

## The primary languages forum guidelines

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### User guidelines

- **Keep the focus on language teaching.** This is perhaps the most important point of all. Of course personal experiences are often entirely relevant to discussions on the forum, but before posting a contribution to the list please consider whether it will be of interest to other members of the list. If you would like to send a message to the forum which is not directly related to language teaching, please contact the forum administrator at [primarylanguages-request@mailtalk.ac.uk](mailto:primarylanguages-request@mailtalk.ac.uk)
- **Consider before replying to the whole list.** If you send a reply to the list your reply should contribute something to the discussion. Please don't send messages saying "I agree" to the whole list. Although you may wish to express your support for a previous posting, you will appreciate the severe pressure teachers and others are under to find the time to read lots of e-mails with a one-line comment agreeing with what has gone before.
- **Use a meaningful subject line.** The 'subject:' line in your message is there so that people can know what your message is about before they drop everything and read it. Try to make your subject descriptive and succinct. And remember that when you are replying to a message, the subject won't change unless you change it. So if the topic changes, you should change the subject line appropriately.
- **Attachments.** By default, Mailtalk will not accept attachments. This is to avoid long download times and possible virus problems for some of our members. If there is an attachment you would like to send, please contact the forum administrator at [primarylanguages-request@mailtalk.ac.uk](mailto:primarylanguages-request@mailtalk.ac.uk)
- **Plain text.** Some email programs will allow you to send non-standard characters or message in formats other than plain text e.g. in HTML, but this does not mean that others can read your messages. Please be aware of this if you are sending messages in formats other than plain text.
- **Commercial postings.** Commercial postings and solicitations are prohibited. The primary languages forum is not intended to provide free advertising for commercial publishers and services. However, commercial providers are an integral part of the language teaching community and we do not wish to exclude them in any way from discussions on the list. Commercial providers may well be practitioners as well and are, of course, welcome to participate in all discussions. We also appreciate that members may be interested to receive information about relevant resources or services. So, as a general rule, responses to requests for information on the list may point to specific resources or services but direct advertising is not welcome. Where there is a request for information on a specific commercial resource/service, other commercial companies should not intervene in the discussion by posting messages about their own resource/service. Commercial providers and those affiliated with them are also asked to identify themselves as such when posting messages to the forum. The kind of messages that are acceptable from commercial providers regarding their resources or services include: if a publisher is looking for authors or ideas for new materials; if a publisher would like to pilot or receive feedback on materials which are in development and freely available to members of the list; if a publisher has produced specific resources which directly address a query posted on the list - in which case, the publisher should send their reply directly to the enquirer.
- **Contributions.** If in doubt about the suitability of any contributions for the list, please contact the forum administrator at [primarylanguages-request@mailtalk.ac.uk](mailto:primarylanguages-request@mailtalk.ac.uk)
- **Send your commands to the right address.** Please don't send commands such as "leave" or "no mail" to [primarylanguages@mailtalk.ac.uk](mailto:primarylanguages@mailtalk.ac.uk), as other list members will not be interested. These commands should be sent to the Mailtalk computer programme at: [mailtalk@mailtalk.ac.uk](mailto:mailtalk@mailtalk.ac.uk). You may use the commands below to automatically update your settings in Mailtalk. Send commands to [mailtalk@mailtalk.ac.uk](mailto:mailtalk@mailtalk.ac.uk). Leave the subject field blank and type the text in the body of the email.
  - To join a list: join LISTNAME firstname lastname (e.g. join primarylanguages joe bloggs)
  - To leave a list: leave primarylanguages
  - To leave all lists you are subscribed to: leave \*
  - To suspend email from a list: set primarylanguages nomail

- To suspend email from all lists you are subscribed to: set \* nomaill
- To resume email from a list: set primarylanguages mail
- To resume email from all lists you are subscribed to: set \* mail
- To receive messages in a digest: set primarylanguages digest
- To stop receiving digests: set primarylanguages nodigest
- To get a list of commands: help

### How to...

- To send a message to everyone on the list, send an email to: [primarylanguages@mailtalk.ac.uk](mailto:primarylanguages@mailtalk.ac.uk)
- To leave the list, send an e-mail with the message "leave primarylanguages" (without quotation marks) to: [mailtalk@mailtalk.ac.uk](mailto:mailtalk@mailtalk.ac.uk)
- To suspend your email from a list, send an e-mail with the message "set primarylanguages nomaill" (without quotation marks) to: [mailtalk@mailtalk.ac.uk](mailto:mailtalk@mailtalk.ac.uk).
- To resume email to a list, send an email with the message "set primarylanguages mail" (without quotation marks) to: [mailtalk@mailtalk.ac.uk](mailto:mailtalk@mailtalk.ac.uk)

### Problems!

- **Never** send commands, or requests to join, or administrative queries, to [primarylanguages@mailtalk.ac.uk](mailto:primarylanguages@mailtalk.ac.uk) - your problem will be broadcast to all our members!
- If your mail address changes, send a message to the forum administrator at [primarylanguages-request@mailtalk.ac.uk](mailto:primarylanguages-request@mailtalk.ac.uk)
- If something goes wrong - perhaps you get two copies of every message - send a message to the forum administrator at [primarylanguages-request@mailtalk.ac.uk](mailto:primarylanguages-request@mailtalk.ac.uk)
- If mail from the primary languages forum to you is regularly rejected for some reason (perhaps because you have run out of file space or your computer mail service has been renamed) the list-owner may eventually delete you from the list.
- If you get no mail, you may have been deleted from the list - see above. Either send a message to the forum administrator at [primarylanguages-request@mailtalk.ac.uk](mailto:primarylanguages-request@mailtalk.ac.uk), or re-subscribe.