

### Chairman's note

Welcome to our new members who attended our recent Group Organisers' Fair. I hope you will find our range of activities, both in groups and socially, a valuable and enjoyable experience. I know the Group Organisers who attended the Fair had mixed views on the new layout. Some liked the new informal approach and this was evident by the buzz that was going on in the main hall. By contrast others did not like it at all, and wanted to revert to the previous format of rows of desks.

This was an experiment based on the feedback we obtained from the Group Organisers' Conference in June where the general opinion was that the open afternoon should be less formal. We will need to review how best to represent 130 groups and this perhaps means that the Community Centre is not large enough for our needs. However, I would like to thank all of you who participated at the Fair, and thank you all for your feedback. We will use the experience and information gained to assist in planning for future Fairs.

In the BBC SE News recently Otford Village Pond achieved recognition of its status as 'National Roundabout of the Year'. Well, it is no surprise to our members; we already know how attractive it is, and Jeff Lee's prize winning photograph adorns the front page of our 20th Anniversary calendar. The calendars will be distributed at our October Monthly Meeting and if you have not placed an order then there are some spare copies available. So please be prompt and place an order with the form distributed in our September *Newsletter*. If you have mislaid the form then a copy can be downloaded from the website. The entries for the competition were of an excellent quality. I would like to thank all of you who participated, and also Janet Austin and Mary Allwood, who worked so hard on the project.

Have you heard of the acronym MOOC? Well neither had I until recently. It stands for "Massive Open On-Line Courses" and is an initiative to encourage distance learning activities by utilisation of the Internet. The Third Age Trust is promoting this and more details are included in this newsletter.

Bob Ruffles

☎ 01732 461348 ✉ [chairman@sevenoaksu3a.org.uk](mailto:chairman@sevenoaksu3a.org.uk)

### Meetings open to all

**Monthly Meeting Wednesday 27 November**  
 Community Centre, Bat & Ball Start at 2pm

#### **The Arab Spring and its impact on the Middle East**

Dr. Brian Beeley

Dr. Beeley, University Lecturer and Consultant to various Middle Eastern states, will speak about the significance of the Arab Spring, and provide an overview on what progress or otherwise has been experienced as a result of it in the Middle East and beyond.

**Science Group Monday 11 November**

#### **Studies on memory, perception and cognitive impairment.**

Professor Richard Henson

Modern brain imaging has revealed dramatic changes in the structure of our brains as we grow older. Some cognitive functions, such as memory, appear to suffer as a consequence, while others, such as perception and language, appear relatively unaffected. Professor Henson will review recent theories about compensation and reorganization that seek to explain these differences.

Otford Village Memorial Hall, 2pm.

All Sevenoaks U3A members welcome.  
 £2 entry includes tea.

**Computer Group Monday 18 November**

#### **How to Get the Best out of Shopping Online**

A look at some Useful Websites  
 How to use Comparison Websites  
 Which ones are the best?



Will you be shopping for your Xmas Dinner?  
 Will you be buying presents Online, or simply  
 searching where to go to shop?

Come with Your Questions

Otford Village Memorial Hall, 2pm.

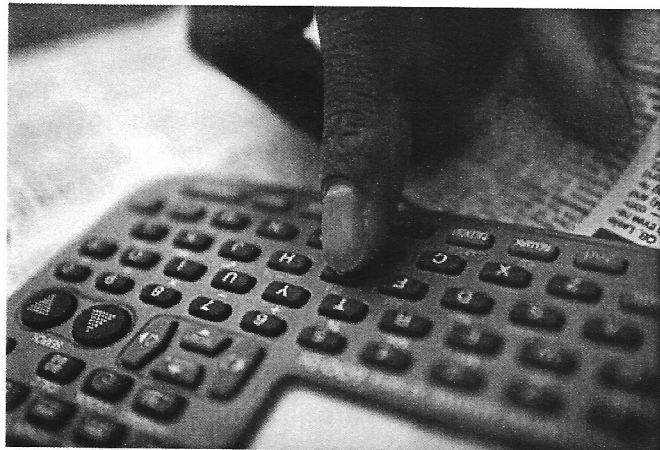
All Sevenoaks U3A members welcome.  
 £2 entry includes tea.

