TECHNICAL UNIVERSITY OF COTOPAXI

ACADEMIC UNIT OF ADMINISTRATIVE AND HUMANISTIC SCIENCES.

THEME:

Thesis presented previous obtaining the Science of Education Degree in major of English Language.

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Lic. Edgar Encalada.

INVESTIGATION AUTHORITY

The criteria expressed in the present investigation **"MANUAL FOR THE USE OF THE EQUIPMENT AND MATERIALS INTO THE INTERACTIVE ENGLISH LABORATORY AT THE TECHNICAL UNIVERSITY OF COTOPAXI DURING THE ACADEMIC CYCLE MARCH– AUGUST 2012"** is the authors´ responsibility.

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Chasipanta Vega Alba Lorena   Yanchatipan Molina Luis Miguel

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THESIS DIRECTOR'S ENDORSEMENT

As thesis director of this research work about:" **MANUAL FOR THE USE OF THE EQUIPMENT AND MATERIALS INTO THE INTERACTIVE ENGLISH LABORATORY AT THE TECHNICAL UNIVERSITY OF COTOPAXI**

DURING THE ACADEMIC CYCLE MARCH – AUGUST 2012.", developed by Chasipanta Vega Alba Lorena and Yanchatipan Molina Luis Miguel, applicants of the English career, I consider this investigative report contains the methodological and scientific requirement, those are enough to be evaluated by thesis validation court Honorable Academic Board From The Academic Unit Of Administrative And Humanistic science, for its own study and qualification.

Latacunga, May 2013.

…………………………..

Lic. Edgar Encalada T.
THESIS DIRECTOR

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APROBACIÓN DEL TRIBUNAL DE GRADO

En calidad de miembros del tribunal de grado aprueban el presente informe de investigación de acuerdo a las disposiciones reglamentarias emitidas por la Universidad Técnica de Cotopaxi , y por la Unidad Académica de Ciencias Administrativas y Humanísticas: por cuanto, los postulantes: Chasipanta Vega Alba Lorena y Yanchatipan Molina Luis Miguel con el título de tesis : **"MANUAL FOR THE USE OF THE EQUIPMENT AND MATERIALS INTO THE INTERACTIVE ENGLISH LABORATORY AT THE TECHNICAL**

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UNIVERSITY OF COTOPAXI DURING THE ACADEMIC CYCLE MARCH – AUGUST 2012", han considerado las recomendaciones emitidas oportunamente y reúne los méritos suficientes para ser sometidos al acto de Defensa de Tesis.

Por lo antes expuesto, se autoriza realizar los empastados correspondientes, según la normativa institucional.

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PRESIDENTE   MIEMBRO

……………………………….
Lic. M.Sc. Sonia Castro.
OPOSITOR

DEDICATORY

This investigative work "MANUAL FOR THE USE OF THE EQUIPMENT AND MATERIALS INTO THE INTERACTIVE ENGLISH LABORATORY" is dedicated to our

families because they were who have been helping us during all our students' life.

Besides, we want to dedicate this project to our baby who is the reason of our life. He taught us how to be perseverants and how to reach our goals.

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LORE Y LUIS.

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GRATEFULNESS

Our greatest gratitude to our parents because they were who made a great effort to give us the right education based on moral values, love and responsibility. We also want to thank the Technical University of Cotopaxi for giving us the opportunity to obtain our goals.

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RESUMEN

El uso de las tics en la educación es muy importante por las innovaciones tecnológicas que presentan dia a dia a los maestros para el desarrollo del proceso de enseñanza aprendizaje y los resultados obtenidos con sus estudiantes. Es por eso que el presente trabajo de tesis se realizó con los docentes y estudiantes de la carrera de inglés de la Universidad Técnica de Cotopaxi en el periodo académico marzo –agosto del 2012. El propósito fundamental de la investigación es aportar con el diseño de un manual para el uso de materiales y equipos dentro del laboratorio interactivo de inglés el cual está dirigido a los estudiantes y maestros con el fin de mejorar la manipulación de estos materiales y equipos; con el principal objetivo de mantenerlos en óptimas condiciones . Esta indagación es justificada debido que al momento de implementar el laboratorio interactivo de inglés, se presentó un gran problema como es el desconocimiento total al momento de utilizar dichos materiales. Concluyendo así, que el presente trabajo es un aporte significativo orientado al campo educativo y al mejor uso de los materiales y equipos que tiene el laboratorio interactivo de inglés.

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Abstract

The use of tics in education is quite important for the technological innovations that have every day to teachers for the development of teaching-learning process and results with their students. That is why; this thesis was done with teachers and students of the English career at Technical University of Cotopaxi in the academic cycle from March to August 2012. The fundamental objective of the research is to contribute with the design of a manual for the use of equipment and materials into the interactive English laboratory which is aimed in students and teachers in order to improve the handling of them, with the main purpose of keeping them in good operating conditions. This investigation is justified because at the time of implementing the interactive lab English appeared a big problem such as the total ignorance when using those materials. It can be concluded that the present work is a significant contribution to the educational field and the best use of the equipment and materials that have the interactive English laboratory.

CERTIFICACIÓN

Yo, Sonia Jimena Castro, portadora de la cedula de ciudadanía N°050196462-9, en mi calidad de Profesora de Inglés, CERTIFICO QUE: La traducción del resumen de la tesis cuyo tema es "MANUAL FOR THE USE OF THE EQUIPMENT AND MATERIALS INTO THE INTERACTIVE ENGLISH LABORATORY AT THE TECHNICAL UNIVERSITY OF COTOPAXI DURING THE ACADEMIC CYCLE MARCH – AUGUST 2012" Cuyo autores son los estudiantes Chasipanta Vega Alba Lorena y Yanchatipan Molina Luis Miguel, se ajusta a la realidad del idioma Inglés y al contenido que se quiere dar.

Es todo cuanto puedo certificar en honor a la verdad.

Latacunga, junio de 2013

…………………………………..
Lic. M.Sc. Sonia Jimena Castro.
        050196462-9
        DOCENTE

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Teachers' and Students´ Surveys

INTRODUCTION

The present researching work is focused on the design of a "Manual for the Use of the equipment and materials into the interactive English laboratory" at Technical University of Cotopaxi.

The design of a Manual for the use of equipment and materials into the interactive English laboratory becomes the main objective of this work, hoping the students and

teachers has all the necessary information to guide correctly each and every activities, functions and tasks that each citizen do into the interactive English laboratory.

The reality could be observed and evaluated due to direct observation, and surveys performed for each of the students and teachers through specific research techniques, getting the necessary information and examining the current status of the institution.

The design of the manual for the use of the materials and equipment into the interactive English laboratory proposed at the Technical University of Cotopaxi shows high levels of efficiency and effectiveness, which will see clearly the correct use of the materials and equipment assigned to students and teachers.

In the interactive English laboratory has been done a deep studied allowing solve the absence of a manual for the use of materials and equipment, which produces the inadequate management and operation of such equipment and materials, a problem that has been detailed in chapter I.

Chapter I shows some of the main fundamental categories which were very helpful to gather enough information about this problem, which has affected the hard way all the equipment used within interactive English laboratory.

That's why when conducting surveys and tabulations as teachers and students of the English career at Cotopaxi Technical University, in Chapter II could see that the vast majority of respondents felt the need to know the correct way to use equipment that join this interactive English lab English.

In addition, seeing all these shortcomings. In Chapter III appear the need to design a manual which will serve to make known the right way for the use of equipment and

materials interactive English laboratory. Which will has the objective the good functionality of equipment and materials.

1. - FUNDAMENTAL CATEGORIES

CHAPTER I

2.-THEORETICAL FRAMEWORK

2.1.-EDUCATION

Education is the process by which society deliberately transmits its accumulated knowledge, skills, customs and values from one generation to another, e.g., the instruction in schools. Our formal education system says only academic basics are important and that is based on collecting knowledge without understanding its value but is not a true because the knowledge is for put in practice in our daily routine. .

According to the authors, education is a major process which human beings suffer in order to fit in the universe, taking into account that there is another reality related to the world; that is the reason this author states also that life is just a step on the long road of the universe, since the education is base in the teaching-learning process and the citizens educated will exchange their knowledge to others.

2.2.-Importance of Education

MANU GOEL (1970) states that the words 'cultivate' and 'civilize' are synonymous with 'educate'. Education is important as it teaches us the right behavior and good manners thus making us civilized. It teaches us how to lead life.

Education is the basis of culture and civilization. It is instrumental in the development of our values and virtues. Education cultivates us into mature individuals, individuals capable of planning for our future and taking the right decisions in life giving a good experience.

The future of a nation is safe in the hands of educated individuals. Education is important for the economic growth of a nation. Education forms a support system for individuals to excel in life. It is the backbone of society. Education is important because it equips us with all that is needed to make our dreams come true. Education opens doors to brilliant career opportunities. It fetches better prospects in career and growth.

2.3.-TYPES OF EDUCATION

INTRODUCTION TO EXTENTION EDUCATION states education system origins have a large path. Present day education is much more structured in comparison to yesteryears; Education can be defined as the knowledge of putting one's potential into maximum use because it helps a person to make the right decision in the sphere of life.

With the development of society; education has taken many types, such as:

2.3.1.-Formal education:

Formal education can be defined as a hierarchically structured and chronologically graded education system. It comprises of primary education, higher education and full time professional training. This education system also called as mainstream or traditional education.

2.3.2.-Nursery school

It is a school for children between the ages of one and five years, staffed by suitably qualified and other professionals who encourage and supervise educational play rather than simply providing childcare. It is a pre-school education institution, part of early childhood education.

2.3.3.-Primary Education

Primary Education, also called elementary education, is for children in kindergarten through sixth grade. Primary Education provides students with a basic understanding of various subjects, abilities and skills that they will use throughout their lives.

2.3.4.-Tools in Primary Education

Some Primary Education teachers teach a lot of different subjects to a group of students so they must constantly keep students engaged in learning, elementary school teachers use several different tools to teach children and keep their attentions including:

- Games
- Books
- Movies
- Computers
- Artwork

2.3.5.-Secondary education

Secondary education is a gateway to the opportunities and benefits of economic and social development. Demand for access to higher levels of education is growing dramatically as countries approach universal primary education. It provides effort added momentum for the growth in secondary education.

2.3.6.-Higher education

Not everyone needs to go to college, and few countries make this education mandatory. However, many people find they are not adequately trained to enter the work force without additional information and skills. There is some disagreement in the definitions of higher education. Some define it purely as education that will result in a college degree, at least an associate's degree.

