

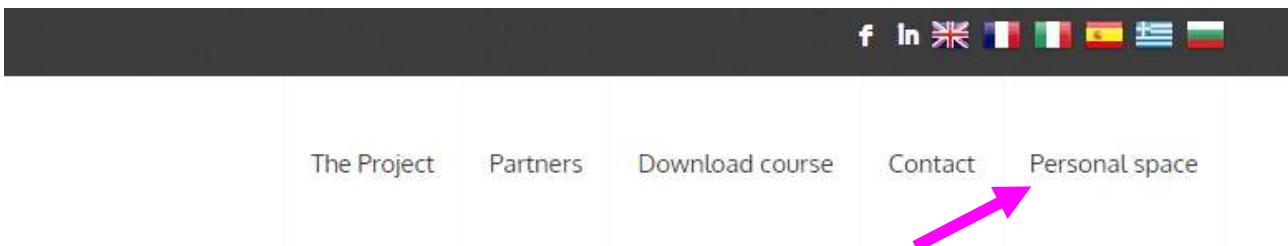
TUTORIAL GUIDE for the RETOUR PERSONAL SPACE

Before using the Personal Space:

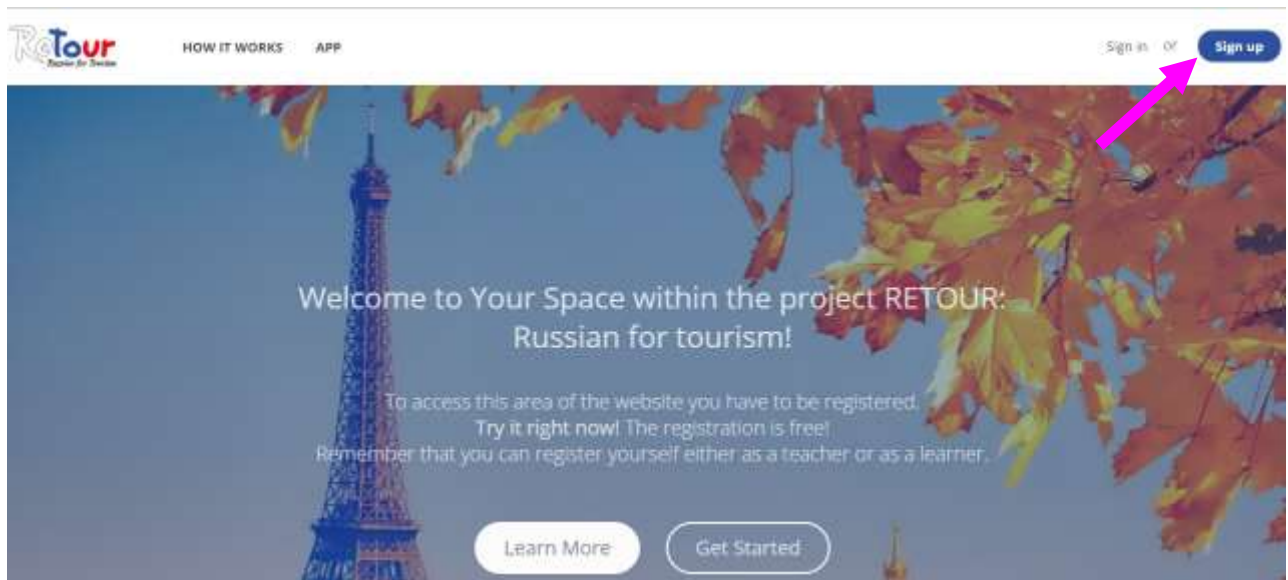
- Check if your computer has the updated version of Adobe® Flash® Player installed. You can visit the Adobe website for more information and download the latest version: <https://www.adobe.com>.
- Turn off other apps that may utilise your computer's microphone, such as Skype.

