

Key digital skills

Workbook

Your reflective journal
and additional resources



Foreword

We're delighted you've chosen to continue your professional development with TeachingEnglish training and look forward to learning with you over the coming weeks.

In this workbook you'll find additional learning materials to complement your course, places to note ideas of interest, encouragement and guidance in applying them within your teaching practice. Whether you prefer to save and update it on your device, to keep handwritten notes, or use it as a prompt for your on-the-go reflection, do what works for you. We hope you and your learners find it beneficial.

If you haven't signed up for the free course, go to [the course training page](#) to enrol.

Happy learning.

The British Council open learning team.



Contents

Foreword.....	02
Your learning goals, your course.....	04
Your learning tools.....	05
Module 1: Using word processors	
Overview and additional learning resources.....	06
Your learning: Notes, plans and reflections.....	07
Module 2: Using slideshows	
Overview and additional learning resources.....	09
Your learning: Notes, plans and reflections.....	10
Module 3: Using spreadsheets and search	
Overview and additional learning resources.....	12
Your learning: Notes, plans and reflections.....	13
Module 4: Videoconferencing	
Overview and additional learning resources.....	15
Your learning: Notes, plans and reflections.....	17
Your action plan.....	19



Your learning goals, your course

Develop beginner digital skills and learn how to use documents, worksheets, search, presentations and videoconferencing to enhance your teaching.

During this TeachingEnglish training, you'll engage with learning content in five modules, supported by a series of live events and extra learning content in our Facebook community. You'll find practical support and encouragement from course tutors and other members of the [British Council courses for teachers global learning community](#) as you work to introduce new teaching ideas within your classroom.

Just as every classroom is unique, so is your learning journey. Ensure you're heading in the right direction by reflecting upon and noting your reasons for taking this course and learning goals. Keeping these in mind will help you focus on the most beneficial content and discussions for you.

Your goals and reasons for learning

Introduce yourself and your learning goals by replying to [the welcome post](#).



Your learning tools

Online learning modules

After completing the introductory Getting started module, work through three modules, each exploring a different area of teaching and learning. Involving an average of 12 hours of study, this course blends theory, practical teaching suggestions and case studies that explore new ways of teaching. Repeat, return to and review activities as often as you like before the end of your course. Learn how to access the online learning modules by visiting the [courses page on TeachingEnglish](#).

Courses for teachers community

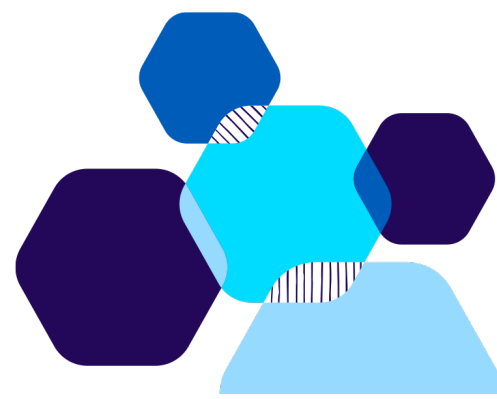
Join course tutors and other educators working on their professional development in our supportive, Facebook-based learning community. Gain access to a wide selection of additional learning resources and engage in developmental discussions while getting the support and encouragement you need to successfully bring ideas from the course into your classroom. Access all the discussions and content related to your specific course in the [Guides section](#) on the [community Facebook page](#).

Live events

Attend live community events and webinars led by expert educators, or watch the recordings on the [community Facebook page](#). Focusing on different aspects of your course, these sessions provide you with an opportunity to seek answers to your questions - and share your own expertise and insights. Recordings of all live sessions are available on [TeachingEnglish](#) and on the [community Facebook page](#).

Workbook

Use this workbook to record useful course and community content, questions you'd like to ask in the community, links to resources, or to note ideas from any of the extra resources or recorded events. Save a version online or print the workbook - or both.



Module 1: Using word processors

Overview

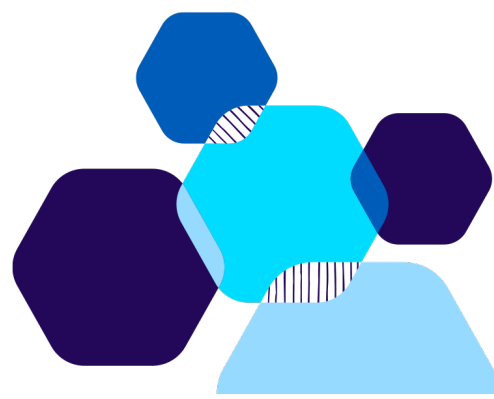
This module explores how to work with word processing programs, like Microsoft Word or Google Docs.

