

# Instructions for Producing Materials for Building Blocks of Honesty

## **SUPPLIES NEEDED FOR FOUR (4) SETS OF MATERIALS**

One set serves a group of 4-5 participants.

### **8 1/2" x 11" PAPER:**

1. Colored card stock:
  - yellow, 8 sheets
  - blue, 8 sheets
  - red, 8 sheets
  - green, 8 sheets
2. Regular weight colored paper:
  - yellow, 2 sheets
  - blue, 2 sheets
  - red, 2 sheets
  - green, 2 sheets
3. NOTE: If you prefer the Quick Alternative Method for constructing Laminated Strips, replace the colored paper (Item 2, above) with two 8 1/2" x 14" sheets of white paper. Refer to Step-by-Step Instructions, Illustrations (A) and (B) on page 5 of this document to view the difference between a Quick Alternative Laminated Strip (using white paper) and the all-colored Laminated Strip.
4. Plain white paper: twenty sheets (These will be discarded after use by each group of participants. We thus suggest you prepare extra, e.g. 100, to keep on hand for future occasions.)

### **ENVELOPES:**

1. #10 envelopes (business letter size, about 9 1/2" x 4"):
  - yellow, 4 envelopes
  - blue, 4 envelopes
  - red, 4 envelopes
  - green, 4 envelopes

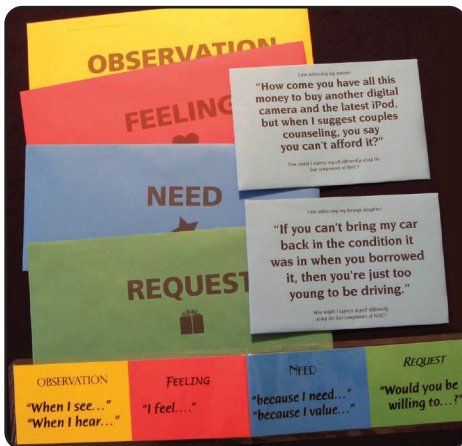
NOTE: If you cannot find colored envelopes, use felt markers to color code white envelopes.
2. #A2 envelopes (small squarish envelopes about 4 3/8" x 5 3/4"): 20 envelopes, all in one color (or plain white). Make sure the color you choose is light enough to allow printing to show clearly. (In this activity, these envelopes are referred to as "scenario envelopes" and are shown in blue in the illustration photos below.)

## SPECIFIC LEARNING AID 10.2 — Instructions for Producing Materials for Building Blocks of Honesty

### OTHER SUPPLIES:

1. Laminator (minimum 9" long) and two 8 1/2" x 14" laminating sheets
2. A printer that accepts card stock (heavy paper) and small (4 3/8" x 5") envelopes
3. Paper cutter
4. Colored printer (needed only if using Quick Alternative Method for constructing Laminated Strips)
5. Two-sided adhesive tape. (If not available, use regular tape and either paper-glue, paste, or rubber cement.)
6. Sixteen large paper clips
7. Optional: four large ziplock bags to store the completed sets. These keep the materials organized and protect the envelopes from becoming dog-eared.
8. Alternative to colored envelopes: colored felt markers (yellow, red, blue, green)

### DESCRIPTION OF COMPLETED MATERIALS (one set)



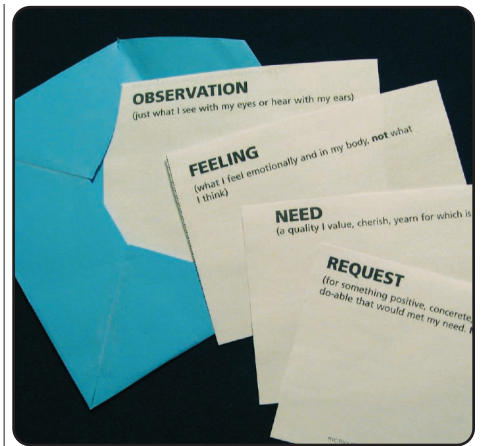
**Figure 1:** Complete Set of Materials, consisting of:

