

Contents

Foreword	page 9
Introduction	11
<i>The problem</i>	
<i>The aim and scope of this book</i>	
CHAPTER ONE Initial Considerations	13
<i>The student as an apprentice</i>	
<i>The student as an experimenter</i>	
<i>The student and the school</i>	
CHAPTER TWO The Preliminary Visit	17
<i>The object of the preliminary visit</i>	
1. What to Look For	
<i>Method of the school</i>	
<i>Class teacher's manner</i>	
<i>Method of work—exercise books</i>	
<i>Routine organisation</i>	
2. What to Bring Back	
<i>Schemes of work and other details of the class</i>	
<i>Seating plan and particulars of the children</i>	
<i>Time tables</i>	
<i>Text books</i>	
CHAPTER THREE Preparation of Schemes of Work	23
<i>What to include in a scheme of work</i>	
<i>Some specimen schemes</i>	

CONTENTS

CHAPTER FOUR	Types of Lessons	31
	<i>The development lesson</i>	
	<i>The practice or skill lesson</i>	
	<i>The reviewing lesson</i>	
	<i>The appreciation lesson</i>	
CHAPTER FIVE	Preparation—Lesson Notes	35
	<i>The need for lesson notes</i>	
	<i>How to use lesson notes</i>	
	<i>Basic plan and preamble</i>	
	<i>Introduction—matter and method</i>	
	<i>Development—matter and method</i>	
	<i>Continuation—matter and method</i>	
	<i>Specimen lesson notes</i>	
	<i>Alternative plans</i>	
CHAPTER SIX	Modified Teaching Plans, Units of Work and Projects	72
	<i>Modified lesson notes for more experienced students</i>	
	<i>Modified lesson notes for specialists</i>	
	<i>Preparation for units of work</i>	
	<i>Preparing projects</i>	
CHAPTER SEVEN	General Conduct in Schools	87
	<i>Relationship with the head teacher</i>	
	<i>Relationship with the class teacher</i>	
	<i>Relationship with the pupils</i>	
	<i>Professional attitude and commitments</i>	
	<i>Legal responsibilities</i>	
	<i>Fitting into the scheme</i>	
	<i>General conduct</i>	

CHAPTER EIGHT Evaluating Your Teaching	97
<i>Relationship with the children</i>	
<i>Personal manner</i>	
<i>Organisation and analysis of subject-matter</i>	
<i>Presentation of subject-matter</i>	
<i>Response of the children</i>	
<i>General techniques of teaching</i>	
<i>Estimation of progress in teaching ability</i>	
CHAPTER NINE How to get the Best out of Your Teaching Practice	109
<i>Observing children at work and play</i>	
<i>Learning from experienced practitioners</i>	
<i>Self-criticism</i>	
<i>Conclusion</i>	
Appendix	
A. Select Bibliography of Books on Teaching Method	113
B. Professional Sources of Advice and Information	116
C. Sources of Teaching Aids	119