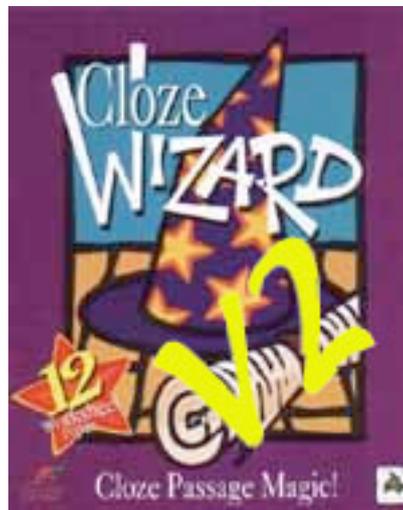


# Cloze Wizard Version 2.0

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# OVERVIEW

A Cloze passage is a reading passage in which the words have been systematically removed. The reader is asked to fill in the spaces with an appropriate replacement word.

Cloze procedure forces students to use their understanding of **syntax**, grammar and semantics (meaning) to make meaningful guesses about the missing word. It slows down the reading so that students concentrate on the meaning of the text.

Cloze Wizard is a powerful teaching utility that allows for quick and easy production of cloze passage exercises and a range of other language based worksheets.

Students often need to see text in a range of different formats to fully understand the meaning of terms and phrases used. Cloze Wizard follows in the footsteps of our highly Crossword Wizard, giving Teachers a similarly easy to use interface and professional printouts.

Cloze Passage Wizard features;

- ⇒ The ability to add your favourite graphics to illustrate your passage
- ⇒ View wordlist and passage on screen
- ⇒ Reset the passage anytime
- ⇒ Export/Import Cloze or Text as a text file to and from a word processor
- ⇒ Fully control of Font selection and Sizes
- ⇒ Print Preview
- ⇒ Automatically extract every nth word
- ⇒ Selection of individual words or every occurrence of a word for removal
- ⇒ Create custom lists for removal from the passage and future passages
- ⇒ quality Cloze worksheet printouts from the one passage
  - Cloze Passage with wordlist
  - Cloze Passage without wordlist
  - Cloze Passage with extra words in wordlist
  - Cloze Cover Up
  - Cloze Scramble
  - Cloze rewrite
  - Cloze Jumble
  - Cloze Meanings
  - Cloze Punctuation
  - Cloze Alternate words
  - Cloze Nonsense words
  - Cloze Readability Measure

Ideally suited to LOTE, English and all language intensive subject areas

**Cloze Wizard Player** - A separate cloze player allows you to play closes onscreen. Hints, Progress printout, Race the clock, Auto Marking with printouts, speech support and font control.

## **Technical Support**

If you are experiencing any problems you can call, fax or leave a message on;

Web - [www.rushsoftware.com.au](http://www.rushsoftware.com.au)  
Email - [support@rushsoftware.com.au](mailto:support@rushsoftware.com.au)

Remember to leave some details as to the problem and speak slowly when quoting your phone number. It is sometimes hard to reach you when you have classes or when we are at conferences, so if you don't mind us calling you at home please quote your home phone number and a suitable time (or better still use email). We are interested in what you have to say so be understanding if you don't hear from us straight away.

## **Hard Disk Installation**

### **Macintosh**

To install Cloze Wizard on a Hard Disk, insert the Cloze Wizard CDROM in any drive and double-click on the CDROM icon. This will then display the all the Rush Programs along with a number of file icons. Move the pointer over the Cloze Wizard icon and hold the mouse button down.

Whilst holding the button down, move the pointer to be on top of the hard disk icon and release the button. This "clicking and dragging"; will copy the program onto your hard disk drive. Explore the other programs that are on the CDROM, there are a number of demonstration versions of other Rush Software programs, a REGISTRATION code which can be purchased from Rush Software will be needed to activate each program.

To run Cloze Wizard simply open the Cloze Wizard folder and double-click on the Cloze Wizard program icon (This appears as a wizard's hat with CW on a pink background).

### **Microsoft Windows**

- Insert the CDROM into your CDROM drive. If your computer auto-starts CDROMs, a screen will appear displaying the programs that you can install.
- Select Cloze Wizard from the pop-up menu and then click the INSTALL button to start the process. Follow the onscreen directions to finish the installation.
- You can install all the programs on the CDROM but they will **ALL** run in demonstration mode until you purchase registration codes to unlock features.

**NOTE:** The Cloze Wizard code will **only** unlock that program.

Other programs on the CD are there for evaluation purposes and will run in demo mode.

