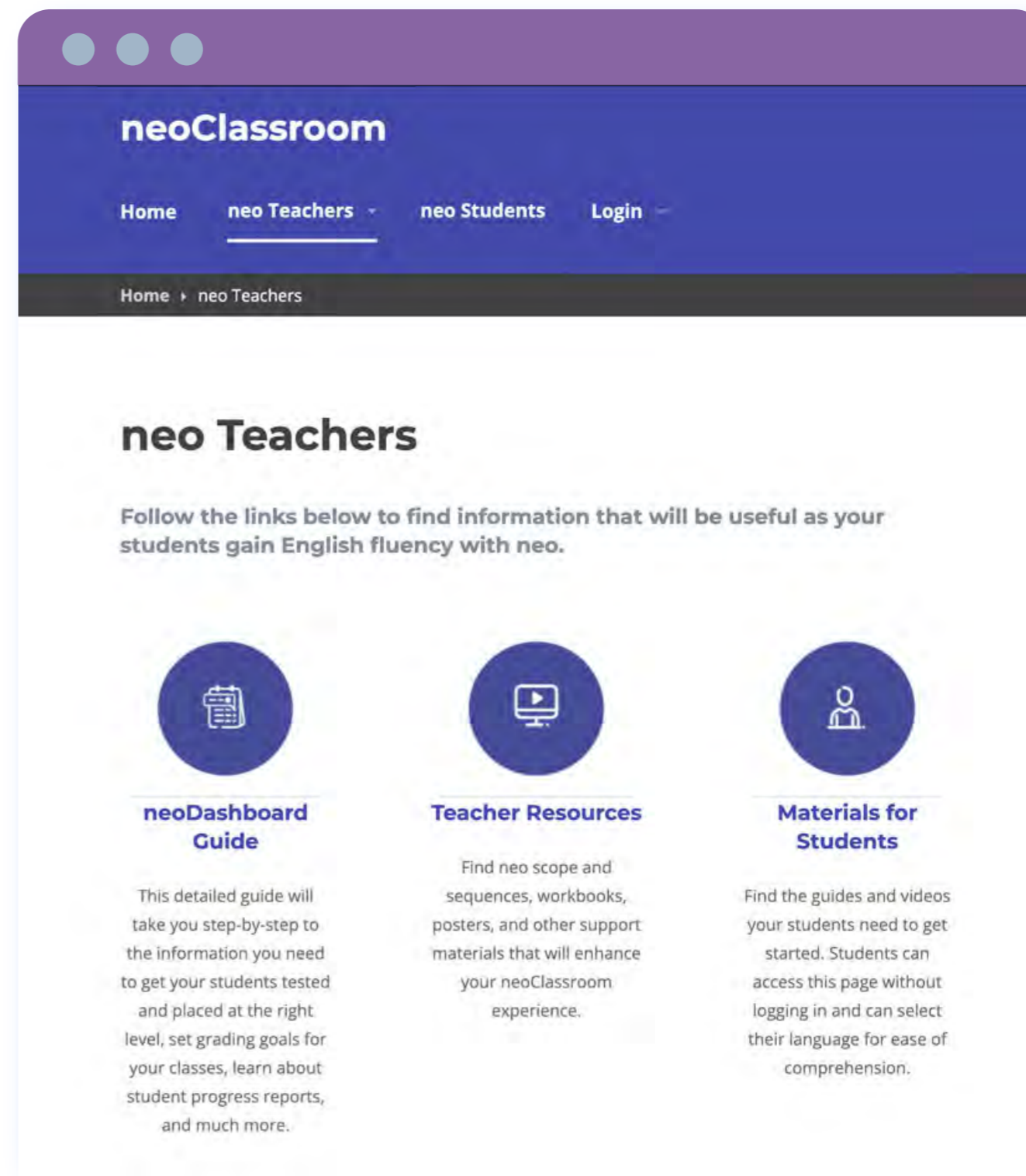# neo

# Student Workbooks
## and Answer Keys

# Getting Started

This guide is designed to help teachers use the neoPrep+ Workbooks to reinforce what their students are studying in the course.

The purpose of the workbooks is to provide additional writing and reading practice for the concepts, vocabulary, and grammar introduced in the listening and speaking activities in neoPrep+.