2.3.7.-General education

General education is provided by the following educational institutions: primary schools of general education ; primary school type kindergartens; basic schools of general education ; secondary schools of general education ; gymnasiums ; special schools; youth schools where pupils can receive basic education; vocational schools ; schools of general education for adults . Besides, pupils can receive general education in sanatorium type schools and in special regime schools of general education (intended for pupils of anti - social conduct).

2.3.8.-Adult education

Adult education is the practice of teaching and educating adults. It takes place in the workplace, through 'extension' school. Other learning places include community colleges and lifelong learning centers. It has also been referred to as andragogy.

Adult education is different from vocational education, which is mostly workplace-based for skill improvement; and also from non-formal adult education, including learning skills or learning for personal development.

2.3.9.-Alternative education

Alternative education is more known as a program. It based on beliefs of many varied ways to become educated and many types of educational environments.

Further, alternative education recognizes that everyone can be educated and it is in society's best interest to ensure that all are educated. To accomplish this requires that we provide a variety of strategies and options.

Students involved in alternative education schools indicate that the most important characteristic of teachers is that they care for students.

2.3.10.-Special education

Special education refers to education for students who may require additional support to be successful students. It also refers to education for those students who will not be able to compete in a regular classroom setting. All children are entitled to receive an education; even those children who lack the mental abilities to take on more advanced education are offered schooling which can help them master basic skills.

Education is essential and it wipes out all the wrong beliefs in our minds. It helps create a clear picture of everything around us and we no longer remain in confusion about the things we learn. Education brings up questions and also helps us devise ways to find satisfactory answers to them.

Education can lead us to enlightenment. It is education that builds in every individual, the truth to take decisions, to face life and to accept successes and failures. It instills a sense of pride about the knowledge one has and prepares him/her to live.

2.4.-English in education

BERNALD (1998) expresses Today, English is very important in the current education so desirable has been teaching in educational institutions and all people need to have a basic knowledge of a second language in this case the English would also need to know that English is the language best known around the world.

Moreover, the globalization of the world today has forced us to acquire a new language which will help us to have advantages in the field of work because the person who knows that language has more advantage for getting a job.

3.-TEACHING LEARNING PROCESS.

The old ways of learning & teaching is found to be too rigid & too out-dated. A greater opportunity of psychological principle is being truly demanded. It has been urged that the training of the young requires on the part of teacher a deep psychological knowledge. Teaching-learning process is the heart of education. On it

depends the fulfillment of the aims & objectives of education. It is the most powerful instrument of education to bring about desired changes in the students.

Teaching learning are related terms. In teaching - learning process, the teacher, the learner, the curriculum& other variables are organized in a systematic way to attain some pre-determined goal Let us first understand in short about learning, teaching and then teaching-learning relation.

It is a planned interaction that promotes behavioral change that is not a result of maturation or coincidence.

The authors of this investigation agree with them the teaching-learning process is the most important part of education, it means, this process gives a sense systematic education which the educated and the educator communicate adequately. So, the teacher has to take in to account this kind of process in order to tech his students.

3.1.-Teaching

Teaching can be thought of as the purposeful direction and management of the process. For this reason is necessary to take into account that teaching is not giving knowledge or skills to students; teaching is the process of providing opportunities for students to produce relatively permanent changes through the engagement in experiences provided by the teacher.

Megangatwood Teaching refers to the process of imparting knowledge and skills from a teacher to a learner. It encompasses the activities of educating or instructing. It is an act or experience that has a formative effect on the mind, character or physical ability of an individual.(page 87)

The authors say Teaching is basically the art of educating. Teaching usually requires a passion for learning and a deeper passion for education itself. Teaching is a profession that only those that are meant for it will survive it.

3.2.-Learning

Learning can be defined as the relatively permanent change in an individual's behavior as a result of experience or practice (i.e., an internal change inferred from overt behavior). This can be compared with the other primary process producing relatively permanent change.

Learning is a new acquiring, knowledge, behaviors, skills, values, or preferences and may involve synthesizing different types of information. The ability to learn is possessed by humans, animals and some machines. Progress over time tends to follow learning curves. Learning is not compulsory, it is contextual.

To that end, learning may be viewed as a process, rather than a collection of factual and procedural knowledge. Today everyone recognizes the need of the Technology

use in teaching science in general because they have some interesting features from the educational point of view, such as large storage capacity and access to all kinds of information.

According to the authors' point of view, all the people learn when they use or manipulate the things at work or at leisure while the big part of it is taught in classroom, but the learner most of the time forgets it, and much or what is remembered is irrelevant.

3.3.-Process

Above the authors mention some definitions of teaching and learning so is necessary to know about the concept of process into the education and it is a set of activities or events coordinated and organized to take place or happen under certain circumstances for a specific purpose.

To those authors, a process is a set of activities or events which are coordinated or organized that take place or occur simultaneously under certain circumstances for a specific purpose. This term has different meanings according to the branch of science or technique that is used.

3.4.-Essential aspects of the teaching-learning process

<u>OBRIAN PATRICK</u> says to explain the main aspects it is necessary to know that the teaching – learning process has these aspects:

a) **Discussion. -** Between the teacher and learner.
b) **Interaction. -** Between the learner and some aspect of the world defined by the teacher.
c) **Adaptation. -** Of the world by the teacher and action by the learner.
d) **Reflection. -** On the learner's performance by both teacher and learner.

3.4.1.-Learning English

BIRKENHOLZ (1909) states that learning another language in our country wakes up very little interest. Some years ago it was thought that teaching English to children was a futile charge. Today this idea has changed. So we must start by the positive assessment of learning a new language as the future of people passing through the living and the need to master other languages to improve opportunities and quality of life and to ensure coexistence and exchange culture and the short time that increases their knowledge about other cultures.

Besides, for learning another language occurs is necessary to involve the family, culture that can be a motivator for this learning. Eventually students learning a second language is benefited because it helps them better understand their first language, increases vocabulary and therefore do better in her school, university and work.

3.4.2.-Teaching English.

PITHY expresses that teaching English is so important because everybody need to know about this language that permits us to open a lot of doors in the professional life. For some time, the Ministry of Education has been promoting a plan to enhance the learning of English in the country, in order that students have better opportunities in the globalized world.

For native English speakers, there are often many opportunities for traveling overseas and teaching English language arts to students in another country. You may be wondering if you have to already know another language when teaching English to others, but some of the best English lessons are often the result of a teacher who only knows English and therefore forces the students to speak in English to communicate.

3.5.-LEARNING OF FOREIGN LANGUAGE (ENGLISH)

BARR STEVE establishes that Second language acquisition, or sequential language acquisition, is learning a second language after a first language is already established. Many times this happens when a child who speaks a language other than English goes to school for the first time. Children have an easier time learning a second language, but anyone can do it at any age. It takes a lot of practice.

This language is the most used around the world; it is the main reason for which people should study it in order to establish a dialogue with the rest of the world,

giving a great sense of international relations because the person who speaks another language could communicate without problems.

In addition, Second-language acquisition also called second-language learning is the process by which people learn a second language. Second-language acquisition is also the name of the scientific discipline devoted to studying that process. It refers to any language learned in addition to a person's first language; although the concept is named second language acquisition, it can also incorporate the learning of third, fourth or subsequent languages.

3.6.-REASONS TO LEARN A FOREIGN LANGUAGE (ENGLISH)

LEVIN FREDDIE (1887) expresses that nowadays there are many reasons to learn a foreign language such: working in another country to discovering your roots, through intellectual curiosity, romance, and secret communication. Also when the people have though in:

3.6.1.-Emigration:
When you move to a different country or region, learning the local language will help you to communicate and integrate with the local community.

3.6.2.--Travel:
A basic ability in a foreign language will help you to 'get by', i.e. to order food and drink, find your way around, buy tickets, etc. If you have a more advanced knowledge of the language, you can have real conversations with the people you meet, which can be very interesting and will add a new dimension to your holiday.

3.6.3.-Studying abroad:

For planning to study at a foreign university, college or school, you'll need a good knowledge of the local language, unless the course you want to study is taught through the medium of your L1.

3.7.1.-HOW TO LEARN A FOREIGN LANGUAGE.

STEVE KAUFMANN says that there are a lot of ways to learn a new language but here the most important:

3.7.2.-Spend the time!
The most important factor is how much time you are effort in the language. The more time you spend with the language, the faster you will learn. This means practice listening, reading, writing, speaking, and studying words and phrases.

This does not mean sitting in class looking out the window, nor listening to other students who do not speak well, nor getting explanations in your own language about how the language works. This means spending time enjoyably connected to the language you are learning.

3.7.3.-Listen and read every day!

Listen wherever you are on your MP3 player. Read what you are listening to. Listen to and
Read things that you like, things that you can mostly understand, or even partly understand.

3.7.4.-Focus on words and phrases!

Build up your vocabulary, you'll need lots. Start to notice words and how they come together as phrases. Learn these words and phrases through your listening and reading. Read online, using online dictionaries, and make your own vocabulary lists for review.

3.7.5.-Take responsibility for your own learning!

If you do not want to learn the language, you won't. If you do want to learn the language, take control. Choose a content of interest that you want to listen to and read. Seek out the words and phrases that you need to understand your listening and reading. Do not wait for someone else to show you the language, nor to tell you what to do. Discover the language by yourself, like a child growing up.

3.7.6.-Relax and enjoy yourself!

Do not worry about what you cannot remember, or cannot yet understand, or cannot yet say. It does not matter. You are learning and improving. The language will gradually become clearer in your brain, but this will happen on a schedule that you cannot control. So sit back and enjoy. Just make sure you spend enough time with the language. That is the greatest guarantee of success.

3.8.-The Foreign Language Learning into an interactive laboratory.

"The Lab" is an integral part of the Foreign Languages and Literatures Department. It supports all the languages that are taught through the use of the most modern technology including computer software programs for self-study and assignments, internet access, multi-language audio and video media, presentation equipment and numerous other techniques and materials. The Lab provides with the technology necessary and technical support in order to develop the teaching learning process in a

better way because the students have the opportunity to interact with this kind of equipment and materials.

4.-ICT´s

HACETTEPE UNIVERSITY/TURKEY states that ICT´S can be defined in two ways: As traditional communication technologies, which radio, television and conventional telephony, and as modern information technologies characterized by scanning technology content as records computing, communications, data transmission and interfaces. It serves for managing and processing information, and particularly the use of computers and programs that create, modify, store, manage, protect and retrieve that information.

4.1.-FUNCTIONS OF ICT´S INTO THE EDUCATION.

The "information society" in general and new technologies in particular has a significant impact at all levels of the educational world. New generations are naturally assimilating the new culture that is shaped and that for us, which often involves significant training efforts and adaptation.

Younger people do not have the experience of having lived in a society "more static" (as we have known in previous decades), so that for them the change and continuous learning for updates as they arise each day is normal.

