The guide is one section of a resource kit designed to assist Peace Corps language instruction coordinators in countries around the world in understanding the principles underlying second language learning and teaching and in organizing instructional programs. This section contains a collection of pictures that can be used as visual aids in language instruction; the picture bank is also available on an accompanying CD-ROM (not included here). An introductory section describes the contents of the picture bank files and suggests ways in which the pictures can be accessed and used. Subsequent sections contain drawings and cartoons organized by: competency/topic (personal introductions/meetings, accommodation/home/buildings, agriculture and village, animals and nature, clothing, communications, community/leisure time/sports, daily routines, family, food/shopping, health and safety/medical, literacy, miscellaneous, money, professional-office, school, time/weather, and travel/transportation); grammar-reference; people portrait pictures; text markers-check boxes, arrows; country-specific pictures; and the hypercard picture bank. (MSR)

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SECTION TEN

PICTURE BANK

Materials Development
Curriculum Development
Principles of Learning & Teaching
Ongoing Language Learning
Assessment
Pre-Service Training
Training of Trainers
Teacher Supervision
The Role of the Language Coordinator

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PEACE CORPS PICTURE BANK

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USING THE PICTURE BANKS

In many countries, it is difficult to obtain supplementary visual aids to enhance learning materials and classroom activities. To help Language Coordinators meet these needs, we have compiled a catalog of pictures that have been developed by Peace Corps Language programs to be used in teaching materials and classroom activities. They have been grouped into two different separate files.

COMPLETE PEACE CORPS PICTURE BANK

The first file is a collection of several thousand pictures that have been created by different Peace Corps countries. This section contains a printed “thumbnail version” to assist you in selecting and locating the pictures on the CD-ROM. They are organized by various competency topics, and each has a descriptive title that will enable you to locate it on the CD. Although the printed versions of these images are small, the actual images are of varying sizes and qualities. While most can be accessed with the basic software available on most computers, some images may need specialized software to open at your particular post.

SELECTED HYPER-CARD PICTURE BANK

In order to make access and use of pictures as easy as possible, this Kit also contains a second picture bank that is easy to use and does not require complicated software to access or adapt. It has been created with simplicity of use and adaptability in mind, and allows you to change existing images or create your own. This Hypercard Picture Bank consists of two parts:

PICTURE BANK (SELECTED)

This file contains hundreds of selected images taken from the thousands of images in the Picture Bank found on the Resource Kit CD. The following is a list of important points about using the images in this program.

1. Click on 'NEXT' below to access the menu. Click on a category (Daily Routines, for example) and then click on an image title in the scrolling field (example: Digging a well). This will access the image.
2. To copy the image, click on 'copy' at the bottom of the screen and wait until the cursor changes to a watch and then back to a hand again: this takes a few seconds, so be patient. Everything inside the small corner marks is copied.

3. The copied image is now in the clipboard. Click on 'open Word' to get to a dialog box that allows easy access to any Word file.

***Note. On machines with limited RAM, quit this program before opening the Word document.

4. Once in the Word file, place the cursor at the desired location, click, and paste the image. Double click on the image to edit the image inside Word. Word allows adding text, resizing, and other editing features. If these images are too big, resize them in Word's editing window by clicking on the image and pushing a small corner 'handle' to the center.

5. To modify the image, click on 'DRAW' to go to the draw program. Once there, go to a blank screen and paste the image. Go under 'Tools' in the menu bar and select tools to use with the image. HyperCard offers lots of sophisticated editing tools, so explore Tools, Paint, and Options for powerful drawing possibilities. Once the image is edited, use the lasso or rectangular marquee tool to select the image. At that point, copy the image for pasting into another program. It is also possible to create new images in the draw program, but remember that no image may be saved in the draw program: copy and paste (into Word, for example) to save images.

6. ***Note: Images in this program are very different from those in the complete Picture Bank. These selected images are very small in size. They are all 72 dots per inch, no more than 240 pixels high, and are just black and white. As a result, they are very easy to edit and take up a small amount of space in a word processing document (about 10K for most). Images in the complete picture bank can be as large as 400 dpi and can take up a lot of space in a program. However, these larger files may produce better results when printed than the images here. Experiment to see which ones work best. File names are generally the same between these selected images and those found in the complete Picture Bank. Refer to the printout of the Picture Bank to find files.

**DRAW**

Use this program to create new black and white art or to edit images from the Picture Bank (Selected) files. (See below for more information on these pictures.)

**Copying, modifying and creating images:**

You can bring black and white images into this program by copying them in another program (command + C) and pasting them into a drawing screen in this program (command + V). The "Picture Bank (selected)" program lets you do this with the click of a button.
Click on "Help" below to learn about the drawing tools. When using the program, wait for the small wristwatch to disappear before clicking again.

Once an image is on a drawing screen, it can be edited and copied so it can be pasted into another program like Word. The tools in this program allow a wide range of possibilities. You must explore them as it is impractical here to give a detailed explanation of all their capabilities. However, click on "Help" below to get a basic introduction to using these tools.

Note that only the drawing screens allow access to the drawing tools. If this program is on a CD, the drawings cannot be retained here after quitting. Transfer the program to a hard drive to have the images retained here. (You cannot add new data to a CD). Since there are only 4 drawing screens, it is a good idea to erase the image after pasting it into another program. It can always be copied out of that program and brought back to this program at a later date. Use this as a drawing tool, not as a storage medium.

**PLACING IMAGES INTO WORD DOCUMENTS**

Once in Word, paste the image into the correct position. Note that the image can be moved left to right in Word by clicking once on the image and adjusting the margins in the ruler. Click twice on the image to open Word’s image editing window. It will ask you if you want to reduce the colors to 8 levels, and you should click on OK at that point (there are only 2 colors with these images). Word lets you add text to the image and do other basic operations.

To resize the image in the edit window in Word, click on the image and scroll to the lower right corner. Notice a small black dot there. Place the mouse arrow on the dot, click, hold down, and drag to the center. The image will change shape. To get an exact reduction, look at the measurements that appear at the bottom of the window when you first click on the dot. A little simple math will help you find the perfect place to get an exact reduction or enlargement. (Example a 2”x 4” image is in proportion as a 1”x 2” image). Close the window, and the newly changed image will appear in your Word document.

Practice selecting, cutting, and pasting to get the most out of this program.
A question or a fact used?

John

Tom

Sarah

I used
PICTURE BANK

PEACE CORPS

LANGUAGE COORDINATOR'S RESOURCE KIT

1. Click on "NEXT" below to access the menu. Click on a category (Daily Routines, for example) and then click on an image title in the scrolling field (example: Digging a wall). This will access the image.

2. To copy the image, click on "copy" at the bottom of the screen and wait until the cursor changes to a watch and then back to a hand again; this takes a few seconds, so be patient. Everything inside the small corner marks is copied.

ACCOMMODATIONS
ANIMALS
COMMUNICATIONS
COUNTRY SPECIFIC
DAILY ROUTINES
FAMILY
FOOD AND SHOPPING
GRAMMAR
HEALTH AND SAFETY
LITERACY
MONEY
PEOPLE
PROFESSIONAL
SIGNS AND SYMBOLS
SPORTS AND LEISURE
TIME AND WEATHER
TOOLS AND UTENSILS
TRAVEL

Village house and animals

Two sitting on Asian porch

Mosque

Inside library