DOCUMENT RESUME

ED 417 303 CE 076 009

AUTHOR Javed, Syed
TITLE Internet Guide for Literacy Teachers & Researchers. The All-in-One Internet Reference Tool for Literacy Professionals. Updated & Revised.
INSTITUTION National Languages and Literacy Inst. of Australia, Melbourne. Adult Education Resource and Information Service.
SPONS AGENCY Australian Dept. of Employment, Education and Training, Canberra.
ISBN ISBN-0-875578-79-X
PUB DATE 1997-00-00
NOTE 97p.; Update of ED 405 486.
AVAILABLE FROM Adult Basic Education Resource and Information Service, National Languages and Literacy Institute of Australia, GPO Box 372F, Melbourne, Victoria, Australia 3001.
PUB TYPE Guides - Non-Classroom (055)
EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS Access to Information; Adult Basic Education; Adult Educators; *Computer Mediated Communication; *Electronic Libraries; *Electronic Mail; Foreign Countries; Information Dissemination; *Information Retrieval; Information Seeking; Information Sources; *Internet; *Literacy Education; Online Systems
IDENTIFIERS *Australia

ABSTRACT

This guide addresses the needs of those teachers from the literacy field who are just beginning to explore the Internet as an exciting medium to enhance learning. Chapters 1-3, "Internet Basics," offer a brief introduction to what the Internet is (e-mail, mailing lists, newsgroups, File Transfer Protocol, World Wide Web), how to get one's computer connected (hardware and software needs), and tips on choosing an Internet service provider (types and costs). Chapters 4-10, "Using Internet Tools," focus on using Internet tools: step-by-step explanations for using Eudora and Netscape; joining and leaving mailing list discussion groups; using the Adult-Literacy mailing list; using the World Wide Web; using Telnet; how to get the best of search engines so that information seeking is efficient and productive; and using the ERIC database. Chapters 11 and 12, "Useful Web Sites," describe important Australian and international language and literacy sites. This directory covers a wide range of educational centers, including virtual libraries, the focus being to assist language and literacy researchers to locate research information and teaching resources through the Internet. Section IV provides a glossary and lists of 55 websites on English as a Second Language and literacy, 27 literacy mailing lists, and 10 newsgroups. (YLB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

dated &
revise

ED 417 303

Internet guide

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
☐ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY
J Kinsler
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

for Literacy

Teachers & Researchers

The all-in-one Internet reference tool for literacy professionals

CE 076 005

ERIC

BEST COPY AVAILABLE

Internet Guide

for Literacy Teachers and Researchers

by Syed Javed

This publication is one of the outcomes of the Integrated Research Strategy Project - an Australian Language and Literacy Policy project commissioned by the Department of Employment, Education and Training to support initiatives for the implementation of the National Collaborative Adult English Language and Literacy Strategy.

The principle aim of the project was to provide a clear picture of the existing state of research in the field of adult English language and literacy and to provide guidelines for future directions.

The Integrated Research Strategy Project was a joint research project involving the National Centre for English Language Teaching and Research (NCELTR), LANGUAGE AUSTRALIA - the National Languages and Literacy Institute of Australia, and the Centre for Language and Literacy, University of Technology, Sydney (UTS).

National Library of Australia Catalogue-in-Publication entry:

Javed, Syed, 1957 - ,
Internet guide for literacy teachers and researchers.

Bibliography.
ISBN 1 875578 79 X

1. Internet (Computer network) - Directories. 2. Literacy - Computer network resources. 3. English language - Study and teaching - Computer network resources. I. Javed, Syed, 1957 - . Internet guide for language and literacy teachers and researchers. II. National Languages and Literacy Institute of Australia. III. Title. IV. Title: Internet guide for language and literacy teachers and researchers

025.064

© 1997 Commonwealth of Australia

Funded under the Adult Literacy National Project Program by the Department of Employment, Education, Training and Youth Affairs.

All copyright in the document vests in the Commonwealth. The Commonwealth will allow free use of material as long as the Commonwealth is acknowledged and the use is not for profit.

The views and opinions expressed in this document are those of the author and the project team and do not necessarily reflect the views of the Commonwealth.

Production and design by LANGUAGE AUSTRALIA Publications.

Language Australia Limited, ACN 051 438 825

Enquiries concerning the production and marketing of this book should be directed to David Dickson, LANGUAGE AUSTRALIA Publications, level 9 300 Flinders Street, Melbourne VIC 3001.

TABLE OF CONTENTS

Introduction 1

I: Internet Basics

1.What is the Internet 3
- E-Mail
- Mailing Lists
- Newsgroups
- FTP
- World Wide Web

2. Connecting to the Internet 6
- Hardware Needs
- Software Needs
- Useful Books and Magazines
- Setting-up your connection

3.Choosing an Internet Account 9
- Types of Account
- Internet Service Providers

II: Using Internet Tools

4. Using Email 11
- Email Addresses
- Configuring *Eudora*
- Composing and Sending an Email
- Reply, Read and Delete Email

5. Mailing Lists 16
- How to join a mailing list
- Unsubscribing from a mailing list

6. The *Adult_Literacy* mailing list 21
- Instructions for use
- Some examples of postings

7. Using the World Wide Web 27
- *Netscape* Overview
- Capital Letters on the Internet
- WWW Addresses
- Using *Netscape* for Surfing the Web
- Configuring *Netscape*

8. Using *Telnet* 36

9. Searching the Web 40
- What does a search engine do?
- Using *Altavista*
- Using *Lycos*

10. Using the *ERIC* Database 49
- What is ERIC?
- The ERIC Clearinghouse
- Doing an ERIC Search

III: Useful Web Sites

11. Australian Literacy Sites 53
NCELTR
CLTR Home Page
LANGUAGE AUSTRALIA Home Page
ATELL Home Page
LANGUAGE AUSTRALIA-ARIS Home Page
OTS CGEA Project Home Page
ALRNNV Home Page
AERES Home Page
CELIA Software Library
James Christensen's Internet Guide
Bill Daly's Lang & Lit Educ'n Site
CIRCIT
Schools of the Future (SOFWeb)
Sydney Inst of Tech. Foundation Studies
VOLN
Literacy Now, Write Away
Dale Pobega's IO & ALBE-E

12. International Sites 70
National Adult Literacy Database
National Centre on Adult Literacy (NCAL) Home Page
Human Communication Research Centre(HCRC)
CARLA Home Page
Centre for Literacy (CFL)
ABE Literacy & Upgrading page
Frizzy University Network (FUN)
Ruth Vilmi's Web World
Archives of Papers in Linguistics
ELI Home Page
Applied Linguistics Virtual Library
Virtual CALL Library
Dave's ESL Cafe
Adult Literacy Resource Institute (ALRI)
English for Science and Technology
Virtual English Language Centre

IV. Glossary & Directories

13. Internet Terminology 81
14. ESL & Literacy Web Sites 83
15. Language & Literacy Mailing Lists 86
16. Newsgroups 88

FOREWORD

The first *Internet Guide for Language and Literacy Teachers and Researchers* sold all copies within nine months of publication.

This edition is more than just a second printing. The opportunity for a full revision has been taken and the book has been renamed the *Internet Guide for Literacy Teachers and Researchers* since it now directs itself more fully to literacy practitioners.

The Integrated Research Strategy Project proposed the original development of this guide to assist practitioners, policy makers and researchers in locating and retrieving relevant research information from on-line databases and electronic retrieval systems. The Integrated Research Strategy Project (which included numeracy within its definition of language and literacy) was an Australian Language and Literacy Policy project commissioned by the then Department of Employment, Education and Training to support initiatives for the implementation of the National Collaborative Adult English Language and Literacy Strategy. Its aim was to provide a clear picture of the existing state of research in the field of adult English language and literacy and to provide guidelines for future directions.

I hope this second internet guide continues to serve as a catalyst for facilitating more research in the field of literacy.

Rosa McKenna

Integrated Research Strategy Project

Acknowledgements

Thanks to all the people associated with Information Technology Projects at the Language Australia Adult Literacy Research Network Node for Victoria who have contributed in the development of this guide. It has been through the continued support of Rosa McKenna of Language Australia, John Wilson of Victoria University and Daryl Evans of Western Melbourne Institute of TAFE that the work on Information Technology Projects culminating in this book has been possible.

I would like to thank those subscribers of TESL-CA, NETEACH-L, Adult_Literacy and Applix mailing lists who continue to keep us informed about the latest developments in the field and new web sites. Many of the addresses appearing in this guide were originally posted to these lists.

Very special thanks to David Dickson of Language Australia Publications for the illustrations, design and putting all the bits and pieces together.

INTRODUCTION

This second edition of Internet Guide comes as the education sector embraces online technology at an unprecedented speed. Teachers from non-computing fields such as literacy and ESL are finding the Internet an exciting medium to enhance learning but many are not sure how to go about using the medium effectively. This guide addresses needs of those teachers from the literacy field who are just beginning to explore the Internet.

This book does not go into the technical details an expert Net user might need to deal with complex configuration and connection issues. For a more comprehensive and technical understanding of the Internet get a copy of the *Internet Starter Kit* by Adam Angst.

New in this edition is the chapter on web searching using one of the most popular search engines - Altavista. I have also slipped in a few useful tips on using Telnet. There is a new section on using mailing lists which includes snapshots of the adult literacy mailing list. There are a number of new sites in the web listings but this is not a comprehensive collection of literacy sites by any means. New sites are emerging virtually everyday and, the web being a dynamic place, things keep on changing all the time. The sites listed here provide you with a starting point. Some addresses may have changed as this edition goes to press. In any case, always check the spelling of the address twice just in case a typing error may have occurred.

For an up-to-date information on the sites listed in this book visit my homepage at:
http://dingo.vut.edu.au/~syed and send your comments to me at syed@dingo.vut.edu.au

Syed Javed

USING THIS GUIDE

This guide has four separate sections, each covering a different aspect of the Internet. You will be able to use this guide as a quick reference during your Internet sessions.

I. Internet Basics

A brief introduction to what the Internet is and how you can get your computer connected. It also gives some tips on choosing an Internet service provider.

II. Internet Tools

Using *Eudora* and *Netscape* - step-by-step explanations for using these two popular programs. The section also explains the process of joining and leaving Mailing List discussion groups, and how to get the best out Search Engines so that surfing the Web is efficient and productive.

III. Useful Web sites

Important Australian and overseas language and literacy sites. This directory covers a wide range of educational centres including virtual libraries, the focus being to assist language and literacy researchers to locate research information and teaching resources through the Internet.

IV. Glossary & Directories

WHAT IS THE INTERNET?

The Internet is really no more than a collection of computers around the world that are connected or networked together. Despite the fact that these thousands of computers differ in their make, computing power and operating systems all of them are able to communicate with each other using a common language known as TCP/IP, *Transmission Control Protocol/Internet Protocol*. Computers connected to Internet can transfer text files, graphics, sound and video using this TCP/IP language.

More powerful computers on this Internet are known as *servers*. These servers are storehouses of large volume of data and run special software to serve this data to other smaller less powerful computers known as clients. Computers we use at our homes can be termed *client* computers. Many large organisations, universities and Internet service providers have their server computers connected to the Internet 24 hours a day and allow client computers to connect via local networks or telephone lines. The information you can access through a server on the Internet may be stored on that server or any other server, even one located on the other side of the globe.

Through these servers and client computers the Internet makes it possible for us to do various things such as: exchange and distribute electronic messages via email and news-groups; search databases and retrieve information through World Wide Web; and transfer software and files through *File Transfer Protocol* (FTP). The Internet is growing rapidly and more and more computers are joining the list of server and client computers. To be able to connect to the Internet as a client your computer needs specific hardware and software and an account with a local Internet service provider.

Although the Internet has a wealth of resources, a few of its features are more commonly used than others:

Email

The most basic Internet service is *electronic mail*. Internet email lets you send messages to other users, regardless of where they are located or what type of computer they use. To send an email message you need to open a mail program such as *Pine* or *Eudora* on your computer and compose a message in its window. You also need to know the unique email address of the person you wish to contact. An Internet email address looks like this: *username@address of the computer* For example you can contact ARIS at: *aris@nllia.gov.au*

Mailing lists

Mailing lists are electronic discussion groups comprising people with similar interests. Using email services people can post messages that are distributed to all members of a discussion group simultaneously by an automated mailing list software. You subscribe to a list by sending an email to the Listserver address. You will soon receive daily, weekly or occasional email messages from people who submit them to the list. You can contribute your questions, comments or information in the same way.

Newsgroups

Newsgroups are the Internet's town hall. Similar to mailing lists, newsgroups are also topical discussion groups. The difference is that with a mailing list, messages appear in your email box whenever you check your email, whereas newsgroup messages remain on the news-server's computer. You can read newsgroups postings by using a news-reader software or *Netscape Navigator*. There are many thousand newsgroups on almost every conceivable topic.

FTP

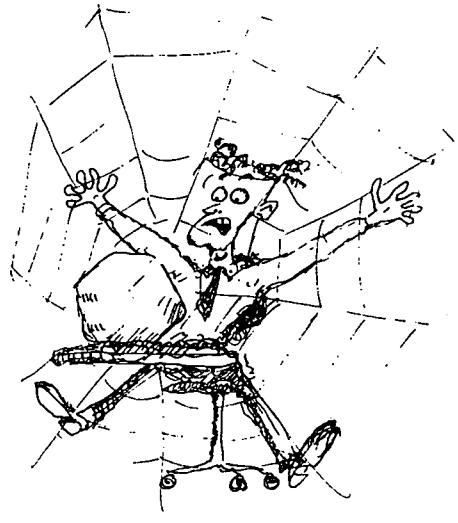
FTP stands for *File Transfer Protocol* but often it is used as a verb to represent the action of file transfer. You FTP to transfer a file from a remote computer on the Internet to your own computer. Many distance education students FTP their assignments to the host

computers of their lecturers or supervisors. Several universities and software companies also make available useful educational and computer software for public access through FTP. To FTP from your computer you will need to run special software. *Netscape Navigator* also allows you to do FTP.

World Wide Web

Also known as the *Web* or *WWW*. The World Wide Web is the 'point and click' way of accessing information over the Internet. The software that allows your computer to access the WWW is called a Web browser. A browser lets you take a virtual walk around the Internet or its sites, checking out what is available and deciding whether you would like to see more, all through on-screen clickable links. *Netscape Navigator* is the most popular Web browser; it allows access to home pages, various Internet search facilities and newsgroups simply by pointing and clicking.

There also are many other services such as *Gopher, Telnet, Internet Relay Chat (IRC), Multi-user Dungeon (MUD)* and more.



CONNECTING TO THE INTERNET

If you are working within a university environment and have access to university resources you can find a networked computer that has access to Internet by contacting your information technology department help desk. Ask for a computer that provides access to a web browser such as *Netscape,* an email program such as *Eudora*, and *Telnet*.

If you are thinking of accessing Internet from your home computer you will need to purchase a modem and subscribe to Internet through an *Internet Service Provider* (ISP). Apart from a modem and an Internet account you will also need software to use Internet-based services such as email and the World Wide Web.

HARDWARE NEEDS

Computer

Your computer equipment should be from the upper-end of the range of Macintosh or IBM-compatible PC machines (486 and higher) with preferably 8 megabytes, or more, of RAM (Random Access Memory). You will need a high resolution colour monitor and sound to make full use of the multimedia environment on the Web.

Modem

A modem is the translator between your computer (digital) and the phone line (analog). The higher the speed, the better the performance. The best available currently is 36.600 bits per second. A 36.6 kbps V.34 modem from a reputable company would be a good choice for Web use.

SOFTWARE NEEDS

The software allows your computer to speak the Internet language, *TCP/IP*. It also lets you perform the various facilities of the Internet: email, Web-browsing, file transfer and others. Software is commonly available from Internet Service Providers and also comes on disks enclosed with popular Internet books.

The most important client-software needs on your computer are the following:

Dialler Program

This program lets your modem dial up your provider. *Trumpet Winsock* and Netmanager's *Custom* are two popular diallers available as shareware. Macintosh users will need *MacTCP* alongwith *MacPPP* or *InterSLIP* dialler. *Windows 95*and *Macintosh OS 7.5* come with a *Winsock/TCP* program pre-installed, but you do need to configure it for your internet connection.

E-Mail Client

Qualcomm's *Eudora* is the most popular and versatile e-mail program available as a 'freeware' from Internet. *Eudora* has a similar interface for both IBM and Mac computers.

Web Browser

Netscape Navigator is by far the best and most commonly used. It is also available as a 'freeware' for educational use. *Netscape* is simple to use and its links and layouts will seamlessly introduce the user to other Internet facilities like Newsgroups, the database searcher gopher and FTP. Microsoft's *Internet Explorer* web browser is becoming popular more recently.

Telnet Client

This is an important piece of software for accessing catalogues of various libraries from around the world. The *telnet* command is integrated in *Netscape Navigator* but you still need a *telnet* client on your hard disk. *NCSA Telnet* is available on the Internet as freeware.

Books and Magazines

There are quite a number of books on the Internet currently on the market but be very watchful. These books become outdated very quickly. Some of the useful ones are:
On-Line in Oz - by Sue Lowe
Using the Internet - by Que (comes with a disk full of Internet software)
Internet Australasia - a monthly magazine that gives latest information on Internet developments and publishes a directory of Internet Service Providers.
internet.au - another Australian monthly magazine containing useful information about WWW sites.

SETTING UP YOUR CONNECTION

Once you have all the necessary ingredients for connecting to Internet (ie, a computer, a modem, an Internet account, a telephone line, dialler software and some client software such as *Netscape Navigator* and *Eudora)* it's time to make a start. The setting up of your Internet connection is not a straight forward task, and unless your service provider has equipped you with clear instructions and compatible software it is best to get someone experienced to handle the configuration and setting up. Details of setting-up are beyond the scope of this guide but if you want to know more about setting-up your connection, a book like *Internet Starter Kit* by Adam Angust is a good resource.

CHOOSING AN INTERNET ACCOUNT

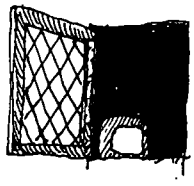
If you are going to connect to the Internet through a commercial Internet Service Provider (ISP) there are a few important things to know before you make a choice.

Types of Account

Internet Service Providers offer two kinds of accounts:

- a *shell* account and,
- a *SLIP* or *PPP* account.

A shell account provides most basic type of Internet connection. Using a shell account you cannot see pictures or graphics; your Internet connection has a 'text only' interface. To work with a shell account you need to learn some basic *Unix* commands because with this account you don't have a 'point and click' interface. Shell accounts are usually less expensive but are preferred by computer nerds.



A SLIP or PPP account is more popular with the Internet and World Wide Web users. Most Internet Service Providers are now offering PPP accounts which provide a graphical interface to the Internet allowing you to run *Windows*-based software for Internet services such as email and the Web. This guide is based on using the Internet with a SLIP or PPP account. This type of account is more expensive but allows a user-friendly interface and a direct access to Internet resources. Some large commercial on-line companies such as Compuserve and Skynet also allow their customers to access Internet through their own gateways.

Internet Service Providers - ISPs

When choosing an Internet Service Provider it is important to find out:

- Do they provide software compatible with your platform, for example Macintosh or Windows?
- What software do they provide? (dialler, e-mail program, web browser, ftp software, *telnet* etc.)
- How do they provide it? On disk or you have to download it on-line? If the latter, will they help you over the phone?
- Do they have modem connections at your speed?
- Is dialling -up (connecting to them) a local call?
- What is the ratio of modems at that speed to users? What is the ratio of lines to users? (For both, the higher the better.)

Costs

Some ISPs have flat rates; others have a combination of joining fee, monthly fees and per-hour charges, varying at different times of the day. With some ISPs as little as $70.00 can buy you an Internet account and 20 hours of access time. To get a fair idea of price and performance of their services check local Internet magazines or ask a friend with some experience.

Some Internet Service providers in Victoria and NSW:

- *Access One* 008-818391
- *Ausnet Services* .....03-9602 4777 (Melbourne)
  02-9241 5888 (Sydney)
- *Dialix* .....1902 292 004 (National)
- *IBM Global* .....1800 645 336 (National)
- *Ozemail*.....1800 805 874 (National)
- *VICNET*.....03-9669 9710 (Melbourne only)
- *MiraNet* .....03-9882 8100 (Melbourne only)
- *Magnadata* .....02-9264 7326 (Sydney only)
- *Geko* .....02-9439 1999 (Sydney only)

For detailed listings of ISPs check Tuesday's computer section in *The Australian* or *The Age* newspapers, or the *Green Guide* in Thursday's *The Age*.

USING EMAIL

Email or electronic mail is one of the most popular means for communicating through the Internet. Email works a lot like ordinary postal mail. You write a message, address it, and send it on its way. At the other end, the person to whom you send it sees that a message from you has arrived. They can then read it. Email usually takes only a few seconds to get through.

There are many different software programs for email. Browsers such as *Netscape* and *Explorer* have integrated email programs in such a way that you can manage your email from the browser itself. However, many people still prefer to use separate email programs such as *Eudora* or *Pegasus*. My own preference is for *Eudora* for its friendly interface.

If you have an standard shell account your host computer may offer you Pine, Elm or Mail programs. If you have a PPP or SLIP account you will have to load an email software such as *Eudora* or *Pegasus* on your computer. *Eudora* is a free software available on World Wide Web. *Eudora* is simple to use and allows you to read and write messages off-line, i.e you can compose a message or read a previously down-loaded message without first connecting to Internet.

Email addresses

When you get an Internet account, you also get an email address so that others can communicate with you on the Net.
All email addresses have the following components:
user's name@name of the computer.type of organisation
for example: *abthc@cunyvm.cuny.edu*

Commercial organisations have the letters *.com* and Government computers have the letters *.gov* at the end of their addresses. Educational sites have the letters *.edu*. There are also *.net* for network and *.org* for non-profit organisations. Net addresses commonly end in a

BEST COPY AVAILABLE

country code such as *.au* for Australia, *uk.* for United Kingdom, *.il* for Israel and *.in* for India. Most US addresses are an exception to this rule.

There are **NEVER ANY SPACES** in an Internet address, and it is usually all lowercase. Email addresses are not case sensitive which means writing in upper-case or lower-case will not make any difference.

An email address can be long especially if they include the name of the department or even the individual computer. For example an email address may be long like:
jsw%basiced9@melbourne.dialix.edu.au
or short like
president@whitehouse.gov

Launching and configuring *Eudora*

1. Double click on the *Eudora* icon.
[*Eudora* launches and is most likely to open with just a menu bar.]

2. From the **Special** Menu choose **Settings.** [*Eudora* will present you with the Settings dialog box.]

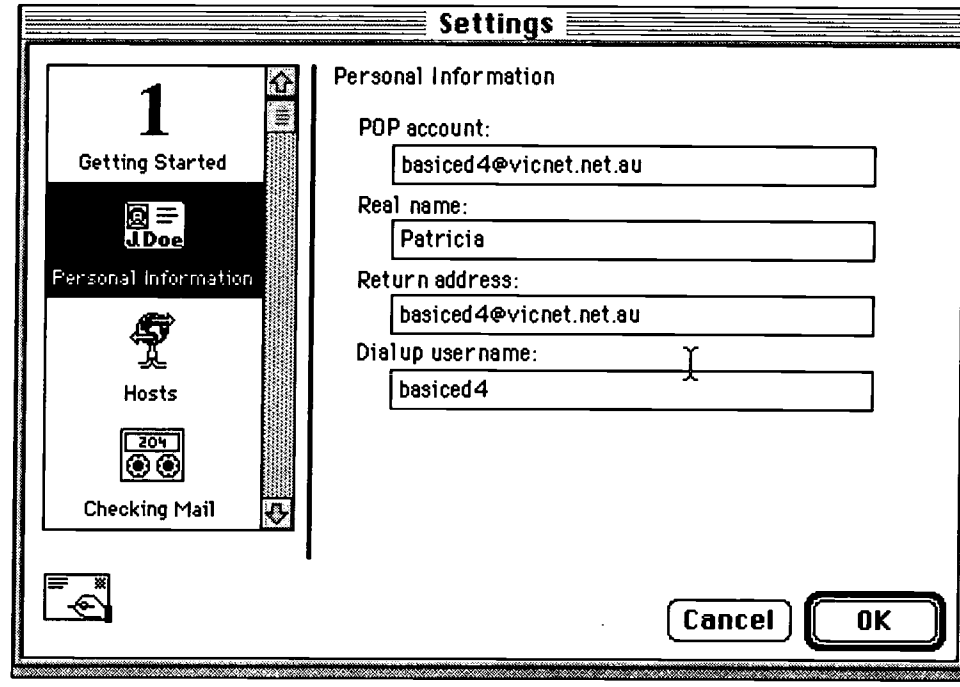
3. Click on *Personal Information icon* from the **Settings** Tool Bar on the left.

4. Fill in the POP Account, Real Name, Return Address and Username fields.

5. Now, click on the **Hosts** icon from the *Eudora* **Settings** Tool Bar.

6. Fill in the SMTP address given by your Internet Service Provider in the SMTP box. You can leave other boxes blank.

7. Now, click on the **Sending** icon from the *Eudora* **Settings** Tool Bar.



8. Fill in the return address and SMTP server boxes. Uncheck the *immediate send* and *send on check* boxes. Leave other fields at the default setting.
[This ensures that you can compose mail and queue it for sending, without being connected to the Internet the entire time.]

9. Click at other icons in the **Settings** Tool Bar and choose your prefered way with a number of other options.

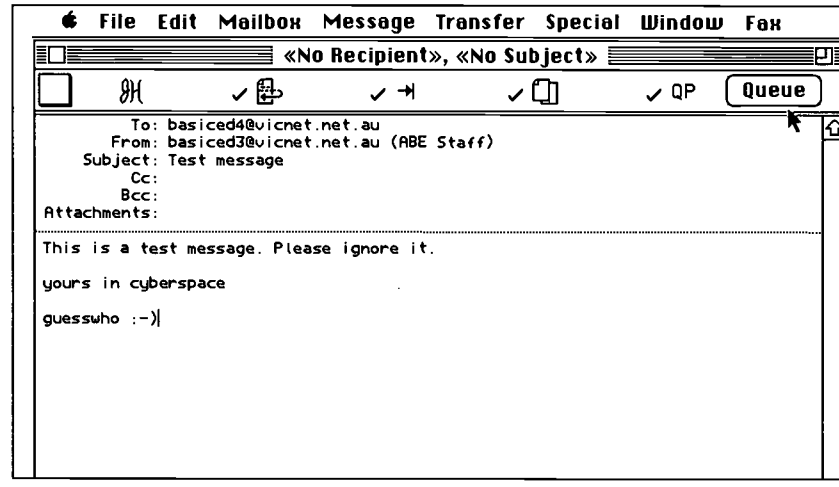
10. Click the **OK** button to close the **Settings** dialog box and save your changes.

