

SOURCES OF FURTHER INFORMATION AND ADVICE

This information is in two main parts. The first part gives some suggestions for further reading and reference material. The second part lists a number of institutions and agencies which can offer information, advice and training in the use of radio, audio cassettes and audio-vision for distance and open learning.

Further reading

What follows is a briefly annotated selection of titles which you might find useful for further reading and reference. It is presented in two parts. The first is general and consists mainly of studies of the use of broadcast and recorded media – especially radio and audio cassettes – for formal and non-formal education. The second part focuses more on practical techniques in the planning, design, development, production and delivery of radio and audio material for education. Unfortunately, some of the titles are out of print; but you may be able to obtain them from libraries or through inter-library loan schemes.

General

Bates, A W (1981) **The planning and management of audio-visual media in distance learning institutions** (Paris: International Institute for Educational Planning) – a useful review and analysis of the use of radio, TV, audio and video cassettes at 12 open universities worldwide.

Bates, A W (1984) **Broadcasting in education: an evaluation** (London: Croom Helm) – especially chapters 4-10 – a review of the use of broadcasting for formal and non-formal education, with a useful though now dated bibliography.

Bates, A W (ed) (1990) **Media and technology in European distance education** (Milton Keynes: Open University for the European Association of Distance Teaching Universities [EADTU]) – especially section 3.

Bates, A W (1995) **Technology, open learning and distance education** (London: Routledge) – on the role of technology and media in distance and open learning.

Bates, A W et al. (1982) **Radio – the forgotten medium?** (Milton Keynes: Open University, Institute of Educational Technology [IET] Papers on Broadcasting, No. 185) – a collection of research papers on the British Open University's use of radio for distance education.

Crowley, D et al. (1978) **Radio learning group manual: how to run a radio learning group campaign** (Bonn: Friedrich-Ebert Stiftung) – a practical handbook for non-formal education.

de Fossard et al. (eds) (1993) **Interactive radio instruction** (Washington, DC: USAID) – a series of studies of ‘interactive radio instruction’ (IRI).

Hall, B L and Dodds, T (1977) **Voices for development: the Tanzanian national radio study campaigns** (Cambridge: International Extension College) – case study on the use of radio for non-formal education.

Hawkridge, D and Robinson, J (1981) **Organising educational broadcasting** (London: Croom Helm) – a thoughtful review of the management and administration of educational broadcasting.

Jamison, D and McAnany, E (1978) **Radio for education and development** (London: Sage) – a study of the use of radio for education, particularly non-formal.

Laurillard, D (1993) **Rethinking university teaching: a framework for the effective use of educational technology** (London: Routledge).

Mason, R (1994) **Using communications media in open and flexible learning** (London: Kogan Page) – an interesting review of the media used in distance education, including radio and audio cassettes.

McAnany, E (1976) **Radio’s role in development: five strategies for use** (Washington, DC: Academy for Educational Development) – a brief analysis of the potential role of radio in education and development.

Robinson, J (1982) **Learning over the air: 60 years of partnership in adult learning** (London: BBC publications) – a review of the use of radio and television for non-formal adult and continuing education in the UK.

Spain, P L et al. (1977) **Radio for education and development: case studies** (Washington, DC: World Bank) – two volumes of international case studies, accompanying Jamison and McAnany (1978) above.

University of London **External Diploma/MA in Distance Education** – see especially, Thomas J (1991) ‘Media patterns and combination’, Unit 7 of Course 2 on ‘The development of distance education’, and Thomas, J (1994) ‘Managing radio and audio’, Unit 7 of Course 4 on ‘The organisation of distance education’ (Cambridge: University of London/International Extension College). See also Course 6 on ‘Electronic media’.

Warr, D (1992) **Distance teaching in the village: a case study of basic functional education for rural development**, Allama Iqbal Open University, Pakistan (Cambridge: International Extension College) – a

detailed case study of a non-formal distance education programme using audio cassettes, printed/visual materials and study group meetings.

