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.

- 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.