- (A) four color-coded long envelopes (Each envelope contains a set of color-coded small dialogue cards and a set of large cue cards - not visible in this photo.),
- (B) five scenario envelopes (Each envelope contains a set of four inserts - not visible in this photo.), and
- (C) one Laminated Strip



**Figure 2:** The yellow OBSERVATION envelope opens to reveal:

- (A) small dialogue cards and
  - (B) large cue cards.
- NOTE: This photo shows the items needed for Level I of the activity. Notice that the Laminated Strip is turned here to the side with just the four words.



**Figure 3:** The scenario envelope opens to reveal four blank inserts to be filled in by participants. These are used only for Level II of the activity.

## SPECIFIC LEARNING AID 10.2 — Instructions for Producing Materials for Building Blocks of Honesty

### STEP-BY-STEP INSTRUCTIONS FOR PRODUCING FOUR SETS OF MATERIALS FOR BUILDING BLOCKS OF HONESTY

You will be constructing the following three parts:

- 1. LAMINATED STRIPS** — The Laminated Strip shows four colors and has different words on the two sides (see Figures 1 and 2 above). You will be making 4 Laminated Strips (one Laminated Strip for each set of materials).
- 2. LONG ENVELOPES AND THE CARDS THAT GO INSIDE THEM** — You will be making 16 long envelopes, 16 sets of big cue-cards, and 16 sets of small dialogue-cards. All cards will be inserted inside envelopes. (Four long envelopes containing big cue-cards and small dialogue-cards are needed for each set of materials.)
- 3. SCENARIO ENVELOPES AND THEIR INSERTS** — You will be making 20 scenario-envelopes and a set of 4 inserts for each of them. (Five scenario envelopes with inserts are needed for each set of materials.)

#### I. INSTRUCTIONS FOR PRODUCING LAMINATED STRIPS

NOTE: The following instructions are for constructing the Strip from colored paper. Illustration (B) at the on page 5 offers a Quick Alternative Method which uses colored ink instead of colored paper.

- Take the eight pieces of regular weight colored paper:
  - yellow, 2 sheets
  - blue, 2 sheets
  - red, 2 sheets
  - green, 2 sheets
- Print the templates (NOTE: These templates will allow you to make 6 Strips. Discard extra pieces or save for future use.)
  - Print Template 10.2–1a (Observation) on yellow sheet
  - Print Template 10.2–1b (Observation cues) on yellow sheet
  - Print Template 10.2–2a (Feeling) on red sheet
  - Print Template 10.2–2b (Feeling cues) on red sheet
  - Print Template 10.2–3a (Need) on blue sheet
  - Print Template 10.2–3b (Need cues) on blue sheet
  - Print Template 10.2–4a (Request) on green sheet
  - Print Template 10.2–4b (Request cues) on green sheet
- Cut each page along the guidelines to produce four pieces, each 3 1/2" wide and 3" high. NOTE:

## SPECIFIC LEARNING AID 10.2 — Instructions for Producing Materials for Building Blocks of Honesty

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The page yields six pieces, but you only need four.

### 4. Assemble a Strip:

- Take the 8 different pieces you'll be using to assemble a 2-sided Strip and look at Figures 1 and 2 that show each of the two sides of a completed Strip. The order of the pieces for both sides are (from left to right): Observation, Feeling, Need, Request.
- Lay out one side of the Strip
  - i. Take the four pieces that would go on one side of the Strip and turn them face down. Make sure they are in the correct order when read from the front. (NOTE: When lying face down, the leftmost piece is the green "Request", NOT the yellow "Observation".)
  - ii. Use tape (double-sided, if available) on the back side of these pieces to secure their positions relative to each other. It is not necessary to use a lot of tape.
- Lay out the other side of the Strip
  - i. Now take the other four pieces and line them face up in the order mentioned: Observation, Feeling, Need, Request.
  - ii. Dab a bit of glue on the back of each piece and carefully attach the pieces to the backs of the ones lying face down. Use only enough glue to keep the pieces in place. (Everything will eventually be laminated together.)
- Check both sides of the Strip to see that the pieces are well-aligned and are in the order you want.

