



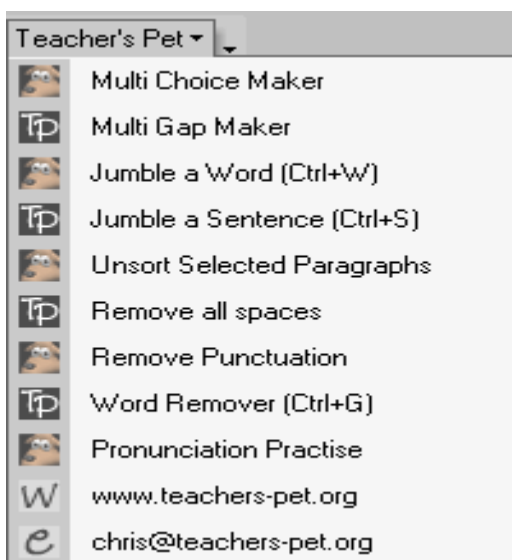
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## 1. WHAT IS IT

Teacher's Pet is basically a Microsoft Word template, a toolbar that is inserted into Word and that allows you to create exercises for your texts or words using a set of macros. Once installed, it runs within Microsoft Word as an independent toolbar.

Thanks to *Teacher's Pet*, you can make a series of different exercises very quickly, without having to go to the trouble of manually doing the tasks yourself such as typing out individual letters or words in the wrong order. By creating these exercises regularly, you can give your pupils lots of written practice on the structures they are learning. They can all be prepared instantly with *Teacher's Pet* and be ready for use on the interactive whiteboard or printed out as a worksheet. I find that my students like the types of exercises that *Teacher's Pet* can make and it seems to have a positive effect on their spelling, comprehension and understanding of word order.

The toolbar (once fully displayed, it shows more macros )





## 2. WHO CREATED IT

The author of *Teacher's Pet* is Chris Lacey, an EFL teacher working in Hungary. I think we should all be very grateful to him for making such a brilliant tool.

I encourage you to go to his website and make a donation for this wonderful tool that he has created.

This is the link:

<http://www.teachers-pet.org/support.html>

## 3. TYPES OF EXERCISES THAT CAN BE CREATED

1. [Bingo Card Maker](#)
2. [Verb Tense Test Maker](#)
3. [Crossword Maker](#)
4. [Flashcard Maker](#)
5. [Sentence Breaker](#)
6. [Paragraph Breaker](#)
7. [Jumbles](#)
8. [Multi-word Maker](#)
9. [Multi-gap Maker](#)
10. [Multi-choice Question Maker](#)
11. [Synonym Question Maker](#)
12. [Antonym Question Maker](#)
13. [Word Mover](#)
14. [Word Remover](#)
15. [Punctuation Remover](#)
16. [Space Remover](#)
17. [Letter Remover](#)
18. [Letter Underliner](#)
19. [Word List Saver](#)
20. [Online Children's Dictionary Search](#)
21. [Online Dictionary Search](#)
22. [Online Thesaurus Search](#)
23. [Online Multi-word Dictionary Search](#)

The exercises are described on the next pages.



## 1. Bingo Card Maker

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Select a vertical list of words or sentences with your cursor and this macro will create up to 50 unique bingo cards, each randomly populated. ( See t-pet demo video bingo )

## 2. Verb Tense Test Maker

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Select an English verb conjugation with your cursor and this macro will search the Microsoft Word Dictionary for its root form and then create a test with the results. For example:

BEFORE USING THE MACRO

I **have been learning** English since 2004.

AFTER USING THE MACRO

I ..... (learn) English since 2004.

## 3. Crossword Maker

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Select a vertical list of words with your cursor (with or without clues) and this macro will create a simple crossword puzzle, using the first word in the list as the vertical keyword in the puzzle.

Bear in mind that the longer the first word is, the more words will fit in your crossword.

## 4. Flashcard Maker

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### Single-sided flashcards

Put a vertical list of words, sentences and/or images in a blank Word document and this macro will turn them into a sheet of large or small flashcards for classroom use or for students who want to learn words or phrases.

### Double-sided flashcards

In a blank Word document, create a two-column table populated with words, sentences and/or images and this macro will create a sheet of large or small double-sided flashcards. Excellent for teaching vocabulary in the classroom or for students to learn words alone!



