



Unit

7

Reading Manual



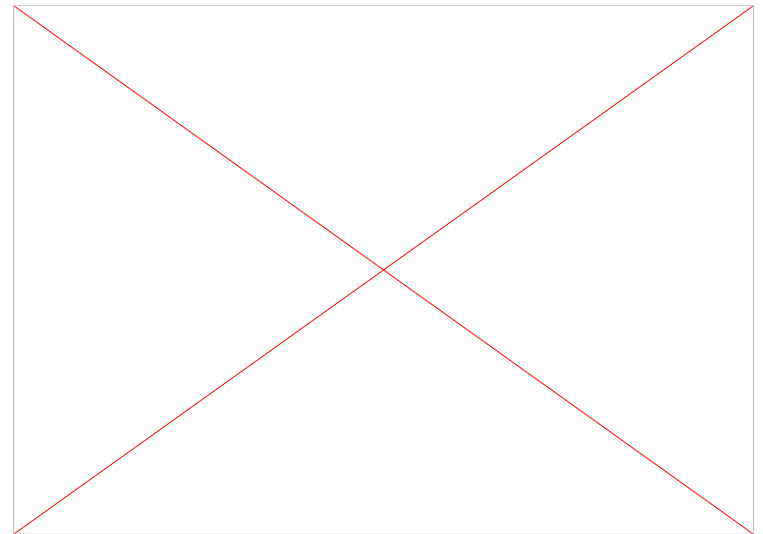


หัวข้อเรื่อง (Topics)

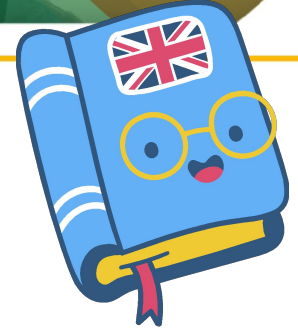
1. คำศัพท์เกี่ยวกับส่วนประกอบต่างๆของคู่มือ (Manual)

2. รายละเอียดต่าง ๆ ของคู่มือ (Manual)

3. การอ่านคู่มือ (Manual)



Warm up



Try to see the sample manual above and answer the questions below.

Online Classroom User Manual

Table of Contents

Below is the complete table of contents for the manual:

Getting Started	1
First-time Access to the Classroom	1
Login to the Online Classroom	2
Logout	2
The Online Classroom Interface	3
System Requirements	3
Navigating the Classroom	3
Drawing Tools	4
Colors	4
Size	4
Tools	4
Attendee List	5
Audio Controls	5
Chat Window	5
Private Messages	6
Request for floor	6
Instructor Control Panel	7
Whiteboard	7
Type a URL	7
Polling	9
Application Sharing	10
Show Application	10
Share Application	11
Stop Sharing the Application	12
Stop Showing Application	12
Moderator Function	13
Uploading and Managing content	14
Slide List	14
Selecting slides to use in the Classroom	14
Edit Slides	14
Creating a New Slide List	15
Copying Slide Lists	15
Adding Slides to a Slide List	15
Adding Multiple Slides at Once	16
Creating Slides	17
PowerPoint Slides	17
HTML Files	18

The following pages are two detailed sections from the manual.



1. How many headings does this manual have?

2. Which page are you going to open if you want to create slides?

3. In the Application Sharing, how many sections can you see?

4. Which page can you find audio controls?

5. In drawing tools, how many sections can you find?



Vocabulary



Lis-

Trouble shooting
Maintenance
tion
Notes

Procedure
Features

Installation
Instructions
Function

Parts

Content
Specifica-
Operation

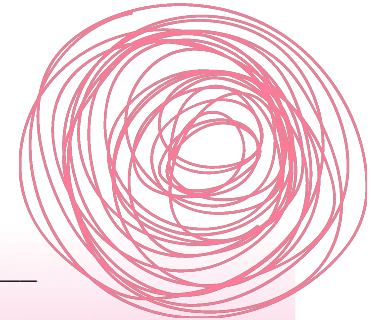


Listen again and

Exercise 1: Find their meanings in Thai.