If the CDROM does not auto start, do the following:

- Click the START menu and choose RUN.
- Either Type D:\Setup3.exe and press Enter to start the installation or use the BROWSE button to navigate to the CDROM drive
- Follow the installation instructions and a new Program Group and icons will be installed in a folder called "Cloze Wizard".
- Double-click the Cloze Wizard program icon to start or select Cloze Wizard from the Windows 98/2000/XP Programs Menu or use the Desktop shortcut for quick access to the program.

**Registration**

When running the program for the first time a Registration Window will give you the opportunity to enter your registration details. If you have a registration number (check the inside of the CD-ROM cover), enter your Name, School or Company and the REGISTRATION number and then click the REGISTER button. If you click the LATER button the Printing and Save features are disabled. To Register at a later time select REGISTER from the menu options.

# TEACHING STRATEGIES

In Cloze passages, words may be deleted on the basis of:

- fixed ratio eg every 7th word
- variable rating eg words are deleted from predetermined criteria such as content words or classifying adjectives. [Remember that lists of words can be created and saved in Cloze Wizard and be removed automatically]
- groups of words, phrases or sentences are deleted, requiring students to focus on the overall pattern and meaning of the text to replace them.

When using Cloze as a teaching strategy remember that **Dependent Readers** cope best with Cloze where 1 word in every 12 - 15 words is removed. **Less Dependent Readers** cope with best with Cloze where 1 word in every 8 - 10 words is removed and **Independent Readers** cope best with Cloze where 1 word in every 5 - 8 words is removed.

## **Points to remember:**

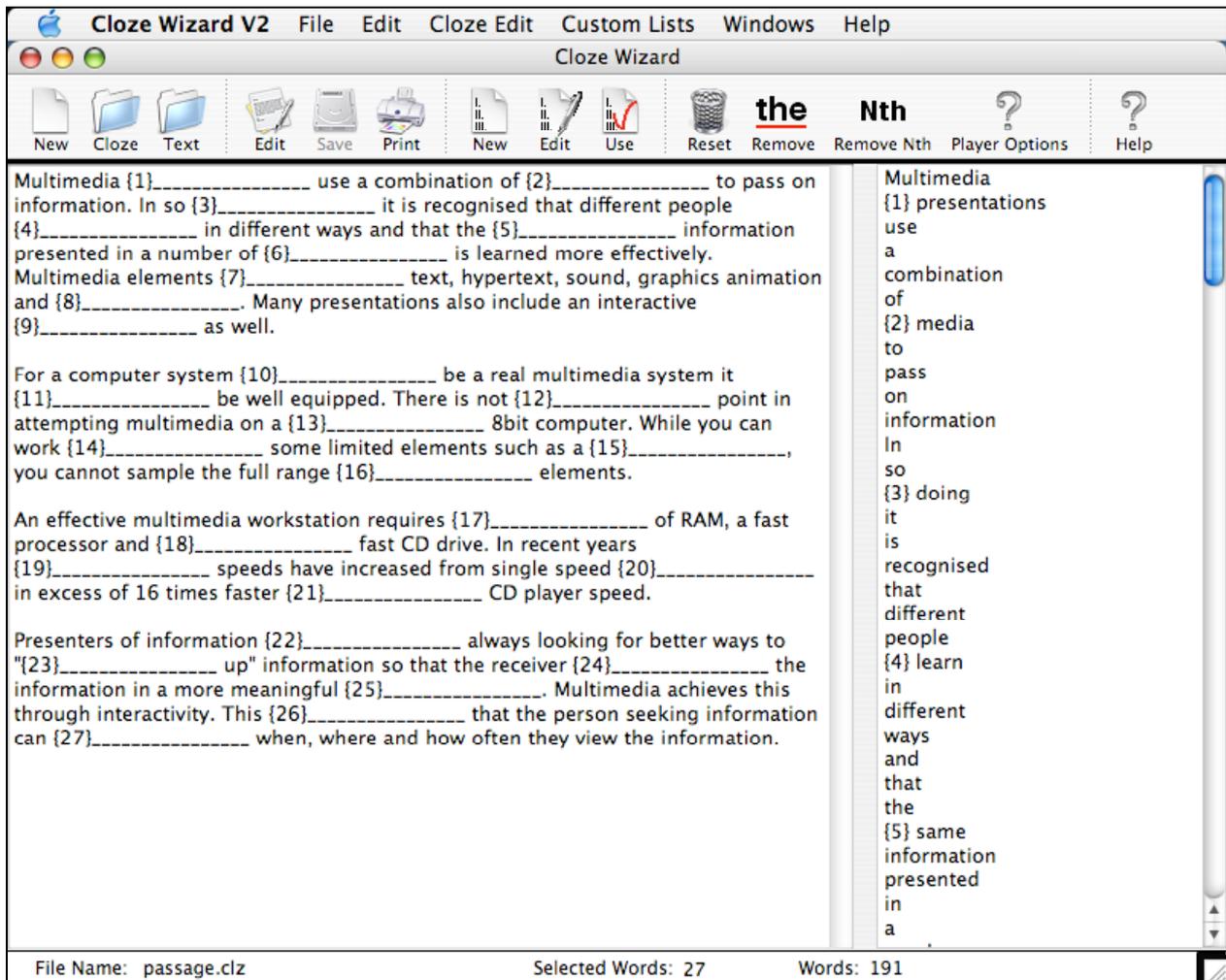
- Provide a meaningful context for the cloze.
- Have a clear purpose in mind and create the cloze accordingly.
- At least the first and last sentence should be left intact to provide a context for the reader.
- Use the range of worksheets provided in Cloze Passage Wizard to cater for groups of students with different needs.
- It is important to have students compare their solutions with other student solutions, to discuss and justify their selections.
- Before students are asked to engage in the cloze activity independently of the teacher they need to be shown how to go about doing a cloze passage. During initial stages the teacher should work with students going through the following steps whilst impressing upon them that they will do the same when they attempt the activity in small groups.
  - Include and discuss any graphics that will assist the context
  - Read the Title - discuss what the text will be about
  - Read all the passage and hum whenever there is a gap
  - Begin again and read to the first gap
  - Guess the word for the gap. Discuss your choice
  - If you can't think of a word for a gap leave it out and come back to it later. There may be a clue further on in the passage.

