

Research on the Management of Voice Room in Colleges and Universities

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Abstract: With the development of the construction of the college speech room, students put forward higher requirements for the management of the language room. As an important place for English learning, English language lab is particularly important for the construction of language lab, from the construction of software facilities to the staffing of teachers. Therefore, on the basis of the existing problems and shortcomings in the construction of College speech labs, this paper puts forward the research on the management of College speech labs, and puts forward new strategies and guidelines, which have important reference value.

Keywords: College; Voice room construction; Management; Students

1. Introduction

Speech room management plays an important role in the smooth progress of spoken and listening teaching. With the expansion of College enrollment, "investment in the speech room has not been expanded accordingly", so that the use of the speech room is very high, "excessive student flow" brings great difficulties to the management! The management of the speech room is "intricate" except system one. A set of practical rules and regulations "such as on the one hand, we should institutionalize "on the other hand, we should be humanized (" that is, we should adhere to the unity of system management and emotional management + through such management "we can certainly improve the quality of management". We can put the rules and regulations into practice "enhance the sense of responsibility of students" and give full play to the advantages of high efficiency and high quality of voice equipment "to further provide a good environment and conditions for teaching!"[1-3]

Humanistic management aims at coordinating interpersonal relationships and creating great group resultant force. Humanistic management in speech room refers to the unity of rigidity and softness, mandatory and emotional, seriousness and flexibility, aiming at "student-centered" improvement of students' enthusiasm and "attaching importance to students' principal position and role". Serving Bureaucracy "Strengthen Service Consciousness" Improve Service Level "Incorporate Management in Service" Run through Service Thought in Management! Improve Affinity [4-5]

With China's entry into WTO, world trade economy has become the main trend of world economic development. In order to better adapt to the tide of globalization and deepen communication between China and the world, English learning has become a key link. Language, as the only way to the world, is the primary link for us to

transmit Chinese information and gain world recognition. Therefore, it is of great significance to strengthen English learning for the further modernization of our country. English pronunciation room is an important place to improve students' listening and speaking. Only by strengthening the humanization of its management, can students be better helped to improve their listening, speaking, reading and writing abilities.

2. Defects in the Management of Voice Labs

English pronunciation room is an important place to ensure the improvement of students' listening and speaking abilities, so its management method is of great significance to improve the quality of teaching. However, by analyzing the management of English language labs in our country, we can find that there are three common problems: low quality of managers, imperfect infrastructure rigid management and so on. For voice room management, personnel construction belongs to software, while infrastructure belongs to hardware. Therefore, in strengthening the humanistic management of the speech room, we should not only improve the quality of the software, but also improve the basic implementation. If we only improve the quality of personnel and neglect the renewal and maintenance of equipment, it will cause a great waste of talents. In the process of improving infrastructure, we should first introduce advanced equipment, that is, high-quality, full-featured and easy-to-operate Basic equipment. Secondly, it should be equipped with a complete set of infrastructure, including slides, projectors, duplicators, computers, headphones and so on, so as to improve the hardware support for English teaching.

2.1. Imperfect informatization management of basic equipment

The impact of the informationization wave of educational management has accelerated the construction of information management platform in schools. However, for the informationization management of voice teaching facilities, schools need to make systematic overall arrangements. The infrastructure of the English language lab is an important part of the language lab. Whether the infrastructure is complete or not is directly related to the quality of the teaching of the language lab. Although in recent years, schools have gradually increased their investment in English language labs, many schools still lack attention to the renewal of teaching facilities. If the teaching equipment can not be regularly repaired or updated, it will cause a series of problems due to aging, which will affect the teaching effect. Therefore, while paying attention to personnel construction, schools should also strengthen the hardware construction of infrastructure. When importing equipment, choose the equipment with good quality, easy operation and complete matching. Only with the first-class teaching equipment as the material basis can students improve their English listening and speaking.

