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**2018-1-TR01-KA203-058252 Immersive Business and
Engineering English in Virtual Reality: A tool for the Sustainable
Mobility of the Skilled Workforce in the EU
(I-BEE-VR)**

WP4: MATERIAL DESIGN

06: Electronic Course Materials

Progress Report

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O6 Electronic Course Materials

Electronic course materials include the following materials that will be uploaded to the platform. Specifically, the output leader was responsible for:

- Creating the Teacher's Manual, including information on teaching strategies and techniques to be employed in each unit
- Creating Workbook to give students who need practice in writing and language activities

Teacher's manual:

The teacher's manual includes module-wise information relative to the skills and genres covered, general information about the proficiency level activities aim at, the teaching strategies and techniques for every activity (e.g. length, in-class or out-of-class, individual or collaborative) and a summary of the assessment tools. The output leader distributed the tasks among partners and determined the deadline for the completion of tasks included in the output.

More specifically, the output leader carried out the following tasks:

-created a **Checklist** for all partners, giving instructions on all the steps to be carried out. Partners were asked to revise and check that materials contained explicit and correctly labelled information according to the following typology **04 Interactive Online Course Materials**, **05 VR (Virtual Reality) Materials** and **06 Electronic Materials** as well as **Workbook** (if the activity also appeared in the Workbook). A summary of all the assessment progress tests and summative test present in every module was also included as well as general assessment guidelines. Additionally, the following information was requested for every activity:

- group work/ pairwork or individual work
- the estimated timing (for both in-class and out-of-class activities)
- information about In-Class or Out-Of-Class.
- the key at the end of every activity

-Determined that all **hyperlinks** had better be updated and correctly anchored: hyperlinks had to be created to all activities, correctly anchoring them in the shared folder of the G-Suite so that they are accessible to all partners throughout the lifespan of the project.

-General **stylistic criteria** were chosen to homogenise all the materials, like consistent use of spelling or consistent enumeration and listing patterns.

-Two **templates** were developed in order to provide a consistent Manual for teachers and students using the materials (one entitled *General Guide*, featuring information relative to genres and skills, and the other entitled *Teacher's manual for module 2-template*, to be used as examples to follow). These templates were sent to the partners in order to facilitate their work. Once partners sent their corresponding materials, the output leader revised and sent feedback (if necessary) to partners, suggesting them several ~~minor~~ changes.

-**compiled** all the revised information to end up with the Course Teacher's manual.

Workbook:

The output leader was also responsible for the compilation of activities that would make up a Workbook. First of all, the nature of the activities eligible for the workbook was described. These were activities that can be used by students to practice/review a particular language point. In particular, these should be activities that:

- are fully or nearly self-contained,
- focus clearly on one or more specific grammar/vocabulary point(s)
- can be done individually
- could be done out of class and self-corrected by students.
- Need minimal or no adjustments in the written instructions that we already have.

-A **checklist** was created which also illustrated how the selected activities in every module should be modified so that they can be used independently of the rest of the module. All activities in the Module had to contain their Answer Key.

-A **contents** page was created and compiled for all five modules.

-the activities for all modules were gathered, revised, and eventually compiled to comprise the Workbook

The compiled Teacher's Manual and Workbook have been thoroughly reviewed by output leaders for consistency and indications have been sent to partners for revision.

On June 30th the Teacher's Manual and the Workbook as of June 30th were sent to the coordinator partner, together with this report, and uploaded on G-Suite.

Barcelona, 30/06/2020.