### 5. Assemble three more Strips using the same procedure.

### 6. Position two assembled Strips on each 8 1/2" x 14" laminating sheet, making sure to leave space between the Strips.

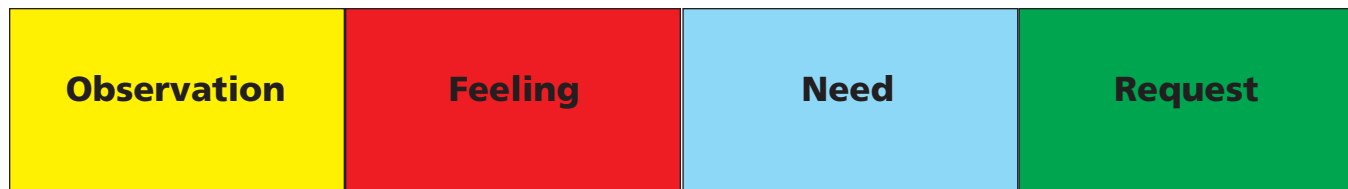
### 7. Laminate.

### 8. After laminating, carefully cut each sheet to produce two finished Strips. Be sure to leave a 1/4" border of laminate around the strip.

### 9. Place a large paper clip over each of the four colors on a Strip. (These allow participants to attach their dialogue-cards to the Strip during practice.)

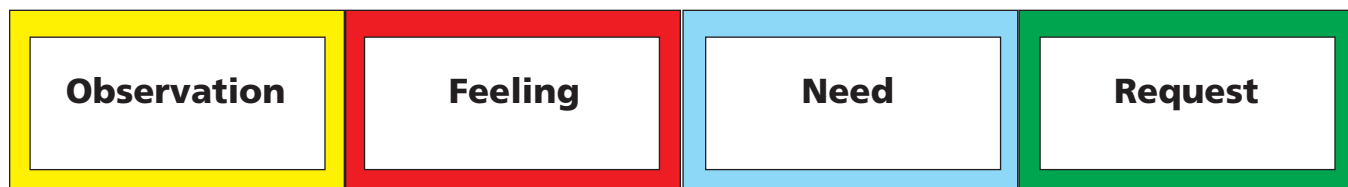
## SPECIFIC LEARNING AID 10.2 — Instructions for Producing Materials for Building Blocks of Honesty

Illustration (A) below



*The finished Strip, constructed from pieces of colored paper as instructed above*

Illustration (B) below



*The finished Strip using the Quick Alternative Method as instructed below.*

### INSTRUCTIONS FOR PRODUCING ALTERNATIVE LAMINATED STRIP:

1. For two laminated strips, make two photocopies of template 10.2–5. When printing this template, be sure to go into your “Page Set Up” and select “legal size” paper, or 8.5”x14”.
2. Using a paper cutter, cut out the top strip (for the front of the laminated strip) and the bottom-strip (for the back of the laminated strip) Each cut out strip should measure 3” x 13 1/2”.
3. Glue the two strips together back to back.
4. Laminate two strips at once using a laminator and an 8 1/2” x 14” laminating sheet, making sure that there is a 1/4” margin around each strip to secure the lamination.
5. Trim, leaving a 1/4” margin.

## II. INSTRUCTIONS FOR PRODUCING LONG ENVELOPES AND THE CARDS THAT GO INSIDE THEM

1. Assemble the envelopes:
  - 4 yellow
  - 4 red
  - 4 blue
  - 4 green
2. Print Template 10.2–6 (Observation) on the 4 yellow envelopes. When printing envelopes, be sure to go into “Page Set Up” and adjust your printer to print on #10 envelopes, approximately

## **SPECIFIC LEARNING AID 10.2 — Instructions for Producing Materials for Building Blocks of Honesty**

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4 ½" x 9".

3. Print Template 10.2–7: Feeling, on the 4 red envelopes.
4. Print Template 10.2–8: Need, on the 4 blue envelopes.
5. Print Template 10.2–9: Request, on the 4 green envelopes.
6. Make the large cue-cards
  - a. Print Template 10.2–10: Observation, on four sheets of yellow card stock.
  - b. Print Template 10.2–11: Feeling, on four sheets of red card stock.
  - c. Print Template 10.2–12: Need, on four sheets of blue card stock.
  - d. Print Template 10.2–13: Request, on four sheets of green card stock.
  - e. Cut along the guide lines on each page to separate and produce the finished cue-cards.
  - f. Insert a set of cue-cards matched by color into each of the 16 envelopes you made.
7. Make the small dialogue-cards
  - a. Print Template 10.2–14: Observation, on four sheets of yellow card stock
  - b. Print Template 10.2–15: Feeling, on four sheets of red card stock
  - c. Print Template 10.2–16: Need, on four sheets of blue card stock.
  - d. Print Template 10.2–17: Request, on four sheets of green card stock.
  - e. Cut along the guide lines on each page to produce the individual dialogue-cards.
  - f. Insert a set of dialogue-cards matched by color into each of the 16 envelopes you made.
8. Verify that each envelope now contains a set of small dialogue-cards and a set of large cue-cards.

### **1. Choose either the set of 5 templates**

- a. for prison scenarios (Templates 10.2–18, 19, 20, 21, 22) or
  - b. for general community (Templates 10.2-23, 24, 25, 26, 27).
2. Print each template on four #A2 (small squarish) envelopes for a total of 20 envelopes. When printing envelopes, be sure to go into “Page Set Up” and adjust your printer to print on #A2 envelopes, approximately 4 ¾" x 5 ¾" or envelopes close to those dimensions.
  3. Print twenty copies of Template 10.2–28 (inserts) on plain white paper. (Print 100 copies if you

## SPECIFIC LEARNING AID 10.2 — Instructions for Producing Materials for Building Blocks of Honesty

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wish to have extra on hand.)

4. Cut each sheet into four pieces, and insert them into a scenario envelope.

### TEMPLATES PROVIDED

- Template 10.2–1a: Observation
- Template 10.2–1b: Observation Cues
- Template 10.2–2a: Feeling
- Template 10.2–2b: Feeling cues
- Template 10.2–3a: Need
- Template 10.2–3b: Need cues
- Template 10.2–4a: Request
- Template 10.2–4b: Request cues

### Template 10.2–5: Front and Back, Quick Alternative Strip

#### a. Long Envelopes:

- Template 10.2–6: Observation
- Template 10.2–7: Feeling
- Template 10.2–8: Need
- Template 10.2–9: Request

#### b. Large Cue Cards

- Template 10.2–10 Observation
- Template 10.2–11: Feeling
- Template 10.2–12: Need

## **SPECIFIC LEARNING AID 10.2 — Instructions for Producing Materials for Building Blocks of Honesty**

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- Template 10.2–13: Request
- c. Small Dialogue Cards
  - Template 10.2–14: Observation
  - Template 10.2–15: Feeling
  - Template 10.2–16: Need
  - Template 10.2–17: Request

### **a. Templates for prison scenarios**

- Template 10.2–18
- Template 10.2–19
- Template 10.2–20
- Template 10.2–21
- Template 10.2–22
- b. Templates for general community
  - Template 10.2–23
  - Template 10.2–24
  - Template 10.2–25
  - Template 10.2–26
  - Template 10.2–27
- c. Inserts
  - Template 10.2–28