

[The following writing sample is the introduction a manual for an educational CD-ROM]

Introduction

The Britannica Global Geography System (BGGS) uses today's technology to create an innovative new way for you to teach geography. At the heart of the system is *Geographic Inquiry into Global Issues* (GIGI), which fosters active learning and higher level thinking with its approach of geographic inquiry into real world issues. GIGI consists of two instructional modules for each of 10 world regions. There is no prescribed sequence to the modules; the teacher is free to arrange the modules in any order or present them in smaller clusters to meet the needs of the classroom. The BGGS CD-ROM, three videodiscs, and the GIGI Mini-Atlases complete the system.

The system allows you to plan your curriculum but still accommodate a sudden event, such as an oil spill, by switching the teaching order of the modules. The BGGS CD-ROM is an important tool that enhances the flexibility of this modular instruction system. You will have on-line the full text of the GIGI Student DataBook in both English and Spanish and will be able to search the text by lesson, word, or key topic. Also included on the CD-ROM is the *Geopedia*, Britannica's multimedia geography program. You will also be able to execute searches by lesson or by key topic to identify multimedia resources from the *Geopedia*, videodiscs, or GIGI Mini-Atlases.

The *Geopedia* itself provides extensive information and learning activities on geography. Organized around a regional approach, the *Geopedia* is the perfect complement to GIGI. You can reference *Geopedia* for background information on the history, language and culture of the regions covered in GIGI. The *Geopedia* also provides maps, statistical data, and geography articles on a particular country or region. The activities of *Geopedia* can serve as supplementary exercises and are a good way to motivate students to take an active approach to geographic inquiry.

Purpose of the Program

The purpose of BGGS is to provide teachers and students with a powerful, convenient, and useful method for assimilating materials to help in the study of geography and for researching geography-related subjects. The BGGS CD-ROM is designed primarily as a reference resource and display tool. The *Geopedia* also serves the secondary function as a source of supplementary learning activities. The program reinforces the geographic concepts and suggested learning outcomes for grades seven through twelve as outlined in the *Geographic Education National Implementation Project (GENIP)*, the *Geographic Assessment Framework*, and the *Guidelines for Geographic Education*. It also encourages the type of inquiry suggested by the five "fundamental themes" of geography: Location, Place, Human-Environment Interaction, Movement and Region.

Prerequisite Knowledge

The student should be in the specified target grade range (seventh through twelfth grades) and be involved in the study of geography or a related social studies subject.

The student should have basic reading and writing skills appropriate for his or her age and grade level.

The student should have the basic knowledge and ability to operate a personal computer, including using a mouse to point, click, highlight, and select items, and a keyboard to input alphanumeric characters.

The BGGs Components

BGGs contains all the material needed for you to plan, deliver, and evaluate a full year's global geography instruction within the context of the five themes of geography. BGGs consists of:

1. The **Student DataBook** (non-consumable) for each instructional module with 3-ring binder to hold and protect student booklets.
2. The **Teacher's Guide** (non-consumable) with 3-ring binder to hold each module while being taught.
3. The **Mini-Atlas** of four-color, laminated maps for each instructional module to use for student group investigations and activities (8 sets for class of 32).
4. **Theme Posters** . <?*Confirm that this is still part of system>
5. Three **Videodiscs** containing film clips from regions of the world covered in GIGI case studies
6. The **BGGs CD-ROM** which contains:
 - Britannica's *Geopedia*
 - Text of *Geographic Inquiry into Global Issues* (GIGI) Student DataBooks (English and Spanish)
 - A resource management system allowing the user to search for key words, lessons, and available multimedia resources.
7. A combined Users Manual/Teacher Guide for BGGs CD-ROM.

About GIGI

GIGI consists of two instructional modules for each of ten world regions. Twenty global issues are investigated. These regions and issues are shown in a chart in Appendix A. A leading question frames the issue of each module, and student inquiry proceeds through a sequence of lessons, each of which requires one or more daily periods of class time.

