Supplementary information 1 (SI1)

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L2L English Language & Digital Literacy Toolkit: Final Version: Tutor Guide

This guide shows how tutors how to support VM learners using this toolkit. This **Tutor Guide** shows the main focus of each unit (Units 1-10), the student materials/ activities, and most importantly, tasks which tutors should prepare in advance to help students successfully work through the unit.

Unit 1: Tutor Guide

Unit 1 Learning Focus **4.5 hours**	**Materials and Student Activities**	**Tutor Tasks**
Online Netiquette Language of Advice	**L2L Toolkit Overview** in **Additional Materials Folder Unit 1** Students watch video at https://youtu.be/d72NtV4I_p0 to gain insights into what netiquette means and why it is important for users of this toolkit: Look at the language for advice https://eslgold.com/speaking/asking_giving_advice/ **Task a.: Create a collaborative wiki** presenting group rules for online behaviour or any free wiki tool i.e. https://www.wikihow.com/Make-a-Free-Wiki) Use advice language **Or** **Task b. Discussion Board within VLE**- What are the most important rules of netiquette for this group? Post your thoughts (maximum50 words- respond to two other postings).Use advice language. See **Additional Materials Folder _Language for Giving Advice Unit 1**	Provide link **to list of language phrases for giving/receiving advice** Set up & Monitor **wiki** + **discussion area**

Unit 2: Tutor Guide

Unit 2 Learning Focus **4.5 hours**	**Materials and Student Activities**	**Tutor Tasks**
Understanding Online Identity Create an Academic Biography	Useful introduction-Managing online identity: Students read 10 steps to stay safe online https://securingtomorrow.mcafee.com/consumer/consumer-threat-notices/10-tips-stay-safe-online/ Useful activity: Check your digital footprint https://www.socialmediaexaminer.com/cleaning-your-digital-footprint/ **Task:** Set up a **linked-in profile** (Example given in advance: either sample profile or link to existing profile on the site). https://www.linkedin.com Students could also find 5 contacts and endorse them Extra support for Linked-In Profile in **Additional Materials Folder Unit 2**	Set up area for students' profile links Supply link to sample profile so students are clear about info to include/exclude

Unit 3: Tutor Guide

Unit 3 Learning Focus **4.5 hours**	**Materials and Student Activities**	**Tutor Tasks**
Academic Presentations Polite Language/ Agreeing/Disagreeing	Watch video of successful/ unsuccessful group discussion. https://www.youtube.com/watch?v=ZPq0YezRzy8 **Or** Watch an example of good/bad academic presentations: https://www.youtube.com/watch?v=m56BPXzfQAM **Task:** Create a podcast with (an)other student(s)to discuss the differences you have identified for students studying in this new country compared to your previous experience. Upload to **online discussion** area. (**See Additional Resources Folder Unit 3_Useful Language for Discussions sheet.**	Upload guides & resources for host language study to VLE Upload 'Guide to creating a podcast' https://www.youtube.com/watch?v=aup6AOsIg-Q **Upload links for Tools to use** https://soundcloud.com/ or https://www.audacityteam.org/download/ Outline requirements for podcast- length, content, purpose **Each partner** to add self-access links to learning the local language.

Unit 4: Tutor Guide

Unit 4 Learning Focus **4.5 hours**	**Materials and Student Activities**	**Tutor Tasks**
Listening to a Lecture/ Notetaking Giving a Monologue	Useful Practice Listening activities: **Additional Materials Folder: Listening to Lectures Unit 4** **Task:a.** students explain their research in a presentation/ or recording using transitions/ signposting from the resources in this unit and record it using **audacity** (or just mobile phones). **OR** **b.** Find a relevant talk (i.e. TED talk) take notes, then record a short summary and upload to the VLE. **OR.** **c. (for doctoral students)** Prepare a defence of your doctoral thesis: see https://www.vitae.ac.uk/doing-research/doing-a-doctorate/completing-your-doctorate/your-viva and upload to the discussion area to share.	Add guide to Audacity https://binged.it/2I6R2yd Add link to/ upload Useful PowerPoint on Notetaking **Skills Additional Materials Folder _L2L-Note Taking Unit 4** Provide a short Guide to Monologues: https://www.reference.com/education/characteristics-good-monologue-14d2c07b3c319ca0 Set up area for monologues/ doctoral thesis defence to be uploaded and shared.

Unit 5: Tutor Guide

Unit 5 Learning Focus **4.5 hours**	**Materials and Student Activities**	**Tutor Tasks**
Academic Reading Strategies Hedging Terms could/might…	Look at the University of Bradford short guide (PowerPoint with voiceover) on Academic Reading in the **Additional Materials Academic Reading Folder Unit 5** Useful activity: **Additional Materials Folder: Hedging Language Practice Unit 5** **Task: Find and read 2 articles** connected to your subject / research interests from the university library databases and save to https://www.scoop.it/ .Highlight any hedging language in the text. Share by adding the link to your **scoop.it** via the discussion board **OR** Select one academic text and create questions to help others read the text critically-upload to VLE You may find this article helpful: http://owll.massey.ac.nz/study-skills/critical-reading.php	Provide links to reliable scientific databases via university login https://www.webofknowledge.com/ https://www.scopus.com/ Critical reading into Critical thinking https://bit.ly/2vOu5aF Guide to https://www.scoop.it/ Add links to library resources/ subject specialist librarians

