Index

• A •

abbreviation, 296–297
ability, 250
abroad, working. See also job
described, 11
job search, 45–46, 343
locations, 12, 355–362
seasonal work, 11–12
academic calendar, 12–13
accent, 33, 199–200, 312
accredited course, 35, 40
accurate language, 86, 102–103
achievement test, 269–271
address, 162, 163
adjective
achievement tests, 270–271
fairy tales, 286
sentence structure, 220–222
advanced student, 54–55, 119
adverb, 222–224
advertising, 10, 348
age
students, 20, 120, 134
teacher, 17, 37
aim, of lesson, 58, 59, 279
alphabet, 140–141
anagram, 89
annoying habit, 231
answer key, 272
answer sheet, 308
antonym, 76, 81–82
anxiety, test, 311, 312
apostrophe, 142
article, 218–220
assistant director of studies, 16
attendance, 135
au pair, 284
audio file, 198–201
auditory learning, 69
auxiliary verb
modal verbs, 247–251
sentence structure, 214–215, 224
verb tenses, 228
Avalon School, 46

• B •

backchaining, 173
Baker, Anne (Ship or Sheep), 342
bank account, 14
battleships game, 289
BBC show, 199
BEC (Business English Certificates), 307
beginner-level student, 50–51, 119
Bell International (language school), 46
Berlitz (language school), 33
bilingual children, 284
bingo, 289
blindfold activity, 93
blurb, 98, 151
board
correction techniques, 107
furniture arrangement, 128–130
practice activities, 88
presentation of concepts, 72–74
simple classroom materials, 123–124
board game, 346–347
body language, 104–105, 197
book. See course book
boring lesson, 28, 64
brackets/parentheses, 142
brainstorming, 162, 203
Brazil, work in, 355
Brazilian student, 331
British Council, 34, 344
bully, 134
business English, 280–282, 307
Business English Certificates (BEC), 307
Business Language Testing Service (BULATS), 307

• C •

CAE (Certificate in Advanced English), 305
Cambridge DELTA (Diploma in English
Language Teaching to Adults), 35, 41, 42
Cambridge ESOL (English for Speakers of
Other Languages) exam, 304–305
Cambridge ILEC (International Legal English
Certificate), 307
Cambridge International Book Centre, 116
Cambridge University Press, 348
cancellation policy, 278
capital letter, 143
career ladder, 16
CD, 117, 198–201
Certificate in Advanced English (CAE), 305
Certificate in English Language Teaching to Adults (CELTA), 34, 40
Certificate in ESOL Skills for Life, 305
Certificate in Teaching English to Speakers of Other Languages (CertTESOL, Trinity), 34, 40, 41, 42
Certificate of Proficiency in English (CPE), 305
certification, 16, 34–44, 305
chair, 128–130
change, recent, 234, 235
chart, 348
cheating, 268
children. See young learner
Children Only ESL-EFL (website), 288
Children's Games Photocopiable Resource Pack (Toth), 290
children's programme, 122
China, work in, 12, 356
Chinese whispers game, 340
choral drilling, 172
City and Guilds (vocational organisation), 306
class
correction techniques, 107–108
mixed abilities, 119–120
one-to-one lessons, 276–277, 278
profile, 77
real-world locations, 336
size, 22, 133
surveys, 98–99
classified ad, 151
classifying, 310
classroom management
basic equipment, 127
class rules, 130–131, 132, 327
communon problems, 132–135
described, 125
furniture arrangement, 128–130
general principles, 126
monolingual classes, 320–321
multi-lingual classes, 324–325, 326–327
teacher’s expectations and tone, 131–132
young learners, 295
clause, 255
cliché, 80, 200
clique, 322
cloze exercise, 270, 315
clues, giving, 105, 106
cost hook, 127
cohesive writing, 110
college degree, 16, 21, 35
College of Teachers, 40
colocation, 76, 79–80, 315
colloquial speech, 200–201
Colombian student, 331
colon, 142
colour, 290
comma, 142
community, class in, 336
competition, 295
compound noun, 54, 80
comprehension
listening, 206
reading, 146–148, 152
concentration span, 284
concept check, 74–76, 325
conditional sentence structure, 255–261
conjunction, 224–226
connotation, 55, 76, 79
consequence, rule-breaking, 132
consistency, 132
consonant, 175–176, 180
context, 149–150
continuous assessment, 273
continuous tense, 71–72, 228, 232. See also specific tenses
contract job, 13
contraction
described, 216
grammar presentation, 82
irregular, 240
letter writing, 162, 163
punctuation, 142
controlled practice, 85, 87, 88
conversation
extended, 187–188
language practice, 59
teacher qualifications, 33–34
coordinating conjunction, 225
 correcting students
class feedback, 108
 correction form, 114
 guidelines, 102–104
 nonverbal corrections, 104–105
peer corrections, 107–108
self-correction, 106–107
teachers’ common concerns, 101–102
written work, 109–113
correlative conjunction, 225
course book
benefits of, 115, 116
classroom management, 132, 133
closed-book lesson, 120
follow-up activities, 208
games, 290–291
listening materials, 198
reading selection, 139–145
references, 341–343
selection of, 116
students’ expectations, 28–29
teachers’ adaptations, 119–120
teachers’ common concerns, 21, 23
types of, 117
young learners, 287
CPE (Certificate of Proficiency in English), 305
cross-communication, 321
crossword puzzle, 290
culture, 326–327
custom, of English speakers, 29
CV, 45

