



## Important Lesson Components

### Folders

- Each student receives a notebook and wallet in their first class. If the student changes class they should take these with them.
- Students must take their folders home with them at the end of the course as evidence of their studies. The ADOS / DOS will help organise folders for students on longer stays before they go home.
- Folders can be kept in the classroom during students stay so they do not misplace them or forget to bring them to class each day.

### Books

- The teacher delivering language awareness lessons that day will need to take the course book to class with them.
- There are enough books for one between two students.
- Students must not write in the books – they have notebooks for all written work.
- Each set of class books has a corresponding teachers book, workbook and CD for further study materials and ideas. These can be photocopied as needed (remember to reference any materials that is not marked 'photocopiable')
- At the end of morning classes the class course books should be returned to the resource room and put back in the correct box to allow your teaching partner to lesson plan for the following day.

### Class Folders

- There is one folder for each class. The register and teaching record should be filled in by the teacher during each class, and the folder returned to the resource room at 12.45pm and 7pm after project class.
- There are plastic document wallets in each folder for teachers to store materials, tests etc.

- If you create your own materials we would love a copy of these, there is a box in the resource room that you can add your contributions to! You don't need to keep photocopies of text books / books used, just reference these on your weekly lesson plans.
- The folder stays with it's class for the entire 6 weeks – all weekly lesson plans, teaching records and class registers should be kept in the folder, along with copies of any self-made materials.
- The folders also contain a laminated class name / number – this is for use during fire drills. Teachers can hold this up so students can identify their class.

## **Whiteboards**

- We can use the whiteboards in the classrooms but please DO NOT touch the interactive whiteboards – they are expensive pieces of technology and the college has requested we do not touch them.
- Try sectioning the whiteboard – one section for the date, one for aims & objectives, one for vocabulary and the rest for use during the class.
- Write clearly and make sure you leave the board clean for the next teacher to use!

## **Technology**

- Each teacher can use the internet once in a two week period (i.e. all morning OR for a project class)
- If you want to use the computer room for a class please add your name to the booking sheet and show a copy of your lesson plan to the A/DOS.
- Unfortunately due to shortage of time, lack of facilities and risk of complaints from agents / parents etc we cannot allow video to be used during classes. Please respect this and do not show movies / programmes etc on laptops or DVD's.

## **Pronunciation**

- We encourage teachers to use pronunciation activities in the class and have lots of books/CD's and tapes for assisting this.
- Please put the phonemic provided on the wall in your classroom and refer to it wherever appropriate.
- You do not have to provide pronunciation classes but it's a good idea to draw student's attention to errors they make.

## **Photocopying**

- Each teacher is responsible for ensuring photocopying is done well in advance of their lesson. Please do not leave it until the last minute as we do need classes to start on time.
- We have access to 3 copiers – if they are not working / out of paper etc please TELL THE OFFICE / THE DOS so we can remedy this for you ASAP.
- Try and consider ways of reducing the number of photocopies you make – each copy costs us money and we would prefer to spend this on new books & other materials! Think whether or not it is possible to use the whiteboard or get students to write in their notebooks rather than using photocopies.
- Please familiarise yourself with the photocopying laws – all pages from a book that you copy must be referenced with the name of the book, year of publication, name of the author & page number. You are not allowed to copy more than 5% of a book and exam papers are not photocopyable at all.
- If you do copy a good game, pictures, vocab cards etc that you think can be re-used please put them into the resources box and we will laminate them for other teachers to use.

## **Dictionaries**

- We have invested in a number of English-English student dictionaries so there should be enough for teachers to have one each, or a set for a class that requires dictionary use.
- Students may also have bilingual dictionaries – there is no reason students can't use these to locate a word and then explain it to the rest of the class in English.
- We have some booklets that give ideas on using dictionaries in constructive / fun ways too.