

Getting Started with CommunicationFitness

Welcome to CommunicationFitness. We're happy to have you aboard, and we're confident that you're going to find this online resource not only extremely helpful to you in your efforts to strengthen your writing and speaking skills but also engaging to work with. This brief guide will get you started. If you need additional help, you can call us toll-free at 1-866-266-3481 or send us an email at info@comfit.com.

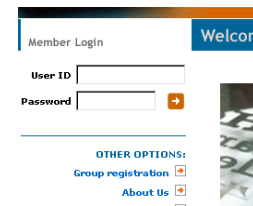
HOW TO ENROLL

The enrollment procedures for CommunicationFitness differ slightly depending upon the arrangement.

Typical group registration

1. Access Login URL (www.comfit.com).
2. Click on **Group Registration**.
3. Use the alphabetized directory or scroll down to find your group.
4. Fill out the form.
5. Make sure you jot down your User ID and password.

Site URL: www.comfit.com



Campus store purchases

If you have paid for your CommunicationFitness subscription at your campus bookstore, follow the same instructions as above, but with this exception. Instead of clicking on **Group Registration**, click on **Bookstore Purchases**.

For credit card subscribers

If you're going to be using a credit card to pay for your subscription, follow the instructions above but with this additional consideration: Do not use the same credit card for two or more subscriptions. If you do not have a credit card but are in a group that is paying by credit card, please do the following:

1. Click on **Group Registration** and choose **Special** in your school's name.
2. Fill out the form and send a check or money order for \$15 to:

Comfit LLC
38 Post Road West
Westport, CT 06880

HOW TO LOGIN ONCE YOU'RE ENROLLED

Regardless of how you enroll or pay for your subscription, the login process is the same.

1. Access **Login Page** (www.comfit.com).
2. Enter your **User ID and Password**.

That's it!

GETTING FAMILIAR WITH THE SITE



We recommend strongly that on your first visit to

CommunicationFitness you take a few moments to familiarize yourself with all the features that make the site so powerful. The easiest way to orient yourself is to click on **Site Overview** on the home page.

USING MY LOCKER

The best place to begin working on **CommunicationFitness** each time you log in is to use **My Locker** as your base of operations.

The **My Locker** link is in the top menu next to **Home** on the main menu. It is also at the bottom of every page.

When you click on **My Locker**, you'll be presented with the following options:

- **Workout Log**
- **Assessments**
- **Mini-Quizzes**
- **Skill -Building Routines**
- **Instructional Content**
- **Word Memory Power**
- **Submitting and Retrieving Written Work**
- **Messages**
- **SAT Prep**
- **My Programs**



GOING THROUGH THE DRILL-DOWN ASSESSMENT PROCESS

One of the most powerful features of CommunicationFitness is a “drill-down” assessment process that not only measures your overall proficiency in a particular skill set but also identifies the specific concepts *within* that skill set that may be creating problems for you.

Here’s the process:

Phase 1

1. Go to **My Locker** and click on **Assessments**.
2. When you get the **My Assessments** Page, scroll to the bottom and click on **Go to Skill Set Assessment Directory**.
3. On the **Skill Set Assessment** main page, choose one of the eight skills sets.
4. When you get to the Skill Set main page, take the following steps:
 - A. Click on **Start the drill-down assessment process now**.
 - B. Answer the questions on the assessment (keep clicking on “continue” until you come to the last question.)
 - C. On the final page, click on **Finish**.
 - D. View your scores

Skill Set Assessment

Getting the big picture



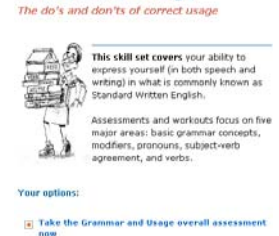
Summary: TI for Common designed to efficiently to from every

Instructions: Listed below are the eight diff “drill down” assessment process. To explore items listed.

- Grammar and Usage
- Punctuation
- Composition
- Word Choice
- Spelling
- Presenting
- People Skills

Grammar and Usage

The do's and don'ts of correct usage



This skill set covers your ability to express yourself (in both speech and writing) in what is commonly known as Standard Written English.

Assessments and workouts focus on five major areas: basic grammar concepts, modifiers, pronouns, subject-verb agreement, and verbs.

Your options:

- Take the Grammar and Usage overall assessment now

THE “DRILL DOWN” PHASE

The results of the overall **Skill Set Assessment** will identify for you the categories within each skill set (skill-set subcategory) that may be creating problems for you. You can “drill down” by taking an assessment in each of the subcategories.

Here are the steps.

1. Click on the subcategory you want to assess.
2. Click on **Take the subcategory assessment now**.
3. Answer the questions on the assessment.
4. When you come to the last page, click on **Finish**.

Listed on the next page (see right) will be your **Subcategory Assessment** score, and a list of the specific concepts within that subcategory that may be a problem for you. Concepts relating to any questions you answered incorrectly will be automatically transferred to your locker.

Subcategory Breakdown	
<input type="checkbox"/> Modifiers	62%
<input type="checkbox"/> Basic Grammar Concepts	77%
<input type="checkbox"/> Pronouns	36%
<input type="checkbox"/> Subject-Verb Agreement	50%
<input type="checkbox"/> Verbs	40%

Are You Up to Snuff With Your Pronouns?