1. Trouble shooting _____
2. Installation _____
3. Operating guide _____
4. Content _____
5. Maintenance _____
6. Instructions _____

7. Function _____
8. Specification _____
9. Procedure _____
10. Parts _____
11. Features _____
12. Dismantling _____



Exercise 2: Fill out the blanks of each sentence by using the vocabulary above.



1. If you have minor problems with your mobile phone. You can try _____ it.
2. You can check the capacity and details of the device in the _____ section.
3. Before starting up your device you must read the _____.
4. In the _____ you can find the steps in using the device.
5. To install an apparatus you must read the _____ section.
6. You must know all the _____ of an appliance or device.
7. In a remote control you can find the _____ of your television.
8. Usually on the first page of a manual you can find the _____.
9. If you want to know how to take care of your device you must read the _____ section.
10. To avoid accidents you must follow _____.



3. Grammar focus

1. ส่วนประกอบของคู่มือ (Manual) ประกอบด้วยส่วนต่าง ๆ ดังนี้

1.1 Introduction ข้อมูลทั่วไป ประกอบด้วยหัวข้อ

- Content ได้แก่ สารบัญ ประกอบด้วยหัวข้อต่าง ๆ ของคู่มือ จัดเรียงตามรายละเอียดของคู่มือ ผู้อ่านสามารถทราบได้ว่าคู่มือเล่มนั้นประกอบด้วยหัวข้อ สำคัญอะไรบ้าง

- Parts เป็นส่วนประกอบของเครื่อง บอกรายละเอียด ชิ้นส่วนของเครื่อง ส่วน ใหญ่ จะมีภาพส่วนต่าง ๆ แสดงเพื่อความเข้าใจของผู้อ่าน

- Function หน้าที่ของเครื่อง อธิบายการทำงานของส่วนประกอบต่างๆ

- Features คือ ลักษณะเด่นของเครื่อง บอกลักษณะพิเศษของเครื่อง อุปกรณ์ นั้น ๆ ว่ามีอะไรบ้าง

- Symbols ได้แก่ เครื่องหมายหรือสัญลักษณ์ที่ใช้ในคู่มือ

1.2 Assembling / Installation ได้แก่ การประกอบและการติดตั้ง บอกรายละเอียดการประกอบ ติดตั้งตั้งแต่เริ่มต้นจนแล้วเสร็จ มักมีภาพประกอบเพื่อความเข้าใจได้ง่าย



1.3 Operation คือ การใช้เครื่อง การบอกถึงการเริ่มใช้งานหลังติดตั้ง ประกอบ แล้ว จะ บอกให้ผู้ใช้งานปฏิบัติตามลำดับ

1.4 Troubleshooting ได้แก่ การแก้ไขข้อขัดข้อง หลังจากใช้งานแล้ว หากเกิดข้อขัดข้องไม่สามารถใช้งานได้ตามปกติผู้ใช้สามารถศึกษาและแก้ไขเบื้องต้นจากหัวข้อนี้ ซึ่งจะอธิบายสาเหตุและบอกวิธีแก้ไขเครื่องหรืออุปกรณ์

1.5 Maintenance การบำรุงรักษา เป็นข้อปฏิบัติของผู้ใช้งานในการบำรุงรักษา ให้ สามารถใช้งานได้เป็นปกติและนาน

1.6 Notes ข้อมูลอื่นๆ ที่เกี่ยวกับเครื่อง เป็นรายละเอียดเพิ่มเติม เช่น การตรวจสอบ เป็นระยะ ผังวงจร คำเตือนเกี่ยวกับความปลอดภัย การรับประกันเครื่อง

