

# Solutions

## Ampersand Puzzle

1. Yes
2. Off
3. Up
4. Abbot
5. Right
6. Entering
7. Saucer
8. Macaroni
9. Adam
10. Romeo
11. Tonic

**Message:** You are smart.

## Chunks: The Aging Process

You don't stop playing when you grow old. You grow old when you stop playing.

## Crossword Puzzle

**Across:** 1. Score 3. Tie 5. Face 7. Play 9. Jolt 10. Cash 12. Experiential 15. Mean 16. Guru 17. Pupil **18.** Yoyo 19. Clue 20. Bet 23. Ego 24. Facilitator 26. Arm 27. Free 28. Card

**Down:** 2. Cope 4. Interactive 5. Frame 6. Boost 8. Adventure 11. Team 13. Puzzle 14. Rummy 15. Magic 17. Poker 20. Board 21. Timer 22. Game 24. Fun 25. Cup

## **Cryptic Clusters: 20 Mistakes Presenters Make**

1. Be somber and serious.
2. Disappear immediately after the presentation.
3. Don't check out the equipment beforehand.
4. Dress sloppily.
5. Finish abruptly.
6. Get defensive when someone asks questions.
7. Give the same speech to different audiences.
8. Ignore feedback from the audience.
9. Keep talking beyond scheduled time.
10. Pace back and forth.
11. Present a lot of information in a short time.
12. Rattle change or keys in your pocket.
13. Read your speech.
14. Speak on a topic you don't know anything about.
15. Stand frozen behind the podium.
16. Begin your presentation late.
17. Use off-color jokes.
18. Use inappropriate sports analogies.
19. Use technical jargon and formal language.
20. Use too many powerpoint slides.

## **Cryptogram: New Vision**

In a simulation game, you don't experience a new reality. You experience an old reality with a new pair of eyes.

## Dominoes: Training Acronyms

OJT: *On-the-Job Training*. The most common training method in which the employee-learner performs under the supervision of someone else who is already qualified to do the job.

EG-RUL: *Example-Rule*. A discovery sequence used for teaching concepts.

IVD: *Interactive Video Disc*. A computerized learning program with video images that are controlled by the learner.

KOR: *Knowledge of Results*. A type of feedback that tells the learner if his or her response is correct.

LTM: *Long-Term Memory*. Information that is encoded, stored, and retained in the brain.

CBT: *Computer-Based Training*. Technology-based training that involves computers.

APL: *Assessment of Prior Learning*. An assessment process that recognizes an individual's skills and knowledge regardless of how and when they were acquired.

DACUM: *Developing a Curriculum*. A curriculum analysis conducted by bringing all the concerned parties together.

## Extra Letters: Advantages

Message: You can use this puzzle to emphasize the major learning point from your next training session.

Extra letters: This is the key idea.

**Message:** When you are enjoying yourself, changes in your blood chemistry help you learn more effectively and remember more clearly.

**Summary:** Have fun when you learn.

## Letter Drop: Help People Learn

People don't learn from a training game. They learn from each other.