[*Eudora* is now ready for use.]

Composing an EMail message

1. Make sure *Eudora* is running. From the **Message** menu, choose 'New Message'.
[*Eudora* presents you with new message window, with the **From** field already filled in with your email address and name.]

2. Make sure your insertion point is in the 'To' field. Now type in the email address of the person to whom you are sending this message.



3. Press 'Tab', or click to the right of 'Subject' field. Enter your subject , something like 'test message' or 'Hello'.

4. Click in the large area of the window for typing the body of your message. Type a short message.

5. When you are finished, click on the **queue** button in the upper right-hand corner of the window. Do not quit *Eudora*. Switch out of *Eudora* to launch PPP or TCPMan.

6. Make sure you are connected to Internet.

7. Switch back to *Eudora* and from **file** menu choose 'Send Queued messages'. [*Eudora* contacts your POP server and starts transferring your message.]

Read, Reply and Delete Email

1. Make sure that *Eudora* is running and you are connected to Internet. [An easy way to do this is to look at your modem lights. If a row of lights is on, you are connected. One or two lights indicate a lost connection.]

2. From **File** Menu select 'Check Mail'.[A widow will appear asking you for password.]

3. Enter your password correctly and click **OK.** [*Eudora* will display logging on to your POP server and collecting your mail. New mail will appear in window]

4. Double click on the message line to open and read it.

5. To reply to this message, choose **Reply** from **Message** menu.

6. Write a short reply by typing just above the original mail. Note that when replying, the original mail appears as <quoted mail> i.e, within chevrons.

7. When your are finished click on 'Queue' button.

8. Now go to **File** menu and select 'Send Queued Messages'. [*Eudora* will start connection to your SMTP server and send your queued message.]

9. To delete the message from the In box first highlight the message line and then select 'Delete' from the **Message** menu.

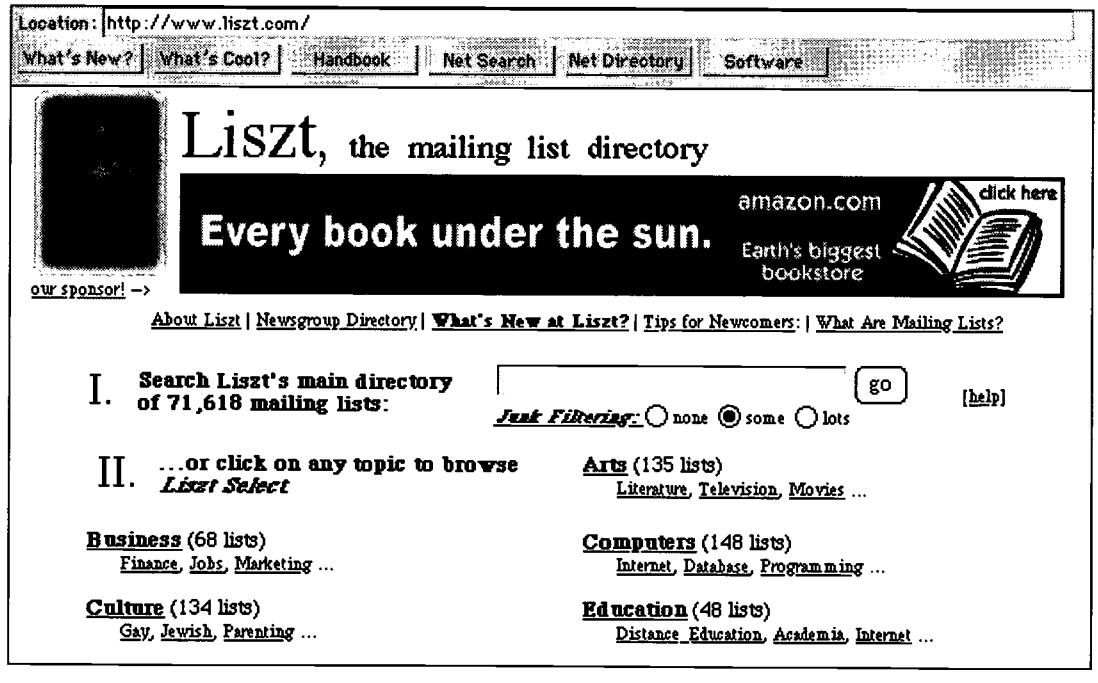
Eudora has many more useful features but unfortunately the Freeware version doesn't come with a manual. There is good chapter on how to use *Eudora* in Que publications title *Using the Internet*.

MAILING LISTS

From an educational point of view, mailing lists are one of the most useful services of Internet. Mailing lists provide a forum for discussion, information dissemination, sharing ideas, raising questions and seeking answers. You can subscribe to a mailing list using your email program. Once you subscribe to a list any message posted to the list by any subscriber is duplicated by the Listserver computer and sent to all subscribers at their email addresses. For Literacy teachers and researchers there are several mailing lists providing instant access to hundreds of language and literacy teachers worldwide. You can join a mailing list simply as an observer and watch over the discussion ('lurking'), or you can take an active role by responding to postings.

Finding a Mailing List

How do you know if a list exists on the topic of your interest? Whether it will serve your needs? Is it relevant to your context? Where do you find information about a mailing list?



Finding if a particular type of list is available has been made somewhat easy thanks to the 'Liszt' mailing list directory service on the world wide web (*http://www.liszt.com*). Using the 'Listz' searchable directory of more than 71,000 mailing lists you may find a list on your topic of interest. You can use 'Listz's' subject based listing of mailing lists. There are other mailing list directories on the web but it takes some effort to find a really useful mailing list on your choice of topic. Again, the best places to look for information on mailing lists are websites of organisations closely related to the topic of your interest.

To learn if a particular mailing list is worth joining there is no better way than joining the list and 'lurking' (reading the messages posted to the list without replying) for a few days. If the postings seem relevant and interesting there is no harm in posting a small query yourself just to get a start. There is no need to jump into a discussion without first knowing what has already been said and what is the general trend on a list. You can always leave a list by sending an 'unsubscribe' message.

Joining a Mailing List

Mailing lists are generally run by an automated computer program such as *Listserv, Listproc* or *Majordomo.* To join a mailing list you need to subscribe to it using your email program.

A. Find the name of the list and the address of its listserver.

B. Send an email message to the listserver address saying *subscribe listname yourname* . For example, to subscribe to *'Literacy'* mailing list run by the listserver at the *listserv@nysernet.org* follow these steps:

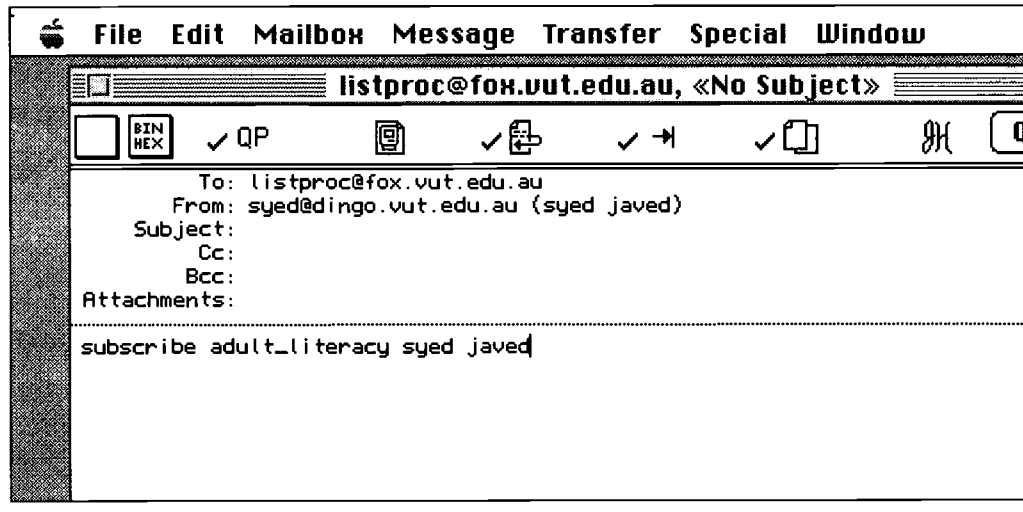
1. Open your mail program and choose **New Message** window.

BEST COPY AVAILABLE

2. In the 'To:' address field type in the email address of the listprocessor computer as: *listproc@fox.vut.edu.au*

3. Leave the **Subject** line and other fields blank.

4. In the first line of the body of the message type: *subscribe adult_literacy yourfirstname yoursurname* (note the spaces)



5. Click on **Send** button to send the above message.

Within a minute or two after sending this message you will receive a reply from this listprocessor confirming that your name has been added to the *adult_literacy* mailing list. Usually this welcome message is accompanied by a set of instructions on how to post messages on the list, how to leave this list, how to get a list of all the files available on this list etc. It is wise to print this first message from the list for future reference.

If the Listserver is *Majordomo* the message should read as: *subscribe Name of List*. Note that with *Majordomo* listprocessors there is no need to include your name in the subscribe message.

One important thing you must remember is that there are always two addresses associated with mailing lists:

- the address where you send commands to a computer to join or leave a list. This address is usually ***listserv***@*domain.name*
- the address where you post your messages to the list. This address is usually ***listname***@*domain.name*

When sending a message to a list you must send it to the appropriate address to avoid embarrassment.

How to unsubscribe

You might find that a particular mailing list is not really what you want and a lot of junk mail may be accumulating in your mailbox unnecessarily. You can easily leave such a list by unsubscribing. To unsubscribe you will need to send an email to the *listserv* address.

For example to unsubscribe from the *adult_literacy* mailing list follow these steps:

1. Open your email program.

2. Choose **New** message from your menu.

3. Type in *listproc@fox.vut.edu.au* in the 'To:' address field.

4. In the first line of the body of the message write, 'unsubscribe *adult_literacy* '

5. Leave all other fields blank and send the above message.

After you send the unsubscribe message successfully you will receive a reply within a few minutes confirming that your name has been removed from the list.

EMAIL DIGESTS

Some mailing lists can generate quite a lot of email messages, depending on the level of interaction and postings, and often you may find that your mail box fills up with too much mail. One way to deal with this problem is to set email subscription to a 'digest' version. Some mailing lists offer the option of receiving email messages this way. That is, mail does not arrive in your mailbox as separate messages posted by individuals. Instead, messages are collated as a digest on a daily basis and you receive a single message containing all messages for the day.

Normally, to receive email messages in a digest version you need to send the following command to the listserver:

SET <list name> MAIL DIGEST
or
SET <list name> DIGEST

If these commands do not work send a HELP message to the listserver to find out if the list offers a digest version or if there is a different string of command. Please note that NOT all lists implement the digest version:
HELP <list name>

MY FAVOURITE LISTS

Lists that I have personally used and found very useful for my needs as a teacher of technology and literacy are:

Adult_Literacy at
listproc@fox.vut.edu.au
Neteach at
listserv@thecity.sfsu.edu
TESL-CA at
listserv@cunyvm.cuny.edu

THE *Adult_Literacy* MAILING LIST

The *Adult_Literacy* mailing list is run by the Language Australia Adult Literacy Research Network Node for Victoria. The list was established in 1995 as part of an Information Technology Project and currently there are about a hundred subscribers to this list. *Adult_Literacy* is supported by the personnel and facilities of the Information Technology Department, Victoria University of Technology.

Adult_Literacy is an unmoderated mailing list for individuals interested in the issues of adult literacy. The list aims to foster discussion and research amongst those who are involved in the issues of teaching adults to read, write and learn. The list is also open to anyone who is interested in the topic of literacy in general. The list invites people to share ideas, tips, helpful resources, teaching tools and personal experiences.

All administrative tasks - joining the list; leaving the list; suspending and restarting mail etc - are handled by a computer program called *Listprocessor*. You need to send a message to *listproc@fox.vut.edu.au* for all such requests. People do not see these messages but the list owner will get a memo once you have joined or left the list. Here is a list of some common commands for using this list.

TO JOIN THE *Adult_Literacy* LIST

Send a message to: *listproc@fox.vut.edu.au*
Leave your 'subject' line blank
Message reads: 'subscribe *Adult_Literacy* your full name'
For Example:
To: *listproc@fox.vut.edu.au*
Subject:
Message: 'subscribe *Adult_Literacy* mary gates'
(Write your name instead of 'mary gates')

TO LEAVE *Adult_Literacy*

Send a message to:
listproc@fox.vut.edu.au
Leave your 'subject' line blank
Message: 'signoff *Adult_Literacy*'
For Example:
To: *listproc@fox.vut.edu.au*
Subject:
Message: 'signoff *Adult_Literacy*'

TO EMAIL EVERYONE ON LIST

Send message to: *Adult_Literacy@fox.vut.edu.au*
Subject: (write your heading here)
Message: (write your message here)

TO GET A LIST OF SUBSCRIBERS TO

Send message to:
listproc@fox.vut.edu.au
Leave 'subject' line blank
Message: review *Adult_Literacy*

TO GET A LIST OF FILES ARCHIVED

Send a message to:
listproc@fox.vut.edu.au
Leave 'subject' line blank
Message: index *Adult_Literacy*

TO RETRIEVE A FILE FROM ARCHIVE

Send a message to:
listproc@fox.vut.edu.au
Leave 'subject' line blank
Message: 'get *Adult_Literacy* filename'
('filename' is the name of the archived file you want)

TO GET 'HELP'

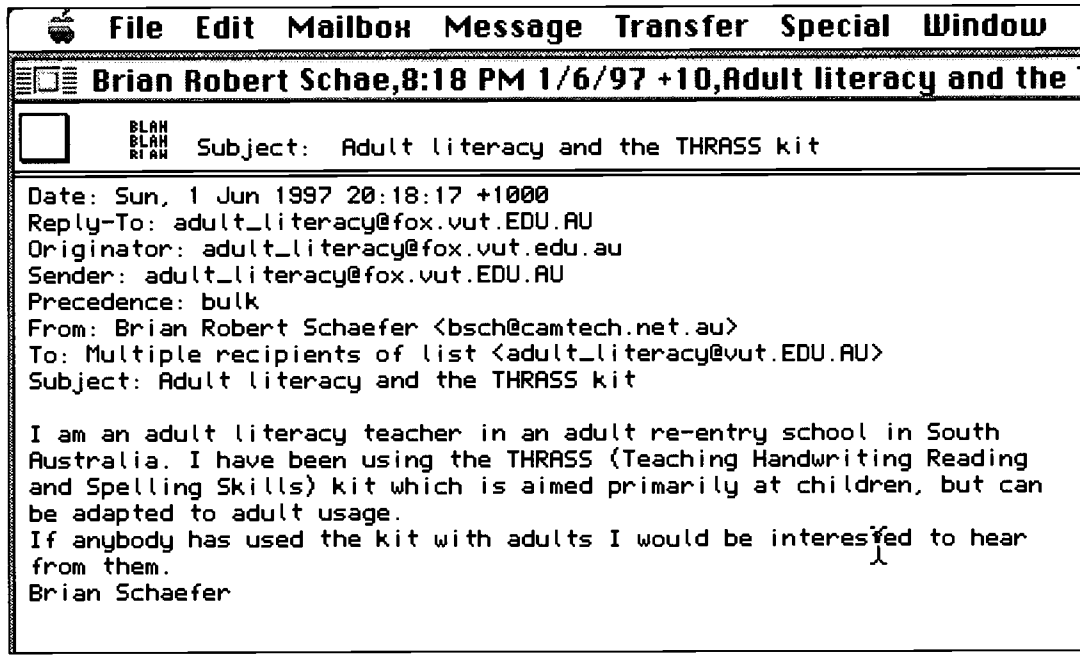
Send message to: *listproc@fox.vut.edu.au*
Leave 'subject' line blank
Message: 'HELP'
(help may also be available on specific topics such as HELP SET or HELP INDEX)

Some Examples of Postings

The following is small sample of postings from the *Adult_Literacy* mailing list to give you a flavour of the activity of this list. Note the dates.

Posting 1

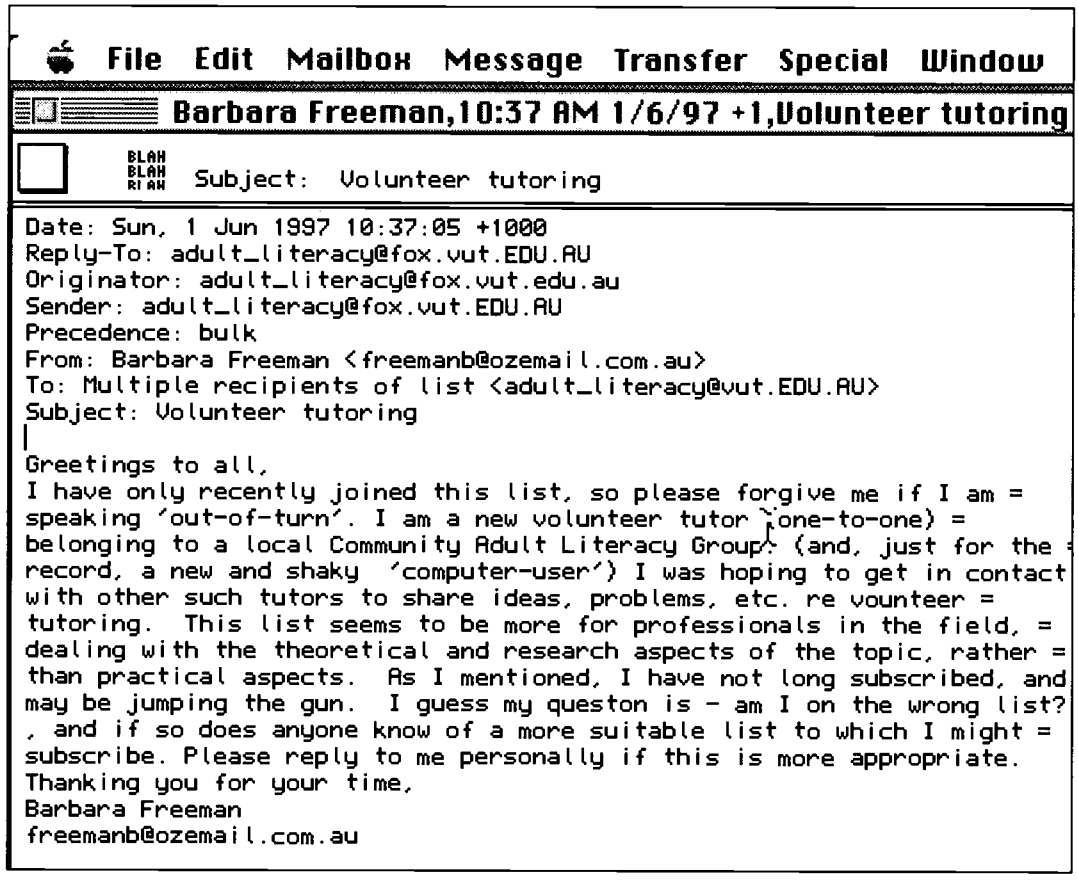
This posting is by a new subscriber to the list. In this message the sender is posting a query to the list asking for comments from other members on the list. This is a fairly typical way of announcing your presence on a list you have newly joined.



BEST COPY AVAILABLE

Posting 2

This posting by a new subscriber is a comment on the previous discussions on the list and poses a question to clarify the role and function of this list. Note how the author is conscious about making a comment. It is a good example of first email to a list.



File Edit Mailbox Message Transfer Special Window

Barbara Freeman,10:37 AM 1/6/97 +1,Volunteer tutoring

BLAH BLAH BLAH Subject: Volunteer tutoring

Date: Sun, 1 Jun 1997 10:37:05 +1000
Reply-To: adult_literacy@fox.vut.EDU.AU
Originator: adult_literacy@fox.vut.edu.au
Sender: adult_literacy@fox.vut.EDU.AU
Precedence: bulk
From: Barbara Freeman <freemanb@ozemail.com.au>
To: Multiple recipients of list <adult_literacy@vut.EDU.AU>
Subject: Volunteer tutoring

Greetings to all,
I have only recently joined this list, so please forgive me if I am =
speaking 'out-of-turn'. I am a new volunteer tutor (one-to-one) =
belonging to a local Community Adult Literacy Group (and, just for the =
record, a new and shaky 'computer-user') I was hoping to get in contact
with other such tutors to share ideas, problems, etc. re vounteer =
tutoring. This list seems to be more for professionals in the field, =
dealing with the theoretical and research aspects of the topic, rather =
than practical aspects. As I mentioned, I have not long subscribed, and
may be jumping the gun. I guess my queston is - am I on the wrong list?
, and if so does anyone know of a more suitable list to which I might =
subscribe. Please reply to me personally if this is more appropriate.
Thanking you for your time,
Barbara Freeman
freemanb@ozemail.com.au

BEST COPY AVAILABLE

Posting 3:

Here another member of the list replies to the postings arising out of the previous introductory posting. See how the subject heading is retained as 'Volunteer tutor' in postings that are continuing the same discussion. The sender is referring to other messages appearing on the list and making his own point of view clear on the issue raised in the first posting on this subject.

Glenys Brazell,2:51 PM 2/6/97 +10,Volunteer turors

BLAH BLAH BLAH Subject: Volunteer turors

Date: Mon, 2 Jun 1997 14:51:53 +1000
Reply-To: adult_literacy@fox.vut.EDU.AU
Originator: adult_literacy@fox.vut.edu.au
Sender: adult_literacy@fox.vut.EDU.AU
Precedence: bulk
From: Glenys Brazell <brazell@cleo.murdoch.edu.au>
To: Multiple recipients of list <adult_literacy@vut.EDU.AU>
Subject: Volunteer turors

Hi all! Especially Barbara Freeman, Denny Bridge, and Dale.

Dale first - Can only add to BillDaly's comments Dale, in that I find IO so clear, cluttered, and easy to use. Nice one, Dale! Yes, will especially use the Student link to coax a student to write in a mini Writing and Technology approach, and am going to tackle Mooing(see suggestion below)

Barbara and Denny - I confess to being a volunteer tutor for a TAFE-based community literacy group(Perth, WA) and have lurked about this site hoping to find a hand with my teaching. I too have had my doubts about this list as suitable for my needs at this level of teaching/learning.

However, as am also Post-grad at Deakin Uni(VIC: yeah its a long way from home!)
and find the recent discussions(more on line PLEASE!) about approaches to teaching ALBE/ESL and accompanying exposures/explanations of what we hope to achieve + the theoritical stuff - reading theory + systemic functional literacy positionings (thanks BillDaly for yesterday's crit) very helpful at this level.

You've got my Email address -want to get together? Perhaps we can do that through Dale's Mooing lessons online and really have our own channel?

GlenBraz
brazell@cleo.murdoch.edu.au
Mt Hawthorn, WA

Posting 4:
The discussion under the subject heading 'volunteer tutor' invited more comments by another veteran on the list. Note that this posting (below) is from a person who was referred to in the previous email. The posting helps build up the discussion in the direction of more reflection.

Bill Daly,5:36 PM 2/6/97 +10,Re: Volunteer turors

BLAH BLAH BLAH Subject: Re: Volunteer turors

```
Date: Mon, 2 Jun 1997 17:36:23 +1000
Reply-To: adult_literacy@fox.vut.EDU.AU
Originator: adult_literacy@fox.vut.edu.au
Sender: adult_literacy@fox.vut.EDU.AU
Precedence: bulk
From: "Bill Daly" <bdaly@deakin.edu.au>
To: Multiple recipients of list <adult_literacy@vut.EDU.AU>
Subject: Re: Volunteer turors

Today Glen wrote:

> Barbara and Denny - I confess to being a volunteer tutor for a TAFE-based
> community literacy group(Perth, WA) and have lurked about this site hoping
> to find a hand with my teaching. I too have had my doubts about this list
> as suitable for my needs at this level of teaching/learning.
>
> However, as am also Post-grad at Deakin Uni(VIC: yeah its a long way from
> home!)
> and find the recent discussions(more on line PLEASE!) about approaches to
> teaching ALBE/ESL and accompanying exposures/explanations of what we hope
> to achieve + the theoritical stuff - reading theory + systemic functional
> literacy positionings (thanks BillDaly for yesterday's crit) very helpful
> at this level.

Glen you seem to embody the very tensions, conflicts and
contradictions of the whole field!! i.e. tutoring/teaching and
wanting to talk and exchange the types of ideas that are of immediate
and practical use to your practise while at the same time studying
learning or reflecting on the wider theoretical context and looking
for engagement in that area. Its a real problem for all of us and
its underlying tension is manifest in every forum in which we meet
for professional purposes: here on the list, at conferences, in our
journals like Fine Print.

Its a difficult area and a perennial problem. Also relates to the
debate about marrying theory and practise - a debate which in itself
```

The above selection of six postings shows how online discussion through a mailing list provides a useful forum for teacher professional development.

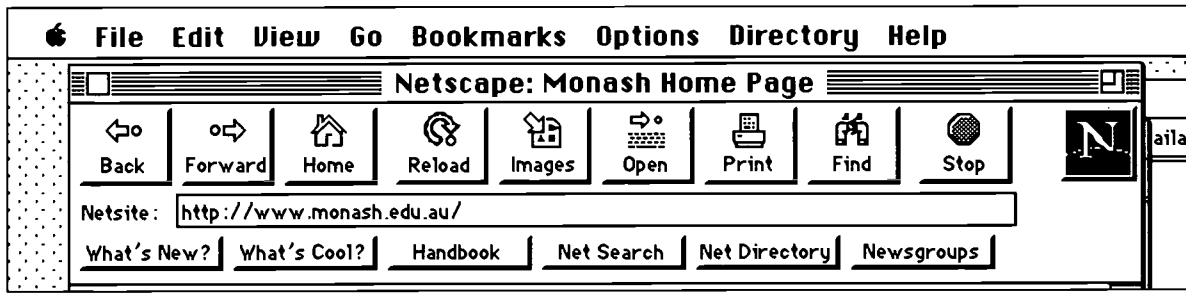
BEST COPY AVAILABLE

USING THE WORLD WIDE WEB

This is the fastest growing part of the Internet - it is the World Wide Web that has popularised the Internet and brought the technology to ordinary computer users. The WWW is a hypertext environment which allows users to access information with just a click of a mouse. *Netscape Navigator* is the most popular software for using WWW. It allows users to access WWW, FTP, Newsgroups and Email from a single piece of software. Using *Netscape* you can follow hypertext links that take you from one site to another on the Web.

Netscape

When you double click on *Netscape* icon it will open a home page with a toolbar similar to the one shown below:



Back: Clicking this button takes you the last page you looked at.

Forward: Takes you to the next page. This only works after you have gone back at least one page.

Home: This takes you to the default home page location configured for your *Netscape*.