This Guide provides **step-by-step instructions** on how to use the RETOUR Personal Space:

1. The Personal Space is accessible from the RETOUR project website: www.russian-for-tourism.eu

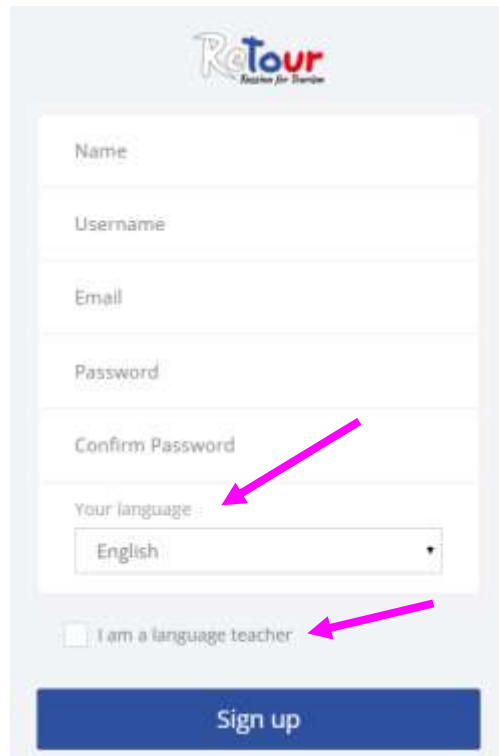


2. The first step is to register for your own account:

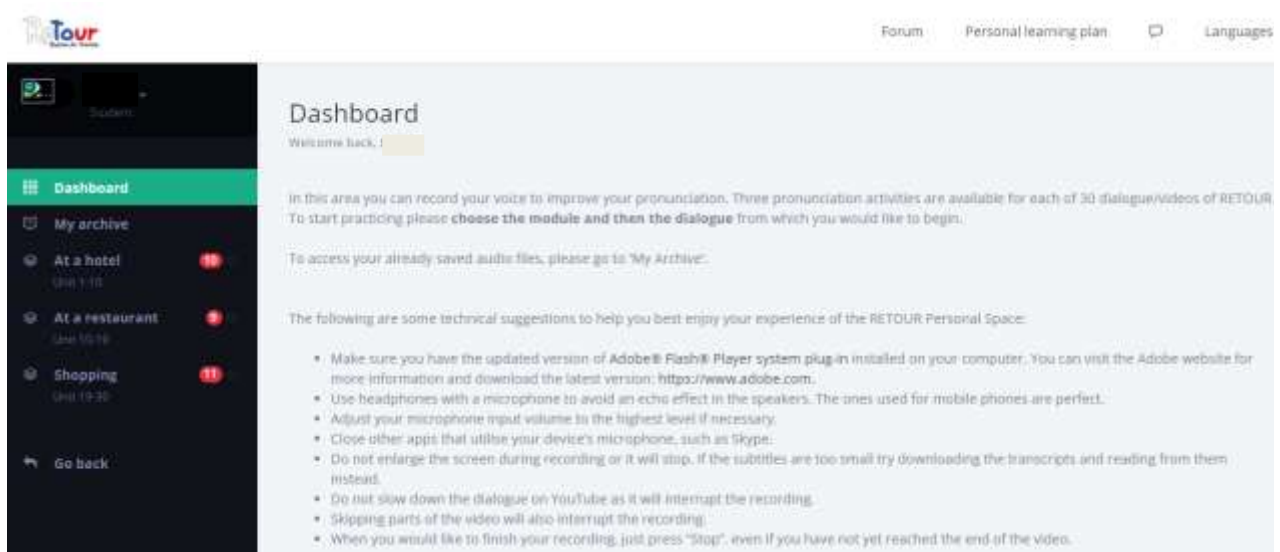


3. Fill in the required information and **don't forget to:**

- select the language through which you would like to learn Russian
- If you are using RETOUR as a teacher, make sure to select the “I am a teacher” option
- Make note of the user name, email address, and password you use when registering



4. An email will be sent to your email address. Click on the link in the email to activate your Personal Space. It will open up the following page:



Forum Personal learning plan Languages

Dashboard

Welcome back, !