**Car parking is always difficult,  
both at Otford and  
at the Community Centre,  
so please share cars if at all possible.**

Please send copy for the November Newsletter  
by **Friday, 15 November 2013**  
to both  [pethelind@yahoo.co.uk](mailto:pethelind@yahoo.co.uk)  
and  [MASweetland@talktalk.net](mailto:MASweetland@talktalk.net)

## E-tiquette

We have been asked to re-publish this item, which first appeared in January last year.



Some 85% of our members have an email address, and enjoy the many advantages it brings of easy communication with friends, family and, not least, within the U3A. As an organisation, we could not run without it, and can't imagine how we ever did!

However, that facility does come at a price. We are all bothered by emails we don't want, and at times are worried about whether the security of our computer has been breached. It is also very easy to find that your private email address is being passed from person to person without your agreement. Not least, a general group email can generate dozens of responses, with everyone replying to everyone else's message. In this way, one simple question can create dozens of answers.

Here are some easy-to-follow tips for avoiding or causing email annoyance:

## Security:

- 1 Never divulge your email address to someone you don't know.
- 2 If you are asked for your email address, confirm that this will not be passed on to others.
- 3 If 'spam' is a problem (unwanted commercial messages) you can raise the security level on your server to filter it out.\* (It goes in to a

'spam' box, but you need to check this from time to time, to make sure genuine messages have not gone in by mistake.)

4 You can 'block' a sender if you do not want to receive messages from this source again.\* This option is available under the message window.

5 If you receive suspect messages, **delete** them, first as a message and also from the Delete File. **Do not** forward any suspicious message as this may be exactly what the sender wants you to do so that other computers can be infected. **Never** open attachments, nor access any websites that are contained in these messages (eg 'To read this message click here ...')

6 If you think your computer security has been breached, that is an occasion when it is worthwhile to notify and warn others on your address list, in case this cascades down.

7 Periodically clean up your browsing history by using Internet Explorer/Tools/Internet Options. On the 'General' tab under 'Browsing history' hit the 'Delete...' button. This will open up a further dialogue box and tick boxes for 'Preserve Favourites', 'Temporary files', 'Cookies' and 'History'. This will protect files that you want but remove files that automatically get saved to your computer each time you visit a website. It will also keep your computer running efficiently.

**Courtesy:**

- 1 Within a U3A Study Group, the Organiser may have a Group email, but try not to reply to everyone on that list unless it is essential.
- 2 Don't write a message to everyone in your address book.
- 3 If you do send a message to a large number of people **cache** (or conceal) the addresses so that third parties cannot read them. Most e-mail systems allow for setting up discreet address lists and these can normally be established from your address or contacts list. If you are unfamiliar with this then help can be given\*
- 4 Before you send photographs or images, make sure the recipient has Broadband. Otherwise, downloading a very large file can jam their computer for quite a while.
- 5 Don't pass your address list to Facebook or other social networks, without first asking those who might be contacted. The U3A goes to great lengths to protect the privacy of its membership database: members should also try to safeguard the privacy of others, including committee members.

6 If you receive a response to an email you have sent that results in some offence to the reader, do not continue – talk. Misunderstandings do occur and continuing with dialogue may well inflame the situation further. Email in haste, repent at leisure!

*NOTE: Items with a star \* may need specialist help if you are not familiar with the security devices on your computer. The Sevenoaks U3A Technical Support Group has people who may be able to help.*

- Bob Ruffles

The following item is from Knole U3A's Newsletter of last November:

### Watching out for Scams

We receive occasional requests to publicise scams and frauds that members come across, either online, via their phone, or on the doorstep. Could we draw your attention to a very useful newsletter which is supported by Kent Police, Trading Standards and local councils in West Kent. This bulletin can be emailed to you, and is published twice weekly. You can register to receive it on [www.e-watch.co.uk](http://www.e-watch.co.uk)

### Massive Open On-line Courses (MOOC)

MOOC's are a recent development in distance education which is being promoted by the The Third Age Trust. The Massive Open Online Course (MOOC) is aimed at large-scale interactive participation and open access via the web. In addition to traditional course materials, they provide interactive user forums that help build a community for anyone seeking academic information.