Reload: Reloads the current page. This is useful in cases where the page doesn't load properly in the first try or if bits of the page are distorted as a result of printing the page.

Images: Provides option for turning off images. Turning off images helps a page to load faster.

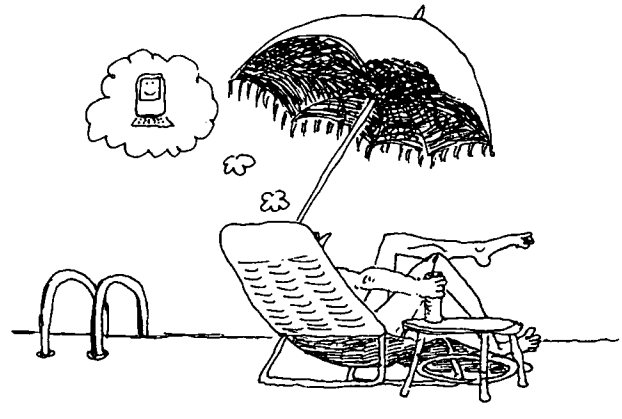
Open: Opens a dialog box for you to enter the URL of the location (see below) you wish to go to.

Print: Prints the current page.

Find: finds any text on the current page.

Stop: Aborts the current download. A useful button when the download of a page is too slow and you no longer wish to wait for that page.

Location: Also called the *URL*. This is the address of the document you are seeing on your *Netscape* screen. You can save this address so you can come back to it at a later date by choosing **Add Bookmark** from the **Bookmark** menu. The buttons **Welcome, What's New, What's Cool, Netsearch, Net Directory** are links to pages developed by the programmers of *Netscape*. These are general information home pages.



CAPITAL LETTERS

Dealing with Internet you will come across different types of addresses such as:

- email addresses
- World Wide Web addresses
- FTP addresses
- Listserv addresses

In general the following rules apply to these addresses:

- email addresses are case insensitive. This means that the address *raya@melbourne.dialix.oz.au* works the same as *RAYA@MELBOURNE.DIALIX.OZ.AU* or *Raya@Melbourne.dialix.OZ.AU*

- Commands sent to automatic mailer (such as Listserv or Listproc or Majordomo) are case insensitive. Thus the command *SUBSCRIBE TESL-CA Michelle Dixon* works the same way as *subscribe tesl-ca Michelle Dixon.*

- World Wide Web addresses are case sensitive after the Internet address. For example consider the URL:
http://www.surrey.ac.uk/ELI/research.html
Permissible:
http://www.surrey.ac.uk/ELI/research.html
Permissible:
HTTP://WWW.SURREY.AC.UK/ELI/research.html
Incorrect:
HTTP://WWW.SURREY.AC.UK/ELI/RESEARCH.HTML
Incorrect: *http://www.surrey.ac.uk/eli/research.htm*

- Login names, user ID and passwords are all case sensitive. They must be keyed in exactly as assigned. For example if user ID is *Djap=T*, then typing *djap=T* would not work.

- If you are choosing your own password try to make it at least 7 to 8 characters long and include some non-standard keystrokes such as %, * | etc. Such passwords are not easily de-codable by hackers.

BEST COPY AVAILABLE

WWW ADDRESSES

A typical WWW address is known as a *Universal Resource Locator* (URL). There are three components to a URL:

- The type of the transfer being made. It could be *http://* or *ftp://* or *gopher://* or *mail://*
- The location the computer information is coming from. This part is very similar to the second part of an E-Mail address.
- Where on that computer the information is stored.

Example of a URL:
http://adhocalypse.arts.unimelb.edu.au/~atell
where:

- *http://* is the type of transfer
- *adhocalypse.arts.unimelb.edu.au/* is the location of the computer, and
- *~atell* is the name of the file.

The above address is the URL of the home page of Australian Technology Enhanced Language Learning Consortium. If you read this address from the left to right you will find that there are several parts to it: *http://* indicates the type of transfer of information; in this case it is hypertext transfer protocol. The part after the two forward slashes // is the part that tells the location of the computer: *adhocalypse* is the name of a computer; *arts* is the location of computer; *unimelb* is the organisation where this computer is; *edu* is the the type of organisation (in this case an educational organisation); and *au* is the country where this computer is located (in this case Australia). The next bit of address */~atell* is the name of the file which is opened at this address.

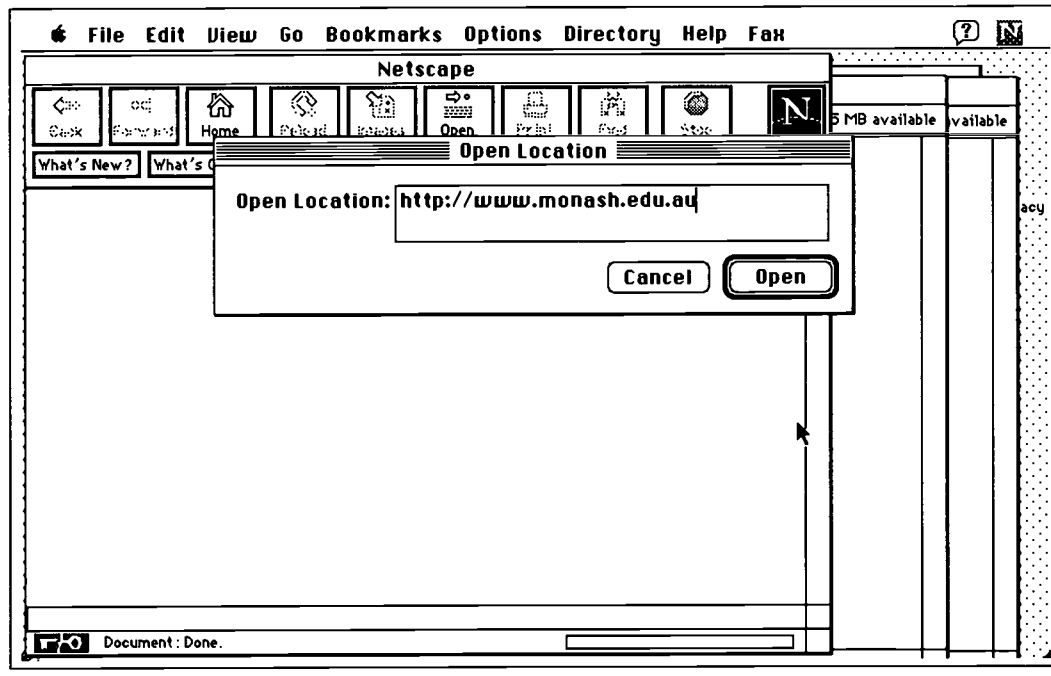
It is important to remember that the part of URL after the first forward slash following the location of computer is case-sensitive and has to be correctly entered or you will not get a response.

Using *Netscape* to Surf the Web

If you have the URL address of a selected home page you can access that home page in a matter of seconds. Say for example you want to find some information from Monash University and you have the URL of Monash as *http://www.monash.edu.au*

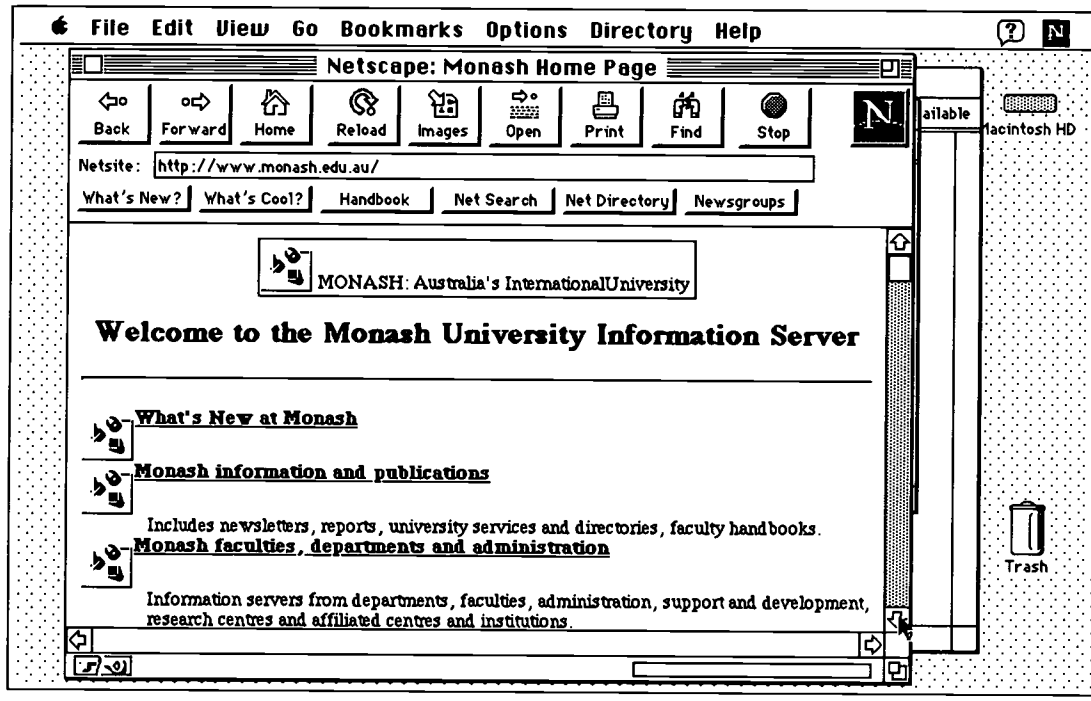
1. Make sure you are logged-in to Internet.
2. Launch *Netscape*.
3. Click the **Open** button from *Netscape* Tool Bar.

Type in *http://www.monash.edu.au* in the **Open Location** box and click **Open**.



[*Netscape* will bring Monash University Home Page on the screen.]

The Monash University Home Page is now in the *Netscape* window. You can follow hypertext links and move back and forth using *Netscape* tool bar buttons. You are now surfing the Net.



Configuring *Netscape*

Recently *Netscape* has released its *Navigator 3.0* version and the settings described below work well for both version 2.0 and 3.0. I have heard about the release of a newer version titled *Netscape Communicator* but have not used it personally. Newer versions are coming with more capabilites but they demand more memory and speed from your computer. Unless your machine is running 16Mb RAM or more forget Netscape 3.0 and stick with the earlier versions.

The *Netscape* browser needs to be configured according to your service provider's settings before it can do its many add-on things such as e-mail, access to Newsgroups, *Telnet* to various libraries and perform several other sound and animation related tasks.

Note: The configuration part is best handled by techies or computer support people. What you need to tell them is what your requirements are and what applications you need to work with your *Netscape*. In most cases if you don't ask them you won't get these things.

What you need to know

• To send e-mail and access Newsgroups via *Netscape* you need to tell *Netscape* your SMTP server and NNTP addresses. To configure these settings you need to go to **Options** menu of *Netscape*; choose 'Mail' and 'News Preferences'... option; Select server settings from the **Mail and New** window; Fill in your SMTP, NNTP and POP addresses in correct boxes.

• To access local and overseas libraries and databases through *Netscape* you need another piece of software called *Telnet*. *Netscape* should be configured properly to be able to identify *Telnet* on your computer. This is done through the 'Network Preferences'... under the **Options** Menu.

• To listen sound files and view video images you should have appropriate sound and video cards on

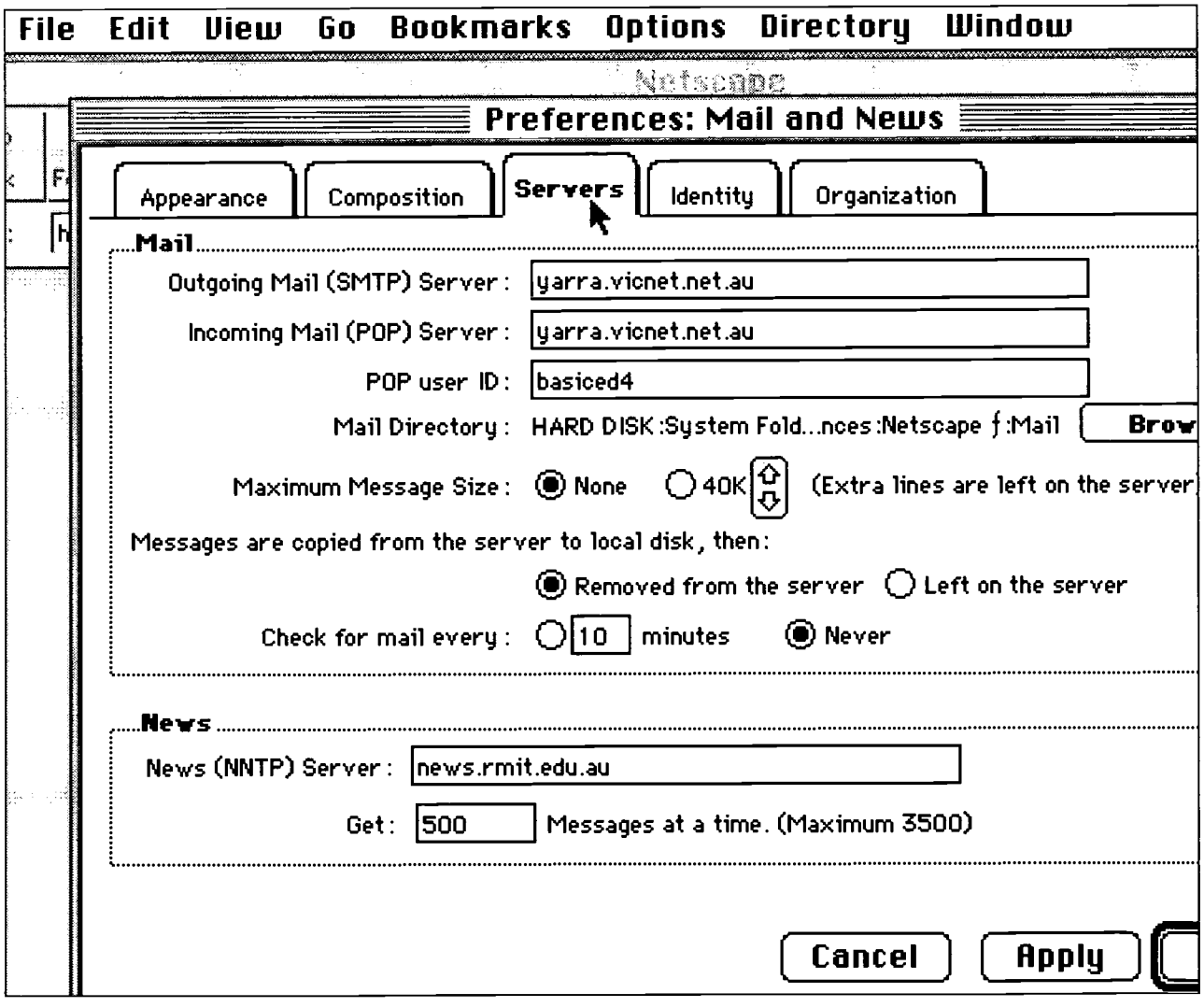
your computer. You will also need sound and video decompression softwares on your hard disk and your Netscape browser needs to be configured properly to identify these helper applications.

Configuring *Netscape* for Email & Newsgroups

1. Launch .

2. Choose 'Mail and News Preferences...' from the **Options** Menu.

3. Click on 'Server' to open the Server window.



4. Type in the name of your SMTP Server in 'Outgoing Mail [SMTP] Server' window eg. *yarra.vicnet.net.au* for VICNET connections or *werple.net.au* for Mira Net connections. (see above)

5. Type in the name of your Incoming Mail POP Server address. This is the ususally the same as your SMTP address.

6. Fill 'POP user ID' with the username part of your email address.

7. Type in the name of your NNTP Server in the News NNTP Server box. eg *news.rmit.edu.au* for a VICNET connection or news.mira.net.au for MIRANET connection.

8. Click 'OK' at the bottom of the window to save these settings.

9. *Netscape* is now ready for Newsgroup browsing and will also be able to handle your email queries through hypertext email links from home pages.

You can also choose to use *Netscape Mail* for your day to day email. Giving details of how to use the *Netscape Mail* program is beyond the scope of this book however you can try *Netscape* online Help from the *Windows* menu to get more info on how to use *Netscape* mail and news.

USING TELNET

What is Telnet?

Telnet is an Internet protocol that allows your client computer to connect to remote computers and act as if you are sitting at the remote computer and using it. *Telnet* is most commonly used in checking library databases, looking up your email from other computers and joining MOOing sessions.

What you need is an *Telnet* Client program on your computer which is properly configured with your Web browser. Once this is done, you fire up your Internet connection, launch your browser, *Netscape,* and start using *telnet* addresses either directly from the browser address window or through *telnet* links on Web pages. All *telnet* addresses start with- *telnet:/ /blah. blah. blah*

Telnet is a service on the Internet that can only be accessed with a separate piece of software *telnet client.* You can type a *telnet* address in your browser but it would not work unless you have *telnet client.* So first of all get this software and configure your browser to launch this client whenever a *telnet* session is needed.

The software to use *Telnet* (*Telnet* Client) can be downloaded from:

For Macintosh computers - NCSA *Telnet*
ftp:/ /archie.au /micros /mac /info-mac /comm /tcp /

For Windows PC- *Telnet* for Winsock
ftp:/ /ftp.monash.edu.au /pub /win3 /winsock

Downloading telnet

STEP 1:
Download NCSA *Telnet* for your computer.
For a Mac download NCSA *Telnet* from:
ftp:/ /archie.au /micros /mac /info-mac /comm /tcp /

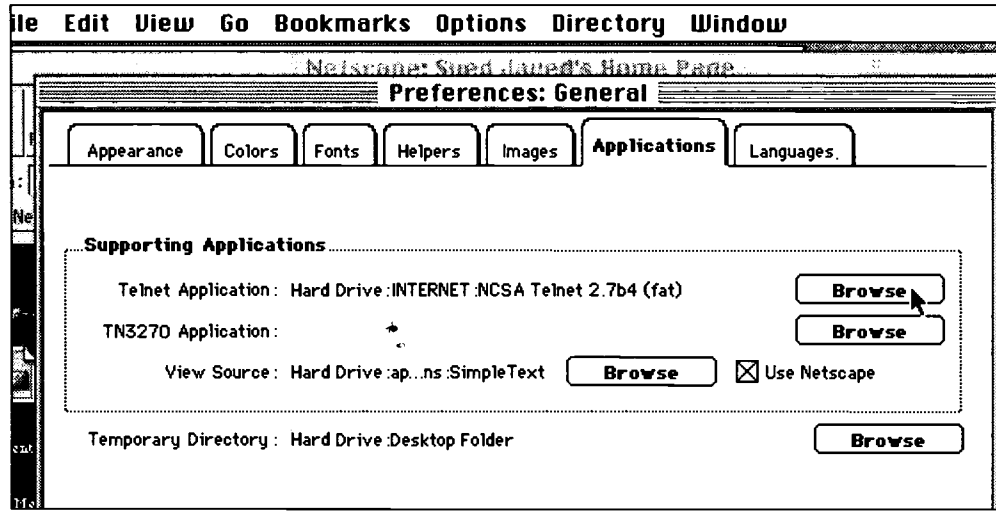
Select the file that reads something like: *ncsa-telnet-27b4.hqx*

For a Windows PC download *Telnet* for Winsock from:
ftp://ftp.monash.edu.au/pub/win3/winsock
select the file that reads like:*twsk21f.zip*

STEP2:
Unstuff or unzip the downloaded software which is compressed as *hqx* for Mac or as *zip* for windows (this will happen automatically when you open the file). If your browser is a version 3.0 or later unzipping shouldn't be a problem as there is an unzip program built in. Otherwise you need to get the unzip program first. Note which folder or directory of your hard disk the *Telnet* program is located in.
On a *Windows* computer do not forget to hit the F5 key to refresh a directories content after unzipping.

STEP 3
To configure *Netscape* to launch *Telnet*.
Go to the **Options** menu of the *Netscape* browser and choose 'General Preferences'.
In the 'open General Preferences' window select 'Application'.
In the 'Application' window look for the Application name *Telnet* and click the browse button for this Application.
Find the *Telnet* client's directory (folder); select the *Telnet* client and click 'OK'.
Now your Application window of the General Preference would be showing the location of *Telnet* client on your hard disk.
(see picture opposite)

The configuration is complete. Any time you click on a *Telnet* link in your browser window, the browser will be able to launch *Telnet* client and you will see the *Telnet* window on top of your browser window.

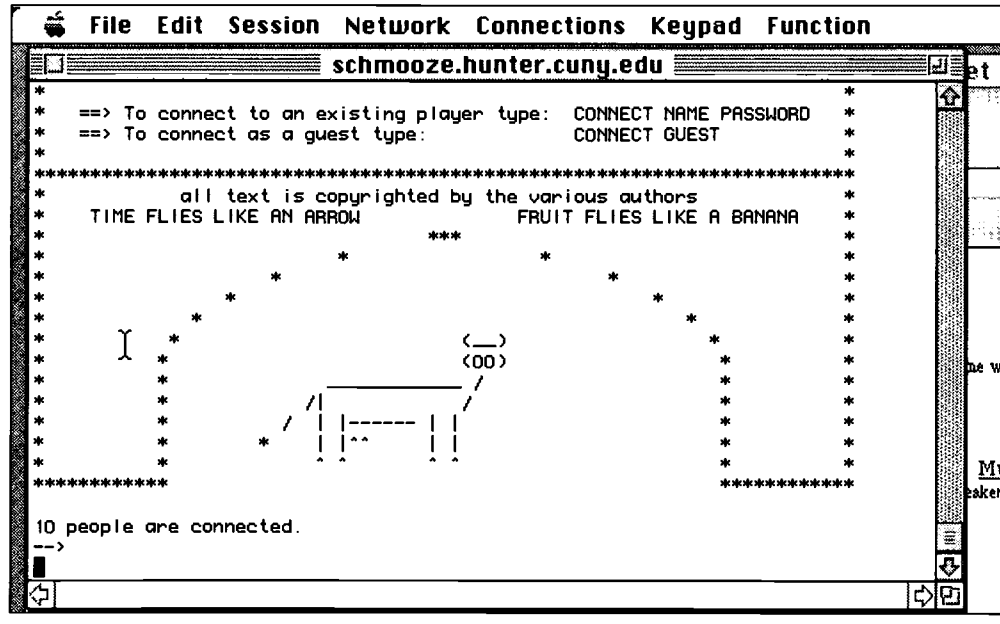


A Practice run

Go to Bill Daly's home page on
http://cougar.vut.edu.au/~dalbj

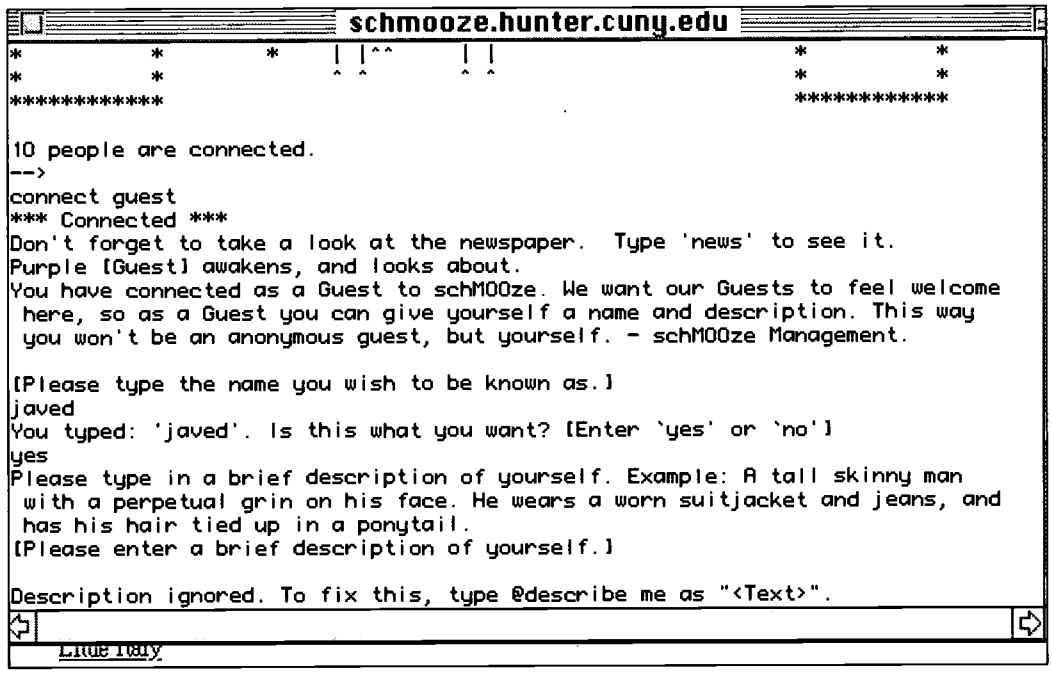
Click on the link called 'MOO's'

Now click on 'Schmooze' link.
Allow the *Telnet* application to launch and connect to *schmooze.hunter.cuny.edu* server. Once connected you will the screen below.



Type: 'connect guest'
This will allow you to join the MOO session at Schmooze. You will be asked to type a name for your identity. You can type either a fictitious name or your real name. It's your choice. When asked to write a description of your self, you can simply hit 'enter' without typing anything; giving your description is optional.

