

International Association for Language Learning Technologies
IALLT Journal of Language Learning Technologies

Administration.....2

Publishing Guidelines.....7

From the Editors

 From the Editor - Andrew Ross.....11

 From the Assistant Editors

 Jörg Waltje.....13

 Barbara Sawhill.....15

 From the Managing Editor - Gamin Bartle.....17

From the IALLT Board

 From the President - David Pankratz.....19

 In Memoriam: Karen Landahl.....23

Features

 Applying Tools and Techniques of Natural Language Processing to the Creation
of Resources for Less Commonly Taught Languages - Marjorie McShane..... 25

 Strategizing the Design and Implementation of a Language Center for the T
twenty-first Century - Jane D. Tchaïcha.....47

Lab Notes

 An Online Latin Poetry Translation Lab in an Italian Classical High School
- Licia Landi.....75

Columns

 LLTI Highlights - Ute S.Lahaie.....83

 Software Review - Peter Yang.....95

 Regional Reports.....97

 End of the Reel..... 105

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THE IALLT JOURNAL

is the primary publication of the International Association for Language Learning Technology, Inc. (see our Web site at <http://www.iallt.org>). Established in 1965, IALLT is a professional organization whose members provide leadership in the development, integration, evaluation and management of instructional technology for the teaching and learning of language, literature and culture. IALLT's membership represents hundreds of institutions of varying sizes and educational levels. The majority of the *Journal's* readers are administrators or technical support staff of language technology centers, ESL and language labs, and other centers in which technology is applied to language teaching and learning; the readership also includes language faculty and teachers who use technology.

The *Journal* is a fully refereed professional journal, published twice yearly, in April and October. Please see the Publishing Guidelines on page five for more information.

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To advertise in the *IALLT Journal*, contact Sara Wilson, Director, Language Laboratory, 402 Newcomb Hall, Tulane University, New Orleans LA 70118-5698. Telephone: (504) 865-5879. Fax: (504) 862-8689. E-mail: swilson@tulane.edu.

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EDITORIAL BOARD

Editor-In-Chief

Andrew F. Ross, Multimedia Language Lab, G15 Puryear Hall, University of Richmond, VA 23173. Telephone: (804) 287-6838. E-mail: aross@richmond.edu.

Associate Editor

Barbara Sawhill, Director, Cooper International Learning Center,

331 Peters Hall, 50 North Professor Street, Oberlin College, Oberlin, OH 44074. Telephone: (440) 775-8595. Fax: (440) 775-6888. E-mail: Barbara.Sawhill@oberlin.edu.

Associate Editor

Jörg Waltje, Director, Language Resource Center, Dept. of Modern Languages Ohio University Gordy Hall 17 D, Athens, Ohio 45701. Telephone: (740) 593-2748. Fax: (740) 593-0729 E-mail: waltje@ohio.edu.

Managing Editor

Gamin Bartle, Language Resource Center, 252 B.B. Comer Hall, PO Box 870246, University of Alabama, Tuscaloosa, AL 35487. Telephone: (205) 348-8472. Fax: (205) 348-2042. E-mail: gbartle@as.ua.edu.

Assistant Copy Editors

Margee Cowan, Anna Hanson, Corie Latimer, and Derrick McIntosh, University of Alabama Language Resource Center Lab Assistants.

Assistant Editor for Electronic Publications

Marlene Johnshoy, Center for Advanced Research on Language Acquisition (CARLA), University of Minnesota, 395 S Pascal St Paul, MN 55105. Telephone: (612) 625-8848. Fax: (612) 624-7514. E-mail: johns484@tc.umn.edu.

Advertising Manager

Sara Wilson, Language Laboratory, 402 Newcomb Hall, Tulane University, New Orleans, LA 70118-5698. Telephone: (504) 865-5879. Fax: (504) 862-8689 E-mail: swilson@tulane.edu.

COLUMNISTS

Authentic Materials

Vacant

Conference Reports

Harold Hendricks, (see Executive Board listing).

Courseware Update

Peter Yang, Language Laboratory, Case Western Reserve University, 10900 Euclid Avenue, Guilford House 205, Cleveland, OH, 44106-7118. Telephone: (216)386-2234. E-mail: pjy2@po.cwru.edu

Lab Management

Matthew Wyszynski, Department of Modern Languages, The University of Akron, Akron, OH 44325-1907. Telephone: (330) 972-7490. E-mail: wyszynski@uakron.edu.

In the Professional Literature

Samantha Earp, Foreign Language Technology Services, Box 90198 - 223A Perkins Library, Duke University, Durham, NC, 27708. Telephone: (919) 660-5945. Fax: (919) 660-5923. E-mail: ssearp@duke.edu.

Regional Reports

Editorial board and regional leaders.

Distributed Learning

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K-12 Update

Max Pugh, Prince George's County Public Schools, 9201 East Hampton Drive, Capitol Heights, MD 20743. Telephone: (301) 808-8265. Fax: (301) 808-8291. E-mail: mpugh@pgcps.org.