Precisely to encourage this process begins to develop from informal educational settings (family, leisure ...), the school must also integrate the new culture: digital literacy, information source productivity tool for work, materials, cognitive instrument. Obviously school students should approach the culture of today, not yesterday's culture.

The main features of ICT´S in schools relate to:

- Digital literacy of students (and teachers ... and families ...)

- Personal use (teachers, students ...): access to information, communication, management and data processing.

- Management of the center: secretarial, library management, mentoring of students.

- Use training to facilitate teaching and learning

- Communication with families (through the web center ...)

- Communication with the environment

- Relation between teachers of different schools (through networks and virtual communities) to share resources and experiences, pass on information, questions.

4.1.1.-Advantages

- **Cooperative learning:** The tools provided by ICT facilitate group work and social attitudes and culture that foster the exchange of ideas and cooperation.

- **High degree of interdisciplinary**: Educational work with computers made it possible to obtain a high degree of interdisciplinary as the computer due to its versatility and plenty of storage allows make various types of treatment of a wide and varied information.

- **Technological literacy (digital, audiovisual):** Today even get in our educational communities a group of students and teachers who fall behind before the advance of new technologies, especially that relating to computer use. Fortunately more and is less that group and tend to disappear.

4.1.2.-Disadvantages

- Since cooperative learning is supported by social attitudes, a lazy society can influence in the effective learning.

- Given the rapid advance of technology, they tend to stay discontinued forcing frequently updated and learn new software.

- The cost of technology is not negligible so we must have a budget that allows generous and frequent updating computers periodically.

4.2.-The ICT into the Teaching and Learning Process

ANU SHARMA, KAPIL GANDHAR, SAMEER SHARMA, SEEMA (1870) say that ICT´S has become one of the pillars of society and today it is necessary to provide the public education need to reflect this reality. The educational possibilities of ICT´S have to be considered in two aspects: knowledge and use.

The first aspect is a direct consequence of the culture of society. You cannot understand today's world without a minimum of computer literacy. We must understand how it is generated, how it is stored, how it changes, how it spreads and how to access the information in its many forms (text, images, sounds) if you want to be outside the cultural currents.

It is not easy to practice teaching ICT to solve all the problems that arise, but try to develop education systems that link the various aspects of computer and transmission of information, while being the most constructive possible from the methodological point of view.

Therefore, programs aimed at training teachers in the educational use of New Technologies of Information and Communication objectives should aim to:

- Contribute to the updating of the educational system that a society strongly influenced by new technologies demand.

- Provide teachers with the acquisition of theoretical and operational skills that enable them to integrate into their teaching, teaching aids in general and based on new technologies in particular.

- Acquire an overview of integrating new technologies into the curriculum; analyzing the modifications suffered its elements: content, methodology, evaluation, etc.

5.-INTERACTIVE ENGLISH LABORATORY

The Virtual English Lab is a complete virtual learning environment in which the Educational Community of Extremadura can find a whole set of web tools and Educational digital contents that may improve the teaching and learning process of the English language, from its linguistic skills, putting special emphasis on oral expression and comprehension.

By Engineering and Technology (ABET) "states as requirements of the laboratory: the performance of work "appropriate" in all curricula and combine theoretical and practical elements." (Construction and Technology book page, 21).

The authors express that, an interactive English laboratory is an academic area with computer equipment and specialized software to practice the English language, where students interact verbally with computers.This laboratory combines technological and human resources that allow us to respond to the needs of students, allowing them to learn the English language in a more appropriate since the passing of time means a learner have become independent and improving and improving.

On the other hand, students have the need to have a place in which they can navigate in order to acquire a new language (English).

5.1.-VIRTUAL LABS

VIRTUAL LAB FOR LINUX (1999) states that the Laboratory is an interactive classroom where we affirm our theoretical knowledge. That is going to put into practice what we acquire in the theory. The laboratory must carry certain characteristics in terms of its location and shape of the facilities, etc.

A laboratory is a place that is equipped with the means to conduct experiments, research or scientific work or technical. In these areas, environmental conditions are controlled and standardized to avoid outside influences that alter the planned measures and to allow the tests are repeatable.

Conditions that an attempt to control and standardize laboratory, are the atmospheric pressure (to prevent ingress or egress of contaminated air), humidity (and the vibration level (to prevent altering the measurements)

The laboratory must have smooth and resistant to corrosion and heat, the paint should be light colored; the laboratory must be constructed of durable material sand lighting must be adequate. All laboratories must be well equipped with the equipment and materials in good operating conditions, everything necessary to function as it should be.

There are also proper techniques for cleaning and conservation of the equipment and materials of the Interactive English Laboratory. There are also methods to provide assistance when there is an accident in the laboratory.

A virtual lab is a set of network shares (a digital notebook, files, bus-stay, etc...) So that users can implement, through remote control, monitoring of experiments and management of these resources. In this section we present various topics readers out interesting and fundamental issue related to the virtual laboratory.

Virtual labs use the power of computerized models and simulations and a variety of other instructional technologies to replace face to- face lab activities. An example of a virtual lab is a collection of digital simulations supported by discussion forums, video demonstrations, hyperlinked glossaries, and e-mail lists organized in a World Wide Web format or on a CD in a shell produced by an authoring language such as Author ware or Director.

An interactive English lab is a place where the students can use the new technology by themselves in order to improve their language in this case it is English. The laboratory is a good environment where the people could learn and improve the knowledge in a funny way because they put in practice the theory element.

Also there the teaching learning process develop in a better way since the students could improve the four English skills since this kind of laboratories has the support of audio-lingual methodologies and more technology that help it.

5.1.1.-Virtual Labs Advantages.

Virtual labs allow students to repeat demonstrations that they do not understand or as a review for exams. Quick time movies are a popular way of presenting virtual demonstrations. They present fewer technical challenges than many other technologies and have a high degree of detail and realism.

5.1.2.-Virtual Labs Disadvantages.

The biggest disadvantage of virtual labs is that they are removed from the reality of the lab, which may already be removed from the reality of biology by fixing, staining, and thin sectioning.

The quality of experience from virtual labs does not have the immediate and embodied impact of handling specimens and live organisms. Even prepared microscope slides engage the student in interpretation of structure in ways that photographs, movies, and animations can never do.

5.2.-Interactive learning.

CONJECTURE CORPORATION says that interactive learning describes a method of acquiring information through hands on, interactive means. The opposite of interactive learning is passive learning, which is merely observing a learning process or just listening to information. Interactive learning is a common method employed in schools today and often involves the use of computers and other tangible equipment.

Interactive learning permits to acquire information through hands because the students interact with the machine. The opposite of interactive learning is passive learning, which is merely observing a learning process or just listening to information. Interactive learning is a common method employed in schools today and often involves the use of computers and other tangible equipment.

From very early on, children begin learning both interactively and passively. They acquire much of their language through passive learning, while much of their physical development is a result of interactive learning. As children grow, they continue to learn both passively and interactively and to respond differently to each method.

In school, teachers often use interactive learning as a way to get their students involved. Teachers are not always successful at engaging their students when introducing lessons through typical lecture.

5.3.-Interactive Teaching.

DR. LOUIS ABRAHAMSON (1981) expresses that interactive teaching is the term given to a strategy or style of teaching developed through research undertaken as part of the Learning in Science Project at Waikato University in the80s.

The concept that every learner makes their own meaning from any experience is called constructivism and underlies aspects the curriculum frameworks currently being used. To confuse the issue however, the idea of defining specific learning

objectives for students to achieve, which is also part of recent world-wide curriculum developments is in many ways in conflict with a constructivist philosophy.

Interactive Teaching does not mean just leaving students to make whatever sense they can from any experience (learning by doing), but, to be of value, needs the interaction of sensitive teachers to interact and challenge student thinking exposing them to new ideas. The phrases 'focused teaching' and 'the teacher as a cognitive coach' are often used to define this more positive role for the teacher.

The language laboratory has revolutionized the way we teach and students learn a language within just a term of using it. This piece of software can be as simple or as elaborate as the teacher chooses and, that is, in my opinion, one of the great benefits of this solution.

The language laboratory is a very helpful tool for practicing and assessing one's speech in any language. It provides a facility which allows the student to listen to model pronunciation, repeat and record the same, listen to their performance and compare with the model, and do self-assessment.

6.-Manual to use of the materials and equipment

Manual is a set of information which is controlled by a human operator. A detailed handbook carefully explains how to put into practice information, and gives instructions on how to solve problems as they occur.

BY MROJAS "Are a set of rules that describe a systematic way activities, work to be performed by members of the Organization for the purpose of efficiently achieve company objectives" (Page 03)

David L. Wrubel. Copyright 2010"Comprehensive and step-by-step guide to a particular topic for both beginners and practitioners that also serves as a reference book. A manual details what is given and what is required, explains how to put the presented information into practice, and instructs how to solve problems as they

occur. This term is commonly used interchangeably with handbook." BusinessDictionary.com

The authors express, it is a group of rules that the people use all the time since those rules protect the equipment and the people that use them in order to keep the equipment of the laboratory in good operating conditions for a long time. A manual is created to solve the problems into a organization or institution.

6.1.-Importance of a manual.

The importance of the manuals is that they explain in detail the procedures within an organization through them we can avoid big mistakes that often make within the functional area of a laboratory.

The purpose of this manual is to provide an updated, concise and clear of the activities in each process. Therefore, a manual can never consider eating finished and complete, as it must evolve with the organization.

They are also useful when it comes to handling equipment and laboratory materials as it explains everything about them. Today is a very important requirement that institutions hold manual today to give a good use of materials and equipment.

True guidance is to establish a working guide, official and rational, formalizing the approval of all administrative instruments and establishing the mandatory use through a manual, to avoid the long and hard work of the organization is diluted, distorted, denied and even ridiculed by some people who usually fight it in every possible way because they consider it unnecessary.

6.2.-Objectives of manual

There are some objectives that carry out into the laboratory such as:

- Specify the functions assigned to each unit, to define responsibilities, avoid duplication and identify omissions.
- Save time and effort by avoiding the repetition of instructions.
- Streamline the teaching learning process.
- Determine the responsibilities of each unit and in conjunction with the rest of the organization.

- Clearly establish the degree of authority and responsibility of different hierarchical levels within it.
- Promote the rational use of human resources, materials, technology available.
- Function as a means of communication and coordination.

6.3.-Advantages and Limitations

6.3.1.-Advantages:

- They are a constant source of information on the general practices of a laboratory.
- They are a support tool in training and staff training.
- Achieve and maintain a strong organizational plan.
- Ensure that all stakeholders have an adequate understanding of the general plan and their own roles and relationships involved.
- Determine the responsibility of everyone in the laboratory.