Type: 'who'
This will return a list of who else is at the Schmooze at that time



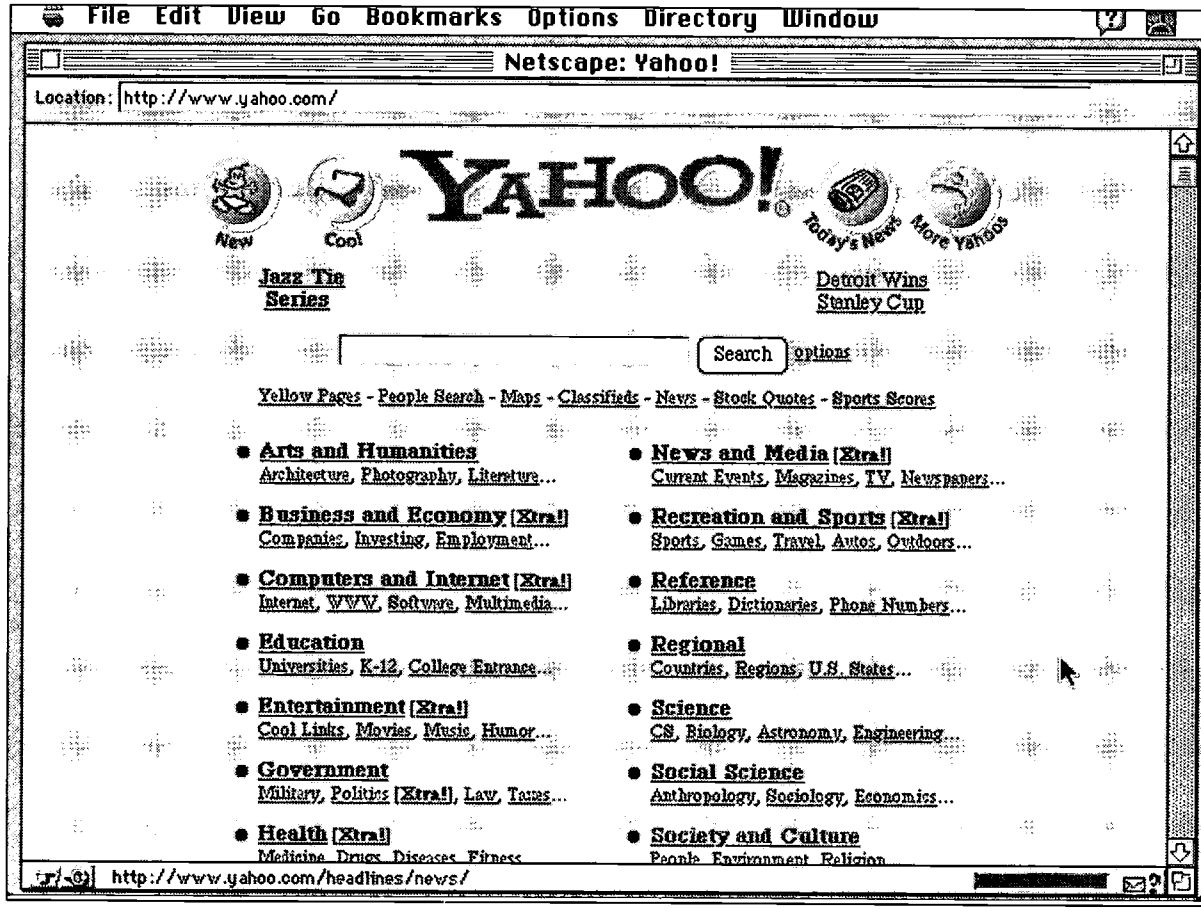
Type: 'help'
This will return you a list of possible help topics.

Follow the screen commands and you will soon pick up the lingo of MOOing. For more details on how to MOO, check out Dale Pobega's site on
http://www.vicnet.net.au/~twt

SEARCHING THE WEB

Finding what you are looking for could be a very difficult task on Internet, but thanks to some very efficient tools known as *search engines* finding information on WWW has become relatively simple.

In short, there are two simple ways of finding information on the WWW. You could either use a search engine to do a keyword search or use a subject based listing to search for information. The basic difference between a search engine and a subject based listing is that a search engine catalogues web sites using robotic crawler programs, subject based listings are hand-built guides. *Altavista* and *Lycos* are search engines, whereas *Yahoo* is a hierarchical category-based listing of resources.



There are many other search engines and category listings that do the same job. According to recent estimates there are over 200 search sites available on the Web. The eight primary search engines are:

Altavista: *http://www.altavista.digital.com* also available from a fast Australian mirror site at http://www.altavista.yellowpages.com.au

Excite: *http://www.excite.com*

HotBot: *http://www.hotbot.com*

InfoSeek: *http://guide.infoseek.com*

Lycos: *http://www.lycos.com*

Open Text*: http://search.opentext.com*

Two comprehesive subject based directories are:

YAHOO: *http://www.yahoo.com*

Magellan: *http://www.mckinley.com*

If you are interested in Australia and New Zealand sites only, ***Anzwers*** is a good search engine at *http://www.anzwers.com.au/*

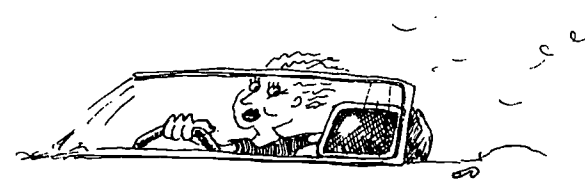
Using this search engine you can limit your search to only Australian sites. A great feature if you are after local content or if you want to find out what your colleagues or lecturers are putting on the web. Just type their full name and start searching.

What does a search engine do?

Search engines are enabled by software programs known as 'spiders', 'worms' or 'web crawlers'. These programs are used by powerful computers to search the Web, visit sites and retrieve documents. The results of these wandering searches are stored in a large indexed database. These databases are constantly updated by their robotic crawlers.

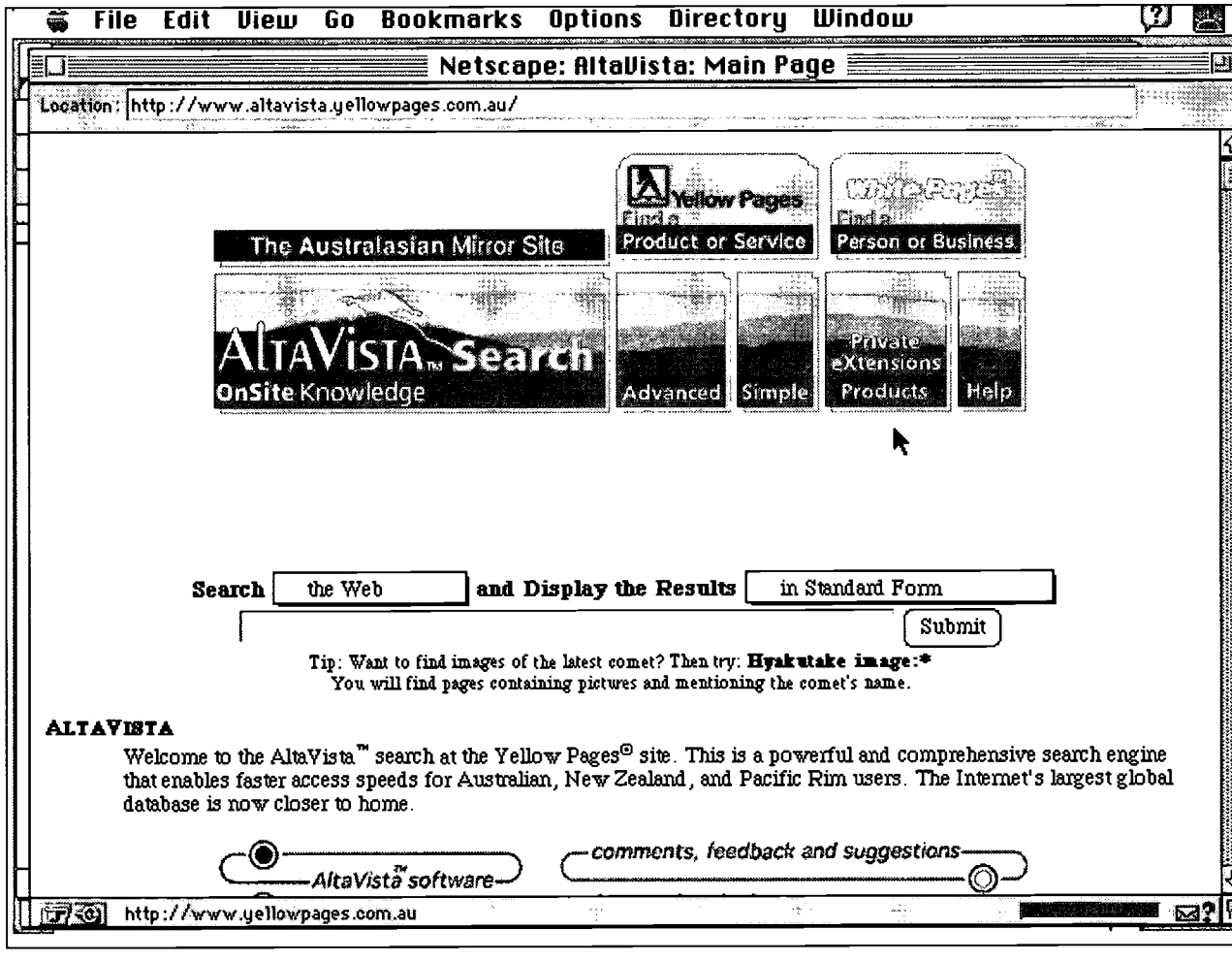
As a user of Web, you go to the home page of a search engine and use the 'search' query to search this publicly accessible database. When you type a key word in the query form of a search engine and specify your search options, the search engine scans its index of thousands of Web pages, looking for the keywords specified by yourself. Then it returns a list of Web addresses in the order of relevance or occurrence. You can then click on any of the search results to see if that web site contains the information you are looking for. On occasions you would need to make intelligent guesses in choosing which site to try.

If one search engine doesn't lead you to your desired site, using another search engine might still work. Test the different search engines and find which one serves your needs best. Develop a search engine loyalty as it pays to know one in more depth.



The Altavista Search Engine

Altavista is available from an Australian Mirror site at *http://www.altavista.yellowpages.com.au*
The parent site is located at *http://www.altavista.digital.com* but it is better to use the Australian Mirror site for faster access.



Using a search engine effectively takes a bit of practice and skill. There is some merit in learning a few Boolean operators especially if you are using *Altavista*.

Here is a list of common delimiters that would help make your search query more specific:

BEST COPY AVAILABLE

Using Phrases

Keep a string of words together, using quotation marks or a semicolon.
Example:

"annual conference"
annual;conference

A search without the quotes will return all pages containing the word 'annual' and all pages containing the word 'conference'. I can assure you that any search engine will return you a list of thousands of pages containing these words separately. However, using "annual conference" as a string of words within quotes will return only those pages that contain the words 'annual conference' together.

Using Capital Letters

Use capital letters when searching for specific names. Lower case searches find words with both lower case and uppercase letters while uppercase search is specific to capital letters.
Example:
A search for word 'conference' in lower case will return all pages with the words 'conference', 'Conference' and 'CONFERENCE'
An uppercase search for Conference will only return Conference. ALRNNV will return only ALRNNV - A handy tip when looking for home pages of organisations.

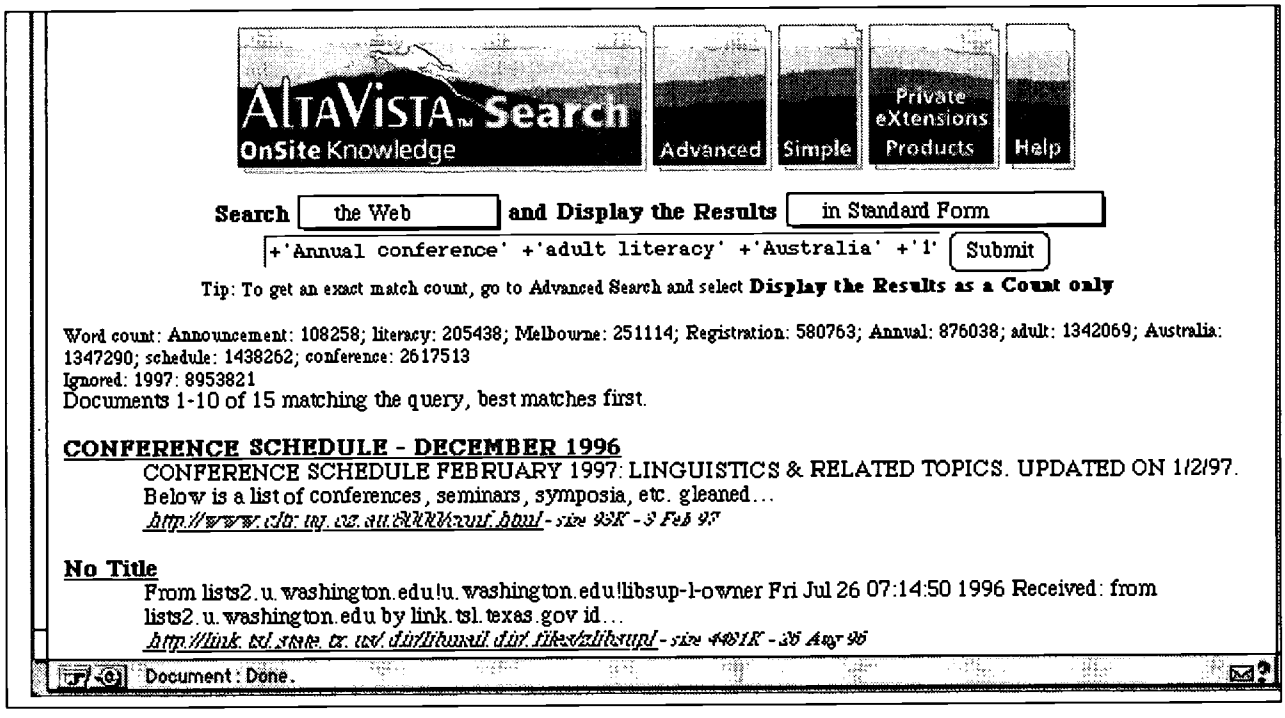
Using + and - Signs

Putting a + sign before a word specifies that the searched page must contain the word following the + sign.
Example: entering
'annual conference' +'adult literacy'
narrows your search down to pages that contain the words 'annual conference' and these pages must also have the words 'adult literacy' with them. Further, entering:
'annual conference' +'adult literacy' +'Australia'
will find pages that mention adult literacy annual conferences in Australia. Note the spacing between words. There is no space after the +sign but there is a

space after the previous word.

Consider the following search string:
+'Annual conference' +'adult literacy' +'Australia' +'Melbourne' +'Registration' +'Announcement' +'1997'

The above search string narrowed down the search results to only 15 matching queries as shown in the illustration. The entry for year '1997' was ignored. The top match refers to Conference Schedule listed February 1997 by Queensland University site of CLTR.



Putting a - sign before a word specifies that the document you are looking for must not contain this word. For example entering:
'Annual Conference' +'adult literacy' -'Australia'
will rule out all pages that mention the word 'Australia 'from its search.

Using Wildcards

The asterisk symbol is used in wildcard searches. If you are not sure about spelling of a particular word try using a wildcard search. For example a search for

Christ* would search for Christmas, Christian, Christians, Christening, Christopher, Christy, Christie and so on.

The golden rule for web searching is search for the most unusual words in your topic.

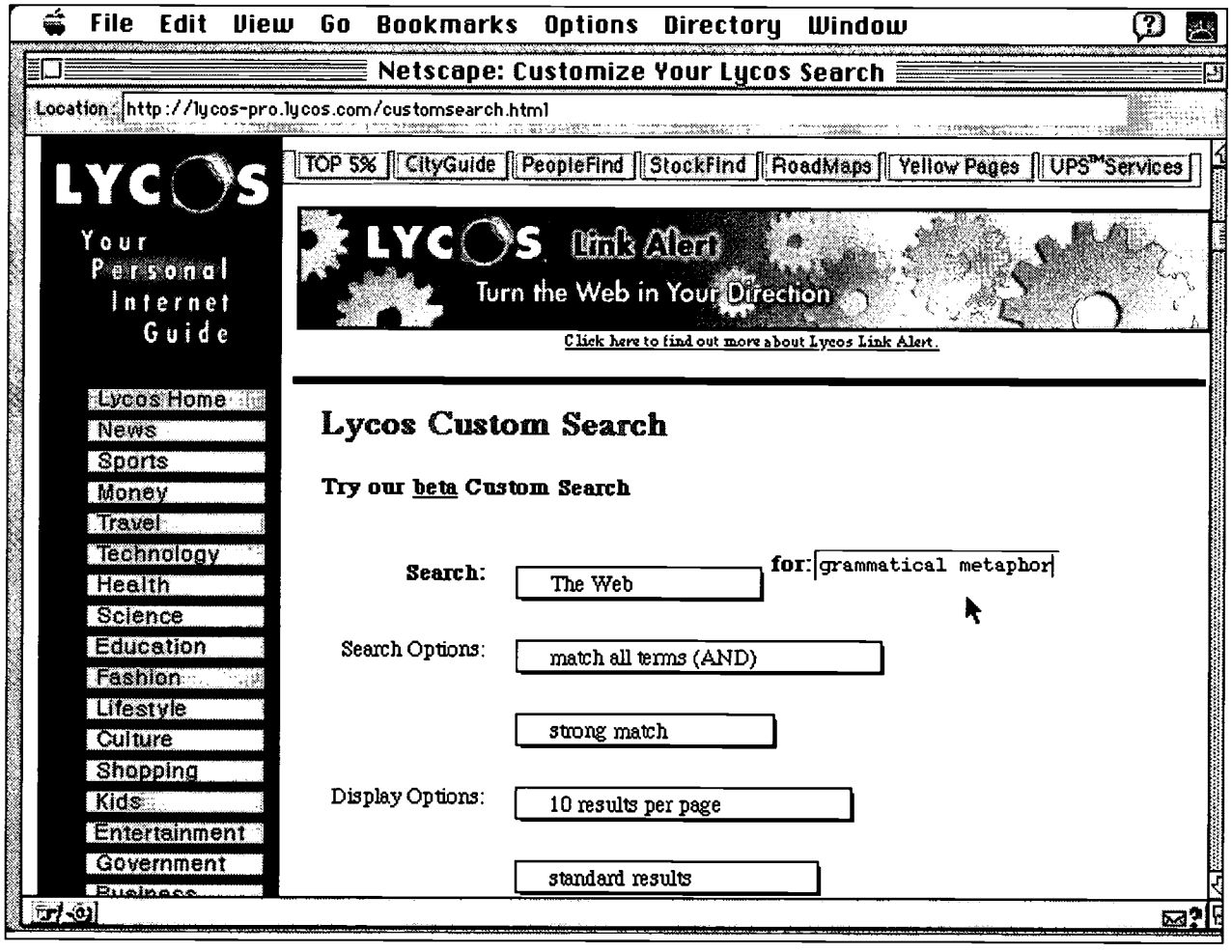
The *Lycos* Search Engine

Lycos is available at *http://www.lycos.com*

Lycos can also be found on *Netscape's* 'Netsearch Page'. Click on 'Netsearch' button in the *Netscape* window to go to this page and scroll down to see links to a number of search engines.

Using 'Search'

Most of the time when using a search engine you won't need to do much more than type in your keyword in the text entry box and hit **return** or click the **search** button. The search engine will do the search and return you the result in a matter or seconds.



Use the *Lycos* search form to make your search more specific. You can:

- Make your search more narrow, or wider
- Have the search match all words in your query rather than the default 'ANY words'.
- Search for a number of terms which is DIFFERENT from the number you entered. (eg. to search for several possible spellings of a word).

BEST COPY AVAILABLE

Lycos gives you flexibility to:

- Specify your Search Options
- Specify your Display Options

'Search' Options

By default *Lycos* will find all documents matching any word you type in the **query**. For example, if you type 'Bengal Tigers' as your query, *Lycos* will find all documents containing either 'Bengal' or 'Tigers'. This is the 'Match any Term' search option and by default *Lycos* does this search on keywords entered in the query box.

If you want to find only those documents that match ALL the words in your query, you will need to select the 'Match All Terms (AND)' search option. For the same keywords 'Bengal Tigers', this time *Lycos* search will return only those documents that contain both keywords.

In a situation where you don't know the correct spelling of the keyword, it would be a good idea to type the word in two or three different possible ways and run a search for 'Match Any Term'. Other search options ' Match 2 Terms', 'Match 3 Terms' and 'Match All Terms' give additional flexibility in searching.

'Display' Option

A search engine may also give you options in choosing how you want to see the results of a query. *Lycos* for example has a default setting for returning 10 hits on each results. You can change this value if you want to see more than 10 results on a single page. Similarly *Lycos* also returns a summary of each hit and from the display option you can change this setting to standard, detailed or summary. In most cased it is best to leave these settings to default.

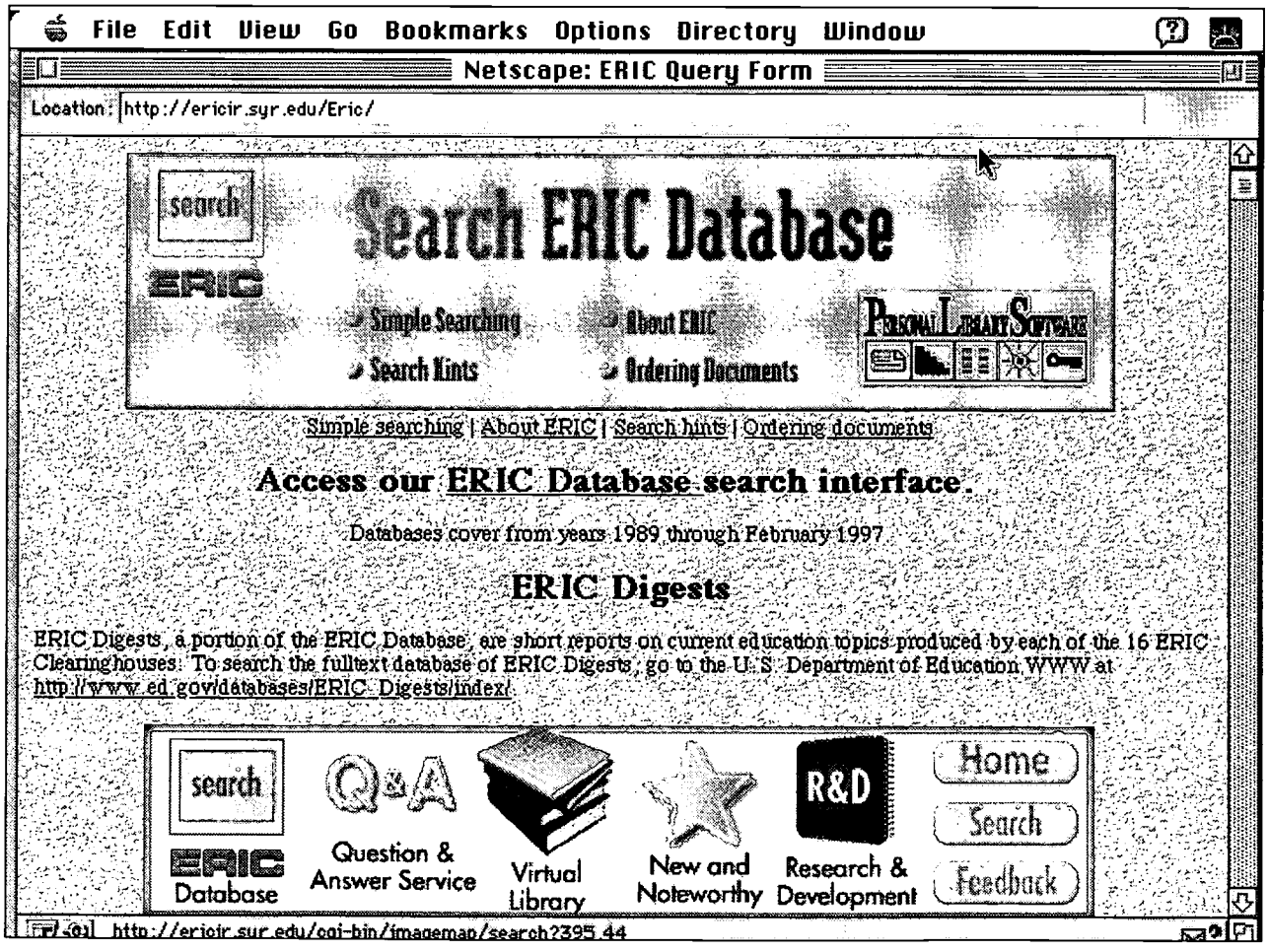
The ERIC Database

The Educational Research Information Centre (ERIC) is a US-based information system designed to provide users with ready access to an extensive body of education-related literature.

The ERIC database is the world's largest source of education information. It contains more than 850,000 abstracts of documents and journal articles on education research and practice. You can access the ERIC database via the Internet through World Wide Web or via Gopher. ERIC databases are also available in printed and CD-ROM versions.

ERIC's Web Address

- ERIC Database:
http://ericir.syr.edu/ERIC



BEST COPY AVAILABLE

Full-text Documents?

Full texts of ERIC documents are not yet available through Internet. However, you can get two-page research syntheses in the form of *ERIC DIGESTS*. There are more than one thousand digests and approximately 100 new titles are produced each year. The WWW address for ERIC Digests is:
http://www.ed.gov/databases/ERIC_Digests/index/

The ERIC Clearinghouse

ERIC clearinghouses collect, abstract and index education materials for the ERIC database. They respond to requests for information in subject specific areas and produce special publications on current research, programs and practices. The ERIC clearinghouse on Reading, English and Communication provides educational materials, services and coursework to parents, educators, students, and others interested in the language arts.

The WWW address for ERIC Clearinghouse on Reading, English and Communication is:
http://www.indiana.edu:80/~eric_rec/

ERIC's clearinghouse on Reading, English and Communication is a great place for finding classroom resources for adult learners. Their Family Learning link provides access to a rich source of read-along stories.

Doing an ERIC Search

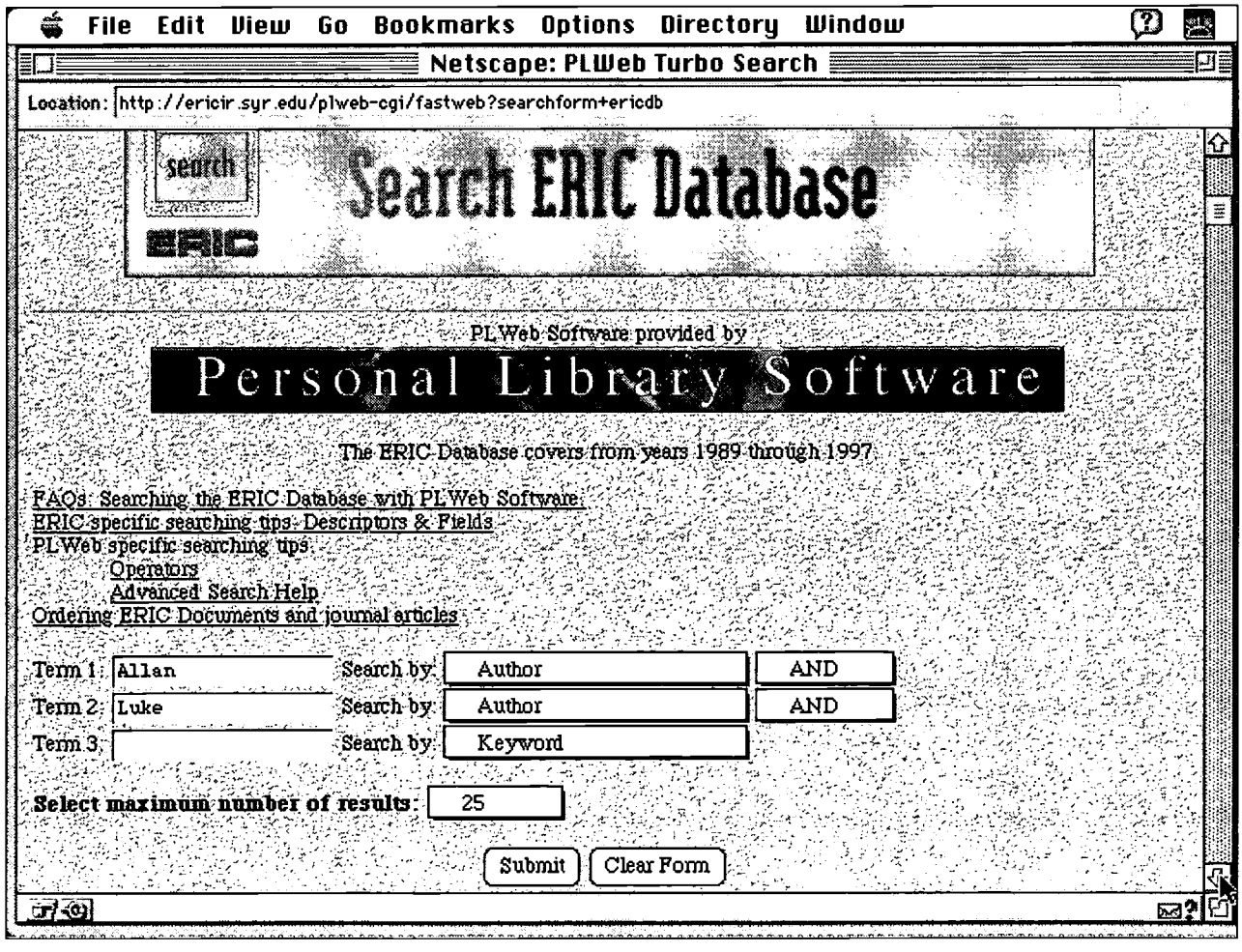
Before you begin make sure you are logged-on to Internet and your World Wide Web browser make sure *Netscape* is running. To do an ERIC search you must go the ERIC Query Page and compose a search query by filling in the query form on your screen.