Modules typically begin with a broad introduction to the global issue. Then a major case study of three to four lessons examines the issue in a real place within the selected world region. Students also explore, usually in a single lesson, a comparative case study in a different region, which gives a variant issue and a sense of its global nature. Modules also bring the students "back home" to focus on the issue as it may appear in the United States or Canada. North America is not one of the ten GIGI regions, but frequent comparisons to North America throughout each module achieve additional instruction on this "home region."

Each GIGI module requires from two to three weeks of teaching time (10 to 15 class periods of 50 minutes) and contains a Student DataBook, Teacher's Guide, and Mini-Atlas. The BGGs CD-ROM and Videodiscs enhance this inquiry approach. The BGGs CD-ROM has a special feature for bilingual classrooms. The text of the GIGI modules can be viewed and printed in English or Spanish. You can therefore provide Spanish speaking students with a copy of the module in their native language, while they strengthen their English skills with the Student DataBook.

About Geopedia

Geopedia is intended as a reference and motivational tool for students and as a supplement to the existing curriculum for you, the teacher. The goal is that *Geopedia* will not only

motivate students to learn geography, but that it will motivate you to use technology as a part of your geography curriculum.

Geopedia features excellent reference resources from Encyclopaedia Britannica: an Atlas with more than 1,000 maps; Geopedia Articles, an encyclopedia containing over 1,200 articles on-related to geography; and World Data, which holds statistical information on all the countries of the world.

Geopedia also provides reference tools. Chart Maker allows students to create four types of charts: pie charts, line graphs and vertical and horizontal bar charts. Notepad is an electronic notebook and basic word-processor. The Brain Teasers, provided for each of *Geopedia's* eleven regions, are grouped in five types of learning activities. More information on *Geopedia's* components can be found in Part II of this Manual

[Insert description of Geopedia Components from previous version]

About the Resource Management System

The resource management system includes four basic features: GIGI Lessons/ Lecciones GIGI on-line, word search of lessons, search of BGGGS resources by lesson, and search of BGGGS resources by key topic. Each of these corresponds to a button in the BGGGS Main Menu, and will be described in greater detail in Part I of this Manual.

GIGI Lessons\ Lecciones GIGI allows you to locate and view any GIGI lesson in English or Spanish. The on-line lessons contain only the text of the GIGI. Any charts or graphics are not included. You can browse through a listing in English or Spanish of all modules and their respective lessons and select a particular lesson to view. With a click of a button you can flip between Spanish and English viewing. Lessons can also be printed in either language. This capability satisfies any need to display or distribute GIGI text in both languages in order to accommodate students still learning English..

Word Search allows you to search all of the GIGI modules for a specific word. For instance, you could type in the word *tsunami* and run a search. A list of all lessons containing the word *tsunami* would be displayed along with the number of occurrences. You could go directly to a lesson of interest by clicking on its text in the list.

Resource List by Lesson provides a list of all the BGGGS resources available for teaching a particular GIGI module lesson. When you select a lesson from the index, a list of multimedia resources supporting the lesson is displayed. These multimedia resources include specific sections in *Geopedia*, like maps in the Atlas or Geopedia Articles, as well as associated BGGGS videodiscs. This resource list can be used when designing your lesson plan.

Resource List by Key Topic provides a list of all the resources relating to a particular key topic. You simply select a word(s) from the key topic list, and all multimedia resources corresponding to that word(s) are displayed. Resources include specific sections in *Geopedia*, like maps in Atlas or Geopedia Articles, GIGI lessons, and BGGGS videodiscs. This resource list can be used when designing your lesson plan.

How to Use this Manual

This Manual is organized into three parts: GIGI Lessons and the Resource Management System, *Geopedia*, and Appendices.

Part I GIGI Lessons and the Resource Management Systems will take you step-by-step through the procedures of using the indexing tools of the BGGs CD-ROM. A guided tour of the resource management system shows you step-by-step how to assimilate the resources of the BGGs into your lesson plan. The *Geopedia* is a tremendous source of background information for your curriculum planning. It might also be used by students for learning exercises or group activity. The guided tour of the *Geopedia* for teachers or students will take you through a sample exercise and expose you to the variety features in the *Geopedia*. The appendices provide reference material of BGGs coverage to assist you in lesson planning.