## 5. Sentence Breaker

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Place a plus sign (+) in the middle of each sentence in a list and this macro will break the sentences in half, shuffling the order of the second half of the sentences. The students must put the sentences back together. For Example:

Match the text on the left with the text on the right:

- |                        |                        |
|------------------------|------------------------|
| 1. dressed up like a   | a. man about a dog     |
| 2. It's a dog's        | b. story               |
| 3. There's life in the | c. dog's dinner        |
| 4. go to see a         | d. dog                 |
| 5. You can't teach an  | e. old dog yet.        |
| 6. a shaggy dog        | f. old dog new tricks. |
| 7. be as sick as a     | g. life.               |

## 6. Paragraph Breaker

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Place plus signs (+) where you want to break a block of text and this macro will shuffle the order of the lines. For Example:

Number the following lines in the correct order:

- ( ) so many friends is that he wags
- ( ) The reason a dog has
- ( ) his tail instead of his tongue.

## 7. Jumbles

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### Word Jumbles

Place the cursor anywhere within a word and this Macro will shuffle the order of the letters. For example:

Put the following letters in the correct order to make a well known idiom:  
'iiyouCtsr leidkl het tca'

### Sentence Jumbles

Select a sentence and this macro will shuffle the order of the words. For example:

Put the following sayings in the correct order:

*'an You old can't new dog teach tricks'*

*'like and Fight cat dog'*

*'the While mice the will cat's play away'*



### List Jumbles

Select several paragraphs with your mouse and this macro will shuffle them, which the students must then number in the correct order.

### 8. Multi-word Maker

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Type in 2, 3 or 4 words and this macro will replace all instances of the words with a multiple choice. Ideal for testing students' understanding of Articles (a, an, the), Pronouns (he, she, they, etc), Relative Pronouns (Which, What, That, etc), Prepositions (of, to, by for, in, on, etc), and much much more! For example:

Choose the most appropriate word in bold:

**The/an/a** Owl and **the/an/a** Pussy-Cat went to sea  
In **the/an/a** beautiful pea-green boat,  
They took some honey, and plenty of money,  
Wrapped up in **the/an/a** five pound-note.

### 9. Multi-gap Maker

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Slightly different from the 'Multi Choice Maker', type in 2, 3, 4, 5 or 6 words and this macro will replace all instances of the words with gaps. For example:

Fill in the gaps with one of the following words: **would, could, might, should**

"If dogs ..... talk, it ..... take a lot of the fun out of owning one"

*Andrew A. Rooney*

### 10. Multi-choice Question Maker

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Select a word or a phrase with your mouse, type in 4 definitions for the word/phrase, only one of which should be correct, and this macro will create a multiple choice question at the bottom of the document. For example:

The word macro means:

- (a) A jacket that a person wears in a boat.
- (b) Macbeth's half brother in the Shakespearian play.
- (c) A feature of Microsoft Word which is useful for teachers.
- (d) A new caviar being served in MacDonald's



## 11. Synonym Question Maker

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Select a word and this macro will place words with a similar meaning at the bottom of the document in the form of a question.

## 12. Antonym Question Maker

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Similar to the Synonym Question Maker except this macro will place one word with an opposite meaning at the bottom of the document in the form of a question.

## 13. Word Mover

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Similar to the Word Remover, hold down the Ctrl button and double click on several words that you want to move from a text and this macro will copy all the selected words to an alphabetically ordered list at the bottom of the document.

## 14. Word Remover

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Select several words in a text and this macro will put them at the bottom of the document in an alphabetically order list, leaving blank spaces in their place, making a gap filling exercise. For example:

Fill in the gaps with the words listed below:

"If toast always lands .....-side down, and cats always land on their ....., what happen if you ..... toast on the back of a cat and ..... it?" *Steven Wright*

1. butter
2. drop
3. feet
4. strap

## 15. Punctuation Remover

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Select some text with your mouse and this macro removes all the punctuation from the text, which your students must replace! For Example:

Put the punctuation marks back into the following text:

"Basically a dog person I certainly though wouldn't want to offend my constituents who are cat people and I should say that being I hope a sensitive person that I have nothing against cats and had cats when I was a boy and if we didn't have the two dogs might very well be interested in having a cat now" *Incoming Missouri Congressman James Talent, responding to the question "Are you a dog or a cat person?"*



## 16. Space Remover

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Select some text with your mouse and this macro will remove all the spaces, making it a tricky exercise for the students to read. For example:

Put the space back into the following quote:

"Ifadogjumpsinyourlap,itisbecauseheisfondofyou;  
butifacatdoesthesamething,itisbecauseyourlapiswarmer."  
*Alfred North Whitehead (1861 - 1947)*

## 17. Letter Remover

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Select some text with your mouse and then chose which letters you want to remove and this macro will replace them with a space. For example:

What are the following pet related words?