In this area you can record your voice to improve your pronunciation. Three pronunciation activities are available for each of 30 dialogues/videos of RETOUR. To start practicing please **choose the module and then the dialogue** from which you would like to begin.

To access your already saved audio files, please go to 'My Archive':

The following are some technical suggestions to help you best enjoy your experience of the RETOUR Personal Space:

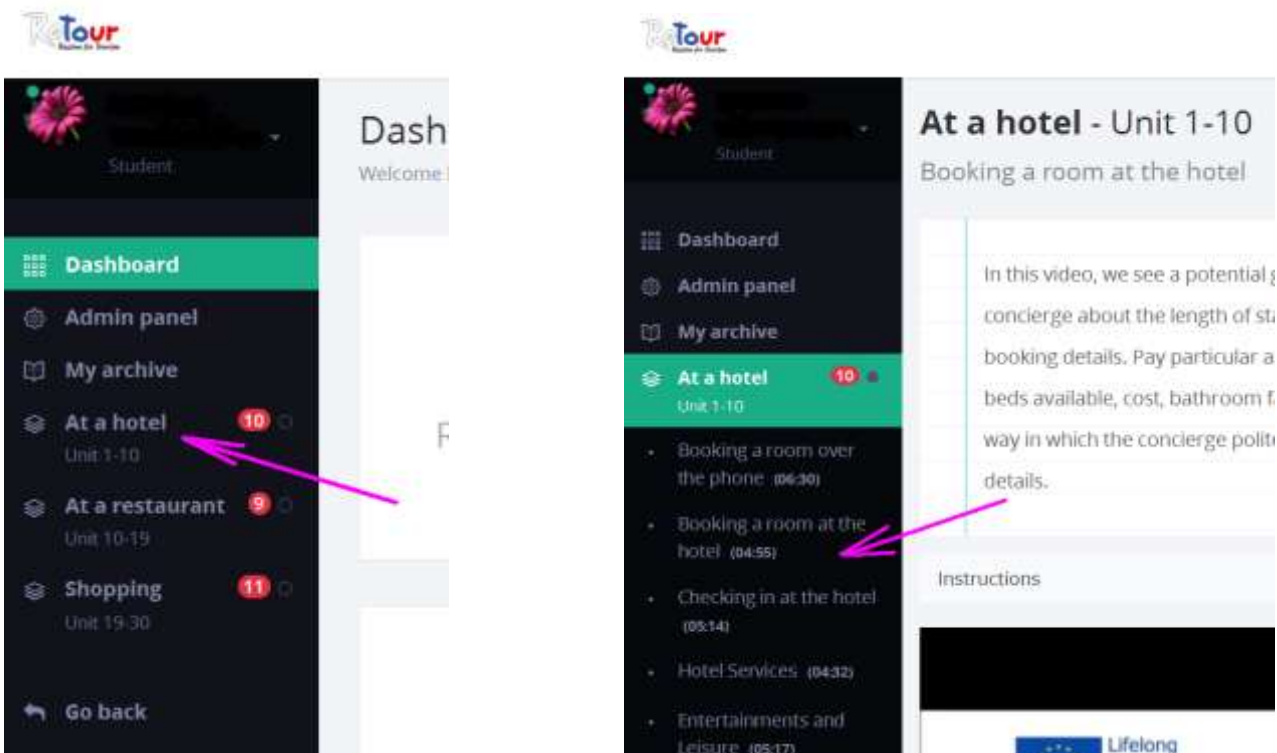
- Make sure you have the updated version of Adobe® Flash® Player system plug-in installed on your computer. You can visit the Adobe website for more information and download the latest version: <https://www.adobe.com>.
- Use headphones with a microphone to avoid an echo effect in the speakers. The ones used for mobile phones are perfect.
- Adjust your microphone input volume to the highest level if necessary.
- Close other apps that utilize your device's microphone, such as Skype.
- Do not enlarge the screen during recording or it will stop. If the subtitles are too small try downloading the transcripts and reading from them instead.
- Do not slow down the dialogue on YouTube as it will interrupt the recording.
- Skipping parts of the video will also interrupt the recording.
- When you would like to finish your recording, just press "Stop", even if you have not yet reached the end of the video.

