

Contents

About this book

1 Introduction: Learning to be an 'effective' teacher	1
1.1 Choosing qualifications or quality	
1.2 What sort of teacher do you want to become?	
1.3 Images of study	
1.4 The organisation of this book	
2 Reflexes, routines and respect for evidence	8
2.1 Routines (a) Storing and finding (b) Referencing (c) The theme box	
2.2 Respect for evidence	
3 Listening and recording	17
3.1 Reasons for taking notes	
3.2 What makes notes user-friendly?	
Conclusion	
4 Interrogating the written word	24
4.1 Reading as research	
4.2 Organising reading and using the library	
4.3 Levels of reading	
4.4 Speed-reading or critical analysis?	
4.5 Theory or prescription	
4.6 Truisms and plagiarism	
Review	
5 Talk and discussion	35
5.1 Discussion, power and feelings	
5.2 Factors in a 'good' discussion	
6 Leading a class	43
6.1 Planning a seminar	
6.2 Presentations in groups	
6.3 Workshops	

7 Cooperative and self-help learning	50
7.1 Self-help groups	
7.2 Learning contracts	
8 Assignments: Thinking about writing	56
8.1 The title	
8.2 Background research	
8.3 Development	
8.4 Hazards in writing style	
8.5 Momentum and checking	
9 Evaluating your own written work	65
9.1 Criteria for the 'good' essay	
9.2 Demonstrating your skill	
9.3 Doing analytic writing	
10 Time management and examination preparation	73
10.1 Time attitude	
10.2 Time-planning	
10.3 Time-stealers	
10.4 Examination preparation	
10.5 Examination-taking	
11 Projects and dissertations	82
11.1 What do I want to find the answer to?	
11.2 What is the reason behind this study?	
11.3 What methods should I use?	
11.4 At what stage do I see my supervisor?	
11.5 When and how do I write the outline?	
11.6 How much background will I need to write?	
11.7 How do I begin my literature search?	
11.8 Is there a particular style of writing and presentation? How do I conclude?	
12 Teacher as life-long learner	91
12.1 Habits of learning	
12.2 Self-confidence as a learner	
12.3 Daring to take risks	
12.4 Searching for feedback	
12.5 Review	
References	99
Useful books	101
Index	102