

LANGUAGE GUIDE

PHRASES AND VOCABULARY FOR TEACHING IN ENGLISH IN HIGHER EDUCATION

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THE LANGUAGE OF EXAMS





ORGANISING THE LESSON





- 1.1 -Greetings

- 1.2 - ATTENDANCE & PUNCTUALITY

- 1.3 -STARTING THE LESSON

- 1.4 -NOISE MANAGEMENT

- 1.5 -PREPARING A TASK

- 1.6 - ENDING THE LESSON



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.
- Can I ask for some quiet at the back please?

- If you are talking to your neighbour, it is really hard for the others to hear what I'm saying.
- Can you all hear me?
- Do you need me to use the microphone?
- Can you speak up? I can't hear you.
- Can you speak a bit louder so the people at the back can hear?
- Can we stop the chit-chat, please?



1.5 PREPARING A TASK

- 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.
- Come in.
- Stand up.
- Sit down.

- Please sit closer to the front.
- Come to the front.
- Come to the (black)board.
- Take out the sheet you worked on at home.
- Use your mobile phone or laptop to log on to Wooclap.
- Please make sure that you are sitting near some other people as you will need to work together with others during the lecture.



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.

- If you want to read more about this, there is some supplementary reading on the UV.
- We will be looking at (greenwashing) next week.
- Make sure you have read the preparatory reading for next week's lecture.
- There are two compulsory tasks on the UV which must be completed by Monday.
- Next week's session is a talk by a guest lecturer
 - attendance is compulsory.



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GIVING INSTRUCTIONS





- 2.1 - GROUPING STUDENTS

- 2.2 - EXPLAINING INSTRUCTIONS

- 2.3 - TIMING & FINISHING AN ACTIVITY

- 2.4 - SCORING & MARKING



2.1 GROUPING STUDENTS

- I need two volunteers.
- Number yourselves from 1 to 4.
- Work alone / in pairs / in threes / in fours / in fives.
- It doesn't matter whether you have the same level.
- Don't forget to note down what your partner says.
- Find a partner to work with.
- Walk around the classroom and ask as many students as you can about (...).
- You have 15 minutes.
- Turn to the person to your right / left.
- Get into pairs / groups of (...).

- Sit facing your partner.
- Turn your desks around.
- Make a horseshoe shape / circle with your desks.
- Make a line of desks facing each other.
- Make groups of four desks facing each other.
- Move your desks into groups of four people.
- Each team must appoint: a team leader, a time-keeper, a speaker, a recorder, etc.
- Take it in turns to ask each other questions / to take the measurements.
- Sit in the groups you were in last lesson.



2.2 EXPLAINING INSTRUCTIONS

- Pick / choose two questions at random.
- Choose the topic of your individual essay / project from the areas covered in the course.
- You need to structure your answer / essay clearly, starting with the most important / relevant / significant elements.
- Explain your answer in three sentences.
- The information / data / statistics / figures you need are all in the question.
- You need to follow the instructions carefully. If you don't, you'll lose marks.

- Prepare your answers to the question before you come for the exam.
- After the discussion, each group will report back to the class, explaining their conclusions.
- Pay attention everybody.
- You need your lab coat and safety goggles.
- We'll learn how to (...).
- ♦ Turn to page (...).
- Could you please repeat that?
- The gentleman / lady / student in the back / front / middle there, could you (...)?



2.3 TIMING & FINISHING AN ACTIVITY

- Stick to the allocated time.
- You have 2 / 5 / 10 minutes left
- Keep an eye on the clock.
- I'm only giving you 6 minutes to do this, so be quite strict with yourselves.
- There are five minutes left.

- We've run out of time.
- It's time to finish.
- Have you finished?
- Let's stop now.
- Stop now.
- Let's check the answers.



2.4 SCORING & MARKING

- You get a point for every correct answer.
- You lose a point / half a point for every wrong answer.
- You will get your marks / grades next week.
- The exercise is (not) graded.
- The final grade is calculated / broken down as follows...
- Do your best in English, but don't worry if it isn't perfect.
- I will grade for content

 mistakes in English will not count against you.

- If you don't know the word in English, you can write it in French.
- The online activity is compulsory and will count towards your final grade.
- You will be graded on your oral contribution in class.
- Although this activity isn't graded, I strongly advise you to complete it.



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INTERACTING IN THE CLASSROOM





- 3.1 -Analysing

- 3.2 - ASKING QUESTIONS

- 3.3 - CHECKING UNDERSTANDING

- 3.4 - TASK INSTRUCTIONS

- 3.5 - COMPREHENSION QUESTIONS

- 3.6 - ENCOURAGING & REDIRECTING



3.1 ANALYSING

- To try this out, you should (...).
- Follow the steps in the experiment to show how (...).
- To prove this, you need to (...).
- If you look at it this way, you'll see (...).
- Think about the ways of testing (...).
- Read the instructions carefully and pick out the points that show / relate to / indicate (...).
- Question whether the arguments presented are convincing.

- Consider this question from a number of different angles.
- It is important to examine (...) from the perspective of all of the key stakeholders.
- Question why the author takes this position and not another.
- Make sure you draw on a variety of sources.
- Support your arguments with empirical evidence and clear data.
- Take a step back to examine the overall picture and how each element contributes to the whole.



3.2 ASKING QUESTIONS

- What do you know about (...)?
- Where did you find out about (...)?
- Can you tell me something about (...)?
- How does this work?
- Have you ever (...)?
- Do you know where (...)
- Can anyone tell me why...?

- What do you mean by the term / the word (...)?
- Why do you think this happened?
- Why didn't this happen?
- What made this happen?
- What was the reason for this?
- Can you explain to us why?



3.3 CHECKING UNDERSTANDING

- Is that clear?
- Any questions before we start?
- Talk to the person next to you and explain what you have to do.
- What's the problem?
- If you don't know the answer, pass the question to someone else.
- Check your answers with the rest of your group.
- See whether your partner agrees with you.
- Compare your answers with your neighbour.

- Does everyone know what we need to do?
- Can anyone summarise for the class the three steps you have to follow?
- Raise your hand if you aren't sure about what to do.
- Raise your hand if you (don't) understand the task.
- If you aren't sure, the instructions are on the UV.
- If you still aren't sure, please come and see me at the end of the session.



3.4 TASK INSTRUCTIONS

- Choose one of the key words we discussed just now, and place them in the gaps on the chart.
- Match the words to the illustrations.
- ♦ In the first box, write (...).
- Next to the box, sketch (...).
- Under the box, make a list of (...).
- In the last box, draw a quick diagram of (...).

- Re-order the labels.
- Underline the key words in the article – and the key words only.
- Give me an example of (...).
- Write the words in order of importance.
- Look at the word(s) in bold / italics / which are underlined.



3.5 COMPREHENSION QUESTIONS

- Is it okay that the course is delivered in English?
- Are you with me?
- Are you OK?
- OK so far?
- Did you get it?
- Did you understand?
- Did you follow me?
- Has everyone fully understood the problem / question / task? (NB don't use 'well' in this context.)
- Is everyone comfortable using this software / database / methodology?
- It seems that some points / areas are not completely clear for some of you.

- Could you share your questions with us?
- Does anybody need any clarification or extra information?
- Are there any specific points that you would like me to clarify / go over again?
- What have you understood from the question?
- What is the question asking you to do?
- How could you avoid this problem?
- Could you summarise what you have understood / learned? What method would you use?



3.6 ENCOURAGING & REDIRECTING

- That's good so far.
- What you have written is clear and interesting.
 Well done.
- That's the right idea.
- Keep to the point.
- You need to go into more detail here.
- What do you mean by that exactly?
- Explain this to me, as if you were the teacher.
- Check your facts here.
- Have you thought about (...).
- Maybe you should say more about (...).
- I don't quite follow your point here.

- You have put a lot of work and effort into this.
- If you perform like this at the exam, you will get a good mark.
- You don't seem to have any problems.
- Can you give me a practical example that demonstrates this concept?
- Can you see any connection between what we have just seen and (...).
- Can you develop your answer / argument a bit more?
- If what you're saying is correct, does this mean that (...)?
- How would you justify your choice of methodology?



