Santiago Posteguillo

Report on the material generated by the following project:

Project title: Communication technologies and acquiring academic and professional communication skills – an interactive learning infrastructure and new methodology

The material created in this project include the following:

- Handbook of materials in English (improved compared to the pilot version from year 1)

- Quick videoconference guides (here only the English and Spanish ones are evaluated, but there are also Czech, German, and French ones)

- Quick methodology guide

- Methodology handbook (it is in Czech and in English)

My **overall assessment** is that all the materials produced in the project are of **outstanding quality** and deserve wide distribution and use. In fact, I suggest that all of them or a selection of these materials should be published in the form a book. This book would be essential in any course where videoconferencing is ether going to be the subject matter or the medium of communication. It would be an ideal reference material for those who use videoconferencing for communication and it would represent a magnificent text in a specialised course on the specific use of videoconferencing for teaching and learning.

Specific comments

It is indeed and achievement of this research group to have created materials that are appropriate for different purposes. The Quick Methodology guides are very well contrived summaries where all the essential information to operate courses with this technology is included. On the other hand, the Handbook of Materials in English, and the Methodology Handbook, both in English and Czech, far more developed and which incorporate complementary details and exercises are expansions of the the other documents. Accordingly, I would recommend the Quick Methodology guides for anyone interested in using videoconferencing as a medium of communication, whereas the other more detailed documents would be more appropriate for specific courses on videoconferencing for prospective teachers or communicators in different areas (business, politics, medicine, etc.).

All documents include an adequate integration of textual information with visual input. This is key in a context, videoconferencing, where the visual part is central and the authors of these materials show that they have taken this into serious consideration. For instance, they have incorporated a wide range of video images extracted from real videoconferences to illustrate the various parts in a videoconference or to show different ways of using the technology depending on the ends of the user. Moreover, the specific use of informal pictures to illustrate the main points in the quick guides are, in my opinion, a positive addition and make the materials more user-friendly for prospective users of videoconferencing, reducing with their presence the fear many people feel at having to deal with technology in their professional life.

The fact that these guides have been produced in different languages, not just English, show the importance that the members in the project give to intercultural communication and thus go beyond producing relevant materials in English, the most important communication language at the moment. I am only evaluating one of this complementary versions, the Spanish one, which, in general terms I find appropriate. In terms of communication the text of this version reads well enough, however, there is

here some ground for improvement. Some expressions such as "¿Nos vemos?" which in terms of communication is well understood, would be more commonly expressed in Spanish (from Spain), as "¿Se nos ve bien?"; also, one would not say "contacto de ojos" but "contacto visual", or intead of "perturbaciones" I would use "interferencias", and the same with some other minor corrections. This, however, are nuances which may be easily corrected and do not question the value of the undertaking of the research project and the quality of its final outcome, which, as I said above, is excellent.

Finally, many of the materials include complementary references to other articles and papers produced by the authors prior or during the completion of this research work and provide online links to most of these documents, thus giving the opportunity to readers to enhance and continue their reading on this subject even beyond what these comprehensive materials include. With these links, along with the research project website, the authors contribute to make the results gained in this research easily accessible for the research community in general and for specific communities who may be willing to incorporate videoconferencing in their everyday life but who lack enough information on the matter.