PROTOCOL FOR PILOT SESSIONS

Parts of the session:
- Consent form.
- LBQ.
- Memorizing verbs experiment.
- Word association task.
- Adlibris voucher

Before the experiment
- Water, fruit/chocolate.
- Prepare the equipment
    - Recording (mp3-recorder).
    - Mark LBQ and consent form with participant ID.
    - Prepare to record, check settings (mp3 qual.) backup with mobile phone.
- Make sure there is no 'clutter' around the participant.
- Launch experiment, enter participant ID number.
- Make sure the sound in the headphones is at a pleasant level.

Beginning the experiment
- Welcome and thank the participant
- information sheet [they get to keep the info sheet].
- Give a general overview verbally:
    - two self-paced computerized tasks, instructions on screen and verbally, time, memorize verbs
    - the session will be recorded + we will take notes during the first session [with pen and paper], sitting comfortably
- Consent form
- Language background questionnaire
- Explain the first experiment and tell the ppt that you will instruct them on the second part after the first one is done.

Task one - working memory task (control only)
- Launch the task - leave it on the first screen which is blank.
- General oral instructions: explain briefly how it works (memorize sets of verbs, memory period, repeat the verbs in the same order).
- Let the participant read the instructions on the screen. Repeat briefly the instructions and emphasize that it's a demanding and difficult task! The most important thing is try to memorize them and repeat them in the exact same order. Inform them that there will be breaks between blocks, and that they can take breaks whenever needed as the experiment is self-paced. Ask if they have any questions.
- Press space bar so they come to the first screen of instructions

- After training session: ask if the participant wants more training or if they have any questions; ask them to speak up if needed.
- Check that the participant actually takes a break between blocks. During the breaks, encourage the participant + offer drinks/snacks, move around, open a window.
- IF the participant starts whispering, or repeating the words out loud during the memory phase, remind them that they have to wait silently during the memory phase. They may repeat them in their head, but not out loud (or whispering)

Task two - Word association task (oral input)
- Launch the experiment - insert participant ID. Make sure the experiment is on the first blank screen
- General oral instructions: explain briefly how it works (1. rate verbs + 2. give a translation).
- Translate the VERB, not noun, you may need to use more than one word **(example: _agree_ can be translated to "hålla med")**. Tell the participant to guess if they don't know the verb.
- Let the participant read the instructions on the screen. Repeat briefly the instructions and ask if they have any questions.
- Press space bar so that the participant comes to the first screen of instructions in the experiment.

Task two - Word association task (multiple choice)
- Launch the experiment - insert participant ID
- General oral instructions: explain briefly how it works (1. rate verbs + 2. Choose the best translation out of three options).
- Remind them that it is the translation of the VERB we want to know, even though some of the words also function as nouns.
- Tell them that they lock in their answer by pressing return
- Start the task (by pressing space bar which gets the participant to the first screen of instructions).

After the second task
- Any questions and comments?
- Reimbursement.

After the experiment
- Control the recordings.
- Control that the files are stored correctly.
- Use git to add, commit and push
- Enter ppt's name in the document "receipt form" in the drive
- Enter their data from the LBQ
- Transfer the audio recordings from the recorder to the file "audio recordings" in the local git rep → analysis\audio recordings. Rename the audio recording like this: pptID_XXX

- Backup all csv-files and audio recordings on the USB port