Contents

	Preface	5
	Introduction	7
Part One	Familiarisation	8
1	People	9
1.	• learners	9
	• teachers	11
9	Learning and teaching processes	15
2	 language learning 	15
	 language teaching 	16
	communication	17
	• feelings	19
	• rules	20
	• practice	21
	• strategies	21
9	The English language	25
3	 English as an international language 	25
	 aspects of English 	27
1	Materials	43
4	 published materials 	44
	 teacher-produced materials 	46
	authentic materials	46
	 student materials 	47
E	Environment and equipment	50
5	• the room	50
	• furniture	51
	• the board	54
	• technology	55

Part Two	Action	60
G	Managing	61
U	planning	6.
	• interactions	69
	 first language and second language 	78
7	Methodology 1:	
•	From language to communication	77
	 introducing meaningful models of language 	78
	 conducting careful practice of the language 	83
	organising communicative interaction	85
	 giving feedback on students' use of language 	87
8	Methodology 2:	
O	From communication to language	91
	• tasks	92
	• projects	95
	 role-plays and simulations 	97
	• games	101
9	Improving language skills	104
U	• receptive skills	105
	• productive skills	115
	• integrated skills	120
10	Testing	123
10	• using tests	123
	 teaching and testing 	128
11	Development	132
11	• reading	132
	• cooperation	132
	investigation	133
	• qualifications	135
	• useful addresses	138
	Further reading	139
	References	141