

National Spelling Bee Cymru 2023/24

User Manual for Teachers



Welsh



French



German



Spanish

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1. Aim: The aim of the Spelling Bee is for learners to practise and improve their vocabulary, spelling, grammar and translation skills in another language (French, Spanish, German and Welsh 2nd Language) whilst importantly raising confidence levels.

2. What is the Spelling Bee?

This event is designed to support students in **year 7 or 8** who are studying French, German, Spanish and Welsh Second Language.

The objective of the competition is for learners to correctly translate and spell as many words as possible within one minute (in the Target Language). The learners who spell the most words correctly in accordance with the rules will be the winners.

Different to a monolingual Spelling Bee, learners in Wales have the option of receiving their words in Welsh or English.

Learners from bilingual or English medium schools are permitted to compete in Welsh as a 2nd Language category.

The competition consists of 4 stages or rounds with the number of words increasing with each round.

This year, ALL rounds of the Spelling Bee will be held in schools across Wales. All certificates can be downloaded from our website: [Spelling Bee \(spellingbeecymru.co.uk\)](http://spellingbeecymru.co.uk) under Teacher's pack and word list.

3. Getting Started

The competition should be launched in your school in the autumn term and finish in the summer term.

In order to receive prizes for the winners, we kindly ask that you register for the Spelling Bee online via our website before the end of the autumn term: <https://routesintolanguagescymru.co.uk/spelling-bee-2021-22/>

Once you have done this, the dedicated Spelling Bee website www.spellingbeecymru.co.uk will guide you through the competition and includes:

- The Teacher Guide
- Word lists for each stage/round of the competition
- Certificates for each stage of the competition including winners' certificates.
- Competition computer programme that you use when conducting each round of the competition.
- Supporting learning games that your pupils can use when practising for each round.

4. Competition Stages

Learners will be given 25 words to learn at the first stage of the competition and a further 25 words will be added at each subsequent stage.

A set number of learners will proceed at the end of each stage as set out in the table below.

	Term	No. of words to learn	No. Students progressing (per language)
Stage 1 (Class)	Autumn	25 (Word list 1)	15 (per class)
Stage 2 (School quarter final)	Spring	50 (Word list 1 +2)	10 (from school)
Stage 3 (School semi-final)	Spring	75 (Word list 1 +2 +3)	5 (from school)
Stage 4 (School Final)	Summer	100 (Word list 1+2+3+4)	2 finalists per language compete for the title. School to please notify Routes Cymru of the name of the winner for each language by Friday, 14th of June 2024.
School Rewards	July 2024		Spelling Bee champions for each language in your school will be congratulated with Spelling Bee prizes and celebrated via Routes Cymru social media pages.

The names of the winners for each language category should be submitted to info@routesintolanguagescymru.co.uk by the specified closing date shown above.

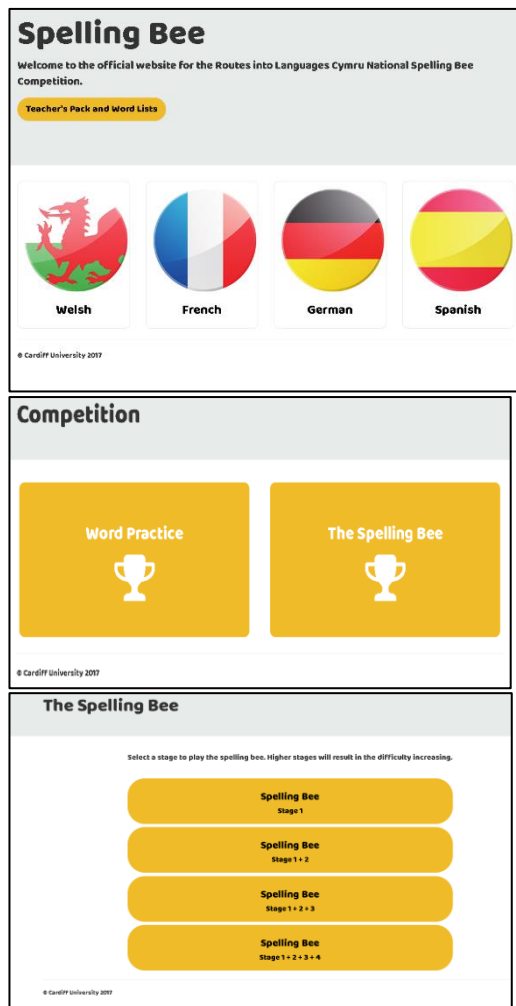
5. Spelling Bee Computer Programme – user guide

The Spelling Bee Computer Programme is used for testing learners at all stages of the competition. It is the main platform used, selecting words at random within the one minute test time.