debate, 96
deductive learning, 288
definite article, 219
definition, 76
degree, college, 16, 21, 35
DELTA (Diploma in English Language
Teaching to Adults, Cambridge), 35, 41, 42
description, 220–224
descriptive adjective, 221
designing materials, 122–123
desk, 128–130
diagram, 73
dialect, 212
diary, 242
dictation activity
achievement tests, 270
listening activities, 206
Production phase of lesson, 93
writing activities, 168, 169–170
dictionary
exam courses, 315
lesson phases, 64
presentation of concepts, 73
reading vocabulary, 149
symbols, 173
teacher resources, 342–343
diploma, 35, 41–43
Diploma in Teaching English to Speakers of
Other Languages (DipTESOL, Trinity), 35, 41, 42
directions
giving, 93, 96
listening to, 206
director of studies, 16, 35, 132
discussion
extended, 189–190
monitoring by teacher, 194
phrasal verbs, 254, 255
planning for, 193
pre-listening tasks, 203
pre-writing tasks, 161–162
Production phase activities, 96, 193–195
structure, 194
disruption, class, 130–134, 284, 285
distance learning, 13, 40–41
double vowel sound, 175
drafting, 165–166
drama, 95, 181
drawing, 65, 69, 123–124
DVD, 70, 198–201

discussion
extended, 189–190
monitoring by teacher, 194
phrasal verbs, 254, 255
planning for, 193
pre-listening tasks, 203
pre-writing tasks, 161–162
Production phase activities, 96, 193–195
structure, 194
disruption, class, 130–134, 284, 285
distance learning, 13, 40–41
double vowel sound, 175
drafting, 165–166
drama, 95, 181
drawing, 65, 69, 123–124
DVD, 70, 198–201

E. L. Easton (business English resource), 282
editing, 315
Education Development International (EDI), 305
EFB (English for Business) exam, 306
EFC (English for Commerce) exam, 306
EFT (English for Tourism) exam, 306
elementary level student, 51
eliciting answers, 67–69, 106
ellipsis, 54
ELSA (English Language Skills Assessment), 306
ELT Games and Activities series
(Hadfield), 342
email, 165
encouraging students
engaging lessons, 64
exam courses, 314
students’ expectations, 28
written work, 112–113
English First (website), 46
English for Business Communications exam, 306
English for Business (EFB) exam, 306
English for Commerce (EFC) exam, 306
English for Office Skills exam, 307
English for Speakers of Other Languages (ESOL, Cambridge) exam, 304–305
English for Tourism (EFT) exam, 306
English language book list, 117–118
global influence, 9
English Language Gazette (journal), 344
English language proficiency placement tests, 267–268
progress tests, 269
student learning levels, 55
teacher qualifications, 11, 22
teacher training, 36, 37
tests, 268
English Language Skills Assessment (ELSA), 306
English Pronunciation Illustrated (Trim), 342
English-speaking country, 10–11
entrance exam, 299–303
equipment, classroom, 127, 321
erg error, language. See correcting students
ESOL for Work exam, 307
ESOL for Young Learners test, 306
essay, 163, 164, 271
exam class, 268, 313–315
examiner, 311
exclamation mark, 143
excuse, making, 260–261
extending words, 104–105

• F •

fairness, 29, 132
fairy tale, 285–288
false friend, 318
family, 347
FCE (First Certificate in English), 304–305
fears, common, 17
feedback session
classroom management, 126
function of, 87
listening activities, 207
teenagers, 295
tests, 272
whole class, 108
FELSA (Foundation English Language Skills Assessment), 306
film
blurs, 98, 151
follow-up activities, 208
intonations, 201
listening materials, 197
one-to-one lessons, 279
reviews, 148
First Certificate in English (FCE), 304–305
first conditional, 256–258
Five-Minute Activities: A Resource Book of Short Activities (Ur and Wright), 290
flashcard, 69, 122, 288
flexibility, 29
fluency, 102, 149, 179–180
follow-up activity, 207–208
foreign language, 149–150, 168
formal letter, 162
format, for writing, 163–165
Foundation English Language Skills Assessment (FELSA), 306
friend, 347
frowning, 105
full stop, 142
fully qualified EFL teacher, 35, 41
functional approach, 78
functional-notional syllabus, 281
furniture, 128–130
future continuous tense, 71–72, 241–242
future perfect continuous tense, 244–245
future perfect tense, 54, 88, 242–243
future simple tense, 71, 240–241, 249
future tense, 238

