

3. EFL Teaching Approach & Powerpoint Use

Starter Course: Part 1

Name: _____

ID: _____

Class: _____

1. Learning

1.1 What do you expect from your course?

In pairs, discuss (no writing)

- a. Are you good at learning languages? Why or why not?
- b. What do you think is the best way to learn a new language? Why?

1.2 What sort of Language learner are you?

Please work alone.

Please tick ✓ your answers.

	Usually	Sometimes	Almost Never	Don't Know
a. Did/do you get good results in grammar tests?				
b. Do you have a good memory for new words?				
c. Do you hate making mistakes?				
d. In class, do you get annoyed when the teacher doesn't correct your mistakes?				
e. Is your pronunciation better when you read aloud than in a conversation?				
f. Do you wish you had more time to think before speaking?				
g. Do you enjoy being in a class?				
h. Do you find it difficult to learn more than 3 words while travelling abroad?				
i. Do you like to learn new grammar rules, words, etc. by heart?				

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1.3 Why do you need or want to learn English?

Please work alone.

What is your purpose?	Skills needed						
	Situation	Vocabulary	Grammar	Listening	Speaking	Reading	Writing

1.4 How much do you know/can you do already?

Please work alone.

1 = What do I want? (my goal)
5 = Furthest point from my goal.

Please circle one number in each column.

Vocabulary	Grammar	Listening	Speaking	Reading	Writing
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5

1.5 What are your priorities?

Please work alone.

1 = highest priority
6 = lowest priority

Skill	Priority Rating
Vocabulary	
Grammar	
Listening	
Speaking	
Reading	
Writing	

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1.6 What resources can you access to reach your goals?

Please work alone.

- a. How many of the following resources can you use, either in KMU or outside? Tick the ones that are available to you.

- Self- access center
- Listening/video/pc room
- DVD player
- Video Camera
- MP3 recording device
- Computer
- Library
- English Language Radio
- English Language TV/Movies
- English Language Bookshops /Stores
- English Language Clubs

1.7 How much time do you have to learn English?

Please work alone.

- a. Try to calculate the approximate amount of time you spend doing the following things in a *typical day*:

Activity	Time (approx.)
Sleeping
Getting up (shower, dress...)
Preparing for and eating meals
Short breaks (snacks, coffee, etc.)
Your routine time in work/at school
Travel to and from work/school
Homework for school/work
Total time
How much time does this give you for learning English in a typical day?
Is the time available more or less than you expected?	More / Less
If less, are there any activities you could give up or spend less time doing?	Yes / No

- b. How is the amount of time available to you going to affect your language learning?
- c. Are you being realistic about what you can achieve?

1.8 How do you organize your time?

Open class discussion

- a. Do you have time to review your language learning?

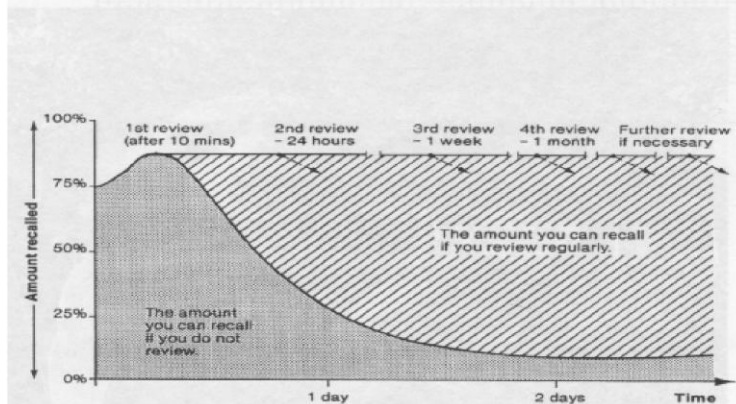
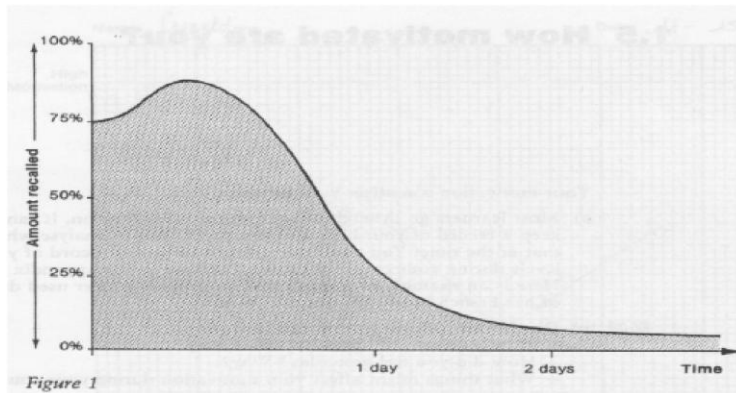
Note: It is important in our class to review what you have learned 3 times a day.

