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The first issue of the NALLD NEWSLETTER is being sent to all paid members, and others who might be interested in NALLD's activities and services. Future newsletter issues will be distributed to members only. There is a membership blank attached as the last sheet of the newsletter for interested parties.

There will be at least THREE numbers in any annual volume. We hope to publish more numbers per volume if it works out well. Publication date of the newsletter will be somewhat erratic at first, depending upon how much reader participation we receive; how much material is submitted for inclusion.

Our goal is to make this newsletter into the one source of information pertinent to language laboratories, so that a lab director can count on seeing it mentioned here if it is pertinent.

Persons having news items, material, placement notices, questions, etc. to contribute to the newsletter should send them to the present editor, Mr. T.R. Goldsworthy at address above.

NALLD ACTIVITIES

NALLD held its first Regional meeting in Chicago, Illinois during December, 1965 - concurrent with the MLA Convention.

Our host in Chicago was Chicago Loop Junior College. The meeting gave us a chance to tell something about NALLD, to exchange ideas, to find out what members wanted from NALLD, and to recruit possible editors for the state by state Directory of Lab Directors which NALLD is undertaking. The meeting also gave us a chance to consider a few of the many problems facing lab directors, or school administrators: (1) Where do we get information? (2) Where do we find a lab director? (3) What is a lab director? How do we define his job responsibilities? What is his stature? A copy of the minutes from this meeting can be obtained from our Secretary-Treasurer - by sending a stamped, pre-addressed envelope.

The second Regional meeting was held in Atlanta, Georgia during February, 1966 - concurrent with the Southern Conference on the Teaching of Languages. Our Vice-President, Professor Louis J. Chatagnier, presided at this meeting. Further useful guidelines for shaping the structure and nature of NALLD resulted from this meeting. A copy of the minutes from this meeting can be obtained by sending a stamped, pre-addressed envelope to: Prof. Frederick H. Dedmond, Morgan State College, Baltimore, Maryland 21212.

Any group or organization that desires additional free copies of this first issue of the newsletter to distribute to their members, should write NALLD's President. We can supply unfolded, folded in halves or thirds.

NALLD ANNUAL BUSINESS MEETING

Our meeting is scheduled for Tuesday, 26 April, 1966 in sunny San Diego, California - concurrent with the NEA's Department of Audio-Visual

Instruction annual convention and equipment exhibition. We will be meeting from 7:00 to 9:30 PM in the Marine Room of the El Cortez Hotel.

Our main guest speaker will talk from 7:30 to 8:30 PM on the topic of "Should There be a Language Laboratory Director at the Secondary Level?" Our authority for this topic is Dr. J. Michael Moore, Specialist in Foreign Language Education for the San Diego city school system. Dr. Moore has had wide experience in the practical problems of coordinating foreign language programs. We hope to be able to make reprints of this talk available.

Further information on the DAVI Convention, Hotel Reservations, Travel Information, can be obtained by writing Mr. Richard Niebeck, DAVI Convention Co-ordinator, NEA, 1201 Sixteenth Street N.W., Washington, D.C. 20036.

At the business part of the meeting, the group will be asked to consider how to word a resolution suggested at the Chicago Regional meeting. The resolution would urge textbook publishers to provide complete correlated tape scripts and index guides to the sets of tapes which accompany their texts. Some publishers have very elaborate aids to make the tapes a really useful, integrated part of the course; but they are in the minority so far. Another resolution would ask that all tapes be timed exactly. Timing becomes a major consideration for schools who will be adopting a dial-access lab system in the future.

WHAT IS ONE OF NALLD'S GOALS ?

One of the main administrative goals is to have high school administrators designate some interested teacher as the one lab

director for the school, and give this director some released time so he (or she) can effectively begin to co-ordinate lab functions. The scope and extent of the position will vary with the size of the school system, of course, but there is a clear need for someone in every school - even if he only gets one hour released time per week. (additional goals will be outlined in future numbers.)