• G •

game
conditional structure, 259
learning styles, 70
mixed-ability class, 120
multi-lingual classes, 323–324
Practice phase of lesson, 99–100
pronunciation, 181
rapport building, 323–324
student motivation, 339–340
teacher resources, 346–347
verb tense, 232
young learners, 288–291, 295
gap year, 15–16
gap-fill activity, 206, 270
gender, 318, 326
general English exam, 304–307
gerund
defined, 228
described, 213, 231
future continuous tense, 241–242
irregular verbs, 215
Practice phase of lesson, 89
student learning levels, 53
gesture, 104–105
global language, 9
graded reader, 208
grading, 50–58
grammar. See also sentence structure; verb tense
bad habits, 87
benefits of practice, 86–87
corrections and feedback, 111
exam techniques, 308, 315
fairy tales, 286–287
grading process, 57
listening texts, 202
monolingual classes, 318, 330
practice activities, 87–93
presentation of concept, 82–83
quality of CV, 45
reference books, 341–342
self-assessment test, 266
student learning levels, 50–55
teachers’ common concerns, 20, 23
training courses, 36
graph, 120
group work
benefits of, 26–27
discussion structure, 194
furniture layout, 128–129
lack of student participation, 134
monolingual classes, 321
Practice phase of lesson, 62, 87–88, 93
Production phase of lesson, 97
pronunciation tasks, 172
guided tour, 196

**H**
habit, annoying, 231
Hadfield, Jill (ELT Games and Activities series), 342
hand gesture, 104–105
handwriting, 158
Happy Song, 294
heading, text, 310
heating/cooling system, 127
highlighting vocabulary, 310
holiday, 45
homesickness, 14–15
homework, 199, 207, 314
homograph, 143
homophone, 143, 181
hourly rate, 44
humming, 105
humour, sense of, 22, 126
hyphen, 142
hypothetical situation, 251

**I**
‘I spy’ game, 181, 339
IATEFL (International Association of Teachers of English as a Foreign Language), 345
icebreaker, 323
ICFE (International Certificate in Financial English), 307
identifying adjective, 221
idiom, 55
IELTS (International English Language Testing System), 300–302
IESOL (International ESOL) exam, 307
ILEC (International Legal English Certificate, Cambridge), 307
imaginary situation, 251
imperative sentence, 158
improvisation, 95
income, teacher
career ladder, 16
described, 44–45
one-to-one lessons, 277–278
qualified teachers, 35
teachers’ common fears, 17
work abroad, 12
indefinite article, 219
indirect object, 217
individual drilling, 172–173
inductive learning, 288
infinite, 53, 213, 240
informal letter, 163
informative speaking, 91–92
in-house training, 43–44
inseparable phrasal verb, 252–253
instructions
   listening activities, 206
   monolingual classes, 321
   Production phase of lesson, 65
   speaking activities, 96
   teacher-created materials, 123
intensifier, 224
intensive course, 38, 279
intention, expressing, 245–246
interaction pattern, 60, 65
intermediate level student, 52–53
International Association of Teachers of
   English as a Foreign Language
   (IATEFL), 345
International Certificate in Financial English
   (ICFE), 307
international English, 295–296
International English Language Testing
   System (IELTS), 300–302
International House (language school), 46
International Legal English Certificate
   (Cambridge ILEC), 307
International Spoken ESOL (ISESOL)
   exam, 306
interview, 42, 94–95, 267
intonation, 143, 180–182, 201
intransitive verb, 252–253
irregular verb, 214, 215, 232
ISESOL (International Spoken ESOL)
   exam, 306
Italian student, 329–330
Italy, work in, 356–357
i-to-i course, 37

Japan, work in, 357
Japanese student, 331
jazz chant, 259, 340
JETSET Certificates in English Language
   Skills, 306
job. See also abroad, working
   advertisements, 10
   basic required skills, 11
   break from, 15–16
   business English, 280–282
   career ladder, 16
   gap years, 15–16
   home country versus countries
      abroad, 10–12
   preparations, 13–15
   search for, 45–46, 343
   seasonal work, 12–13
   teachers’ common fears, 17
   unqualified teachers, 33
   work permit, 34–35
journal, 344

• K •

Key English Test (KET), 304
Kim’s game, 297
kinaesthetic learning, 69, 285, 339
Korean student, 330