At the top of the screen, you will find the options that will let you:

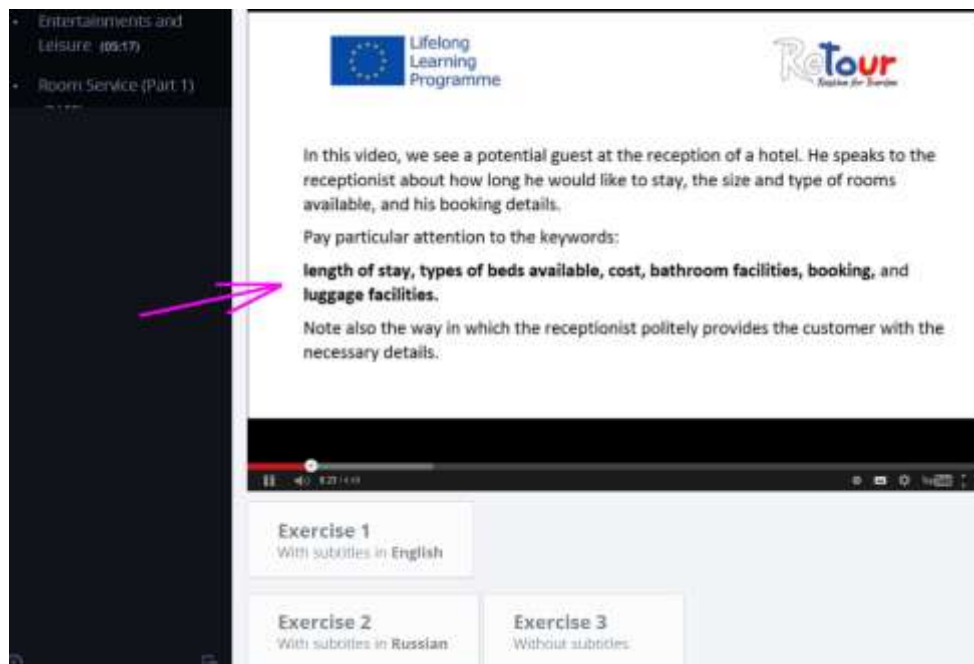
- change the language
- change your profile data



4. But the main function of the Personal space is the voice recording. All of the videos are listed in the black area on the left hand side of the page. Choose the section (for example “At a hotel”) and then the topic you are interested in working on.

