

Contents

	<i>Page</i>
Introduction	5
1 Technology in the classroom	7
• Technology in language teaching	
• Attitudes to technology	
• Implementing ICT in the classroom	
• Skills and equipment for getting started	
2 Word processors in the classroom	15
• Why use word processors?	
• Word processors for teachers: creating materials	
• Word processing activities for learners	
• Using word processors: considerations	
3 Using websites	27
• Using websites in the classroom	
• ELT websites or authentic websites?	
• How to find useful websites	
• How to evaluate websites	
• Planning lessons using the Internet	
• Working with lower levels of language proficiency	
• Web teaching dos and don'ts	
4 Internet-based project work	44
• Why do Internet-based project work?	
• Basic projects	
• Internet-based simulations	
• Webquests	
• Webquest creation	
5 How to use email	62
• The benefits of email	
• Basic email skills	
• Using email with learners out of class	
• Using email with learners during class	
• Keypal projects	
6 How to use chat	71
• Chat in language teaching	
• Types of chat	
• Chat programs	
• Why use chat in language teaching?	
• How to start using text or voice chat with learners	
• How to structure a text or voice chat lesson	
• A sample text chat lesson plan	

7	Blogs, wikis and podcasts	86
	<ul style="list-style-type: none"> • Social software • Blogs in language teaching • How to start using blogs with learners • Wikis in language teaching • How to start using a wiki with learners • Podcasts in language teaching • How to create learner podcasts 	
8	Online reference tools	103
	<ul style="list-style-type: none"> • Dictionaries and thesauruses • Concordancers and corpora for language analysis • Translators for language analysis • Encyclopedias for research and project work 	
9	Technology-based courseware	113
	<ul style="list-style-type: none"> • CD-ROMs and DVDs • Evaluating CD-ROMs • Computer-based testing • Electronic portfolios • Interactive whiteboards 	
10	Producing electronic materials	126
	<ul style="list-style-type: none"> • What are electronic materials? • Creating electronic materials online • What is an authoring tool? • Using authoring tools to produce materials 	
11	e-learning: online teaching and training	136
	<ul style="list-style-type: none"> • What is e-learning? • Teaching and learning online • Course design for online learning: examples • Course design for online learning: considerations • How to get started with online learning • Teacher training and online learning • Discussion lists and online groups 	
12	Preparing for the future	148
	<ul style="list-style-type: none"> • The state of the art • How to keep up-to-date • Web 2.0 • The future of online learning • Virtual learning • m-learning 	
	Task File	159
	Task File Key	175
	Glossary	183
	Index	188
	Instructions on using the CD-ROM	192