

HUBBARD COMMUNICATIONS OFFICE  
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Re-mimeo  
TR's Course

Issue III

**STUDY DEFINITIONS  
FOR THE TR's COURSE**

**CHECKSHEET:** A list of materials, often divided into sections, that give the theory and practical steps which, when completed, give one a study completion. The items are selected to add up to the required knowledge of the subject. They are arranged in the sequence necessary to a gradient of increasing knowledge of the subject. After each item there is a place for the initial of the student or the person checking the student out. When the checksheet is fully initialed it is complete, meaning the student may now take an exam and be granted the award for completion. Some checksheets are required to be gone through twice before completion is granted.

**CHECKLIST:** A list of actions or inspections to ready an activity or machinery or object for use or estimate the needful repairs or corrections. This is erroneously sometimes called a "checksheet," but that word is reserved for study steps.

**CHECKOUT:** The action of verifying a student's knowledge of an item given on a checksheet.

**SUPERVISOR CHECKOUT:** A checkout done by the Supervisor of a course or his Assistants.

**THEORY:** The data part of a course where the data as in books, tapes and manuals is given.

**PRACTICAL:** The drills which permit the student to associate and coordinate theory with the actual items and objects to which the theory applies. Practical is application of what one knows to what one is being taught to understand, handle or control.

**TWIN:** The study partner with whom one is paired. Two students studying the same subject who are paired to checkout or help each other are said to be "Twinned."

**TWO-WAY COMMUNICATION:** The precise technology of a process used to clarify data with another for the other. It is not chatter. It is governed by the rules of auditing. It is used by Supervisors to clear up blocks to a person's progress in study, on post, in life or in auditing. It is governed by the communication cycle as discovered in Scientology.

**METER CHECK:** The action of checking the reaction of a student to subject matter, words or other things, isolating blocks to study, interpersonal relations or life. It is done with an E-Meter.

**COURSE SUPERVISOR:** The instructor in charge of a course and its students.

**COURSE ADMINISTRATOR:** The course staff member in charge of the course materials and records.

**BLOW:** Unauthorized departure from an area, usually caused by misunderstood data or overts.

**LEAVE OF ABSENCE:** An authorized period of absence from a course granted in writing by a Course Supervisor and entered in the student's study folder.

**ROLL BOOK:** The master record of a course giving the student's name, local and permanent address and the date of enrollment and departure or completion.

**QUAL:** The Qualifications Division (*Division V, the Qualifications Division of an org on the organizing board*) where the student is examined and where he may receive cramming or special assistance and where he is awarded completions and certificates and where his qualifications as attained on courses or in auditing are made a permanent record.

**CRAMMING:** A section in the Qualifications Div where a student is given high pressure instruction at his own cost after being found slow in study or when failing his exams.

**PROGRAMMING:** The overall planning for a person of the courses, auditing and study he should follow for the next extended time period.

**STUDENT CONSULTATION:** The personal handling of student problems or progress by a qualified consultant.

**HC:** (A HUBBARD CONSULTANT) is skilled in testing, two-way comm, consultation, programming and interpersonal relations. This is the certificate especially awarded to persons trained to handle personnel, students and staff. These technologies and special training were developed to apply Scientology auditing skills to the field of administration especially. An HC is not an auditor but a consultant. HC is a requisite for Course Supervisors and Student Consultants.

**SCHEDULING:** The hours of a course or the designation of certain times for auditing.

**OUT:** Things which should be there and aren't or should be done and aren't are said to be "Out." I.e. "Enrollment Books are out."

**IN:** Things which should be there and are or should be done and are, are said to be "In." I.e. "We got scheduling in."

**PACK or COURSE PACK:** A pack is a collection of written materials which match a checksheet. It is variously constituted – such as loose leaf or a cardboard folder or bulletins in a cover stapled together. A pack does not necessarily include a booklet or hardcover book that may be called for as part of a checksheet.

**MANUAL:** A booklet of instruction for a certain object or procedure or practice.

**POINTS (student points):** The arbitrary assignment of a credit value to a part of study materials. “One page equals one point.” “That drill is worth 25 points.”

**POINT SYSTEM:** The system of assigning and counting up points for studies and drills that give the progress of a student and measure his speed of study. They are kept track of by the student and Course Administrator and added up each week as the student's statistic. The statistic of the course is the combined study points of the class.

**FLUNK:** To make a mistake. Fail to apply the materials learned. The opposite of pass.

**DEMO KIT:** Demonstration Kit. Consists of various small objects such as corks, caps, paperclips, pen tops, batteries – whatever will do. These are kept in a box or container. Each student should have one. The pieces are used while studying to represent the things in the material one is demonstrating. It helps hold concepts and ideas in place. A demo kit adds mass, reality and doingness to the significance and so helps the student to study.

**PINK SHEET:** Pink Sheets are issued by a Course Supervisor as a corrective measure. A student is given a Pink Sheet when something earlier was missed that should have been learned. The principle of the Pink Sheet is that a student is responsible for all the material he has studied earlier. If he is unable to apply or use any of this material then the Pink Sheet is issued to remedy the situation. It gives the student a study assignment calling for re-study and checkout of the specific materials pertaining. It is a quick and precise remedy.

**TR or TR's (plural):** Training Regimen or Routine. Often referred to as Training Drills. TR's are a precise training action putting a student through laid out practical steps gradient by gradient to teach a student to apply with certainty what he has learned.

**COACH:** To train intensively by instruction, demonstration and practice. In training drills, one twin is made the coach and the other the student. The coach, in his coaching actions, coaches the student to achieve the purpose of the drill. He coaches with reality and intention following exactly the materials pertaining to the drill to get the student through it. When this is achieved the roles are then reversed the student becoming the coach and the coach becoming the student.

**COMPLETION:** A “completion” is the completing of a specific course or an auditing grade, meaning it has been started, worked through and has successfully ended with an award in Qual.

**SUCCESS STORY:** The statement of benefit or gains or wins made by a student or a pre-clear or Pre-OT to the Success Officer or someone holding that post in an org.

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