By the end of the module, you'll be able to:

- find and add images to your worksheets and teaching materials
- use screenshots to explain processes
- format text in your documents to make them more readable
- make your worksheets clearer by adding lists
- ensure your teaching materials are error-free before you use and share them
- share your documents in Word and PDF format

Further reading, teaching, and learning resources

Type	Resource description (tap/click to open)	Time to access (mins)
Read	Basic tasks in Word	20
Read	Digital literacies: What are they and why should we care?	5
Read	10 awesome and surprising ways you can use Google Docs in the classroom	20
Read	How to use Google Docs	20
Read	Low-tech learners	10
Read	How can I use visual thinking in the classroom?	10
Read	Easy-to-use supports for students in Google Workspace	10
Watch	How to use Microsoft Word Easy guide	30
Watch	Digital literacies	60
Watch	Which competences do teacher educators need in supporting teachers online?	60



Your learning

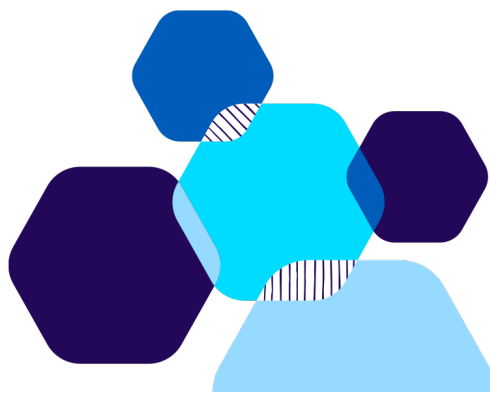
Which new ideas in Module 1 are most useful for you? Note them here together with any questions you'd like to ask in the [British Council courses for teachers learning community](#).

Describe three things you learned from...

Your online module

Resources you found and discussions in the course community

Extra resources and recorded events



Plan it

Describe one thing you will change in your teaching. Why have you chosen it?

What problems might happen when you try to make this change?

What could you do to solve those problems?

Share your plans in the Facebook community [in this post](#).

Teach it

Try it out and come back here to reflect on the experience. What did you learn?

Share your reflections in the Facebook community [in this post](#).



Module 2: Using slideshows

Overview

This module explores how to work with slideshow programs, like PowerPoint or Google Slides.

By the end of this module, you'll be able to:

- create a slideshow to use in your classes
- add text to your slideshow, and format it in different ways
- images to your slideshows to make them more visually attractive
- add animations and transitions to make your slideshows more engaging
- add notes to your slideshows to help you when you teach with them
- share your slideshows with colleagues and learners using the Cloud.

Further reading, teaching, and learning resources

Type	Resource description (tap/click to open)	Time to access (mins)
Use	A beginner's guide to Google Slides in the classroom	25
Read	Using a class Google site to improve organization and engagement	5
Read	Teaching with PowerPoint	25
Read	Using the internet 1	5
Read	Using the internet 2	10
Read	Using the digital whiteboard in a hybrid classroom	10
Read	How to make learning fun and interactive using Google Slides	10
Watch	Video tutorials: Google Slides overview	2
Watch	How to: quick tutorial for new Google Slides presentation	3
Watch	PowerPoint for teachers	7



Your learning

Which new ideas in Module 2 are most useful for you? Note them here together with any questions you'd like to ask in the [British Council courses for teachers learning community](#).

Describe three things you learned from...

Your online module

Resources you found and discussions in the course community

Extra resources and recorded events



Plan it

Describe one thing you will change in your teaching. Why have you chosen it?

What problems might happen when you try to make this change?

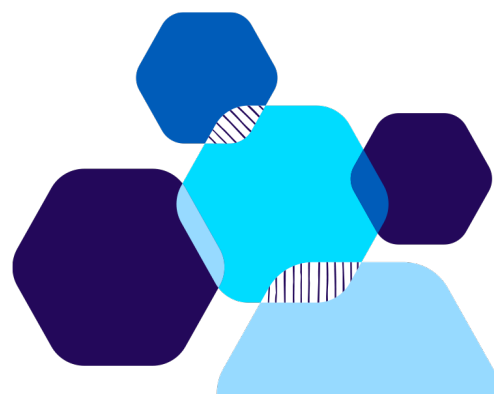
What could you do to solve those problems?

Share your plans in the Facebook community [in this post](#).

Teach it

Try it out and come back here to reflect on the experience. What did you learn?

Share your reflections in the Facebook community [in this post](#).



Module 3: Using spreadsheets and search

Overview

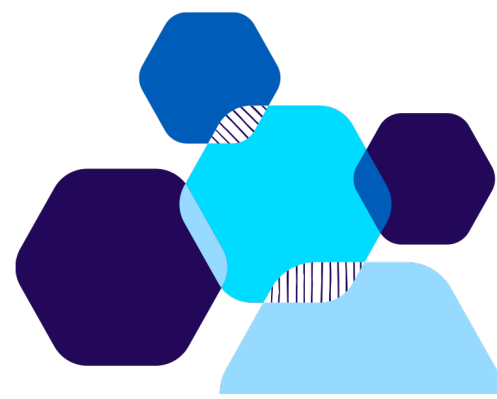
This module introduces you to using spreadsheets to keep track of learners' marks and exam results. It also introduces you to search engines and how to use them more efficiently.

