

Contents

Some hints on how to use this book	7
1 Classroom Situations	
A Greeting and getting organized	9
B Seating arrangements	17
C Disciplinary measures and punishments	21
D Setting homework and handing out books	29
E Introducing a lesson	33
F Closing a lesson and saying 'goodbye'	35
G Tests	40
2 Classroom Equipment	
A Tape recorder, cassette recorder, record player	43
B Slide projector, OHP, video recorder, blackboard and flannelgraph	46
C Language laboratory	49
3 Language of Encouragement, Correction and Criticism	
A Language of Encouragement	51
B Language of Criticism and Correction	55
4 Language with Different Lesson Types	
A Reading comprehension	60
1) intermediate level	60
2) advanced level, with text analysis	63
B Blackboard work	66
C Reproduction of a story	67
D Group work	71
E Translation	72
F Teaching grammar	74
G Dictation	77
H Role-play	78
I Conversation and pronunciation	81
J Learning a song	83
K Writing	85
L Games	87
5 Teaching the Complete Lesson	89
Appendix 1: An Index of School Jargon (British System)	90
Appendix 2: An Index of School Jargon (German System)	94
Key to the Exercises	99
Bibliography	117