Print the Cloze Passage and Solution to the passage on an Overhead Transparency to allow for a class walk-through and easy marking.

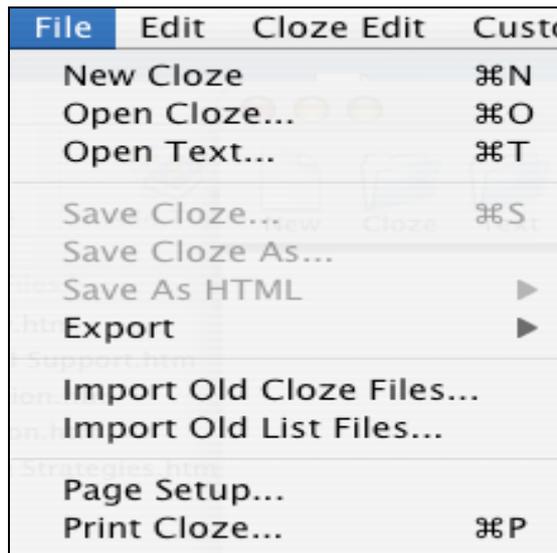
## Creating a Cloze

To create a cloze passage, follow these steps;

- Select **NEW** to clear any currently displayed cloze
- Select Edit Cloze Text
- You can either begin entering text or open a previously created text file. When your passage is complete select Continue.
- The text will be displayed in the Cloze window and the words from the cloze will be displayed in the list on the right hand side.
- Clicking on the words in the list will toggle them as selected or unselected, enabling you to select the words to be removed from the cloze. Clicking on the word a second time replaces the word in the passage. There are a number of tools to help you remove words efficiently from the passage. You can remove every nth word automatically, remove every occurrence of a word or remove a custom list that you have created. This can all be achieved at the click of a button.
- After you have selected your words you can **save the Cloze Passage** and then print the cloze using a variety of layouts and styles.



## Menu/Button Options



### **New Cloze**

Select this option to clear the currently displayed cloze. You will be asked if you want to clear the cloze. Select YES to clear the cloze or NO to continue working with the currently displayed cloze.

### **Open Cloze**

When selected, a dialog box will appear asking you to select a file from the list of clozes. Select a file and click on OK to open the cloze.

### **Open Text**

When selected, a dialog box will appear asking you to load a text file that you may have previously prepared in another program. Select a file and click on OK to open the text.

### **Save Cloze**

When selected, the current cloze will be saved. If there is no filename for The cloze, a dialog box will appear asking you to enter a filename. Enter a filename and click OK. The cloze will be saved under that filename.

### **Save Cloze as...**

Use this option to save the cloze under a different filename.

### **Save As HTML...**

Use this option to save the cloze as a static HTML page ready for publishing on the web.

