

## Contents

<b>Introduction</b> .....	15
<b>1. Focusing on the Teacher</b> .....	17
- Qualities of effective teachers .....	19
- Teaching style and philosophy of teaching .....	20
- Professional teaching development .....	25
<b>2. Focusing on the Learner</b> .....	31
- Effective learners .....	33
- Learning styles .....	33
- Sensory preferences: visual, auditory and kinesthetic .....	34
- Concrete, analytical, communicative and authority-oriented learners .....	36
- Brain hemisphere dominance .....	36
- Predominant intelligence .....	37
- Motivation .....	39
- Characteristics of Hispanic learners .....	40
<b>3. Planning Teaching Units and Lessons</b> .....	43
- Basic elements of a lesson plan .....	45
- Sample of a teaching unit plan .....	48
<b>4. Exploring Language Teaching Methods</b> .....	65
- Grammar-Translation .....	67
- Direct .....	68
- Audio-Lingual .....	70
- Suggestopedia .....	71
- Total Physical Response .....	73
- Natural Approach .....	74

- Communicative Language Teaching .....	75
<b>5. Teaching Language Skills .....</b>	<b>79</b>
- Skills integration .....	81
- Example of a lesson plan integrating the four skills .....	82
- Teaching listening .....	83
- Listening strategies .....	84
- Listening difficulties .....	90
- Ideas for exercises to practice listening in a lesson .....	92
- Example of a listening lesson .....	94
- Teaching speaking .....	95
- Speaking strategies .....	98
- Ideas of situations for practicing speaking in a lesson .....	98
- Example of a speaking lesson .....	99
- Teaching pronunciation .....	100
- Segmental and suprasegmental features of a language .....	100
- Factors that influence learners' pronunciation .....	101
- Techniques and materials .....	102
- Ideas for activities to practice pronunciation in a lesson .....	104
- Example of a pronunciation lesson .....	107
- English pronunciation problems for Spanish speakers .....	108
- Teaching reading .....	123
- Why we read .....	124
- Types of reading .....	124
- Increasing reading rate .....	126
- Reading strategies .....	127
- Ideas of activities for practicing reading .....	129
- Example of a reading lesson .....	130
- Teaching writing .....	131



20-	Process of writing .....	131
30-	Features of written language .....	133
40-	Suggested writing strategies for beginners .....	134
50-	Example of a teaching unit on writing .....	136
	- Teaching grammar .....	154
60-	Variables .....	155
70-	How to teach grammar .....	156
80-	Examples of differences between English and Spanish grammar .....	159
90-	Example of a grammar lesson .....	160
100-	Problems that Spanish speakers have with English word order .....	162
	- Teaching vocabulary .....	175
	- When to teach vocabulary .....	176
	- Which words our students need to learn .....	177
	- Vocabulary strategies .....	178
	- Example of a vocabulary lesson .....	181
<b>6.</b>	<b>Teaching Different Classes .....</b>	<b>183</b>
	- Language levels .....	185
	- ESL/EFL .....	185
	- Monolingual and multilingual classes .....	186
	- Mixed-level classes .....	188
	- Teaching adults .....	190
	- Teaching children .....	192
	- Teaching teenagers .....	193
	- ESP courses .....	194
<b>7.</b>	<b>Organization of the Classroom .....</b>	<b>197</b>
	- Physical set-up of the classroom .....	199
	- Managing the class .....	202
	- Interactive teaching: group work .....	202

<b>8. Lightening the Class Atmosphere</b> .....	205
- Games .....	207
- Songs .....	209
- Role-playing .....	210
<b>9. Language Level Assessment</b> .....	215
- Formal and informal assessment .....	217
- Tests .....	217
- Objective and subjective grading .....	219
- Formative assessment .....	219
- How to correct students .....	222
<b>10. Teaching Materials</b> .....	225
- Textbooks .....	227
- Other materials .....	228
- Authentic materials .....	230
<b>11. Putting It All Together: How to Combine All the Elements of the Course</b> .....	235
<b>References</b> .....	243
<b>Subject Index</b> .....	249