Practical techniques

Adam, G and Harford, N (1998) **Health on air** (London: Health Unlimited) – a handbook for health education broadcasters.

Ahmed, D and Grimmett, G (eds) (1979) **Educational broadcasting – radio** (Kuala Lumpur: Asia-Pacific Institute for Broadcasting Development)

Ash, W (1985) **The way to write radio drama** (London: Elm Tree Books) – not specific to education, but very useful nevertheless.

Aspinall, R (1973) **Radio programme production: a manual for training** (Paris: Unesco) – a brief practical guide to radio production for education, somewhat dated but still useful.

Banerjee, S (1977) **Audio-cassettes: the user medium** (Paris: Unesco).

Borwick, J (ed) (1994) **Sound recording practice** (London: Oxford University Press, 4th edn) – a standard technical text for analogue and digital recording techniques.

Boyd, A (2001) **Broadcast journalism: radio and TV news** (London: Heinemann, 5th edn) – although aimed mainly at news journalists, includes useful and relevant practical advice and guidance for educational broadcasters.

de Fossard, E (1997) **How to write a radio serial drama for social development: a script writer's manual** (Johns Hopkins University, School of Public Health, Center for Communication Programmes)

Hancock, A (ed) (1976) **Producing for educational mass media** (Paris: Unesco).

Herbert, J (1976) **The techniques of radio journalism** (London: Adam and Charles Black) – a brief practical guide, aimed at radio journalists, but relevant to educational broadcasting.

McLeish, R (1988) **The technique of radio production** (London: Focal Press, 2nd edn) – a very good general text on practical techniques of radio programme development and production.

Nisbett, A (2003) **The sound studio** (London: Focal Press, 7th edn) – a standard text on studio-based recording techniques. Previous editions published as "The techniques of the sound studio".

Nisbett, A (1994) **The use of microphones** (London: Focal Press, 4th edn) – a brief practical guide to audio recording and the use of microphones. (Now out of print, but content included in “The sound studio”, see above).

Roberts, M (1985) **Sound production: technical notes for the non-technician** (Paris: Unesco).

Rowntree, D (1990) **Teaching through self-instruction** (London: Kogan Page, 2nd edn) – a practical guide to course development and production (including audio) with examples and illustrations.

Rowntree, D (1994) **Preparing materials for open, distance and flexible learning** (London: Kogan Page).

Rowntree, D (1994) **Teaching with audio in open and distance learning** (London: Kogan Page) – a practical self-instructional guide with an accompanying audio cassette of examples and illustrations.

Welsh, B W W (ed) (1973) **A handbook for scriptwriters of adult education broadcasts** (Bonn-Bad Godesberg: Friedrich-Ebert Stiftung – 2 vols) – practical guidelines and examples of script writing for non-formal adult and continuing education.

Information, advice and training

The following organisations offer information, advice and training in the use of media for distance and open learning, including radio, audio cassettes and audio-vision. These are not the only institutions which offer such services; but they are the main ones that operate on an international scale.

The Commonwealth of Learning (COL)

The Commonwealth of Learning
Suite 600, 1285 West Broadway
Vancouver, British Columbia
Canada V6H 3X8

Tel: +1 604 775 8200

Fax: +1 604 775 8210

E-mail: info@col.org

www: <http://www.col.org>

COL was established by the Commonwealth Heads of Government in 1988. It has a mandate to create and widen opportunities for learning, by promoting cooperation between Commonwealth educational institutions, with a particular emphasis on the potential of distance education and open learning, and the application of communication

technologies to education. The overall aim of the organisation is to help strengthen the capacities of Commonwealth member countries to develop the human resources required for their economic and social development.

COL provides a wide range of services in many Commonwealth countries – particularly those that are less well endowed and in need of increasing educational access to their people. Through COL's expertise and world-wide network of practitioners, assistance is available in the application of innovative educational technologies, the provision of model learning materials, support for the development of open and distance learning systems, and in the training and professional development of distance educators.