### **Export**

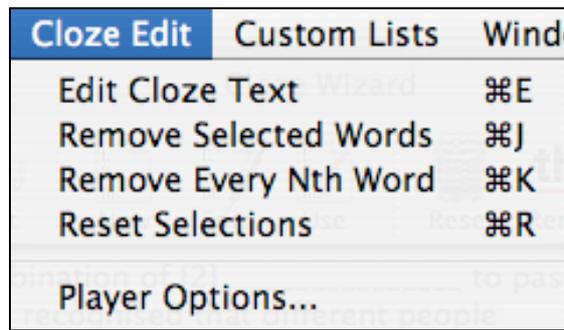
You have a choice of exporting the passage, passage and wordlist or the passage answers as a text file. You may wish to do this if you want to import the file into a wordprocessor. A dialog box will appear asking you to enter a filename. Enter a filename and click OK. The text will be saved under that filename.

### **Page Setup**

Allows you to set the dimensions of the printers page.

## Print Cloze

Use this option to print your cloze. A new window will open with various print options available. See the [Print Page Options](#) further in the manual for full details.



## Edit Cloze Text

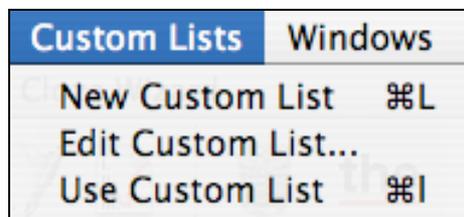
Allows you to edit the current cloze passage text or in the case of a new cloze, create the text for your cloze passage. Please note that if you edit the text all words that are currently removed will be replaced.

## Remove specified word

Allows you to specify a word to be removed from the cloze. All occurrences of that word are removed from the passage. Enter the word to be removed in the field and press Enter. The word is case sensitive. For example, if you enter "the" it will only remove that word not "The" or "THE".

## Remove every nth word

Allows you to remove every nth word in the passage. Enter the number to remove and every nth word will be removed. For example if you want to remove every 5th word enter 5.



## New Custom List

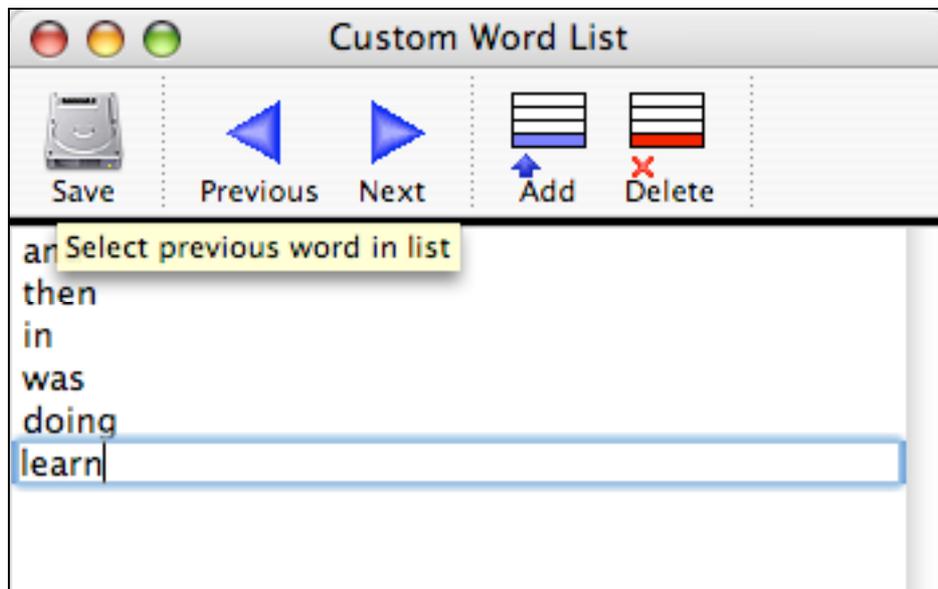
Allows you to create a custom list of words for extraction from the passage. Enter words into the field, pressing Enter or selecting Add. You can edit any word in the list by clicking on it, or cycle through your wordlist by selecting Next or Previous. Select Save to save your list. Enter a name for the list and then click on OK. The list will then be saved under that filename. You can then apply the words in the custom list to your cloze, removing those words from the cloze.

## Edit Custom List

Allows you to edit a Custom List. Enter or edit words as described in the Create section. Select Save to save your wordlist.

