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HEADSTART



MANUAL OF ADMINISTRATION

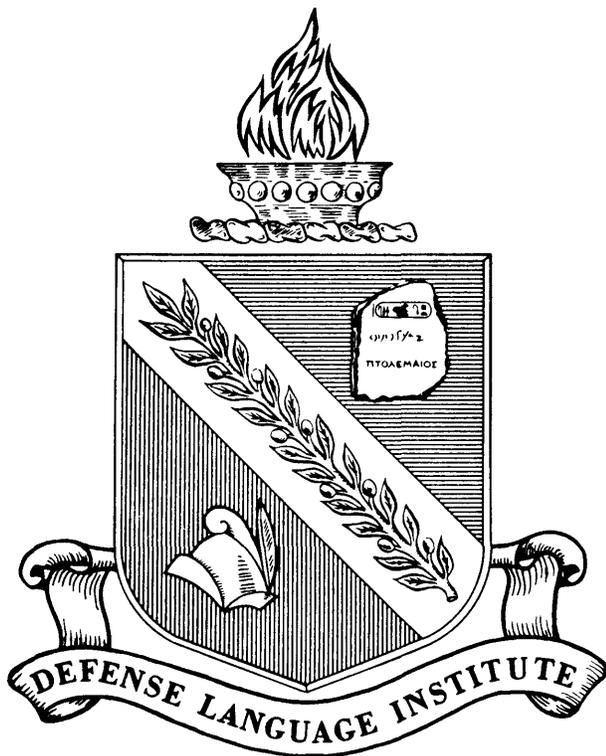
**PREPARED BY THE
DEFENSE LANGUAGE INSTITUTE
FOREIGN LANGUAGE CENTER**



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GERMAN PROGRAM

MANUAL OF ADMINISTRATION



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PREFACE

This manual provides information on the implementation and administration for the HEADSTART GERMAN ORIENTATION PROGRAM.

This is a self-paced and self-instructional program. Materials for the course are identified in Section 1, paragraph II of this manual.

CONTENTS

SECTION 1: GENERAL

I. Description of Course 1

II. Materials supplied to Education Services by the
Defense Language Institute, Foreign Language
Center 4

III. Management Guidance for Administration 6

SECTION 2: TESTING

I. General 8

II. Test Administration 9

SECTION 1: GENERAL

I. DESCRIPTION OF COURSE

1. Purpose: The German Headstart program serves to:
 - a. Provide orientation training in the German language for military personnel and their dependents to enable them to communicate in everyday situations, such as small talk, traveling, eating out and shopping.
 - b. Provide information on German culture to assist personnel to adjust successfully to a new cultural environment and to enable them to respond appropriately in situations requiring cultural awareness.
 - c. Facilitate effectiveness of newly arrived personnel in the German environment.
2. Objectives: The student of this course will be able to:
 - a. Communicate in situations that have a high contact frequency between Americans and Germans, such as asking for directions, eating, shopping and traveling.
 - b. Read public signs, menus and similar printed material.
 - c. Respond appropriately in situations requiring awareness of cultural differences.
3. Scope: The course material consists of:
 - a. Nine modules in three volumes with corresponding tapes. Each of the modules (except the ninth) is divided into units which include specific performance objectives. All units, except Unit 1 of Module I, contain a short conversation centering around a meaningful situation and practice exercises to reach the stated objectives. After the exercises there are additional mini-dialogs which allow the student to check his comprehension and practice what he has learned in a new context. After each unit, a Self-evaluation Quiz enables the student to check his mastery of the objectives. Following the Self-evaluation Quiz is a Guide for Review which directs the student to various Supplementary Exercises designed to remediate problems which he might have encountered during the Self-evaluation Quiz. To determine if the problem has been solved, a Supplementary Self-evaluation Quiz follows each Supplementary Exercise.