6.3.2.-Limitations:

- They are a tool, but not the solution to all problems that may arise.
- If you are constantly updated, become outdated quickly.
- Many people consider the laboratories that are too small to need a manual that describes issues that are known to all members.
- Some consider too expensive, restrictive and laborious to prepare a manual and keep up to date.
- There are fears that could lead to strict regulations and stiff.

6.4.-Manual Structure

The main parts of a manual may be the following:

- Table of Contents
- Introduction
- Instructions for using the manual
- Body of the manual

- Flow Charts

- Glossary

- Conclusions

- Recommendations

- Annexes

6.5.-Manual Needs

Nowadays, the institutions are adopting the use of manuals in order to satisfy different needs. You need a manual when occur some of the following circumstances:

- Many persons performing similar activities and complex.

- High turnover of staff between jobs.

- Jobs highly specialized and repetitive

- Large functional information flows, which may determine the need to standardize the collection, processing and data management.

6..-Equipment.

BROWN UNIVERSITY states that the equipment and materials safely and in good operating. Reaching or extending the useful life of materials and equipment into a laboratory. Good maintenance tends to prolong the life of materials and equipment to achieve an acceptable return on them for longer and reduce the number of failures.

The laboratory equipment and materials allow you to name the wide variety of instruments or tools used, as the term implies, in a laboratory. These materials are designed so that students can by themselves interact with the machine and create awareness in a more effective way.

In general, laboratories use interactive computers, data show, mimio and more diverse materials that develop learning.

The materials used in laboratories require different care in order to keep them more time in good operating conditions.

Equipment may be defined as all such instruments which are used for producing any product or machine or service. They have specific design to handle specific activities. They are purchased for long period. So, equipment is the part of fixed assets. We charge depreciation on equipment with certain rate of depreciation.

There is little difference between machine and equipment. Machine has its own system to do any work but equipment is just a mechanical tool for using production or making or repairing any big machine.

CHAPTER II

7.-CHARACTERIZATION OF THE TECHNICAL UNIVERSITY OF COTOPAXI

In Cotopaxi the hoped dream of a higher education institution is reached January 24, 1995.The active forces of the province make it possible, after countless efforts and having as antecedent the extension that created the Technical College of the North.

The local UNE-C was the first administrative home, then the school premises Luis Fernando Ruiz greeted the enthusiastic university, and later the Institute of Agriculture, Simon Rodriguez, was the setting for academic activities, to finally settle in your own home, thanks to the adequacy of a half-built building that was meant to be Social Rehabilitation Center.

There are currently five hectares that make up the campus and 82 of the Experimental Center, Research and Production Salache.

The students have clearly defined institutional position at the international and domestic dilemmas; we are an organization that defends a principle of self-determination of peoples, respect for gender equity.

In these 15 years of institutional life has achieved maturity and emancipation that crucible of struggle for the good of the community, especially the most isolated and urged to address their needs. The new institutional challenge with the authorities continued commitment to quality and excellence in education.

8.-ANALYSIS AND INTERPRETATION OF RESULTS

9.-ANALYSIS OF THE SURVEYS APPLIED TO THE TEACHERS AT THE TECHNICAL UNIVERSITY OF COTOPAXI.

1.-Do you think that an interactive English lab is important into the teaching learning process into the English career?

Table 1

Options	# teachers	%
Yes	6	100%
No	0	0%
Total	6	100%

Graphic 1

Source: "Technical University of Cotopaxi"

Elaborated by researchers.

In a group of 6 teachers, the 100% of them agree with the question # 1 that considered the interactive English laboratory as an important tool into the teaching learning process.

According to these results, the majority of the teachers considered that the interactive English Laboratory is very important into the teaching learning process since it permits to the students develop the abilities, skills .Besides, the interactive English laboratory will help the English students to be competent professionals.

2. - How much indispensable is the equipment into the teaching learning process?

Table 2

Options	# teachers	%
Much	6	100%
Little	0	0%
Nothing	0	0%
Total	**6**	**100%**

Graphic 2

Source: "Technical University of Cotopaxi"

Elaborated by researchers.

In this question, 100% of the teachers said that the functional equipment is very important into the teaching-learning process since it permits to develop the knowledge in a better way.

Analyzing the results the teachers think that the functional equipment help the students improve their skills due to the good conditions of them the students could interact and acquire the knowledge funnier and easier way.

3.-What is the best equipment into an English lab for you?

Table 3

Options	# teachers	%
Portable equipment	2	33%
Fixed equipment	0	0%
Both	4	67%
Total	**6**	**100%**

Graphic 3

In the question #3, most teachers that represent 67% mentioned that both equipment are the best. Also it is following with the 33% that considered that the portable equipment is so important into the English laboratory in order to develop the knowledge.

In this case the major part of teachers considered that the portable and fixed equipment are so important because they permit to exchange knowledge between teachers and students since they will make an interactive class.

4.-Do the audio-visual resources develop the student´s skills?

Table 4

Options	# teachers	%
Yes	6	100%
No	0	0%
Total	6	100%

Graphic 4

In this question, 100% of the teachers said that the audio visual resources obviously help the student´s skills with the facility of use them.

Analyzing the results, they show that in its totality that the teachers agree with the question since the audio visual resources help the students improve their skills in a funny and easy way. Also the teachers think that the audio visual resources are other way to learn another language in this case English with an interaction between human and machine because students acquire the information better.

5.-Do you think, the comfort into the interactive English lab is necessary to develop the skills?

Table 5

Options	# teachers	%
Yes	6	100%
No	0	0%
Total	6	100%

Graphic 5

In a group of 6, teachers agree with the question that totally represents the 100% who considered that the comfort is so important into the Interactive English laboratory since the students could be fine and work with emotion.

Analyzing the graphic, the best part of teachers think that the comfort is important into the interactive English laboratory because it permits the students focus into the teaching learning process since the comfort plays an important role because if the students feel well they could work better.

6.-Is there enough equipment functionality into the labs at Technical University of Cotopaxi.

Table 6

options	# teachers	%
Yes	6	0%
No	0	100%
Total	6	100%

Graphic 6

Source: "Technical University of Cotopaxi"

Elaborated by researchers.

Teachers show that the 100% of them agree in this question that there is not enough equipment functionality into the university since they could not work with the modern equipment into the actual laboratory due to a lot circumstances.

Analyzing the results the total of the teachers considered that there is not the enough equipment functionality at the technical university of Cotopaxi because the institution does not count with the enough money in order to acquire the necessary equipment for the laboratory in order to improve the English career.

7.-do you know how to use the equipment and materials into the interactive English laboratory?

Table 7

Options	# teachers	%
Yes	2	33%
No	4	67%
Total	6	100%

Graphic 7

Source: "Technical University of Cotopaxi"

Elaborated by researchers.

In the question #7, the main part of the teachers that represents the 67% mentioned that do not have knowledge about how to use equipment and materials of an interactive English laboratory since each one need different use.

Analyzing the results, the major part of the teachers don't have information about how use materials and equipment for that reason is necessary put emphasis in that problem and design a manual in order to explain how use in a correct way the equipment and materials.

8.-Is it indispensable to design a manual that contain any information about how to use the equipment and materials into the interactive English lab?

Table 8

Options	# teachers	%
Yes	6	100%
No	0	0%

Total	6	100%

Graphic 8

In the question #8, the main part of the teachers that represents the 100% mentioned that is important to have information about how to use the equipment and the materials into the interactive English laboratory since there are a lot of kinds of materials and equipment and each one is different to use.

According to the graphic, the major part of the teachers considered that is necessary have information about the use of the equipment and materials because it will avoid the malfunction of them and the teachers will use the equipment and materials correctly.

9.-Do you consider essential to use a manual in order to get a good use of equipment and material into an interactive laboratory

Table 9

Options	# teachers	%
Yes	6	100%
No	0	0%
Total	6	100%

Graphic 9

At the same way as the last graphic a total of 100% of the teachers agree with the implementation of a manual in order to use correctly the equipment and materials into the interactive English laboratory.

The percentage indicated shows that the total of teachers considered that it is essential to apply a manual that will help to the teachers and the students how use the equipment and the materials in a better way. Also it will permit maintain them for a long time in good operating conditions.

10.-ANALYSIS OF THE SURVEYS APPLIED TO THE STUDENTS AT THE TECHNICAL UNIVERSITY OF COTOPAXI

1.-The equipment into an English lab should be?

Table 10

options	# students	%
Portable equipment	8	10%
Fixed equipment	15	19%
Both	55	71%
Total	**78**	**100%**

Graphic 10

In a group of 78 people, in the question #1, 55 students that represent 71% consider that both kinds of equipment are necessary to use the laboratory in a better way, on the other hand, 15 students with the 19% mention that Fixed equipment is the most used into an interactive lab and, finally 17 students who symbolize 10% are convinced that Portable equipment is the best.

These results are important because the researchers can know that nowadays the students prefer to work with all kinds of equipment since in this way we will learn a new language by using some kinds of ICTs.

2.-Does the fragile material hinder the handling of equipment?

Table 11

Options	# students	%
Much	26	33%
Little	48	62%
Nothing	4	5%
Total	**78**	**100%**

Graphic 11

Source: "Technical University of Cotopaxi"

Elaborated by researchers.

The question 2 shows that 48 students with the 62% said that the fragile materials create a big problem into an interactive lab. Also, 26 students with the 33% expressed that the fragile materials are the most complicated to manipulate into a lab and finally, 4 students who denote 18% express that there is not any problem with the equipment. The results manifest clearly that the fragile material obviously produce problem into the interactive lab, since they can be used if the teachers and students will know how to manipulate them in a correct way in order to keep each one in good operating conditions for a long time.

3.-Do the audio-visual resources help the students´ skills?

Table 12

Options	# students	%
Yes	78	100%
No	0	0%
Total	78	100%

Graphic 12

Source: "Technical University of Cotopaxi"

Elaborated by researchers.

78 people that represent the 100% said that all audio-visual resources are so important into the interactive laboratory because they help the students´ learning and the teachers can teach their subjects easier.

Taking into account that audio-visual resources help the students, they said that an interactive laboratory must contain all types of technological resources in order to improve the English teaching learning process..

4.-Is the comfortability in the lab necessary to develop the language skills?

Table |13

Options	# students	%
Yes	78	100%
No	0	0%
Total	78	100%

Graphic 13

Source: "Technical University of Cotopaxi"

In this question all students (100%) express that it is essential use equipment that solve the comfort problems since the students believe that if they can feel a big comfort into the laboratory they are going to develop the knowledge in a better way. So, it means that in order to implement an interactive lab the researchers must apply some kind of comfort since it helps a lot.