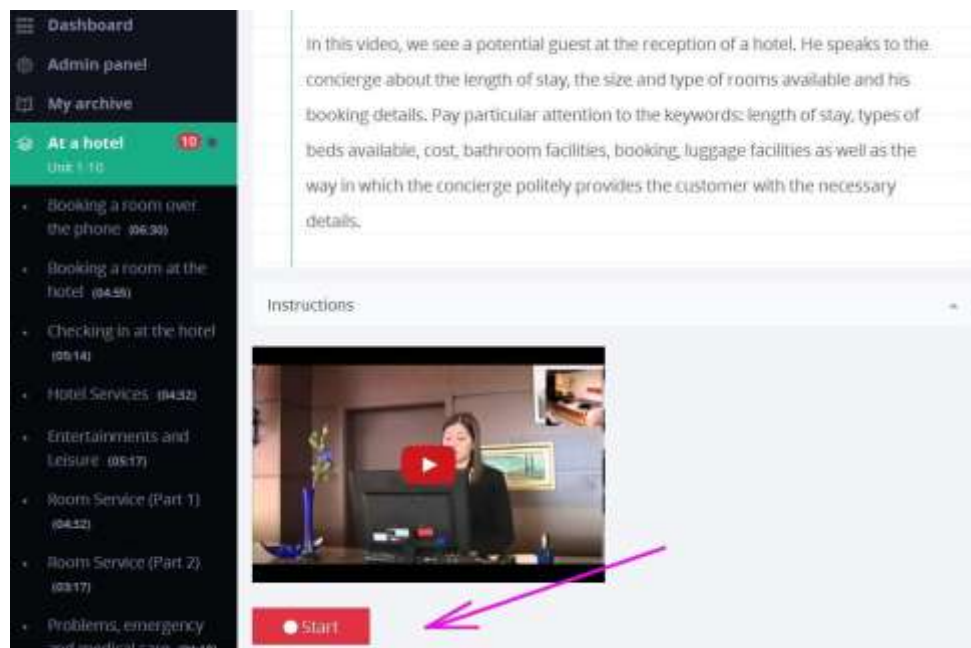


5. Before starting the exercises, watch the full version of the selected video at least twice. Remember that you can **also** access the full version of the videos on the RETOUR YouTube Channel.



6. Once you are ready to start, click on which 'Exercise' you would like to do. The first time you click on Exercise 1, 2 or 3, the system will ask you to authorise the use of the microphone: click on "yes".

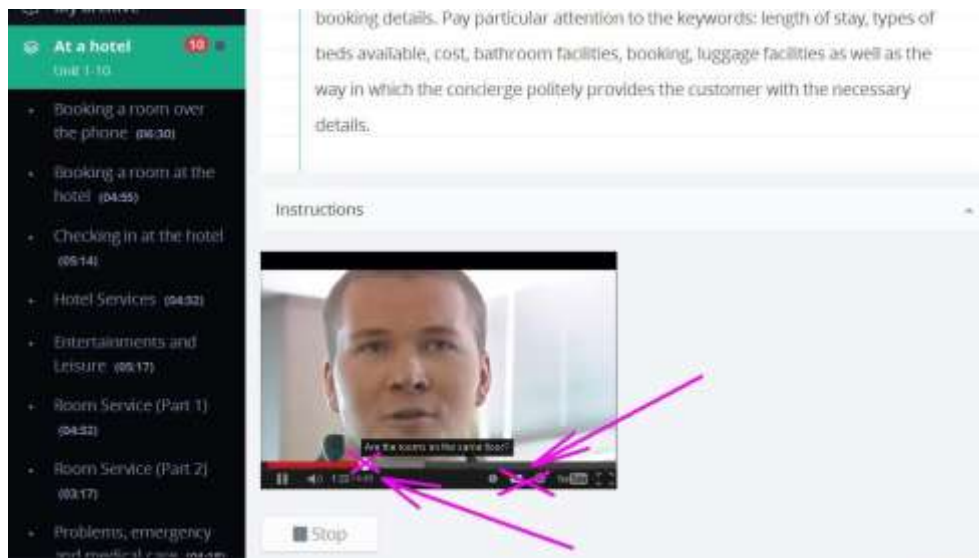
Exercise 1 will bring you to a video with subtitles in English (video version G). The goal is to record yourself saying the part of the muted staff member of the hotel, restaurant, or shop with the help of the subtitles.



When you press 'Start', the video will begin and so will the recording. Use headphones with a microphone to avoid the echo of the speakers. The ones you use for your phone should work

perfectly. Don't worry if the video is too fast at first. Keep trying until you have achieved an adequate speed to keep up with the timing of the video.

7. During the recording, you should let the video play. Even if you are using the YouTube videos, you cannot do things like slow down the speed of the dialogue. Otherwise, you risk interrupting the recording and the synchronisation.

