Contents

Preface	ix
Introduction	1
The Open Learning Guides	3
What this book covers	4
Acknowledgements	5
PART ONE: HOW TO FIND AND ADAPT MATERIALS FOR USE IN OPEN LEARNING	7
Section One. Using what exists	9
Contents	9
Introduction	9
The role of the package in open learning	9
How to get the learning package	10
Why use existing materials?	11
Job aid: route to selecting a package	12
Section Two. Finding, evaluating and adapting open-learning packages	18
Contents	18
Introduction	18
Where and how to look	18
How to evaluate packages	28
How to adapt packages	29
Section Three. Preparing a study guide	31
Contents	31
Introduction	31
What is a study guide?	32
Why write a study guide?	33
How to write a study guide	33
PART TWO: HOW TO SELECT MEDIA	65
Introduction to Part Two	67
Section One. How to select media	69
Contents	69

Introduction 69
Cautions 69
Principles for selecting media 70

Section Two. The media 78
Contents 78
Introduction 78
Print 78
Slides and photographs 80
Audiotape 81
Slide/tape 82
Video 84
Computer-based learning 85
Interactive video 87
Practical kits 91
Broadcast radio and television 92
Videotex 94
Teletext 94
Viewdata 95
Teletutoring 97
Cyclops 98
Conclusion 99

PART THREE: JOB AIDS, CHECKLISTS, BOOKLIST, GLOSSARY 103
Section One. Job aids 105
Contents 105
Introduction 105
Job aid 1. Reviewing open-learning materials: a checklist 105
Job aid 2. An alternative checklist 108
Job aid 3. Criteria for open-learning materials 109
Job aid 4. Matrix for selecting media 110
Job aid 5. A flow diagram for media selection 112
Job aid 6. Teleconferencing: a checklist for tutors 113

Section Two. Checklists 115
Costs 115
Ease of use 116
Ease of access 116
Degree of learner control 116

Acceptability to the learner 116
Acceptability to tutor/trainer 116
Suitability for subject matter/objectives 117
Interactivity 117

Section Three. Booklist 118

Section Four. Glossary 122

APPENDIX. ADDRESSES OF NATIONAL BODIES 129