



Supplementary Unit

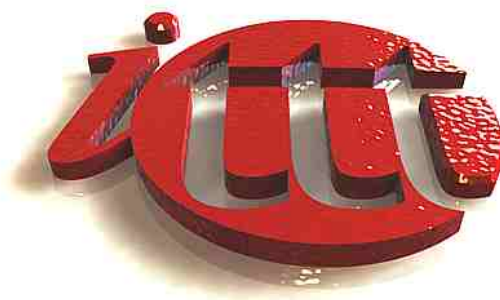
35 top tips for your
classroom teaching



International TEFL and TESOL Training®

Where the world is your classroom

Supplementary Unit



35 top tips

for your classroom teaching



1. Prepare your material thoroughly.
2. Use effective questioning techniques.
3. Arrive on time for your lessons.
4. Be yourself.
5. Organise your material before the lesson starts.
6. Be prepared to adapt rather than just blindly follow your plan.
7. Be enthusiastic.
8. Get to know your students' names quickly, and use them whenever possible.
9. Don't panic.
10. Continually encourage, but don't over-do it.
11. Seek help and advice from experienced colleagues.
12. Make your descriptions and explanations as visual as possible.
13. Don't talk unless you need to ("I'm going to walk to the board now").
14. Pace yourself.
15. Don't interrupt student activities; it is their talking time.
16. Plan your explanations/demonstrations; just because you understand an activity it doesn't mean you can tell someone how to do it.
17. Don't patronise your students; treat them with respect.
18. Students bring a wealth of their own experience to the classroom; use it whenever you can.
19. Plan your board work, and take care what you put on it.
20. Vary the stimulus as often as possible.
21. Self evaluate your lessons; critically note down what works and what doesn't.
22. Seek evaluations from your students; they can be the best judges of the effectiveness of your teaching.
23. Make sure you know the operating procedures for all equipment.
24. Don't talk to the board.
25. Always try to open and close your lessons in a positive way.
26. Demonstrate visually rather than verbally.
27. Always give one copy of activity material between two – even reading activities.
28. Monitor unobtrusively and continually during activities; note errors and don't interrupt.
29. Don't over or under correct.
30. Keep an eye on timings and adapt if needed.
31. Involve all students equally in your lessons.
32. Structure your activities and their explanations.
33. If using a CD or cassette, practice rewinding the tape or cuing the CD before the lesson.
34. Use reference material as a guide, not a bible.
35. Bear in mind that praise works wonders.
35. Be warm and friendly, and have fun!



International TEFL
and TESOL Training®
Where the world is your classroom

Copyright © 2011 International TEFL and TESOL Training. All rights reserved.

