
COMPUTER LITERACY QUESTIONNAIRE

We are grateful for your participation and assistance in answering this questionnaire. We would like to know something about your computer experience, knowledge and skills. Your responses will be treated in strict confidence and individual teachers/schools will not be identified in any report or publication. Please answer all questions as accurately as you can.

SECTION I

➤ For each question, please mark your response with a tick (✓), unless otherwise indicated. For 'Other' responses, provide a brief response.

Q1. Gender

Male

Female

Q2. Age (please specify)

years old

Q3. What is your job & position? (please specify)

Q4. Where do you currently work?

Kindergarten
Secondary school
University
Private tutor
Not now

Primary school
Technical college
Private language school
Other (please specify)

Name of city/town (please specify)

Q5. How long have you been working as a teacher?

year(s)

Subject(s) you teach (please specify)

Please tick here if you have never taught.

Q6. How long have you been using computers?

year(s)

Please tick here if you have never used a computer. Then, go directly to Section V.

Q7. What type of computers have you used? Please fill out the following table:

Type of computer	Length of time	Purposes
<i>Example: PC (Windows)</i>	<i>1 year</i>	<i>Personal use at home, word processing, email</i>
<i>Example: Macintosh (OS X)</i>	<i>6 months</i>	<i>Teaching at school, email, Web search</i>

Q8. Do you currently have regular access to a computer?

Yes (Continue at Q8 and then go to Q9)
 No (Go to Q9)

Q9. Does the computer have an Internet connection?

Yes
 No

Q10. Who taught you how to use a computer in the first place?

Trainer/teacher	<input type="checkbox"/>	Colleagues	<input type="checkbox"/>
Family	<input type="checkbox"/>	Friends	<input type="checkbox"/>
Books	<input type="checkbox"/>	Videos	<input type="checkbox"/>
Yourself	<input type="checkbox"/>	Other (please specify)	<input type="text"/>

Q11. How would you rate your own computer literacy?

Poor	<input type="checkbox"/>	Adequate	<input type="checkbox"/>
Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>

Q12. How would you rate your own Internet literacy?

Poor	<input type="checkbox"/>	Adequate	<input type="checkbox"/>
Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>

Q13. How would you rate your current typing skills?

Poor	<input type="checkbox"/>	Adequate	<input type="checkbox"/>
Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>



SECTION II

Q14. Please indicate your level of frequency of using each of the followings by putting a tick (✓) in the box at the appropriate spot: ‘Almost everyday’, ‘3-4 times per week’, ‘1-2 times per week’, ‘1-2 times per month’, ‘Rarely’ or ‘Never used’. If there is any item you do not know, it can be assumed that you do not have any experience with the item.

		Almost everyday	3-4 times per week	1-2 times per week	1-2 times per month	Rarely	Never used / Do not know
1	Word processing						
2	E-mail						
3	World Wide Web						
4	Database						
5	Spreadsheet						
6	Graphics						
7	Multimedia (audio & video)						
8	Language software (CD-ROM)						
9	Concordancer						
10	Blogging						
11	Wiki						
12	Online discussion group						
13	Text chatting						
14	Voice chatting						
15	Video conferencing						
16	Computer games						

Q15. How would you rate your computer skills? Please put a tick (✓) in the box at the appropriate spot: ‘None’, ‘Basic’, ‘Intermediate’ or ‘Advanced’.

Working with:	None	Basic	Intermediate	Advanced
1	Word processing applications			
2	Spreadsheet applications			
3	Database applications			
4	Presentation applications			
5	Multimedia applications			
6	Web design applications			
7	Web search engines			
8	Communication applications			



SECTION III

Q16. Please respond to each of the following computer-related questions by putting a tick (✓) in the box at the appropriate spot: ‘Yes’ or ‘No’.

		Yes	No
1	Do you have a computer connected to the Internet at home?		
2	Do you have an e-mail account?		
3	Do you have a personal homepage on the Web?		
4	Do you understand the basic functions of computer hardware components?		
5	Do you use keyboard shortcuts?		
6	Do you use a computer connected to the Internet at school?		
7	Do you use a computer for teaching purposes?		
8	Do you find it easy to learn something by reading it from a computer screen?		
9	Do you use CD-ROMs to supplement your learning/teaching?		
10	Do you use Web sites to supplement your learning/teaching?		

Q17. Please respond to each of the following computer-related questions by putting a tick (✓) in the box at the appropriate spot: ‘Yes’ or ‘No’.

