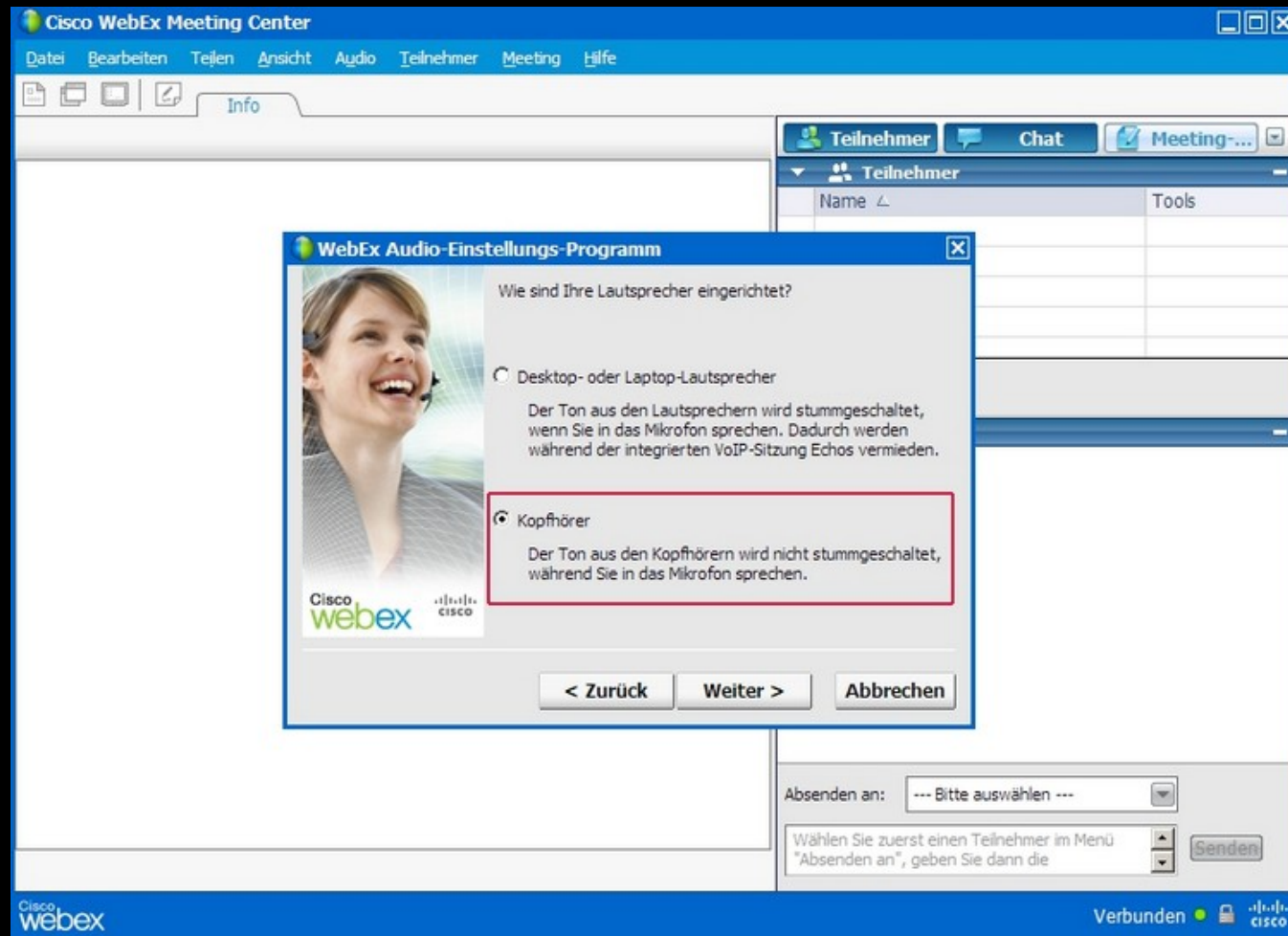


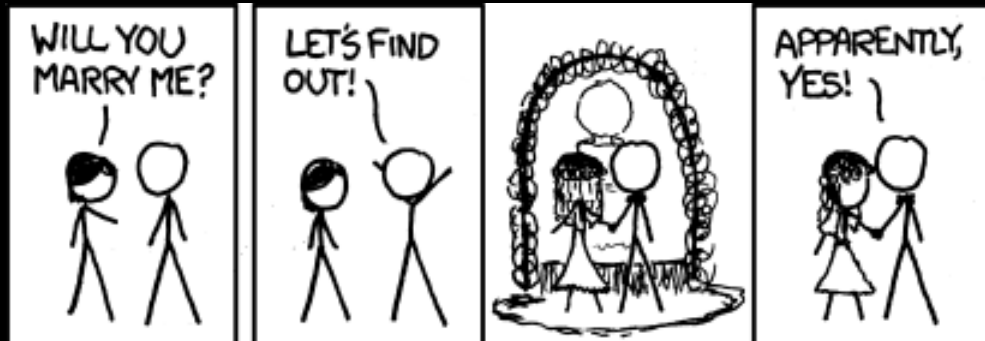
Web meetings: On the design & implementation of an online meetings training pack



·Background & rationale

- Online meetings are becoming a more commonplace in a variety of business settings
- WebEx, Adobe Connect and other software allows us to record simulated web meetings and audio
- We wanted to find out whether putting together an online meetings training pack was
a) technically possible b) useful in the classroom and c) useful for independent study

Empiricism



•Preparation

TTD 2014 PR & RS

Linguarama Connect: Grammar marcusevans linguarama

Brainstorm

In groups of 3, brainstorm anything that you already know about the grammar section on Linguarama Connect.

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Chat

Video

Rob

13:14

In the classroom earlier in the year

- WebEx video used as part of a listening lesson
- Before listening - discussion questions
- During listening - vocabulary checkbox exercise (specific information)
- After listening - higher-order questions (purpose of text)
- Repeat listening - noting specific elements in spoken language
- Feedback positive from students - authentic, realistic, natural language use, can be tailored to suit different fields

Applications

Short courses (e.g. online meetings, online training)

Lessons (e.g. listening, business skills)

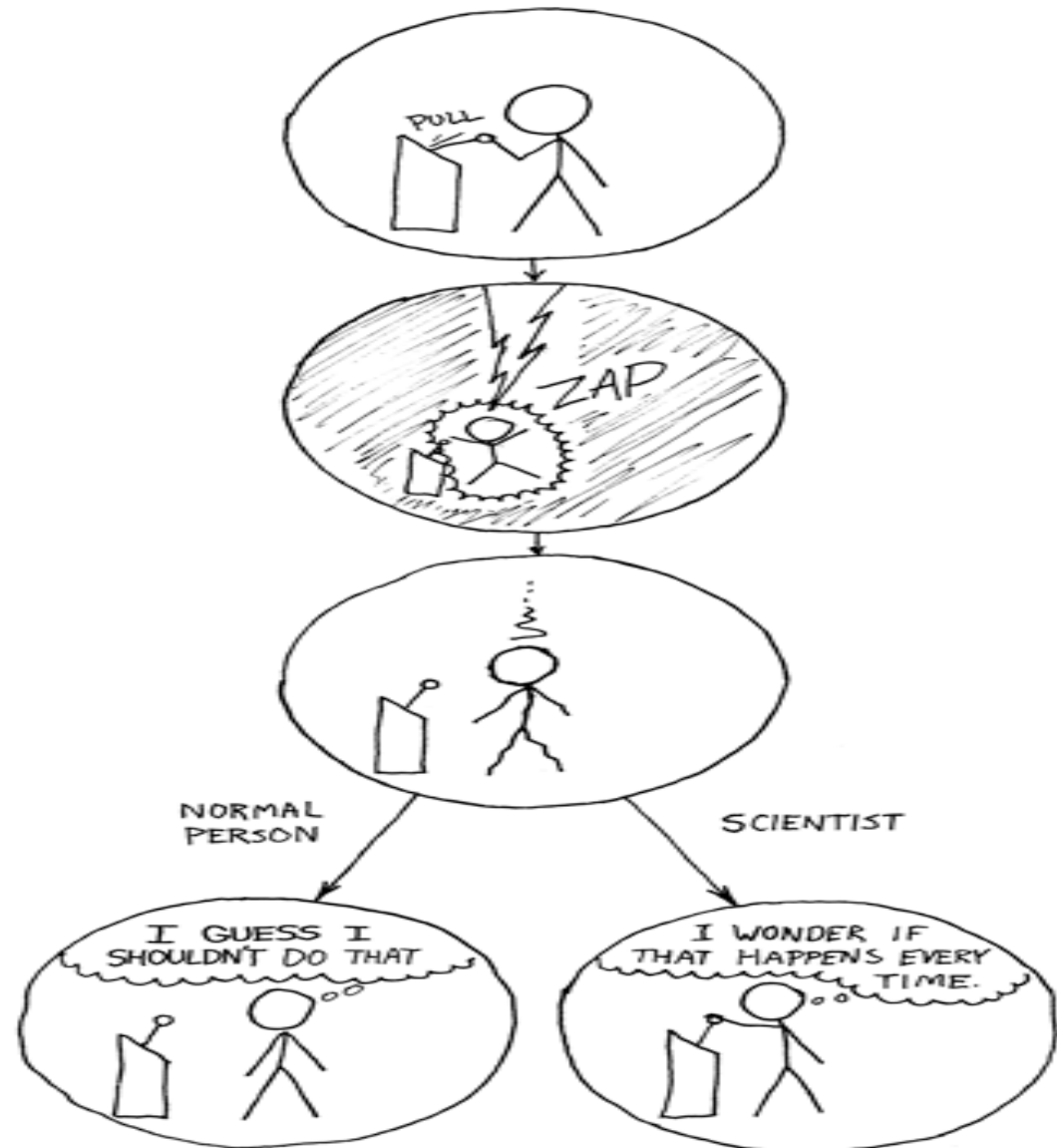
Activities (e.g. warmers / lead-ins)

Independent or autonomous self-study

Other applications

•Challenges

- 1. Technical issues
- 1. Methodological issues



Natural language and transcription

Real meetings include mistakes

Natural language – unscripted recordings, use of prompts

Naturalistic transcription (false starts, ungrammatical constructions, inaccurate vocabulary, hesitation)

Different platforms and functionality

1. WebEx

2. Adobe Connect

3. Other options (e.g. Skype, MeetingBurner, Ekiga)



The next step

the creation of a downloadable, free-to-access resource pack including vocabulary and skills work with the aim of preparing staff for online meetings in English.

Includes:

- Getting to know the platform
- Language for online meetings
- First meetings
- Troubleshooting
- Established practice / online norms



Conclusion

- Generally successful experiment / project that has convinced us the idea of developing an online meetings training pack is sound
- Potential for producing good quality audio and video materials
- Business skills lesson material that have a greater degree of authenticity
- Combines well with other developments (e.g. WebEx training)

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