On our website under the 'Education Links' you will find that we have already some links listed. These include links to the Open University 'OpenLearn', 'U3A on line courses' and to a US site, [onlinecourses.com](http://onlinecourses.com), which in turn links to a range of top US universities and an enormous range of free material. Shortly we will be adding a new link to the University of Leeds 'Futurelearn' site which has been promoted by the Third Age Trust.

It is worth browsing and exploring some of these sites especially if you are researching information for your group activities.

Bob Ruffles

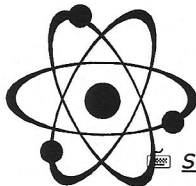
## News from the Groups

Beryl Mansell ☎ 01959 525010

[berylmansell@btinternet.com](mailto:berylmansell@btinternet.com)

### Group Vacancies: Science Discussion 2

This Group explores topics of scientific topic interest that may be in the news or perhaps a joint activity to explore and understand some of the bigger global and environmental issues. Prior scientific knowledge is not essential, just a keenness to explore topics of interest.



Meetings: 3rd Wednesdays,  
2.30-4.30pm.

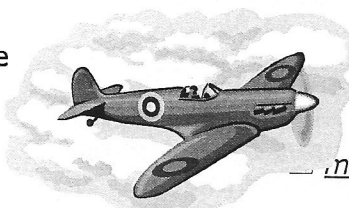
Contact Bob Ruffles

☎ 01732 461348

[sciencediscuss@sevenoaksu3a.org.uk](mailto:sciencediscuss@sevenoaksu3a.org.uk)

### Military History 2

This group is exploring modern military history from the formation of the regular service arms predominately over the past 200 years, but topics from earlier times will be considered as required. This is a particularly rich area of study covering the rise and fall of the British Empire and will include Maritime, Land and Air warfare and the consequences.



Meetings: 2nd Wednesdays,  
1.30-3.30pm.

Contact Bob Ruffles

☎ 01732-461348

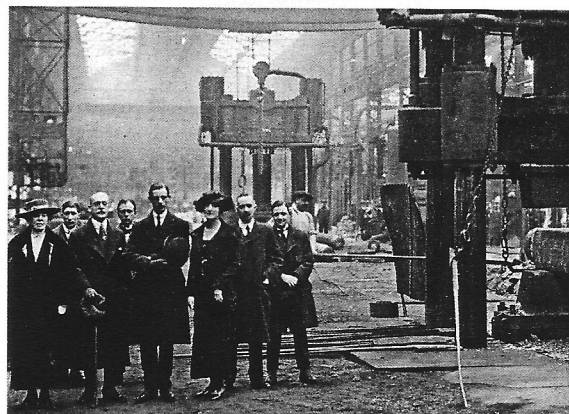
[military2@sevenoaksu3a.org.uk](mailto:military2@sevenoaksu3a.org.uk)

### Industrial Heritage

Our small group is looking for additional members. Our aim is to explore the industrial past in the South East by means of talks, exhibitions and visits where appropriate. Some of the topics to be included this year are rope making, dockyards, machine tools and Ashford railway works. If you are interested how about joining us?

Contact Janet Jones ☎ 01959 523553

[janetatjanetjones@btinternet.com](mailto:janetatjanetjones@btinternet.com)





### New group:

#### Do you want to revive your Latin?

Judith Spurway has been running the successful Latin for Absolute Beginners for several years and would like to start a new group for people who have ideally done a year or two/three of Latin, (but no more!) and have forgotten it since. She will be starting from scratch using the Oxford Latin Course. This is an attractive way to revive your Latin because it has an immediate introduction to Roman life and ancient literature, in addition to the basics of the language.