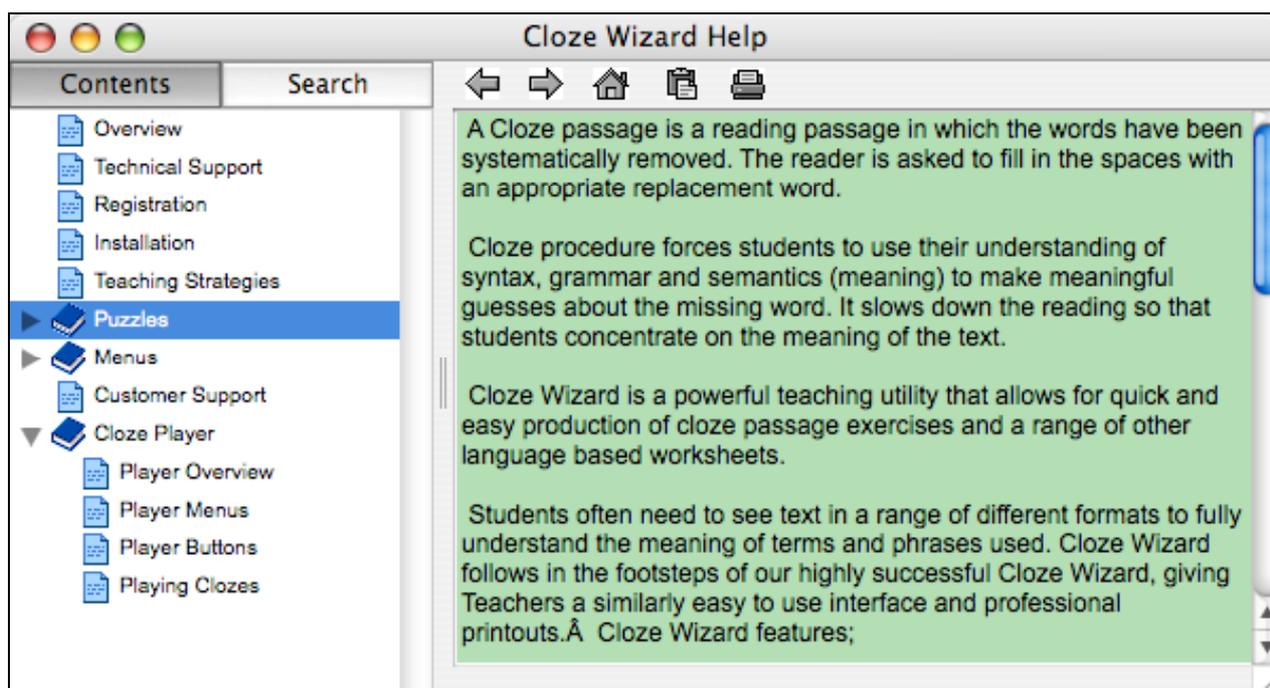
## Use Custom List

Select this option to apply your previously created custom list to the current cloze passage. The words, also case sensitive, will be removed from the cloze passage.



## Help

Opens this Help File. If you wish to find a specific word in the Help topics, enter the word in the Search field and press Enter. If the word exists it will be displayed along with the appropriate topic. Pressing Enter again will find the next occurrence of the word. You can also print the currently displayed topic at any time.



## Reset Selections

Select this option to clear the selected words in your cloze passage.

## Player Options

The selections you make here are saved with the file and only have relevance when the file is opened in the Cloze Wizard Player. Options are self explanatory and should be selected according to your target group.

Word List Order:	Word Hint Options:
<input type="radio"/> Alphabetical	<input type="radio"/> Normal {1} _____
<input checked="" type="radio"/> Same order as Word List	<input checked="" type="radio"/> First letter in word {1} T_____
<input type="radio"/> Randomized at Start of Game	<input type="radio"/> Number of letters in word {1} _ _ _ _
<input type="radio"/> After Every Turn	

Add  extra words to the Word List.

Note: Player will not allow the same word to be in the Word List twice.

## Print Page Options

When you arrive at this screen you are presented with a **sample** worksheet of a standard cloze. Clicking on any of the 12 worksheet buttons on the right will present you with a **sample** of that worksheet. Use the Print Preview button to view your text as a worksheet. You can add graphics or change the size of your font by selecting the appropriate buttons.

### Layouts

There are four layouts available for most of the worksheet styles;

- |                       |   |
|-----------------------|---|
| <b>Standard</b>       | - a standard cloze passage with no graphic          |
| <b>Graphic Left</b>   | - the cloze has a graphic in the top left           |
| <b>Graphic Right</b>  | - the cloze has a graphic in the top right          |
| <b>Graphic Double</b> | - the cloze has a graphic in the top left and right |

Select the layout to use and a preview will be displayed in the centre of the screen. To place a graphic, double click on the graphic box and then select a bitmap file to use. Some sample graphics are included. We recommend using the range of educational clip art available from New Horizons. You can change an existing graphic by double-clicking on it.