Regular Feature # 1 : LISTING OF IMPORTANT AND PERTINENT ARTICLES APPEARING RECENTLY IN SPECIAL INTEREST PUBLICATIONS. Items which will be of interest to many lab directors.

A. " Occupation: Language Laboratory Director " by Daymond Turner, in the MODERN LANGUAGE JOURNAL of March, 1964 (Vol. XLVIII, No. 3) pp. 151-154. (A brief article outlining the qualities, duties, responsibilities, headaches and opportunities for the " new breed of Language Laboratory Director who can bring to his job a true professional status thus freeing the foreign language teacher...to teach and helping him to teach more effectively.")

B. " The Language Laboratory, Boon or Bane " by Virginia Cables, Fullerton Union High School in Fullerton, California - in THE FRENCH REVIEW of February, 1966 (Vol. XXXIX, No. 4) pp. 618-622.

(An excellent article giving one teacher's answers to the often asked questions -- how to avoid monotony in laboratory drills of the 4 phase variety. Points up the necessity for careful monitoring at the high-school level, for frequent testing and grading through use of the 2 phase drill in which students apply knowledge gained in regular drills.)

C. " The Future of Language Laboratories " by Wm. N. Locke of MIT, in THE MODERN LANGUAGE JOURNAL of May, 1965 (Vol. XLIX, No. 5) pp. 294-304.

Feature # 1: LISTING OF IMPORTANT, PERTINENT ARTICLES (continued)

- C. (Historical Outline of progress in language learning aided by use of the laboratory inelementary and high schools as well as at the university level, the effect of equipment on methods and methods on equipment, the necessity for research and some predictions concerning programmed instruction and techniques. Well documented.)
- D. " Language Learning and Frequency Response " by Buka, Freeman, & Locke in THE INTERNATIONAL JOURNAL OF AMERICAN LINGUISTICS of January, 1962 (Vol. 28, No. 1).
(A Report of an experiment which tended to show the need for fidelity and quality equipment in language laboratory systems; that system frequency response of less than 7300 cps caused American students difficulty in perceiving phonemic contrasts in German and French.)
- E. Here is where we need our readers' active participation and help ! For future issues of this feature (# 1) I would like readers to write in and tell me the following things:
1. Which special interest journals should be scanned ? Send in your suggestions.
 2. Would any of our readers be interested in serving as " Associate Editors " ? The associate editor's job would be to search through one specific periodical every time that it is issued, and select any article which might be of interest to newsletter readers. (We have someone for The French Review already.)
 3. Those who have recently written articles which specifically and directly relate to the language laboratory operation, administration, testing, etc. are invited to bring these articles to the attention of the editor for possible listing in this column. Please provide a reprint if possible, and/or a brief summary.

Regular Feature # 2: HELPFUL HINTS FOR GOOD LAB MANAGEMENT

- A. Question: How do you keep reels of tape in a series in sequential order when they are always being used and carelessly replaced ?
Answer: First arrange them in order, with reel number one on the left. Then draw a DIAGONAL LINE across the face (edge) of the series, using a ruler and a colored felt marking pen. If there are over twenty reels of tape in one series, use sawteeth diagonal lines. Never run any one diagonal line more than twenty reels; otherwise the slope of the line will be too gentle. When someone goes to replace a reel of tape, the break in the diagonal line indicates just where to replace it.
- B. Lab tip from Norma Rusch, Lakeland High School, Minocqua, Wisconsin. Their lab uses different student lab assistants to run the console each lab period during open-hour (library) use of the lab. She has devised a sheet to help maintain order. The heading reads: " For lab assistants: Please record which tape is playing out from each console program deck. When that tape is finished playing, scratch it. The Purpose of this record keeping is so that the next lab assistant who follows you knows what is playing out from each console tape deck." Below this are lined columns, headed by " Channel 1 " Channel 2 " etc.
- C. We need our readers' active participation here. For future issues of this feature (# 2) I would like readers to write and tell me:
1. Suggestions or tips which you have used in your lab & would like to share.
 2. Questions about the " little " problems in running a lab.