2.2. Unequal competence and quality of managers

At present, the management mode of information technology has not really been deeply rooted in the management system of English language lab, which leads to the inefficiency of the management of English language lab. At present, many schools have a low use rate of English language labs, and the management system is not reasonable. The English language lab is also limited to the teaching time of English class and is open to students. Only under the arrangement of teachers can students learn English in the English language lab. This kind of management mode is too rigid, which is not conducive to students' autonomous listening and speaking practice, but also greatly reduced. Use efficiency of teaching equipment. Therefore, the management system of the English language lab must be improved humanistically, so that students can have more time to use the English language lab to improve their comprehensive English ability. Schools should extend the opening time of English language labs according to students' time requirements, formulate flexible opening schedule of English language labs, avoid idle teaching facilities, and provide more convenient information services for students. Not only the Informationized Teaching of English phonetics teaching content, but also the standardization and procedural management of the phonetics lab in order to reduce the workload of educational staff and ensure the orderly and stable teaching work.

3. Construction and Management Strategies of University Speech Room

In order to improve the management of English language labs and the quality of teaching, people-oriented and humanistic management must be carried out. Specifically speaking, we should first improve the original equipment, and then pay attention to the humanization of management, so as to provide better services and help for students.

3.1. Establishment of people-oriented information management system

Information management and teaching tasks should be integrated in innovation. Strict rules and regulations should be formulated for the management and maintenance of the infrastructure in the voice room. Rules and regulations can be set on the computer desktop in the form of announcements when students are on the computer by means of information technology, so that students can browse. At the same time, the daily use of teaching equipment, standardized operation, etc. should also make a detailed description, strict implementation of the provisions in the use process. For the opening time of the speech room, we should adjust the course arrangement of the students appropriately so that the students can arrange the speech training according to their own time. In the process of selecting managers, we should carry out the assessment system, not only to make requirements for the computer technology level of managers, but also to test their comprehensive English ability, and select the responsible and conscious staff who can manage the use of the speech room professionally. Teachers can also publish real-time messages through the network platform to inform students of the teaching content and curriculum arrangement, so that students can prepare well before class, or use the voice room for voice training in time not occupied by the voice room. Establish an open and comprehensive teaching system, and put teaching resources on the network platform to realize resource sharing. So that students can not be confined to the speech room for voice teaching. Teachers can also use information management to effectively plan students' phonetics teaching tasks and record students' phonetics learning achievements, so as to help teachers make analysis and improvement of teaching effect. In order to achieve real-time and dynamic management of teaching tasks equipment and personnel management and students' learning status.

3.2. Emphasizing the humanization of management

With the continuous popularity of English language labs, students have more opportunities to learn English. However, in order to maximize the value of the English language lab, we must also pay attention to the humanization of management, such as improving teachers' familiarity with equipment, improving the open system of the

language lab, strengthening communication between students and teachers, and enhancing teachers' affinity. First of all, the management teachers of English speech lab should be familiar with the operation methods of basic equipment in speech lab, and be able to solve the obstacles of equipment operation as soon as possible, so as to ensure the smooth development of teaching activities in speech lab. Teachers in the speech lab should also check the equipment inside the speech lab every day to replace and repair the equipment in time, so as to ensure the smooth and efficient development of English teaching activities.

Secondly, the management teachers of the English language lab should gradually open the use of the language lab. On the basis of the overall arrangement of the language lab in coordination with the teaching work, they should set up free open time so as to facilitate students to enter the language lab freely in after-school time, and to carry out the connection of listening and speaking. The Management teacher of the English language lab should also cooperate with the teaching work of all grades to purchase and update the voice software, so that students can have a definite aim in the process of free practice, and arrange their English learning in a planned and step-by-step way.

4. Concluding Remarks

In a word, "system management is rigid management" and "humanistic management is soft management". Only by combining the two can students support "win-win situation that complements each other", "building a good atmosphere of relaxation and harmony" and "building a good atmosphere of relaxation and harmony" can there be lasting and vigorous vitality and "management without humanistic care" be possible. Become a mechanism to confront% restraint - to realize humanistic management "we must have an efficient, capable, innovative and pragmatic management team"

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