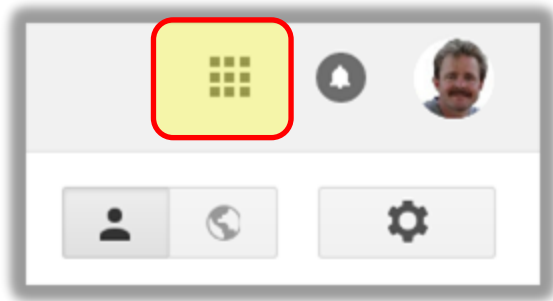


Using Google Drive

Google Drive is an online storage service courtesy of Google (thus, the name!). It is quite useful and very, very inexpensive. Actually, it's free.

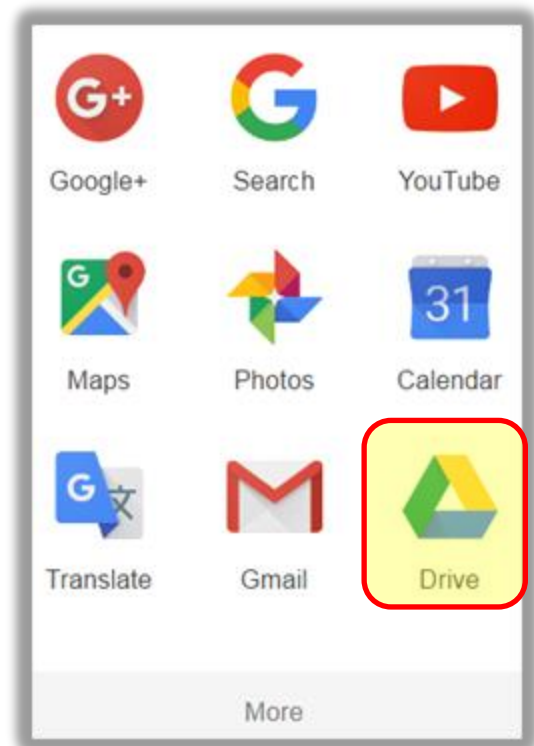
1. You'll find Google Drive in a couple places on the Google webpage. I prefer to use this route:

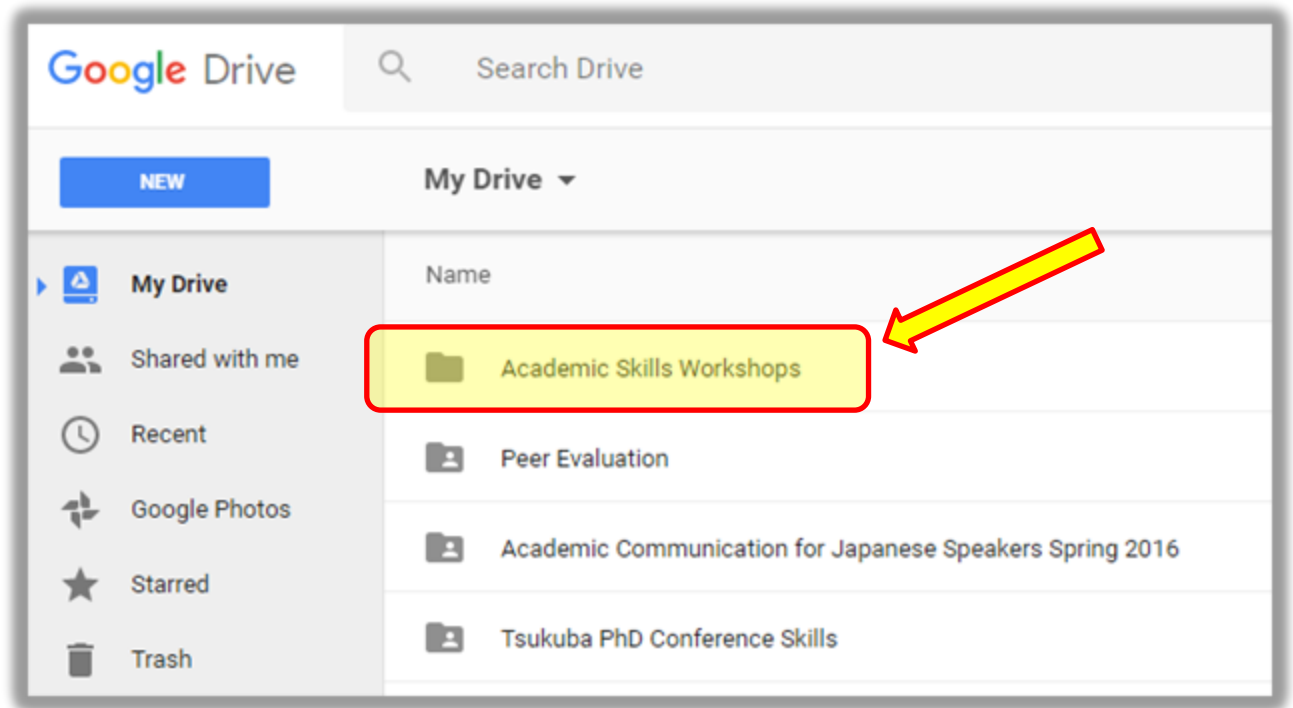


In the upper row you'll see that matrix of nine dots. Click it and you should see this:

In the lower, righthand corner you'll see the Google Drive emblem, which is a blue, yellow, and green triangle.

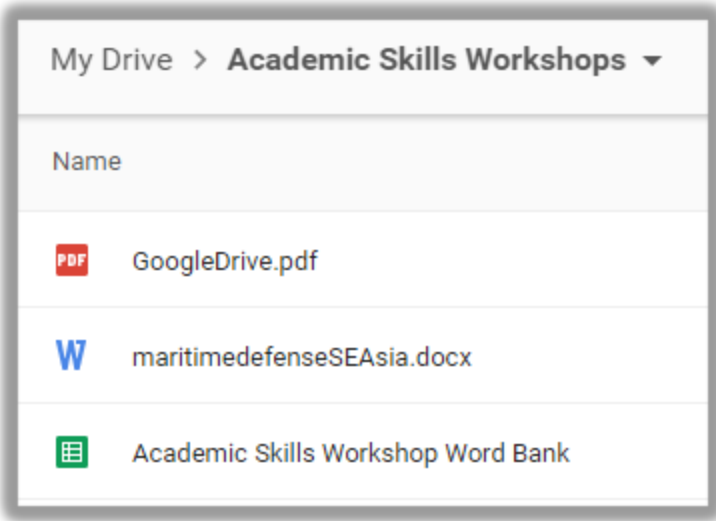
When you click the triangle, you'll open the Google Drive webpage, which looks like the following:





My Google Drive has quite a few folders and documents in it; in the image above you can see four folders. The top one (Academic Skills Workshops) is for our class. Clever, right?

If you click that Academic Skills Workshops link, you'll arrive at the following:



The bottom link (the green one) is our Word Bank. As you'll see when you open it, it very much looks like and acts like Excel.

Allow us to explain the various columns here.

	A	B	C	D	E
1	Contributor	WORD	sublist	context	part of speech
2			AWL headword list		
3					
4	Miyuki	generate	AWL 5	The data that Wood and her colleagues generate will be used to improve climate models.	verb

Column A is the student's name (Miyuki is Professor Nakatsugawa.)

Column B is the word.

Column C is the word list in which the word occurs.

Column D is the sentence in which you found the word.

Column E is, cleverly, the part of speech (noun, verb, etc.)

F	G	H	I	J
meaning	ther word form	collocation	synonym(s)	comment(s)
Collins Cobuild			Thesaurus.com	
		Collins English Thesaurus		
To generate something means to cause it to begin and develop	generation (noun) generative (adj)	generate data	create produce	

Column F is, of course, the meaning. You might consider using such online dictionaries as Collins Cobuild.

Column G lists various word forms: generate, generation, generative

Column H lists collocations of note; here we see that **generate** often appears with the word **data**.

Column I includes synonyms; here you might refer to the two links.

Finally, Column J is for any comments you might want to include.

*Note that Google Drive automatically saves documents, so you don't need to do so.

Have fun 😊