• L •

labelling activity, 206
language knowledge, 19, 314–315
language lesson. See also specific skills
   aims and objectives, 49, 58–59
   checklist, 65
   feedback sessions, 108
   general teaching methods, 23–27
   grading process, 56–58
   length of, 26, 59–60, 126
   one-to-one lessons, 279–280
   phases of, 61–64
   reading case study, 152–155
   relevant information, 55–56
   student involvement, 64–66
   student learning levels, 50–55
   students’ expectations, 28–29
   teacher resources, 115–116, 344
   teachers’ common concerns, 21
   templates, 349–354
   training courses, 37
Language Link (website), 46
Latin-based language, 168
LCCI (London Chamber of Commerce and Industry), 305, 306
learner profile project, 39
learning level, student
basic writing skills, 158
described, 50–55
one-to-one lessons, 275–276
paragraph writing, 160
placement tests, 267–268
reading skills, 119–120
sentence structure, 159
learning style, 69–70, 285
lecture, 64–66
lesson. See language lesson
letter writing, 57–58, 162–163
lighting, 127
linking word, 159–160
listening
activity selection, 196–201
children’s games, 289, 290
classroom management, 131
details in text, 205–207
discussion activities, 194
exam techniques, 312
follow-up activities, 207–208
lesson structure, 195–196
lesson template, 351
main idea of text, 204–205
placement tests, 267
pre-listening activity, 201, 202–203
pronunciation, 172
repetition, 204–207
sample activities, 206
self-assessment test, 267
students’ motivation, 201–203
university entrance exams, 301, 303
listing items, 225–226
London Chamber of Commerce and Industry (LCCI), 305, 306
L1 interference, 317, 319
Longman Dictionary of Contemporary English, 343

• M •
Macmillan Business English (resource), 282
Macmillan English Dictionary for Advanced Learners, 343
managing students. See classroom management
map, 206, 323–324, 345
marker, 72
marking criteria, 112
Mastermind game, 99–100
matching exercise, 90, 270, 311
materials, classroom. See specific materials
materials project, 39
memorabilia, 346
memory, 297, 324, 340
metaphor, 55
miming, 65, 94
mind mapping, 302
mingling, 99
minimal pair, 177
mixed-ability class, 119–120
modal verb, 53, 54, 247–251
monitoring students
discussions, 194
one-to-one lessons, 280
phases of lesson, 66
writing tasks, 166
monolingual class, 317–321
monologue, 206
moral dilemma, 259–260
motivation, student
listening tasks, 201–203
monolingual classes, 320
multi-lingual classes, 322
strategies to improve, 335–340
tests, 269
young learners, 285
multi-lingual class, 322–327
multiple choice question, 75
multiple matching activity, 147
music
listening activities, 206
monolingual classes, 321
sentence structure, 258–259
student motivation, 340
young learners, 292–294

• N •
name, of students, 321
negative form
practice activities, 89
presentation of concept, 82
verb tenses, 230, 233, 235, 237, 238
neutral form, 89
o

object, of verbs
- basic sentence structure, 216–217
- modal verbs, 248–249
- monolingual errors, 318
- phrasal verbs, 252–253
object pronoun, 217
objective, of lesson, 58–59, 279
obligation, 250–251
observation skill, 297
observing lessons, 353
offering items, 250
one-to-one lesson, 275–280
online learning, 13, 40–41
online research, 336–337
online teacher resource, 343–344
open pairs exercise, 87–88
open question, 66, 75
opinion, expressing, 190–191
optimism, 314
oral presentation, 96, 271
ordering information, 206