1.7 Specification ข้อมูลจำเพาะเป็นข้อมูลด้านเทคนิคของเครื่อง สมรรถนะในการทำงาน ซึ่งจะอยู่ท้ายสุดของคู่มือ

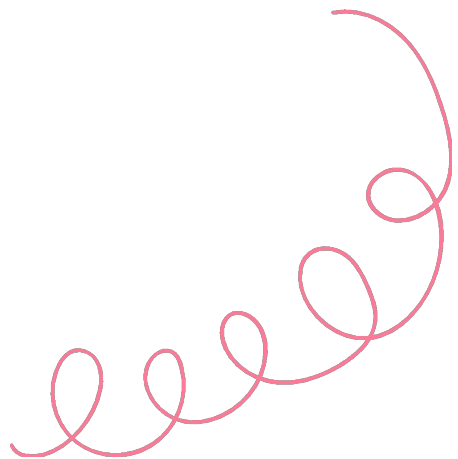
2. Sequence Markers

Sequence markers are used to show procedures or steps on how things are done. Usually found in manuals.



Example

Fist...	Firstly	First of all
Second...	Secondly	Second
Third...	Thirdly	Third
Then...	After that	After that...
After that	Next	Next
Next	Lastly	Finally...
Finally		



Exercise 3: Read the following manual. Then, answer the questions.



To Charge the Remote :

Step 1 Slide and hold the latch lever in the direction of the arrow (A), then pull the key out of the remote (B).

Step 2 Plug the charging cable into the charging slot until it clicks.

Step 3 Connect the other end of the cable to a computer or other USB power source.

Note : Be sure that the computer is connected to a power source. If the remote status display does not indicate that the remote is charging, use a different USB port. The charging icon on the remote status display shows a full battery when charging is complete.





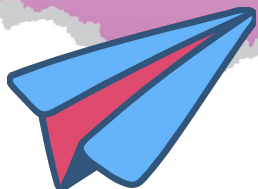
1. If you want to change the remote, what is the first thing you must do?

2. How do you know you plug the charging cable into the charging slot correctly?

3. What must you do after you pull the key out of the remote?

4. What is the last step of charging the remote?

5. If the remote status display does not indicate that the remote is charging, what must you do?



Exercise 4: Read the following manual. Then, answer the questions.

LCD BacPac User Manual

LCD BacPac Features

1. Seamlessly attaches to the back of HD HERO cameras.
2. LCD screen allows for easy visual control of camera and settings.
3. Fast forward + fast rewind photos and video.
4. Integrated speaker for sound.

Adjust LCD screen brightness

1. Press and hold LCD button for 2 seconds to enter LCD menu.
2. Press power/mode button twice to highlight 'BRIGHTNESS' menu button.
3. Press shutter button repeatedly to adjust brightness.

