



BOOKLET



TEACH-IN EDUCATION

CAPACITAÇÃO E TREINAMENTO DE PROFESSORES
NAS ÁREAS LINGÜÍSTICAS E METODOLÓGICA

**CLASSROOM IDEAS FOR
THE FOUR SKILLS**



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PLANNING

Planning is one of the most important project management and time management techniques. Planning is preparing a sequence of action steps to achieve some specific goal. If you do it effectively, you can reduce much the necessary time and effort of achieving the goal.

A plan is like a map. When following a plan, you can always see how much you have progressed towards your project goal and how far you are from your destination. Knowing where you are, is essential for making good decisions on where to go or what to do next.

One more reason why you need planning is again the 80/20 Rule. It is well established that for unstructured activities 80 percent of the effort results in less than 20 percent of the valuable outcome. You either spend much time on deciding what to do next, or you are taking many unnecessary, unfocused, and inefficient steps.

How do you plan your day, week, month and year?



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TEACHING STRATEGIES FOR EACH SKILL

READING AND LISTENING STRATEGIES

- ✓ Predicting
- ✓ Activating Previous knowledge
- ✓ Inferring
- ✓ Skimming
- ✓ Scanning
- ✓ Guessing meaning from context
- ✓ Sequencing
- ✓ Summarizing
- ✓ Paraphrasing
- ✓ Making connections
- ✓ Drawing conclusions
- ✓ Fact X Opinion

SPEAKING STRATEGIES

- ✓ Drills
- ✓ Controlled practice
- ✓ Less controlled practice
- ✓ Free practice
- ✓ Open Pairs
- ✓ Pair work
- ✓ Role Play
- ✓ Debates
- ✓ Dialogue building

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WRITING STRATEGIES

- ✓ Activate previous knowledge about the topic (vocabulary, grammar).
- ✓ Activate world knowledge (what I know about the topic).
- ✓ Activate generic knowledge (what I know about the genre of the text to be written).
- ✓ Use mind maps to brainstorm ideas (places, personalities, characters, time, main ideas, etc.).
- ✓ Research on the topic.
- ✓ Use your personal background for input.
- ✓ Use rubrics as an assessment tool and share them with your students.
- ✓ Use multi-genre writing for the same topic.
- ✓ Hand out a guideline for students to use as a checklist.

Ideas, ideas, ideas!

Below you will find a compilation of ideas for listening, reading, writing and speaking tasks. Try to include them throughout the school year, so that you will not forget to use them with your students. There are different ideas that are suitable for different levels and ages; make sure you adapt them to your class profile. They also allow you to diversify the way you teach the different skills. Enjoy!



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LISTENING IDEAS

- 1.** Using a free website (such as Voice Thread), have students record voice journals about their week.
- 2.** Choose a song, or an excerpt of a TV show or movie. Assign students different words to listen for and have them keep track of how often they hear these words.
- 3.** Have all students listen to a lecture (TED talks, for example) or YouTube video multiple times; then, have students create a quiz based on the content for another student to take.
- 4.** Place students into pairs and have them sit back to back. Give one of the students a unique picture with many simple drawing/shapes. The student with the picture must describe it to his/ her partner so that he/ she can reproduce it.
- 5.** Select a news story for students to watch. Tell them they are going to share a summary of this story with a friend or relative by Skype. Have students sit in pairs and role-play the Skype conversation. If you have tablets available, use them. Have students take turns.
- 6.** Show a picture: what words do you think will be in their conversation? Make a list of 10 words. Listen to the conversation. How many did you guess correctly?



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SPEAKING IDEAS

- 1.** Secret word: students should develop a dialogue with their partner and somehow make their partner use a sentence, expression, or word given to them by the teacher.
- 2.** Have students read a news article and create interview questions for their classmates related to it. Students ask their classmates to record their responses.
- 3.** Predicting game: teacher tells students what the dialogue will be about. Based on the situation given, students predict the words that will be in it. Every word correct is worth one point.
- 4.** Dialogue and storyboard: students are given a simple dialogue. They illustrate this dialogue making a storyboard. They present the storyboard while practicing the dialogue.
- 5.** Text converted into dialogue: students are given a short narrative in which there is a description of a conversation. They have to turn the text into a dialogue.
- 6.** Situation converted into a dialogue: students are given a situation with some level of detail. Based on the situation, students elaborate and present a dialogue.



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- 7.** Select chunks from a previous dialogue to build a new one: students are given a dialogue in which some chunks of language are selected and functions are identified. From the functions and chunks selected, students create a new dialogue.
- 8.** Using a dialogue from the book, allow students sometime to memorize as much as they can from it. Ask students to close their books and elicit the lines of the dialogue as you write them on the board or computer. Start by giving them the first one. Help students out by giving the first words or key words from each line. You can also divide the class into two big groups and ask each group to memorize the lines of one character.
- 9.** Vanishing technique: present a dialogue on the board or screen and have students practice it by repetition. The second time, erase a few words and have students practice again, this time trying to remember the words that have been erased. Proceed as such until there are only a few words left in each line of the dialogue.
- 10.** Onion drill: have students stand in two circles, one inside the other. Have them practice a conversation in pairs with the person from the other circle standing in front of them. As you clap, the students in the inner circle must move to the right until they are facing a different student from the outer circle and practice the conversation again.



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READING IDEAS

- 1.** Order the paragraphs: hand in the text divided into slips and have students order the paragraphs.
- 2.** Hand in one text to each student sitting in pairs. Students must read the text and make a short quiz for their partner, who must then read the other text and take the quiz.
- 3.** Summarizing: practice this skill with your students by asking them to summarize a text they have just read using a limit of words (according to the size of the text and English level).
- 4.** Remove parts of a given text and have students insert them in the correct places.
- 5.** Identifying the topic: have students write a title for each paragraph or part of a text.
- 6.** Expand the topic of a given text with links to other texts. Ask students to find other articles related to the topic of a text they've read in class and explain the relationship between them.
- 7.** Summarizing: have students read an article and share the main idea by writing a tweet. Remind students they only have 280 characters to use!
- 8.** Reading log: encourage students to keep a small notebook in which they write "logs" on the books they read.



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WRITING IDEAS

- 1.** Picture gap writing: story in pictures with gaps in which students have to figure out.
- 2.** Word puzzle: have students make their own word puzzles with words you give them. They must put the words in the puzzle, write the clues, and exchange their puzzles with other students.
- 3.** Creative writing: encourage students to create fiction stories. If you feel that you have enough students motivated, make a creative writing contest.
- 4.** Story completion: students continue stories in pairs or groups. You can also assign different parts of a story to different students to write.
- 5.** Picture description: give students different pictures or drawings. They have to write a description of them.
- 6.** Graffiti wall: leave a wall in the classroom for students to write quotes, small poems, parts of songs, or anything they like.
- 7.** Stop: play stop with students and vary the categories according to their level and the contents they are learning.



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- 8.** Cartoon: provide students with cartoons or comic strips without the texts; students have to write the lines according to the drawings.
- 9.** Spelling Bee: hold a spelling bee in your classroom, but instead of making students spell the words orally, have them write the words down and hand them to you.
- 10.** Biography: students choose someone they love (it can be a family member) to write his/ her biography.
- 11.** Book report: use readers to give students extra credit by having them write book reports. Vary the number of words according to their level.
- 12.** "How to" article: assign students "how to" articles. Give them different things that they have to teach others how to do by writing down the instructions.