5.-Which of these options are considered indispensable to get enough comfort in an English lab?

Options	# students	%
Space	13	15%
Functional equipment	6	7%
Infrastructure	12	13%
All	57	65%
Total	88	100%

Table 14

Graphic 14

In the question number 5, the researchers can appreciate that 57 students that represent the 65% explain that all of this options are indispensable because they are a

set of comfort. On the other hand, 13 students with the 25 % accept that just the space gives a great environment in order to develop the teaching –learning process in a better way.

The infrastructure is essential to 12 students that represent 13 % but 6 students with 7% said that functional equipment is the principle part into an interactive laboratory. All of this means that to develop a good comfort into an interactive lab it is necessary to use: space, functional equipment, infrastructure.

6.-How do you consider the functionality of the equipment in the teaching learning process will be?

Table 15

Options	# students	%
Excellent	74	95%
Good	4	5%
Deficient	0	0%
Total	78	100%

Graphic 15

Source: "Technical University of Cotopaxi"

Elaborated by researchers.

In a sample of 78 people that represent the 100%, 74 that are considered as the 95 % they express that it is very important to get a good functionality of the equipment in order to use the lab in the best way ,meanwhile, 4 students with the 5% think that it is little important.
According to this, functional equipment is so important into the teaching learning process because it permits to create a great relation between teachers and students.
So it is essential to use a kind of equipment that gives a good functionality into an interactive lab.

7.-Do you consider necessary the instructions to manage the equipment and materials into an interactive English lab effectively?

Table 16

options	# students	%
Yes	76	97%
No	2	3%
Total	78	100%

Graphic 16

Source: "Technical University of Cotopaxi"

Elaborated by researchers.

Most of the people that represent 97% consider that it is necessary to apply some instructions to manage the equipment and materials.

On the other hand the 3 % says that it is not important to apply them.

So, the researchers have taken into account that if the students need to know the instructions they must to apply a manual in order to improve the use of equipment and materials into the interactive lab.

8.-Do you consider essential to have a manual in order to get a good use of equipment and material into an interactive laboratory?

Table 17

options	# students	%
Yes	75	96%
No	3	4%
Total	78	100%

Graphic 17

Source: "Technical University of Cotopaxi"

In a group of 78 students, 75 that represent the 96% have expressed that is necessary to have a manual for use of the equipment and materials of the lab because if the teachers and students know how to use them well, the knowledge development will be greater. Besides, a small group of students (4%) said that in the use of equipment is not necessary to apply a manual because they think the equipment use is easy and obvious.

According to the answers, a manual is essential and practical since if teachers and students know how to use the equipment and materials, they will improve the English learning process.

11.-Conclusions

- It is necessary to implement fixed and portable equipment.

- The audio-visual resources help improve the teachers and students skills.

- The functional equipment permits to develop the four skills in the English learning.

- The instructions to manage the equipment are indispensable into the interactive lab.

- A manual will help compile some instructions in order to manage the equipment into the interactive laboratory.

12.-Recommendations

- It is advisable the implementation of both kind of equipment (fixed and portable) to facilitate the comfort into the interactive lab.

- It is necessary to take care to the equipment to obtain good functional equipment since it helps the students' knowledge for a long time.

- The students and teachers must use correctly the equipment and materials to improve the student´s skills into the interactive laboratory.

- The interactive lab must have the most important instructions in order to manipulate the equipment easily.

- It is recommendable to apply a manual which contains specific instructions about how to use the equipment and materials into the interactive lab.

CHAPTER III

13.-Proposal:

Design of a manual for the use of materials and equipment into an interactive laboratory by teachers and students of the English career.

Informative data:

Institution: Technical University of Cotopaxi

Career: English career

Province: Cotopaxi

City: Latacunga

Parish: Eloy Alfaro

Neighborhood: San Felipe

Researchers:

- *Chasipanta Vega Alba Lorena*
- Yanchatipan Molina Luis Miguel

14.-Importance

Firstly, this project is important because it will contain all the information that the laboratory users need in order to clarify their questions about how to use the equipment and materials into the Interactive English laboratory.

Also, it is important since all laboratories must have a manual in order to have the equipment and materials in good operating conditions.

15.-Justification

An interactive laboratory has an important role into the teaching learning process since it permits the students learn in a funny and interesting way.

On the other hand, this project will give a great theoretical contribution to the technical university of Cotopaxi since there is not a manual in order to keep the materials and equipment into the interactive English lab in good operating conditions.

Also, it is necessary to take into account that this project will help as much teachers as students to know the correct use of the materials and the equipment due to it will contain the instructions of how to manage them.

Finally, it has a social relevance that will serve to the academic purposes in general.

15.1.-General objective:

- To improve the use of equipment and material into the interactive English laboratory serving as a vehicle for information and guidance to teachers and students when they are interacting in the laboratory.

15.2.-Specific objective:

- To identify the main concepts about the equipment and materials in the interactive English laboratory.

- To improve the use of equipment and material into the English interactive lab in order to maintain them in good operating conditions.

- To make the final guide be available for its use into the English interactive laboratory.

16.-SCIENTIFIC FOUNDATION

Nowadays, it is very important to learn the English language as people know this language is the second one around the world and the people use it in order to make a good relation with the rest of the world, for this reason the researchers have decided investigating the most important information with the objective of helpING the students into the interactive lab .Also, the project containS easy and concrete information; in fact this project will improve the use of the laboratory.

17.-METHODOLOGICAL FOUNDATION

The researchers have included the principal explanations but in a methodological way which are used in all labs for solving the problems with the equipment and materials. In order to improve the use of equipment and materials this project must contain methods and techniques about how to use the equipment and materials which will help as much teachers as students into the interactive English laboratory.

18.-PSYCHOLOGICAL FOUNDATION

This project has the idea of creating an easy manage of the equipment and materials, in order to maintain them in good conditions. Also the researchers think that the project information has an important role into the English interactive laboratory since it permits a better use of the equipment and materials.
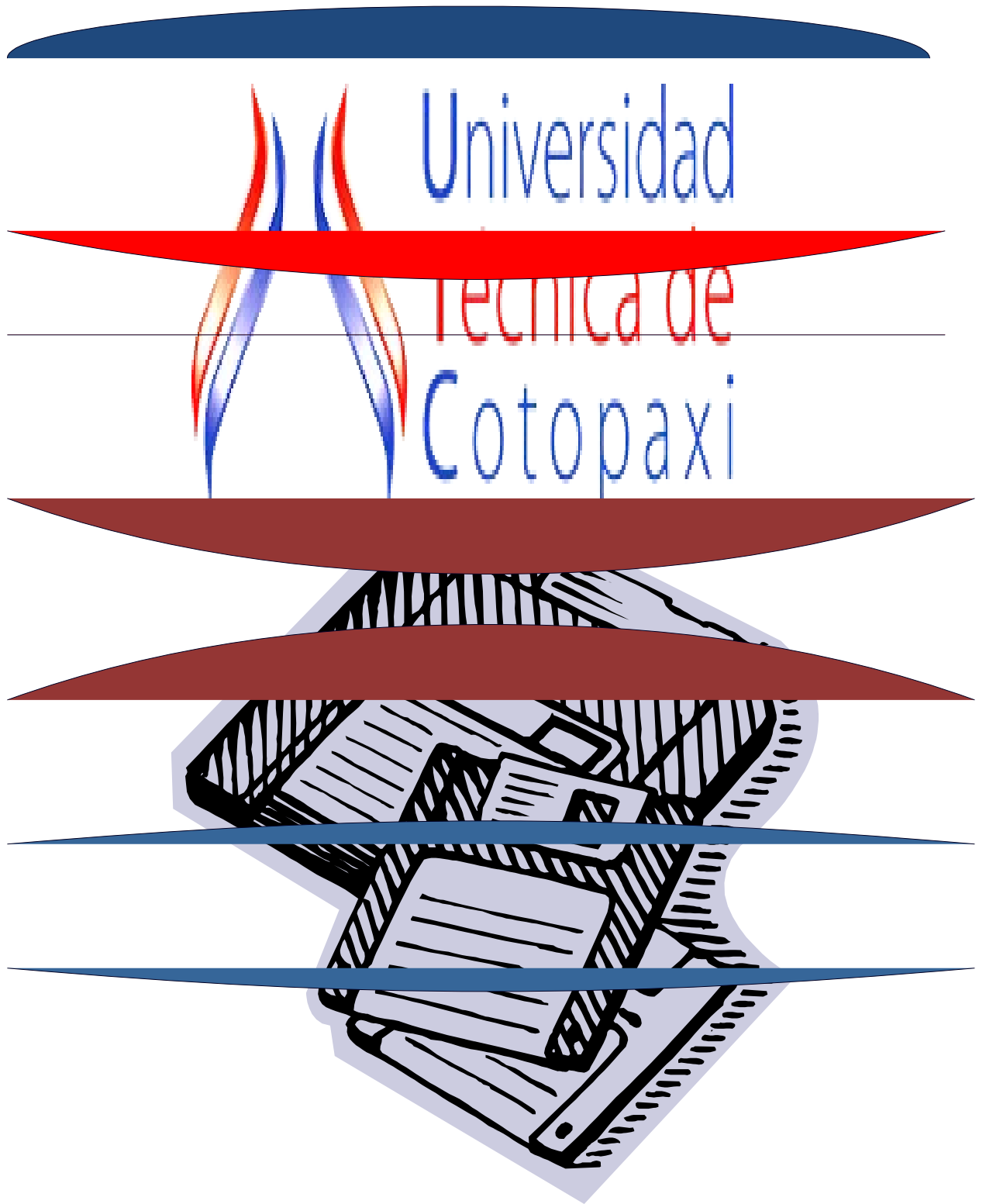
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MANUAL FOR THE USE OF THE EQUIPMENT AND MATERIALS INTO
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"Nothing in the world can take the place of persistence. Talent will not; nothing is more common than unsuccessful men with talent. Genius will not; unrewarded genius is almost a proverb. Education will not the world is full of educated derelicts. Persistence and determination alone are omnipotent. The slogan, 'Press on,' has solved and always will solve the problems of the human race."

Calvin Coolidge

1872-1933

INTRODUCTION.

The manual to use the equipment and material specify and describe all the advantages, disadvantages, the misuse, warnings and dangers that there are in the use of them.

This manual for the use of the equipment and materials will be avaible as many teachers as students involved and it will maintain update in order to guide to the good use of the equipment and materials.

When the teachers and students read this manual, they can appreciate the researches interest for maintaining high quality levels in education using the equipment and material in good operating conditions.

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INSTRUCTIONS FOR USING THE MANUAL

The manual is structured in a defined order to complete reading, so as to facilitate individual consultation and therefore practical use.