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SIGNPOSTING



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- 4.1 - INTRODUCING THE SUBJECT

- 4.2 -SEQUENCING

- 4.3 -ANALYSING A POINT

- 4.4 - GIVING AN EXAMPLE

- 4.5 DEALING WITH QUESTIONS

- 4.6 - SUMMARISING & CONCLUDING



4.1 INTRODUCING THE SUBJECT

- I'd like to start by addressing / saying / explaining ...
- Let's begin by looking at / exploring / considering ...
- ♦ First of all, I'll explore...
- ♦ I'll begin by ...
- Now we'll move on to ...

- Let me turn to ...
- Next...
- Turning to ...
- Now, I'd like to discuss ...
- Now, let's look at ...



4.2 SEQUENCING

- Firstly / secondly / thirdly / lastly
- First of all / then / next / after that / following this / finally
- To start with / to finish with
- In order to..., you need to...
- The next step is to

- The next stage is to
- Before doing the analysis, make sure you...
- Follow the steps in the order specified
- Begin by explaining / outlining / describing



4.3 ANALYSING A POINT

- Where does that lead us?
- Let's consider this in more detail.
- What does this mean for (...)?
- Translated in real terms ...
- It is well known / generally accepted / believed to be / widely considered to be the most important ...
- Scientists / Researchers / Experts have always seen (...)

- Recent developments in / findings regarding (...) have led to ...
- Few researchers have addressed the problem / issue / question of ...
- The characteristics of (...) are not yet fully understood.
- There is still need for discussion on (...).



4.4 GIVING AN EXAMPLE

- ♦ For example, ...
- For instance, ...
- A good / classic example of this is / would be ...
- As an illustration, ...
- To give you an example, ...
- ◆ To illustrate this point, ...
- Probably the most obvious example is...
- A different, but connected example is...

- A less well known example of this is...
- An example that might be clearer is...
- An example which you might not know/might not be aware of is...
- To give you an idea...
- Case in point...
- ♦ (...) is a good illustration of ...
- To show you what I mean...



4.5 DEALING WITH QUESTIONS

- That's a very good point.
- A very pertinent question, particularly considering...
- Your question raises a number of important points...
- We'll be examining this point in more detail later on.

- I'd like to deal with this question later if I may.
- I'll come back to this question later in my talk.
- Perhaps you'd like to raise this point at the end.
- I won't comment on this now.



4.6 SUMMARISING / CONCLUDING

- Well, I've told you about ...
- That's all I have to say about ...
- We've looked at ...
- So much for [European policies], let's turn to [foreign policy].
- In conclusion, ...
- Let's sum up, shall we?

- Now, I'd like to recap.
- Let's summarise briefly what we've looked at.
- Finally, let me remind you of some of the issues we've covered.
- If I can just sum up the main points, ...



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EXPLAINING & EXPLORING CONTENT



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- 5.1 ASKING FOR &
 GIVING OPINIONS
 - 5.2 CLASSIFYING
 - 5.3 DEFINING & DESCRIBING
 - 5.4 COMPARING &
 CONSTRASTING

- 5.5 -EVALUATING
- 5.6 PREDICTING &
 HYPOTHESIZING
- 5.7 -CAUSE, RESULT & EFFECT
 - 5.8 INTERPRETING
 VISUALS



5.1 ASKING FOR & GIVING OPINIONS

- Do you think that we should (...)?
- How do you feel about (...)?
- What do you think about (...)?
- I think (...).
- I think that it would be a good idea to (...).
- As I see it, we should (...).
- On the other hand (...).
- I agree / disagree because (...).
- What is your point of view?
- _____, I would really appreciate your view.
- Have you got any thoughts on this?

- Does anyone have any other comments?
- ♦ I (don't) see what you mean.
- That's one way of looking at it.
- I'd like to point out that...
- I am not sure, but I am leaning towards...
- I tend to think that...
- Don't you think that...?
- I agree with you to an extent, however, ...
- You make a good point, but...



5.2 CLASSIFYING

- These are all types of data storage.
- This is a type of microbe.
- There is a wide variety of options.
- It's made up of two elements.
- It can be divided into 5 sections.
- Welding involves melting and fusing metal together.

- The whole mechanism can be broken down into three main parts.
- The different elements of alkali metal are (...).
- The reactor is split into / divided into different sections.
- Deciduous woodland ecosystems consist of trees that shed their leaves in winter.



5.3 DEFINING & DESCRIBING

- It's a sort of / kind of measuring device.
- It's something like a (...), but (...).
- It's something / an instrument we use to measure temperature.
- It looks like a barometer.
- It's similar to the instrument / method we talked about earlier.

