



MODULE 2

2.5 SHARING MATERIAL

Now let's see how you can:

- Share learning content online;
- Find the best sharing tool according to the size and type of learning material;
- Recommend the best online sites for research.

As a language teacher, you may want to **share materials with your students**. Sharing teaching materials helps teachers and students to expand their skills, but also to collaborate, interact and exchange ideas.

This practice is very useful in **TBLT** which is based on communication, and it gets better and better if you **share interesting content that can be modified** over time, based on students' needs and goals.

How do you share content online? It is not always easy. In fact, various types of content require various sharing tools.

Interesting tools for sharing content online are **Google Drive**, **WeTransfer** and **Dropbox**. Of course, you can share content with students using **Facebook**, **Skype** or other social networks, but choosing this route is not always safe.

There are fake profiles, spam files and viruses, third-party apps or frauds. Other users might also invade your privacy or there might be discrimination in group chats.

It is up to you to choose the best sharing tools according to the activity you want to accomplish. The 'communication' of content also depends on the group dynamic and the tools needed.

Proposed tools such as Google Drive, WeTransfer, Dropbox offer free space to work on, so they are accessible to all.

For example, if you have found a good article, but you only want to use the title and not the text for an activity, how do you do this? You have two options:

Use the 'cut' function on your computer. On a Windows computer, search in the search bar for 'cut'. Once open, you can select the part of the page you need. Select only the title of the article. Let go of your selection. Your selections automatically open and you can choose to save or copy.



Use the 'cut' function in Word or PowerPoint. In this case, press the 'print screen' button on my keyboard and open PowerPoint, Word or Google slides. On Google slides, edit and paste. And here is your 'print screenshot'. Now double-click on the image, in case it is not selected, and choose the 'crop' option. Moving the corners one at a time, create the image you want to remain. When you are ready, click on crop again and there is your image!

These two options are better explained in the extra resources section.

Third example: you want to create a CV in class, but instead of creating a complete CV, you want to start with a simpler version.

You will have to use tables, text boxes and rows. Did you know that there are several templates that you can use instantly? For example for flyers and brochures, CVs, portfolios, magazine pages, calendars, catalogues, menus, recipes and so on. In the additional resources you will find tutorials that can help you understand the steps!