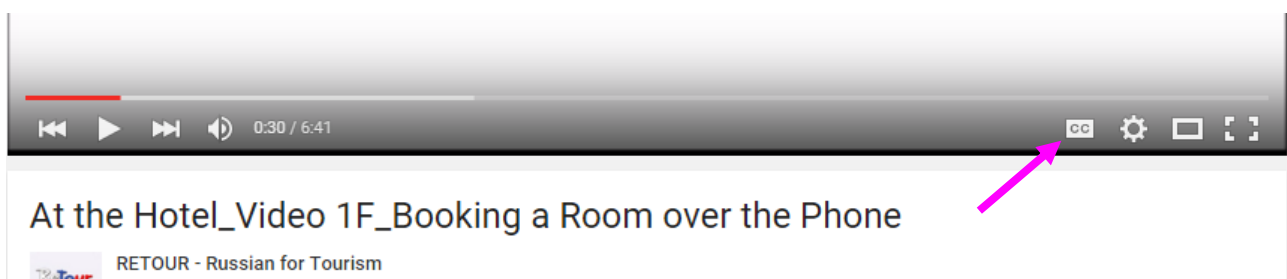


For the same reason, when recording, do not skip the video forward. When you want to finish, just press Stop, even if you have not finished the whole dialogue.

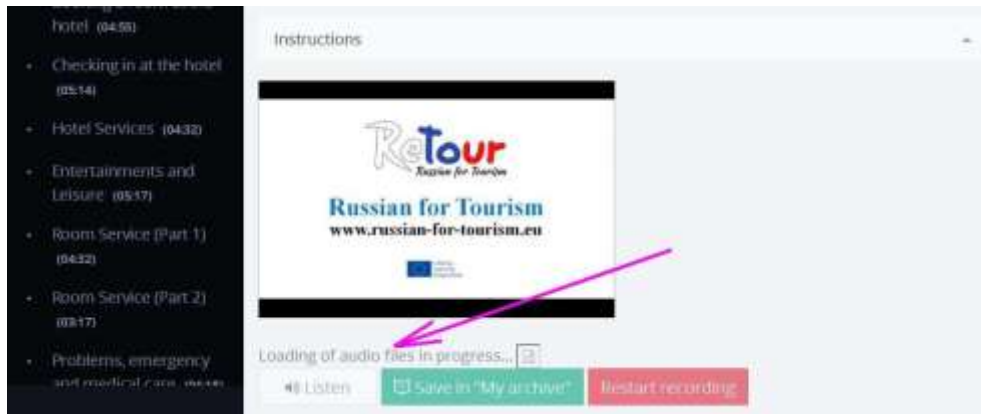
Do not enlarge the screen during the recording (or you will stop the voice recording).

If you find the subtitles onscreen too small to read, download the transcript of the dialogues from the project website and read from them instead.

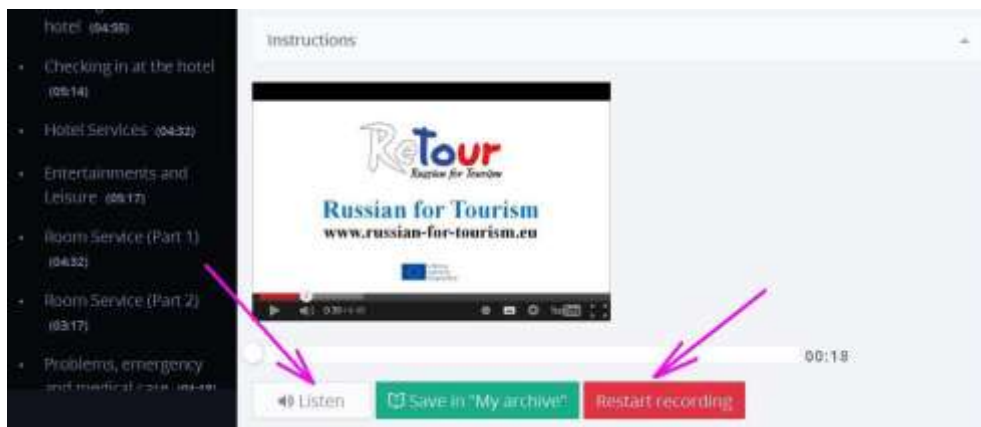
8. If you can't see the subtitles, click on the CC button in the lower right corner of the screen to turn on closed captions.