		Yes	No
1	Can you properly turn on and shut down a computer?		
2	Can you start and exit a computer program?		
3	Can you change monitor brightness and contrast?		
4	Can you minimize, maximize and move windows on the desktop?		
5	Can you perform file management including deleting and renaming files, etc.?		
6	Can you use a ‘search’ command to locate a file?		
7	Can you install a software program?		
8	Can you scan disks for viruses?		
9	Can you move a file from a hard drive to a USB drive?		
10	Can you write files onto a CD?		
11	Can you resize a photograph?		
12	Can you record and edit sounds?		
13	Can you print a document using a printer?		
14	Can you create a basic Word document?		
15	Can you copy, cut and paste text in a document?		
16	Can you change font style and size in a document?		
17	Can you create a basic Excel spreadsheet?		
18	Can you create a simple database using Access?		
19	Can you create a simple presentation using PowerPoint?		
20	Can you create a simple Web page?		
21	Can you send and receive attachments through e-mail messages?		
22	Can you search for information online using a Web search engine?		
23	Can you download and save files from the Web (e.g., text, graphic, PDF files)?		
24	Can you use a video conferencing tool on the Web?		



SECTION IV

➤ The following questions cover general areas of computer knowledge. You may not know the answers to all questions, but please attempt to answer them without asking others or referring to books.

Q18. Please choose the best answer for each question and put a tick (✓) in the box at the appropriate spot: '1', '2', '3' or '4'.

		1	2	3	4
1	What is a folder?				

- (1) A document on a disk
- (2) A window on a desktop
- (3) A shortcut to a file
- (4) A collection of files grouped together

		1	2	3	4
2	How much information fits on a CD and a DVD?				

- (1) 640KB and 1.4MB respectively
- (2) 1.4MB and 670MB respectively
- (3) 670MB and 4.7GB respectively
- (4) 4.7GB and 6.4TB respectively

		1	2	3	4
3	What kind of program is used to edit a GIF file or a JPEG file?				

- (1) A word processing program
- (2) A graphic program
- (3) An audio program
- (4) A video program

		1	2	3	4
4	What is the main brain of the computer?				

- (1) CPU
- (2) LAN
- (3) RAM
- (4) ROM

		1	2	3	4
5	What is the main function of a server in a networked environment?				

- (1) The server compiles information on the Internet.
- (2) The server controls access to networked computers.
- (3) The server saves files in HTML format.
- (4) The server creates email messages and Web pages.

		1	2	3	4
6	What are WAV and AIFF examples of?				

- (1) Rich text file formats
- (2) Graphic file formats
- (3) Digital audio file formats
- (4) Digital video file formats

		1	2	3	4
7	Which one is not a Web search engine?				

- (1) AltaVista
- (2) Yahoo
- (3) Excite
- (4) Firefox

		1	2	3	4
8	Which one is not an output device?				

- (1) Speaker
- (2) Keyboard
- (3) Monitor
- (4) Printer

		1	2	3	4
9	What is a URL?				

- (1) An email address
- (2) A title of a Web site
- (3) An address of a Web page
- (4) A name of a Web browser

		1	2	3	4
10	Which of the following is considered to be poor e-mail etiquette?				

- (1) Keeping messages concise
- (2) Keeping download size to a minimum
- (3) Using the BCC field when sending bulk email
- (4) Using lots of capital letters to emphasize words



SECTION V

Q19. What do you think are the factors affecting the use of computers in the classroom?
Please tick (√) TWO boxes that best apply.

Limited time	<input type="checkbox"/>	Limited facilities	<input type="checkbox"/>
Limited access to the Internet	<input type="checkbox"/>	Limited knowledge of computers	<input type="checkbox"/>
Lack of computer skills of teachers	<input type="checkbox"/>	Lack of computer skills of students	<input type="checkbox"/>
Lack of interest of teachers	<input type="checkbox"/>	Lack of interest of students	<input type="checkbox"/>
Lack of school support	<input type="checkbox"/>	Lack of computer-based materials	<input type="checkbox"/>
Curricular restriction	<input type="checkbox"/>	Inflexible teaching methods	<input type="checkbox"/>

Other (please specify)

Q20. Please indicate the extent to which you agree or disagree with the following ideas expressed by putting a tick (√) in the box at the appropriate spot: ‘Strongly agree’, ‘Agree’, ‘Uncertain’, ‘Disagree’ or ‘Strongly disagree’.

		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1	I enjoy using computers.					
2	I feel comfortable using computers.					
3	I am willing to learn more about computers.					
4	I think that computers are difficult to use.					
5	I feel threatened when others talk about computers.					
6	I believe that it is important for me to learn how to use computers.					
7	I would like to use computers in the classroom.					
8	I think that my teaching can be improved by using computers.					
9	I think that computers can make second/foreign language learning interesting.					
10	I believe that training in computer-assisted language learning should be included in language teacher education programs.					

Thank you for completing this questionnaire!