Morning = 3 minutes

After class = 3 minutes (10 minutes after class has ended)

Evening = 3 minutes

Please take a look at the example Memory Charts below.



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1.9 How motivated are you?

Open Class Discussion

- a. How motivated do you feel now? Why?
- b. What things might affect your motivation during the semester?

Motivation Chart

Please work alone.

High Motivation																
Low motivation																
	M	A	E	M	A	E	M	A	E	M	A	E	M	A	E	
	Monday			Tuesday			Wednesday			Thursday			Friday			

Day	Why do you feel motivated or not on this day/time of day?
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Starter Course: Part 2

A. Skills

1. *Speaking*
2. *Vocabulary & Phrases*
3. *Listening*
4. *Grammar*
5. *Writing*
6. *Reading*

B. Speaking Pages

1. *Speaking Page 1*
2. *Speaking Page 2*

C. Review Page

D. Interaction

1. *An example of how 2 Native English Speakers converse in English*
2. *Conversation Analysis Codes*

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A. Skills

1. Speaking

What do you want to improve?

Accuracy – getting your vocabulary, grammar, pronunciation, styles perfect.

Fluency – getting your opinions across, speaking without fear and thought.

What can you use to improve your Speaking?

- ① Dictionary
- ② An MP3/cassette friend
- ③ Conversation Club
- ④ MP3 recorder
- ⑤ Find poetry; plays, read aloud to practice pronunciation, rhythm, stress.
- ⑥ Practice as much as possible
- ⑦ Approach foreigners
- ⑧ Telephone / Skype
- ⑨ Just a minute!
- ⑩ Come to my Office
- ⑪ Live mocha www.livemocha.com
- ⑫ English Central www.englishcentral.com

How can you improve your Speaking?

A. Self Assessment Chart

Date	Activity/Situation	Points to Assess	Assessment
Tuesday March 6 th 2012	Speaking on Topic - Travel	Vocabulary, Grammar	Not great, need more words & to study the Future

B. Self Short-Term Aims Chart

What?	How?	When?	How long?	Done?
Vocabulary Future tenses	Research online for both	Thursday March 8 th 2012	30 mins	Yes

C. Then repeat Self Assessment Chart.

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2. Vocabulary & Phrases

How to Write in your Notebook (C1 & C2)

Vocabulary Chapter 1 *Disaster*

Word	Form	Pronunciation	Definition	Sentence	Parts of Speech	Synonym	Translation	Drawing
anticipate	v.	<i>an'ti'si'pi'eit</i>	To expect something (before it happens)	I'm anticipating a good grade in my exam because I studied hard.	anticipation anticipatory	expect look forward to.		

Phrase/Idiom Chapter 1 *Disaster*

Phrase/Idiom	Definition	Sentence	How/when/where/why is it used?	Translation	Similar Phrase/Idiom
<i>cave in</i> (roof)	to fall in on - collapse	After the heavy rain, the roof caved in.	- buildings - also related to personal disasters.		- collapse - fall down

How to Practice your Vocabulary at home:

- ① Using single sided cards – 10 card memory game, head game, matching game, eyes shut game, tic/tac game,
- ② Using two sided cards
- ③ Grouping words
- ④ Making word networks
- ⑤ Using word bags
- ⑥ Using word chains
- ⑦ Real life situation

How can you improve your Vocabulary?