- b. An optional module (text only) for women in the Armed Forces and female dependents. It is designed to provide additional information, vocabulary and exercises.
 - c. A booklet in English with cultural notes. This booklet provides orientation on the cultural environment in which the student will find himself. It also includes information on German behavior patterns, attitudes and values, cultural Do's and Don'ts and a short True/False Quiz.
 - d. A cumulative glossary in German-English and English-German. This cumulative glossary is alphabetically arranged and contains all vocabulary items presented in the course.
 - e. An End-of-Course Test.
 - f. An Instructor's Guide. It is designed to provide guidelines and helpful hints for instructors who will be offering supplementary instruction in the classroom.
 - g. A Student Guide. This booklet contains crucial information and directions for the new student and should be read thoroughly prior to participating in the program. The student should also consult this booklet frequently while working through the materials.
4. Mode: The mode of the course is:
- a. Self-paced. The course is designed to be used by the student at his own pace. Some students will reach the objectives by working through the exercises once, while others will need to go over some of the exercises several times to reach the objectives. Students are not compared with each other. Estimated study time required for completion of the course ranges from 30 to 100 hours, depending on such factors as student aptitude, language background, and motivation.
 - b. Self-instructional. In the exercises, the student interacts extensively with taped voices of native German speakers. Explanations and directions are given on tape only. The text primarily contains the language material consisting of dialogs, examples, cues and models of specific problem areas, as well as supplementary exercises and quizzes.

5. Learning Activities: To the extent necessary to reach the objectives, learning activities are designed to develop skills in speaking, understanding and reading German. Brief explanations lead the student through practice exercises. The student receives immediate feedback by hearing on tape what he should have said.

a. Skill in speaking is developed by:

(1) Interaction with taped voices of native speakers of German in short conversations.

(2) Repetition exercises based on structures contained in the conversations and using related vocabulary.

(3) Completion of sentences with a cue given on tape and a second cue (English or German) in the text.

(4) Cued production of phrases and short sentences in German.

b. Skill in understanding is developed by:

(1) Practice in listening.

(2) Listening and repeating.

(3) Translating German phrases and expressions and short sentences into English (oral and written).

c. Skill in reading is developed by:

(1) Practicing reading aloud.

(2) Translating German signs, menus, and similar materials into English.

6. Confirmation: In all exercises done with the tape, the student will hear immediate confirmation of his responses. The Guide for Review at the end of each unit tells the student which supplementary exercises he should do to remedy his deficiencies which were revealed to him by having failed certain items on the Self-evaluation Quiz.

7. Module Length and Content: The length of the nine modules varies. The reason for the difference in length is that initially the student has to learn the fundamentals of understanding, speaking and reading German, while in later modules these basic language skills are amplified and reinforced by new vocabulary items and structures pertinent to the situation covered. Therefore, students are not expected to spend the same amount of study time on each module.

II. MATERIALS SUPPLIED TO EDUCATION SERVICES
BY THE DEFENSE LANGUAGE INSTITUTE, FOREIGN LANGUAGE CENTER

1. Each student binder sent to the Education Services Office from the Defense Language Institute will contain:

- a. A Student Guide.
- b. Three textbooks.
- c. Fourteen cassettes to accompany the three textbooks.
- d. One module for women (no accompanying tape).
- e. Cultural Orientation Notes, a booklet in English.
- f. A cumulative German-English and English-German glossary.

2. In addition, the Education Services Office will receive a test package.

- a. Each test package will contain:
 - (1) Ten copies of the test booklet for the End-of-Course Test.
 - (2) Two copies of the End-of-Course Test tape.
 - (3) Two stencil scoring keys for the End-of-Course Test.
 - (4) A one-page printed key provided as a double check against the stencil key. This printed key contains the answers to the multiple-choice section of the End-of-Course Test.
 - (5) An initial issue of answer sheets (DLIFLC Form 104) for the End-of-Course Test.
 - (6) Certificates of Completion (DLIFLC Form 122), which will be issued by the Education Services officer, the course manager, or the unit commander, as appropriate.

b. Test control:

- (1) The End-of-Course Test will be a controlled item as long as in use.
- (2) All test materials should be:
 - (a) Stored in a locked container when not in use.
 - (b) Inventoried quarterly by the Education Services officer.
 - (c) Logged in and out each time used,
 - (d) Controlled to insure that only authorized personnel are permitted access to them.
 - (e) Properly disposed of when no longer needed, used answer sheets included.

III. MANAGEMENT GUIDANCE FOR ADMINISTRATION

1. For Education Services:

a. Personnel: Where possible, make available a person with a working knowledge of German at scheduled times to assist students.

b. Logistics.