Oxford Advanced Learners’ Dictionary, 343
Oxford University Press, 282, 348

p

pair activity
- lack of student participation, 134
- monolingual classes, 321
- multi-lingual classes, 325
Practice phase of lesson, 87–88
Production phase of lesson, 97
pair work test, 271
paragraph, 144, 159–165
parentheses/brackets, 142
participation, lack of, 134
parts of speech, 51–55, 291, 315. See also specific parts of speech
passive verb, 54
past continuous tense
- described, 232–233
- presentation of concept, 71–72
past participle, 214, 235, 236
past perfect continuous tense, 238–239
past perfect simple tense, 236–238
past perfect tense, 53, 54
past simple tense
- described, 213, 231–232
- presentation of concept, 71
PBE (Practical Business English) exam, 306
peer correction, 107–108
pen, 109, 272, 310
perfect tense, 228. See also specific tenses
permission, 250
personal memorabilia, 346
PET (Preliminary English Test), 304
PGCE (Postgraduate Certificate in Education), 40
phoneme, 140, 173–177, 318
phonology, 140, 173–177
photo, 70
phrasal verb, 251–255
physical response question, 75
place name, 181
placement test, 267–268
planning
- classroom management, 126
- exam courses, 313–314
- one-to-one lessons, 279–280
- teacher resources, 344
- writing tasks, 166
- young learners, 285, 294
podcast, 198–201
poetry, 56, 168
Poland, work in, 358
posh language, 80–81
positive form, 82, 89, 230
poster, 348
Postgraduate Certificate in Education (PGCE), 40
Practical Business English (PBE) exam, 306
Practical English Usage (Swan), 342
Practice phase, of lesson
- described, 59–60, 62–64, 85
- length of, 87
lesson template, 349–350
sample activities, 87–93, 98–100
practice teaching, 39
practicing language
benefits of, 64, 86–87
speaking exams, 311
verb tenses, 239
praising students, 112–113
prediction
listening activities, 202–203, 207
reading strategies, 147
verb tenses, 241
prefix, 54, 315
pre-intermediate level student, 52
prejudice, 134, 326
Preliminary English Test (PET), 304
preposition
achievement tests, 270
exam courses, 315
sentence structure, 217–218
pre-reading task, 145, 149
present continuous tense
described, 231
practice activities, 88–89
presentation of concept, 71–72
present participle, 213
present perfect continuous tense, 235–236
present perfect tense
described, 233–234
presentation of concept, 72
student learning levels, 52, 53
present simple tense
described, 214, 229–230
presentation of concept, 71
presentation, by student, 96, 271
Presentation phase, of lesson
answers, eliciting, 67–69
concept checks, 74–76
described, 59–63
grammar instruction, 82–83
lesson template, 349–350
visual aids, 69–74
vocabulary introduction, 76–82
pre-teaching, 119
pre-writing task, 161–165, 169
private language school, 34, 45
probability, 249
problem page, 151, 297
problem solving, 64, 132
Production phase, of lesson
described, 59–60, 93
lesson template, 349–350
sample activities, 63–64
professional development, 43–44, 345
professionalism, 29, 132
proficiency. See English language proficiency
progress, student, 113–114, 269
project, 168, 273, 337
promise, making a, 241, 250
prompting students, 105, 106
pronoun, 211–217, 228–229
pronunciation
alphabet, 140–141
children’s songs, 293
correction techniques, 108
defined, 76
emphasising words and syllables, 177–179
fluency, 179–180
grammar presentation, 82
intonation, 180–182
listening activities, 199
monolingual classes, 318, 329–330
multi-lingual classes, 330–331
phonology, 140, 173–177
reading texts, 140–141
reference books, 342
repetition, 171–173
sample activities, 181
spelling rules, 141
verb tenses, 244
whole words, 141
prop, 121
public language school, 34, 45
publisher, book, 117
pun, 143
punctuation, 54, 142–143
puzzle, 290
quantifying adjective, 222
question
form, 230, 233, 234, 235, 240
games, 94–95
intonation, 180, 182
listening activities, 206
mark, 54, 142
student’s, 133, 203, 291
vocabulary, 8274
questioning students
achievement tests, 269–271
correction techniques, 106
lack of participation, 134
needs analysis, 280–281
open-ended questions, 66
Presentation phase of lesson, 74–76
reading strategies, 147, 152
wait time for answer, 65
questionnaire, 98–99
quiet time, 321
quiz game, 99–100
quotations, 99–100
• R •
radio broadcast, 199
ranking words, 91
rapport, 322–324
reading
aloud, 179
exam techniques, 310
follow-up activities, 208
importance of, 139
lesson template, 351–352
predictions, 147
pre-reading tasks, 145, 149
sample lesson, 152–155
self-assessment tests, 266
skimming/scanning strategy, 146
sub-skills, 150–152
summarising strategy, 147–148
text selection, 139–145, 151
text structure, 146
university entrance exams, 301, 303
vocabulary strategies, 148–150
realia
benefits and drawbacks, 121–122
defined, 121
function of, 335
learning styles, 70
listening activities, 196–197
teacher resources, 345–346
recipe, 144
red ink, 109, 272
reducing words, 105
• S •
saudi arabia, work in, 359
scanning text, 146
scattergories game, 347
scrabble game, 346
script
listening activities, 199
practice phase of lesson, 92
pronunciation, 181
reading strategies, 151

relative clause, 53
relaxing, 311, 312
relevant language
discussion topics, 193
posh and slang, 81
reading texts, 144–145
student learning levels, 55–56
teaching methods, 27
religion, 326
reminiscing, 251
repetition, language
benefits of, 86
feedback sessions, 108
fluency, 180
listening activities, 204–207
pronunciation, 171–173
young learners, 285
rephrasing, 314–315
report, written, 163, 168
reported speech, 53
resource book, 117
respect
classroom management, 126
multi-lingual classes, 326–327
teenagers, 295
review, 148, 163
rewarding students, 284
rewriting, 112, 270–271
rhyme, 140, 179, 292–294
role playing
benefits of, 26–27
practice activities, 92
production activities, 94–95
reading strategies, 151–152
routine, 285
row, of desks, 129–130
rule, classroom, 130–131, 132, 327
russia, work in, 358–359

