

## Classroom Management for Beginners

Teaching requires considerable multi-tasking. These guidelines provide you, the teacher, with a taster of the kinds of things you need to think about in delivering your lessons. Return to them regularly as many effective and simple techniques are all too often forgotten.

1. Always be on time! Better still make sure you are in the teaching room well before the students arrive!
2. Establish an entry routine: calm, orderly and relaxed. This will ensure that your lesson gets off to a good start.
3. Make sure you get the students into the classroom as soon as possible and that they are not waiting in the waiting area or in corridors!
4. Establish a routine to start the lesson: welcome, register, game, warm-up activity, etc ...!
5. Establish a seating plan and use students' names immediately!
6. Make sure you have everything you need for your lesson: whiteboard markers, time sheets, student/course file, textbook, photocopies, paper, pens, clipboards and worksheets!
7. Never leave the room "to get and get something from the props room" or "to go to the toilet"!
8. Test all electronic and computer equipment before the lesson starts! It doesn't matter how good your PowerPoint presentation is, especially if the Whiteboard does not work!
9. Preparation is vital - without it lessons will be a disaster and you will be failing to give the students in your care the education that they require and deserve!
10. Clear and precise instructions are vital, without which lessons will fail to get underway! Can everybody see the words on the blackboard/worksheet? Can the partially deaf student sitting at the back of the class hear you?
11. "Teacher, I've forgotten my book!" or "I don't have a pen!" Be prepared for all eventualities! Respond quickly and decisively!
12. Know your students' names! If you can't remember, make a seating plan!
13. Make sure you are aware of any medical conditions or special personal circumstance affecting performance from which the students may suffer!
14. What activities should you do during the lesson? Remember the key elements: timing, pace, pitch and variation!
15. Get the students involved in your lesson! Remember, it is just as much their lesson as it is yours!
16. Praise "positives" and don't be tempted to pounce on "negatives"!
17. Make sure you have a classroom discipline plan (predominantly for younger learners) and teach it: rules, rewards and consequences.
18. The weather has a considerable effect on the students' motivation. Consequently, lessons may have to change as a result of the weather.
19. The time of the day may also have an effect on the students' motivation levels. Just before lunch, hunger may start to set in, for instance; and attention spans drop.
20. Be fully aware of the strengths and the limitations of the students in your care. There will be problems, if the work is either too easy or too difficult!
21. Be informed about possible "planned" visits to your classroom in advance: Director of Studies, Office Manager, inspector, auditor, etc
22. Carry out a mental risk assessment: leads, electrical equipment, etc.
23. Ensure an orderly, clean exit from your classroom. Remember this is the last thing the students will remember about your lesson!
24. Ensure your lessons start on time and end on time. Overrunning will only have a knock-on impact on the start and finish times other lessons.
25. Create a colourful and stimulating learning atmosphere for your students with a variety of foreign language material, e.g. posters, wall charts, maps, flags, etc.