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USING GOOGLE APPLICATIONS IN THE PROCESS OF PROSPECTIVE FOREIGN LANGUAGE TEACHERS' PROFESSIONAL TRAINING

Nowadays using Information and Communication Technology (ICT) is an urgent necessity in teaching process. Various educational programs on CD-ROMs, Internet recourses, authoring tools, online tests and other electronic materials help FL teachers to make lessons more exciting, modern, interactive and efficient. That is why a modern FL teacher should possess the skills connected with using ICT in the classroom as well as other fundamental professional skills: cognitive, project, constructive, organizational and communicative [1, p. 151].

The formation of prospective FL teachers' professional skills can be performed in the process of studying various academic disciplines at the university such as Methods of Teaching English, Practical Course of the English Language, English Language (for professional purposes), etc. Taking into account the fact that ICT is one of the effective means of forming professional skills, we think it necessary to integrate ICT into the university courses mentioned above. The aim of the article is to describe the benefits of using such means of ICT as Google Applications (Apps) in the process of prospective FL teachers' professional training.

First, it should be noted that there are a lot of Google products that can be used in all spheres of human life including everyday activities, education, business, communication, rest, etc. Google products include web apps (Web search, Bookmarks, Google Chrome), specialized search apps (Custom Search, Trends, Scholar), home & office apps (Gmail, Docs, Slides, Drawings, Calendar, Hangouts, Sheets, Forms, Sites, Translate, Drive), social apps (Google+, Groups, Blogger), geo apps (Maps, Earth), media apps (Books, News, Image Search, Video Search), business apps (G Suite, AdMob, AdSense) and Mobile apps (Mobile, Search for mobile, Maps for mobile) [2].

Google apps can be widely used for educational purposes in general and for training prospective teachers of English in particular. For example, web and specialized search apps can help students to search information effectively, make bookmarks and systematize information. Google Drive is a convenient tool to store and share information. Such apps as Google Translate and OK Google will help learners to master foreign languages without looking into traditional dictionaries and encyclopedias. Google Docs, Slides, Sheets and Forms can be a good replacement of traditional MS Word, Excel and Power Point, especially in case when the students have to collaborate with other students in order to make a survey or a group project. Google Maps and Google Earth will help the teacher to present the topics connected with country studying such as "Travelling", "Great Britain", "The USA", etc.

Teachers can also join the program "Google for Education" to learn more about Google tools and its possibilities for teaching [3]. One of the additional

Google applications specially made for this program is Google Classroom that is a free suite of productivity tools that includes email, documents and storage. This application allows teachers to make announcements, create assignments and organize class discussions [4].

Taking into consideration a great variety of Google educational tools, their convenience in usage and free assess, we think it necessary to familiarize the prospective teachers of English with the ways of using Google apps in the classroom. Below we suggest the sample tasks aimed at mastering English and forming students' professional skills while studying various academic disciplines at the university.

Task 1 "Design a Questionnaire".
Google application: Forms.
Academic discipline: Methods of Teaching English.
Topic: "Teaching Listening Comprehension".
Professional skills formed: project, constructive.
Procedure:

- look at the post-viewing activities to the video "Cinderella" created in Google Forms (the screenshots of the tasks are presented in Fig. 1);
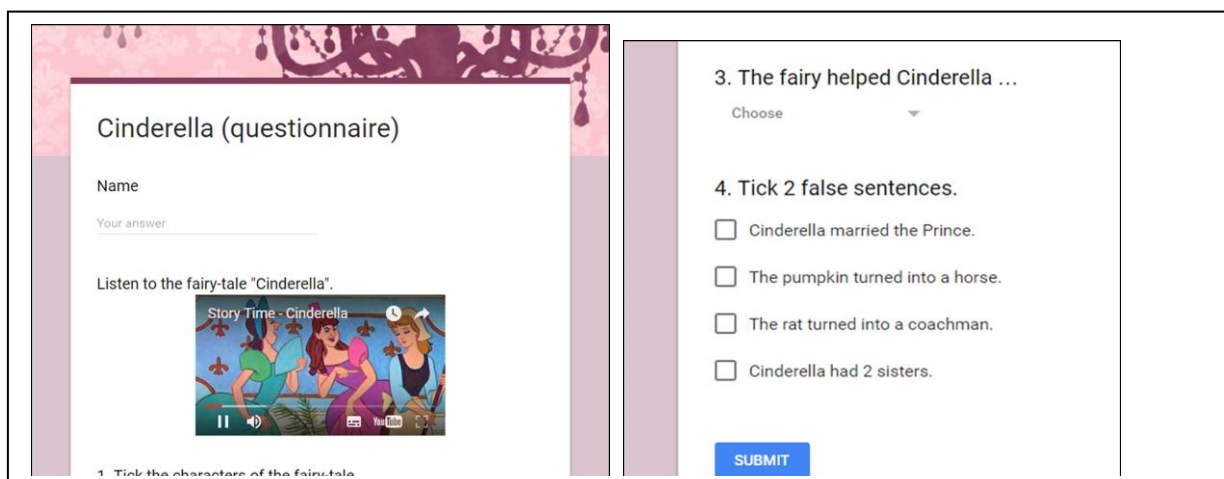