To start testing, follow the steps below:

Go to

<http://spellingbeecymru.co.uk>



Select Target Language flag.

Choose the option **'Competition'** and then choose **'Spelling Bee'**

Select the relevant stage (see grid above for explanation).

Spanish

Please select one of the language(s) below that you wish to study Spanish in:



Change language Change game Change stage

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Studying: Spanish Working: English

un hermano
a brother

← Start 01:00 Next

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Click Welsh or English flag
(as the source language).

Click the start button to
begin.

6. Competition Stages: explained

STAGE 1: Class Round

Teachers should:

- **Allocate the stage's 25 words** to their students so that they can begin memorising them and practising.
- **Hold a class competition** according to the timetable provided.
 - A *Spellmaster* should be appointed to operate the Spelling Bee computer programme.
 - A judge (and verifier) keeps score, according to the rules.
 - Students should be tested individually and should not use any prompts.
 - Students should have one minute to correctly say and spell as many words as possible in the Target Language. Please refer to competition rules.
 - Up to **15 students per language class** progress to the next stage of the competition.
 - Winners' certificates are available to download on the Spelling Bee website: <https://spellingbeecymru.co.uk/>

STAGE 2: School quarter final

- **Teachers should allocate the extra 25 words** to the stage 1 winners (total of 50 words).
- **The school quarter final should be held** according to the timetable. The same rules apply.
- **10 school winners per language will proceed to the next stage/round.**
- Winners' certificates are available to download on the Spelling Bee website: <https://spellingbeecymru.co.uk/>

STAGE 3: School semi-final

- **Teachers should allocate the extra 25 words** to the stage 2 school winners (total of 75 words).
- **The school semi-final should be held** according to the timetable.
- **5 winners per language will proceed to the school final**
- Winners' certificates are available to download on the Spelling Bee website: <https://spellingbeecymru.co.uk/>

STAGE 4: School Final

- **Teachers should allocate the extra 25 words** to the stage 3 winners (total of 100 words).
- **2 winners for each language from the previous 3 rounds will compete for the Spelling Bee title for each language** during the Summer Term.
- **Teachers to submit the name of the winner for each language category to info@routesintolanguagescymru.co.uk by Friday, 14th June 2024.**
- **Winning certificates to be downloaded from the Spelling Bee website: [Spelling Bee \(spellingbeecymru.co.uk\)](http://spellingbeecymru.co.uk)**
- **Prizes to be sent out to winners for schools that have registered with us online.**

7. The Rules

The Competition

- The Spelling Bee computer programme is used to facilitate the test <http://spellingbeecymru.co.uk/>
- Words are selected in random order by the Spelling Bee computer programme.
- The *Spellmaster* asks each contestant 'Are you ready?' After the contestant agrees they are ready to begin the clock is started.
- Contestants have ONE MINUTE to correctly spell as many words as possible in the target language.
- A judge and a verifier listen to each word and keep score during each contestant's one-minute time slot. Provided that both agree the correct spelling of that word, one point is awarded. Contestants are tested individually without prompts.
- In the event of a tie-break, the number of passes that each contestant made will be counted. The contestant with the least number of passes will win. If the scores and number of passes are the same, each contestant will be given another minute to correctly spell as many words as possible. Once again, the number of passes will be counted. If contestants still have a tied score, a decider round will be played. Contestants will spell a word in turn, until one of them spells a word incorrectly. This continues until there is a winner (and a runner-up). Contestants are given equal number of words to spell. There is no time limit on a decider round.
- Students from bilingual or English medium schools are permitted to compete in Welsh as a 2nd Language category.

