

HUBBARD COMMUNICATIONS OFFICE
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Remimeo
(Translate to
European
Languages)
Supervisors
Students

Tape-Course Series No. 9

SETTING UP AND USING A TAPE PLAYER

Tapes of course materials must always be listened to through high quality high fidelity earphones. This permits the listener to be undisturbed by other noises in the area, as well as prevents others from being disturbed by the tape being played. High fidelity earphones permit the listener to have his undivided attention on the tape and produce a pleasant and easy to listen to sound which closely duplicates what is spoken on the tape.

The tape player used must also be of high quality to reproduce the sound without adding to or distorting what is on the tape. Poor quality sound is difficult and annoying to listen to and causes misunderstandings by preventing the listener from hearing exactly what is said. Properly cared for and regularly maintained, a high quality player will last several times as long as one costing half as much which never does produce a good quality sound.

SETTING UP THE TAPE PLAYER

1. The tape player is set up on a steady bench, table or platform at a comfortable height so the student can operate the controls easily when seated in front of it.
2. If possible the tape machines should be set up so that the student is facing the supervisor of the course, rather than the student having his back to the Supervisor. This enables the Supervisor to spot easily if the student has gone dull or sleepy from a misunderstood word.
3. The tape machine is plugged in, switched on, to check if the power is on and that the machine is operating.
4. The tape machine must be the type that is set up to operate with a start/stop foot-pedal switch. These can easily be obtained and fitted to existing tape players that do not already have them.

This is very important as the machine will be started and stopped many times by the student (with his foot on the pedal) while he is using his hands to look up words in the dictionary, fill in his checksheet etc.

The connected foot pedal is placed where it is in easy reach of the student's foot.

Test it to ensure it is working.

5. The tape player "playing head" across which the tape passes, is checked to ensure that it is clean. The tape coating comes off on the playing head and after a time the sound is badly blurred.

If the playing head appears dirty or the sound is blurred, the tape head must be cleaned. This is done using a cotton swab on a toothpick and cleaning fluid. It is rubbed across the playing head until all the tape coating is removed.

6. The tape that is to be heard is obtained and put on the player and set up for start - by passing the "colored leader" on the tape and past the playing head and onto the empty spool. Make sure it is passed around the "roller guides" (designed to ensure it runs freely and doesn't catch and tear on any sharp edges).

7. Plug in the earphones, put them on, and switch on the tape to test them (to ensure they are working and the quality of sound is good). Adjust the tone and volume to suitable levels. Switch off the tape.

8. Place a good dictionary, a "demonstration kit", the course checksheet and a notebook and pen where they are in easy reach while seated at the tape machine.

9. Set the "tape counter" at zero and the tape at the beginning (by winding it back if it has started into the course lecture during the tests).

10. The student now seats himself at the tape machine and starts it. He listens carefully to the recorded material with the intention of understanding and duplicating it fully so he will be able to accurately apply the data.

11. Listen to the tapes in the order they are entered on your course checksheet.

12. Mark off each item on your course checksheet as you finish listening to it (or when you have "checked out" on it if the checksheet requires you are checked for understanding of the item).

13. Mark the "tape counter reading" of each item on your checksheet as that item begins on the tape. This gives you a reference by which you can find any item later on. You may be required to restudy some items by the Supervisor and you may want to hear some of them again yourself to clarify them with later tapes.

14. Rewind each tape onto its correct spool as you finish listening to it. Replace it in its box and return it to its correct place in the rack from where it came.

15. The Student must now also use Word Clearing technology to ensure he does not go past any words he does not understand and to locate and handle any words he has passed that he did not understand.

The Word Clearing procedures as done on taped materials are given on the next issues (10 and 11) of this Tape-Course HCOB Series.

Training & Services Aide

for

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FOUNDER

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