The Authoring Kit gives you complete control over choosing the text, type of exercise, and instructions.

Since we recommend that LINC Four use Tense Buster Upper Intermediate, we have created an exercise using the Tense Buster Intermediate Authoring Kit. It is a proofreading exercise that can be used as a supplementary exercise for Canadian Law-Family Law in the LINC 4 Curriculum Guidelines. The text is taken from the Family Law activity on the LINC 4 & 5 Curriculum Guidelines Web site available at: http://alphaplus.ca/linc.

If this is your first time creating a Tense Buster authoring exercise, we recommend that you read the Tense Buster Authoring Kit section in Before Using Software.

Exercise: Family Law--a Capitalization exercise

You need to have access to the Internet to be able to copy the text used in this activity. If you do not have access to the Internet, replace this text with a text of your choice.

■ **Importing text into Tense Buster authoring program**

1. Make sure that you are connected to the Internet and you are in a Web browser (e.g., Netscape Navigator).

2. To copy text for the exercise, you need to access the LINC 4 & 5 Curriculum Guidelines Web site. In the location box, type **http://alphaplus.ca/linc/** and press **Enter**. You should see the LINC 4 & 5 Curriculum Guidelines Web site on your screen.

3. Click on **Activities**. Scroll down the page until you see the heading number 21, "*Family Law*." Click on **Family Law**
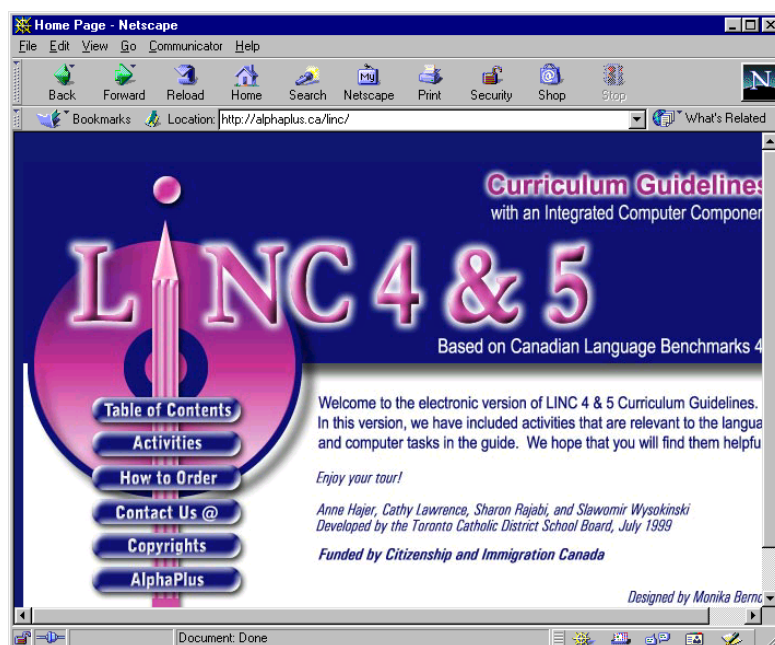
TENSE BUSTER ADVANCED • 5

What is Tense Buster?

Tense Buster is a multimedia program that helps learners improve their grammar skills. The program is available at five levels of difficulty: **Elementary**, **Lower Intermediate**, **Intermediate**, **Upper Intermediate**, and **Advanced**. We recommend that Tense Buster Upper Intermediate and Advanced be used with LINC Five learners.

Tense Buster features are shared among the five Tense Buster programs. In each level, we discuss the features that we think are most relevant to that level. However, the features discussed in one level are not limited to that level only. They build on those discussed in the previous levels. Therefore, before teaching this level, make sure that your learners are familiar with the skills in the previous levels. If you are new to Tense Buster, we recommend that you read the Tense Buster sections in the previous LINC levels before proceeding to this section.

