Contents

	Introduction Tips for preparing for the TKT			
Module 1 Part 1	Language and background to language learning and teaching Describing language and language skills			
	Unit 1	Grammar	8	
	Unit 2	Lexis	16	
	Unit 3	Phonology	21	
	Unit 4	Functions	27	
	Unit 5	Reading	31	
	Unit 6	Writing	37	
	Unit 7	Listening	43	
	Unit 8	Speaking	48	
Part 2	Background to language learning			
	Unit 9	Motivation	53	
	Unit 10	Exposure and focus on form	58	
	Unit 11	The role of error	62	
	Unit 12	Differences between L1 and L2 learning	67	
	Unit 13	Learner characteristics	72	
	Unit 14	Learner needs	78	
	Unit 15	Approaches to language teaching	83	
Part 3	Background to language teaching			
	Unit 16 Unit 17	Presentation techniques and introductory activities Practice activities and tasks for language and skills	90	
		development	97	
	Unit 18	Assessment types and tasks	104	
	TKT Module 1 Practice test 1.1			
Module 2 Part 1	Lesson planning and use of resources for language teaching Planning and preparing a lesson or sequence of lessons			
	Unit 19	Identifying and selecting aims	127	
	Unit 20	Identifying the different components of a lesson plan	133	
	Unit 21	Planning an individual lesson or a sequence of lessons	139	
	Unit 22	Choosing assessment activities	145	
	OIIIt ZZ	directing descentility delivities	117	

Part 2	Selection and use of resources			
	Unit 23	Consulting reference resources to help in lesson		
		preparation	151	
	Unit 24	Selection and use of coursebook materials	156	
	Unit 25	Selection and use of supplementary materials		
		and activities	161	
	Unit 26	Selection and use of teaching aids	166	
	TKT Mod	dule 2 Practice test 2.1	172	
Module 3	Managi	ng the teaching and learning process		
Part 1	Teachers' and learners' language in the classroom			
	Unit 27	Using language appropriately for a range of		
		classroom functions	184	
	Unit 28	Identifying the functions of learners' language	190	
	Unit 29	Categorising learners' mistakes	194	
Part 2	Classroom management			
	Unit 30	Teacher roles	199	
	Unit 31	Grouping learners	204	
	Unit 32	Correcting learners	209	
	Unit 33	Giving feedback	215	
	TKT Mod	dule 3 Practice test 3.1	220	
	Sample TKT answer sheet		234	
	Exam tip	s for the TKT	235	
	Answer l	key for Follow-up activities	237	
	Answer l	key for TKT practice tasks	245	
	Answer l	key for TKT practice tests	246	
	Alphabet	tical list of glossary terms	247	
	Unit-by-	unit list of glossary terms	252	
	Acknowl	ledgements	256	