- You'd find this when looking at paintings of the same period.
- You would observe this in a nuclear reaction, for instance.
- It's made up of different kinds of molecules.
- It's a device / system for heating chemical substances.



5.4 COMPARING & CONTRASTING

- Plastic is more flexible than many other materials.
- The largest rise in population was in the late 1940s.
- It is as important to consider environmental impacts on the landscape, as it is to consider the social impacts of the structure on the local community.
- The results are identical.
- Pixel-based software is not the same as vector-based software.
- Compared to / with other technological advances, the personal computer is more relevant to our discussion.

- A descriptive study differs from an exploratory study in that...
- We found/observed noticeable/major/distinct/ only slight differences between x and y.
- Both x and y share a number of features.
- Whereas/while women tended to perform worse than men on tests of perceptual speed, they were faster at certain precision manual tasks.
- Young children learning their first language need simplified input. Similarly/Likewise/ In the same way, low level adult language learners need graded input.



5.5 EVALUATING

- The importance of this is (...).
- ◆ This is useful to (...).
- ◆ This is important because (...).
- This is relevant for / to / because (...).
- This is all the more important given the (...).
- This is particularly pertinent in the debate about / on (...).

- This is significant because (...).
- ◆ The end result is (...).
- My conclusions are (...).
- This makes me think that (...).
- ◆ This means that (...).
- This leads me to conclude that (...).



5.6 PREDICTING / HYPOTHESIZING

- If we do this, (...) will happen.
- To get the result, you have to (...).
- Unless we do (...), we will not be able to (...).
- This could happen because (...).
- One result could be (...).
- If we do it this way, we should see (...).

- One hypothesis would be (...).
- Our / My hypothesis is / hypotheses are (...).
- There are several hypotheses, including (...).
- We / I predict that (...) will occur / happen.



5.7 CAUSE, RESULT & EFFECT

- The world's population is expanding, so / therefore / consequently resources are under increasing pressure.
- Resources are under increasing pressure as a result of the growing population.
- Because of the growing population, resources are under increasing pressure.
- As a result of climate change, desertification is expanding.
- As the population grows, resources are under increasing pressure.

- Due to an increase in population, resources are being used at an alarming rate.
- There is an increase in population; hence, resources are being used at an alarming rate.
- One cause of desertification is climate change.
- Diminishing resources is caused by an increase in population.
- Owing to recent innovations in renewable energy, the EU may be able ween out fossil fuels by 2050.



5.8 INTERPRETING VISUALS

- This picture / graph / diagram / chart shows us that (...).
- If you look at this chart you will understand why (...).
- This diagram illustrates this.
- In the box at the top of the page ...
- Outside / inside the box ...
- In the top right-hand corner ...
- At the bottom of the picture ...

- At the end of the paragraph / text ...
- Underneath this ...
- Directly below ...
- In the centre of ...
- ♦ To the right of ...
- In the next column ...
- By the side of that ...
- Parallel to ...



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THE LANGUAGE OF EXAMS



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 - 6.2 ASKING QUESTIONS
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- 6.3 GETTING THE STUDENT
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- 6.6 REDIRECTING THE STUDENT
- 6.7 GENERAL COMMENTS
 - 6.8 ENCOURAGEMENT
 - 6.9 GIVING GRADES
 - 6.10 CONSTRUCTIVE FEEDBACK

6.1 ORGANISING THE EXAM

- Come in. Take a seat.
- Can you please give me your full name?
- Can I see your identification please?
- Pick a question at random.
- You have 30 minutes to prepare and then I will ask you questions.
- You will present and explain your answer and then we will discuss it.

- Tell me about...
- Now, I'm going to give you a topic.
- You will lose marks if you (...).
- I will deduct marks if you (...).
- I will deduct 3 points for each day your work is late / for each day beyond the deadline.



6.2 ASKING QUESTIONS IN AN EXAM

- Can you describe/explain/ identify...?
- What are the main advantages and disadvantages of...?
- Can you tell me how / why / whether...?
- What can you tell me about...?
- Can you point out the most important features of...?
- What are the main differences between (...) and (...)?

- Given what you know about (...), can you explain...?
- What are the other hypotheses you might give to account for [the change in climate]?
- What is the value of...?
- What are the consequences for/of...?