Features

TENSE BUSTER ADVANCED

■ Tense Buster Advanced consists of the following seven units:
- Past Perfect
- Articles
- Reported speech
- Passives
- Phrasal verbs
- Vocabulary
- How to learn faster

Each unit is made up of several exercises. Highlighting a unit title in the main menu (e.g., Reported speech-see picture) opens a cascading menu of the exercises available in that unit.
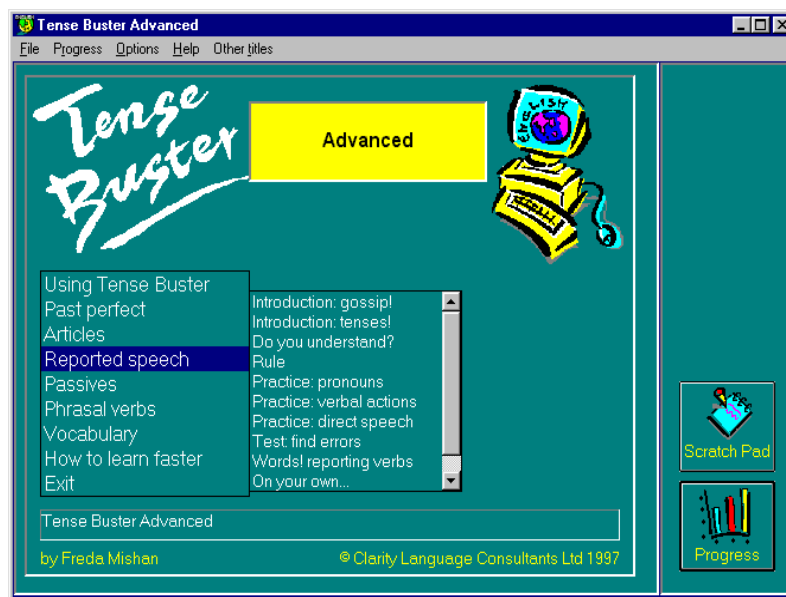
Tense Buster Advanced Main Menu

TB ADVANCED AUTHORING • 5

What is Tense Buster Authoring Kit?

The Authoring Kit is a program that allows users to create Tense Buster exercises in five levels: **Elementary**, **Lower Intermediate**, **Intermediate**, **Upper Intermediate**, and **Advanced**. Since Tense Buster exercises are not theme based, this program is particularly helpful when you need to create an exercise that builds on a unit you have prepared. The Authoring Kit gives you complete control over choosing the text, type of exercise, and instructions.

Since we recommend that LINC Five use Tense Buster Advanced, we have created an exercise using the Tense Buster Advanced Authoring Kit. It is a **text only** that can be used as a supplementary exercise for Employment-Job Search Resources in the LINC 5 Curriculum Guidelines.

If this is your first time creating a Tense Buster authoring exercise, we recommend that you read the Tense Buster Authoring Kit section in this guide.

Exercise: Work Search

You need to have access to the Internet to be able to copy the text used in this activity. If you do not have access to the Internet, replace this text with a text of your choice.

1. Make sure you have logged in as instructor.

2. Open **Start** | **Programs** | **Clarity** | **Advanced Authoring**.

3. Click **New**.

4. Select Type of exercise: **Text only**, click **OK**.

5. Click in the white area. Type in your text[1].

6. Write the instructions for your exercise in the yellow area. For example, write: Read the following information. Read the instructions at the end of the text. Use the Scratch Pad to make a career plan. (See picture.)

7. Enter the instructions at the bottom of the text (see picture).

8. Enhance the exercise by bolding the instructions, increasing the title's font and centring it, and changing the colour of the headings.

9. You do not have access to any feedback, hint, or marking options in Text only exercises

---
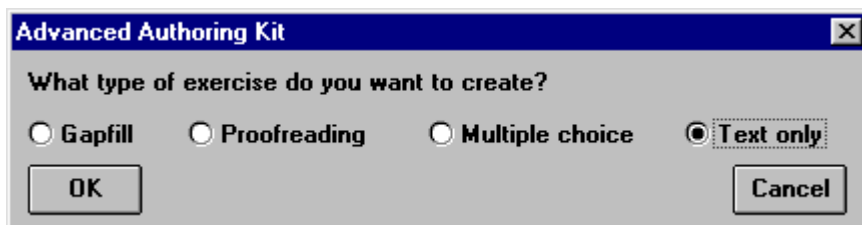
[1] See "How to look for work" at the end of this section.