

Townsend Press

The Townsend Press College Skills software program is a program to help you improve your vocabulary, comprehension, and **writing (internet version only)** skills.

The Learning Lab has a hard-drive version of Townsend Press College Skills software program. However, if you want to use this program **off campus** as well as on campus, you will need to open an account on the **internet version** of this program.

How do I create an account for the on-line version of Townsend Press College Skills?

1. Go to <http://www.townsendpress.com>
2. Click on Online Learning Center
3. Click on Create an Account
4. Enter the personal information requested. At the bottom of the page, you will also need to give your location information (College, Michigan, Henry Ford Community College, and identify your instructor). **Note #1:** If you do not have an e-mail address, you can create one here for login purposes only. Type in your first and middle initials, and your complete last name followed by @hfcc.edu (for example, the name Mary Sue Stopps would be msstopps@hfcc.edu). **Note #2:** Make sure that you write down your password in case you forget it. Staff at HFCC cannot retrieve it for you, so you could lose all the records of your work!!
5. Click Create an Account

If you are successful, it will ask you to log in (in red letters). Click log in and repeat your e-mail and password. This should get you to the main menu. If you are unsuccessful, see your English instructor or a Learning Lab reading instructor.

What do I do once I get to the main menu?

You can take the Vocabulary Placement Test, and the results will give you a level to begin working in for both the reading and vocabulary areas. The program will place you into one of four levels: Groundwork, Building, Improving, or Advancing. Click on the level the Placement Test directs you to. You can move through the exercises beginning at the top, left-hand column; however your instructor may assign certain exercises for you to complete each week.

What if I find that the level is too difficult or too easy?

If you find that the exercises are too difficult (scores below 60%), drop down to the next level and work on those exercises, then return to your original level. If you find that the exercises are too easy (scores consistently 80% and higher), you should advance to the next level. Be sure to tell your instructor about any level changes that you make.

I'm a second-language learner, and sometimes I might not be able to identify a word when I see it, but I will when I hear it? Can this program help me?

Yes. In the vocabulary exercises, the word that's being introduced is in CAPITAL letters. If you click that word, the program will say the word so you can hear the pronunciation. At home, you will need computer speakers or personal headphones that you can plug into your computer. You can also bring your headphones with you when you visit the Learning Lab. If you forget your headphones, the Learning Lab has a number of study rooms that offer computers and speakers.