Fig. 1. Screenshots of questionnaires created in Google Forms.

- fill in the questionnaire (use the following link: https://docs.google.com/forms/d/16oraAyQvwcm9D9VG3D_HeUYcEV5lzmjlsWLP1oq57D0/viewform) as if you were a secondary school pupil;
- discuss the types of questions that there are in the questionnaire (short answer, multiple choice, drop-down and checkboxes);
- watch the teacher's presentation about working with Google Forms for creating tests and questionnaires: adding questions, inserting images and videos, changing the background colour, sending a form, adding collaborators, etc.;
- design your own questionnaire for teaching listening comprehension to secondary school pupils (it can be pre-viewing, post-viewing, pre-listening or post-listening tasks based on audio- or video-materials);
- share your questionnaires with your groupmates.

Task 2 "Guess the Event".

Google application: Web search (Google Doodles).
Academic discipline: Practical Course of the English Language.
Topic: "Holidays and Traditions".
Professional skills formed: communicative, cognitive, project.
Procedure:

- look at the screenshots of Google Doodles presented at Fig. 2 (a Google Doodle is a special, temporary alteration of *the logo on Google's homepage* that is intended *to* celebrate holidays, events, achievements and people [5]);

Fig. 2. Screenshots of Google Doodles.

- describe them, think of the way how these doodles could be animated;
- make your predictions about the events that are shown in the doodles and the countries where they could take place;
- discuss your ideas in pairs;
- follow the links and check your predictions:
  1) https://www.google.com/doodles/ukraine-independence-day-2012
  2) https://www.google.com/doodles/st-patricks-day-2015
  3) https://www.google.com/doodles/first-day-of-school-2015-canada
  4) https://www.google.com/doodles/christopher-wrens-382nd-birthday
  5) https://www.google.com/doodles/la-tomatina-70th-anniversary
  6) https://www.google.com/doodles/us-elections-2014

- split into four groups and find some more Google Doodles connected with the important events, holidays or traditions in Ukraine and English-speaking countries.

Task 3 "Make a Group Presentation".

Google application: Slides.

Academic discipline: English Language (for professional purposes).

Topic: "Professionally-oriented Speaking".

Professional skills formed: cognitive, communicative, organizational.

Procedure:

- imagine that your group mates and you are going to participate in a student scientific conference devoted to the problems of teaching and leaning English;

- think of the topic your group (2-3 students) will present at the conference;

- look at the sample presentations on various topics created in Google Slides:

https://docs.google.com/presentation/d/1Bxg829mckPsjEk8GbWLZ4ePE_41Qklh zJrjMOdhJemU/edit#slide=id.gc6f75fceb_0_0;

https://docs.google.com/presentation/d/1_nJrYG6bzF0JaGLkEfZmJNUynDvZ5bV AK1OPzxtHbZ4/edit;

https://docs.google.com/presentation/d/13LwVeEr5fV_SiMld-NjHhkyu7aklRh1zIKon81NtV20/edit#slide=id.g742e3e7cd_1_16;

- think of the differences in using MS Power Point and Google Slides, discuss their advantages and disadvantages in making presentations;

- make a group presentation using Google Slides (each students is responsible for some parts of the presentation);

- demonstrate your presentation before the class during the role play "At the Conference", discuss it with your group mates.

In conclusion it's worth saying that this article doesn't cover all possibilities of using Google Applications for educational purposes. So, our further research and publications will be devoted to the description of other activities that can be organized in the process of prospective FL teachers' professional training.

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