A Brief Talk on Scientific Management and Routine Maintenance of Foreign Language Phonetics Room Taking Anhui Sanlian University as an Example

Yi Liu

Abstract: The new period development of foreign language teaching in universities, the application of foreign language phonetics room in language teaching is becoming more and more popular and plays an extremely important role, in order to serve the foreign language teaching better, to make full use of the functions of the foreign language phonetics room and guarantee teaching. How to conduct scientific management and routine maintenance of foreign language phonetics room, this is also the main task of foreign language teaching in universities. This paper discusses the problems in the management and maintenance of the current foreign language phonetics room, some suggestions on strengthening the management and maintenance of foreign language phonetics room are put forward.

Keywords: Foreign Language Phonetics Room; Management and Maintenance; Foreign Language Teaching

Introduction:

With the reform and development of foreign language teaching, foreign language and society to the practical talent shortage, training for foreign language talents in Colleges in order to increase the practicality, in order to accelerate the cultivation of foreign language practical talents to adapt to the trend of economic globalization, foreign language lab to undertake more and more arduous task of foreign language teaching, gradually become indispensable in foreign language teaching the tools and technology equipment. Foreign language lab to create a good language environment with its advanced and perfect function for college foreign language teaching, [1]so as to better cultivate students English listening, say, read, write, translation skills, foreign language teaching is to improve students' foreign language ability, infrastructure requirements.
Foreign language lab better service foreign language teaching, the construction of hardware and software environment of speech room must also continue to strengthen, speech room utilization rate is high, due to the heavy task, lab management and maintenance is facing severe. The scientific management model and effective daily maintenance are particularly important.

I. The Brief Introduction to Phonetics Room and The Analysis on Problems of Foreign Language Phonetics Room in Universities

1. A Brief Introduction to The Innovative Experimental Training Center in School of Foreign Studies of Anhui Sanlian University

The center is based on cloud technology, network classroom, hardware support, intelligent language training platform as language environment, integrating listening, speaking, reading, writing and translation into foreign language teaching platform.

Foreign language lab: the language is Lange intelligent feedback teaching system for comprehensive teaching, listening teaching, oral English teaching, reading teaching and other teaching platform are embedded in the expert mode of teaching, interactive teaching for teachers to quickly organize, custom interface, textbook, level eight English volumes and other resources to meet the needs of Teachers and students to deal with the oral exam training needs, artificial intelligence technology unique, leading the development of teaching materials, intelligent transformation, machine intelligence assessment, teaching content of intelligent information recommendation, intelligent calibration and so on.

Simultaneous interpretation, translation and training room: 1. Lange lbd3600z-simultaneous interpretation conference training system, embedded 15 advanced teaching mode, including the basis of consecutive interpreting teaching, teaching skills, teaching skills of simultaneous, consecutive interpreting subject teaching, subject teaching, English interpretation teaching, teaching of C-E interpretation, interpretation observation, interpretation practice, simulated consecutive meetings, simulation Si meeting, simulation FGD meeting, translation teaching, and provide short-term memory, note taking, shadow training, listening comprehension, language overview, sight translation training, team discussion and other training mode, is the systems of domestic products in the most powerful transmission system.2 dejavu x3-, translator training system, multifunctional teaching platform, provides full enterprise translation management and operation environment, make the teaching more practical, large translation database, with translation memory and terminology database server, can be convenient The import and storage of different types of documents in the corpus, to complete the school to accumulate their own unique translation teaching and translation of scientific research achievements and knowledge, with the development of school teaching and scientific research continues at the same time, enrich the data reserves, build platform and scientific teaching. At the same time, dejavu X3 also has a strong and stable memory search engine, ensure the rapid search corpus available, reuse of resources to the maximum extent. The center will try to introduce the latest achievements of educational technology in foreign language teaching, make technical achievements into teaching achievements. Through trial and exploration, accumulated experience for foreign language teaching reform, to explore a line with the development needs of students foreign language teaching mode.
2. Problems and Solutions in the Management of Phonetics Room

2.1 Easy Problems on Management

① Students do not sit in the ordered seat number, eat snacks in the classroom, spit everywhere, and so on. Sprinkle the liquid drinks on the floor.
② Students do not wear shoe covers in and out of the classroom, resulting in classroom hygiene can not be guaranteed.
③ The students at the computer desk, computer screen graffiti, classes are not lectures behind playing mobile phone.
④ The teacher uses chalk in class, causing dust to fly and dust affecting the equipment.
⑤ A few students intentionally damage the earphones and wriggle the headphones and the microphone, causing the headphones and the microphone to be broken.
⑥ Before the class begins, the teacher students freely operate machine equipment, so that teachers and students can not be normal connection machine machine control.
⑦ The teachers and students to copy files, without killing on a USB drive to ensure the safety of the situation, USB plug arbitrarily connected to the computer USB interface, the system is infected with the virus, cause the device can not be used normally.