relaxing, 311, 312
relevant language
discussion topics, 193
posh and slang, 81
reading texts, 144–145
student learning levels, 55–56
teaching methods, 27
religion, 326
reminiscing, 251
repetition, language
benefits of, 86
feedback sessions, 108
fluency, 180
listening activities, 204–207
pronunciation, 171–173
young learners, 285
rephrasing, 314–315
report, written, 163, 168
reported speech, 53
resource book, 117
respect
classroom management, 126
multi-lingual classes, 326–327
teenagers, 295
review, 148, 163
rewarding students, 284
rewriting, 112, 270–271
rhyme, 140, 179, 292–294
role playing
benefits of, 26–27
practice activities, 92
production activities, 94–95
reading strategies, 151–152
routine, 285
row, of desks, 129–130
rule, classroom, 130–131, 132, 327
russia, work in, 358–359

relaxing, 311, 312
relevant language
discussion topics, 193
posh and slang, 81
reading texts, 144–145
student learning levels, 55–56
teaching methods, 27
religion, 326
reminiscing, 251
repetition, language
benefits of, 86
feedback sessions, 108
fluency, 180
listening activities, 204–207
pronunciation, 171–173
young learners, 285
rephrasing, 314–315
report, written, 163, 168
reported speech, 53
resource book, 117
respect
classroom management, 126
multi-lingual classes, 326–327
teenagers, 295
review, 148, 163
rewarding students, 284
rewriting, 112, 270–271
rhyme, 140, 179, 292–294
role playing
benefits of, 26–27
practice activities, 92
production activities, 94–95
reading strategies, 151–152
routine, 285
row, of desks, 129–130
rule, classroom, 130–131, 132, 327
russia, work in, 358–359

relaxing, 311, 312
relevant language
discussion topics, 193
posh and slang, 81
reading texts, 144–145
student learning levels, 55–56
teaching methods, 27
religion, 326
reminiscing, 251
repetition, language
benefits of, 86
feedback sessions, 108
fluency, 180
listening activities, 204–207
pronunciation, 171–173
young learners, 285
rephrasing, 314–315
report, written, 163, 168
reported speech, 53
resource book, 117
respect
classroom management, 126
multi-lingual classes, 326–327
teenagers, 295
review, 148, 163
rewarding students, 284
rewriting, 112, 270–271
rhyme, 140, 179, 292–294
role playing
benefits of, 26–27
practice activities, 92
production activities, 94–95
reading strategies, 151–152
routine, 285
row, of desks, 129–130
rule, classroom, 130–131, 132, 327
russia, work in, 358–359
seasonal work, 12–13, 45
second conditional, 258–260
SEFIC (Spoken English for Industry and Commerce) exam, 306
self-access centre, 127, 276
self-assessment, 265–267
semi-colon, 142
seminar, 345
sensory activity, 285
sentence structure. See also grammar
   adjectives and adverbs, 220–224
   articles, 218–220
   conditional structure, 255–261
   conjunctions, 224–226
   minimum components, 159, 211–217
   modal verbs, 248–249
   objects, 216–217
   practice activities, 89–90
   prepositions, 217–218
   reading lessons, 142–143
   separable phrasal verb, 252–253
sexism, 134
Ship or Sheep (Baker), 342
shouting, 131
shwa, 175
simile, 55
Simon says game, 290, 339
simple tense, 71, 228. See also specific tenses
   singing, 292–294
   single vowel sound, 174–175
   skill, of teachers, 15, 16, 29, 43
   skimming text, 146, 310
slang
   versus colloquialisms, 200
   letter writing, 162
   presentation of concept, 80–81
   verb tenses, 245
slow reveal method, 194
smiling, 105, 311
snakes and ladders game, 290
sound, of language. See pronunciation
South Korea, work in, 360
Spain, work in, 360–361
speaking. See also specific skills/activities
   check for understanding, 192
   communicative activities, 185–187
   conjunctions, 225–226
   exam techniques, 311
   group and individual repetition, 172–173
   importance of repetition, 171
   initial activities, 183
   interjections, 191–192
   interruptions, 191–192
   lack of student participation, 134
   listening to, 172
   opinions, expressing, 190–191
   phonology, 173–177
   placement tests, 267
   Practice phase of lesson, 91–92
   Production phase of lesson, 94, 95–96
   sample activities, 193–195
   self-assessment test, 267
   university entrance exams, 301, 303
   warmers, 184–185
   special needs, student with, 127
   speech, by student, 94
   speech mark, 142
   spelling
      confusing words, 143
      exam techniques, 308
      irregularities, 172, 173
      practice activities, 89
      pronunciation, 141
      rules, 141
   Spoken English for Industry and Commerce (SEFIC) exam, 306
   Spoken English Test for Business exam, 307
   stereotyping, 326
   story, written, 163, 285–288
   storytelling
      described, 63
      listening activities, 206
      Production phase of lesson, 95–96
      student motivation, 338
      young learners, 285–288
   stress, word/syllable, 175, 177–179, 237
   structural approach, 78
   student. See also young learner
      age ranges, 20
      class attendance, 135
      class size, 22, 133
      disruptive, 130–131
      education funding, 10
      educational choices, 11
      expectations of teacher, 27–29
      gap years, 15–16
      group work tips, 97
      lack of participation, 134
      lesson phases, 59–66
      motivation for listening, 201–203
   South Korea, work in, 360
   Spain, work in, 360–361
   speaking. See also specific skills/activities
      check for understanding, 192
      communicative activities, 185–187
      conjunctions, 225–226
      exam techniques, 311
      group and individual repetition, 172–173
      importance of repetition, 171
   initial activities, 183
   interjections, 191–192
   interruptions, 191–192
   lack of student participation, 134
   listening to, 172
   opinions, expressing, 190–191
   phonology, 173–177
   placement tests, 267
   Practice phase of lesson, 91–92
   Production phase of lesson, 94, 95–96
   sample activities, 193–195
   self-assessment test, 267
   university entrance exams, 301, 303
   warmers, 184–185
   special needs, student with, 127
   speech, by student, 94
   speech mark, 142
   spelling
      confusing words, 143
      exam techniques, 308
      irregularities, 172, 173
      practice activities, 89
      pronunciation, 141
      rules, 141
   Spoken English for Industry and Commerce (SEFIC) exam, 306
   Spoken English Test for Business exam, 307
   stereotyping, 326
   story, written, 163, 285–288
   storytelling
      described, 63
      listening activities, 206
      Production phase of lesson, 95–96
      student motivation, 338
      young learners, 285–288
   stress, word/syllable, 175, 177–179, 237
   structural approach, 78
   student. See also young learner
      age ranges, 20
      class attendance, 135
      class size, 22, 133
      disruptive, 130–131
      education funding, 10
      educational choices, 11
      expectations of teacher, 27–29
      gap years, 15–16
      group work tips, 97
      lack of participation, 134
      lesson phases, 59–66
      motivation for listening, 201–203
   South Korea, work in, 360
   Spain, work in, 360–361
   speaking. See also specific skills/activities
      check for understanding, 192
      communicative activities, 185–187
      conjunctions, 225–226
      exam techniques, 311
      group and individual repetition, 172–173
      importance of repetition, 171
   initial activities, 183
student (continued)
names, 321
one-to-one lessons, 275–280
respect for teacher, 23
special needs of, 127
as teacher, 337
test construction, 269
types of, 10
study skills, 307–312
style, writing, 110
subject, of sentence, 158–159, 212–213
subject pronoun
  sentence structure, 212, 215
  verb tense, 228–229, 233
subordinating conjunction, 225
suffix, 54, 315
summarising, 147–148, 192, 311
supermarket game, 340
survey, 98–99
Swan, Michael (Practical English Usage), 342
syllable, 104, 173, 178, 281
syllabus, 26, 56, 57
symbol, pronunciation, 173–177
synonym
  defined, 76
  exam courses, 314
  phrasal verbs, 252
  presentation of concept, 81–82
syntax, 76, 314, 330
synthesising, 302

• T •
tabloid, 81
Taboo game, 347
tax, 277
teacher
  basic skills, 11
  characteristics of, 22, 28, 29, 36
  common fears and concerns, 17, 19–29
gap-year training, 15, 16
in-house training, 43
language knowledge, 19
one-to-one lessons, 277–279
open pairs activity, 87–88
personal information, 338
personality, 22, 23, 126, 278
published resources, 115–116, 342–347
relationship with students, 278, 322–324, 338
student as, 337
students’ expectations of, 27–29
students’ fancy for, 132
students’ respect for, 23
training courses, 34–44
training levels, 32
teacher qualifications
  career ladder, 16
  job market, 11, 12
  teachers’ common concerns, 21
  unqualified teachers, 32–34
Teacher Talking Time (TTT), 64–66
teacher’s book, 117, 291
Teaching English as a Foreign Language
  (TEFL)
    benefits of, 1, 10
    need for, 9
    trends in, 13
teaching method
  grading process, 56–58
  importance of, 23–24
  increasing difficulty, 24–25
  relevant language, 27
  role playing, 26–27
  small groups, 26–27
  student involvement, 64–66
  training courses, 37
  vocabulary, 26
teamwork, 321
teenager, 294
TEFL initiated teacher, 34
TEFL Training (teacher training provider), 41
TEFL.com (website), 45
temperature, room, 127
template, 163–165, 349
tense. See verb tense
Test of English as a Foreign Language
  (TOEFL), 302–303
Test of English for International
  Communications (TOEIC), 307
testing students
  achievement tests, 269–271
  alternatives to testing, 273
correction procedure, 113–114
exam classes, 268, 313–315
feedback sessions, 272
general English exams, 304–307
importance of, 265
marking process, 272
needs assessments, 265–267, 280–281, 352
proficiency tests, 267–269
Index

progress tests, 269
students’ expectations, 28
study skills and testing techniques, 307–312
university entrance exams, 299–303
testing teachers, 36, 37, 344
text structure, 146, 162–165
theme, lesson, 122
third conditional, 260–261
third person singular, 230
Thomson ELT (publisher), 348
threat, making a, 257
tiddlywinks game, 290
time, 223–224, 234, 310
timeline, 70–72, 237–238
TOEFL (Test of English as a Foreign Language), 302–303
TOEIC (Test of English for International Communications), 307

TO

topic
discussion, 193
writing, 159, 162
Toth (Children’s Games Photocopiable Resource Pack), 290
tour, 196
tourist information, 151
training, teacher
costs of, 37, 40, 41, 42–43
courses, 34–44
job search, 45
lack of, 32–34
levels, 32
transforming words, 270–271
transitive verb, 217, 223, 252–253
translating
achievement tests, 271
concept checks, 75
discussion topics, 193
monolingual classes, 319
prepositions, 218
teachers’ common concerns, 20
travel, 12–16, 355–362
Trim, John (English Pronunciation Illustrated), 342
Trinity CertTESOL (Certificate in Teaching English to Speakers of Other Languages), 34, 40, 41, 42
Trinity DipTESOL (Diploma in Teaching English to Speakers of Other Languages), 35, 41, 42
ture or false question, 206, 270

TTT (Teacher Talking Time), 64–66
Turkey, work in, 361
TV viewing
benefits of, 122
listening materials, 197, 199
sample reading lesson, 152–155

U

university entrance exam, 299–303
Uno game, 290
unvoiced consonant, 176
upper-intermediate level student, 53–54
Ur, Penny (Five-Minute Activities: A Resource Book of Short Activities), 290

V

verb
adverbs, 222–224
collocations, 80
complete sentences, 158–159, 211–217
defined, 211, 213
forms of, 213–214
modal, 53, 54, 247–251
phrasal, 251–255
practice activities, 90
verb tense. See also grammar; specific tenses
conditional sentence structures, 255–261
correction techniques, 104
fairy tales, 286–287
games, 232
intentions, expressing, 245–246
irregular verbs, 215
Practice phase of lesson, 87–89, 90, 99
Presentation phase of lesson, 70–72
pronouns, 215, 228–229
student learning levels, 51, 52, 53, 54, 55
types of, 227–229
visual aids, 70–72, 233, 235–236
video, 70, 198–201
Vietnam, work in, 362
visual aid. See also specific types
class surveys, 99
defined, 76
instructions, giving, 96
learning styles, 69–70
listening activities, 206
materials design, 123
visual aid (continued)
- teacher resources, 348
- teacher-created materials, 123–124
- verb tenses, 70–72, 233, 235–236
- vocabulary, 73–74
- young learners, 285
- visual learner, 69–70, 285
- vocabulary
  - articles, 218
  - children’s songs, 293
  - classroom language, 131
  - exam techniques, 310, 315
  - fairy tales, 287–288
  - game-playing, 288
  - grading process, 57
  - listening texts, 202
  - mixed-ability class, 119
  - monolingual classes, 318, 329
  - Practice phase of lesson, 87–93
  - Presentation phase of lesson, 76–82
  - pre-writing tasks, 162
  - reading lessons, 148–150
  - sample activities, 98–100
  - student learning levels, 50–55
  - self-assessment tests, 266
  - teaching methods, 26
  - visual aids, 73–74
  - vocal chord, 176
  - voiced consonant, 176
- Voluntary Service Overseas (VSO), 46

- **W**

  - Wall Street Institute International, 46
  - warm-up activity, 120
  - whisper game, 340
- **W**

  - word
    - families, 76
    - puzzles, 290
    - whiskers, 197

- work book, 117
- Wright, Andrew (*Five-Minute Activities: A Resource Book of Short Activities*), 290

- **Y**

  - yes/no question, 75
  - young learner. See also student books, 118
  - characteristics of, 284–285
  - games, 288–291
  - multi-lingual classes, 322
  - sample activities, 291
  - songs and nursery rhymes, 292–294
  - stories, 285–288
  - teenagers, 294–297

- **Z**

  - zero conditional sentence, 255–256