A. Self Assessment Chart

Date	Activity/Situation	Points to Assess	Assessment
Tuesday March 6 th 2012	Vocab Test - Travel	20 Travel Words	Not great, need more words

B. Self Short-Term Aims Chart

What?	How?	When?	How long?	Done?
Vocabulary	Word Chain	Starting Thursday 8 th March	1 Week	Yes

C. Then repeat Self Assessment Chart.

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3. Listening

Why?	Type?	Who?	Topic?	Situation?
To improve listening to English Accents	Online – MP3 www.ello.org #982	Jess- female Tom- Male Both British	Men and Beauty	A dialogue

What can you use to improve your Listening?

- ① Read articles before listening, (collect articles from newspapers, magazines on same or similar topics)
- ② Read reviews of movies, TV programs in English or your language, before listening or watching.
- ③ Email with MP3 or have a cassette ‘pen friend’
- ④ A listening club
- ⑤ Activity books with listening
- ⑥ Record conversation with others, (listen to it after and see what you didn’t understand and analyze why)
- ⑦ DVD with subtitles (off/on?)
- ⑧ Podcasts, audio books... <http://www.teflsites.com/>

How can you improve your Listening?

A. Self Assessment Chart

Date	Activity/Situation	Points to Assess	Assessment
Wednesday March 7 th 2012	Ello #982	British Accent	Not great, need more listenings

B. Self Short-Term Aims Chart

What?	How?	When?	How long?	Done?
British Accents	Ello # 981, 979	Thursday 8 th March	45 mins	Yes

C. Then repeat Self Assessment Chart.

Some **Tips** for Listening & Speaking:

Not so Important Information = **STRUCTURE** words = articles, conjunctions, Fast, short pronunciation

Important Information = **CONTENT** words = nouns, main verbs, adverbs, adjectives, question words (their stressed syllable is usually longer)

Most Important Information = **FOCUS** words = usually the last **CONTENT** word in a sentence or clause (their stressed syllable is usually long with a higher pitch)

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4. Grammar

Grammar Point	
Past Simple	
Rule	Use
<p>S + verb (ed) S+ verb (irregular past)</p> <p>We use the Simple Past to talk about past actions that are finished and have no connection with the present.</p> <p>We also use it to show sequences of past events when telling a story</p>	<p>I saw a great movie last night.</p> <p>I went to the movie theatre last night. I watched Hangover 2. It wasn't as funny as the 1st one.</p>

What can you use to improve your Grammar?

- ① Use a grammar book, (with exercises and answers)
- ② Speak with people and record the conversation, (listen to it after and see how you did)
- ③ One Grammar Point a week, (match newspaper/magazine articles to the grammar book)
- ④ A Pattern Bank
- ⑤ Discuss Grammar

How can you improve your Grammar?

A. Self Assessment Chart

Date	Activity/Situation	Points to Assess	Assessment
Friday March 9 th 2012	Grammar in Use Chp 22 p58	Present Perfect Simple	Confused with past simple!!

B. Self Short-Term Aims Chart

What?	How?	When?	How long?	Done?
Present Perfect Simple & Past Simple	Online www.englishpage.com Verb Tenses	Saturday 10 th March	20 mins	Yes

C. Then repeat Self Assessment Chart.

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5. Writing

Accuracy	Style	Layout	Length	Organization of Ideas
Grammar, punctuation, word order...	Opinion. Discursive, argument...	Paragraph, essay, letter...	250 words, 5,000 words...	Mind Map Index Cards

What can you use to improve your Writing?

- ① Email/pen friend
- ② Marking scheme
- ③ Model Bank
- ④ Memorize
- ⑤ Keep copies
- ⑥ Copy texts in English
- ⑦ Personal Diary
- ⑧ Write Drafts
- ⑨ Live mocha www.livemocha.com, <http://www.lexutor.ca/>

How can you improve your Writing?

