

Contents

	Introduction	v
	1 What is teaching practice (or TP)?	v
	2 Assumptions about learning	v
	3 The aims of this book	vi
	4 How to use this book	vii
Chapter 1	Approaching teaching practice	1
	1 The role of TP on a teacher training course	1
	2 Working with others	3
	3 Your own attitude	5
	4 What do observers do during TP?	6
	5 Feedback on lessons	6
	6 Keeping track	7
Chapter 2	Managing the class	8
	1 Use of eye contact, gesture and the voice	8
	2 Classroom arrangement	21
	3 Attention spread	31
	4 Teacher talk and student talk	33
	5 Eliciting, giving instructions and setting up activities	36
	6 Monitoring	49
	7 Starting and finishing the lesson	52
	8 Establishing rapport and maintaining discipline	56
	9 The monolingual and the multilingual class	62
Chapter 3	Managing resources: equipment and teaching aids	65
	1 The board	65
	2 The overhead projector	69
	3 Visuals	70
	4 Worksheets and workcards	72
	5 The cassette recorder	73
	6 Video	75
	7 Computers	76
	8 The photocopier	76
Chapter 4	Using materials	77
	1 Published materials	77
	2 Authentic materials	82
Chapter 5	Developing skills and strategies	85
	1 Integrated skills	85
	2 Receptive skills: listening	87
	3 Receptive skills: reading	94
	4 Productive skills: speaking	99
	5 Productive skills: writing	113
	6 Learner development and study skills	117
	7 Students working outside the classroom	122

Chapter 6	Presenting and practising language	126
1	Structures: grammar and functions	126
2	Vocabulary	142
3	Pronunciation	153
Chapter 7	Giving feedback to students	163
1	Giving positive feedback	163
2	Correction techniques	164
3	Evaluation and testing	171
Chapter 8	Planning lessons	175
1	Lesson plans	175
2	Researching the language	182
3	Getting organized	182
4	Follow-up	183
5	Planning a series of lessons	183
Chapter 9	For the new trainer	188
1	Organizing TP	188
2	Preparing trainees for TP	192
3	The role of the TP supervisor	198
4	Giving feedback on lessons observed	199
5	The recruitment of 'volunteer students'	207
6	Trainer-training	208
	Glossary of terms	209
	Index	213