COL is particularly active in the areas of technical/vocational education and training; teacher education; training for distance educators; non-formal and adult basic education; cooperation and collaboration between educational institutions and media organisations; and gender issues in education and development. COL publishes a quarterly newsletter (**Connections**) and a wide range of reports, directories, manuals and papers – details of which, together with information on COL projects and services, are available from the address above.

International Centre for Distance Learning (ICDL)

International Centre for Distance Learning
The Open University
Walton Hall
Milton Keynes MK7 6AA
United Kingdom

Tel: +44 1908 653537
Fax: +44 1908 654173
E-mail: icdl-enquiries@open.ac.uk

ICDL was created in 1983 with funding from the United Nations University. It is based at the British Open University as part of its Institute of Educational Technology. ICDL's main role is to monitor developments in distance education at all levels of education and training worldwide, and to disseminate information worldwide, but particularly to developing countries. ICDL offers two major services: first its research library collection and services, and secondly its distance education database.

ICDL boasts the largest distance education library in the English-speaking world. It acquires copies of all current books, journals, journal off prints, research reports, conference papers, dissertations, and other types of published, semi-published and unpublished

literature relating to the theory and practice of distance education worldwide. The library is continually up-dated. Newly acquired literature, together with details of forthcoming conferences, seminars and other events, is listed in ICDL's quarterly publication **ICDL Update**, and then in the literature section of the database, whose entries include abstracts and some full texts of documents. ICDL is in the process of compiling and publishing bibliographies. Subject to copyright restrictions, it can also provide copies of documents. Researchers and other visitors are welcome to work in the ICDL Library; and searches are undertaken for people who are unable to visit in person.

The ICDL distance education database is designed for ease of use by people with little experience of using computers or databases. It can be searched in a variety of ways; and entries can be printed off for future reference. The database is accessible on-line (via Telnet, WWW and gopher) and on CD-ROM. It provides a comprehensive tool for researching information in three main areas:

- **Courses and programmes:** The database has over 30,000 detailed entries describing distance-taught courses and programmes offered by more than 500 institutions – mainly in member nations of the Commonwealth – including Australia, Canada, India, New Zealand, South Africa and the United Kingdom.
- **Institutions:** More than 900 institutions worldwide offering distance-taught courses are included on the database.
- **Literature:** The database contains over 8000 document descriptions concerned with all aspects of the theory and practice of distance education and training worldwide.

For further information on ICDL's Library services and details of on-line and/or CD-ROM access to its database, or if you would like to receive a regular copy of **ICDL Update**, contact the Director of ICDL at the address above.

International Extension College (IEC)

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95 Tenison Road
Cambridge CB1 2DL
United Kingdom

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www: <http://www.iec.ac.uk>

The IEC is an educational charity which was established in 1971. Its main purpose is to provide a service of information, consultancy and

training in the use of distance education and open learning, mainly in developing countries.

The IEC offers a wide range of services:

- information – available from its extensive Resource Centre in Cambridge, UK, which includes a wide range of publications and course materials from throughout the world, and also from the international network of contacts established by IEC staff and associate consultants;
- consultancy and advice on the planning and design of distance education and open learning; the design, development and delivery of materials, courses and programmes in formal and non-formal distance education; the provision of student support services; and the monitoring and evaluation of distance education and open learning systems;
- training courses in materials development, student support, and the organisation and management of distance education, delivered either in the UK or overseas; and opportunities for professional development in distance education through the University of London's **External Diploma/MA in Distance Education**, which is taught at a distance, with tutorial support from experienced IEC staff.

For further information about the IEC, its publications and the services it offers, contact the Executive Director at the address above, or visit the website.

Additional contacts

In addition to the international organisations listed above, you should also be able to get useful information and advice from institutions and projects using audio for education in your own region – for instance, broadcasting organisations, open colleges and universities, and a range of non-formal education projects. Further information about local and regional contacts should be available from your own ministry or department of education. But if you have any difficulty in obtaining the information you need the IEC or ICDEL (details listed above) may be able to help.