

Introduction

New Cutting Edge Digital is the interactive whiteboard software for use with *New Cutting Edge* course books. We recognise that learning to use interactive whiteboards, like any new piece of technology, can be intimidating, so this guide aims to give you a jargon-free introduction to using interactive whiteboards in your classroom. The software has been designed to use the familiar, reliable content taken from the *New Cutting Edge Students' Book* in an interactive way that increases student motivation and saves you time.

What is an interactive whiteboard, and how does it work with *New Cutting Edge Digital*?

An interactive whiteboard is a piece of hardware that looks much like a standard whiteboard but it connects to a computer and a projector in the classroom to make a very powerful tool. When connected, the interactive whiteboard becomes a giant, touch-sensitive version of the computer screen. Instead of using the mouse, you can control your computer through the interactive whiteboard screen just by touching it with a special pen (or, on some types of boards, with your finger). Anything that can be accessed from your computer can be accessed and displayed on the interactive whiteboard, for example Word documents, PowerPoint presentations, photographs, websites or online materials.

Using special software included with the interactive whiteboard, you can also interact with images and text projected on the board: rearranging them, changing their size, colour, etc. This offers a much more interactive experience than using a standard whiteboard or using a data projector alone.

New Cutting Edge Digital and this guide provide an excellent starting point in building your confidence with the interactive whiteboard and teaching you about the tools you need and how to use them. You are probably already familiar with *New Cutting Edge*. The *New Cutting Edge Digital* software follows the same layout with the same contents as the coursebook. This makes it immediately recognisable and quick and easy to switch between using the book and the interactive whiteboard in class.

What are the benefits of interactive whiteboards and *New Cutting Edge Digital*?

When you use *New Cutting Edge Digital*, it will help you understand the benefits of interactive whiteboards in the language classroom.

Convenient and time-saving

New Cutting Edge Digital acts as a 'one-stop-shop' for all of the *New Cutting Edge* resources. The Students' Book, listening files and tapescripts, videos, language summaries from the back of the book as well as selected interactive flipcharts (activities specially-prepared for use on an interactive whiteboard using special software called Activstudio) are easily accessible in one place and displayed on the interactive whiteboard.

Just by touching the interactive whiteboard screen, you can move quickly and easily from an activity in the Students' Book to an audio track, perhaps looking at the tapescript for post-listening work before returning to the Students' Book. This helps you adapt the pace of your lesson according to the needs of the group and saves lots of time. No more cueing CDs or DVDs!

Focuses students' attention

The interactive whiteboard provides a useful focal point in the class. Instead of asking learners to focus on a picture or instruction in the book, you can zoom into the relevant section of the page and magnify it many times on the interactive whiteboard. Just click on any part of the page to make it zoom. The clear icons and simple controls mean that you and your students can work directly with the interactive whiteboard and avoid going back and forth from the computer to the board. Because you can stay at the front of the classroom, it is easier to keep students' attention focused on the activity at hand.

Engages different types of learners

Some students prefer to listen and absorb, others respond well to pictures, while others respond well to physical interaction. *New Cutting Edge Digital* supports users with all these preferences through its rich multi-media, audio-visual and flipchart content. The flipcharts involve a range of simple interactions, such as drag and drop, erase or write-in.

The simplicity of these exercise types means that your learners can interact with the materials with no previous typing or IT skills, facilitating more student-centred lessons. Learning becomes more active and, therefore, more memorable.

Some learners may respond to 'pyramid' learning and discussion activities where teams of learners in their seats are working with the student at the board to complete activities.

Helpful and supportive

Teacher's notes are included in every flipchart with suggestions on how to teach the lesson using the interactive whiteboard. There are also detailed notes in this guide that include teaching tips and suggestions on how to exploit the flipcharts and materials further.

By using *New Cutting Edge Digital*, you'll become familiar with interactive whiteboard technology in general and develop a repertoire of approaches to suit your teaching style. Gradually, *New Cutting Edge Digital* will give you the confidence to create your own flipchart activities.

Adds variety

New Cutting Edge Digital is an additional way of presenting *New Cutting Edge* coursebook material in your lesson. It is not, however, designed to replace the book for the student, nor is it designed to dominate your classroom teaching throughout each lesson. In any classroom situation it is important to select the appropriate tool, approach or materials to best achieve your teaching objectives.

You may, for example, only want to use *New Cutting Edge Digital* to introduce an activity to be completed in the book or to conduct feedback after a pair or group activity.

How do I teach with *New Cutting Edge Digital*?

New Cutting Edge Digital cuts down on preparation time and aims to make teaching with an interactive whiteboard easy. As with any tool, the more familiar you are with it, the easier you will find it and the more confident you will feel in class. In the initial stages, you might prefer to limit your use of the software in class to the 'zoomable' page spreads and the easy-access audio, tapescripts and videos. When you are comfortable with these, you can move on to use the flipcharts.

Familiarise yourself

If you can, look at all the interactive materials available in *New Cutting Edge Digital*, including the flipchart activities, audio and tapescripts for the module you are about to teach. Not all of the parts of the page have flipcharts but all parts of the book can be magnified to draw students' focus. Think about how and when the interactive whiteboard will make an impact in your lesson. When is it best to use interactive activities, and when is it best for students to work in their books?

Think about how students will be interacting at different stages of the lesson, in whole class, small groups or individual learning mode. At what stages will the learners be actively using the board, and at what stages will it be providing visual support? And don't forget to give your students a break from the digital edition! Sometimes switching the board off/muting the projector can be less distracting and help students focus better on the task in hand, especially with small group and discussion tasks. Remember to think about variety and balance.

