

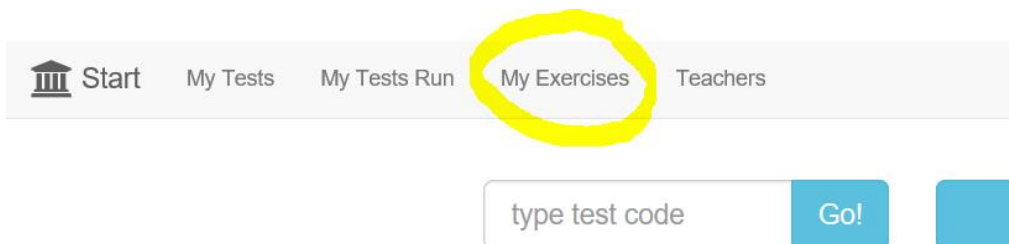
PUSTULKA MANUAL

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1. How to create a new exercise

To create an exercise on PUSTULKA.edu.pl go to My exercises.

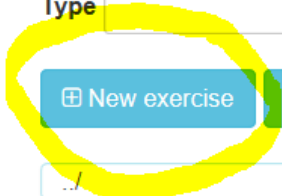


Choose new exercise:



My Exercises

Type Category Access Difficulty A



New exercise

New Folder

search key word

Search

Fill in the rubric and save the information.

Create a new Exercise

Name

Exercise type	Access level	Exercise category
<input type="text" value="Custom"/>	<input type="text" value="Teachers"/>	<input type="text" value="undefined"/>
Folder	Difficulty level	Area
<input type="text" value="<root>"/>	<input type="text" value="B1"/>	<input type="text" value="Legal English"/>

Paste the text of your exercise into a box at the very bottom of the page.

See below for how to prepare exercise for parsing (i.e. transferring from plain text to PUSTULKA).

2. How to prepare exercises for parsing (transferring) to PUSTULKA

a. Drop-down list or multiple choice

Provide alternative answers in square brackets and indicate the correct answer with an asterisk. One point will be automatically awarded. If students may score more than one point for each answer, add the number corresponding to the number of points at the end in the bracket. See gap 3 and 4.

[b; A job advert.]

[b; Complete this job advertisement with the correct word.]

[Dynamic;Full-time;References;Enthusiastic;*Applications] are invited for the post of a Sales Assistant.

This is a **[Dynamic;Full-time;References;Enthusiastic;*Applications]** position requiring an **[Dynamic;Full-time;References;Enthusiastic;*Applications;2]** and **[Dynamic;Full-time;References;Enthusiastic;*Applications;3]** person with excellent communication skills. Interviews will be held on June 20.

Please supply two **[Dynamic;Full-time;References;Enthusiastic;*Applications]**

b. Cloze text (gaps)

Provide all alternative correct answers and a number of points if bigger than 1 in square brackets.

Example 1

[b;Complete the gaps in the presentation extract with one word.]

Good morning everyone and **[welcome;2]** to ACR Ltd.

I'm going to **[divide;2]** my talk today into two parts.

First, I'll **[show;present;2]** you an overview of the company's main research and development activities.

After that I'll **[talk;2]** about some recent breakthroughs.

If you have any questions, please don't **[hesitate;2]** to ask.

So, let's **[start;begin;2]** with our main activities. Could I **[draw;2]** your attention to this chart?
As you can see ...

c. Short Answers/Long Answers

Provide only the number of points to be awarded if bigger than 1 in square brackets.

If you plan to award 1 point, leave the bracket empty.

[b;Paraphrase the following terms in plain English]

interest rate[2]

to credit an account[2]

royalties[2]

tax return[2]

statement[2]

a debit card[2]

gross salary[2]

interest accrues on the principal amount[2]

d. Checkbox list

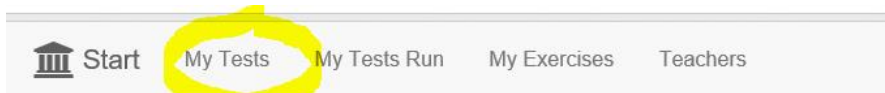
Provide all alternative answers in square brackets and indicate the correct ones with asterisks. Specify the number of points to be awarded if bigger than 1 in square brackets.

Choose all the correct answers in each case.

1. Which clauses are restrictive covenants? [***non-solicitation;non-disclosure;*non-competition;confidentiality;2**]
2. Legal English synonyms for “the court DECIDED” are:
[***held;*ruled;provided;set forth;*found;3**]
3. What is the opposite of MATERIAL when it means SIGNIFICANT:
[***immaterial;non-material;1**]
4. What is the opposite of MATERIAL when it means TANGIBLE: [**immaterial;*non-material;1**]

3. How to create and run a test

Go to My tests.