Follow these steps to compose a search:

• Open **New Location** window and key in the address as: *http://ericir.syr.edu/ERIC/eric.html*
[This would open the Search ERIC Database homepage. Click on the ERIC Database Search Interface to go to the query page]
(see below)

• Write your keyword for the search in the Term 1 field and select appropriate search type from the pull-down menu found right next to the query field.

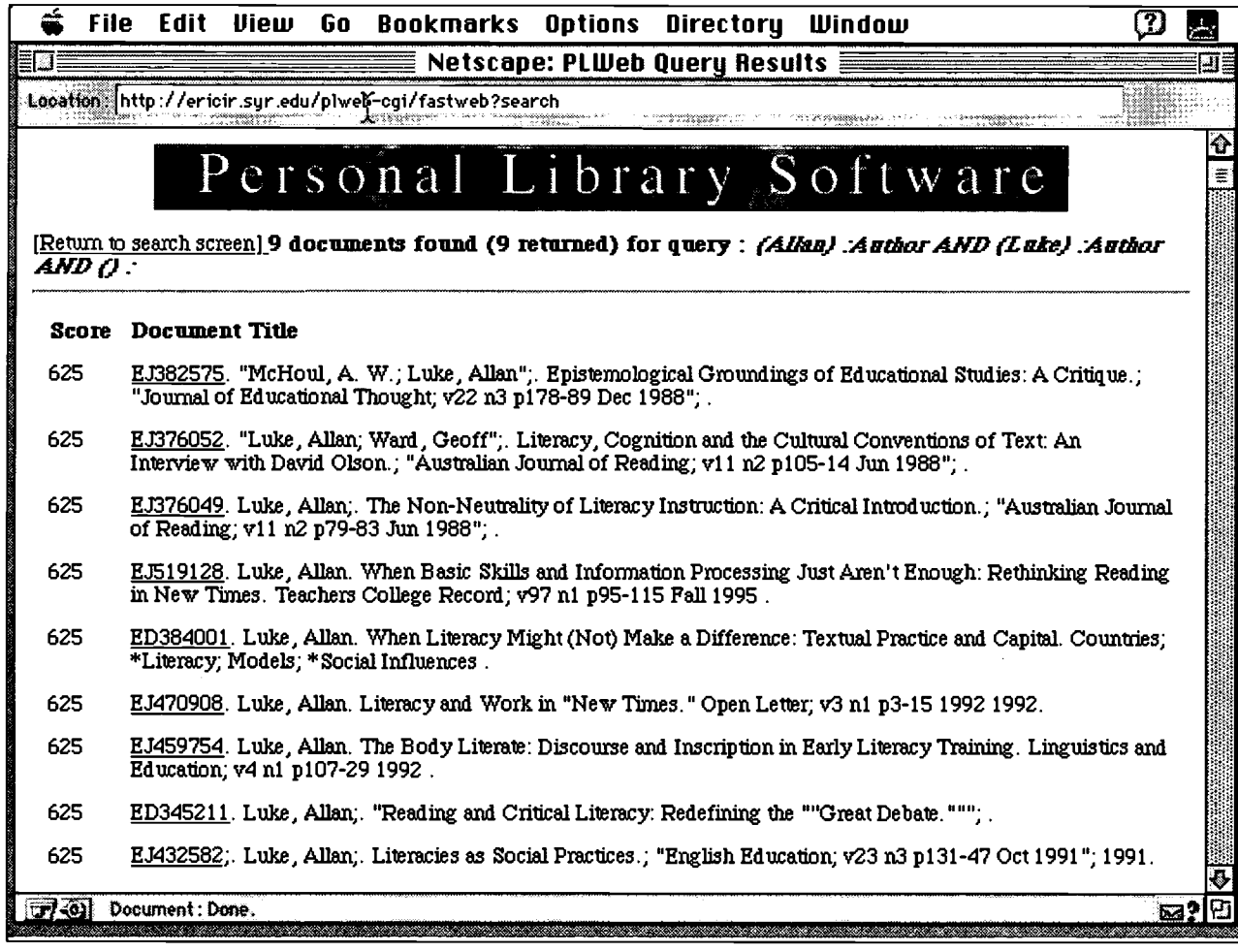
[For example to search articles by Allan Luke type Allan in the Term 1 field and select Author for the search type. Type Luke in the Term2 field and select Author for the search type. - see below.]



BEST COPY AVAILABLE

• Click on Submit Query button and wait for a few seconds.

[Results of your query will be returned as shown in picture. Scroll down the page to see more. Each record will list an ERIC No, Title, Author, Journal Citation, Language, Descriptors, Identifiers, and a short abstract of the document.]



The above search by the author 'Allan Luke' resulted in nine records as shown in the illustration here.

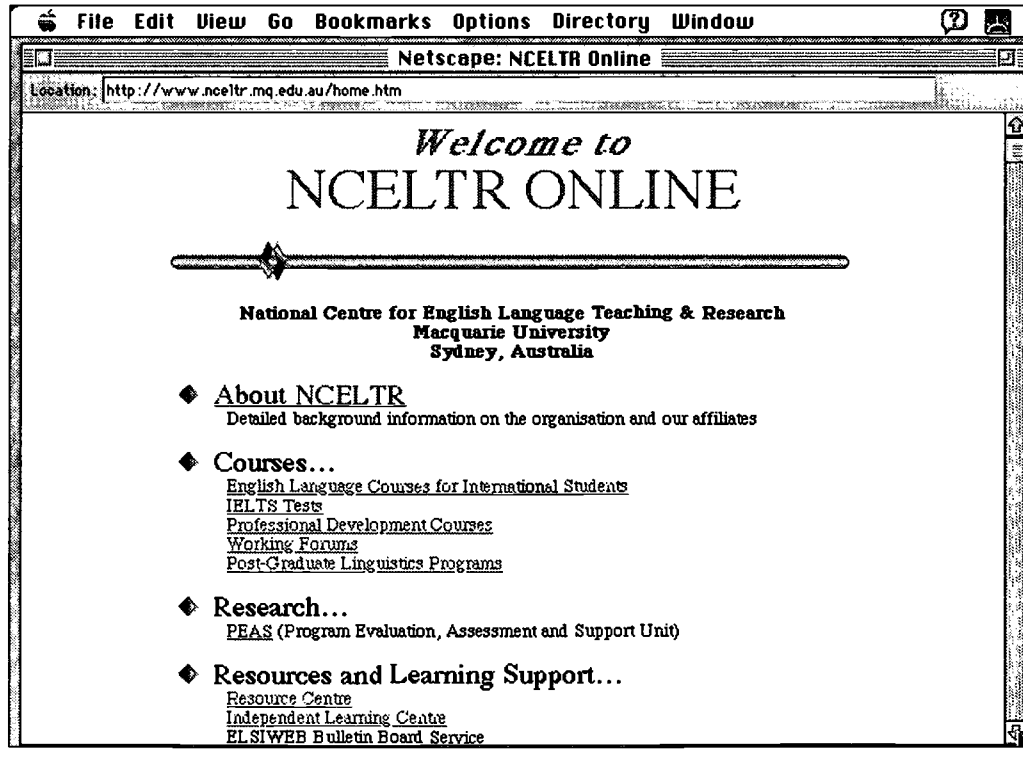
Note: Using keywords that are too general may return a large file many pages long. It takes longer for these files to download.

AUSTRALIAN LITERACY INTERNET SITES

In the recent times many Australian Language and Literacy related sites have made their appearance on the Internet. Many more are about to go on-line. As these sites are continually changing, especially in the WWW environment and adding new information, it is not possible to accurately describe the structure and the content of a site.

NCELTR Home Page

URL: *http://www.nceltr.mq.edu.au*
NCELTR home page offers links to information on its courses, research programs and related services. Its 'NCELTR in Action' link takes you to pages that provide details of these services. From these pages NCELTR also offers access to its ELSIWEB bulletin board service. Some of its on-line services such as access to ELSIWEB and DELTAA database are restricted to members only. Please note that some of these services have become available on WWW fairly recently and some are still being developed and

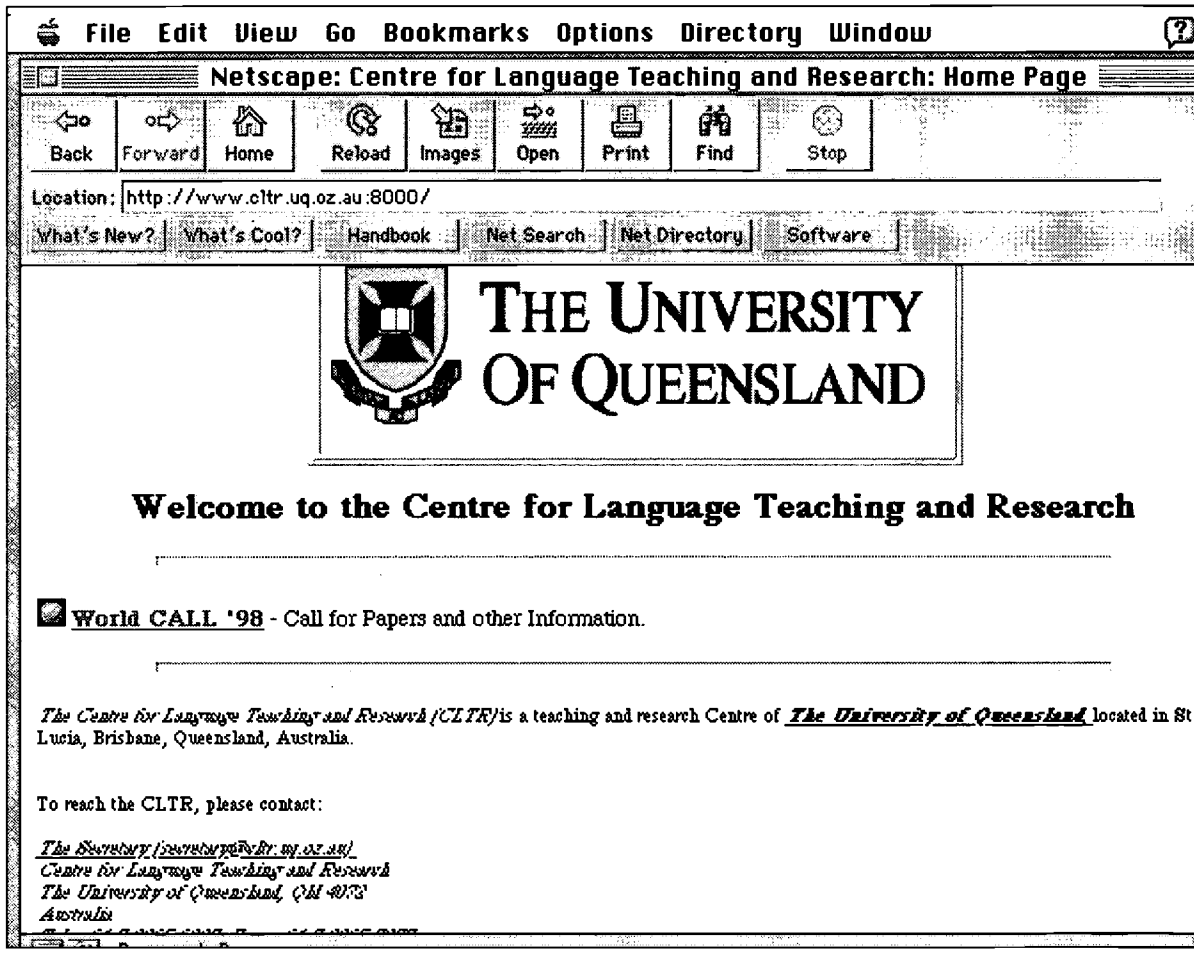


BEST COPY AVAILABLE

modified. For more current information visit the site yourself at the above WWW address.

CLTR Home Page

URL: *http://www.cltr.uq.oz.au:8000*
The CLTR is the Centre for Language Teaching and Research, located at University of Queensland, Brisbane.



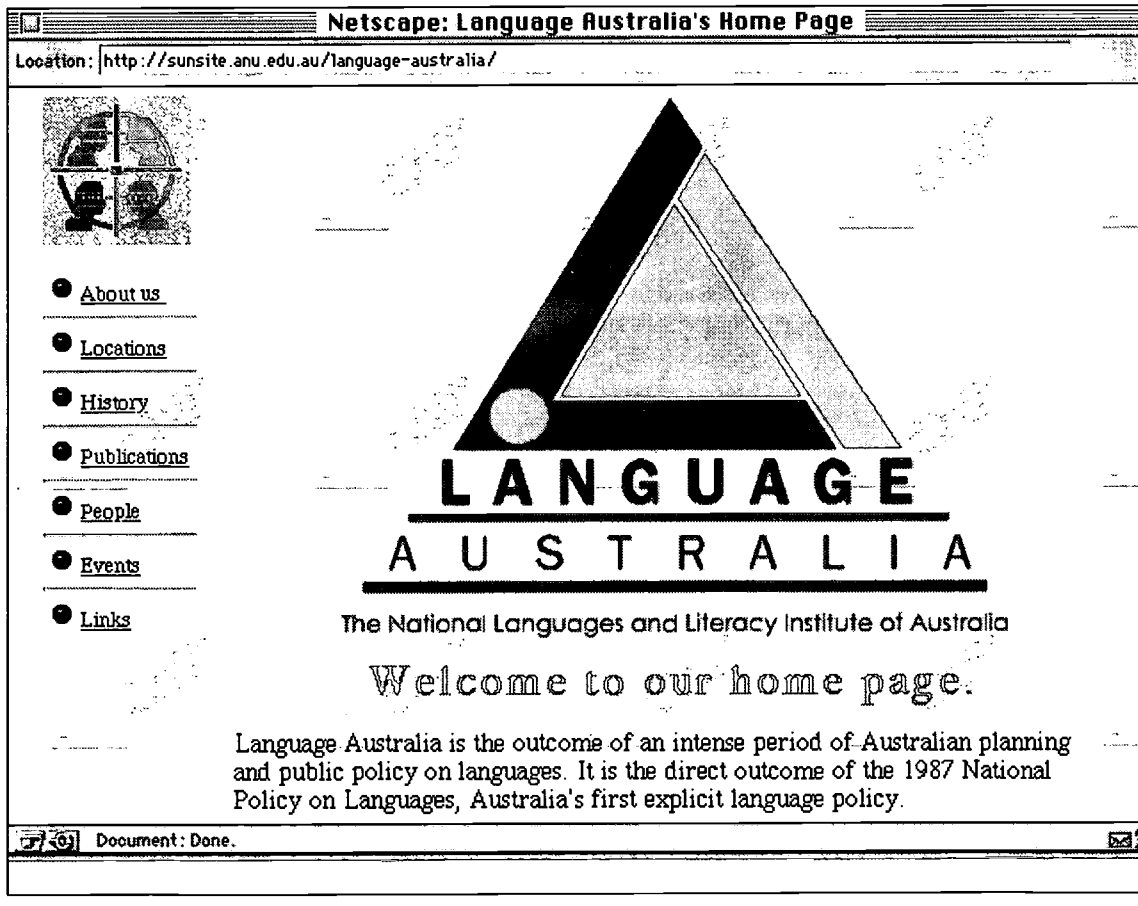
The CLTR home page gives information on their academic program and language laboratory. Through CLTR's home page you can access the directory of staff phone numbers and e-mail addresses as well as some home pages developed by them. This page also provides links to many CLTR services including access to FTP archives, CLTR gopher server, X-credit database and latest listing of conferences.

The CLTR page provides links to ALAA (Applied Linguistics Association of Australia), ALI98 (Australian Linguistics Institute details of 1998), The CALL Database and On-CALL journal. There are numerous useful links to other language and literacy sites, both Australian and international. The CLTR page is maintained by Peter White.

LANGUAGE AUSTRALIA Home Page

URL: *http://sunsite.anu.edu.au/language-australia*

During 1997 Language Australia (formerly known as the National Language and Literacy Institute of Australia) is undergoing major changes and at the time of printing of this book their home page is located at the above address in Canberra.



LANGUAGE AUSTRALIA's home page provides information about its work in promoting language and literacy. On this site you will find links to Language Australia's various locations, its history, publications, people and events. A must site for your *Netscape* **bookmarks** list

LANGUAGE AUSTRALIA'S Publications Catalogue

URL: *http://sunsite.anu.edu.au/language-australia/PUBS*
This site provides a comprehesive searchable list of LANGUAGE AUSTRALIA's publications. The catalogue is divided into following subject headings -
• Aboriginal Languages • Aboriginal Literacy • Adult Literacy and Basic Educ'n • Applied Linguistics • Arabic • Australian English • Bilingualism • Business and Languages • Child ESL and Literacy • Chinese • Computer-Assisted Language Learning • Deafness/Auslan • French • German • Greek • Hindu/Urdu • Indonesian/Malay • Italian • Interpreting & Translation • Japanese • Korean • Language and Culture • Languages other than English • Numeracy • Professional Development • Russian • Spanish • Teaching/Learning Materials • Thai • Vietnamese • Workplace Communication.

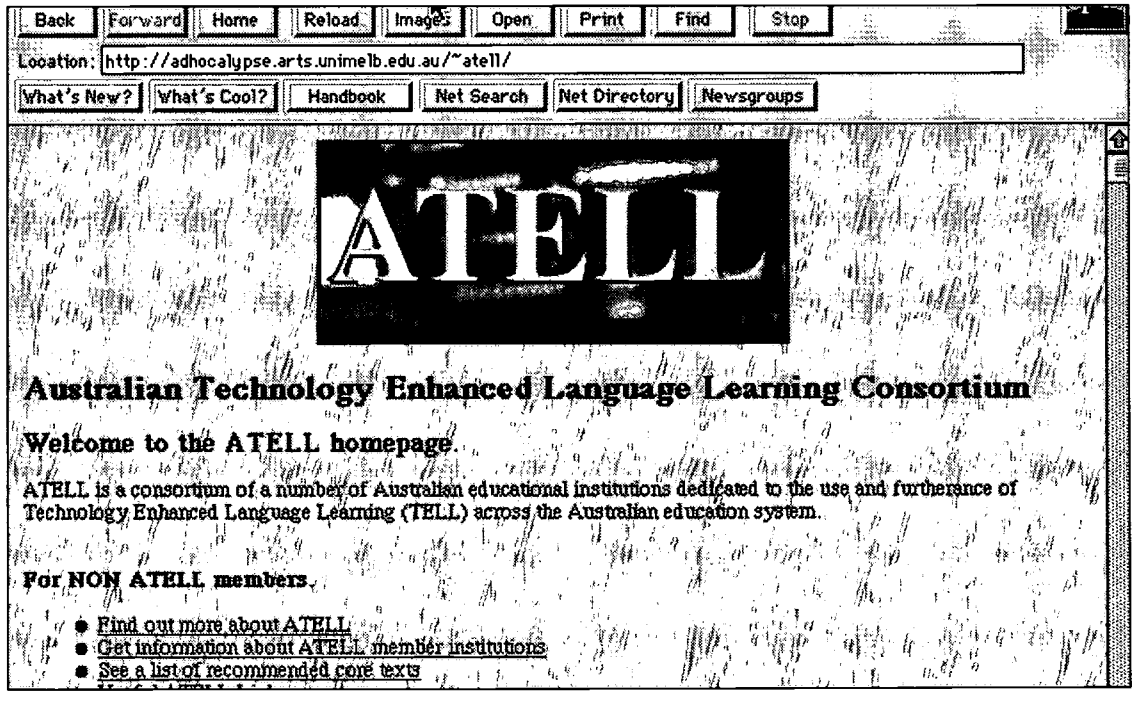
The LANGUAGE AUSTRALIA catalogue can be searched by subject heading, title or author. You can also download the complete text of the Catalogue (150kb) from this site. Plans exist for making literacy research publications and teaching materials available on-line from this site.

ATELL Home Page

URL: *http://adhocalypse.arts.unimelb.edu.au/~atell*

One of the aims of ATELL is to make the teaching and learning of modern languages (including ESL) more productive and efficient by harnessing modern technology.
Institutions can become members of the ATELL consortium for an annual fee, and access a range of technology-enhanced language learning resources, including a library, demonstration disks of Computer Assisted Language Learning (CALL) software, information on funding sources and access to databases.

There are links to the LATTICE database, the NLLIA database on Pegasus and ATELL's database of CALL bibliography. The site is still developing and its links for the *ON-CALL* journal and demonstration language learning software are potentially very useful.

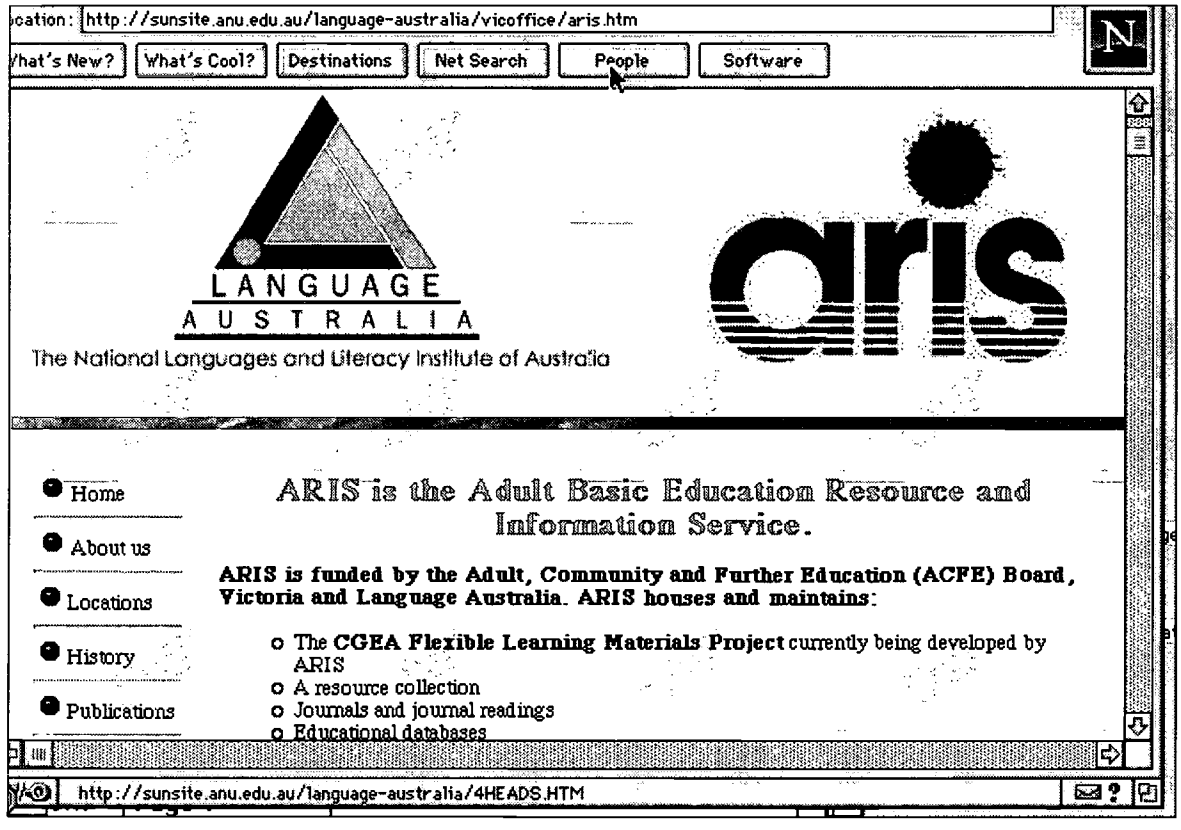


BEST COPY AVAILABLE

ARIS-LANGUAGE AUSTRALIA Home Page

URL: *http://sunsite.anu.edu.au/language-australia/vicoffice/aris.htm*

ARIS-Language Australia is the Victorian-based Adult and Basic Education Resource and Information Service. ARIS serves as a clearinghouse for adult literacy, language and numeracy resources and materials. It maintains a large collection of adult basic education resources which are available for borrowing. ARIS keeps up-to-date information on the developments of state and national literacy and numeracy projects.