Unit 6: Tutor Guide

Unit 6 Learning Focus **4.5 hours**	**Materials and Student Activities**	**Tutor Tasks**
Primary/Secondary Sources for Research Referencing and Academic Search Skills	Video on types of sources for research https://youtu.be/yELlc1IOWtk?t=19 **Video Guides to successful BOOLEAN searches** **shorturl.at/dizQR** **Task 1:** use range of seach terms from the video above.Find 2 academic texts related to your subject. **Look through the Powerpoint in Additional Materials Folder_ Literature Review or Annotated Bibliography _Unit 6.** **Voluntary Task 2** **Create a short annotated bibliography using the two academic texts you found.** Upload to the VLE	Provide discipline-specific referencing guides/ videos Upload university guides to referencing style ie. https://www.bradford.ac.uk/library/find-out-about/referencing/referencing/?rdr) University video on how to avoid plagiarism (for First year students). Provide sample bibliography/ Set up area for bibliography uploads

Unit 7: Tutor Guide

Unit 7 Learning Focus **4.5 hours**	**Materials and Student Activities**	**Tutor Tasks**
Writing Emails Formal/semi-formal language	Formal emails to supervisor/ professor (can be used if source given) https://www.english-at-home.com/business/how-to-write-an-email/ Polite Request Language Phrases at https://www.stanagexpert.com/formal-letters-giving-and-requesting-information/ Practice: Go to **Additional Resource Materials L2L_Email Language Practice Activities Unit 7 (has answer key)** **Task:** Students write formal email to make a request of an academic tutor/ administrator/ exams officer etc. Peer editing from others in the group via **WORD Track changes / Google docs** to create final versions to upload to VLE Google docs video guide https://binged.it/2XFP8do	Offer sample email – ***at different levels?*** Set up area for email doc to be uploaded Comment on final versions? Provide Guide to **Google Docs/WORD** Track changes

Unit 8: Tutor Guide

Unit 8 Learning Focus **4.5 hours**	**Materials and Student Activities**	**Tutor Tasks**
Academic Vocabulary Development Nominalisation	**Task**: Go through the **Powerpoint L2L_How to Write a Glossary in Additional Materials Folder _Unit 8** Create a glossary of useful terms in your field of study or research (use either Microsoft WORD or EXCEL) Guide https://shaunakelly.com/word/layout/glossary.html	Add link to Academic Wordlist + Practice materials https://www.examenglish.com/vocabulary/academic_wordlist.html Recommend online dictionaries relevant to VM students i.e. Oxford https://en.oxforddictionaries.com/ Collins https://www.collinsdictionary.com/dictionary/english MOT Dictionaries https://www.aalto.fi/en/services/mot-dictionaries

Unit 9: Tutor Guide

Unit 9 Learning Focus 4.5 hours	**Materials and Student Activities**	**Tutor Tasks**
Open Education Resources Evaluating Web Resources	**Watch the** Creative commons video below https://www.commoncraft.com/video/copyright-and-creative-commons **Task 1.** Look at the online tutorial 'Practice: Evaluating a Webpage'. https://edu.gcfglobal.org/en/digital-media-literacy/practice-evaluating-a-webpage/1/ Complete the activities. **Task 2 :** Go to the **Additional Materials Folder _Useful Language for Evaluating a Website Unit 9.** Recommend **one** site related to your academic studies and give reasons for your opinion. Refer to the six criteria for evaluation. Upload to Padlet or Wakelet to share.	Set up **Padlet page** and add link for students to post their resources to the page https://padlet.com/ Alternative to Padlet =**Wakele**t https://wakelet.com/

Unit 10: Tutor Guide

Unit 10 Learning Focus 4.5 hours	**Materials and Student Activities**	**Tutor Tasks**
Understanding Academic Writing Summary Writing	Watch the PPT with Voiceover (Univ of Bradford) in the **Additional Materials Folder: What is Academic Writing Unit 10** For a guide to writing academic paragraphs please see https://www.coursera.org/lecture/getting-started-with-essay-writing/paragraph-basics-video-lecture-BXsDy **Task: Summary writing :** **Look at the Powerpoint L2L Note-taking into Summary Writing (Additional Materials Folder Unit 10) - complete the practice activities** a. Write a short summary (80- 100 words) of an academic paper you chose from Task in Unit 6 or b. one academic paper recommended by your tutor. c. **(voluntary additional task**) use text-to-speech tool to convert the text into speech: use https://www.wordtalk.org.uk/home/ **OR** **WORD** text to speech tool https://www.techwalla.com/articles/how-to-use-microsoft-word-text-to-speech-to-read-out-loud Upload the summary or audio file to share with others in the Discussion Board	Upload resources to VLE More advanced learners : Writing for Specific Subject areas https://owl.purdue.edu/owl/subject_specific_writing/professional_technical_writing/index.html (scroll down left-hand topics) Upload Guide to Wordtalk https://www.wordtalk.org.uk/Home/ **OR** WORD text to speech https://bit.ly/2Z8NLEi Tutors to offer feedback on summaries or to use peer review methods here