

Tea Project

SINCE 2016

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.
- ◆ 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 *Woodlap*.
- ◆ 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.

NOTES

A series of horizontal dotted lines for taking notes, arranged in two columns.