## Teacher's Resources

The neoPrep+ Workbooks and their associated Answer Keys are now available for teachers to download from the Teacher Resources section of the neoClassroom website at https://neo.chat.
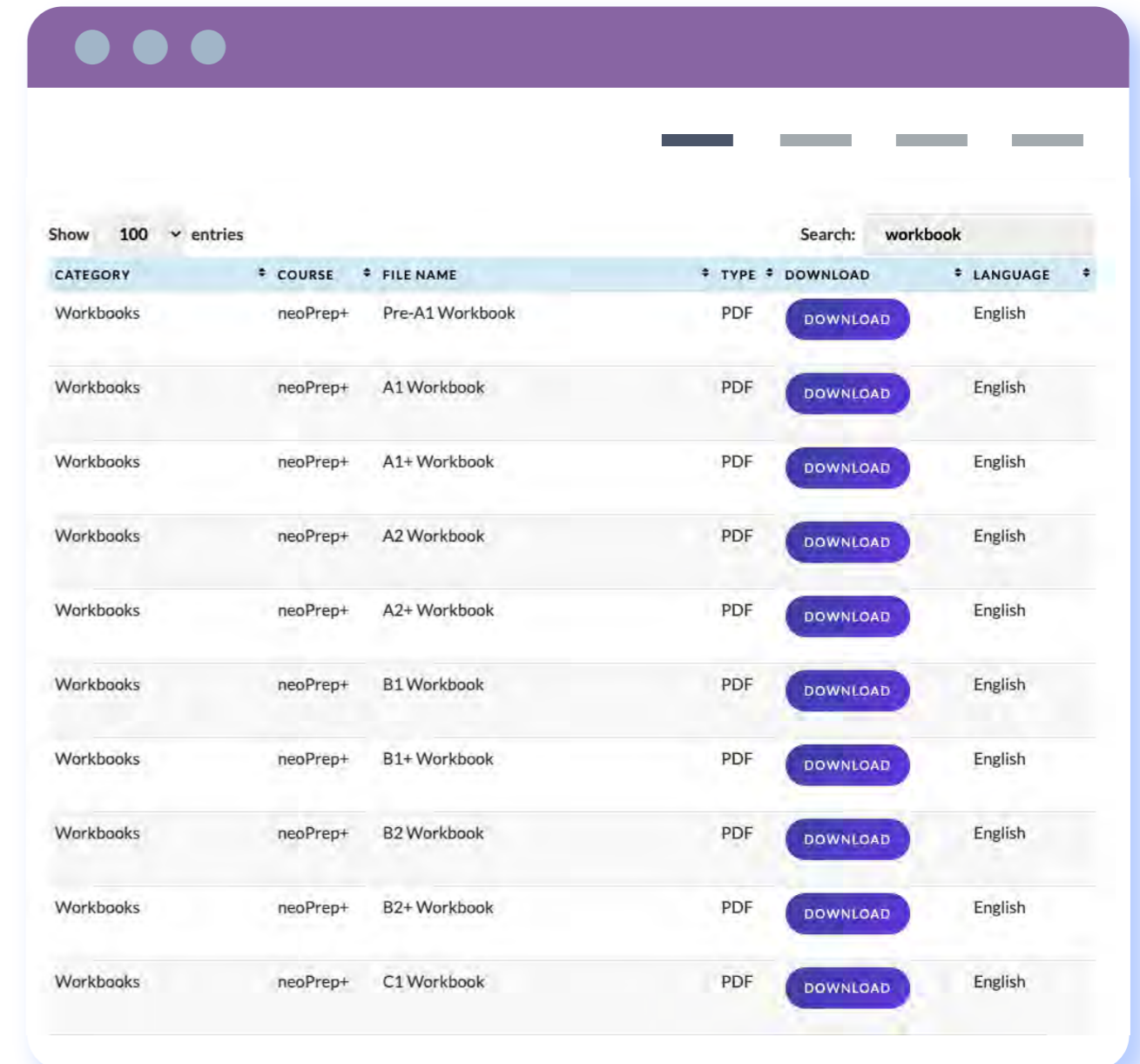


**neoClassroom**

Home    neo Teachers    neo Students    Login

Home ▸ neo Teachers

## neo Teachers

Follow the links below to find information that will be useful as your students gain English fluency with neo.