R \_ \_ b b \_ \_ t  
H \_ \_ m s t \_ \_ r  
B \_ \_ r k  
P \_ \_ r r  
B \_ \_ n \_ \_  
V \_ \_ t

## 18. Letter Underliner

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Type in a letter combination that your students have difficulty pronouncing and this macro will highlight them, making a useful reading exercise. For example:

Read the following aloud, paying careful attention to the underlined areas:

*"I loathe the people who keep dogs. They are cowards who haven't got the guts to bite people themselves." August Strindberg*

## 19. Word List Saver

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Hold down the Ctrl button and double click on each of the words that you want to keep a record of and this macro will move the words to a separate file for storage. Great for keeping track of the words your students have learnt!



## **20. Online Children's Dictionary Search**

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Select a word and (if you are connected to the internet) this macro will instantly search for the word in a Children's Dictionary.

## **21-22 Online Dictionary / Thesaurus Search**

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Select a word and (if you are connected to the internet) this macro will instantly search for the word in a Learner's Dictionary / Thesaurus.

## **23. Online Multi-word Dictionary Search**

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Hold down the Ctrl button and double click on several words and (if you are connected to the internet) this macro will find the definitions for all the selected words at once!

To see examples of some of the different exercises you can make with *Teacher's Pet*, why not download my example lessons from the *Teacher's Pet* site file from and try them out: <http://www.teachers-pet.org/examplelesson.html>





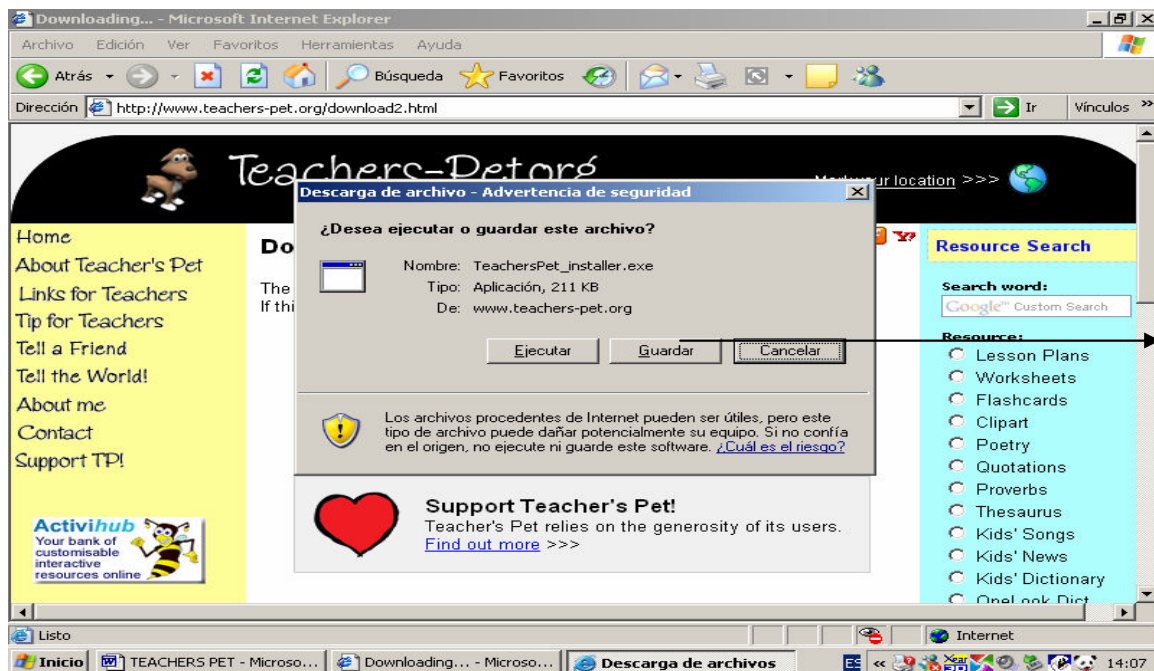
#### 4. HOW YOU CREATE THE EXERCISES

Since *Teacher's Pet* is a *Microsoft Word* template and the exercises are created using macros which perform a set of instructions in one click. For the macros to work, you need to open *Word*, go to **Herramientas/Macro/Seguridad/** and select **Medio**. This will mean that when you try and use *Teacher's Pet*, a dialogue box will appear on the screen asking you to **Enable Macros**, which you then select.