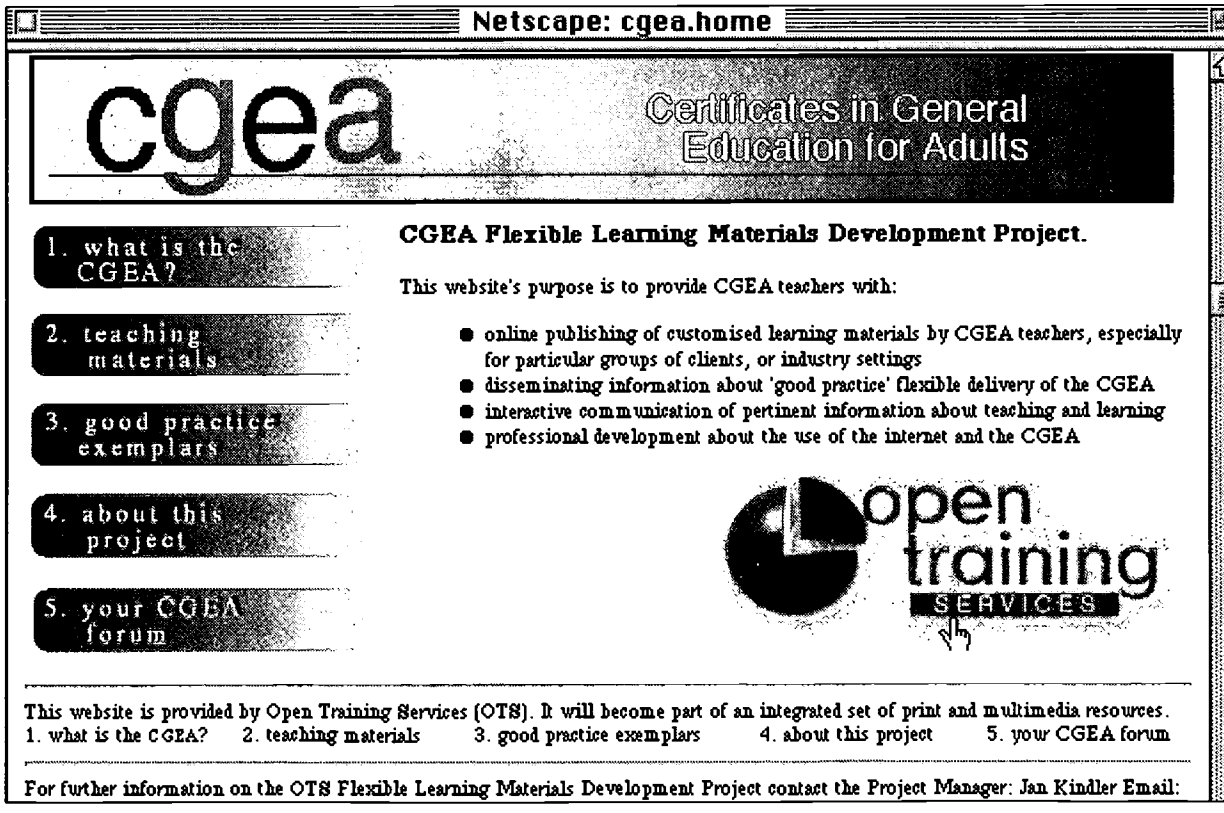
OTS CGEA Flexible Learning Materials Development Project

URL: *http://sunsite.anu.edu.au/language-australia/cgea/cgea.home.html*

Open Training Services (OTS) has commissioned ARIS-Language Australia to develop flexible learning materials for the Cerificates of General Education for Adults (CGEA). This site exists to encourage teachers to involve themselves in professional development activities for:

- use of the internet
- developing flexible teaching/learning materials
- the CGEA

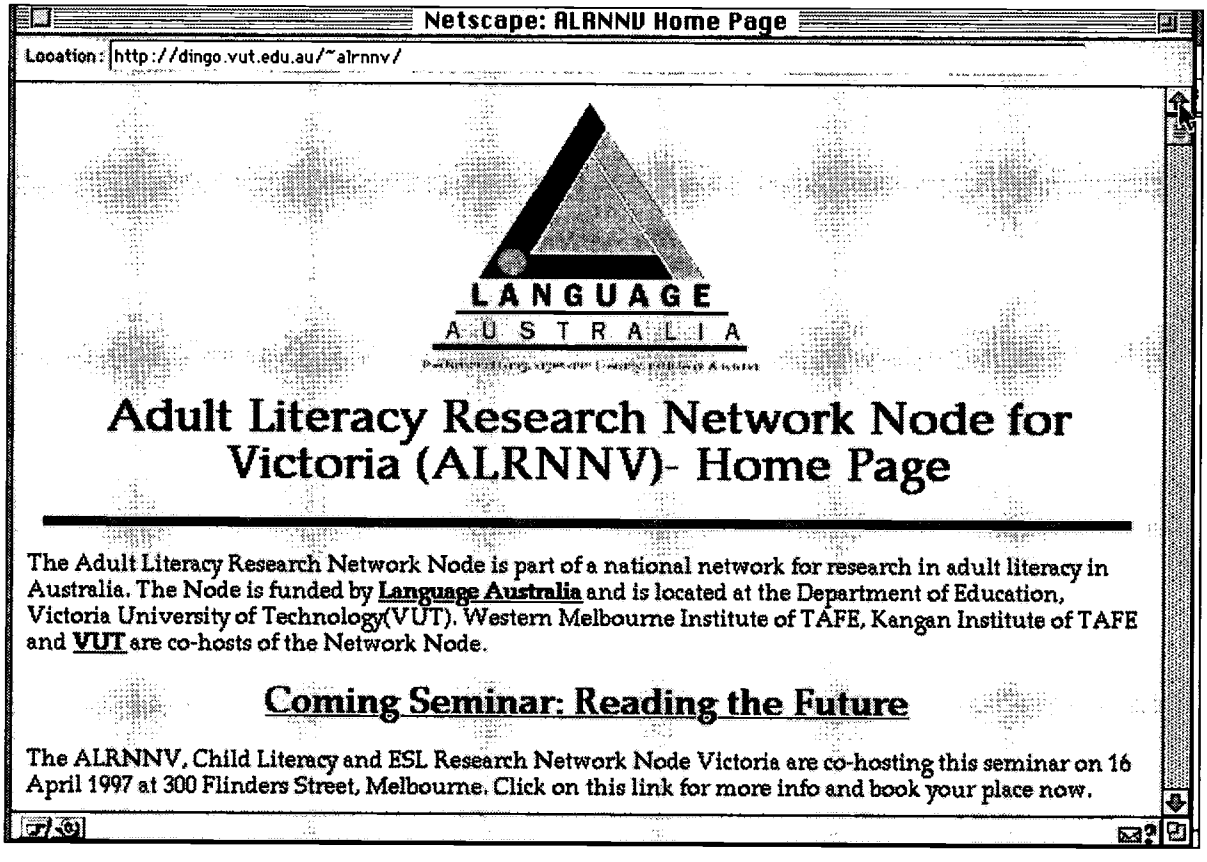
It will house a listserver and a bulletin board for teachers to share on-going discussion and access teaching materials on-line. The opportunity will exist for teachers to publish their own materials on-line using this OTS project site.



ALRNNV Home Page

URL: *http://dingo.vut.edu.au/alrnnv/*

The LANGUAGE AUSTRALIA - Adult Literacy Research Network Node for Victoria. (ALRNNV) is a consortium of three Melbourne-based institutes namely Victoria University of Technology, Western Melbourne Institute of TAFE and Kangan Institute of TAFE. ALRNNV aims to enhance and promote research and development activities within the field of adult literacy and basic education. It also organises research seminars and sponsors research projects. The ALRNNV home pages contain links to a wealth of resources for classroom teachers.

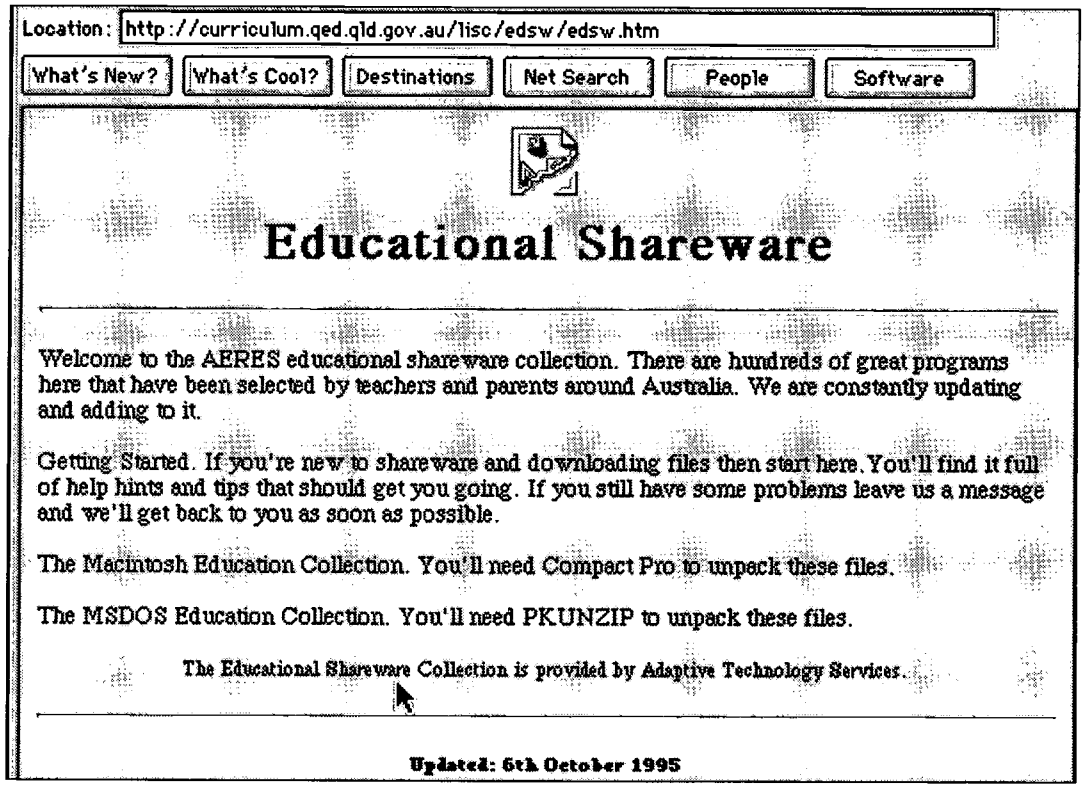


BEST COPY AVAILABLE

Australian Educational Resources - AERES

URL: *http://curriculum.qed.qld.gov.au/usc/edsw/*

This is a great site for Australian Educational Resources. The educational shareware section of this site offers a large collection of Macintosh and PC shareware developed by teachers and parents. There is a good collection of languages and mathematics software.



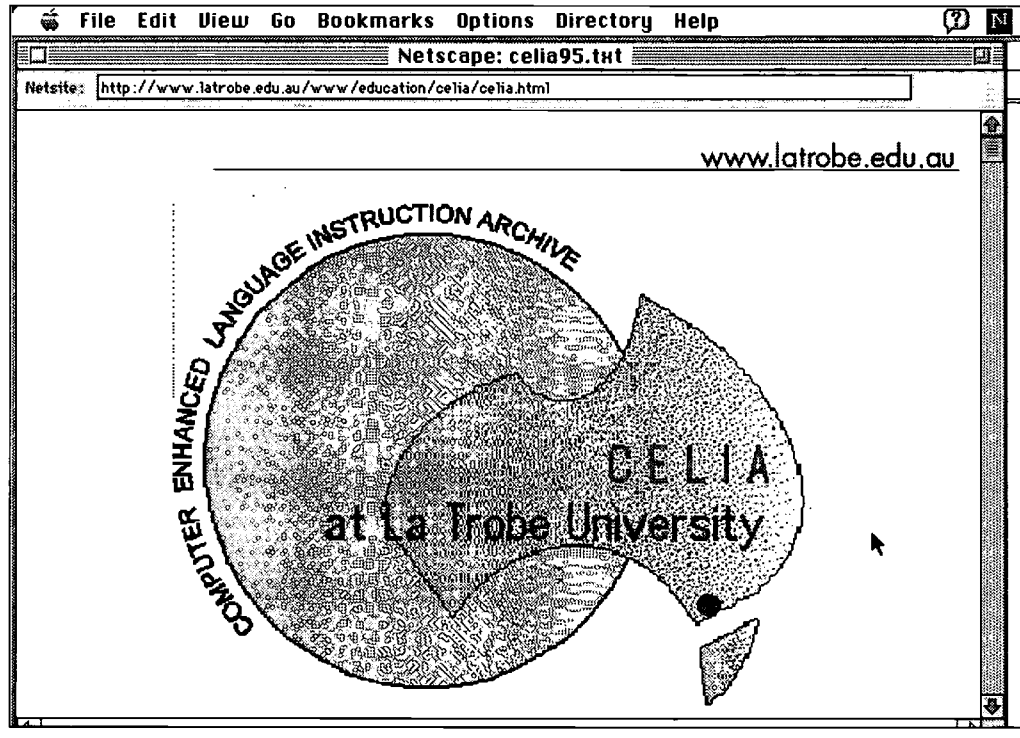
Most of the Macintosh software is *Hypercard*-based. It is easily accessible and the download speed is reasonably fast. Alongwith the good programs there are some not-so-good ones as well. It is best to download a few programs, run them through a virus check before trying them to see if they are worth using with your students.

BEST COPY AVAILABLE

CELIA Software Library

URL: *http://www.latrobe.edu.au/www/education/celia/celia.html*
FTP: *ftp.latrobe.edu.au* Directory: */pub/CELIA*

CELIA is the archive of Computer Assisted Language Learning (CALL) software located on the Latrobe University server. Originally CELIA was maintained at City University of New York. CELIA is a huge language and literacy shareware archive. Most of the programs are developed by language teachers from around the world. There are programs in the categories of Reading, Writing, Speaking, Vocabulary,

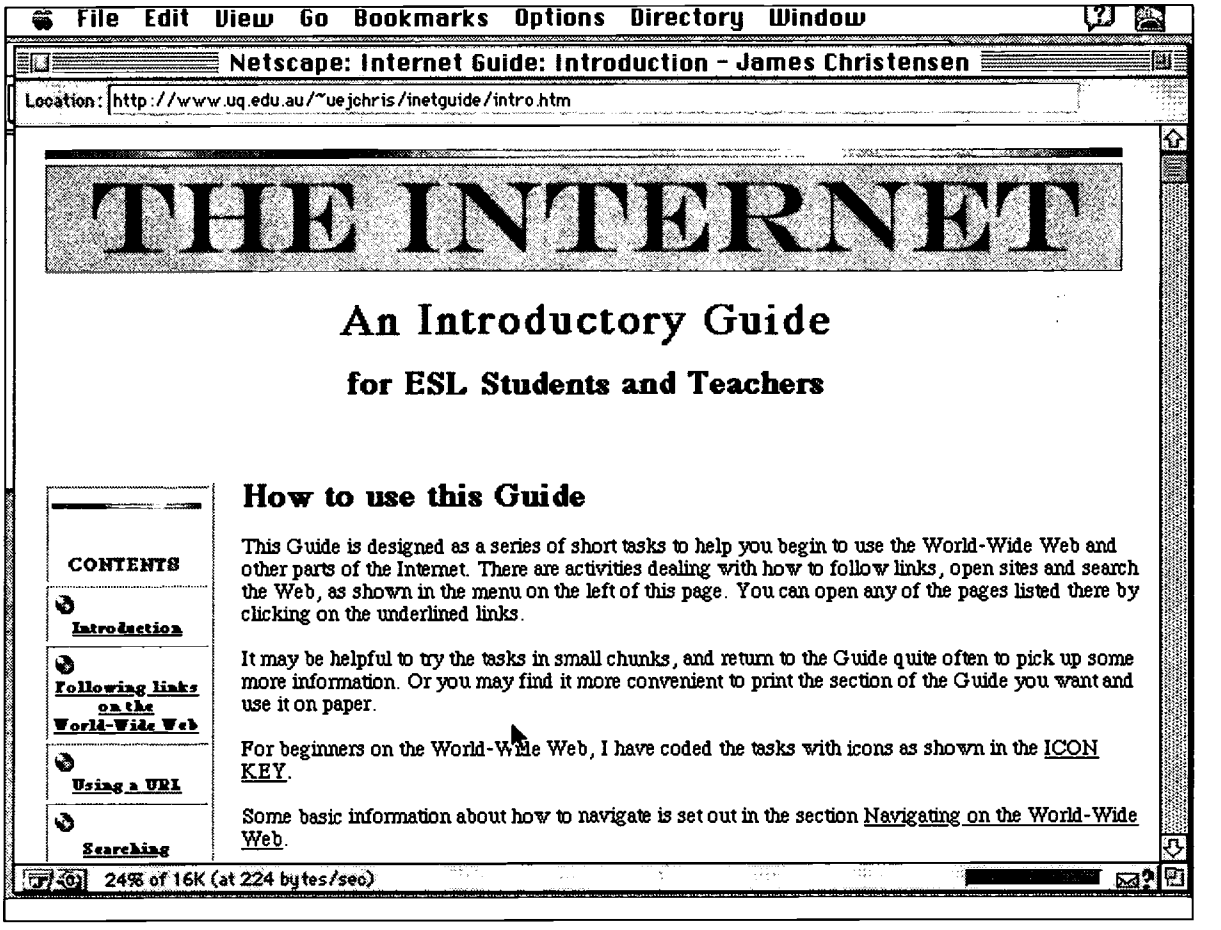


Grammar, Communication and Teacher Resources. Some of the programs are quite old but new programs are being added to the list. Here you will find demonstration versions of commercial CALL software as well. Because it is located at the Latrobe server, teachers in Australia have reasonably faster access to the archive and the download times are quite good.

James Christensen's Internet Guide

URL: *http://www.uq.edu.au/~uehchris*

James' websites from Queensland are a recent addition (1997) to the ESL and literacy resources available on the Web. There is a rich collection of ESL related Australian and International web sites but the most important feature on this site is the Internet : An Introductory Guide for ESL students and teachers. This is an online guide and uses very clear illustrations to demonstrate basic use of web. As an ESL teacher you are sure to find many useful gems at this site.

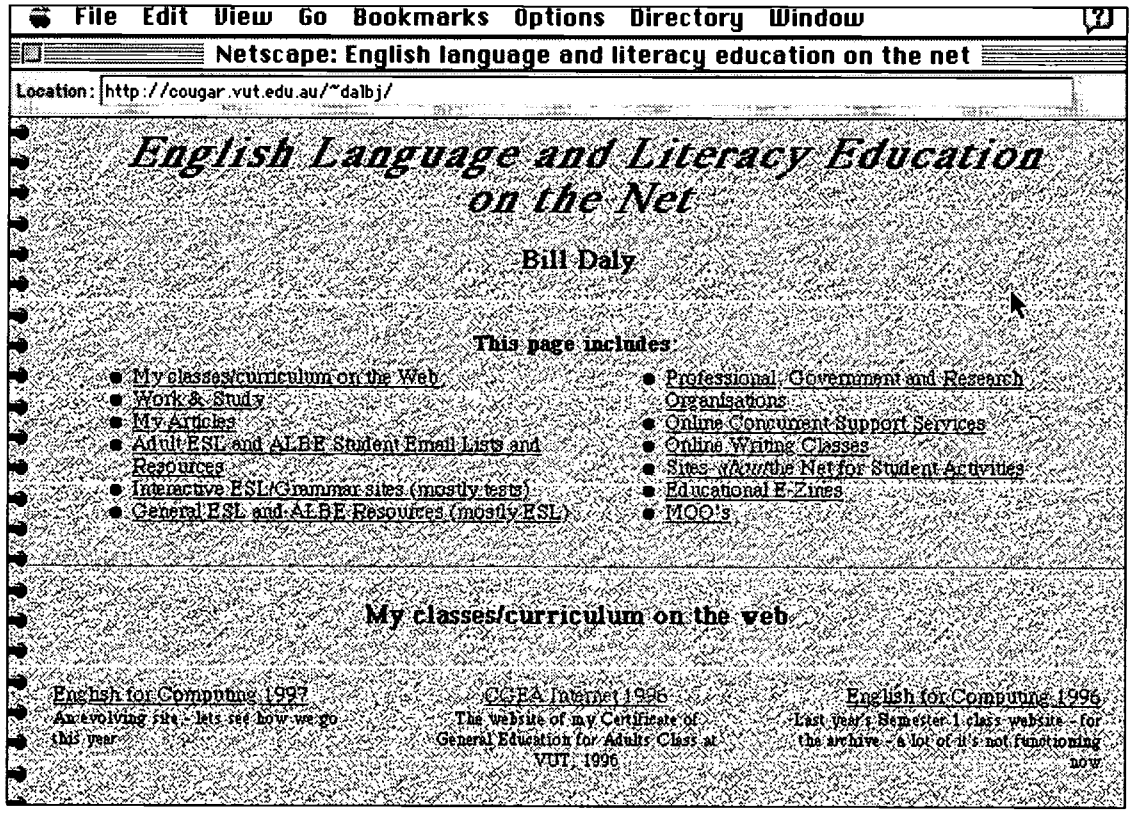


BEST COPY AVAILABLE

Bill Daly's English Language and Literacy Education Site

URL: *http://cougar.vut.edu.au/~dalbj*

Bill Daly's web site covers his own ALBE work and teaching and learning resources from around the globe. Bill is using Internet with his CGEA and ESL classes. You will find links to his classes in the first section of his website.



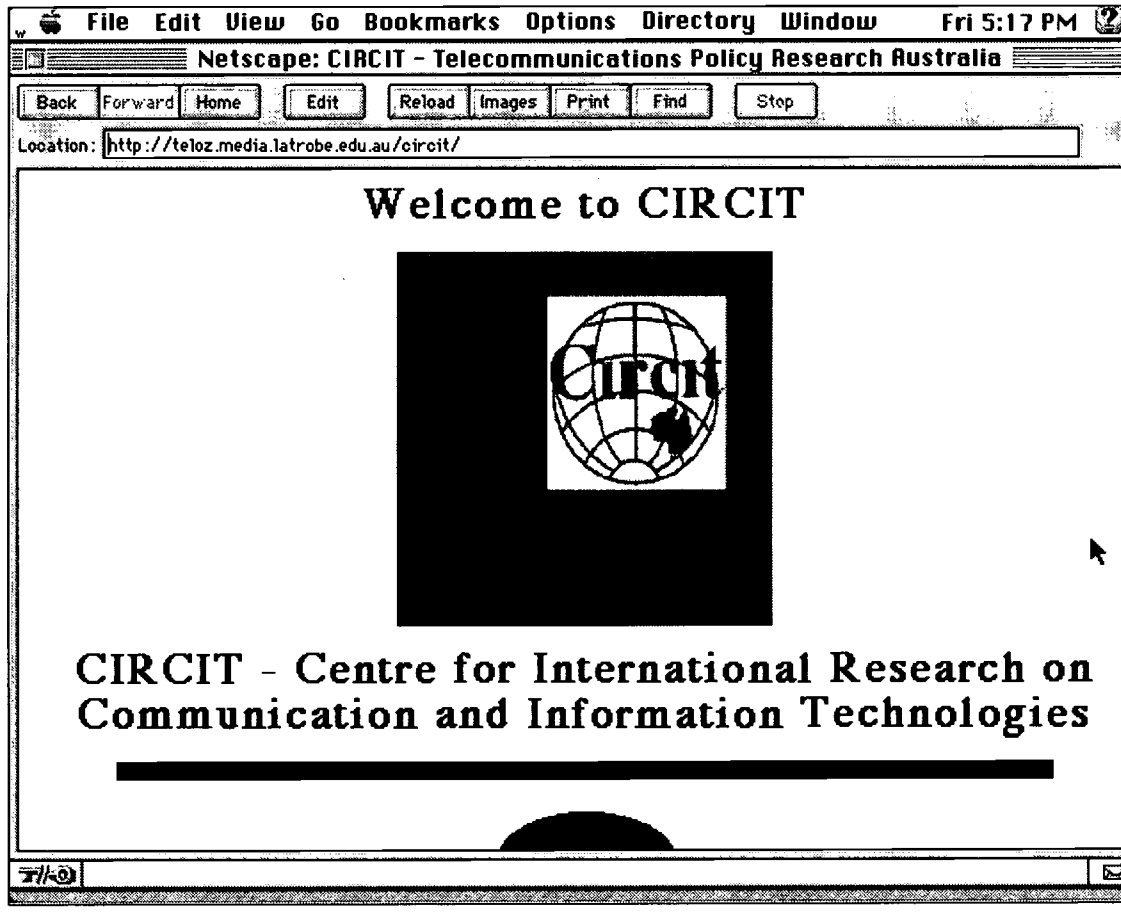
In a section on Writing Argumentative Essays Daly uses the web for teaching how to write argumentative essays. Other sections include some of Bill's published articles; Adult ESL and ALBE student email lists and resources; interactive ESL/Grammar sites (tests); professional, government and research organisations; online support services and writing classes, and sites about the net for student activities.

BEST COPY AVAILABLE

CIRCIT

URL: *http://teloz.media.latrobe.edu.au/circit*

The Centre for International Research on Communication and Information Technology (CIRCIT) is a Melbourne-based independent research centre. The focus of research is on the implications of the application of information and communication technologies for the contemporary society. This home page provides information on the activities of CIRCIT and access to a range of CIRCIT research publications.

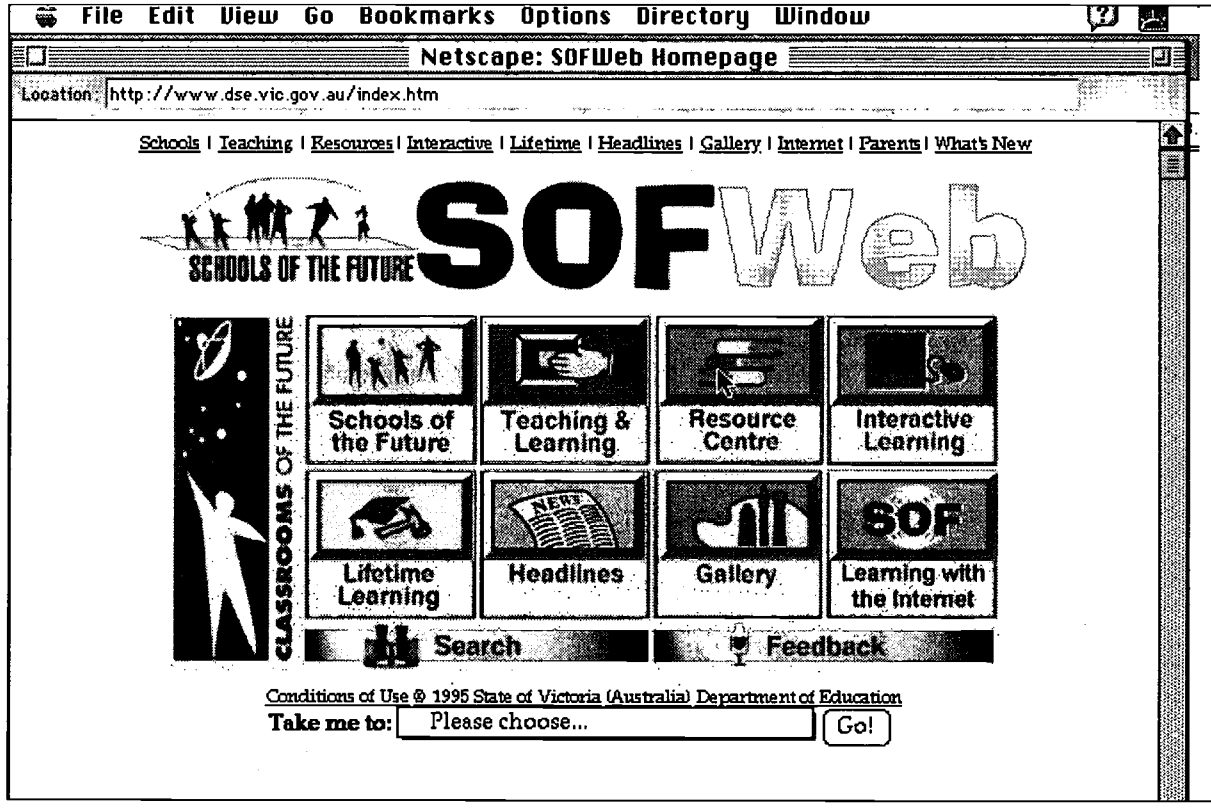


There is also a quarterly newsletter, available both in print and online. At the CIRCIT page you will find papers and research information on the issues of promoting competition, online money, privatisation and access to restricted materials. CIRCIT will be hosting a number of seminars during 1997 and 1998.

