Contents

	Preface	E
1	Know yourself	7
1	your language ability	7
	• your talents	9
	your specialist knowledge	11
	your general knowledge	18
	your teaching skills	14
	your attitude to discipline	17
	opportunities for self-development	18
0	Know your school	19
4	• the 'philosophy' of the school	19
	other teachers' attitudes	20
	the extent of your responsibilities	21
	• the general pattern of staff behaviour	28
3	Know your students	25
o	• their names	25
	their backgrounds	27
	• their interests	27
	their previous experience of learning English	29
	their attitudes to English	30
	keeping records	32
1	An encouraging class atmosphere	34
4	• giving a sense of purpose to the class	34
	ensuring that English is spoken	36
	balancing fluency and accuracy	3
	using appropriate language	38
	giving encouragement	40
	• involving all the students	40
	the place of examinations and tests	43
	extra-curricular activities	4

F	The classroom itself	46
U	• the lightness/brightness	47
	• the temperature and fresh air	47
	• the acoustics	47
	• the lines of vision	48
	• the layout of the desks/tables	49
	 the possibility of moving desks/tables 	51
	• the other furniture	53
	 the facilities for displaying pictures/charts 	54
	 exploiting opportunities for communicative language use 	55
-	atilide manualikuma	50
6	Be prepared	58
U	a scheme of work	58
	• lesson plans	61
	• timing of lessons	66
	• coping with emergencies	68
7	Lesson routines	69
	• general classroom behaviour	69
	• beginning a lesson	73
	• changes of activity	74
	• forming pairs/groups	76
	• ending a lesson	78
_	Heirardia distribution language and a	00
X	Using audio-visual aids	80
O	• the black/white board	81
	• the overhead projector	81
	• the audio cassette/tape recorder	83
	choosing audio recordings	84
	• the language laboratory	85
	• other audio systems	86
	making audio recordings	86
	• the slide projector	88
	• the video recorder	89
	• other English speakers	90
	• your 'Resources Box'	90
0	Reducing the teacher's workload	92
J	• collaboration	92
	• marking in class	93
	• using pair and group work	94
	• limiting activities	94
	prioritising your work	95
		06
	Suggestions for further reading	96