The group would probably meet on 1st and 3rd Mondays, 10.00-11.30am at Judith's house. The group size would be a maximum of six, (unless someone has a bigger dining room table to offer) but it would need to have a minimum of four.

If there are not enough members from Sevenoaks then Knole members will be invited to fill any spare places.

For more information please contact Judith at [jaspur1@tiscali.co.uk](mailto:jaspur1@tiscali.co.uk) or 01732 456305

## Social Events News

Pam Walshe 01732 454769

[Pamwalshe@supanet.com](mailto:Pamwalshe@supanet.com)

Enclosed with this *Newsletter* is a flyer for a trip to Caen starting on 1 May 2014.

## Events Open to All

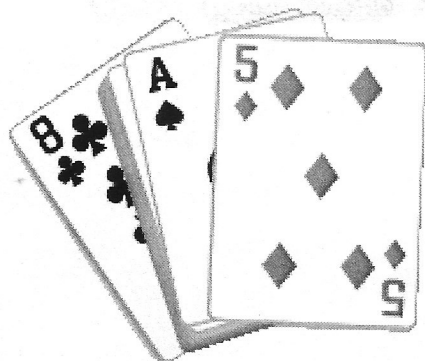
### First Friday Lunch

Friday 1 November

Crown Point Inn, on A25 between Seal and Ightham 12.45 for 1pm. Please contact Fay Plant 01959 522127 or Pat Dallas 01732 456714.

### Bridge for Pleasure Weds 13 & 27 November

The Group plays at Otford Village Hall on the 2nd and 4th Wednesday mornings of each month from 9.50am until 12.15pm. We are an 'Open' group, so any new players can just come along. If you need to make contact, call Colin and Mary Butson on 01732 458356.



### The Strollers

Tuesday 19 November

The walk is at Allington Lock. Meet at 10.30am in the car park of Ightham Village Hall. From there we will car-share. The walk will be along the river where there is a path so, hopefully, no mud. There will be an optional lunch afterwards at the Malta Inn.

Leader Barbara Coleyshaw 01732884381

### Ambling

Wednesday 20 November

Meet at Godstone car park for a 4-mile walk starting at 10.00am. From Sevenoaks take **EITHER** A25 through Westerham and Oxted to Godstone **OR** M25 to Junction 6 where Godstone is signed on B2235. The car park is by the pond, opposite the White Hart where we will have the optional lunch. We are an open group and all members of the U3A are welcome.

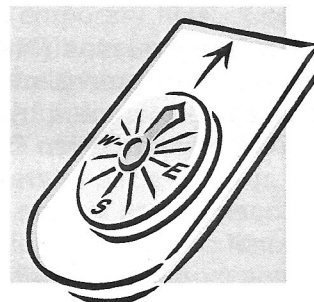
Leaders: Robbie and David Hill 01732 453185

### Half Day Walking

Monday 25 November

Meet outside the Carpenter's Arms at Limpsfield Chart, RH8 0TG Grid Reference 425518 in time for a 10am start. A five-mile circular walk through Crockham Hill followed by an optional lunch at the Carpenter's Arms.

Leader: Michael Harwood



## Diary

### November

|     |    |                        |
|-----|----|------------------------|
| Fri | 1  | First Friday Lunch     |
| Mon | 11 | Science Group Meeting  |
| Wed | 13 | Bridge for Pleasure    |
| Mon | 18 | Computer Group Meeting |
| Tue | 19 | The Strollers          |
| Wed | 20 | Ambling                |
| Mon | 25 | Half Day Walking       |
| Wed | 27 | Bridge for Pleasure    |
| Wed | 27 | Monthly Meeting        |

**Editorial team:** Magda Sweetland, Linda Young, Robin Tonge and John Spurway

Would you like to join the team?  
Do you have any experience of editing or small-scale publishing?  
In any case, if you are interested, please talk to us.