### Buttons

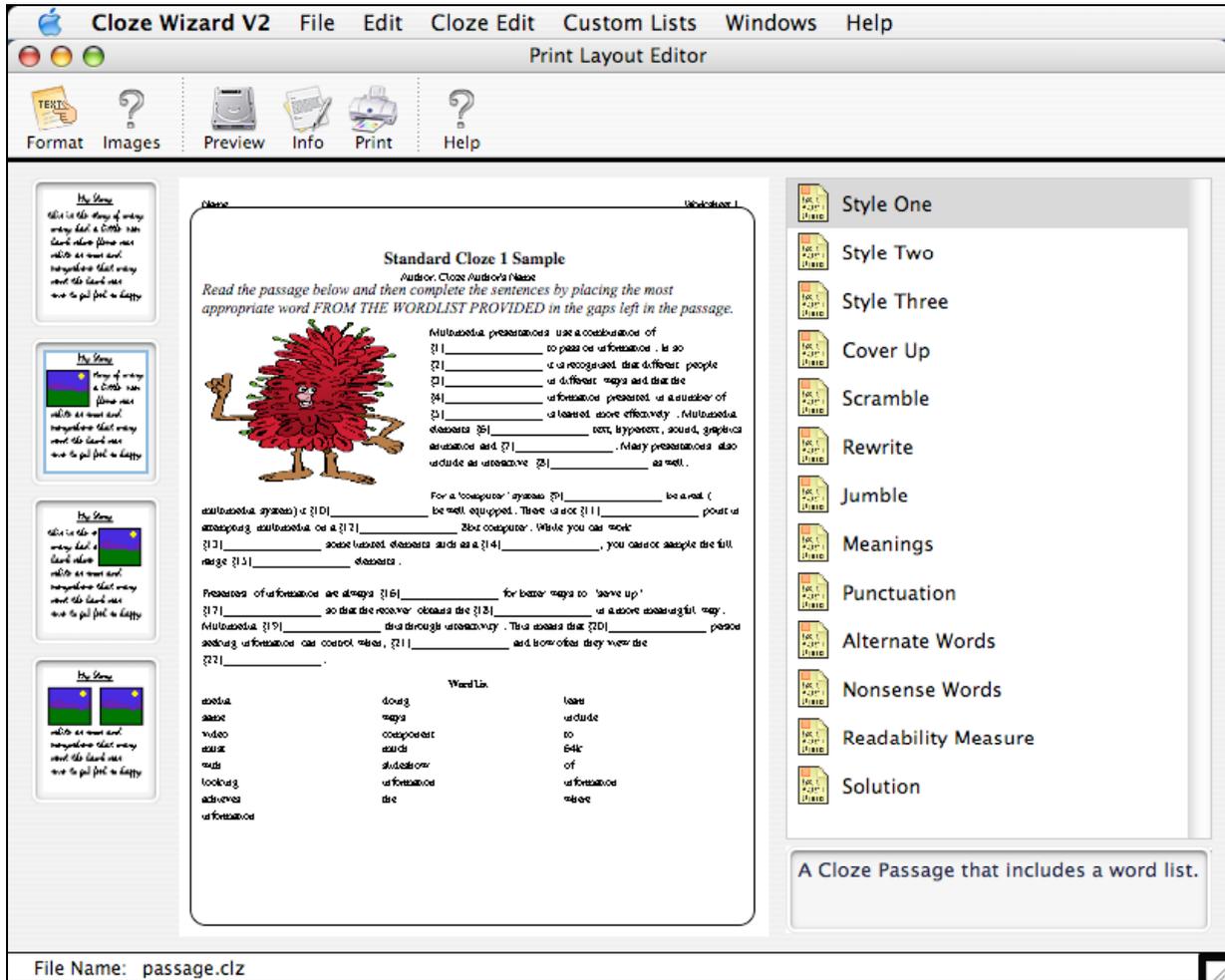
- |               |  |
|---------------|--|
| Print         | - Prints the currently displayed cloze                           |
| Print Preview | - Displays a 100% view of your worksheet                         |
| Clear Graphic | - Clears the graphic in the box/boxes                            |
| Close         | - Closes the print window and returns to the Creator Page        |
| Help          | - Displays this help file  |
| Font          | - Allows you to change the font and size being used in the cloze |

### Help

Opens this Help File. If you wish to find a specific word in the Help topics, enter the word in the find field and press Enter. If the word exists it will be displayed IN RED along with the appropriate topic. Pressing Enter again will find the next occurrence of the word. You can also print the currently displayed topic at any time.