**neoDashboard Guide**

This detailed guide will take you step-by-step to the information you need to get your students tested and placed at the right level, set grading goals for your classes, learn about student progress reports, and much more.

**Teacher Resources**

Find neo scope and sequences, workbooks, posters, and other support materials that will enhance your neoClassroom experience.

**Materials for Students**

Find the guides and videos your students need to get started. Students can access this page without logging in and can select their language for ease of comprehension.
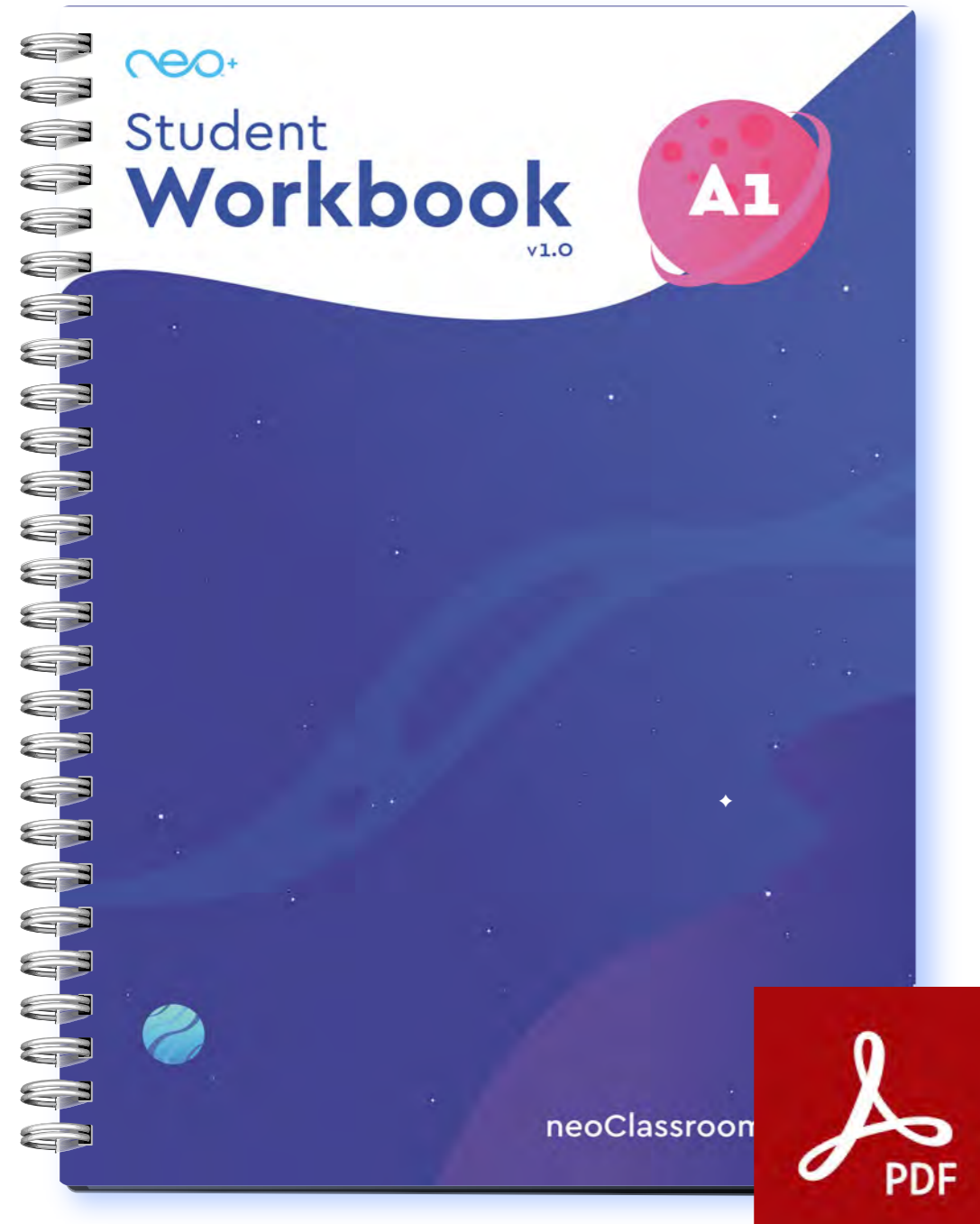
# Quick Overview

- ✓ Download the Workbooks from the Teacher's Resource section on the neoClassroom website.