2.2 Solutions

In order to make the language lab scientific management, to give full play to the role of teaching resources, ensure the teaching. Our university Anhui Sanlian University foreign language laboratory take a series of management measures. We establish a classified management system. According to the problems found, we establish the corresponding management methods, operating procedures, technical files, management projects and management work system. For example; set up <the duty of the voice room administrator of the Anhui Sanlian University><The safety system of the foreign language phonetics room of Anhui Sanlian University><A code of practice for students in the foreign language phonetics room of Anhui Sanlian University><The management system of foreign language phonetics in Anhui Sanlian University>. And there are a series of rules and regulations such as "Register of the use of language Room equipment", "working Log of the language Room" and so on on the teacher's speaking table of each language laboratory. The following aspects are classified and improved:

Before each class in accordance with the requirements in order to urge the students to wear shoes into the classroom, it is prohibited to carry water, drink into the classroom, to spit casually, punish the students in the classroom to throw confetti, after cleaning. In order to avoid the student in the computer desk scribbling, every time we will have a class on duty to check, if found, will according to the beginning of the attendance table personnel check, make corresponding punishment. Each voice rooms are equipped with multimedia teaching equipment, from the previous "blackboard" teaching mode into the "clean" teaching mode for intentional damage to equipment, we set up a fine standard of intentional damage, according to the original price for compensation. Avoid computer viruses, the teacher USB port settings prohibit read. Use voice room teacher to a detailed record of the class information, after carefully check the windows closed and electrical facilities shut down Each semester, will give lessons in the lab teacher system, a full range of training. Each device and method of use that they are familiar with the speech room, every time after the training assessment, so
that each teacher can use familiar with the operation, each voice room health, all students take turns on duty arrangement sure, the classroom health, daily sweep, once a week to do daily cleaning.

3. Problems and Solutions to The Maintenance of Phonetics Room

3.1 Easy Problems on Maintenance
① The phenomenon on the death of teachers’ computer.
② The mouse keyboard is not good.
③ The students’ computers failed.
④ Computer virus.
⑤ CD drive read disk failed.
⑥ The student earphones malfunction.
⑦ There is no call between the teacher and the student machine.
⑧ Computer display failure.

3.2 Solution
The maintenance of a foreign language room is an important guarantee for its proper functioning. Here are some solutions to common problems:
① After the operation of the system for a period of time, due to improper operation, the system software conflicts with the computer hardware, and the phenomenon of computer crash occurs. The solution is to restart the computer and solve this problem.
② In such a situation, as the lab administrator will host the first shutdown, then behind the host mouse and keyboard plug pull out re inserted, and then restart the computer. If this is not possible, taking into account the damaged parts, put on standby mouse keyboard, ensure the normal teaching work.
③ The students no electricity: the data line may be removed or re inserted. The interface loosening that position terminal connected or connected to the exchange student end position.[3] No sound: first to see if there is a problem. If the headset headset is normal, check whether the terminal is broken. If the terminal is not bad, just check the exchange connected with the host, and the data line.
④ In order to prevent computer virus first to install genuine anti-virus software and regularly upgrade, start the automatic monitoring function, timely killing the virus. Secondly, storage devices inform and ask teachers to bring every time, the first response to the killing the virus, in order to prevent computer attacks, should be timely to the operating system patched, and loaded the firewall.
⑤ Check whether have mechanical fault first, if not mechanical fault, is laser head commonly dirty. So want to wash magnetic head regularly, when necessary also can adjust laser head power, guarantee drive of optical drive normal work.
⑥ The students are mainly unilateral headset failure, poor contact, no sound phenomenon. These faults are mainly in the headset headset microphone is connected with the root part, from everyday use students, constantly break, causing internal line breaking or welding loose, fall off, and even the speaker. In this regard, the detachable headset, find broken the wire, to replace a time. Poor contact, turn the headset port and the computer interface position can be adjusted properly.
Solution: check the connection is correct, including teachers and students for the connection is good contact. The reinforcement line port of fault is excluded. Sometimes, because the teacher has not yet fully restart students machine in the lab management platform click students to find the corresponding questions, students can communicate normally. The seat number of questions.

II. To Strengthen The Scientific Management and Daily Maintenance of The Foreign Language Phonetics Room in Universities

1. Strengthen The Business Level of The Phonetics Room Administrators

The basic guarantee of scientific management and daily maintenance of the language lab is that it needs a management team that is conscientious and responsible in its work, high in management level and capable of maintaining technical skills. It is necessary to strengthen the professional level of the language lab administrator. First of all, it is necessary to strengthen the study of the professional knowledge of the managers, and to visit other foreign language laboratories in colleges and universities. Attend regular meetings or training sessions related to language lab management, our university Anhui Sanlian University summer organization language room administrator and university student independent learning center administrator to visit the language studio builder to study. Learning and exchange with R & D and marketing department related technical personnel, benefit greatly. This learning exchange further improves the administrator's business level.