Schools of the Future Web
SOF Web

URL: *http://www.dse.vic.gov.au/index.htm*

This is the official home page of Victoria Department of Schools Education and their Schools of the Future program. It is a very comprehensive site covering information for teachers, students, parents and anyone else who is interested in Victorian schools.



The links from this site provide a wealth of resources for teachers and students. There are links to all Victorian schools currently publishing on the web. The links to various subject-based resources are quite comprehensive. Linked to the Teaching and Learning page there is a discussion area for teachers as well as information about professional development activities. It is a must site for anyone working in the school sector.

FOUNDATION STUDIES, SYDNEY INSTITUTE OF TECHNOLOGY Darlinghurst Jail

URL: *http://www.pip.com.au/~abestuds/*

Located in the former Darlinghurst Jail the adult literacy staff and students of Foundation Studies, Sydney Institute of Technology have created this very informative web site. There is a good amount of information about the history of Darlinghurst Jail and many stories associated with it. You will also find stories written by adult literacy students.

The creator of this website, Bruce Laidlaw has also made available his Hypercard based literacy shareware titles 'Practice your cloze', 'Practice Your English' and 'Wordweaver' for downloading. These are Macintosh-based programs and teachers can customise them to suit their requirements. The site also provides links to a good collection of Australian ESL and literacy sites.

Victorian Open Learning: Language and Literacy Resources Page

URL: *http://www.eduvic.gov.au/voln/lang-res.htm*

This site is a collection of language and literacy resources on the web identified during a pilot project conducted by Victorian Open Learning Network (VOLN) and Centre for International Research in Communication and Information Technology (CIRCIT).

VOLN language and literacy resources page offers links to resources grouped into language and literacy categories. The resources listed under the language category comprise mainly selected sites in French, Spanish, Chinese, German and Japanese languages. In addition to foreign language dictionaries, fonts and

newspapers this page offers many more links to sites offering resources in Languages Other than English. The literacy section of the resources includes many Australian based literacy and ESL resources including information on adult literacy discussion lists, organisations, research papers and software.

Literacy Now

URL: *http://www.deet.gov.au/pubs/lit_now*

Literacy Now is a bi-monthly journal of Adult English Language and Literacy produced in both online and print versions. The journal includes articles on current language and literacy developments, reviews on teaching resources and announcements for conferences. The March/April 97 issue features 'Piloting the NRS', 'Defining the Literate Person' and 'workplace Training in the Metals and Engineering Industry' as the lead articles.

The online site for *Literacy Now* also provides access to previous issues of the journal. *Literacy Now* is the first Australian online journal on adult English language and literacy issues. Published by Susan Munter Communications the journal is a worthy improvement over its predecessor *Good Practice*.

Write Away

URL: *http://www.nceltr.mq.edu.au/writeaway*

This site represents a showcase of writing by adult migrants.. The Writeaway website by Colin Oriti is full of writing ideas for teachers and students, and examples of students writing from ESL classes.

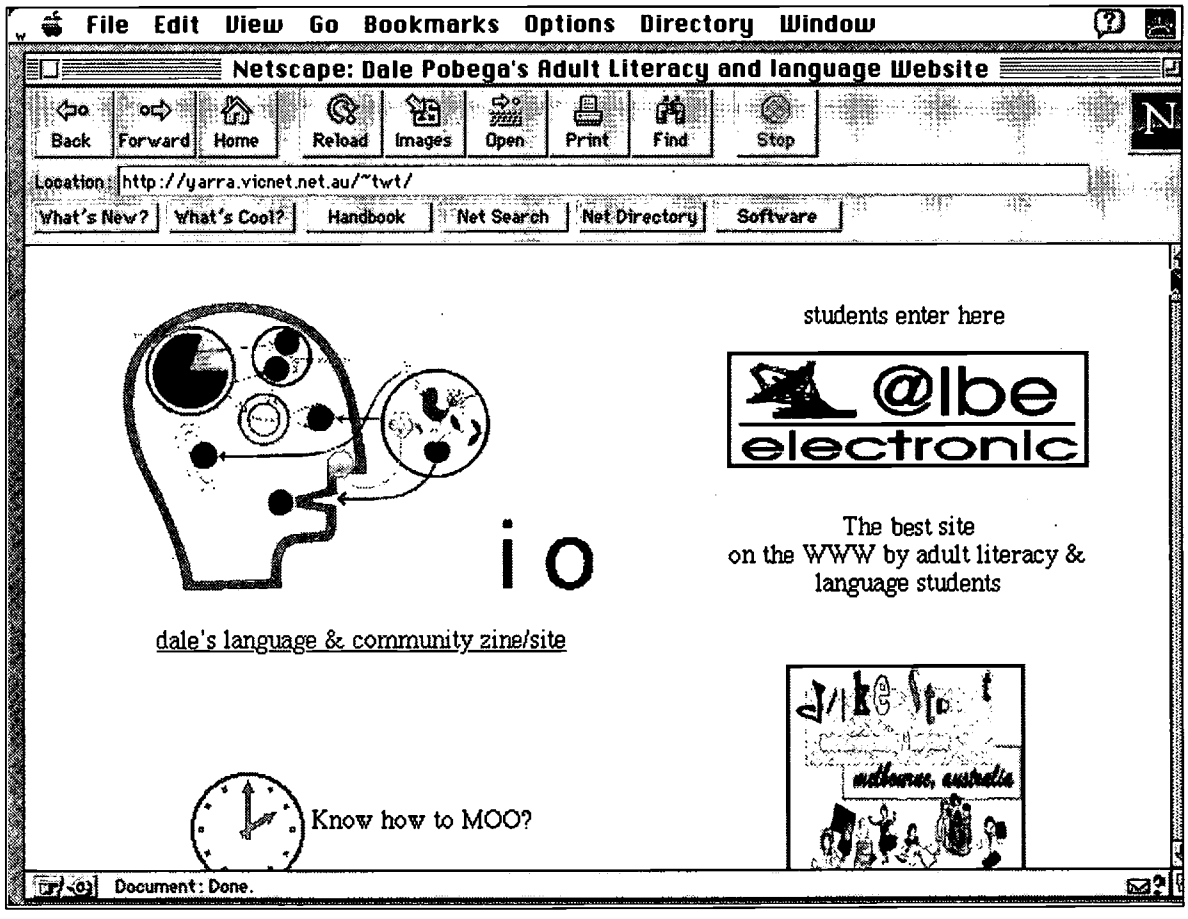
Dale Pobega's IO and ALBE-E

URL: *http://www.vicnet.net.au/~twt*

IO is a recent addition to Dale Pobega's collection of web pages devoted to the use of Internet for adult

literacy teachers and learners. *IO* is basically an e-zine for adult literacy teachers aiming to bring Internet based communication and publishing ideas closer to the reach of teachers and learners of literacy. There are several articles and some helpful links for demystifying the use of MOO communication. This site also provides access points to a selection of Australian and International Literacy links.

ALBE-E is an e-zine published by Dale Pobega and his students. This e-zine is a show case of students writing based on projects using email communication. *ALBE-E* provides an excellent example of publishing and valuing students writing for real audiences.



BEST COPY AVAILABLE

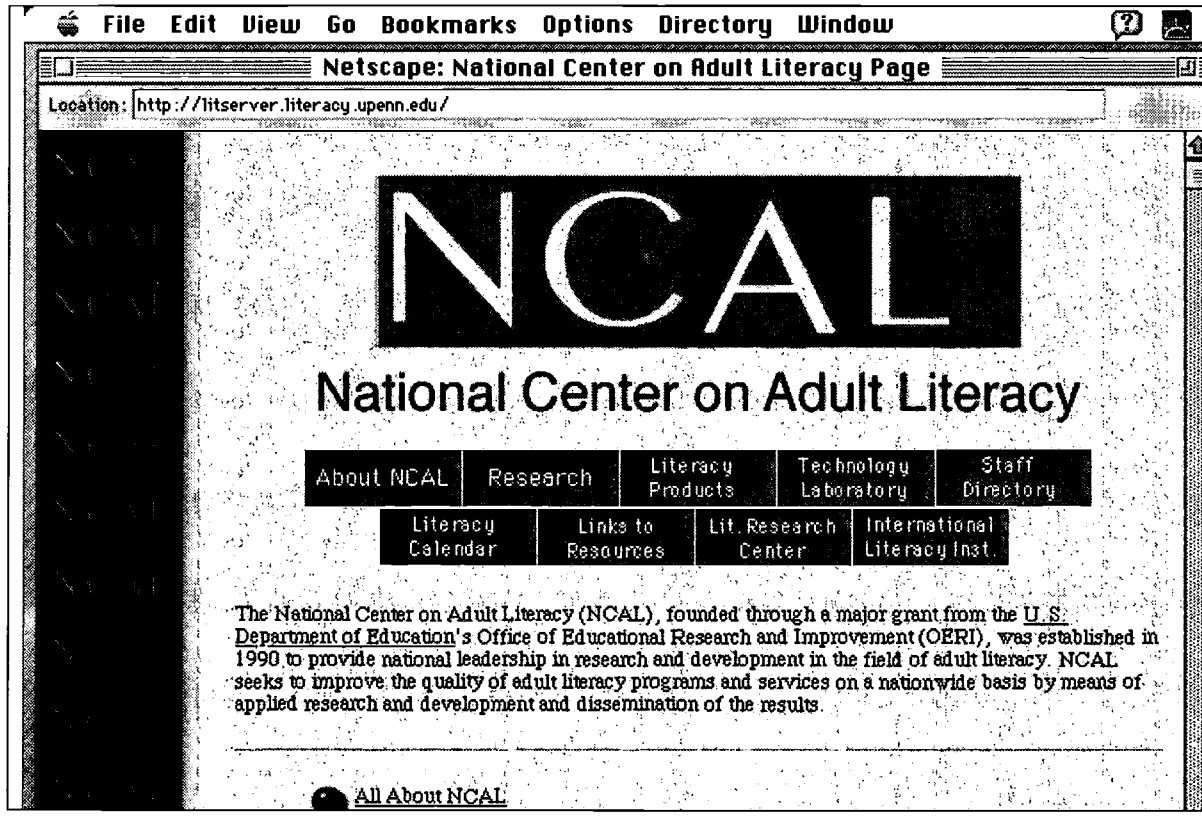
INTERNATIONAL SITES

National Adult Literacy Database (NALD)

URL: *http://www.nald.ca*
NALD is a Canadian website and provides access to information about adult literacy programs, resources, services and activities from around Canada. The links available from this page include: *NALD Network Newsletter; Networks' Datebook; Learners Corner; Resources for Learners; Network News;* the *Literacy Bookshelf* and *Features*. NALD acts as a 'one stop' literacy information centre providing links to home pages of provincial adult literacy centres.

National Centre on Adult Literacy (NCAL)

URL: *http://litserver.literacy.upenn.edu/default.html*



BEST COPY AVAILABLE

NCAL is a US Department of Education-sponsored educational research and improvement centre. It is involved with applied research and development in the field of adult literacy and seeks to improve the quality of adult literacy programs through promotion and dissemination of research information.

The NCAL home page provides links to NCAL main activities and publications. There are links to related literacy organisations: the International Literacy Institute and the Literacy Research Centre. It is a good site for researchers and policy makers who have to keep in touch with the developments across the Pacific.

HCRC Home Page

URL: *http://www.cogsci.ed.ac.uk/hcrc/home.html*

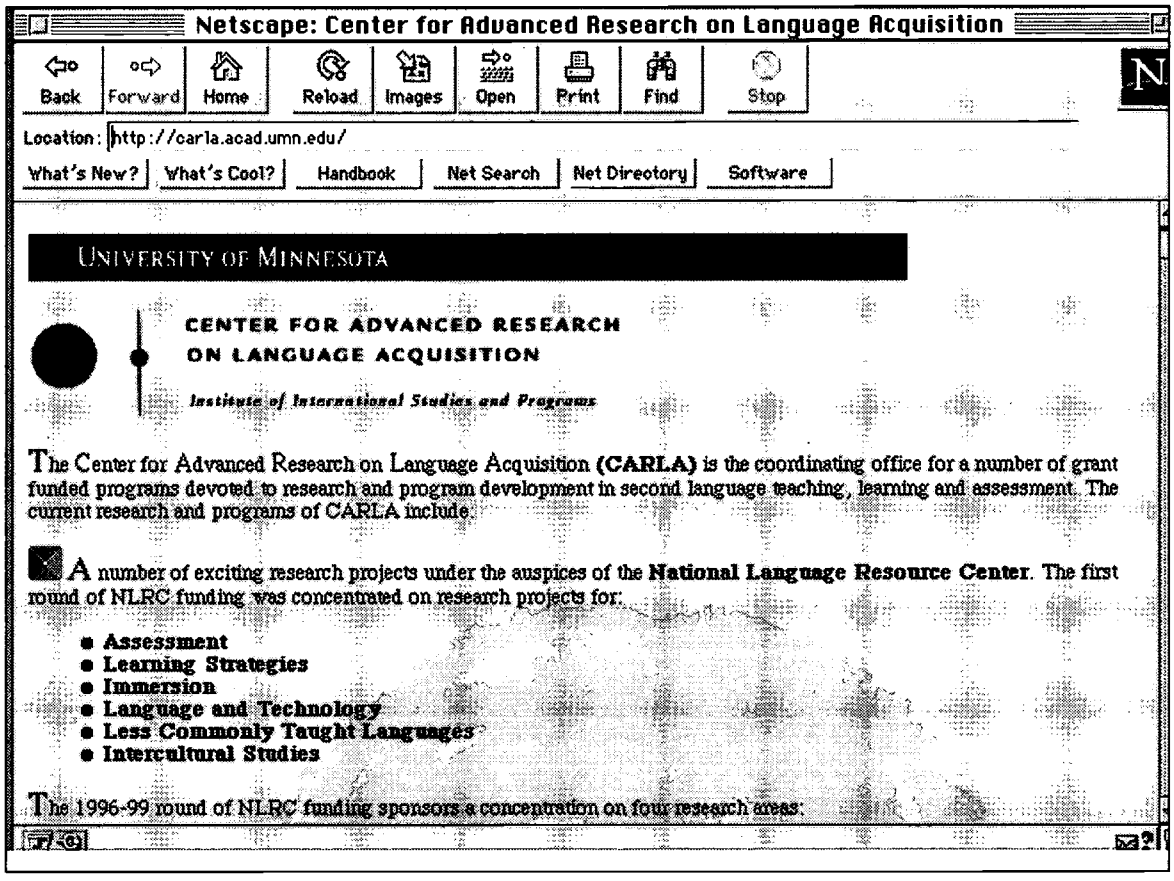
The Human Communication Research Centre [HCRC] is an interdisciplinary research centre based at the universities of Edinburg and Glasgow. The centre carries out basic research using an interdisciplinary approach and employs experts from the field of Linguistics, Congitive Science, Psychology and Artificial Intelligence. This home page provides information on some of the current research projects undertaken by the centre.

CARLA Home Page

URL: *http://carla.acad.umn.edu*

The Centre for Advanced Research on Language Acquisition [CARLA] is a University of Minnesota-based coordinating office for research and program development in second language teaching, learning and assessment. Currently the centre is coordinating research projects on Assessment Learning Strategies, Immersion, Language and Technology, Less Commonly Taught Languages and Intercultural Studies. The page does not offer many links but provides an email link for more information.

(see illustration following)



The Centre for Literacy (CFL)

URL:
http://www.libertynet.org/~literacy/Literacy.html

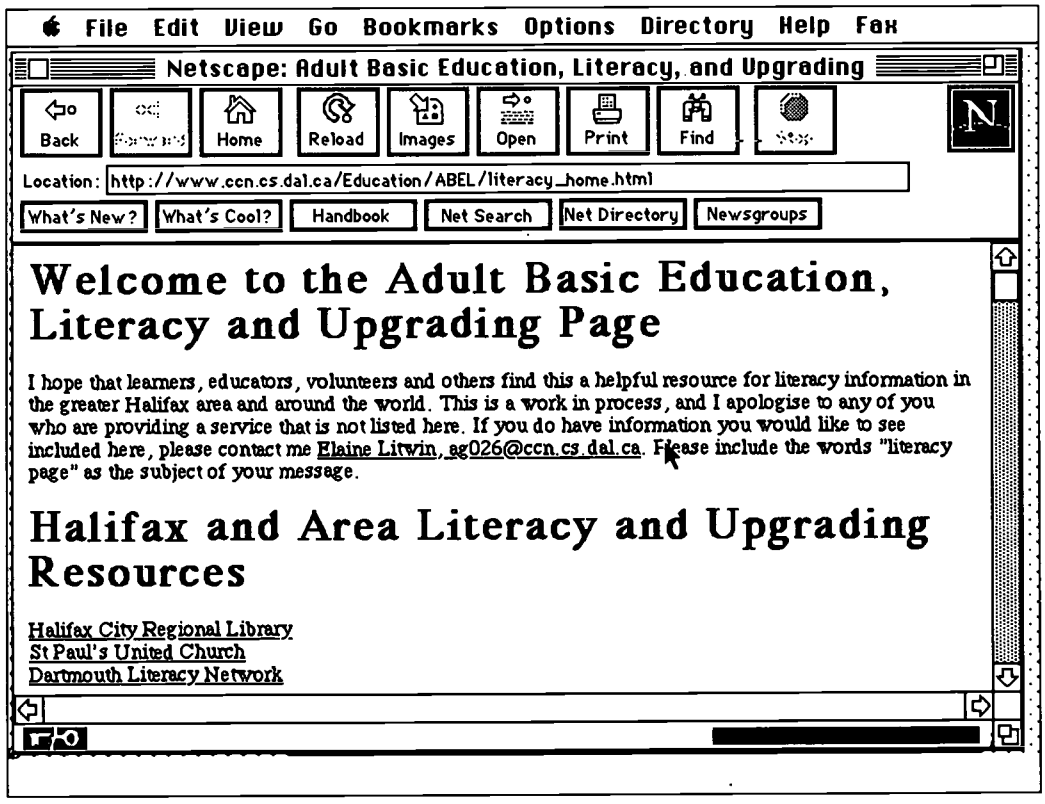
CFL is a Philadelphia-based adult literacy organistion that provided free literacy instruction in reading, writing, math and English language to thousands of adult learners each year. This home page offers information on the activities of the CFL and programs run by them. There are links to samples of students' writing and other literacy organisations in the US. The home page also offers you access to LibertyNet home page, a non-profit community based Network, and a range of other literacy resource centres from different states of the USA.

BEST COPY AVAILABLE

Adult Basic Education, Literacy and Upgrading page

URL: *http://www.ccn.cs.dal.ca/Education/ABEL/literacy_home.html*

This is a home page developed by Elaine Litwin from Halifax Literacy Services, Canada. The page provides useful information about Literacy and Upgrading resources from Halifax Area region. There are links to worldwide literacy resources including some links to Australian sites such as Council of Adult Education and World Times Home Page. The site is still under development.



BEST COPY AVAILABLE

Frizzy University Network FUN

URL: *http://thecity.sfsu.edu/~funweb*

This is famous Karla Frizzy's website. Frizzy and Ron Corio are list owners of one of the most popular mailing lists of English langugage teachers interested in technology. This web site offers links to information on NETEACH mailing list, SCHMOOZE University for telnet based real-time chatting and many other Internet projects for ESL/EFL learners. There is a lot of very interesting information for teachers here.

Worth visiting and keeping as a bookmark.

Ruth Vilmi's Web World

URL: *http://www.hut.fi/~rvilmi*

Ruth Vilmi's Internet writing projects from Helsinki University of Technology (HUT) have been very popular during the period 1993-1997. Ruth is involved in a number of innovative projects where she is using and developing Internet based resources for English language teaching and learning. She is also a regular contributor to the NETEACH discussion list.

This website provides information on some of the latest web based software and authoring tools for language learning. You will get lots of helpful hints and references on email and web projects. Some of the important pages on this site include: International Writing Exchange, HUT Virtual Language Center, Culture Pages and various help pages.

A great site.

Archives of Papers in Linguistics

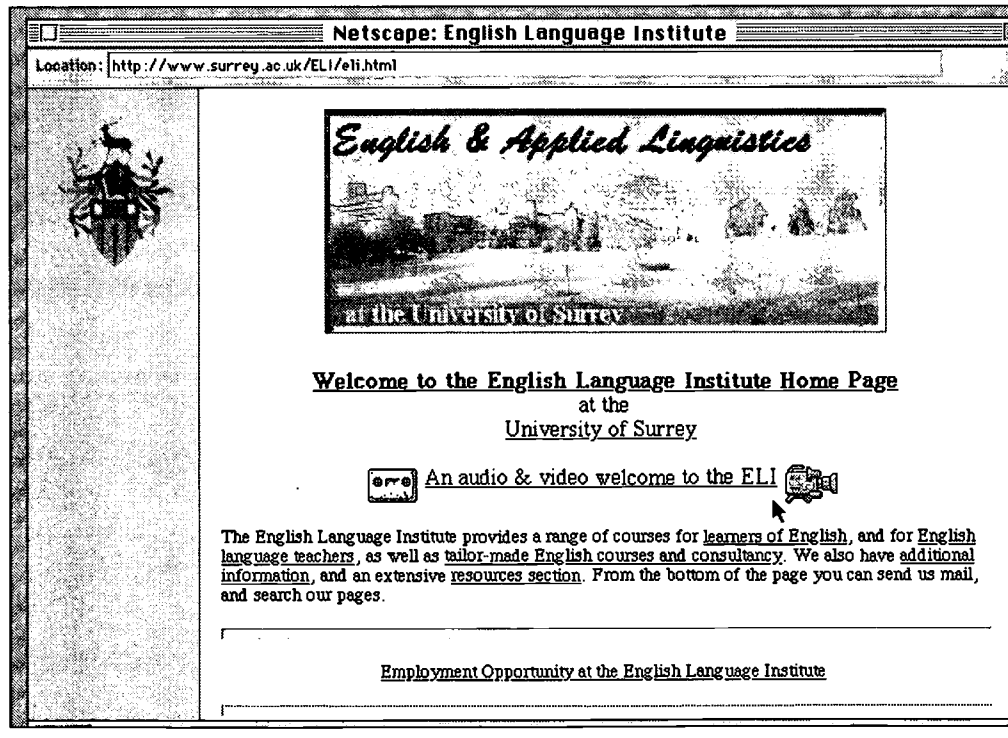
URL: *http://www.liv.ac.uk/~tony1/linguistics.html*

This site from the University of Liverpool offers access to a collection of papers written by Berber Sardinha, H.Collins, S. Thompson and G.Thompson. Liverpool working papers in applied linguistics are also available from this site along with a link to Linguistics Virtual Library. If you are interested in the University of Liverpool linguistics materials this site will be useful.

ELI Home Page

URL: *http://www.surrey.ac.uk/ELI/eli.html*

This home page of English Language Institute (ELI) from the University of Surrey offers a range of useful information for prospective students and language teachers. The ELI offers a postgraduate diploma and an MA in Linguistics (TESOL) for language teachers. The diploma and MA are run on a distance learning basis, and the program boasts students from all over the world.



The ELI home page offers links to a *Directory of MA Dissertations* that contain abstracts of research projects undertaken by ELI masters students. Other links include *Research Projects, Self Access, Resources in Applied Linguistics, News* and *Searching the Internet.*

It is a well-designed WWW page with some very useful information for persons interested in research in Lingistics.

Applied Linguistics Virtual Library

URL: *http://alt.venus.co.uk/VL/AppLingBBK*
This link provides ready access to selected papers and journals on applied linguistics. The main page provides links to teaching and research institutions in the US and many European countries. There is a link to electronic journals and mailing lists and another link to the data archives of some mailing lists. To find useful information be prepared to dig deeper into the maze of connected home pages and indexes. Addition of a searchable index would greatly enhance the value of this site.