6.3 GETTING THE STUDENT TO EXPAND

- That's partially correct.
- Can you give me some more detail?
- Can you explain your reasoning?
- Can you elaborate on this?
- Try to be more precise in the way you answer the question.
- What experiments / evidence support this?
- Try to draw on / use what we have learned in the class to elaborate your answer?
- Can you give me an example that illustrates your point?

- Have you forgotten something?
- Are you sure you've covered all the main points?
- On the basis of what you have just said, could you identify...?
- Can you give me any other examples from the course which show the same principle / demonstrate the same notions?
- Try to use what we have learnt in the class to elaborate your answer.



6.4 ASKING FOR CLARIFICATION/REPETITON

- What do you mean by...?
- Could you give an example?
- How do you spell that?
- Could you repeat that?
- Sorry, what did you say?
- Would you explain that again for me?
- Sorry, I didn't catch what you were saying, could you repeat that?
- Could you try to explain your idea in another way?
- I'm sorry, but I'm not sure that I understand.

- Could you say that a little slower please?
- Did you mean to say that ...?
- I'm not quite sure I know what you mean.
- Sorry, I didn't get your point.
- Could you put that differently, please?
- Could you clarify that, please?
- Could you say that again, please?



6.5 GETTING THE STUDENT TO BE CONCISE

- Try to be more precise in the way you answer the question.
- Can you explain your point more clearly? I'm not sure I follow your thinking / reasoning / logic.
- What is the connection between (...) and (...)?
- Can you point out the most important feature(s) of...?
- Could you reword your ideas to make them a little clearer?
- Start with your main topic and then give me two or three supporting details that back up your idea.
- Organize your answer in your head first.

- Know where you are going when you start speaking.
- Try to avoid repeating so much.
- What is/are the most important ideas associated with this topic?
- Could you be more specific?
- Could you give me an example, please?
- Would you elaborate on that, please?
- I wonder if you could say that in a different way.



6.6 REDIRECTING THE STUDENT

- Focus on the main topic.
- Can I just remind you that the question is about (...) and not (...)?
- You answer is a bit off-topic.
- There were two parts to the question. You forgot to answer the second part, which was about...

- The theme you are talking about is more relevant to another part of the course.
- That's not quite / really the case.
- That's not quite / really true.
- What can you tell me about...?



6.7 GENERAL COMMENTS

- It depends.
- It might be, I suppose.
- In a way, perhaps.
- Sort of, yes.
- Not really.
- Unfortunately not.
- I'm afraid that's not quite right.

- You can't say that, I'm afraid.
- You can't use that formula here.
- Good try, but not quite right.
- Not quite right.
- Your time is up.



6.8 ENCOURAGEMENT

- That's more like it.
- That's much better.
- That's a lot better.
- You've improved a lot.
- Have another try.
- You were almost right.
- That's almost it.
- You're halfway there.

- You've almost got it.
- You're on the right track.
- ♦ There's no need to rush.
- There's no hurry.
- We have plenty of time.
- Have another go.
- Try again.
- Have a guess.



6.9 GIVING GRADES

- You need 50% to pass the exam.
- You got 15 out of 20.
- ♦ The pass mark is 10 out of 20.
- You need ...% to get a merit / distinction.
- I will post the exam results on...

REMEMBER!

To sit an exam	Passer un examen
To do an exam	
To pass an exam	Réussir un examen



6.10 CONSTRUCTIVE FEEDBACK

- You should've developed your analysis of point 2.
- You needed to give more detailed examples.
- Your work did not meet (my) expectations.
- Your work did not meet the standard required to pass.
- I can see that you have understood but it would've been better if you had used more technical terms.
- You needed to give more information.
- Your answers are not satisfactory / of sufficient depth / sufficiently complex.
- I'm sorry but there wasn't enough relevant material in your answer.
- I was expecting you to give more information.

- Your answer is correct, but you have used up all of your exam time talking about a very basic concept.
- As far as I'm concerned, you've given an overview of the subject but it was too limited.
- I had to give you too much help.
- Your answers were not accurate / detailed / developed enough.
- You need to completely rewrite this paragraph / rephrase this sentence.
- This report contains some good ideas but the structure is not coherent / lacks coherence.



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