2. Perfecting The Management Rules and Regulations of Phonetics Room

It is very important to set up perfect lab management rules and regulations, it helps to standardize management, is conducive to successful teaching, contribute to the maintenance of lab timely to ensure good operation of the sound chamber, give full play to the speech room for this, to establish management rules and regulations to improve the foreign language pronunciation of Anhui Sanlian University. I make the following school management system posted on the wall of the classroom: The job responsibility of the phonetics room administrator of Anhui Sanlian University, Anhui Sanlian University phonetics room safety system, A code of practice for students in the foreign language phonetics room of Anhui Sanlian University, The management system of foreign language phonetics room in Anhui Sanlian University. And on the table are phonetics room equipment usage register, phonetics room work log and a series of rules and regulations. With the above regulations, administrator arrangement is clear, easy to damage to the equipment, such as headset, mouse, keyboard, computer etc. the damage rate is greatly reduced.

3. Scientific Management on Instrument and Equipment in Phonetics Room

In foreign language teaching in Colleges and universities, the speech room frequent use, will increase the loss to a certain extent, relatively old, and some equipment failure frequently. Therefore, the scientific management of lab is particularly important, directly affect the teaching work. Foreign language lab management personnel should have the corresponding ability of maintenance in equipment. The specific management process, there should be a regular check of noise and monitor the normal operation of the students to discover the hidden headset, should promptly eliminate. Voice system, the most vulnerable to damage and
damage is the student terminal headset. Therefore, the lab administrator should first use room in the student's speech that requires students to correctly use the headset voice equipment, in a timely manner to the student management propaganda speech room, and equipment damage compensation and penalty rules to students in Ming.

4. Strengthen The Maintenance of Software
4.1 University foreign language lab administrators to guarantee the hard disk common software security. Foreign language lab will store a variety of computer system software and application software, in daily use, often due to misoperation caused by hard disk virus invasion, resulting in the loss of data on computer, application software and even the entire foreign language lab teaching system can not work normally influence of foreign language lab, foreign language teaching. So to ensure normal use of multimedia lab software used in computer security and computer hard disk, hard disk to restore the card should be installed and regularly update the password, to prevent foreign language lab system collapse.
4.2 The computer of the foreign language lab is maintained regularly in order to speed up the running speed of the computer of the foreign language room, clear some recycle bin files, and classify and clean up some additional documents that the teacher added in the class. Create folders to be stored on D/ E/ F disk in an orderly manner. Check and kill computer viruses to prevent computer viruses from breaking out.

5. Strengthen The Maintenance of Hardware
5.1 Foreign language lab hardware mainly includes external device, headset, audio player, computer, the hardware maintenance and maintenance, has become a routine lab administrator, the administrator shall fully understand the equipment maintenance and maintenance of knowledge, in strict accordance with the procedures and equipment maintenance. At the same time, pay attention to fire prevention, sound room anti-theft, moisture-proof, antimagnetic and security work.
5.2 The daily inspection work of the lab equipment, testing, maintenance and debugging on the ground, equipment to. On a weekly lab computer monitor, keyboard and mouse for cleaning and maintenance, such as dirt mouse two rolling on wheels. The administrator every day before class a speech room use function checks for each voice room the equipment, ensure the speech room in the teaching activities carried out smoothly, in addition, regular teaching equipment timing of speech room for inspection and debugging, every month at least 2 times a month ago for inspection and debugging time, and then at the end of the month for special inspection and maintenance time, and the fault occurs in the commissioning of periodic inspection the causes and solutions for registration.

III. The Experiences of Phonetics Room Administrators
Lab management and maintenance is a long-term and arduous work, its management and maintenance, both old problems and new problems, as the lab administrator should implement scientific management accordingly. Encountered problems in the management, must be the first time to solve. The strict implementation of the relevant rules and regulations of the lab, hardware regularly check the software maintenance, ensure the normal lab teaching work, arrange on duty to clean the classroom every day, keep lab clean, improve the
use rate of the mobile phone bag, every time before the class each student must put their mobile phone on the blackboard in front of the mobile phone bag, after class orderly reclaim. As the voice room administrator should take part in the speech room management related meetings and training with other colleges lab administrator keep learning and communication is also essential. Closely follow the international trend, the improvement of domestic speech room, speech room for reform Guide. This can effectively improve the efficiency of the management and maintenance of the voice room.

IV. Conclusions
Phonetics room management and maintenance is a complicated and long-term work, lab administrators should clearly recognize the importance of scientific lab management and daily maintenance, with the development of science and technology, the lab introduced new technologies related to the management and maintenance work must keep pace with the times, in order to ensure the daily teaching work, fully play voice room advantage, improve the quality of foreign language teaching.

ACKNOWLEDGEMENT:
Fund project:
This paper is the stage research results of Anhui Sanlian University Provincial Quality Engineering Characteristic Professionalism-English (2015tszy035) and Anhui Sanlian University School Level Quality Engineering Characteristic Professionalism-Business English (2017zlgc026).

Reference: