

**Open Learning Centre for Languages & Academic English (OLCLAE)  
Locating Resources: Activity sheet for new staff and students**

The Open Learning Centre for Languages and Academic English (OLCLAE) 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 UCAE website at [ucae.manchester.ac.uk/](http://ucae.manchester.ac.uk/) under the *Resources* tab, and frequent reference to the website will be provided here.

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

**1.1** Note the **reception** opening hours.

Term time	Vacation time

**1.2** Pick up an OLCLAE Library user guide, then search the OLCLAE Library catalogue at [ucae.manchester.ac.uk/resources/library-services/](http://ucae.manchester.ac.uk/resources/library-services/) 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		

A PC for this purpose is also available in the OLCLAE Library lobby.

**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 OLCLAE 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 room **NLG.9** next to Reception. Where can you borrow remote controls and headsets to watch DVDs and BluRays in this room?

**1.5** Note what equipment there is in the multimedia room **NLG.4**. Where can you borrow external drives to watch DVDs and BluRays in this room?

**1.6** Back in the OLCLAE reception, look at the box next to the entrance. What's it for?

**2. Open Learning Centre – online tour:**  
[ucae.manchester.ac.uk/resources/](http://ucae.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	
How to book the conversation room	

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

<b>a)</b>	Where can you watch live TV?	
<b>b)</b>	Where and how can you watch DVDs?	
<b>c)</b>	Where and how can you get copies made of DVDs of off-air recordings?	
<b>d)</b>	Who has priority on the PCs in the multimedia room?	

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

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

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

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

<https://www.ucae.manchester.ac.uk/resources/online-resources/>

- 4.1 From the **Resources** tab,  
go to *Online resources*  
then choose *Newspapers*

<b>Newspapers online</b>		✓
<b>a)</b>	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 <a href="mailto:angela.farrand@manchester.ac.uk">angela.farrand@manchester.ac.uk</a>	
<b>b)</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.	

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](mailto:angela.farrand@manchester.ac.uk) to ask for the links to be added.