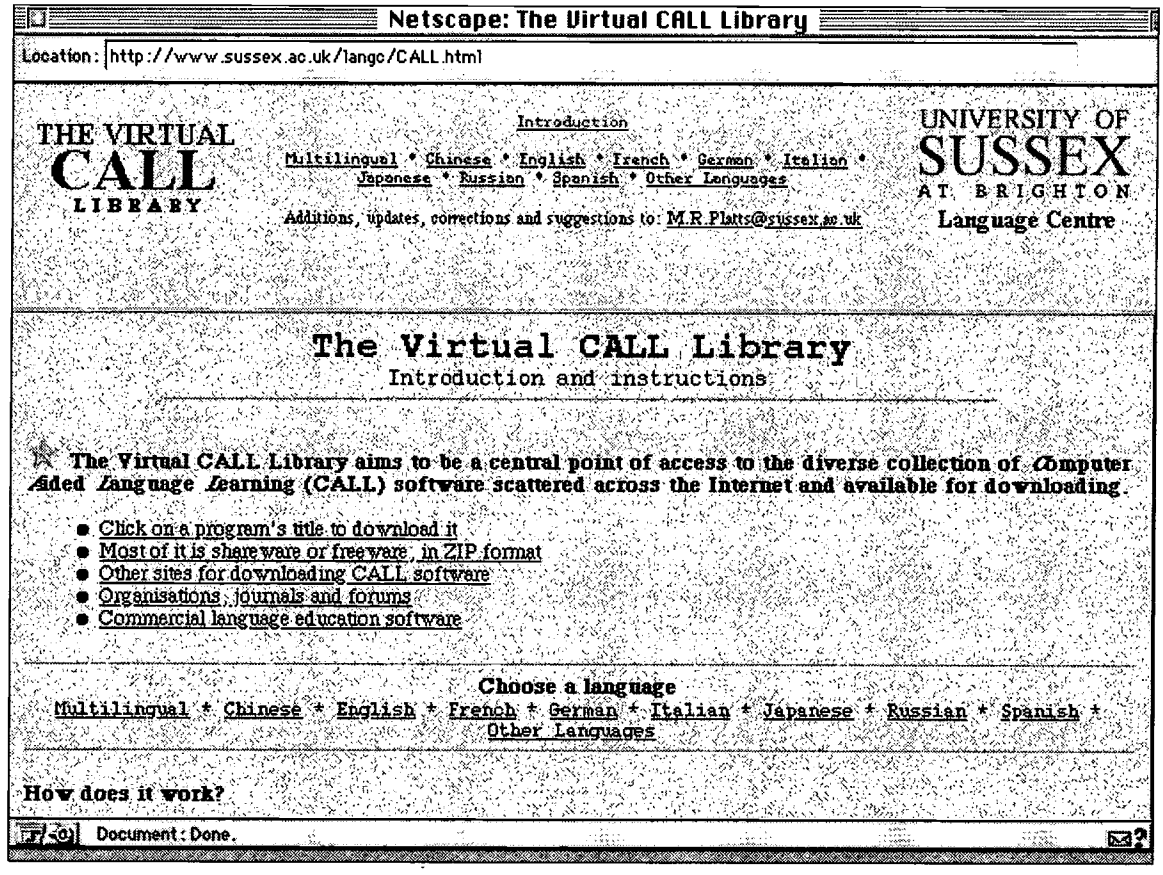
The Virtual CALL Library

URL: *http://www.sussex.ac.uk/langc/CALL.html*

Offered by the University of Sussex Language Centre, this sites boasts of providing a central access point to a diverse range of Computer Aided Language Learning software from all corners of the world. Most of the material available for downloading is either shareware or freeware. There are also quick jumps to selected sites for CALL software for learning English • French • Chinese • German • Russian • Spanish • Italian • Multicultural and other languages.

If you are accessing the home page from a networked site or from a high speed modem it is worth trying to get hold of some software for evaluation, even if it is

usually quicker and more convenient to download software from an Australian-based site.



DAVE'S ESL CAFE

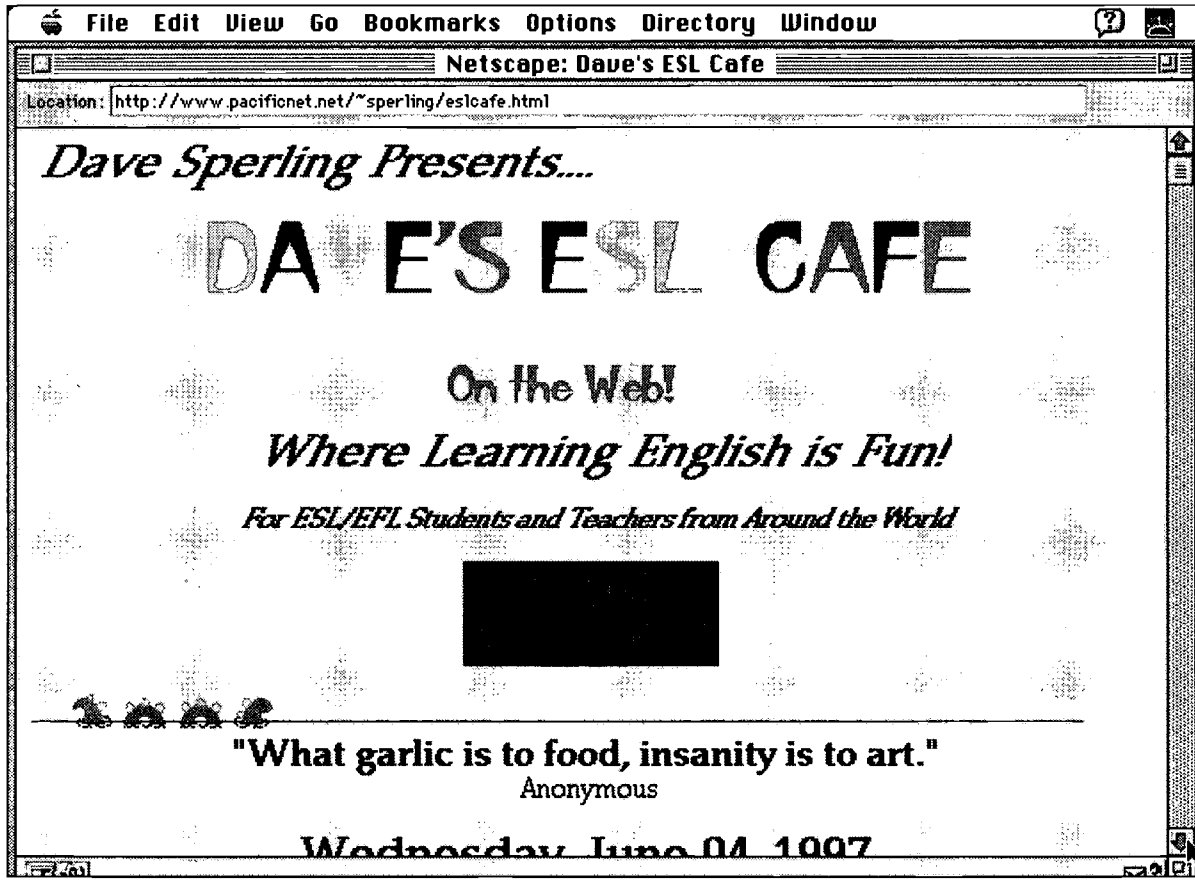
http://www.pacificnet.net/~sperling/eslcafe.html

The caption on Dave's ESL Cafe reads: 'Where Learning English is Fun', and you won't take long to discover that. Dave's site provides a one-stop shop for ESL teachers and learners. The site is full of interactive pages that allow the user to have input to the learning process and even to attempt selected quizzes. My own students at ABE enjoy going to the ESL quiz centre and testing their knowledge of grammar, politics, geography and even Australian slang. The beauty of the quiz is that your answers will

BEST COPY AVAILABLE

be automatically checked and correct answers provided, all in a matter of seconds.

The list on the menu runs from A to P (June 1997 figures) and pages linked with each menu provide the learner a new opportunity to learn interactively. Although the content of many learning activities is clearly US focussed the ESL students participating at this site come from right around the globe. A fascinating site.



Adult Literacy Resource Institute - ALRI

URL: *http://www2.wgbh.org/MBCWEIS/LTC/ALRI/alri.html*

ALRI is a program and staff development centre for the teachers of adult literacy and basic education in the

BEST COPY AVAILABLE

area of Greater Boston. This site provides information on the activities of the Institute. In 1996 the ALRI conducted research in how adult literacy practitioners and learners are using the Internet in Boston area. Some of the findings of this research are available from this site. Apart from this information and a web bibliography of adult literacy/ESL sites on the Internet this home page has little to offer for anyone outside Boston.

ENGLISH FOR SCIENCE AND TECHNOLOGY Resources for Teachers

URL: *http://www.wfi.fr/est/est1.html*

This site is a directory of resources for teachers teaching English for Science and Technology programs. There is information about discussion lists for EST teachers, books on technical writing, online articles by leading EST teachers from around the globe and a long list of web based learning resources. You can also get your students to join an email forum where non-native English speaking students can discuss topics on science, technology and computers. This is a good starting point for anyone interested in exploring ideas for teaching English for Science and Technology.

VIRTUAL ENGLISH LANGUAGE CENTER

URL: *http://www.comenius.com/index.html*

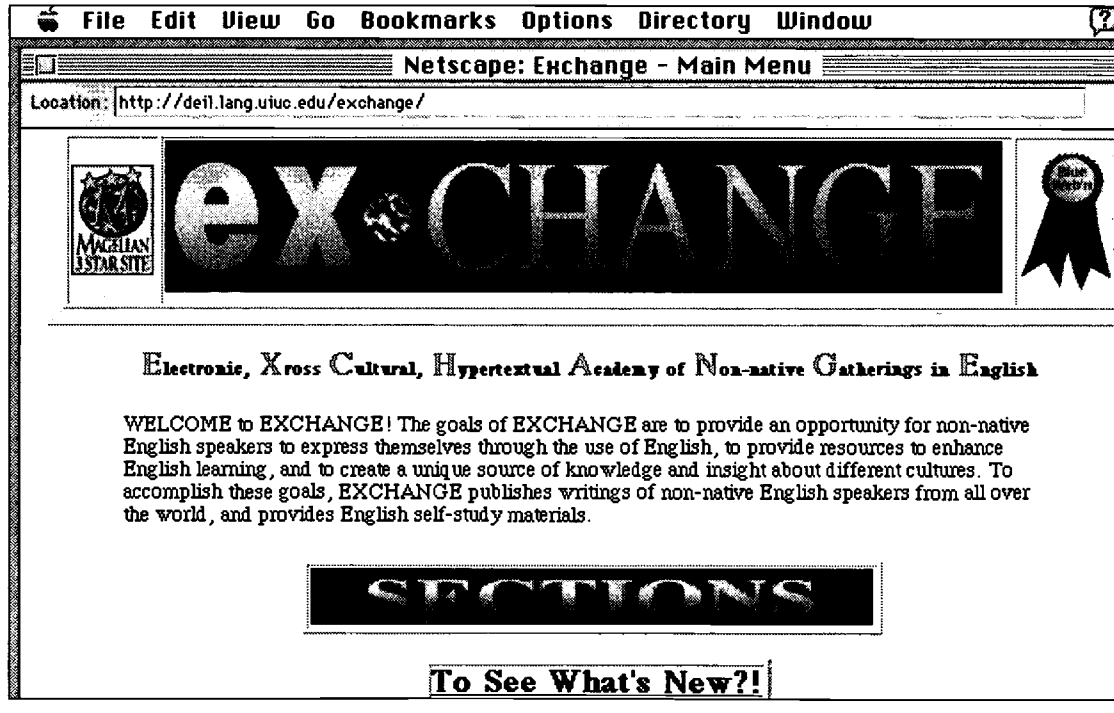
This site also claims to provide online access to relevant materials, services and products to teachers and students of English (ESL). There are links to E-Mail Keypal Connection, Education Software Shop, Fluency through Fables, Weekly Idiom and other similar links. There are links to the same home page in thirteen other languages. There is an interesting study of a Business English Writing Via Email course conducted between July and Sept 1996. This site has limited appeal.

EXCHANGE

URL: *http://deil.lang.uiuc.edu/exchange*

EXCHANGE offers web based publication of student writings. It aims to publish writings of non-native English speakers from around the world and develop a unique source of knowledge and insight about different cultures. Current published material in divided into sections: world cultures and stories. In the world culture section, students share specific aspects of their culture, eg. ceremonies, rituals, holidays, traditions, travel information, places of interest etc. The section on stories is divided into short stories, poetry and other creative writing.

The website also provides important information for finding pen-pals and on other class projects. The learning resource page provides resources for ESL learners including tutorials, reading exercises, learning tips, quizzes etc. Take your students to this site and explore student writings. Your students can also contribute their writing pieces for publication at this site.



GLOSSARY

account When you are registered to use a particular computer system, you are given an account. Associated with the account are a unique user name and a password. You must enter these to show that you are authorised to use the computer system.

address A unique name or number identifying a computer user or computer. Addresses are used in network communication in transmitting messages to a particular person or machine.

archive Collection of files related to a particular subject, which are stored on computer and made available to the network community via world wide web or FTP.

bps Bits per second. A measurement used to describe how fast data is transmitted. Often used for describing Modem speeds.

browser An application program that provides easy-to-use tools for exploring and retrieving information from servers. *Netscape* and *Mosiac* are popular browsers for world wide web.

client A computer that uses the services of another computer to access information. A client computer dials a server computer and accesses Internet services provided by the server.

domain name A structured name for a computer in a network. eg *dingo.vut.edu.au*

download The act of transferring a file from a server to a client computer.

email An electronic mail that can be sent on computer networks.

editor A computer program designed for creating and modifying text and hypertext files. Web Editors are used in creating world wide web pages.

edu. Standard letters used to identify educational domains.

Eudora A software program used for managing electronic mail on client computers.

file A collection of data capable of being handled as a single identity and referred to by a single name.

FTP File Transfer Protocol. The standard method for transferring files between different computer systems connected to the Internet.

gopher A browser tool developed for retrieving text based data using on-screen menu. A precursor to world wide web browsers.

host A computer system usually a server where data is stored. Every host on the Internet is identified by a unique address.

BEST COPY AVAILABLE

IP Address A unique set of digits identifying a computer connected to a network and used by the communications programs. eg. *203.10.72.1* is an IP address for a server maintained by VICNET.

IRC Internet Relay Chat. A form of 'party line' that enables many Internet users to take part in a real-time group conversation by typing messages.

login To correctly identify yourself to a computer system as an authorised user and begin an Internet session. Normally to login you need to give a valid user name and password. To disconnect from the system is termed as log-off.

Modem Data communication equipment that converts a computer's digital signals to analogue signals that can be transmitted over standard telephone lines. Digital and cellular modems also allow data to be transmitted over both fibre optic and microwave media.

Newsgroup A subdivision of network news where items covering particular field of interest are posted and stored. eg. misc.kids.computer is a newsgroup for discussion on use of computers by children.

PPP Point to Point Protocol. A form of connecting to the Internet in a live, active mode, such as across a modem. PPP is an official engineering standard for the Internet and offers data compression and security checks on link.

protocol An agreed set of rules by which messages passed from one computer system to another are encoded and interpreted.

SLIP Serial Line Internet Protocol. A live Internet connection similar to PPP which lack some of the PPP's more advanced features like data compression.

TCP/IP Transmission Control Protocol/Internet Protocol. These represent two most important protocols used on the Internet. They ensure that

messages passed from one computer to another are interpreted correctly.

Telnet A software program on a client computer which enables you to connect from that computer to another one on the Internet.

URL Uniform Resource Locator. A unique address for locating a Web or FTP based document. URLs commonly begin with the letters http.

WWW World Wide Web. A system for transmitting pages of multimedia information across the Internet, which are accessed through a browser like *Netscape* or Cello.

MUD Multi-User Dungeon. A 'dungeon and dragons' type of game that many people at a time can play. It involves text-based real-time conversations.

Acknowledgement

This glossary was compiled with the information obtained from the following sources:

- John Levine and Carol Baroudi's title, *Internet for Dummies*, 2nd Edition, published by IDG Books, 1994.
- AUSNET Internet Service Provider's *Internet Publicity Pack*.

ESL &LITERACY WEB SITES

The following address/URL list is a small collection of web sites particularly relevent to ESL and literacy researcher. It is not a comprehensive list of all the language and literacy sites on the Internet. New sites are emerging on the WWW almost daily and sometimes old sites are moved or cease to exist. Readers may find that some of the addresses/URLs may change without notice.

(Many sites and addresses listed below are taken from the list of languages and linguistics sites compiled by Peter White of Centre of Language Teaching and Research, University of Queensland.)

Adults Learning Maths
http://www.gold.ac.uk/alm/welcome.html
AGFL Home Page
http://www.cs.kun.nl/agfl/
Affix Grammars over a Finite Lattice, University of Nijmegen, Netherlands.
Applied Linguistics at Birkbeck College, University of London
http://www.bbk.ac.uk/Departments/AppliedLinguistics/
Australian National University Social Science Page
http://coombs.anu.edu.au/
Bill Daly's Home Page on Writing and Computers
http://cougar.vut.edu.au/~dalbj/
Carnegie Mellon University Language Learning Resource Information Centre.

BEST COPY AVAILABLE

http://ml.hss.cmu.edu/llrc

CELIA Software Library
http://www.latrobe.edu.au/www/education/celia/celia.html

Centre for Textual Studies
http://info.ox.ac.uk/~ctitext2/
The home page of CTI Centre for Textual Studies at Oxford University.

Chris Corbel's Home Page on On-line Literacy
http://www.arts.unimelb.edu.au/Dept/AppLing/chris.html

Chronicle of Higher Education
http://chronicle.merit.edu/
An electronic journal of higher education policy and development issues.

Computer Mediated Communication Bibliography
http://shum.huji.ac.il/jcmc/rudybib.html

Contagram
http://allserv.rug.ac.be/~dnoel/index.html
Contrastive grammar site at the University of Ghent, Belgium.

De Proverbio Electronic Journal
http://info.utas.edu.au/docs/flonta/DPbooks

Department of Foreign Languages Home Page, Virginia Commonwealth University
http://www.fln.vcu.edu
Offers links to LOTE resources and links to locally produced teaching materials in hypertext format.

Dept of languages and Linguistics, University of Essex
http://www.essex.ac.uk/linguistics

Dept of Linguistics Home Page, Melbourne University
http://adhocalypse.arts.unimelb.edu.au/Dept/Linguistics/home.html

Dept of Linguistics, University of Potsdam, Germany
http://www.ling.uni-posdam.de/

Dr. Robert Peckham's Home Page, University of Tennessee
http://www.utm.edu/departments/french/french.html or
http://www.utm.edu:80/departments/french/french.html

EdNA Home Page
http://www.edna.edu.au/

Electronic Journals on the Web
http://info.anu.edu.au/elisa/elibrary/ej.html

Electronic Serials at Australian National University
http://coombs.anu.edu.au
The Coombs site is a comprehensive listing of language resources and sites including Aboriginal languages.

English for Science and Technology
http://www.wfi.fr/est/est1.html

English Teachers Resources
http://www.tcom.ohiou.edu/OU_Language/lang-english.html

Exchange: An ESL Electronic Journal
http://deil.lang.uiuc.edu/exchange/
From University of Illinois at Urbana-Champaign

Foreign language Learning Centre, Southern Methodist University
http://129.119.20.11
Links to sites pertaining to language and culture study.

Head-Driven Phrase Grammar Structure
http://ling.ohio.state.edu/HPSG/hpsg.html
From Linguistics at Ohio State University.

History of Languages Home Page
http://adhocalypse.arts.unimelb.edu.au/Dept/Linguistics/
Hyperglot Software Publisher
http://www.learningco.com/
Indo-European Home Page, University of Frankfurt
http://www.rz.uni-frankfurt.de/home/ftp/pub/titus/public_html
Central web site for comparatists, Indo-Europeanists etc.
Institute for the study of Adult Literacy
http://www.psu.edu/institutes/isal
From Pennslyvannia State University
Intercultural e-mail Classroom Connections
http://www.stolaf.edu/network/iecc
Postings from teachers seeking international e-mail connections for language classrooms.
Kristina Pfaff's Linguistic Funland
http://math.unr.edu/linguistics/kristina.html
Languages Link Homepage, University of Wisconsin
http://polyglot.lss.wisc.edu/lss/lsspage.html
LEO Lab English Page
http://www.aec.ukans.edu/leo/English.html
Library Catalogues
http://www.vicnet.net.au/vicnet/libs.html
Life-Long Learning
http://www.otan.dni.us/cdlp/cdlp.html
California distance learning project
Linguist
http://www.ling.rochester.edu/linguist/contents.html
The Linguist is a mailing list on the Internet with more than 7000 subscribers.
Linguist Database
http://engserve.tamu.edu/files/linguistics/linguist/dbasehelp.html
OR *http://tam2000.tamu.edu/~linguist/dbasehelp.html*
Linguistics Association of Great Britain
http://clwww.essex.ac.uk/LAGB/
From the University of Essex.
Linguistics Bibliographic Search Facility
http://c1www.essex.ac.uk/search/
Linguistics Dept. Home Page, University of Edinburgh
http://www.ling.ed.ac.uk
Linguistics Home Page, University of North Carolina
http://www.unc.edu/depts/ling.html
MIT Linguistics Home Page
http://web.mit.edu/linguistics/www/home
Open University of UK HomePage
http://hcrl.open.ac.uk/ou/ouhome.html
Oxford Univesity Language Centre
http://info.ox.ac.uk/departments/langcentre/
Ruth Vilmi's Home Page
http://www.hut.fi/~rvilmi/
Self-Access Centre Home Page
http://www.cuhk.edu.hk/ilc/
From Chinese University of Hong Kong.
Swarthmore College Language Lab on the Web
http://www.swarthmore.edu/Humanities/langlab/
TESL-EJ

BEST COPY AVAILABLE

http://cc2000.kyoto-su.ac.jp/information/tesl-ej/index.html

The List of Language Lists
http://info.ox.ac.uk/departments/langcentre/langlists.html
From Comrie and Everson, Oxford University. A comprehensive list of Language related mailing lists.

The On-line Books Page
http://www.cs.cmu.edu/Web/books.html

The WELL Conferences
http://www.well.com/conf
A focal point of information for WELL conferences.

WordNet Lexical Reference System
http://www.cogsci.princeton.edu/~wn/
An on-line lexical reference system from Princeton University

World Wide Web Consortium
http://www.w3.org

Yamada Language Centre at University of Oregon
http://babel.uoregon.edu/yamada/guides.html
A comprehensive guide to language resources on the Web.

Literacy MAILING LISTS

ADLTED-L
listserv@max.cc.uregina.ca
Canadian Adult Education Network. A broad worldwide discussion group.

Adult_Literacy
listproc@fox.vut.edu.au
An unmoderated mailing list of adult literacy practitioners mainly from Victoria, Australia.

AEDNET
listproc@pulsar.acast.nova.edu
An international network of individuals interested in adult education. An electronic journal on adult education is distributed through AEDNET.

ALTLEARN
listserv@sjuvm.stjohns.edu
Alternative approaches to learning discussion. Concerned with learning strategies.

CHAT-SL
listserv@latrobe.edu.au
ESL students general discussion list.

EDNET
listserv@lists.umass.edu
Education Net. A very active list of educational professionals interested in exploring the potential of internet.

EDSTYLE
listserv@sjuvm.stjohns.edu
Learning Styles Theory and Research List. Discusses all forms of information on learning styles.

ENVIR-SL
listserv@latrobe.edu.au
ESL students discussion list on environmental issues.

EVENT-SL

listserv@latrobe.edu.au
ESL students discussion list on current events.

Learner
listserv@nysernet.org
A moderated discussion group for adult learners.

Literacy
listserv@nysernet.org
A moderated general discussion group for people interested in adult literacy. US based.

MOVIE-SL
listserv@latrobe.edu.au
ESL students discussion list on the cinema.

MUSIC-SL
listserv@latrobe.edu.au
ESL students list on discussing music.

NETEACH-L
listserv@thecity.sfsu.edu
An active discussion list of techers of English interested in using technology and Internet.

NIFL-Workplace
listproc@novel.nifl.gov
Based at Pennsylvania State University this list features discussion about workplace literacy issues such as marketing, instruction, curricula, assessment, evaluation, research and policy.

NLA
majordomo@world.std.com
A list on National Literacy Advocacy (US public policy issues). Created to help advocates informed about national public policy issues.

Numeracy
majordomo@world.std.com
Numeracy electronic mailing list is for adult education practitioners interested in sharing ideas on adult basic maths instruction. US based.

RIGHT-SL
listserv@latrobe.edu.au
ESL students discussion list on Human Rights issues.

SPORT-SL
listserv@latrobe.edu.au
ESL students discussion list on Sports issues.

TCHR-SL
listserv@latrobe.edu.au
For teachers with e-mail class projects.

TESL-CA
listserv@cunyvm.cuny.edu
A sub-list of TESL-L on issues of computer assisted language learning and educational technology.

TESL-L
listserv@cunyvm.cuny.edu
A very active international discussion list of teaching English as a second language. Has many branches or sub-lists. To join a sub-list you must first join the TESL-L list.

TESLIT-L
listserv@cunyvm.cuny.edu
A sub-list of TESL-L on issues of adult education and literacy.

TESLMW-L
listserv@cunyvm.cuny.edu
A sub-list of TESL-L for material writers of ESL.

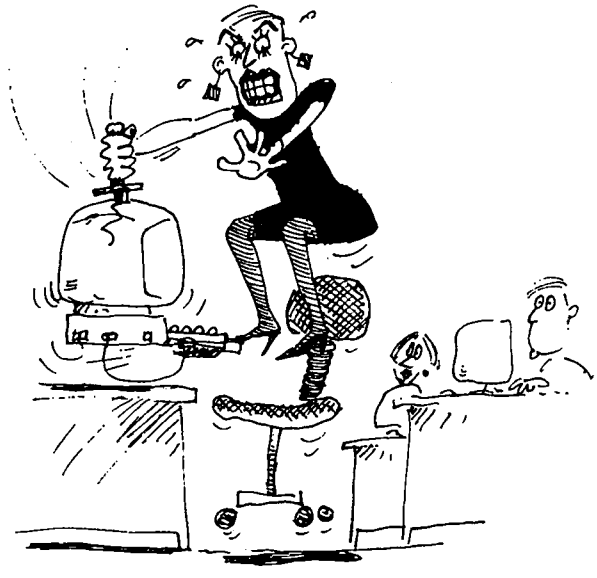
TESP-L
listserv@cunyvm.cuny.edu
A sub-list of TESL-l on issues of teaching English for Specific Purposes.

TRAVL-SL
listserv@latrobe.edu.au
ESL students discussion list on travel.

WEC-L
listserv@netcom.com
Forum for discussion on innovative workplace literacy and training programs. US based.

NEWSGROUPS

- *alt.literacy.adult*
- *aus.adult.literacy.teachers*
- *k12.chat.teacher*
- *k12.lang.art*
- *k12.lang.deutsch-eng*
- *k12.lang.esp-eng*
- *k12.lang.francais*
- *k12.lang.russian*
- *misc.education*
- *misc.education.language.english*



The complete Internet reference guide for literacy professionals

- [illegible]
- [illegible]
- [illegible]

Understand Internet Basics

Email, and Literacy Mailing Lists and Newsgroups
Using the Internet to transfer files
World Wide Web

Learn to use Internet Tools

Connecting to the Internet
Your Hardware and Software Needs
Choosing your Internet Service Provider

Access Literacy Resources

Literacy and ESL sites
Databases, Libraries and Resources
Australian and International Web Sites

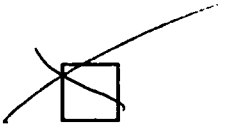
LANGUAGE AUSTRALIA
The National Languages and Literacy Institute of Australia

97

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement (OERI)
Educational Resources Information Center (ERIC)

NOTICE

REPRODUCTION BASIS



This document is covered by a signed "Reproduction Release (Blanket)" form (on file within the ERIC system), encompassing all or classes of documents from its source organization and, therefore, does not require a "Specific Document" Release form.

☐ This document is Federally-funded, or carries its own permission to reproduce, or is otherwise in the public domain and, therefore, may be reproduced by ERIC without a signed Reproduction Release form (either "Specific Document" or "Blanket").