LLTI Highlights

Ute Lahaie, Director, Language Acquisition Center, Modern Foreign Languages, Baylor University, PO 97391, Waco, TX 76798. Telephone: (254) 710-6453. E-mail: Ute_Lahaie@baylor.edu.

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IALLT EXECUTIVE BOARD

IALLT President

David Pankratz, Language Learning Resource Center, Modern Languages & Literatures Department, Loyola University Chicago, 6525 N. Sheridan Road, Chicago, IL 60626. Telephone: (773) 508-2846. Fax: (773) 508-2893. E-mail: dpankra@luc.edu.

IALLT President-Elect

Peter Liddell, Language Centre, University of Victoria, Box 3045, Victoria, BC V8W 3P4, CANADA. Telephone: (604) 721-8294. E-mail: pgl@uvic.ca.

IALLT Programs Director

Harold Hendricks, Humanities Research Center, Brigham Young University, 3060 JKHB, PO Box 26098, Provo, UT 84602-6098. Telephone: (801) 422-6448. E-mail: harold_hendricks@byu.edu.

IALLT Secretary/Parliamentarian

Lynne Crandall, Language Resource Center, University of Michigan, Ann Arbor, MI 48109-1275. Telephone: (734) 647-0762. Fax: (734) 764-3521. E-mail: lynnec@umich.edu.

IALLT Business Manager

Lauren Rosen, Collaborative Language, University of Wisconsin, 618 Van Hise Hall, 1220 Linden Drive, Madison WI 53706. Telephone: (608) 262-4066. Fax: (608) 265-3892. E-mail: lrosen@facstaff.wisc.edu.

IALLT Regional Group Leaders

Canada

Kathy Hanneson, College of Arts Media Centre, Rm. 019 MacKinnon Bldg., University of Guelph, Guelph, Ontario, CANADA N1G 2W1. Telephone: (519) 824-4120 ext. 2144. E-mail: khanneson@uoguelph.ca.

MAALLT

Mid-Atlantic (NC, TN, KY, VA, WV, MD, DC)

Karl W. Fisher, Language Lab, University of the South, 735 University Ave., Sewanee, TN 37375. Telephone: (931) 598-1468. E-mail: kfisher@sewanee.edu.

MWALLT

Midwest (ND, SD, NE, KS, MN, IA, MO, WI, IL, OH, MI, IN)

Jenise Rowekamp, CLA Language Center, 51 FolH, 9 Pleasant St SE, Minneapolis, MN 55455. Telephone: (612) 625-3865. E-mail: rowek001@umn.edu.

NERALLD

New England (ME, VT, NH, MA, CT, RI)

Cynthia Bravo, Language Laboratory, Boston College, Lyons Hall
313, 140 Commonwealth Ave, Chestnut Hill, MA 02467. Telephone:
(617) 552-8473. E-mail: cynthia.bravo.1@bc.edu.

NEALLT

Northeast (NY, NJ, PA, DE)

Cindy Evans, Foreign Language Resource Center, Dept. of Foreign
Langs. & Lits., Skidmore College, 815 N. Broadway, Saratoga
Springs, NY 12866. Telephone: (518) 580-5205. E-mail:
cevans@skidmore.edu.

NWALL

Northwest Region (AK, WA, OR, MT, ID, WY)

Paul Aoki, Language Learning Center, University of Washington,
108 Denny Hall, Box 353140, Seattle, WA 98195-3140. Telephone:
(206) 543-0536. E-mail: i5no8@u.washington.edu.

Bridget Yaden, Language Resource Center, Department of Languages
and Literatures, Pacific Lutheran University, Tacoma, WA 98447.
Telephone: (253) 535-8330. E-mail: yadenlbe@plu.edu.

SOCALLT

South Central (TX, OK, AR, LA, CO, NM)

Sara Wilson, Director, Language Learning Center, 402 Newcomb
Hall, Tulane University, New Orleans, LA 70118-5698.
Telephone: (504) 865-5879. Fax: (504) 862-8689. E-mail:
swilson@tulane.edu.

SEALLT

Southeast (MS, AL, SC, GA, FL)

Georgia Schlau, Director, Michael Pincus Language Resource Center,
College of Charleston, 66 George St. Charleston, SC 29424.
Telephone: (843) 953-7136. Fax: (843) 953-7137. E-mail:
schlaug@cofc.edu.

SWALLT

Southwest (CA, NV, AZ, HI, UT)

Gus Leonard, Language Lab, Room 119, Building 48, California State
University at Monterey Bay, Seaside, CA. 93955-8001. Telephone:
(831) 582-4446. E-mail: gus_leonard@csumb.edu. ♦

PUBLISHING GUIDELINES

Topic Information

The *IALLT Journal* encourages submissions on the following topics as they relate to technology for teaching and learning foreign and second languages:

- facility planning and renovation
- funding and grants
- selecting hardware and courseware
- materials development and evaluation
- copyright/legal issues
- management of facilities and personnel
- teaching language with technology
- training others to use technology

Other topics may be appropriate, as well.

