

**Locating Resources in the University Language Centre
Activity sheet for new staff and students**

The University Language Centre provides a resource base for all language learners in the University. This activity sheet is designed to help new staff and students to explore the resources available, both physically in the Samuel Alexander Building (lower ground floor) and online. All relevant information is also on the ULC website at www.languagecentre.manchester.ac.uk under the *Resources* tab, and frequent reference to the website will be provided here.

1. The Open Learning Facilities, Samuel Alexander Building – physical tour

1.1 Note the **reception** opening hours.

Term time	Vacation time

1.2 Pick up a ULC Library user guide, then using the monitor in the ULC library lobby, search the ULC library catalogue for the following items and then try to find them on the shelves.

	Catalogue/ shelf number	Found ✓
a) a grammar book in the language you are learning/teaching		
b) a film in the language you are learning/teaching		

The ULC library catalogue is also available at www.languagecentre.manchester.ac.uk/resources/library-services/

1.3 On the shelves, find a coursebook in the language you are learning/teaching. Check the catalogue entry for that title via the monitor in the ULC library lobby. What components (coursebook, activity book, teachers’ book, CD, DVD, etc) should it have?

Title	Cat./shelf number	Components

Then check the shelves to see if you can find them.

1.4 Note what facilities there are in the **Quiet Study area**.

1.5 Note what equipment and facilities there are in the multimedia rooms **NLG.4 (Studio 2) and NLG.3 (Studio 3)** – what are the differences?

Studio 2	Studio 3

1.6 Which room contains unusual keyboards and for which languages?

Studio	Languages

1.7 Back in the ULC reception area, look at the box next to the entrance. What’s it for?

2. Open learning facilities – online tour:
<http://www.languagecentre.manchester.ac.uk/resources/>

2.1 From the website (above)
 look at the **Library services** section and tick when you have found the following:

Information about fines for late returns of borrowed material	✓
The online Library catalogue	

2.2 Back to Resources
 and look at section on *Multimedia resources*

a)	Where can you watch live TV?	
b)	What channels of interest to you are available on the University network (TVoverIP)?	
c)	Where can you watch DVDs?	
d)	Where and how can you get copies made of DVDs of off-air recordings?	
e)	Who has priority on the PCs in the multimedia rooms?	
f)	How can you book the conversation room?	

More TV channels might become available through the University network during the academic year. Please regularly check the University Language Centre webpages for details.

2.3 In *Multimedia resources*
 find the *guide to Multilingual word processing*

Multilingual word processing		✓
a)	Download and save or print any relevant guides to typing foreign language characters	
b)	Change the keyboard layout to the relevant one for the language you are learning/teaching	
c)	Call up the onscreen keyboard for the new layout	
d)	Open a blank Word document and type a sentence following that keyboard layout	
e)	Change the keyboard layout back to EN	

3. Online learning resources provided by the ULC – the *Learning Guide*
<http://www.languagecentre.manchester.ac.uk/resources/support-and-advice/>

3.1 From the **Resources** tab,
 go to *support and advice*

Read the first page, on *independent language learning*

Independent language learning		✓
a)	Note the links to learning/motivational styles questionnaires to try later	
b)	Open/download/print the <i>Needs Analysis</i> form for using in setting personal learning objectives	
c)	Open/download/print the <i>Language Learning Log</i> for recording personal learning activities	

3.2 In the **Support and advice** section,
 read the second page, on *developing your skills*

Developing your skills		Done ✓	Useful?
a)	Under <i>Helpsheets and worksheets</i> , find <i>10 hints when reading in a foreign language</i> and have a quick read. How useful is this?		
b)	Go back to <i>Developing your skills</i> and open the <i>Reading in a foreign language</i> activity sheet. How useful might this be? Have a look at one or two of the worksheets to go with it.		
c)	Go back to <i>Developing your skills</i> , read through it to the end, then choose one of the hints pages from <i>Vocabulary, dictionary and grammar hints and help</i> . How useful might these be? Which ones might you want to come back to later?		

3.3 In the **Support and advice** section,
 go to the page on *Helpsheets and Worksheets*

This provides links to many of the resources you've already looked at and more. List the ones you think might be worth looking at in the future.

a) Hints	b) Activity sheets	c) Worksheets

4. Links to online learning resources

<http://www.languagecentre.manchester.ac.uk/resources/online-resources/>

4.1 From the **Resources** tab,
go to *Online resources*

General links		✓
a)	Under <i>Radio and TV broadcasts</i> find the BBC world service site and see what resources are available in the language of interest to you.	
b)	Under <i>Learning resources</i> go to <i>CALL (University of Sussex)</i> and look for online material for the language you're interested in. Did you find anything useful? Note its name or location here for future reference.	

Do you know of any other sites which would be useful to other users of this website? If so, please email them to angela.farrand@manchester.ac.uk to ask for the links to be added.

4.2 Go back up to **Online resources**
then choose **Newspapers**

Newspapers online		✓
a)	Check out the <i>International newspapers</i> section and see which newspapers are linked for the language you are interested in. If you have other recommendations, please email them to angela.farrand@manchester.ac.uk	
b)	From the <i>International newspapers</i> section, follow the <i>UoM Library databases</i> link, and use the <i>Search resources</i> section to search for books, journals and articles for the language you're interested in.	

4.3 Go back up to *Online resources*
then choose *Radio and TV broadcasts*

Internet TV/Radio		✓
a)	Look at the links provided for the language you are interested in. This is a constantly changing area to keep your eye on, so if you find other sites which can expand access to TV/radio, please email them to angela.farrand@manchester.ac.uk	