**Welsh writing in English**

**Interactive and PowerPoint file guidance**

**Interactive file guidance**

The first screen is a contents page containing a list of the activities for that poem – click on each button to access the individual activities.

The contents page for each poem may be accessed by clicking on the 'Welsh writing in English' button in the top left corner.

The blue box at the top of the screen in each activity contains the question to be discussed.

The poem (or part of the poem relevant to that question) is displayed as the main text on each screen. The poem can also be downloaded in pdf form by clicking on the 'open full poem' button on the bottom toolbar.

Prompts (to guide discussion) may be displayed by clicking on the prompt (question mark) button on the bottom toolbar.

A prompt box will be displayed in the main text to the right of the poem. The first prompt is automatically generated when users click on the prompt button. Any further prompts may be displayed by using the arrows to navigate back and forth – the number of prompts is also indicated by the number of squares in between the arrows. Click on the prompt button for a second time to close the prompt box.

Some activities contain the 'show/hide answers' button. Users may then click on this button to display highlighted text in the poem which is relevant to the question being discussed. In the case of missing words activities, these can be typed into the spaces provided in the poem before the answers are revealed.

A pen or highlighter may be used on screen during each activity – to use this, click on the pencil button on the bottom toolbar. To delete comments made using the pen, click on the delete part of this button.

Some poems also contain a glossary at the end of the file. In the glossary, various words are highlighted and users may click on these to display further information about their meaning.

**PowerPoint guidance**

The first slide of each PowerPoint file is a contents page containing a list of the activities for that poem – click on each button to access the individual activities.

**Activity A**

The green menu button is on the top right of each activity – clicking on this will take you back to the contents page.

**Menu**

**Users should navigate the activities using the menu button and contents page and avoid using the backspace button to return to the previous slide.**

The blue box at the top of the screen in each activity contains the question to be discussed.

The poem (or part of the poem relevant to that question) is displayed as the main text on each screen. If the poem is too long to fit on one screen, the second part of the poem is shown on a second screen for the activities where this is required by the question. For ease of reference, activities containing two screens are labelled '1' and '2' in the left corner at the top of the screen, and it is possible to click to view the next stanzas (or to return to the beginning of the poem) using the numbers '1' and '2' and the instructions in the right corner at the bottom of the screen.

Prompts (to guide discussion) may be displayed by clicking on the prompt (question mark) button on the right side at the bottom of the activities.

A prompt box will be displayed in the main text to the right of the poem. This will initially appear blank, and prompts may be displayed by clicking on the forward arrow. The number of prompts is indicated by the number of squares in between the arrows. Clicking on the backward arrow when more than one prompt is displayed will make the previous prompt disappear. Click on the prompt button for a second time to close the prompt box.

Some prompt boxes contain the instruction 'Consider the words shaded in yellow. Click to show shading.' In these prompt boxes, after initial discussion users may click on the large yellow button in the prompt box to display highlighted text in the poem which is relevant to the question.

A pen or highlighter may be used on screen during each activity – to use this, click on the pencil button on the left side at the bottom of the screen and select 'pen' or 'highlighter' as required. Please note that in order to click on the main menu or prompt buttons you will need to deactivate the pen or highlighter by clicking on the pencil button and selecting 'arrow'.

Some poems also contain a glossary at the end of the file. In the glossary, various words are highlighted and users may click on these to display further information about their meaning in the margins.