

TeachingEnglish: How to adapt resources

Workbook

Your reflective journal
and additional resources



Foreword

Welcome to the workbook for How to adapt resources. Thank you for downloading it to continue your professional development with TeachingEnglish training.

In this workbook, you'll find learning resources, reflection prompts and practical support to apply new ideas from How to adapt resources. On this course, you'll evaluate resources, select and adapt relevant lesson plans for your context and explore how your learners can be powerful resources in the classroom.

You can use this workbook to develop your skills at any time, whether you're enrolled on the course or not. This workbook supports learning with colleagues, connecting with educators online, or working independently.

We're looking forward to learning with you.

The TeachingEnglish training team

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What are TeachingEnglish training courses?

TeachingEnglish training courses for teachers offer self-study modules, live events, resources and discussions with over 100,000 teachers in our Courses for teachers Facebook community – and this self-study workbook. Get practical support and advice from course tutors and other teachers as you try out new ideas in your classroom.

Self-study modules

Each online course takes around 12 hours to complete and includes:

- an introductory Getting started module
- three core modules exploring a different aspect of teaching
- downloadable resource documents for each module, containing extra materials and links
- a certificate of achievement on successful completion of all modules.



You can revisit activities as many times as you like before the course ends. Find out more about our free self-study modules, what they cover, when they're available and how to enrol.

Courses for teachers community

Get the support you need to apply course ideas in your classroom in our supportive Facebook community. Learn with course tutors and other educators following our courses, access extra learning resources, join live events and participate in discussions.

Live events

Attend live events led by course tutors and expert educators, or watch the recordings in our Facebook group or YouTube. These sessions offer teaching ideas and a chance to ask questions and share your own insights.

Workbook

Use this workbook to record key course content, questions for the community, links to resources and ideas from extra materials or live events. You can save it online, print it or do both.

How can you develop your teaching knowledge and skills?

This workbook provides guidance and prompts to help you reflect on your teaching, identify useful changes, plan how to apply them and learn from the process. We hope you'll use this reflective cycle as part of your ongoing professional development.

Using this reflective cycle during your course will help you learn from experience and improve your teaching. It can deepen your learning by guiding you to apply new ideas, assess their impact and adjust your approach. Use it after lessons, when trying new strategies or when facing challenges. By making reflection a habit, you'll continue to grow as a practitioner and better support your learners.



Gibbs' Reflective Cycle

Use the following questions to guide you through the reflective cycle as you apply your learning from the course.

Description	What did I expect to happen? What actually happened? What was the result?	Description
Feeling	How did I feel before, during and after? How did my learners feel about what happened?	Feeling
Evaluation	What went well and what didn't? How do I know what worked or didn't work?	Evaluation
Analysis	Why did things turn out this way? What could help me understand the situation better? What did I learn?	Analysis
Conclusion	What could I have done differently? What skills or knowledge do I need to improve?	Conclusion
Action plan	What will I do next time? What support or resources will I need? When will I take action?	Action plan

Module one: Understanding resources

Overview

The aim of this module is to give you an introduction to a variety of resources which you can use in the classroom. You'll be able to evaluate teaching aids, discuss the pros and cons of using coursebooks, identify the use of reference resources and analyse supplementary materials.

Can you now ...?

- determine your views on the use of teaching and learning aids
- list a range of teaching and learning aids
- recognise the challenges and opportunities presented by coursebooks
- identify common reference resources and their specific uses
- evaluate supplementary materials.

Show how confident you feel now in terms of selecting teaching resources by putting a mark on the cline. You can return to these objectives and move your mark as you learn and make changes to your teaching.

Not confident

Very confident

Consider how you support learning with teaching resources. What happens where you teach? How does that affect you and your learners?

What would you like to happen? How can you use teaching and learning resources more effectively?

Further reading, teaching and learning resources

You can access the following resources at any time, whether the course and self-study modules are open or not.

Time (mins)	Type	Resource description (tap/click to open)
5	Use	Activities: Using flashcards
5	Watch	Video: Using flashcards
6	Watch	Video: What's a good resource?
6	Watch	Video: How to use a resource portfolio
10	Read	Article: Choosing and using fidget toys
10	Read	Article: Adapting materials for mixed-ability classes
10	Use	Activities: Using drama
30	Use	Activities: Short activities for primary
30	Use	Activities: Stories and poems
50	Watch	Live session: How to create effective ELT materials
60	Watch	Webinars: Getting creative in low-resource contexts
60	Watch	Webinar: Chants and props for very young learners
60	Watch	Webinar: Using picturebooks
180	Watch	Webinars: Managing resources
180	Watch	Webinars: Stories in the classroom

At TeachingEnglish, we're constantly updating and adding to the selection of free articles, publications, lesson plans, live sessions and webinars available for teachers. Check our TeachingEnglish website and TeachingEnglish YouTube for the latest resources.

Use this space to note ideas that may help you to make better use of teaching and learning resources.

Remember, you can get new teaching ideas from the self-study modules, further reading, teaching and learning resources, live events or the Courses for teachers community.

Module two: Adapting and selecting lesson plans

Overview

The aim of this module is to equip you with practical skills for adapting and selecting online lesson plans that are relevant, inclusive and appropriate for your specific teaching context. You'll learn how to develop criteria for evaluating and selecting suitable online resources, adapt existing lesson plans to meet local needs, and collaborate with other educators to co-create effective lesson plans.

Can you now ...?

- create a checklist to evaluate a lesson plan
- search for and select lesson plans
- identify why you may need to adapt published materials
- adapt existing lesson plans
- co-create lessons, give feedback, reflect and improve lessons
- use communities of practice to adapt and share resources.