This manual considers critical because the prerequisite for the use of materials and laboratory equipment is to know what the ways to take care of these are.

These issues will be undertaken the actions that the institution deems most appropriate in the face of improvement. From each of them gets a brief but enough of the reasons why it should be taken into account in the use of materials and laboratory equipment.

It also provides many detailed photos of the right way to make good use of these materials.

Objective.

This manual has the objective of establish the rules for the use and handling of equipment and materials into the interactive English laboratory.

Scope

The content of this manual is the obligatory character for English interactive laboratory of the Technical University of Cotopaxi since all laboratory needs a manual for proper operation.

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GLOSSARY OF TERMS

Assistance.-

Help, advice, support or solution of doubts and computer problems.

CPU.-

Central Processing Unit Computer.

Computer equipment.-

Personal computers (laptop and desktop) and accessories.

Peripheral.-

Independent auxiliary device connected to the CPU of a Computer.

Software. –

A set of programs, computer instructions and rules to perform certain tasks on a computer.

Defragmentation.-

It is the process by which the files are arranged on a disk so that each remains in a continuous area without unused spaces between them.

Wireless. -
It is the transfer of information between two or more points that are not connected by an electrical conductor.

Garbage.-
It is what someone leaves behind that they do not want to use anymore. It can also be called waste or rubbish. A definition of garbage is anything left behind at a place where you used to be, but are not anymore.

Shake.-
To move or sway with short, quick, irregular vibratory movements.

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Sleeve.-
It is the part of a garment that covers the arm, or through which the arm passes or slips. The pattern of the sleeve is one of the characteristics of fashion in dress, varying in every country and period.

Damp.-
It is the presence of unwanted moisture in the structure of a building, either the result of intrusion from outside or condensation from within the structure.

Swab. –

A small piece of absorbent material attached to the end of a stick or wire and used for cleansing or applying medicine.

Vents.-

A means of escape or release from confinement; an outlet.

Amounts.-

The total of two or more quantities; the aggregate.

Vacuum .-

It is space that is empty of matter. The word stems from the Latin adjective vacuus for "vacant" or "void". An approximation to such vacuum is a region with a gaseous pressure much less than atmospheric pressure.

Roof.-The cover of any building, including the roofing (see Roofing) and all th e materials andconstruction necessary to carry and maintain the same upon t he walls or other uprights.

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Brightness.-
The luminance of a body, apart from its hue or saturation, that an observer us es to determinethe comparative luminance of another body. Pure white has th e maximum brightness, and pure blackthe minimum brightness.

Kept.-(especially of promises or contracts) not violated or disregarded; "unbro ken promises"

Fixtures.-

Something attached as a permanent appendage, apparatus, or appliance.

Kindle.-

To set fire to or ignite (fuel or any combustible matter).

Shutdown.-

A suspension or stoppage of function or operation.

Mimio. –

It is a brand name of a line of technology products aimed at the education market. The primary products are focused around computer whiteboard interactive teaching devices.

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MANUAL FOR THE USE OF THE EQUIPMENT AND MATERIALS INTO THE INTERACTIVE ENGLISH LABORATORY

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How to maintain the equipment and material of the Interactive English laboratory in good conditions.

Desktop.

A programmable electronic device that performs mathematical calculations and logical operations, especially one that can process, store and retrieve large amount of data very quickly; now especially, a small one for personal or home use employed for manipulating text or graphics accessing the internet, or playing games or media.

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Desktop advantages and disadvantages

When we talk about the advantages and disadvantages of the computer, note that we cannot deduct importance to any part, since all of them take part of the teaching-learning process, each of them has a specific function that would be impossible to minimize. So here we have some advantages and disadvantages to consider:

Desktop advantages:

a. Mobility to connect to the internet (if it has wireless or wireless card).Saving many external peripheral devices.

b. Usually these computers are for office use and not for games (lack of good video accelerator card), except for the Mac that are for design of professional audio and video.

c. Save space and cables.

d. Comfortable design.

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Desktop disadvantages:

a. Absolutely Fragile.

b. Overheating.

c. The technical service is more expensive.it brings only one reading and recording unit.

d. Few USB ports and those result uncomfortable.

e. The internal cleaning is difficult

ADVERTISEMENT

1.-Always alert your teachers or staff in charge of the equipment immediately if you think something is unclear or seems dangerous

2.-Never manipulate electronic equipment if you have drinks or food in your hands.

3.-Never leave equipment switched on after the class.

4.-Always keep work area clean.

5.-Never walk into the designated areas for wiring of equipment.

6.-Never manipulate software if you have no prior knowledge of this.

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Tips to care the computer

Caring the desktop internally and externally not only keeps it running smoothly and efficiently, it also can extend the life of the desktop. Here are some helpful tips to keep your computer in a wonderful condition.

Protects the screen.-Avoid touching to reduce the frequency of cleaning, because If you do more often there will have more opportunities to scratching. If it is a laptop: When closed, the keyboard cover with a flannel, to prevent to lift or carry the team to garbage deposited on the keypad and screen scratches.

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Protect it from dust.-Regularly turn the keyboard and shake gently to eject the accumulated particles between the keys. You can also use a vacuum cleaner to suck sleeve mini if desktop, or closed, if it is portable

Use the correct cleaning products.- For the screen and casing, use a chamois or flannel moistened with water or a special solution. For the keyboard and vents, shoot compressed air, or rubbed with a damp swab. For your safety, unplug the unit before cleaning with any liquid.

Protects from moisture.- Prevent spill any liquid on the keyboard, avoid putting your soda or coffee on the table where you are using the computer.

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Avoid overheating.- If it is desktop, the area must be clean, because excess powder can saturate the air vents. If you have a laptop, place it on a stand or table, not on the bed or the chairs, to give air circulation

Anti-virus software. - Install a reputable anti-virus will help you rid your computer from viruses, Trojans and more., Which make it immensely slower. There are hundreds of programs to choose. I suggest Kaspersky Anti-Virus. It has some of the best programs on the web. There is also free anti-virus available, but are not as effective as payments.

Anti-spyware software. - Spies, like viruses, they make slow to the desktop in a tremendous way. Most spyware is installed without knowledge, when you open the Internet or open random emails. To remove them, I suggest downloading the Spy-Bot Search and Destroy. It is absolutely free and one of the best anti-spyware available.

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By Jairo Boudewyn
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weboso.deviantart.com / jairob.deviantart.com

Disk Defragmentation. - The fragment of the hard drives happens when you delete files, move or when computer loses power unexpectedly. Defragmenting regularly helps to arrange your files, optimize them for faster access. The Windows operating system has this feature and it is very easy to use from the start menu. Or you

can download the free version of the defragmenter Auslogic, which I think is better.

Registry defragmentation. - The registry and hard drives, needs to be defragmented regularly. Auslogic program also provides a program that performs this function.

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External cleaning. - Over time, the inside of your computer can collect massive amounts of dust. This obstructs airflow and increases the amount of heat inside the CPU, which can damage expensive components. Buy a small vacuum and dusted regularly.

Keep the pc updated. - Upgrade the PC on a regular basis with the latest drivers and software updates. Doing this will improve the efficiency of many programs and overall performance.

Background programs. - All programs that run on the desktop use a small amount of memory. If it has too many programs running in the background at the same time, the computer can take much longer time to respond and can grow slowly. Disable many of these processes release memory and accelerate the response of your computer.
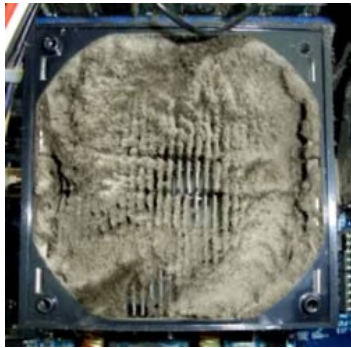

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PROJECTOR

The projector is a device that allows us to project onto a screen or wall the signal received from a computer, a video, DVD, etc. When we connect to a computer that shows the image of the computer screen in large dimensions Although in many cases still standing on a table, you should place it on the roof to avoid shadows on the projected image.

To realize its full potential, the computer should be connected to the internet, it would help that connect to a DVD and a Hi-Fi.
It has several different signal inputs, the most common are:

• S-video
• Composite video input (yellow to the image)

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• VGA input for PC or HDTV (to connect the computer's graphic signal or HDTV)

• Audio (audio, by incorporating a small speaker, the sound generated by the device connected).

The connections are often the most used VGA to connect to your computer, and composite video to connect a camera or DVD.
Normally the audio connection is seldom used by the low power amplifier that video projectors usually have. They usually choose to amplify the sound using other external means, for example through speakers connected to your computer.

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Projector maintenance.
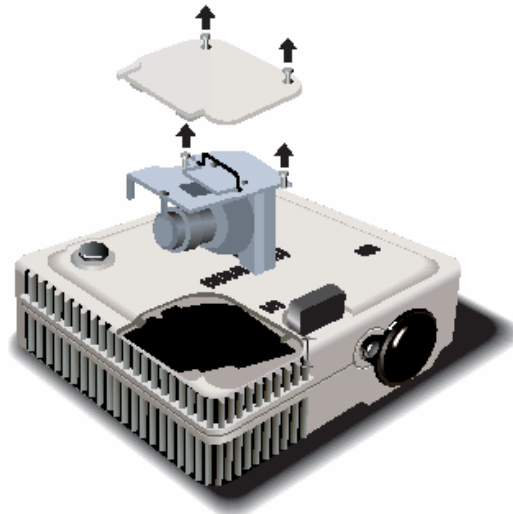
Recommendations for use of the projector

Care lamp

The lamp has an effective life of about 1000 hours, but depending on if given good use it can last up to 3000 hours. However, as used loses power and brightness, for example, from 100 hours of lamp use loses 80% power.

Energy saving mode of the lamp.

You can improve the maintenance of your projector, by activating "energy saving". This reduces the energy your lamp needs to function. The lamp releases less heat and lasts much longer. Moreover, it also reduces fan

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noise, which serves to cool the lamp, for convenient use of your video projector. Go to menu / settings / power saving mode / activate

Some of the aspects to consider for the life of the lamp are:

• Never touch the lamp with your hands, especially since if it is hot you will burn.

• To clean the dust in the container using a brush. This will make the ventilation system is always kept open and always suck air filters, and air and dust.

• Mobile facilities consider placing the projector on a stable, dry and safe from falls or sudden movements and avoid the vents come in contact with any objects sensitive to heat.

• Do not unplug the projector from the power supply until the fan is turned off.