Contestant Rules

- Contestants face the judge.
- Contestants will hear the word, translate it into the target language then spell it using the target language alphabet, following the formula SAY IT, SPELL IT.
- Contestants must translate the word with the correct article, but they only need to spell the noun.
- Accents and punctuation must be voiced during the spelling according to the rules set out below (see Accents/Terminology).
- Contestants can pass at any time, but they must say pass in the Target Language. There is no immediate penalty for passing a word but the number of passes will count against them in the event of a tie-breaker.
- Contestants must speak clearly with sufficient volume. If the judge cannot hear the Contestant, the judge will indicate this, and a re-spell takes place immediately. The clock is NOT stopped for this action.
- Although this is a competition of speed, **clarity is of the utmost importance**. If the judge is not able to understand a letter or word, a point will not be awarded.
- **The judge's decision is final on whether they heard a letter or spelling.**
- If Contestants are not sure that they have heard the word correctly, they are responsible for requesting that the word be repeated. The clock is NOT stopped for this action.
- Contestants cannot alter the order of the letters once they have completed their spelling of the word, but they can stop mid-word and start again from the beginning.
- If a Contestant runs out of time during the spelling of a word, they should be allowed to finish the word that they started.
- If a Contestant runs out of time before starting to spell the word, no point is awarded.
- If the Contestant is prevented from spelling a word and the time is up (for example if another Contestant is disruptive), the judge may in his or her discretion allow a re-spell.
- No conferring is allowed.
- Contestants must remain quiet when not spelling. Contestants causing disruption will be warned and if the disruption continues, they may be disqualified.

The Judge

- **The Judge's decision is final; their authority is the word list.**
- Although this is a competition of speed, **clarity is of the utmost importance.** If the judge is not able to understand a letter or word, a point will not be awarded.

Disqualification Rules

- If the judge is satisfied there has been an incident of cheating the Contestant will be disqualified.
- Mobile phones remaining switched on after a warning is given will result in the contestant being disqualified.
- If guests do not remain quiet during the competition after having been warned, then their contestant may be disqualified.
- If the judge is suspicious that members of the audience are influencing the accuracy of the spelling by whatever means, the judge will give a warning, and if the incidence persists the judge may disqualify a contestant or contestants.

7. Accents/Terminology

All accents and terminologies must be said as set out below; otherwise, a point will not be awarded.

FRENCH	
â ê î ô û	accent circonflexe
ç	cédille
é	accent aigu
è	accent grave
ë ï ö ü	tréma
Space	blanc
Pass	je passe
Apostrophe	apostrophe
Hyphen	trait d'union / tiret

SPANISH	
á é í ó ú	tilde
ü	diéresis
ñ	eñe
Space	espacio
Pass	paso
Hyphen	guion

GERMAN	
ä ö ü	Umlaut
ß	S-Zett / scharfes S
Space	Leerzeichen / Abstand
Pass	ich passe
Apostrophe	Apostroph
Hyphen	Bindestrich

WELSH	
â ê î ô û ŷ	acen grom (informal: tô bach)
á	acen
Space	bwlch
Pass	nesaf
Apostrophe	collnod
Hyphen	cysylltnod

8. Other Information

Contestants must translate the word with the correct article, but they only need to spell the noun.

<input checked="" type="checkbox"/>	a pen	un stylo	s t y l o
<input checked="" type="checkbox"/>	the night	la nuit	n u i t
<input checked="" type="checkbox"/>	a day	ein Tag	t a g

The article must correspond with the article printed in the word list.

<input checked="" type="checkbox"/>	a pen	un stylo	s t y l o
<input checked="" type="checkbox"/>	a pen	le stylo	s t y l o

The gender needs to be correct. Even if the word has been spelt correctly, a mark will not be awarded if the gender is incorrect.

<input checked="" type="checkbox"/>	a pen	un stylo	s t y l o
<input checked="" type="checkbox"/>	a pen	une stylo	s t y l o

Question marks do not have to be voiced during the spelling.

9. Useful information

In order to visualise the competition why not watch these examples?



Spelling Bee – French: www.youtube.com/watch?v=tPfm5pWEzK0

Spelling Bee – Spanish: www.youtube.com/watch?v=q6QOZk5jhQc

Spelling Bee – Welsh Second Language: www.youtube.com/watch?v=CJsMOaN_tpw

Spelling Bee – German: www.youtube.com/watch?v=LjaUXOFXwes

10. Links and Contacts

	<p>Ruben Chapela Project Coordinator – North Wales info@routesintolanguagescymru.co.uk 01248 382099</p>	<p>LEA: Isle of Anglesey; Ceredigion; Conwy; Denbighshire; Flintshire; Gwynedd; Powys; Wrexham</p>
	<p>Megan Harries Project Coordinator (maternity cover) - South Wales info@routesintolanguagescymru.co.uk 02922 514740</p>	<p>LEA: Blaenau Gwent; Bridgend; Caerphilly; Cardiff; Carmarthenshire; Glamorgan; Merthyr Tydfil; Monmouthshire; Neath Port Talbot; Newport; Pembrokeshire; Rhondda Cynon Taf; Swansea; Torfaen</p>



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