

languages ICT



What is Desktop Publishing in MFL?

Most schools use the Microsoft Office suite including MS Word and MS Publisher for their everyday computer needs. Learning how to use these powerful programs can seem daunting to teachers at first. The purpose of this article is to describe the basics of MS Publisher as a standard desktop publishing package (DTP) and its main applications for modern foreign language teachers.

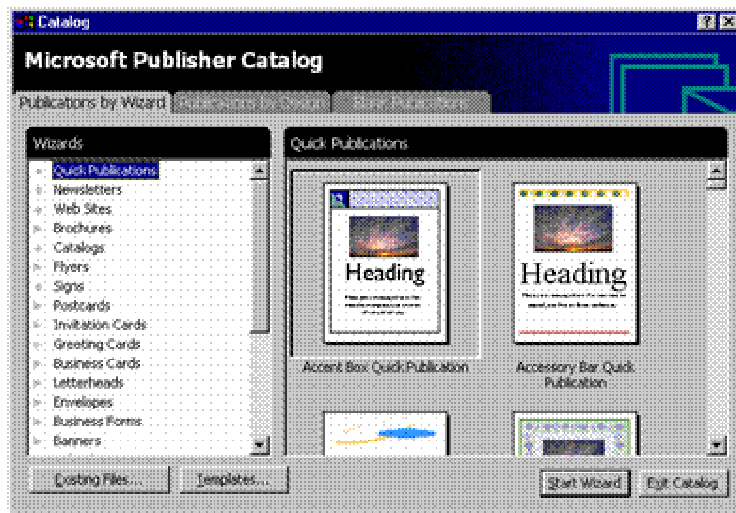
What can you use MS Publisher for?

MS Publisher allows you to lay out and design professional-looking documents on your desktop computer or laptop. You can create banners, brochures, cards, posters and even web pages, using templates and wizards. As software such as MS Word becomes more and more sophisticated, the distinction between word processing and desktop publishing appears more blurred. One of the main differences between these two types of software is the fact that documents produced with desktop publishing software are designed to be printed as hard copy and are less suitable for interactive use in the classroom.

Getting started

So, how do you get started? Log onto your computer and open Microsoft Publisher or other similar program. Left click the 'Start' icon on the bottom left-hand corner task bar, left click the 'Programs' icon and then left click 'Microsoft Publisher'. On the screen in front of you, it should say 'Catalog' in the top left hand corner. Underneath is the larger title 'Microsoft Publisher Catalog' with three choices:

- Publications by Wizards
- Publications by Design
- Blank Publications



WWW (Working With Wizards!)

If you have not used MS Publisher before, you can use a wizard to get started, by clicking on 'Publications by Wizards.' Follow the steps in the wizard, changing the colour scheme, layout and other formatting from the designs that are included with the program. If you do not want to use the pre-designed publications already loaded into the catalogue, you can click on 'Publications by Design.' This gives you the opportunity to apply different design sets to your publications, which gives you more freedom to customize your work. If you want to make a design from scratch without any form of wizard, click on 'Blank Publications' and use the formatting tools on the left of the working screen, to add images, text and borders.

L'emploi du temps de 7JD						
	jeudi	vendredi	samedi	dimanche	lundi	mardi
jeudi	la premiere leçon	la deuxième leçon	la troisième leçon	la quatrième leçon	la cinquième leçon	la sixième leçon
vendredi	les sciences ML L1	les sciences ML L1	l'éducation physique P1	l'histoire XB C3	les maths	l'anglais 3P C4
samedi	la technologie la technologie	la technologie la technologie	les maths	la géographie SL C3	l'anglais 3P C4	la physique 3P C4
dimanche	le message SA D5	l'éducation physique JB T4	l'anglais 3P C3	les maths	l'histoire XB C3	l'anglais 3P C3
lundi	les sciences ML C3	l'anglais 3P C3	la physique 3P C3	les maths	la géographie SL C3	l'éducation physique
mardi	l'anglais 3P C3	l'éducation physique	l'anglais 3P C3	l'histoire XB C4	les maths	les sciences ML L1

But how can I use it for languages?

Once you have mastered the basics of MS Publisher, you can then think about how best to use it in the MFL classroom. Examples include the creation of:

- Banners to display vocabulary such as classroom language instructions
- Brochures providing tourist information for the local area
- Cards to celebrate special events during the year such as birthdays, Christmas, Valentine's Day and Easter
- Menus to reinforce vocabulary of food and prices
- Newspaper front pages
- "Wanted" posters of fictitious outlaws to reinforce physical description vocabulary
- Posters advertising a local event such as a concert, match or disco
- Web pages revising units of work or to reinforce GCSE coursework

Why should I use it?

Most of the above items can be produced with pen and paper in the classroom, but the professionalism of the finished product helps to give a stronger sense of audience for the language pupils are writing. It can also be very motivating, especially for lower ability pupils who can use the wizards to help plan their work. The results are (usually) neat and colourful. As pupils work, they can make corrections easily and try out new language appropriate to the audience they are writing for. Displaying pupils' DTP work can look great around the classroom and have a positive effect on their attitude to the subject. They can also use MS Publisher to help decorate the classroom by producing banners for classroom language, again engaging them in their learning experience.



Further tips

Pupils can work with authentic websites to gather information and source images to feed into their publishing work. They can download or scan images they find and insert them into an MS Publisher document, subject to copyright restrictions. It is a good idea if they collect the images connected to the project in advance to maximise lesson time. In this way, pupils can generate posters, brochures or web pages based on authentic information from websites from the country whose language you are teaching. This type of web research exercise can lend itself well to language learning as:

- web pages are usually colourful and attractive with pictures to help understanding.
- content is often divided into small sections for ease of display and again this aids comprehension, even if the language is above the level that the pupils have reached.
- pupils generally like looking at authentic websites as it helps to bring the language alive, which is very motivating

When choosing any classroom tool, it is vital to consider how it can help to achieve any given learning outcome. To some, MS Publisher may appear as the 'poor relation' of the MS Office suite, in the sense that it can be easily overlooked in favour of MS Word. However, as this article shows, MS Publisher can be very valuable to the MFL teacher, offering a creative and varied range of possibilities and support.

To read about tried and tested ideas for using desktop publishing, try searching the Useful ICT ideas, effective language lessons database on the Languages ICT website.

Note: Information in this booklet has been collated by a number of practising teachers and advisers and is accurate to the best of our knowledge at the time of writing. CILT and ALL do not take any responsibility for inaccuracies contained within. The inclusion of any software products and/or companies within Languages ICT guidance does not imply endorsement by CILT or ALL in any way.