## Cloze Worksheet Styles

There are twelve styles to choose from. Clicking on a style will display a preview of the style, plus a short description of the style will be written in the box at the bottom right side of the screen. Also check the manual for sample copies of all worksheets.



**Cloze Passage with wordlist** - This is a standard Cloze with the words that have been removed placed in a wordlist below the passage in a random order.

**Cloze Passage without wordlist** - This Cloze has the words removed but no wordlist, allowing students to place any suitable word into the spaces in the passage.

**Cloze Passage with extra words in wordlist** - Similar to Worksheet 1 except there are **more** words than necessary in the wordlist. This is a useful option for more able students.

**Cloze Cover Up** - This worksheet presents the passage with the bottom half of each word missing. Students must rewrite the passage by recognising the tops of the words. You will need to experiment with different fonts and sizes to get a font that presents the worksheet properly. Some unusual fonts will not be appropriate for this worksheet.

**Cloze Scramble** - Instead of removing the words from the passage the words are left in place and the letters scrambled. Students must first underline the scrambled words in the passage and then unscramble them in the space provided below the passage.

**Cloze Rewrite** - This worksheet requires students to retell the passage in their own words but still keep the meaning of the passage.

**Cloze Jumble** - The passage is divided into strips and jumbled. Students are required to cut the strips out and reassemble the passage in the correct order, perhaps they could glue them in their books or onto another sheet.

**Cloze Meanings** - The selected words are left in the passage and underlined. Students are to rewrite the words below the passage and then write their meanings in context to the passage.

**Cloze Punctuation** - This worksheet removes all the punctuation from the passage. It leaves the Capital letters of sentences in place. Students should use a red pen to replace the punctuation in the passage.

**Cloze Alternate words** - The selected words are left in the passage and underlined. Students are to rewrite the words below the passage and then write a synonym for each word.

**Cloze Nonsense words** - The passage has additional words inserted. Students must identify and remove the words. This is an excellent worksheet for testing proof reading.

**Cloze Readability Measure** - This worksheet is designed to test if a text is suitable for students to read. Enter approximately 250 words from the proposed text. You will be asked to remove every 5th or 7th word from the passage. The first and last sentences are left in tact. Students are asked to complete the passage so that it makes sense. The answers are marked and scored as a percentage. Their answers must convey the meaning of the text/concepts, not necessarily the exact word or the correct spelling.

Rate their scores on this scale:

0 - 43% correct - Student cannot read the material with any understanding or fluency. Alternative material should be used.

44% - 60% correct - Students can handle the material with help

61% - 100% correct - Students have little or no difficulty with the material.

## Cloze Printing Info

Allows you to add some instructions, Cloze Title and Author details. It also gives you the option to set the level of difficulty by showing the number of letters of the first letter of the missing words.

Please enter the following information which will be included in the printed Cloze document.

Title:

Author:

Instructions:

Three lines maximum

Use Default Instructions

Missing Word Display Options:

Normal {1} \_\_\_\_\_

First letter in word {1} T\_\_\_\_\_

Number of letters in word {1} \_ \_ \_ \_

## Cloze Format

Set up the font sizes and styles of your output and the number of columns you would like the wordlists to show.

Header Text Format:

Font:  Size:

Style:  Bold  Italic  Underline

Instruction Text Format:

Font:  Size:

Style:  Bold  Italic  Underline

Body Text Format:

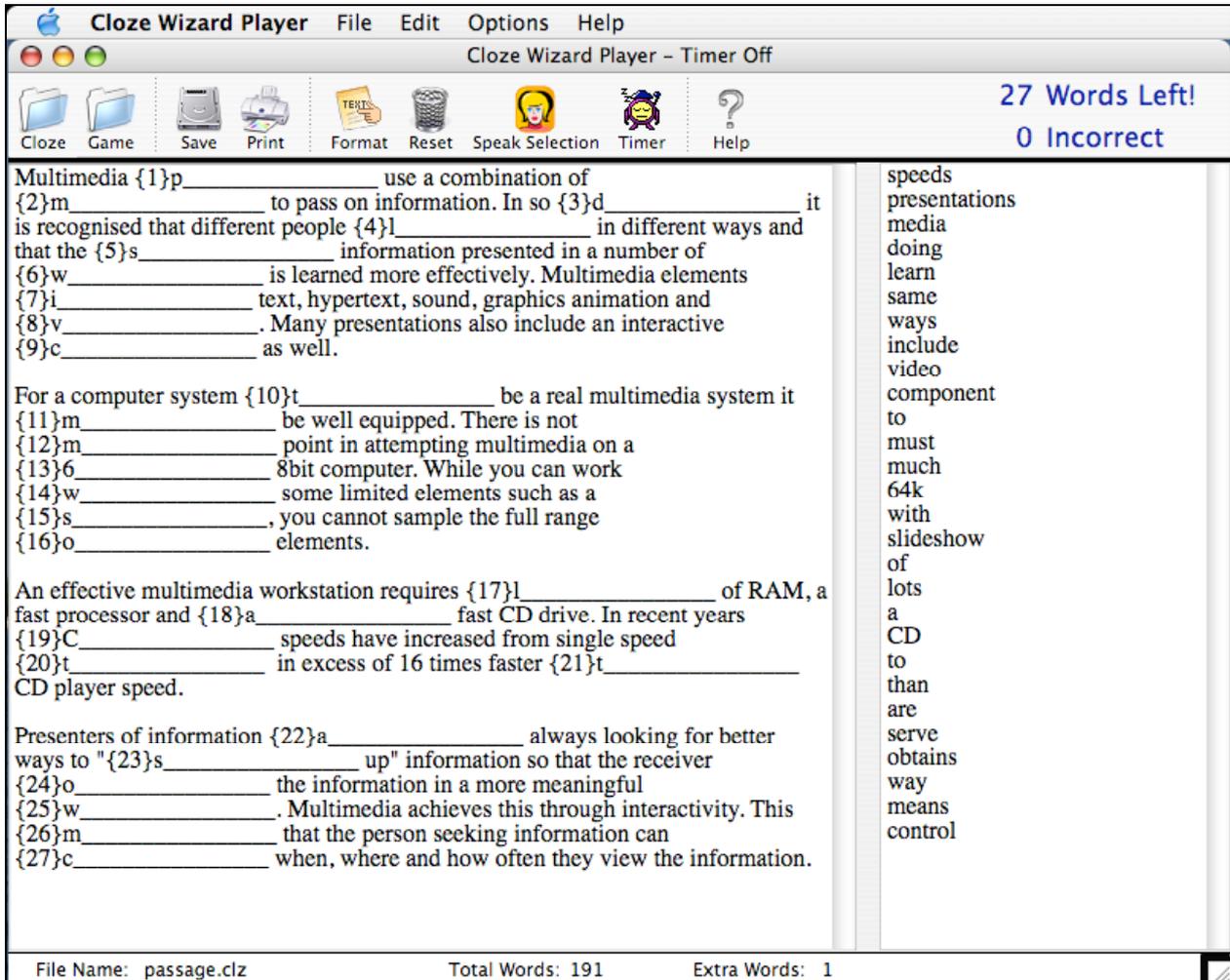
Font:  Size:

Style:  Bold  Italic  Underline

Word List Columns:

## Cloze Wizard Player

The cloze player allows users to solve the passage on screen. Some of the features include speaking parts of the passage or playing against a timer. To play, click on the word you want to answer and then click on the word in the list. You will get feedback straight away.



### Open Cloze

Use this button to open Clozes saved in the creator. **Note** Cloze Wizard V1.3 passages are not compatible and will need to be recreated in Version 2

### Open/Save Game

If you don't have time to complete a cloze you can save your progress which can then be Opened at a later date via these buttons

### Print

The button will allow you to print the current progress so that you can take the worksheet home and complete it for homework.

When you complete a cloze passage a window will appear displaying your results. If further information is needed the you can choose to print a report (see sample below).

**Enter your name and then select the type of printout you wish.**

Report Only will print the results and statistics, while Report and Cloze will give you the completed cloze plus the statistics.

Enter Your Name:

Correct Answers:

Incorrect Answers:

Percentage:

Print Report and Cloze  
 Print Report

**Sample Report** – The report shows all of the words and for any incorrectly answered words the choices made by the student are shown for the teacher to further analyze and discuss with the student

## Cloze Wizard Report

A Student

Correct: 23/27

Incorrect: 4

Percentage: 85.18519 %

Time: No Time Available

### Cloze Analysis

presentations - Correct

media - Correct

doing - Correct

learn - Correct

same - Correct

ways - Correct

include - Correct

video - Correct

component - Correct

### **Format**

This button allows you to change the size and font selection for onscreen display.

### **Reset**

Clears all the words and resets the counters and clock.

**Speak Selection**

Particularly useful for student with language difficulties. To select the words hold the control key down and drag over the words you wish to have spoken. Macintosh users will have a range of voices to choose from by default but Windows users will only have one unless additional voices have been installed.

**Timer On/Off**

If you want to put yourself to the test of time then click the timer at the beginning of the Cloze and it will record how long it takes when you finish. If you try to stop before finishing it will reset all the words completed so far.