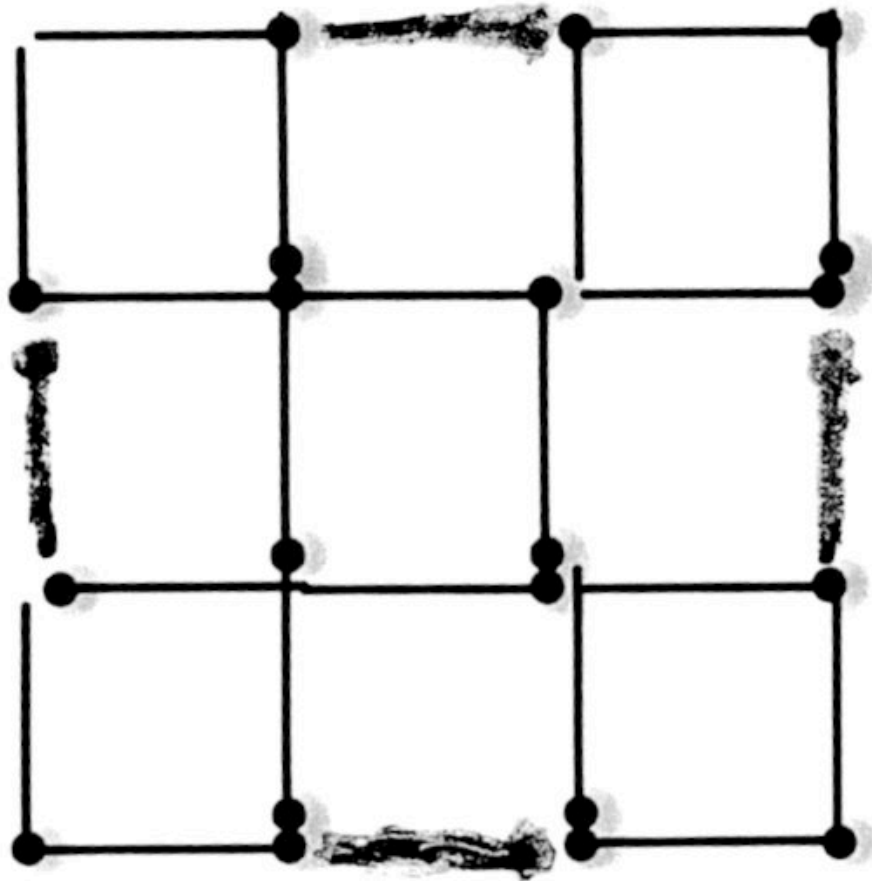
## List Processing

Statement	Medium
1. Cannot be used without playback equipment.	Audiotape
2. Can display motion.	Videotape
3. Can present sounds.	Audiotape
4. Can present text and images.	Videotape
5. Easiest to duplicate.	Print
6. Least expensive to produce.	Print
7. Most difficult to revise.	Videotape
8. Permits self-pacing.	Print
9. The learner's eyes and hands can be occupied elsewhere.	Audiotape

## Logic Puzzle

Sequence	Presenter	Task
First	Bob	Hotel arrangements
Second	Andy	Publicity
Third	Diane	Conference program
Fourth	Esther	Refreshment breaks
Fifth	Cathy	Registration

### Matchstick Puzzle: Four Will Give You Nine More



1 x 1 squares: 9

2 x 2 squares: 4

3 x 3 square: 1

Total: 14 squares

### **One Down Puzzle: Training Terms**

1. demonstration
2. lecture
3. tutoring
4. graphics
5. role playing
6. audiotape
7. case study
8. transparency
9. print
10. slide
11. computer
12. game
13. videotape
14. film
15. simulation

**Down:** methods and media

## **Sandwich Words: Oxymoronic Advice**

Paper BACK Ache  
Scrambled EGG Plant

Brown SUGAR Daddy  
Good EVENING News  
Clock RADIO Active  
Red INK Blot  
Olive OIL Change  
Shut UP Tight  
Fruit SALAD Dressing

Hydrochloric ACID Rain  
Peanut BUTTER Fly  
Post OFFICE Hours  
Down UNDER Ground  
Round TABLE Tennis

Good FORTUNE Cookie  
Labor UNION Station  
Maiden NAME Tag

**Oxymoronic Advice:** Be serious about fun.

## Scrambled Graphics: Training Ingredients





## **Solitaire Bingo: Training Test**

1. A subject-matter expert
2. Need
3. Criteria or standards
4. Understand
5. Job aid
6. Correspondence course
7. Near
8. Concept learning
9. Open-ended questions
10. Pretest or entry test
11. Smile sheet
12. Learn
13. Humanism
14. Discovery method
15. Formative evaluation
16. Process

## **Teleported Sentence: Will Rogers**

Even if you are on the right track, you'll get run over if you just sit there.

## **Triplets: Oxymorons**

1. Instrument 2. Nest 3. Suit 4. Truth 5. River 6. Under 7. Candle 8. Touch 9. Ink 10. Over 11. number 12. Acid 13. Land 14. Gas 15. Average 16. Morning 17. Equal 18. Sand 19. Active 20. Rock 21. examination 22. Salad 23. Escape 24. roll 25. Island 26. Old 27. Union 28. song 29. Family 30. Upper 31. Name.

**Message:** Instructional games are serious fun.

## **Twisted Pair Puzzles: Stolovitch**

Do not confuse telling with training.

### **Unscramble: Tools for Trainers**

1. Audiotape
2. Television
3. Film
4. Print
5. Computer
6. Simulator
7. Instructional Media