

Cambridge University Press

978-0-521-34864-5 - Teach English Trainer's Handbook: A Training Course for Teachers

Adrian Doff

Table of Contents

[More information](#)

# Contents

## **Acknowledgements**      viii

## **Introduction**      i

Contents and organisation

Using the course

Theoretical background

### **1 Presenting vocabulary**      ii

Showing the meaning of words; giving examples; using a new word in questions; active and passive vocabulary.

### **2 Asking questions**      22

Yes/No questions; 'Or' questions; WH- questions; eliciting short and long answers; questioning strategies.

### **3 Presenting structures**      32

Structures and examples; showing meaning visually; showing meaning through a situation; showing the form of a structure; contrasting structures.

### **4 Using the blackboard**      43

Writing on the blackboard; organising the blackboard; writing examples and tables; writing prompts for practice; blackboard drawings.

### **5 Using a reading text**      56

Reading a text; presenting new vocabulary; introducing the text; guiding questions; checking comprehension; follow-up activities.

## **Background text: Reading**      66

### **6 Practising structures**      69

Substitution drills; mechanical and meaningful practice; organising controlled practice in class; free practice.

Cambridge University Press

978-0-521-34864-5 - Teach English Trainer's Handbook: A Training Course for Teachers

Adrian Doff

Table of Contents

[More information](#)*Contents***7 Using visual aids** 81

Kinds of visual aids; using real objects; using flashcards; using charts for language practice; using charts with a reading text.

**8 Planning a lesson** 93

Using the teacher's notes; aims and content; stages of the lesson; writing a lesson plan.

**9 Teaching basic reading** 102

Learning to read; recognising words; simple reading tasks; sounds and spelling.

**10 Teaching pronunciation** 112

Focussing on difficult sounds; stress; intonation; practising stress and intonation.

**Background text: Structures and functions** 124**11 Teaching handwriting** 127

Features of English writing; teaching individual letters; joining letters; simple copying tasks; dealing with handwriting problems.

**12 Pairwork and groupwork** 137

Pair and group activities; advantages and problems; organising pairwork and groupwork.

**13 Writing activities** 148

Controlled writing activities; writing based on a text; oral preparation for writing; correcting written work.

**14 Eliciting** 159

Presenting and eliciting; eliciting from pictures; getting students to guess; getting students to imagine.

**15 Reading activities** 170

Pre-reading activities; using questions on a text; completing a table; eliciting a personal response.

**Background text: Learning a language** 183**16 Correcting errors** 186

Approaches to error correction; techniques for correcting errors; helping students to correct themselves; correcting written errors.

Cambridge University Press

978-0-521-34864-5 - Teach English Trainer's Handbook: A Training Course for Teachers

Adrian Doff

Table of Contents

[More information](#)*Contents*

- 17 Listening activities** 198  
Focussed listening; helping students to listen; using the cassette recorder; getting students to predict.
- 18 Communicative activities** 208  
Creating a need to communicate; guessing games; 'information gap' exercises; exchanging personal information.
- 19 Using English in class** 221  
Opportunities to use English; 'social' language; 'organising' language; giving explanations; using the students' own language.
- 20 Role play** 231  
Features of role play; improvising dialogues; interviews based on a text; organising free role play.
- Background text: Preparing for communication** 241
- 21 Using worksheets** 244  
Supplementing the textbook; worksheets for oral practice; worksheets for reading and writing; building up a set of worksheets.
- 22 Classroom tests** 257  
Deciding what to test; testing receptive skills; testing grammar and writing; oral tests.
- 23 Planning a week's teaching** 269  
Planning a series of lessons; learning activities; teaching techniques; teaching aids; types of interaction.
- 24 Self-evaluation** 278  
Good and bad teaching; categories for observation; helping students to learn.