To apply a macro, highlight the required text and click on the relevant button from the Teachers pet toolbar and see what happens. As long as your **Macro Security** settings have been set to **Medio**, the macros should work fine.

#### 5. WHERE AND HOW TO DOWNLOAD IT - INSTALLATION

To get started, go to the *Teacher's Pet* website and download the version of the file you need: <http://www.teachers-pet.org/download2.html>. A window will automatically come up prompting you to save it in your hard disk.

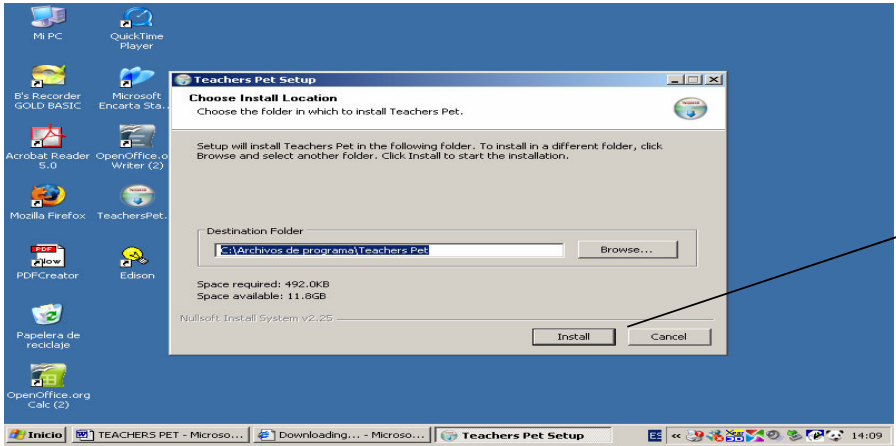


The Teachers pet installer will be saved in your hard disc or you can choose another location.

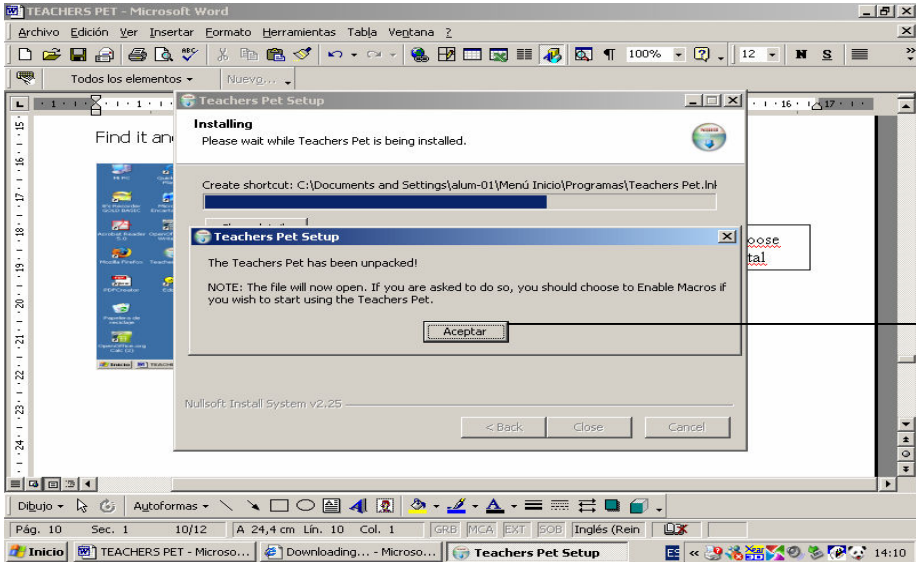
Find it where you saved it and double click to start it.