Familiarise yourself with the mechanics of each digital activity and check if it requires drag and drop, erase or write-in. A small tool icon in the rubric reminds you which tool to use. Even though you'll be encouraging your students to do the hands-on work at the board, you'll need to provide both language and technical support on occasions.

Before the class, it's a good idea to check the flipchart and see where the answers appear on the page. In the interests of legibility, this will help you direct your students to write their answers in an appropriate place. The step-by-step module notes will help you with this.

Manage the classroom

The interactive whiteboard offers great opportunities for student-centred work at the board, but classroom management is crucial. With gap-fill type activities, for example, it can be time-consuming getting different students out to the board for each answer and can slow the pace of your lesson. Resist the temptation to take over the board yourself but rather experiment with ways that work for your group. Depending on the activity type, you might nominate a 'board assistant' for one activity. S/he could elicit answers from the class. Or perhaps use an 'early finisher' or invite individual students to come out while an activity is in progress. In this way the book and interactive whiteboard versions are completed at the same time and the interactive whiteboard provides ongoing feedback.

Reading

With reading activities it is generally more appropriate for students to read the text in their books. The interactive whiteboard provides an excellent focus for pre-reading work and also for post-reading text analysis: highlighting features of the text or vocabulary is a very effective use of the interactive whiteboard.

Writing

If you are preparing students for a writing task, images from the module make good prompts for brainstorming content and ideas. You might decide to use model texts from the book for process writing activities and can, for example, ask your students to highlight certain features of the text in different colours.

Speaking

In the same way, when planning speaking you may plan to exploit the on-screen tapescripts as model dialogues, highlighting features of spoken discourse in preparation for the main speaking task in the module. You may wish to zoom in on instructions and draw students' attention to key words to make sure they understand what they have to do. You may decide to leave these instructions on screen as they work, or alternatively, zoom in on the 'useful language' sections to support the students in their task. As part of general classroom practice, you might drill phrases from these sections, pointing out stress or intonation patterns, so that learners are using a correct model. Consider if or when you will show the tapescript, and what you will do with it. Decide if there are any useful phrases you want to bring to your students' attention and highlight these with one of the writing tools.

Pronunciation

Pronunciation activities can often be more effective if students are concentrating on imitating the sounds they hear and not trying to read at the same time. This is a good opportunity to ask students to close their books and try to imitate your model or the audio file in *New Cutting Edge Digital*. You can use the interactive whiteboard to annotate features you want to focus on, for example, stress patterns or phonemic symbols then cover up the patterns so the students practise without reading.

Grammar

In Grammar activities, read through the instructions in the flipchart to see if there are key words or language analysis terms you need to explain. You can use the writing tools to highlight these on the board to make sure all your students understand what is expected of them (The guided discovery approach of *New Cutting Edge* may be unfamiliar to some students.).

Some flipcharts contain links to the Language summaries at the back of the Students' Book. Use these to teach difficult grammar ideas and give contextualised examples to further support your learners.

Vocabulary

Look at the amount and level of vocabulary coming up in your lesson and decide at what stages of the lesson and how you

will introduce it. You can pre-teach phrases by zooming in on pictures from the unit or bringing in other digital images. Consider how and where you will record new words that come up. You may wish to record them on a blank flipchart or Word document.

Use other resources

You may want to use other traditional or digital resources, for example, a web page, online dictionaries or other teaching materials. Check that any content to be shown on the interactive whiteboard will be visible from the back of the classroom. Try to have digital resources minimised before the lesson so you don't have to search through folders or links during lesson time.

Does the type of interactive whiteboard I'm using make a difference?

No matter what kind of interactive whiteboard you are using, the basic way to use the program is the same.

Promethean interactive whiteboards

If you are using a Promethean interactive whiteboard, *New Cutting Edge Digital* will launch the 'Professional Edition' of Activstudio software that came with the whiteboard. This version of the software is slightly different from the software described in this guide. You may notice these differences:

- The toolbar is likely to have more tools than the one shown in this guide, but you can use the tools shown in this guide in the same way.
- You are able to have up to five flipcharts open at the same time, including a blank flipchart for note-taking or brainstorming. Any flipchart you create from scratch can be saved.
- You can write/highlight on top of the page spreads when they are zoomed or not zoomed by using 'Annotate-over-desktop' functionality.
- You can use other tools such as a timer, an on-screen keyboard, a link to the internet, etc

Contact your Promethean hardware provider for advice on how to use these additional functions.

Smart, Hitachi Starboard, Ebeam, Polyvision, Mimio or other interactive whiteboards

If you are using a different type of interactive whiteboard, the basic way to use the program remains the same because of the special Activstudio software that is installed as part of *New Cutting Edge Digital*.

By using the software that comes with your interactive whiteboard as well as the tools shown in this guide, you can:

- Write/highlight on top of the page spreads when they are zoomed or not zoomed.
- Have a blank flipchart open for note-taking or brainstorming. These flipcharts can be saved.
- Use other tools such as a timer, an on-screen keyboard, a link to the internet, etc.

Contact your hardware provider for advice on how to use these additional functions.

Support

Pearson Longman wants to help you to feel confident when teaching from *New Cutting Edge Digital*. If you experience difficulties while using the software, follow these steps until the problem is resolved:

1. Consult the FAQ in this guide (page 11).
2. Restart your computer.
3. Turn the projector and interactive whiteboard off and then on again.
4. Consult the manual that accompanies your interactive whiteboard.
5. If you think it is a problem with your interactive whiteboard, contact the hardware provider.
6. If you think it is a problem with *New Cutting Edge Digital*, please email the Pearson Longman technical support team at elt-support@pearson.com.

Comments/feedback

Pearson Longman strives to produce high quality products that meet your teaching needs. Please send your comments/feedback about the product to digitaldelivery@pearson.com.