A. Self Assessment Chart

Date	Activity/Situation	Points to Assess	Assessment
Friday March 9 th 2012	Paragraph Writing - Opinionated	Order of Paragraph, Topic Sentence...	Need more definite examples to support topic sentence

B. Self Short-Term Aims Chart

What?	How?	When?	How long?	Done?
Research support examples for my opinion	Look at newspapers, editorials	Saturday 10 th March	1 hour	Yes

C. Then repeat Self Assessment Chart.

Some Tips for Writing:
You could try the **KWL** method:

Topic	What you KNOW	What you WANT to know	What you have LEARNED
Travel in Europe	Shengen Cheap Airlines Eurail	More info about cheap trains, planes, customs	After research... Ryanair is cheapest airline..

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6. Reading

Speed	Skimming	Scanning	Reading for Detail	Text
Slow reading or fast reading	Getting the general idea of a reading	Quickly reading and picking out important information	Examining a reading in detail, maybe to answer exam questions etc...	What type of reading? Newspaper, a novel, a text book, a letter, email, text message...

- ① Collect interesting things to read which interest you personally. Keep a scrapbook of cartoons, recipes etc. Create your own library of books, articles...
- ② Reading comprehension
- ③ Email/pen friend
- ④ A reading club, exchange books, magazines...
- ⑤ Subscribe to English language magazines/newspapers.
- ⑥ Leveled reading: www.breakingnewsenglish.com,
<http://news.bbc.co.uk/cbbcnews/default.stm>
- ⑦ Translations: <http://www.dailyenglish.com/>

How can you improve your Reading?

A. Self Assessment Chart

Date	Activity/Situation	Points to Assess	Assessment
Friday March 9 th 2012	Reading a news story on www.bbc.com	Vocabulary, writers point of view	Difficult to understand the vocab and need more information on background of story...

B. Self Short-Term Aims Chart

What?	How?	When?	How long?	Done?
Research more vocab connected to topic. Research background info online.	Online – www.breakingnewsenglish.com and www.dailyenglish.com	Saturday March 10 th 6pm	1 hour	Yes

C. Then repeat **Self Assessment Chart**.

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A. Self Assessment Chart

Date	Activity/Situation	Points to Assess	Assessment

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B. Self Short-Term Aims Chart

What?	How?	When?	How long?	Done?

How to Use Microsoft Office PowerPoint

Part 1 of 3: Creating a Presentation

1. Choose between a blank presentation and a template.

When you start a new PowerPoint file, you can either create a blank presentation or a template. Blank presentations allow you to apply your own style, but this can be a time-consuming process. Templates can give your presentation a uniform style, but they may not suit your exact needs.

You can edit any aspect of a template, so feel free to choose one that mostly matches your vision and tweak it as you see fit.

You can apply themes to your project at a later time after you've added content. Click the Design tab and select a theme. It will be immediately applied to your project. You can either undo it (Ctrl + Z) or revert to a blank theme if you don't like it.

You can access templates from the File tab. Click New and then browse the available templates. You can also download additional templates from a variety of resources online.

2. Create your title slide.

Your title is the first thing that your audience will see. It should be easy to read and give a basic overview about the topic of the presentation. Most presenters will include their or their group's name on the title as well.

3. Add new slides for content.

Press Ctrl + M for a new slide. A blank slide will be added after the slide you are currently on. The slide will contain a title box and a text box. You can choose to use these or insert your own objects using the Insert tab.

- When adding a text box, you can click and drag to make it whatever size you'd like. You can then adjust this later by grabbing one of the corners with your cursor and then clicking and dragging again.
- You can click on any text box and start typing to begin adding text to your presentation. You can format text just as you would in Word, with formatting options available in the Home tab.

4. Navigate your presentation.

You can use the frame on the left side of the window to quickly scroll through your slides. Clicking any of them will open that slide so that you can edit it. You can click the Outline tab to see an outline tree of your presentation. Each slide will be labeled by the slide title.

5. Preview your presentation.

You can get a basic feel for the flow of your presentation at this point by pressing F5 to start the slide show. Click the mouse to advance the slides. Use the preview slide show to get an idea of how long the presentation is and how well information flows from one slide to the next.

Part 2 of 3: Jazzing It Up

1. Add transitions between slides.

Once you have some content in your slides, you can start adding some effects to help make it a bit more interesting for your audience. Select a slide and click the Transitions tab. You will see a list of the most common transitions. You can also click the arrow at the end of the list to open the full listing of available transitions.