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DISCONNECTION AND OFF

Fixed Projector

It is recommendable that the projector is fixed on the ceiling or wall, it produces less shadows when project something onto the mimio. In these types of fixtures, if the projector is connected to the computer previously, it is advisable to kindle the projector first.

As for the projector shutdown, we do conversely, the first computer and subsequently the projector.

Mobile projector

However in many classrooms often work with a projector that is not fixed. In this case consider the following recommendations for starting up the projector:

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1. Place the projector on a surface properly.

2. Connect the VGA cable from the computer to the projector with both equipment off (this problem is usually solved in fixed installations because connections are usually made on a permanent basis).

3. Finally follow the same steps that have indicated above for the case of fixed installations.

The air filter maintenance Projector

An essential part of your projector, the projector's air filter and it has to be cleaned and changed after a period of use. Generally, after 100 hours of use, turning on your projector displays a message telling that should clean the air filter of the projector.

SMART BOARD (MIMIO)

Mimio is a combination of hardware and software to capture and share everything you write and draw on a whiteboard in real time. Mimio turns any whiteboard into an area the electron capture.

Any stroke you make with the pen or the eraser will be detected and digitized by the system, so that information can be saved, printed, emailed or shared by videoconference anywhere in the world. Combined with an LCD projector, Mimio can use as cursor from the screen, allowing point, drag and perform all normal operations on a computer from the same whiteboard or wall.

It consists of a computer connected to a projector, showing pc signal on a smooth, stiff, sensible, from which you can control the pc, make handwritten

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notes on any projected image and save, print them, email them and export them to various formats.

Some types of Mimio.

Depending on requirements, especially with regard to costs, Mimio has different models.

Mimio Xi. It is the basic model. It permits put it in any model of board and, using this device in conjunction with ultrasound pencils and mouse make it a PDI. It is suitable for connection with a projector.

Mimio Wireless. To avoid the hassle of using both wired as required by the previous model Mimio has developed a model in which the device to the computer does not require wiring. It's really an accessory for the Mimio Xi, since it requires operating.

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Mimio Board. It is itself an interactive whiteboard, so that anything we write on the whiteboard will be showed and processed.

Main function of mimio

The principal function of mimio is controlling PC through this surface with a pen, finger in some cases or other device a mouse is involved. This is what gives us the interactivity with an image and that is different from a standard whiteboard (PC + projector).

Aspects to consider

- We understand that everyone knows how turn off a computer.
- Slate is turned off in the ON STAND BY buttom.
- The projector shut down by double clicking on the red button on remote control. The fan will continue to run about 2 minutes, this is normal and should not interrupt this process, i.e. unplug it.
- When it is not in use, we recommend turning it off, since the lamp has a life time.
- Keep pencils locked when they are not in use (out of reach of children).

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- When we leave our classroom does not forget to put the projector lens cap with the word TOP down, because the projector is turned upside down.

Advantage

a. It is very easy to install the device as an adjunct to existing conventional whiteboard.
b. The flexible design allows adaptation to a wide range of sizes and configurations existing panels.
c. The hardware is sturdy, so there is less fear of breaking it. The cost is about 50% lower than conventional interactive whiteboard.
d. Easy to dismantle, remove and reinstall a new location.
e. It also has a wide range of auxiliary devices such as tablet entrance.

f. It enables classes to be more colorful and visual, providing students follow teacher explanations.

g. Students generally are more attentive, motivated and interested.

Disadvantages

a. It can be used with the stylus or specially branded pens (does not have the ability to use finger or hand directly)

b. The pen is a little slower to use and require more skill and dexterity; smaller children have more difficulties in their use. It is expensive.

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Benefits for teachers.

- Resource flexible and adaptable to different teaching strategies:

- The resort will accommodate different modes of teaching, reinforcing teaching strategies with the whole class, but serving as a suitable combination with individual and group work of students.

- The interactive whiteboard is a perfect tool for the constructivist educator as it is a device that encourages critical thinking of students. Creative use of the Board is limited only by the imagination of teachers and students.

- The Board encourages flexibility and spontaneity of teachers, as these can make annotations directly on web resources using different colored markers.

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- The interactive whiteboard is an excellent resource for use in videoconferencing systems, promoting collaborative learning through communication tools:

- The interactive whiteboard is a resource that is attractive for teachers to use new teaching strategies and more intensive use of ICT, encouraging professional development.

- The teacher faces a simple technology, especially when compared with the use of computers for the class.

- Interest in innovation and professional development:

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Benefits for students.

- To increase motivation and learning.

- Increment of students motivation and interest because the possibility of enjoying the most striking lessons in colorful is promoted collaborative work.
- The use of whiteboards facilitates understanding, especially for complex concepts since it is possible the reinforce the explanations using videos, simulations and images that can interact.
- Students can review concepts as the class or part of the applications has been mailed to students by the teacher.

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BRINGING ICT TO STUDENTS WITH DISABILITIES

- Students with visual impairments will benefit from the possibility of increasing the size of text and images as well as the possibilities to manipulate objects and symbols.
- Students with hearing impairments will be favored for the possibility of using visual presentations or use sign language simultaneously.
- Students with other types of special educational needs, such as students with severe behavioral problems and attention, will be favored by having a large interactive surface responsive to a stylus or even finger (in the case of touch Board).

QUALITIES OF MIMIO

Mimio model has two qualities that do not have the last versions, a very affordable price and portability. The position of the pencil at all times is obtained by ultra sound, which allows not need a special screen to manage our system.

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This product is placed on any slate we already have (hence its portability) and connects to PC easily. It can be used only as a data capture device or in conjunction with any projection unit connected to the computer that makes customer, thereby rendering any interactive whiteboard in common.

The most convenient way of using Mimio is a projector on a white screen type, although the assembly cannot very aesthetic result by the number of cables, the cost can be much smaller than other systems.

One of the features of mimio is its ability to store screens without using a laptop or computer.
Just a download through the USB port of your computer information collected by the system.

DESK

The work table should be low reflective (opaque) and large enough for the placement of the screen, keyboard, documents and other materials. The dimensions of the bench should allow the screen to place at the right distance

(minimum 400 mm of the eyes), and keyboard so that there is sufficient space in front of it to support the hands and arms

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CHAIR

The chair should be stable, giving the user freedom of movement and a comfortable position. Its height should be adjustable and reclining backrest. It is important to support the lower back to keep your back straight.

Most back illnesses are caused by a bad choice of the chair on which people sit for more than eight hours. for a seat does not cause these problems and to be healthy, its design must meet ergonomic criteria and not only the purely aesthetic, so that the user could find in the chair , the support that he needs in order to maintain good posture and healthy.

An ergonomic chair prevents aches and pains, and creates healthy psychological states: achieve greater efficiency in development work, reduces fatigue and increases the general welfare of its user and their motivation at work.

Tips for optimal day when you sit down at a chair.

- Change positions frequently, and get up from time to time.
- Select furniture and equipment that meets ergonomic recommendations.
- Vary your work tasks.
- Organize your desk by placing the most used elements, such as the mouse or telephone, so you can reach them easily.
- Perform stretching inside and outside the lab, it will help to reduce fatigue and improve circulation.
- In the lab you must looked up and focus on a distant point to rest. Also it is indispensable to close your eyes with the help of the palms, but without pressing.
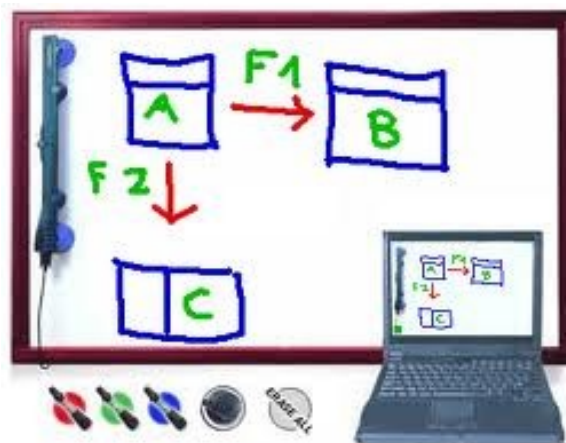
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- For sore wrists and fingers a good workout is to wash your hands with cold water. This improves circulation and relieves discomfort.

- To avoid back pain, once discarded diseases, it is highly recommended that micro breaks every 45 minutes to 2 minutes, running stretch his arms, legs and spine. Take a break. The regular short breaks are more beneficial than longer breaks less time each.

- From time to time stretch and bend your legs and work alternately varying the position of the forearms.

- Do not use your chair in the position that it delivered. Learn to adjust the seat height and how many regulations support your chair and desk.

- Try to alternate the use of the mouse with right and left alike, not to overload one side more than another region of the spine.

- Perform breathing exercises. Breathe in deeply through your nose. Hold the air for three seconds. Then exhale slowly through your mouth; give eight breaths followed by a long short.

- Surround yourself with some plants and objects that bring touches of color to your job.

- To exercise the muscles focal alternatively look at nearby objects (to ten centimeters) and far (more than 6 meters) from the window, looking at the details.

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LCD Television.

It is a liquid crystal display or LCD (acronym for Liquid Crystal Display) is a display thin, flat consists of a determined number of color or pixels arranged in front of a light source or reflector. It is often used in electronic devices batteries because it uses very small amounts of electrical energy.

HOW TO INSTALL A LCD OR PLASMA ON THE WALL

Plasma or LCD TVs optimize much space in the rooms if installed in the walls, and not need a table to stop them. It is a solution that also makes it more convenient to view the screen as you can leave at a height greater than that generally have tables or TV rack.

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Tools to be used

- Hammer
- Screwdriver
- Drill
- Concrete Drill
- Dryer
- Key with given
- Stripper

Material to be used

- Plasma or LCD Support (installation kit)
- Double socket housing
- Duplex outlet cover
- Electric Cable 2.5 MMS2 (red, green, white)
- Electrical tape
- Plaster
- Enamel Water

NOTE

There are various TV wall mounts, measures taken by the inches of the screen. Furthermore, wall brackets are fixed leaving the plasma, others allow only a vertical movement and the most complete stop accommodate the screen horizontally and vertically. You can also make another difference with the wall brackets with arm and separating the TV from the wall. These arm wall brackets cannot be installed on partition walls, solid walls only.

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BRACKET INSTALLATION LCD TV, LED, PLASMA.

Mounts for Plasma, LED and LCD come with a complete installation kit with anchors, bolts, washers, rubber bumpers and everything needed to install the bracket to the wall and the back of the screen.