Technologies of interest to our readers include, but are not limited to audio, video, satellite, computing, multimedia, and global networks. Submissions should appeal to a broad audience, including those without background knowledge of the topic addressed. You are encouraged to contact the Editor-In-Chief to discuss your topic prior to submission. All manuscripts are read by the Editorial Board and by reviewers with expertise in the topic addressed by the author.

Category Information

There are three categories of submissions:

Feature Article manuscripts are generally from 4,200 to 10,500 words in length. Feature articles explore a topic in depth, draw on relevant research and related professional literature, usually include a bibliography, and may present original research findings. Keynote addresses or speeches may also appear as features.

Lab Notes are less formal in nature, may adopt a conversational tone and are generally 2,800 to 7,000 words in length. Possible topics include:

- experiences at individual institutions or labs in any of the topics listed above under "Topic Information"
- a summary of available information on a given topic

- descriptions of projects
- techniques for teaching with technology

Bibliography and citations of other experts in the field are appropriate but not required.

Columns

Columnists welcome material from contributors. This can take the form of a piece of information, a suggestion, a brief report (which will be credited to you), or a guest column. Contact the appropriate columnist before proceeding. (See addresses on pages 3 and 4.)

Authentic Materials reports on the range of authentic materials available for language learning and instruction. This may include such topics as audio and video series and materials available from a variety of sources on the World Wide Web.

Conference Reports gives summaries of previous conferences and meetings of particular interest to IALLT members.

Courseware Update provides information about new language instructional software and authoring tools released in the last year.

Distributed Learning reports on the wide variety of network and Web-based applications for foreign language teaching and learning. Topics may include model projects, case studies, instructional applications, product surveys and reviews, and resources for supporting distributed learning.

In the Professional Literature surveys articles and news items that have appeared in professional publications of interest to our membership.

Intellectual Property addresses current topics in the area of copyright and intellectual property and may include information about case studies, resources, and related events.

K-12 Update addresses such topics as technology-enhanced projects in primary or secondary foreign language education, training and funding opportunities for teachers and schools, considerations for the K-12 language lab, and information about technology tools and applications that specifically target the pre-collegiate market.

Lab Management includes such topics as management of permanent and student staff, faculty development, funding, leadership, and resources useful in the management of a language technology center.

LLTI Highlights summarizes various topic discussions posted on the LLTI (the Language Learning Technologies International) listserv.

Multilingual computing focuses on issues related to the input and display of language fonts, diacritics and character sets. Topics may include system setups, compatibility across platforms, and configuration of productivity, course management and instructional software applications.

Satellite Update reports on the various satellite services of interest to language professionals. Topics may include surveys or reviews of satellite providers and related services, updates on satellite hardware and technology, guidelines for purchase and installation, as well as listings of print and other informational resources.

Technical Update reports on items related to the technical infrastructure of a language technology center. Topics may include operating systems, security hardware and software, networking tools and user management, audio/video hardware and streaming media servers.

In all categories, the Editors will consider reprinting materials published elsewhere. If you are submitting already published material, or if you are requesting a reprint, please provide information on the scholarly style you used in the manuscript, the name of the publication, issue number and address, phone and email of the copyright holder.

Deadlines

The *Journal* accepts articles for publication on a rolling basis – we will attempt to publish accepted manuscripts in the next volume of the *Journal* in which there is space to do so.

Authors' Checklist

For Feature Article and Lab Notes manuscripts, as well as guest column submissions:

- Follow the Chicago Manual of Style "scientific" conventions.
- Please submit double-spaced, spellchecked manu-

scripts. Use Times New Roman or Palatino fonts at 10 points.

- All manuscripts should be submitted in Rich Text Format (RTF).
- Do not use headers or footers. Your name should not appear outside the body of the document.
- Include a statement that the manuscript has not been published elsewhere.
- Include a 30 to 50-word biographical statement, a short abstract of the article, and your contact information on a separate page at the beginning of the document.

We encourage you to include illustrative graphics, charts, artwork, photographs and/or screen captures in your manuscript. Each visual should be submitted as a separate file, with markers in the manuscript text to indicate where the image should appear. Please contact the Managing Editor for information on acceptable file formats before you submit your manuscript.

Submissions Process

Your manuscript will be processed as follows:

- The Editor or Associate Editor will acknowledge receipt of your manuscript.
- If the editorial staff judges the content appropriate for the *Journal's* readers, the manuscript will be edited so that the author is not identifiable and sent to *IALLT Journal* reviewers for their analysis.
- You will be notified of the manuscript's status as soon as the reviewers' reports and the commented manuscript have been reviewed by the *Journal's* editorial staff. We use three broad categories: publishable as is, publishable with minor or major revisions, and unpublishable. It is left to the author's discretion as to whether he or she wishes to make the suggested revisions for publication. ♦