When you pick a transition, it will affect how that slide appears. For example, adding a transition to Slide 2 will affect how Slide 1 transitions into Slide 2. You will be able to see a preview in the slide editing window when you click each transition.

Avoid going crazy with a bunch of different transitions. This can be distracting to the audience and keeps them from focusing on what's most important: your content.

2. Add backgrounds.

Plain white is boring. If your presentation is standard text on a plain white background, half of your audience will be asleep before you reach the third slide. Use subtle backgrounds to add a little visual flair to your project.

Right-click on a blank section of your slide and select "Format Background", or click the Design tab and click the arrow icon next to "Background" on the far right.

Choose your fill type. You can choose a solid color, a gradient fill, a picture background, or a pattern fill. Selecting each choice will display several options for it, such as fill color, picture location, gradient settings, and more. Experiment until you find the background that fits your presentation.

By default, the background will only be applied to your active slide. Click the "Apply to All" button to apply your background choices to every slide.

Make sure that your text is still easily readable with the background you choose

3. Add images.

Adding pictures, diagrams, and other visual aids can help the audience grasp the ideas of your presentation and drive your point home. Images break up the monotony of text and help keep the audience from tuning out.

Click the Insert tab. There will be a large number of options when it comes to inserting objects. Click the Picture button to insert a picture from a file on your computer. You can click the Photo Album button to insert an entire album of photos into the slide as well.

Use the Charts button to insert easy-to-read charts that will help the audience understand your data. Once you choose your Chart type, Excel will open, allowing you to enter in your data or copy it from an existing spreadsheet.

Use the Shapes button to insert pre-made shapes or draw your own. You can use the shapes to outline important text or create arrows and other visual indicators.

Avoid drowning your presentation with pictures. If it looks too busy, the audience will have a hard time parsing your written information.

4. Add links.

You can add links to your slides that will allow you to quickly access websites or email addresses. This can be especially useful if you are distributing the presentation and want people to be able to easily view related webpages or send you an email.

To add a link, place your cursor in a text box and then click the Hyperlink button on the Insert tab. You can choose to link to a file on your computer, a webpage, an email address, or even another slide in your presentation.

5. Embed video.

You can add video files to your slides. This can be useful for reports or any other video file that may relate to your presentation. The video file will play when the slide appears.[1]

Click the Video button in the Insert tab. you will be able to browse your computer for video files. While it's not as straightforward, you can embed YouTube videos as well. See this guide to learn how.

Part 3 of 3: Making It Memorable

1. Keep the number of slides to a minimum.

Extremely long presentations will bore your audience, even if they are obsessed with your subject matter. Extraneous slides with little to no content will also make the presentation drag and wear on the audience's interest. Try to keep your presentation short and sweet, and make sure you are using the space on each slide to its maximum potential.

2. Choose a good font size.

Presentations are designed to be read, otherwise it would just be a speech. Make sure that your audience will be able to easily read what you have written. A 10 point font may look okay when you're sitting at your computer, but when it's projected on the screen, people may be leaning forward in their seats straining to read.

On a related note, make sure that your font choice is readable as well. Curvy and extravagant fonts may look cool, but they'll make your audience just stop caring if they can't read it.

3. Apply a consistent, subtle style.

The best presentations are those that have a consistent, deliberate style. Use minimal amounts of color and stylistic accents to make your presentation stand out without being garish. When in doubt, use one of the templates for a guide.

4. Triple-check for spelling and grammar errors.

If you misspell a word, you might not notice it, but someone in your audience will be sure to spot it. Spelling and grammar mistakes will lower your credibility, even subconsciously, so you'll want to work extra hard to ensure that everything is written clearly and correctly.

Get someone to help you proofread your presentation before you give it. A fresh set of eyes are much more likely to catch mistakes that you gloss over.

5. Practice! The PowerPoint is only part of your presentation.

The other part is you! Take some time and practice your talking points as well as moving through the slides. Work on your timing and ensure that each slide accurately sums up your talking points. Make your own notes or memorize your presentation; reading off of your slides while you are giving your presentation is a big no-no.