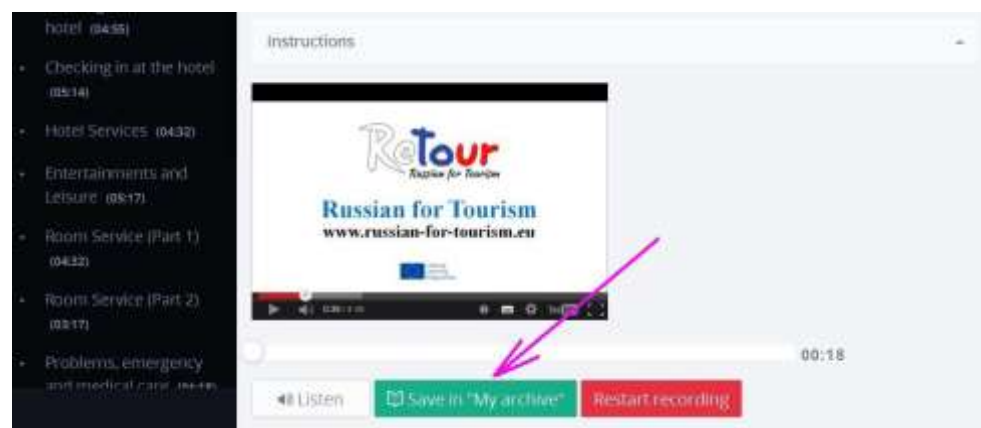
9. When you have finished recording, press stop and then wait for a few seconds to allow the system to save your recording.



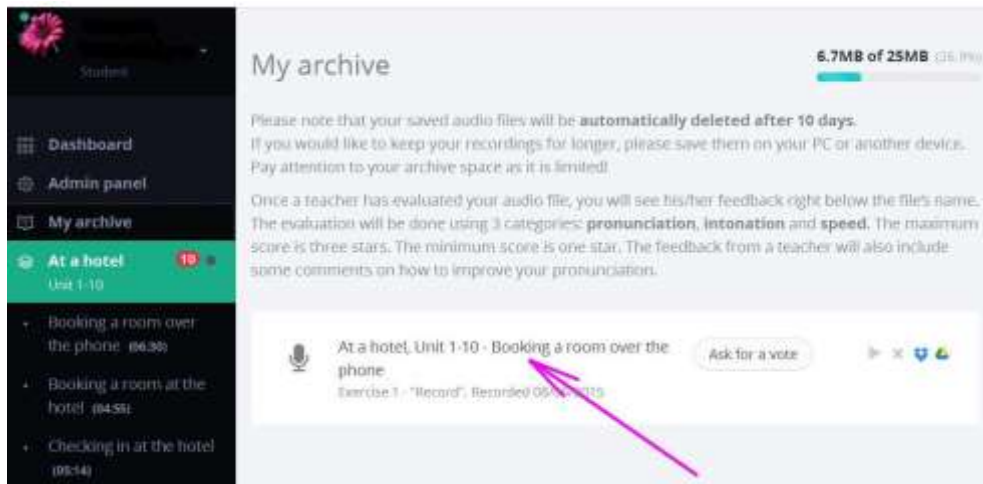
10. Listen to your recording by clicking the white button marked “Listen”. If you are not happy with the recording, you can press “Restart” to try again.