Show how confident you feel now in terms of selecting and adapting lesson plans by putting a mark on the cline. You can return to these objectives and move your mark as you learn and make changes to your teaching.

Not confident

Very confident

Consider how you select and adapt lesson plans. What happens where you teach? How does that affect you and your learners? How do you feel about it?

What would you like to happen? How can you adapt lesson plans for your learners? What skills or knowledge might you need?

Further reading, teaching and learning resources

You can access the following resources at any time, whether the course and self-study modules are open or not.

Time (mins)	Type	Resource description (tap/click to open)
10	Read	Article: Principles of lesson planning
10	Use	Toolkit: How to adapt resources for your learners
11	Watch	Videos: Using a checklist to select teaching materials
15	Read	Article: Checklist for effective lesson plans
25	Watch	Videos: English teaching talks – Inclusion
30	Watch	Videos: The importance of lesson planning
45	Use	Toolkit: Teachers' communities of practice
60	Watch	Webinar: Discussion on creating lessons that work
60	Watch	Webinar: Planning English as a Lingua Franca lessons
60	Use	Lesson plans: Listening and empathy
60	Watch	Webinar: WhatsApp-based communities of practice
60	Watch	Webinar: reflective practice for English language teachers
180	Watch	Webinars: Planning activities and lessons
180	Read	Publication: ELT textbooks and materials
300	Use	Resource: Lesson plans and resources

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Use this space to note ideas that may help you to select and adapt lesson plans more effectively.

Remember, you can get new teaching ideas from the self-study modules, further reading, teaching and learning resources, live events or the Courses for teachers community.

Module three: Using the learner as a resource

Overview

This module explores how learners themselves can be powerful resources in the classroom. It aims to help you recognise and draw on learners' existing knowledge, experiences, languages and skills to enrich learning and create a more inclusive, participatory environment.

Can you now ...?

- include learners' interests and experiences in lessons
- use classroom activities to learn about and engage learners
- recognise the value of learner-led contributions
- use strategies to help make peer learning more effective
- set up and manage collaborative tasks
- use peer feedback, assessment and set criteria with your learners.

Show how confident you feel now in terms of using your learners as a resource by putting a mark on the cline. You can return to these objectives and move your mark as you learn and make changes to your teaching.

Not confident

Very confident

Consider how you use learners as a resource. What happens where you teach? How does that affect you and your learners?

What would you like to happen? How can you make better use of your learners as a resource during lessons?

Further reading, teaching and learning resources

You can access the following resources at any time, whether the course and self-study modules are open or not.

Time (mins)	Type	Resource description (tap/click to open)
5	Read	Tool: Ladder of feedback
5	Watch	Video: How to create resources from nothing
10	Watch	Video: Activating students as learning resources
10	Read	Article: Making learning targets clear
10	Read	Article: Peer and self-assessment
10	Read	Article: The not-so-hidden resource - students
15	Read	Article: Your learners as a resource
15	Read	Article: How can I make my classroom more collaborative?
15	Listen	Podast: Working with a big class
30	Watch	Live session: Find someone who... activities
30	Watch	Video: How to support learners with self-assessment?
60	Watch	Webinar: Low-resource contexts
60	Watch	Webinar: Your learners and real-life conversations
300	Watch	Webinars: Assessment for learning
300	Read	Publication: Maximising learning in large classes

At TeachingEnglish, we're constantly updating and adding to the selection of free articles, publications, lesson plans, live sessions and webinars available for teachers. Check our TeachingEnglish website and TeachingEnglish YouTube for the latest resources.

Use this space to note ideas that may help you to make better use of your learners as a resource.

Remember, you can get new teaching ideas from the self-study modules, further reading, teaching and learning resources, live events or the Courses for teachers community.

What are you going to change?

Now plan to change your teaching. Starting with a SMART goal will help you make the change and better understand the impact it makes.

A SMART goal is:

- **S**pecific (What exactly do you want to achieve?)
- **M**easurable (How will you know if it happened and the difference it made?)
- **A**chievable (Is it challenging but possible?)
- **R**elevant (Does it help you and your learners?)
- **T**imebound (When will you do it?)

Look back through this workbook and think about your learners. Choose one thing you'd like to be different about your teaching or classroom experience. Write it as a SMART goal.

Something I'd like to be different in my classroom or teaching is ...

A change I can make that will help achieve that is ...

I will need ...

Some challenges might be ...

To solve those challenges, I could ...

What have you learned from making a change?

Make the change you planned in the last section, then reflect upon it. Sharing your answers to the following questions will guide you through the reflective cycle on page four.

The change I made was ... When I made the change, my learners ...

After making the change, I felt ... My learners felt ...

Some good/bad things about the change were ... I know this because ...

I think things happened this way because ...

The main things I learned from making this change to my teaching are ...







In future I will ... I will develop the skills and knowledge I need by ...

What can you do next?

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.

By completing this workbook, you've also followed a reflective cycle (page four) – congratulations! You can use the reflective questions on page 12 to help you to reflect on and learn from other changes you make in your classroom. We hope you will continue to do this and share your experiences, insights and questions with other teachers in your school or community of practice (for example our Courses for teachers community).

Do you have any questions about the course contents? Share them with our Courses for teachers community and get advice and feedback from our tutors and 100,000+ members. You can also:

-  Join another free TeachingEnglish training course.
-  Connect with course tutors and 100,000+ teachers around the world in our Courses for teachers community on Facebook.
-  Explore our framework for teacher knowledge and skills for inspiration, support and materials.
-  Access TeachingEnglish webinars for teachers and teacher educators.
-  Listen to TeachingEnglish podcasts for teachers.
-  Explore our playlists and recorded events.
-  Find out what else is happening on TeachingEnglish.