Regular Feature # 3: INFORMATION FOR THOSE PLANNING NEW LABS.

- A. ADMINISTERING THE LANGUAGE LABORATORY: A BASIC GUIDE, by Frank M. Grittner. Mimeograph from the Wisconsin State Department of Public Instruction, Foreign Language Supervisor, State Capitol Bldg., Madison, Wisconsin 53701. Available free on request if you send a pre-addressed manila envelope stamped with ten cents (.10) postage. Be sure to specify title.

(This little nine page pamphlet goes directly to the points needed to be considered by a planning committee before a lab is selected, and it outlines alternatives and some of their basic implications.)

- B. MODERN FOREIGN LANGUAGES IN THE HIGH SCHOOL: THE LANGUAGE LABORATORY, by Joseph C Hutchinson. Published by the Office of Education, U.S. Dept. of HEW as Bulletin 1961, no. 23 [OE-27013]. Originally available through the U.S. Govt. Printing Office for 35 cents. Widely distributed; there are probably several copies of this in your school already.

(While this document is now five years old, it is still an extremely useful tool to the school or faculty committee looking for help in just how to go about planning a new lab.)

- C. Questions or Suggested Sources of information from readers & authors will be appreciated. What have you found helpful? Share it!

Regular Feature # 4: LISTING OF POSITIONS AVAILABLE (Lab Directors & Technicians)

- A. Beloit College / Beloit, Wisconsin. (Private, coed)
Contact: Prof. John Hartman, Foreign Language Department
Requirements: BA degree, previous experience w/ AV field desirable.
Assignment: Assist Instructional staff
Salary: To be arranged. Under \$ 7,000.
Academic Rank: Not academic position.
Specifics: No teaching involved. Must be able to do some general audio-visual work and assist faculty. One language laboratory used entirely for library; open-hour operation.
- B. Wisconsin State University - Oshkosh / Oshkosh, Wisconsin (Public, coed)
Contact: W.E. White, Executive Assnt. to President
Requirements: MA as minimum.
Assignment: Director of Language Laboratory & some teaching.
Salary: \$ 7,000 - \$ 9,000. for MA; \$ 8,500. - \$ 11,500. for PhD.
Academic Rank: Dependent upon preparation.
Specifics: Two foreign language laboratories and a tape library. Additional facilities planned in near future as part of building program. Supervision of student assistants, and part-time collateral teaching in either French, Spanish, or German. Good audio-lingual skills in language necessary.

Note: Also a position available as Director of Foreign Language Education.

- C. Pensacola Junior College / Pensacola, Florida 32504
Contact: James A. Guest, Division of Languages & Fine Arts
Requirements: not stated.
Assignment: Director of Language Laboratory & some teaching.
Salary: not stated.
Academic Rank: Instructor or better, dependent upon preparation.
Specifics: Primary duties will be the organization & direction of the language laboratory. Expected to teach one or two additional classes.

Feature # 4 : LISTING OF POSITIONS AVAILABLE (Continued)

- D. Morgan State College / Baltimore, Maryland 21212 (Public, coed)
Contact: Prof. Frederick H. Dedmond, Head, Modern Foreign Language Dept.
Requirements: not stated
Assignment: Director of Language Laboratory
Salary: not stated
Academic Rank: not stated
Specifics: Language laboratory has been established for five years.
- E. If you are looking for a lab director either for high school, large school district, college or university -- you are invited to use this service. It is free to members; there will be a filing fee of \$ 1.00 for non-members. Make checks payable to NALLD, Secretary-Treasurer, Sister Timona. This fee is used to help defray expenses in publishing the newsletter.
- F. When submitting a placement notice, please give all the information outlined above. Also give your complete title. BE SURE TO INFORM US PROMPTLY IF THE POSITION IS FILLED.
- G. Note to Lab Directors who write to schools about positions available: Support NALLD; mention that you are writing because of the placement notice which you read in the NALLD newsletter. The more the word gets around that this is an effective place to insert placement notices, the more notices will be sent to us. This in turn gives NALLD members additional positions to consider

Regular Feature # 5 : DIAL ACCESS INFORMATION RETRIEVAL SYSTEMS.