By the end of this module, you'll be able to:

- create a spreadsheet using Microsoft Excel
- create a marks sheet for your class
- easily explore the data in your marks sheet
- use the spreadsheet to automatically calculate some basic statistics about your class
- use a search engine more efficiently and quickly
- find what you're looking for easily
- understand what search engines know about you and your location
- use a private search engine for more secure searches.

Further reading, teaching, and learning resources

Type	Resource description (tap/click to open)	Time to access (mins)
Use	5 tips for teaching students to improve their online searches	10
Use	Delivering effective feedback with Microsoft Onenote	20
Read	Google and the lexical approach	5
Read	Delivering effective feedback with Microsoft Onenote	10
Read	How to use Excel and spreadsheets in the classroom	25
Watch	PowerPoint for teachers	7



Your learning

Which new ideas in Module 3 are most useful for you? Note them here together with any questions you'd like to ask in the [British Council courses for teachers learning community](#).

Describe three things you learned from...

Your online module

Resources you found and discussions in the course community

Extra resources and recorded events



Plan it

Describe one thing you will change in your teaching. Why have you chosen it?

What problems might happen when you try to make this change?

What could you do to solve those problems?

Share your plans in the Facebook community [in this post](#).

Teach it

Try it out and come back here to reflect on the experience. What did you learn?

Share your reflections in the Facebook community [in this post](#).



Module 4: Videoconferencing

Overview

This aim of this module is to help you use videoconferencing in your teaching - using tools like Zoom to meet your learners online and conduct classes with them.

By the end of this module, you'll be able to:

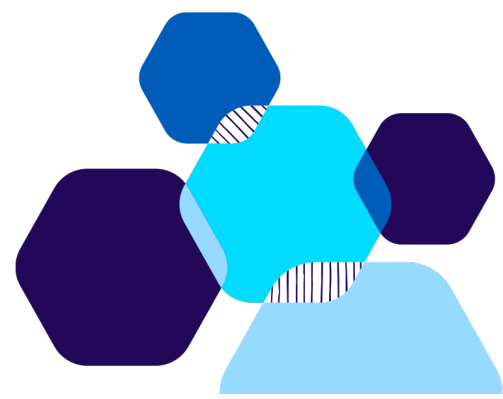
- talk about the different kinds of videoconferencing (VC) platforms
- identify the features of different VC platforms
- configure your audio, video and lighting properly for a successful VC session
- share your screen with your learners
- help your learners participate in your classes by using a variety of different tools
- share PowerPoint presentations, images and documents with your learners
- use a selection of participation activities to make your online classes more engaging
- set up and use breakout rooms
- plan and try out pair and group work activities in breakout rooms
- solve common VC problems you and your learners may have
- find and use online tools to help you plan and teach your classes.

Further reading, teaching, and learning resources

Type	Resource description (tap/click to open)	Time to access (mins)
Use	Remote teaching tips	10
Use	Zoom: Top tips for online English teaching	10
Read	Teaching and technology: Case studies from India	10
Read	The seven best digital teaching tools for your online ESL classroom	10
Read	8 strategies to improve participation in your virtual classroom	15
Read	Engaging students in virtual instruction with the camera off	10
Read	5 ways to use videoconferencing in remote learning	10



Read	Supporting every teacher: using a video conference platform for teaching online	15
Read	Video conferencing for education	15
Read	Benefits of video conferencing in education	15
Watch	Top tips for online English teaching	2
Watch	The challenges of remote learning through online classrooms and resource hubs	60
Watch	Learning online in real time	45
Watch	Supporting every teacher: using a video conference platform for teaching online	6



Your learning

Which new ideas in Module 4 are most useful for you? Note them here together with any questions you'd like to ask in the [British Council courses for teachers learning community](#).

Describe three things you learned from...

Your online module

Resources you found and discussions in the course community

Extra resources and recorded events



Plan it

Describe one thing you will change in your teaching. Why have you chosen it?

What problems might happen when you try to make this change?

What could you do to solve those problems?

Share your plans in the Facebook community [in this post](#).

Teach it

Try it out and come back here to reflect on the experience. What did you learn?

Share your reflections in the Facebook community [in this post](#).



Your action plan

Make an action plan focused on applying learning from this the course. Complete any sentences that help you do this. Come back and reflect on what happened in class.

In the next two weeks, I am going to...

Over the next two months, I'm going to...

Before the end of the school year, I'm going to...

Next school year, I want to...



Well done — you’ve made it to the end of the course! We hope you’ve found it useful, and you’ll join us on another very soon.

Learn more about other free teacher training courses with the British Council at: <https://www.teachingenglish.org.uk/training>

Explore our framework for teacher knowledge and skills for inspiration, support and materials: <https://www.teachingenglish.org.uk/professional-development/teachers>

