Teaching in English for Academics - ULB -

Organising the Lesson
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1.1 GREETINGS

- Hello / Hi there!
- Good morning / Good afternoon everyone!
- My name is Mr. / Mrs. / Ms (...)
- My name is Jane Dubois.
- I’m your new (...) teacher / teaching assistant.
- I’ll be teaching you (...) this year.
- We’ll be seeing each other once / twice a week.
- The course is worth (...) ECTS, which is equal to (...) contact hours / (...) hours of exercises / (...) of laboratory work / (...) of personal work.
1.2 ATTENDANCE & PUNCTUALITY

◆ I will take attendance at the beginning of every session.

◆ Attendance is compulsory.

◆ If you miss a class, you need to provide a medical certificate.

◆ I will now take attendance.

◆ What’s wrong with Jim today?

◆ Why were you absent last Friday?

◆ Where have you been?

◆ We started ten minutes ago.

◆ What have you been doing?

◆ Did you miss your bus?

◆ Did you oversleep?

◆ Don’t let it happen again.
1.3 STARTING THE LESSON

♦ Settle down quickly please, let’s get started.

♦ Let’s just recap on what we did last lesson.

♦ Think back to the last session.

♦ What were the main issues / concepts we worked on in the last lesson?

♦ Let’s start with a warm-up activity. What do you know about (...)?

♦ Let’s begin the class / the practical / the lab / the exercise now.

♦ Is everybody ready to start?

♦ I hope you are all ready for your first practical session / the guest lecturer.

♦ I think we can start now.

♦ Let’s get down to work.
1.4 NOISE MANAGEMENT

- I’m waiting for you to be quiet.
- We won’t start until everyone settles down.
- Settle down now so we can start.
- Could you please stop talking and be quiet?
- Once everyone is paying attention, we can start the lesson / session / lecture / lab.
- If you don’t stop talking, I will have to ask you to leave.
1.5 PREPARING A TASK

HANDING OUT MATERIALS

◆ Take a sheet and pass them around.
◆ Does everyone have a copy?
◆ Pass any spare sheets to the front.
◆ Share these copies: one between two.

MOVING AROUND THE CLASS

◆ Come in.
◆ Stand up.
◆ Sit down.
◆ Please sit closer to the front.
◆ Come to the front.
◆ Come to the (black)board.
1.6 ENDING THE LESSON

❖ Let’s go over what we have learnt today.

❖ Does anyone have any questions?

❖ Check that you’ve copied everything from the board.

❖ All the material is on the UV.

❖ Finish this off at home for next week.

❖ You’ve worked well today.

❖ Well done.

❖ Don’t forget to ...

❖ See you next week / after the break.