- A. I have prepared a preliminary edition of a " COST ANALYSIS OF EXPANDING AUTOMATIC DIAL-ACCESS SWITCHING SYSTEMS " questionnaire. It restricts itself to the cost of switching equipment, and tries to get at the problem of just what it really costs to expand an initial system. The questionnaire was designed to be sent by a school planning a dial system, to the companies who manufacture or sell dial-access switching - before a school system buys any particular system.
- I have a limited number of mimeograph reprints which I am willing to share with other interested schools. Send me a pre-addressed, 9" x 12" manila envelope, stamped with fifteen cents (.15) postage. Preference will be given to NALLD members when filling these requests for the questionnaire.
- B. Did you know that there exists a special newsletter, called " Dial Access Information Retrieval Systems " ? Further information and a sample copy can be secured by writing the AIM Program (Articulated Instructional Media), The University of Wisconsin, 602 State Street, Madison, Wisconsin 53703. AIM has no relationship to the NALLD Newsletter.
- C. If you already have a dial installation, do you have any mimeographed forms, worksheets, student job instructions, descriptions of how your system works, Teacher Orientation Guidelines, etc. - that you would be willing to share with NALLD members who would send you a stamped, pre-addressed envelope ? Even your simplest dittoed forms will be of interest to many of us. If you do have something you would care to share with us, please let us know, and tell us: (1) title of item (2) brief sketch of its use or purpose, (3) size envelope we need to send to you, (4) amount of postage needed on the pre-addressed envelope.
- D. If you are planning a new dial-access lab system, and are confused by concepts, terminology, etc. - send us your questions. We will try to find answers for some of the common problems. (We won't be able to answer every question though.)

There has been some confusion about the Directory of Language Laboratory Directors which we have been trying to assemble in each state. I would like to try to clear up some points here:

1. Lab directors do NOT have to join our NALLD organization in order to participate in this state directory. Listing their name and their school's name in the state directory places them under no obligation to NALLD or anyone else.
2. There are usually two state editors for the Directory. One works on the compilation and maintenance of the College/University part of the directory. The other person works on the High-School section of the directory.
3. Schools which do not have a language laboratory, but are planning to get one, may and should enter their name into the directory.
4. Schools which do have a language laboratory, but have not as yet designated a "lab director" (unfortunately) can add their school's name to the list.
5. The two state editors who compile the directory in each state have volunteered their services, without any pay, in the professional interest. Only their yearly NALLD dues are remitted. They are not reimbursed for their time, stencils, nor initial postage. For this reason, it is vitaly important that each person who participates in the directory provide his own pre-addressed, stamped envelope. When the directory is compiled in your state, the editor can then send you your copy easily-- by just inserting it in the envelope which you have provided.
6. One of the main reasons for compiling state by state directories is to enable lab directors, teachers, and administrators to help themselves. We hope it will be an instrument whereby, on a LOCAL level, people concerned with language laboratories and lab problems can exchange ideas; where they can find out where to go for help, in their immediate vicinity.
We can do a great deal by ourselves if we just know where to turn to.
7. High-Schools that have the greatest problems (because they have no one in charge of the lab) are also the group that has responded poorly to our invitation to participate in a directory. School administrators should be made to realize that the very existence of such a directory will channel information to the schools that need it the most. Urge High-School Administrators to get their school's name on their state's directory.
8. If you do not know who the editors in your state are, your Department of Public Instruction's Foreign Language Supervisor can probably tell you. If not, send a pre-addressed, stamped envelope to our Secretary-Treasurer (whose address is on page 1 of the Newsletter). Specify what information you desire.