Make perforations.
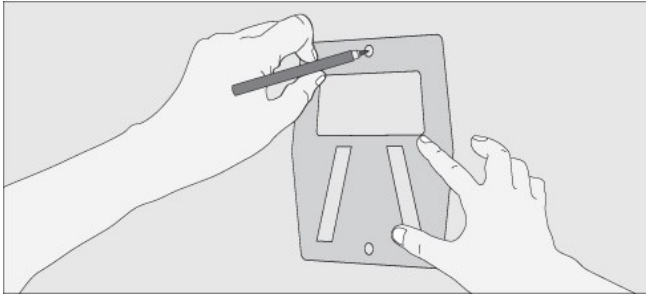
In the previously determined location that will provide support to the wall; mark where the holes will be made. With masonry bit to drill the holes at the marks.

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INSTALLATION LCD, LED, PLASMA.

Set the mounts for plasma, LED AND LCD on the wall.
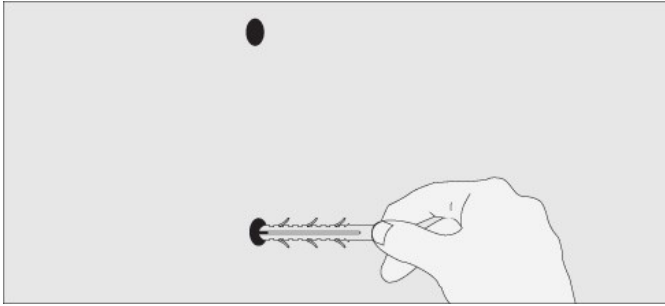
Put anchors into the holes.

At this point the project is recommended to paint the wall where is working, in order to not paint tv base.
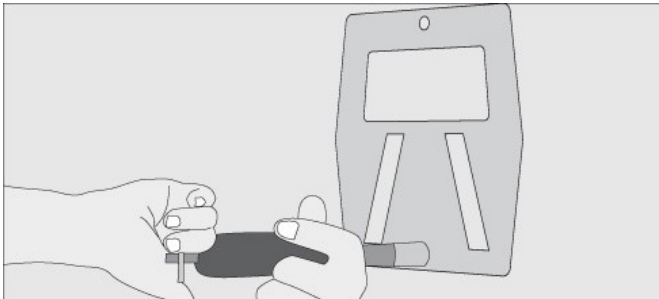
Bolting the bracket to the wall.

SET the bracket into at LCD, LED OR Plasma.

plastic bracket

back of TV.

black bumpers

posing on
bed or chair
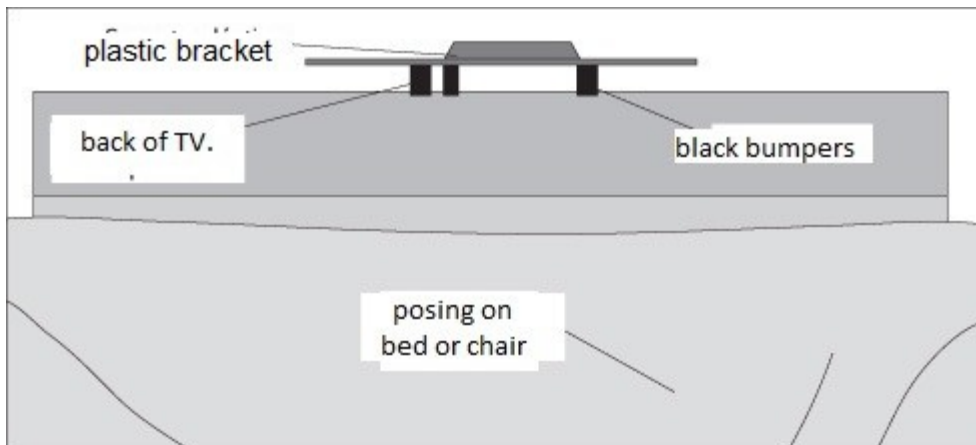
Place the TV face down resting the screen in bed or chair to avoid scratches.

Set plastic caps that come in the installation kit on top of the holes having plasmas.
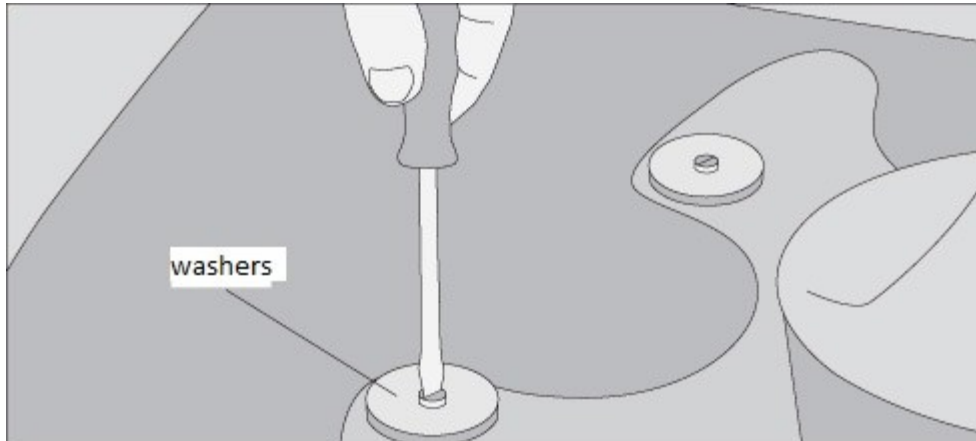
washers

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Mount the bracket; put a ruff by drilling and then screwing. The screw should fit with the hole in the plastic cap.

Roll around the wall mount the TV cable and leave the length needed to reach the outlet.

MOUNT THE LCD, LED OR PLASMA.
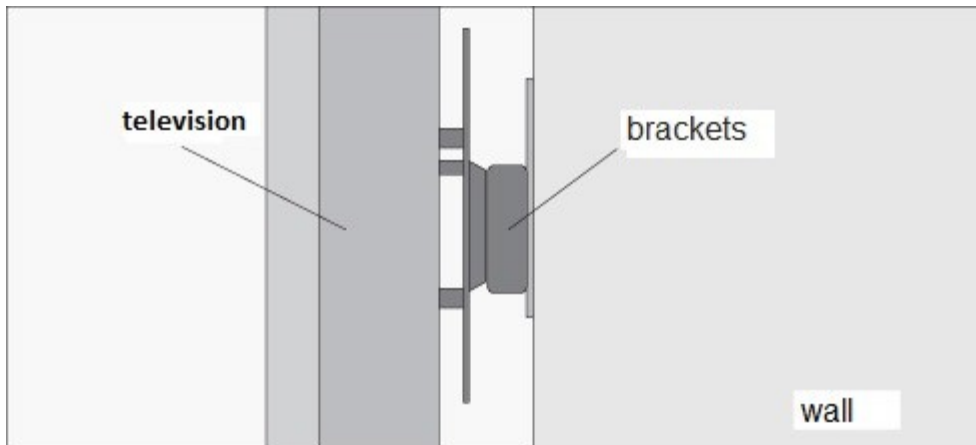
Bring the plasma or LCD with bracket installed to the other piece that is already fixed to the wall.

Attach both pieces until the screen is very firm.

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SAFETY PRECAUTIONS

<table>
<tr><td>

⚠️ **CAUTION**

If you ignore the caution message, you may be slightly injured or the product may be damaged.

</td></tr>
</table>

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<tr><td>

⚠️ **WARNING**

If you ignore the warning message, you may be seriously injured or there is a possibility of accident or death.

</td></tr>
</table>

Main Suggestions to alert the teacher or service personnel.

Unplug the monitor from the wall outlet and refer servicing to qualified service personnel when:

1.   The power cord or plug is damaged or frayed.

2.   Liquid has been spilled into the monitor.

3.   The monitor has been exposed to rain or water.

4.   The monitor does not operate normally following the operating instructions. Adjust only those controls that are covered in the operating instructions. An improper adjustment of other controls may result in damage and often requires extensive work by a qualified technician to restore the monitor to normal operation.

5.   The monitor has been dropped or the cabinet has been damaged.

6.   The monitor exhibits a distinct change in performance.

7.   Snapping or popping from the monitor is continuous or frequent while the monitor is operating. It is normal for some monitors to make occasional sounds when being turned on or off, or when changing video modes.

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SURVEY ADDRESSED TO STUDENTS OF THE ENGLISH LANGUAGE CAREER

OBJECTIVE: To diagnose the main consequences of the misuse of the equipment and materials into an interactive laboratory.

INSTRUCTIONS:

- Choose the best option and thick (√).

1.-Do you consider the equipment into an English lab should be?

Portable equipment

Fixed equipment

Both

2.-Does the fragile material hinder the handling of equipment?

MUCH

LITTLE

NOTHING

3.-Do the audio-visual resources help the students´ skills?

YES   NO

WHY?..
....
....
....
....

4.-Is the comfortability in the lab necessary to develop the language skills?

YES   NO

5.-Which of these options are considered indispensable to get enough comfort in an English lab?

Space

Lighting

Infrastructure

All

6.-How do you consider the functionality of the equipment in the teaching learning process will be?

Important   Little important   Not important

7.-Do you consider necessary the instructions to manage the equipment and materials into an interactive English lab effectively?

YES   NO

WHY?..

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....

....

....

8.-Do you consider essential to use a manual in order to get a good use of equipment and material into an interactive laboratory?

   YES   NO

Why?..

....

....

....

<div align="right">THANKS FOR YOUR COLABORATION!</div>

TECHNICAL UNIVERSITY OF COTOPAXI

SURVEY ADDRESSED TO TEACHERS OF THE ENGLISH LANGUAGE

CAREER OF TECHNICAL UNIVERSITY OF COTOPAXI

- **OBJECTIVE:** To diagnose the main consequences of the misuse of the equipment and materials into an interactive laboratory.

1.- Do you think that an interactive English lab is important into the teaching learning process into the English career?

    YES   NO

Why?..
....
....
....

2.-How much indispensable is the equipment into the teaching learning process?

Much   Little   Nothing

Why?

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…………………………………………………………………………………………
………………………………...
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3.-What is the best equipment into an English lab for you?

    Portable equipment   Fixed equipment   Both

Why?...
....
....

4.-Do the audio-visual resources develop the student´s skills?

Why?...
....
....
....

5.-Do you think, the comfort into the interactive English lab is necessary to develop the skills?

                            Yes   **no**

Why?...
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....

6.-Is there enough equipment functionality into the labs at Technical University of Cotopaxi?

Why?...
....
....
....

7.-do you know how to use the equipment and materials into the interactive English laboratory?

                        Yes   **no**

Why?...
....
....
....

8.-Is it indispensable to design a manual that contain any information about how to use the equipment and materials into the interactive English lab?

    YES   NO

Why?...
....
....
....

9.-Do you consider essential to use a manual in order to get a good use of equipment and material into an interactive laboratory

    YES   NO

Why?...
....
....
....
....

         THANKS FOR YOUR

COLLABORATION!