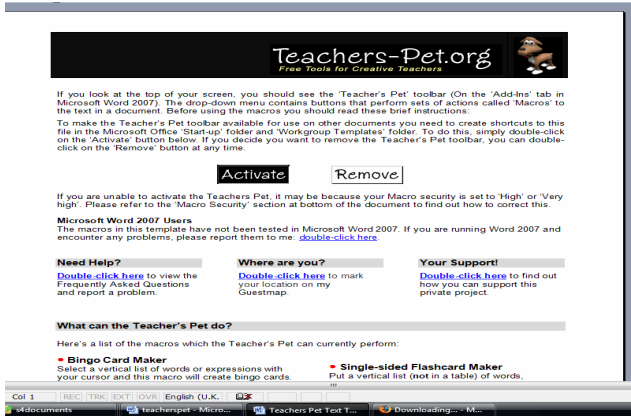
# VISUALS, MEDIA AND TECHNOLOGY IN THE ESL CLASSROOM – TEACHERS' PET



This window will come up



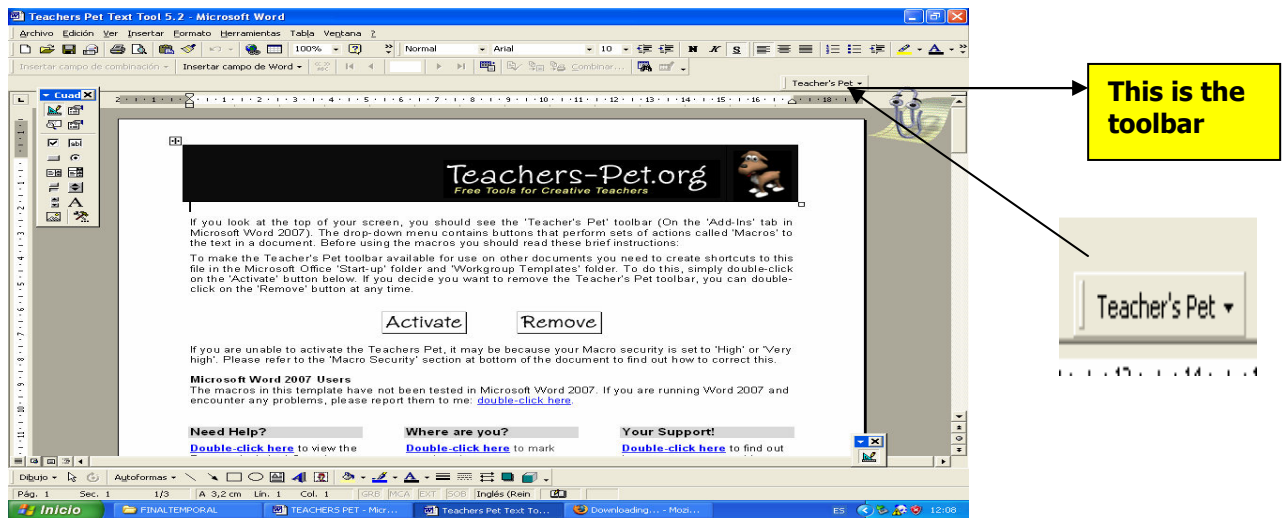
The teachers pet document will open





If you didn't do it before, at this point you will need to activate the Macros. Go to the menu "**herramientas**", **macro**, **seguridad** and set it to "**media**"

#### 4. HOW YOU CREATE THE EXERCISES



There are two methods to install the toolbar, depending on whether you want it to always be there in Word when you open it or if you want to launch it only from time to time.

For the first (you want it to always be there in Word when you open it) double click the file **Teachers Pet Text Tool 4 ( saved in your computer )** to open it and then double click on the word **Activate** to install the template. Follow the on-screen instructions.

For the latter (you want to launch it only from time to time) open *Word* and click on the **Herramientas** menu at the top of the screen then on **Herramientas and Plantillas y complementos**. Click on **Agregar** in the **Plantillas and complementos** window. Click on the drop down arrow in the **Look in** box and select **My Documents**. Select the *Teacher's Pet* template - it's the file with a yellow strip along the top. Click **OK** twice. The dialogue box about enabling macros should then appear. Select **Enable Macros**.

You should now be able to see the *Teacher's Pet* toolbar at the top right of the screen. It is easy to remove the toolbar if necessary by using the **herramientas** and **plantillas y complementos** window or by going to the bottom of the menu's toolbar and removing it from there. So don't panic.



YOU HAVE THREE VIDEO TUTORIALS THAT YOU CAN WATCH

1. How to create Bingo cards
2. How to jumble list of words
3. How to remove letters
4. How to create crosswords