Playback Photos

1. Press and hold LCD button for 2 seconds to enter LCD menu.
2. Press power/mode button once to highlight 'PHOTO' menu

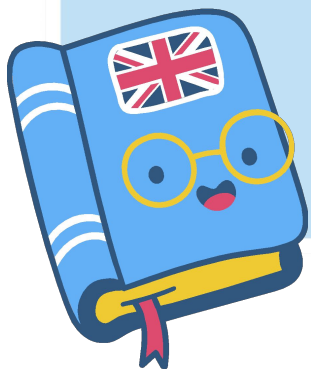


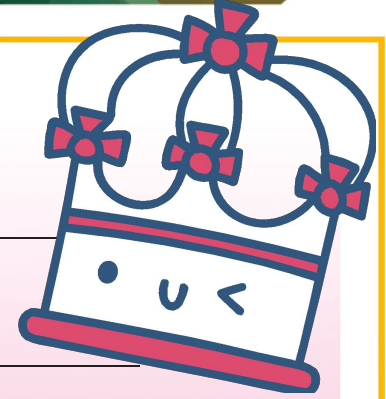


3. Press shutter button and the first recorded photo will automatically be displayed.

4. Press power/mode button to advance to the next photo. Hold down power/mode button to fast forward through photos.

5. Press shutter button to go back to the previous photo. Hold down shutter button to fast reverse through photos.





1. What is the feature of the LCD BacPac screen?

2. How many steps are there in Playback Photos?

3. What is the first step of adjusting LCD screen brightness?

4. What happened after you press shutter button?

5. What must you do if you want to go back to the previous photo?

6. If you want to advance to the next photo, what must you do?

7. What is the last step of Playback Photos ?

Exercise 5: Read this troubleshooting chart. Then, answer the ques-



Symptom	Possible cause
No sound is heard.	Is the volume level set to "0"? Are the speaker wires disconnect?
The power is not turn on.	Is the unit unplugged? The protection circuit may be activated. Unplug and plug in the power lead again after 15 minutes or more.
No images are displayed.	Is TV turned on? Is the input of TV switched?

1. What's the possible cause of no sound in this DVD?

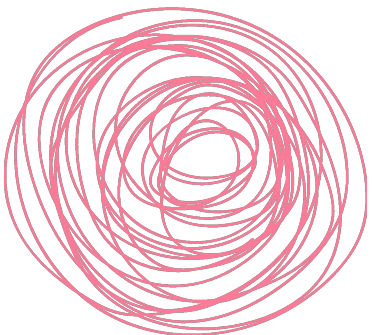
2. When the TV is turned on, what could happen to your DVD?



3. If the power is not turned on, what should you do?

4. How many possible causes of no images in your DVD?

5. If the protection circuit were activated, what should you do?



Listening and

Practice 1 :



listen to the conversation.

A : Excuse me. Can you help me? My mobile phone isn't working.

B : What seems to be the problem?

A : When I turn it on, it suddenly shuts down in a few minutes.

B : Maybe the problem is its battery.

A : Maybe. Could you check it out for me please?

B : Yes. No problem. Let me take a look. Your battery is ok.

A : Oh I see. So what seems to be the problem?

B : Did you try trouble shooting it?

A : What's that?

B : It's in your mobile's operating manual. Look for the section that says trouble shooting. I suggest you try it first and come back tomorrow if it's still not working.

A : Ok. Thanks.



Practice 2: Practice the conversation above with your partner.

Speaking

Joey and Chaiya are talking about how to install new refrigerator. Practice the dialog, then create new dialog like the example and present it to your friends and teacher.



Chaiya : Hello! Joey. What are you doing?

Joey : Hi! Chaiya. I'm reading instruction manual.

I just bought new refrigerator yesterday and I want to know how to install it.

Chaiya : It's good to follow instruction manual. You have to read "Installation", what page is it?

Joey : It's on page 2.



Chaiya : How to install your refrigerator?

Joey : First, don't place it near a sink. Water splash may rust occurred and cause electricity shortage to it.

Second, choose a good location for the unit. Position it in a flat, leveled surface. Third, before plugging it, make sure the power switch is turned off.

Chaiya : O.K. I'll help you to do that.

Joey : Thank you so much.




Reading and Writing



Read the instruction manual of the refrigerator's installation and check your comprehension. If the statements are true write **T**, false write **F** in front of the numbers.

How to install the refrigerator

- 🍌 Keep the unit away from excessive heat or direct sunlight.
- 🍌 Do not place it near a gas cooker or oven.
- 🍌 Don't place the refrigerator near a sink. Water splash may rust occurred and cause electricity shortage to the unit.
- 🍌 Before plugging the unit, make sure the power switch is turned off. Check for proper voltage. If possible, do not plug the unit with other appliances. Plug the power cord into a three prong grounded outlet.
- 🍌 Choose a good location for the unit. Position it in a flat, leveled surface. This will maximize vibration and noise. for proper ventilation allow a distance of at least 30 cm from the wall

- 
- ___ 1. Place the refrigerator near a gas or oven.
- ___ 2. Rust may occur if the unit is near water splash.
- ___ 3. Switch on the power before plugging the unit.
- ___ 4. You should not plug the unit with other appliances.
- ___ 5. Place the unit in a flat, level surface position.
- ___ 6. The proper position will make minimize vibration and noise.
- ___ 7. The proper voltage must be checked before plugging.