- ✓ Distribute the Workbooks to students by email.

- ✓ Use the student's Level Completion % to determine which Workbook pages are appropriate.

- ✓ Have students use Adobe Acrobat Reader and ensure that they Save their workbooks when they have completed the exercise they are working on.

- ✓ Show them the Answer Key information for those pages and have students self-correct unless you prefer to do the corrections yourself.

# Accessing, Downloading, and Sharing the Workbook Files

- After logging in using the neo Teacher's password provided by your neo Administrator, you should see a list of teacher resources, including the neoPrep+ Workbooks and Answer Keys.

- Please feel free to download and share the Workbooks with your students.

- You can download the workbooks individually, or in a zip file that contains all the Workbooks or Answer Keys to make the process easier.

- The Workbook files are fairly small PDFs and can be given to students as attachments to an email, or by providing a link to an online drive you may already use.

- Students will not have access to the Workbooks on our Teacher Resources web site. Please do not share your Teacher login information with students.

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| Workbooks | neoPrep+ | C1 Workbook | PDF | DOWNLOAD | English |

# Workbook Formats

The Workbooks are in a fillable PDF format, which means that students can open them and type directly into the blanks in the PDF. If you prefer, you can also print the Workbooks, but it is not necessary.

While other PDF reading apps may also work, we strongly recommend the use of the free **Acrobat Reader from Adobe**. This app works well on both Windows and Mac computers. For Chromebook users, click **here**. (Mac users—please note that Preview is NOT recommended. Preview has issues saving PDFs in a fillable form and retaining internal links like those in the Index.

Students wishing to complete the Workbook exercises on their mobile phones will need to download and install the Adobe Sign & Fill app.

# Finding Appropriate Pages for Students to Study



**neoPrep+ A1+ Workbook Index**

|  |  | neoPrep+ A1+ Course Completion % |
|---|---|---|
| Unit 1 | *Math: Numbers* | – 10% to 25%.............................1 |
| Unit 2 | *Outdoor Activities* | – 25% to 30%.............................7 |
| Unit 3 | *Ratios* | – 30% to 45%.............................9 |
| Unit 4 | *Science: Matter* | – 45% to 60%...........................15 |
| Unit 5 | *Sickness* | – 60% to 65%...........................21 |
| Unit 6 | *Ice* | – 65% to 80%...........................23 |
| Unit 7 | *Geography: The Earth* | – 80% to 90%...........................30 |
| Unit 8 | *School Facilities* | – 90% to 95%...........................36 |
| Unit 9 | *Time Zones* | – 95% to 100%.........................38 |

There is one Workbook for each of the 11 CEFR levels of the neo courses, from Pre-A1 to C1-Bridge.  As shown in the sample Index on the left, each Workbook includes the same 8-10 Units in the neo courses including in each Certification level.

