Tea Project
TEACHING IN ENGLISH FOR ACADEMICS
ULB
GIVING INSTRUCTIONS
PART ONE
LANGUAGE GUIDE
- 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.