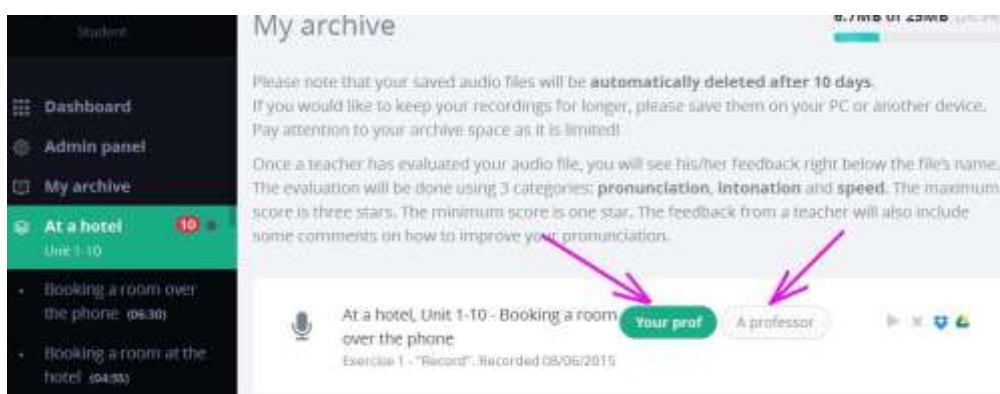
11. Keep trying until you get a version you are happy with! You can save the ones you’re happy with to your archive.



12. Once you have saved your recording in your archive, you can listen your recording again by clicking on it.

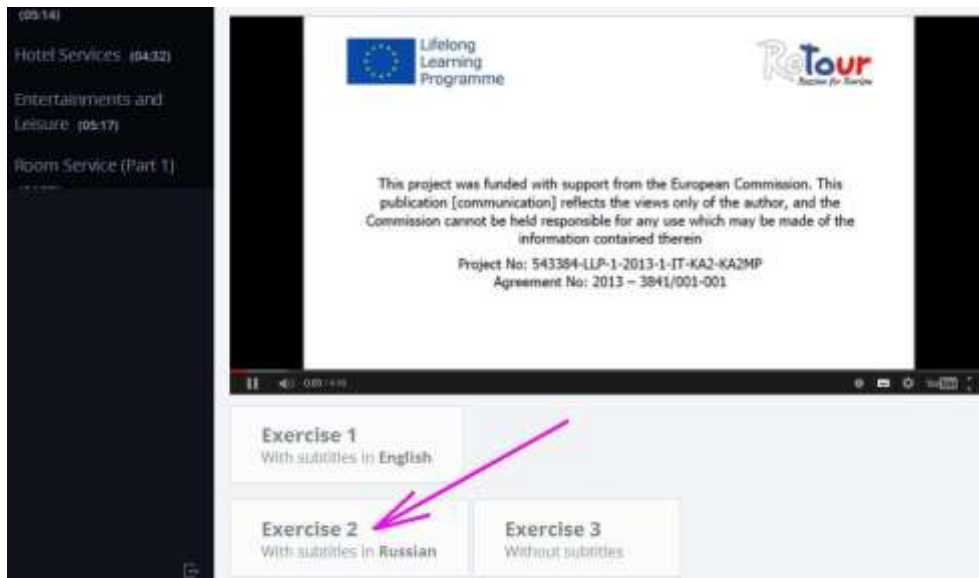


13. You can also ask your teacher to vote on your recording (if he or she is also registered on the Personal Space) or you can ask one of the RETOUR Russian teachers. Click on “Ask for a vote” and then select “A professor”, if you don’t have a teacher. Otherwise, select “Your prof” and then “Sync.”



When a teacher listens to your recording, they can provide you with a score and some useful tips!

14. If you chose ‘Exercise 2’ instead of ‘Exercise 1’, it’s the exact same process described in steps 6 to 12 but the subtitles will be in Russian.



15. If you chose ‘Exercise 3, it’s the exact same process but there are no subtitles to help you. Try to remember the lines of the staff member. If you can’t remember them exactly, paraphrase. The most important thing is to keep up with the pace of the video.

This is very challenging so don’t worry if it takes lots of practice. While practising your lines, you are also practising tone, pace, and pronunciation, all while learning lots of new vocabulary!

„This project has been founded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission can not be held responsible for any use which may be made of the information contained therein.”