

languages ICT

Transforming teaching

User profile

Use this quick checklist, which is not exhaustive, to determine how you are using ICT in your teaching. You may find that in each section more than one statement applies to you. Do not worry: use the checklist to determine the extent of your usage of ICT now and as an indicator of how you might like to progress.

Teaching with ICT

Do you use ICT in your teaching	✓
Mainly for whole-class teaching, using a screen or whiteboard and a data projector linked to a pc, a laptop or the network?	
Mainly for whole-class teaching with an interactive whiteboard linked to the Internet and to materials on the network or VLE?	
With supplementary printed materials or activities for pupils to use?	
Mainly for whole-class teaching, presenting your materials electronically, and then directing pupils to work autonomously with materials and activities stored on the network?	
Only sometimes for whole-class teaching?	
With multimedia resources such as audio or video?	
With commercially produced resources, such as CD-ROMs?	
With resources produced by you or colleagues, whether with word-processing software, presentation software or authoring software?	
With online resources, such as interactive games?	
With other technologies, such as wikis, blogs, podcasts, social networking sites or videoconferencing?	

Interactive whiteboard

Do you use an interactive whiteboard	✓
Not at all or little, and without exploiting or understanding the facilities offered by the integrated software?	
Little and exploiting some of its facilities?	
A fair amount, using some of its facilities and promoting interaction with the pupils?	
Extensively and appropriately, using many of its facilities and promoting a high level of interaction with pupils?	

Resources

Do you	✓
Use mainly non-electronic resources?	
Use mainly electronic resources?	
Use a well-balanced mixture of electronic and non-electronic resources?	
Use electronic resources which are commercially produced and used in your department?	
Use electronic resources created by yourself or by colleagues for departmental use?	
Use electronic resources created solely by you for your own use?	
Use online electronic resources such as interactive games, or video clips?	
Create electronic resources and print them for use by your pupils in class?	
Create electronic resources and access them on the network for whole-class teaching in addition to printing them for your pupils?	
Create electronic resources and store them on the network for pupils to access and complete electronically?	
Have a mixed approach to the way you use electronic resources?	

Applications

World Wide Web

Do you use the WWW	✓
To find resources, copy them and print them?	
To find resources, save, and edit them and then print them?	
To find resources, save, and edit them to create teaching and learning materials, which you store on the network for whole-class teaching and/or for pupils to use?	
To find resources, and create investigative tasks for pupils to complete, using the Web pages you have located?	
To access interactive exercises and games for whole-class teaching or independent pupil work?	

E-mail

Do you use e-mail	✓
At all?	
For your own professional correspondence?	
To communicate with pupils: to send messages, receive and return work?	
To engage pupils in contact with their peers, as pen-pals or as project partners, in a country where the target language is spoken?	

Word processor

Do you use a word processor	✓
To create worksheets which you then print and distribute to pupils to complete by hand?	
To create text-based electronic worksheets in which pupils insert text or manipulate text to complete the activities?	
To create worksheets based on text and images, in which pupils insert text or manipulate text to complete the activities?	
To create worksheets, based on text plus images or audio, in which pupils insert text or manipulate text to complete the activities?	
To create activities or tasks which require pupils to work creatively with text and images, using other sources such as the Internet, Clip Art or resource banks on the school network or VLE?	

Presentation software	
Do you use presentation software	✓
To create text-based presentations for whole-class teaching?	
To create text and image-based presentations for whole-class teaching?	
To create presentations, using text, images and animations for whole-class teaching?	
To create presentations with audio or video for whole-class teaching?	
To focus on aspects of language other than presentation of vocabulary and grammar?	
To provide a support resource for pupils on the network?	
As a stimulus for pupils to create their own presentations?	
Data handling software	
Do you use data handling software	✓
At all?	
For whole-class teaching only?	
To develop oral or written competence in your pupils?	
To develop investigative skills in your pupils?	
CD-ROMs and other proprietary software	
Do you use CD-ROMs and other proprietary software	✓
At all?	
For independent work: pronunciation, grammar practice?	
For text manipulation activities (authoring software)?	
For other reasons?	

Authoring software

Do you use authoring software	
At all?	✓
For whole-class work on the interactive whiteboard?	
For independent work by pupils?	
With text only?	
With text and images?	
With text, images and audio?	
To practise vocabulary mainly?	
To develop an understanding of grammar?	
To develop reading or listening skills?	

Multimedia assets

Do you use multimedia	Audio ✓	Video ✓
At all?		
As part of whole-class teaching? E.g. inserted into presentations or interactive materials created with authoring software.		
In worksheets created for pupils to access on the network or VLE?		
To develop language skills?		
To develop knowledge and understanding of the culture of the country or countries where the target language is spoken?		
To provide a support resource for pupils on the network? E.g. grammar explanations		
As a stimulus for pupils to create their own audio or video? E.g. pupils create an audio narrative in a presentation or a slideshow with their own digital photos.		

Other technologies: video conferencing, podcasts, blogs, wikis and social networking sites

Do you use other technologies	✓
At all?	
As part of whole-class teaching? E.g. working with a blog or wiki on the screen or interactive whiteboard to explain grammar or correct pupils' errors in their contributions online.	
To foster collaborative work between pupils in your school?	
To foster collaborative work between your school and schools in countries where the target language is spoken? (E.g. video conferencing, social networking sites, blogs)	
To develop language skills in pupils?	
To develop knowledge and understanding of the culture of the country or countries where the target language is spoken?	
To provide a support resource for pupils on the network? E.g. grammar explanations on a wiki or in the form of a podcast.	
To foster creativity among pupils? E.g. pupils create their own web page on a social networking site and share audio, photos, video clips and experiment with the target language with their peers abroad, leaving messages and participating in discussions, whether in real time or otherwise.	
To enable pupils to demonstrate their linguistic competence or their understanding of the rules of language? E.g. pupils prepare podcasts to explain how specific points of grammar work.	

Virtual Learning Environments (VLEs) or networks

Do you use a VLE	✓
At all?	
To store resources for use when whole-class teaching?	
To store resources for pupils to access when working independently, in school or elsewhere? E.g. study guides, multimedia resources, useful web sites for researching specific topics.	
To maintain dialogue with pupils? E.g. in a discussion area or posting messages regarding homework, deadlines etc.	
To promote pupil activity? E.g. discussion groups/forums: collaborative work: problem solving regarding homework.	
To showcase pupil work?	
To develop critical thinking in pupils? E.g. whole-class discussion of pupil work on the screen or interactive whiteboard	
To monitor pupil progress? E.g. storing pupils' marks	
To improve the way you work? E.g. personal or departmental administration, sharing of resources.	
To collaborate with other teachers, in your school or elsewhere?	