

ERC Newsletter

Issue No. 1

July 2010

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Welcome to the premier issue of this newsletter! The ERC teachers would like to make this a quarterly publication to keep all teachers and students at Chikudai informed about the English education on campus.

ENGLISH RESOURCE CENTER (ERC)

ERC is the name we have given to the materials & services offered, and to the official activities we perform in and outside of the classroom. There is no official office with a secretary, but we have a room (Room N3316) for everyone (students & teachers) to use.



Room N3316 is named the ERC. It has about 1,600 English books at various levels of difficulty, plus magazines and newspapers. Some books have audio or video disks to enhance the reading experience. Most of these materials can be checked out just like the Chikudai library (so bring your I.D. card). The books are also used in several courses now, including Reading Skills, Current English, English Communication, Practical English, and International Cooperation Studies Debate.

To read more about Graded Readers and extensive reading (*in Japanese*), please see these web sites by Oxford publishers:

<http://www.oup-readers.jp/teachers/>
http://www.oup-readers.jp/teachers/faq/images/GradedReaders_j.pdf

This ERC room is open daily from 12:00 to 1:00, and from 2:30 to 5:30 for any campus students and staff. Our friendly student workers will greet you and show you around. Come to read, borrow materials, use our computers, watch TV, or just relax.

The ERC helps students and teachers in many ways. It helps students by:

- providing materials for outside reading practice
- providing audio/video recordings for listening and viewing
- giving them information and advice on studying overseas
- proofreading some of their English papers and presentations.

The ERC, of course, helps teachers, too, directly and indirectly by providing:

- proofreading of journal articles, test questions, bulletins, posters, and other manuscripts in English
- Faculty Development training
- the best English education for students to succeed in the science world



LUNCH TIME CHAT IN ENGLISH

Many students and staff realize that their English conversation ability is not

as good as they want it to be, and they often think about this very late in their lives. We have only a small staff of native English speakers, but everyone is welcome to come to the ERC once a week (every Wednesday) to join us in a lunch time conversation in English. Bring a lunch box and join us. We have hot water for tea, and the microwave is available for use if you need it. Sometimes we have cultural activities at that time, too, such as carving Halloween pumpkins and decorating the Christmas tree.



REMINDER ABOUT PROOFREADING

We are always available to help Chikudai teachers and students with checking their scientific English manuscripts, posters, and other materials. As of 2009, the ERC has an application form you must use to start the proofreading process. Contact the Student Services Office (Ms. Masukawa) for more information including how to pay with teachers' research funds.

Please consider our timelines and schedules. It is very difficult to give good service to a job if we have only a little time to help you. So, please try to plan your proofreading requests as far in advance as possible.

Also, if you are planning to submit your papers to journals, give us a copy of the reference page (or the guidelines) from that journal, so we will know the correct format you should follow. Journals use many different styles for references! Here is a list of proofreading jobs we worked on recently:

For Chikudai administration:

- University bulletins for 2008, 2009, and 2010
- Translation of names of new departments and divisions
- Graduate School handbook
- OASERD proceedings (7 major papers, plus 6 papers from invited or plenary speakers)

For teachers:

- Abstracts, posters, and research papers

For students:

- PowerPoint slides for JICA training by International Cooperation Studies students
- Doctoral thesis
- Scientific articles
- Presentation for seminar course
- Poster presentation for overseas conference



We also ask that as a courtesy, the names of the reviewer should be included in the acknowledgements section of your papers. Thank you!

Who is in the ERC?

Director	Ryuichiro Maeda
Full-time teachers	David Campbell Glen Hill Hisafumi Kusuda Marshall Smith Hirozumi Tokioka

Unofficial ERC members include the part-time English teachers: Mr. Yuki Kayano, Ms. Miyuki Kubota, and Ms. Mutsumi Shioda