(1) To receive materials on a nonreimbursable basis, the Education Services Office must establish an approved language program and project requirements IAW Joint Regulation AR 350-20, OPNAVINST 1550.7A, AFR 50-40, or MCO 1550.4C.

(2) Additional answer sheets and Certificates of Completion are available at no cost from DLIFLC, ATTN: ATFL-DIN-N, Presidio of Monterey, CA 93944.

c. Implementation.

(1) Issue student binder.

(2) Conduct course (see Instructor Guide).

(3) Administer the End-of-Course Test in accordance with Section 2, Testing, to any student who feels he is ready; and if he scores 40 or higher on this test, issue Certificate of Completion (DLIFLC Form 122). If the examinee scores lower than 40 on the test, he must arrange to take the End-of-Course Test again and pass it in order to receive credit for successful completion of the course.

2. For the Instructor: The German-speaking personnel should:
- a. Familiarize themselves thoroughly with the course description (Section 1 of this Manual), the course, and the End-of-Course Test.
 - b. Read and use the Instructor Guide.
 - c. Listen to the tapes before attempting to begin actual instruction.
 - d. Monitor and score the End-of-Course Test, following instructions in Section 2.
 - e. Be available to counsel and assist students, keeping in mind that the instructional purpose of the course is to provide survival-level language skills. Detailed explanations involving grammatical terminology should be avoided unless a student asks for them.
 - f. Counsel students whose test score is lower than 40 by determining the test area in which the student made most of his mistakes and directing the student to review exercises which address his problem area.

SECTION 2: TESTING

I. GENERAL

1. The use of standardized procedures for administration and scoring of the End-of-Course Test is required to monitor student progress throughout the course. DLI Form 104 will be used by the examinee in marking his responses. It is important that the test monitor familiarize himself with the End-of-Course Test and administration and scoring procedures before administering the test.

2. The examinee is not permitted to bring anything into the test area. The directions to the examinee for filling out the answer sheets and making responses to test questions are given on the master tape. The length of the test is controlled by this tape. The End-of-Course Test consists of 50 items in five parts.

II. TEST ADMINISTRATION

1. The following test materials are required for test administration and scoring of the first section:
 - a. One test booklet for every student taking a test.
 - b. One no. 2 pencil for every student.
 - c. One DLI Form 104 answer sheet for every student.
 - d. One master tape for the test.
 - e. One stencil scoring key.
2. The test monitor should:
 - a. Prepare the test material and required equipment prior to examination time.
 - b. Insure that test materials are associated with the DLIFLC German Headstart.
 - c. Insert the master tape into the recorder and advance the tape until the name of the test is heard.
3. After the examinees are seated, the test monitor should:
 - a. Make sure that all the examinees are able to hear the tape be replaying the name of the tape.
 - b. Tell the students to raise their hands if they cannot clearly hear the instructions on the tape.
 - c. Correct any problems as necessary, rewinding the tape to the beginning and replaying as required until all students can hear clearly.
 - d. Pass out the pencils, answer sheets, and test booklets.
 - e. Tell the students to turn the cover page to the Notice to all Personnel and direct the examinees to read this page silently.

- f. Tell the examinees to read the next pages: Answer Sheet Instructions and General Instructions.
 - g. Start the tape.
 - h. Stop the tape at the end of Part IV, the listening portion of the test. Tell the examinees to go on to Part V, Reading Comprehension. When they have finished reading the instructions and the example, give the signal for the examinees to begin the test simultaneously. Only five minutes will be allowed to complete this portion.
 - i. Collect and grade the tests. A minimum score totaling 40 points (80%) is required for the student to pass the course and receive a Certificate of Completion.
4. The test consists of 50 items in five parts.
- a. The first part consists of five recorded German sentences containing numbers (prices, time, and so forth). From among three choices printed in the test booklet, the student selects the appropriate English translation and marks his answer sheet accordingly.
 - b. The second part consists of 15 sentences recorded in German and three printed English translations for each sentence from which the student selects the most accurate translation.
 - c. The third part consists of 10 questions recorded in German and three recorded responses. The student selects the most appropriate response to the question.
 - d. The fourth part consists of 15 situations described in English on tape and printed in the test booklet. Three responses are recorded in German for each situation, and the student selects the most appropriate response.
 - e. The fifth part consists of five signs printed in German and three English equivalents. The student selects the best English equivalent.