Which Workbook pages are most appropriate for a student, then, is dependent on where the student is studying within neo. As can be seen in the Index, each unit corresponds to a range of neo Level Completion percentages.  So, for example, if a student studying in neo to earn an A1+ Certificate has completed 67% of the course, Unit 6, or any of the earlier units that have not yet been completed, would be appropriate material for the student.
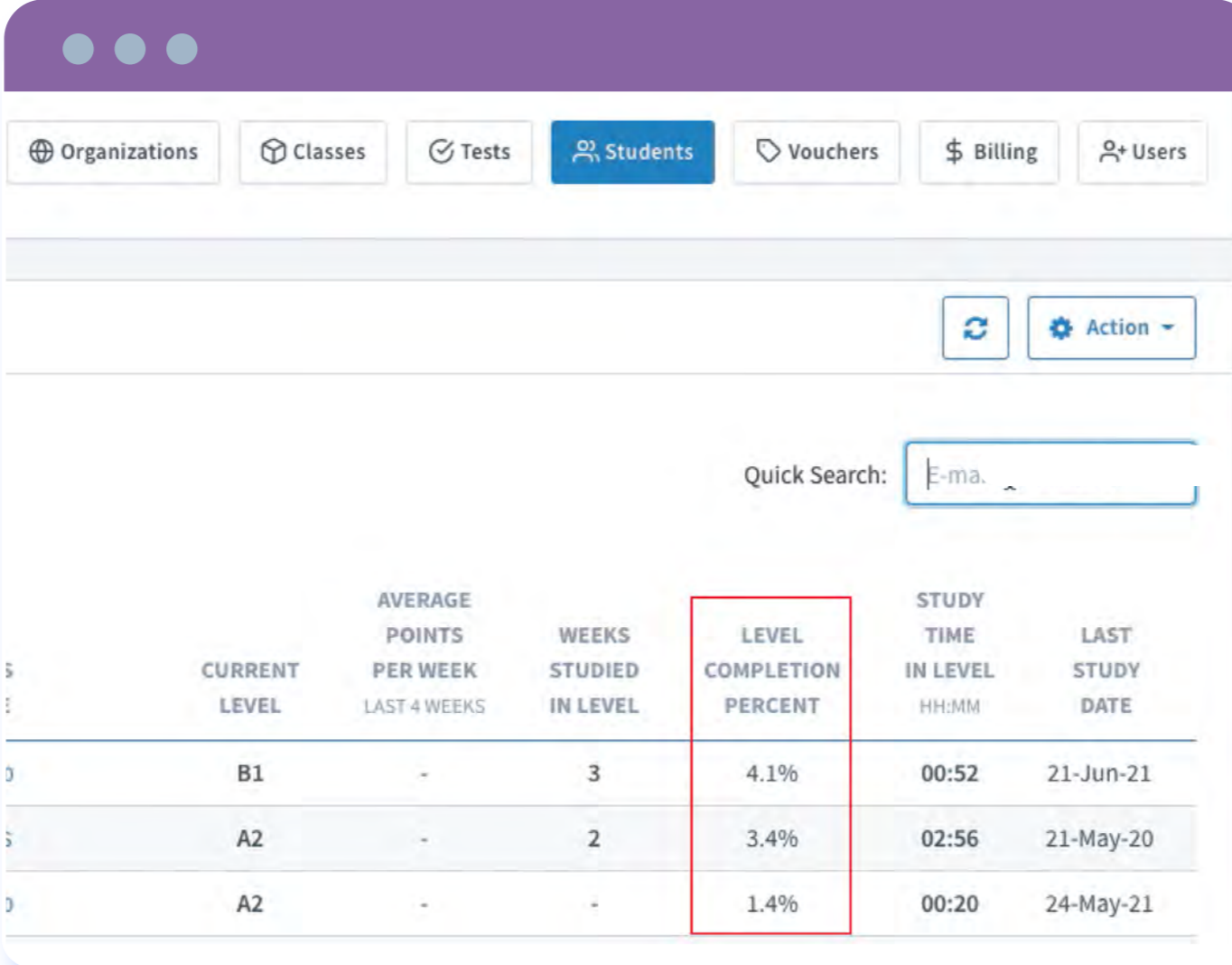
Please note that the relevant Level Completion Percentages for each Workbook page is also referenced in its header. Students with a Level Completion of 10-25% would find this Workbook page appropriate:

neoPrep+    A1+    Workbook    ▪    Unit 1    Math: Numbers    ▪    10% to 25%

**A1+**          **Math: Numbers**          **Unit** 1

# Level Completion % in the neo Universal Dashboard

Teachers can see each student's Level Completion % in the Class Report on nexgen's Universal Dashboard. Students may not be aware of their own Level Completion %, so teachers may wish to inform them orally, or post a printout of the Report below to help students identify appropriate Workbook pages.

# Completing the Workbook Exercises

Once a workbook has been opened in Acrobat Reader, the blanks or spaces where students can write will appear in blue.

Students can simply click in the blue space or blank to type their answer.  After they finish writing in an answer, they can hit the Tab key. This will take them directly to the next blank.

To avoid the possibility of losing their work, students should save their work regularly.

## Corrections

Teachers can manually correct the worksheets or show the student/s the Answer Key to self-correct.