Choose a New test.

My Tests

 New test

Id	Test Name
1	Boilerplate clauses QUIZ
2	Banking LELC 2A&B 12-12-2017
3	The very first test
4	Business 7A QUIZ 15-12-2017
10	How to Read A (18-01-2018)

Give your test a name and choose Create Test.

New Test

Create a new test.








Name

Tutorials Test

Cancel

Create Test

Find the test on your tests list and choose edit.

74	TOLES H Listeners	 Run	 Test run list(1)	 Edit
75	Tort Law Quiz	 Run	 Test run list(1)	 Edit
80	Tutorials Test	 Run	 Test run list(0)	 Edit

Now you can Add Exercises to your test.

Test Edit

Test name


Tutorials Test

Order	Exercise name	Category name	Exercise type	Points
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Sum: 0

 Back

 Save

 Add exercise

 Preview

 Print

 Test run

 Delete

When the exercises have been added, you can Save your test and then Run it.

Test Edit

Test name

Tort Law Quiz

	Order	Exercise name		Category name	Exercise type	Points	
↑ ↓	1	Tort Law Clause		Prepositions	Dropdown list	5	
↑ ↓	2	Tort Vocabulary		Vocabulary	Cloze test (gaps)	8	
↑ ↓	3	Tort Word Formation		Word formation	Cloze test (gaps)	13	
↑ ↓	4	Tort Prepositions		Prepositions	Cloze test (gaps)	15	

Sum: 41

[← Back](#) [Save](#) [+ Add exercise](#) [Preview](#) [Print](#) [▶ Test run](#) [Delete](#)

Add the Name of the group and note the Test Code shown. You will use it when you want your students to do the test. Choose Run Test.

Run test

Group name

Group 1 10-05-2018

Code

38937

Cancel

▶ Run test

You can always find your test on My Tests, and My Tests Run lists by typing the Test Code.



Start

My Tests

My Tests Run

My Exercises

Teachers

type test code

Go!



4. How to grade your tests

The exercises which require manual grading have boxes on the right side, where you type the number of points you award for the answers provides. The points automatically add to the total number of points.

Provide a MORE FORMAL equivalent of the CAPITALIZED word in the sentences below.

1. The Employer will PAY BACK TO

reimburse

2 (2 p.)

the Employee for all costs BORN

incur

1 (2 p.)

during business trips.

2. His BEHAVIOUR

acting

0 (2 p.)

towards his colleagues was unacceptable.

You can also make some notes on the left-hand side of the screen and award extra points for minor spelling mistakes recognised as errors or correct alternative answers not included in the test.

[more...](#)

Teacher's notes

Additional points

4

 Save

When you finish manual grading, indicate that the test has been graded.

U N's answers

Back

Graded

Reopen

Provide a MORE FORMAL equivalent of the CAPITALIZED word in the sentences below.

Employment Law (plain to legalese)

Employment (Labour Code)

manual

Employment Agreement Prepositions

1. The Employer will PAY BACK TO

reimburse

2

(2 p.)

After grading, the final result will include additional points shown in brackets.

First name	Last name	Test Student Code	Points	Percentage	Status
U	N	9431025	60 (+4) / 100	64.00 %	Graded

5. How to bold your text

To indicate that the text is bolded, use the following syntax: **[b; text]**

e.g. **[b; From a lease agreement]**

6. How to underline your text

To indicate that the text is underlined, use the following syntax: **[u; text]**

e.g. **[u; From a lease agreement]**

7. How to number your sentences

To number the sentences, add **[n]** before each of them

e.g.

[n] When a defendant causes an injury deliberately, that injury is a(n) [intentional] tort.

[n] The tort of [nuisance] is the tort of interfering with another person's right to the enjoyment of his or her land.

[n] In order to bring a successful claim in the law of tort you must first of all establish that the defendant [owed;owes] you a duty of care.

8. How to italicize your text

To italicise the text, use the following syntax: **[i; text]**

e.g. **[i; From a lease agreement]**

9. How to add a link

To add a link, use the following syntax: **[l; url link]**

e.g. **[l; Pustulka.edu.pl]**

10. How to add a picture

To add a picture, use the following syntax: **[p; link_to_picture]**

e.g.

[p;https://upload.wikimedia.org/wikipedia/commons/1/15/
/Accipiter_nisus_-in_flight-8.jpg]