Results

Your Overall Score **36%**

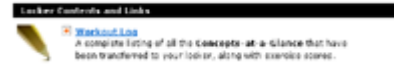
About this feedback: The feedback on this page will help you in two ways: (1) Indicate your overall proficiency in this particular skill set subcategory; (2) Identify which specific concepts within this subcategory (the concepts with the orange checkmark) may be creating problems for you.

Get a Hint

Read this (carefully) to make sure for you to keep track of which concepts you need to work on, all the concepts with checkmarks have been here a been automatically transferred to your Locker. If you would like to add concepts that have not been checked, click on the box beside each unselected concept and use the **Transfer the concepts** command at the bottom of the page.

- Concepts of a Student**
- I do not use myself
 - Connecting Pronouns to Their Antecedents
 - Its vs It's vs His
 - Pronoun Errors: When a Pronoun Isn't Needed
 - Pronouns: Making Sure Pronouns and Their Antecedents Agree in Gender, Person, and Number
 - Pronouns: The Basics
 - Self vs Super
 - Someone That vs Someone Who
 - That vs Which vs Who
 - Their vs There

You “work out” in CommunicationFitness by focusing on a specific **Concept-at-a Glance** stored in your locker. Each Concept-at-a-Glance is a “mini-lesson” unto itself.



Here are the steps:

1. Go to **My Locker** and click on **Workout Log**.
2. On the next screen, click on **Access all workout-related content in my log**.
3. Select one of the Concepts.
4. Read through the Concept.
5. Do an exercise and get scoring/feedback.
6. Repeat as often as necessary.
7. Each time you do an exercise, your score is recorded in your **Workout Log**.

Summary CONCEPTS CURRENTLY LISTED IN LOG: 62 Exercises completed: 18
 Percentage of concepts with 80% exercise score or better: 2.56 Percentage of concepts with 100% exercise score or better: 16.78 Last concept worked on: Pronouns: The Basics 12/3/2004

Sorting Options

- Access all workout-related content in my log
- Access all workout-related concepts that haven't as yet been worked on

Related Links

- Go to Concepts-at-a-Glance Directory.

- BASIC GRAMMAR CONCEPTS : Conjunctions
- BASIC GRAMMAR CONCEPTS : Direct and Indirect Objects
- BASIC GRAMMAR CONCEPTS : Gerunds
- BASIC GRAMMAR CONCEPTS : Nouns
- BASIC GRAMMAR CONCEPTS : Participles
- BASIC GRAMMAR CONCEPTS : Prepositions: The Basics
- BASIC GRAMMAR CONCEPTS : Pronouns: The Basics
- BASIC GRAMMAR CONCEPTS : Verbs: The Basics

Its vs It's vs Its'

Guideline
 Use it's as a contraction for "it is" (and be careful where you stick the apostrophe). Use its (no apostrophe) when you want to express the possessive form of it.

A Closer Look
 Because "it" is a pronoun, it has its own possessive form, as does "he" ("his"), "she" ("her"), and "they" ("their"). The apostrophe, therefore, is unnecessary.

Examples & Specifies
 Every dog has its (possessive) day.
 It's (it is) too early to tell how the drama is going to play out and what its (possessive form of it) impact will be on everybody concerned.

AND NEVER:
 We plan to release the report and publicize its' contents late next week. (because "it" is itself the possessive form of "it," it doesn't require an apostrophe.)

Usage Key
 ITS SITS alone as a possessive.

Related Concepts

- Apostrophes and Contractions
- When Pronouns Show Possession

Do an exercise
 Add this concept to my locker

BASIC GRAMMAR CONCEPTS : Nouns

SCORED exercises completed for this concept

Date	Results	Remove
8.31.2004	100%	<input type="checkbox"/> Add to items to be removed
8.31.2004	80%	<input type="checkbox"/> Add to items to be removed

BASIC GRAMMAR CONCEPTS : Participles

HOW TO SUBMIT WRITTEN WORK

If you're instructor, gives you written assignment, here are the steps:

1. Click on **My Locker** on the top menu.
2. Click on **Written Work Submissions and Feedback**.
3. Click on **Start a new document**.
4. Use the box to input the text, or paste from another application.
5. Decide whether to save, submit to your instructor, or submit to other class members.
6. Save frequently.

Related Links

Start a new document

Submitting Written Work
 Getting feedback from others

Instructions. Use the form below to create an original document or to cut and paste from another application. When you're finished, choose from one of the following options at the bottom of the page: (1) Save but don't submit, (2) Send to Group Administrator, (3) Send to group members.

Title:

Text:

Save but don't submit Send to Administrator Send to group members

HOW TO GET FEEDBACK ON WRITTEN WORK

Whenever your instructor has sent you feedback on something you've written, you'll be notified by a blinking orange "message" that will appear in the top left-hand corner of the screen. You can click on the blinking word or go to **Messages** on the top menu. You will be able to access the written work in the list of messages.

Your current messages:

From	Subject	Date	
Christopher Gilmore	Homework	Jan 13	Read Delete

[Send a new message](#)

You can also access your written work by going to **My Locker** and by clicking on the **Submitting and Retrieving Written Work** link.

Written Work on File					
Title	Date	How it starts	Status	Action	Remove
Homework	1.13.05	Homework for January 13, 2005	submitted	View	

OTHER AREAS WORTH CHECKING OUT

All these sections can be accessed from your locker. We invite you to browse.

- Quizzes and Directories
- Skill-Building Routines
- Word Memory Power
- Master Classes

WHAT TO DO IF YOU NEED HELP

Call us toll-free at 1-866-266-3481 or send us an email at Info@comfit.com