

## برنامه کارگاه‌های آموزش زبان در سطح نوجوان و بزرگسال

انتشارات غزال جوان با توجه به استقبال مراکز آموزش زبان و مدارس از برنامه کارگاه‌های آموزشی معلمان، برنامه شش ماه دوم سال جاری را با تغییرات جدید به اطلاع می‌رساند. مراکز آموزش زبان و مدارس می‌توانند بر اساس نیاز معلمان خود، کارگاه (های) مورد نظر را انتخاب و ثبت نام نمایند.

### کارگاه عمومی:

در این کارگاه، مدرس بر اساس کتاب انتخاب شده از دوره مورد نظر در یک بازه زمانی چهار ساعته، بر روی حداکثر دو مهارت، با توجه به درخواست آموزشگاه/مدرسه، می‌پردازد. هماهنگی این کارگاه با مدیر دپارتمان زبان انجام خواهد شد.

مدت دوره	فصل	کتاب
۴ ساعت	Unit 5 Hey There 1	Hey There
۴ ساعت	Unit 6, TN 1B	New Top Notch

### کارگاه بر اساس عنوان:

در این کارگاه، موسسات می‌توانند بر اساس عناوینی که در بخش "کارگاه بلند مدت" (Extended) آمده، عنوان مورد نظر را انتخاب کرده، با توجه به زمان اعلام شده، هماهنگی و ثبت نام نمایند.

### کارگاه کوتاه مدت:

چنانچه موسسات و مدارس تمایل داشته باشند تا عناوین بیشتری را در زمان کوتاه‌تری داشته باشند، می‌توانند این نوع کارگاه را انتخاب نمایند.

## Intensive Workshop:

### 1. How to get connected to learners and maintain the connection: A *brain friendly and learner friendly* approach

- I. Warmers ,fillers and coolers: creating **psychological space** in the learners' mind for effective learning
- II. **Group dynamics** , encouraging collaboration and cooperation in form of pair work and group works
- III. Incorporating more **sensory input** into the lessons (auditory, visual, tactile, kinesthetic...)
- IV. A procedure for giving effective **instructions**
- V. adopting a multi focus approach in terms of the right and left hemisphere of the brain
- VI. Effective **questioning techniques**: thought provoking questions and **wait time**

- VII. A **Process** oriented approach *vs.* a **Product** oriented one
- VIII. A multi-level approach: tipping the balance between the **language limited** and the **language talented** learners
- IX. Adopting a step by step, mono task, gradual approach
- X. Enabling learners to make sense out of the target language (**recognition and noticing**) **before** producing new senses (**production**)
- XI. Learning strategies and learner autonomy
- XII. Tracing the above mentioned (esp. the last four items) in Top Notch and Hey there

*Note: At this stage learners are initiated into the most essential concepts and considerations of language teaching and learning for the immediate atmosphere of the classroom. The trainers are to provide the trainees with vivid and practical examples for each item. As these items are interwoven with the rest of training subjects in the extended version, the trainees should find the above mentioned like an eye opener and hopefully get motivated to take part in the extended version of the course.*

**Recommended time allocation: 3 hours including 2 sessions and a break**

## OPTIONAL EXTENTION

### 2. Class management

- I. Rapport
- II. What are teenagers like
- III. Setting and maintaining classroom standards: Establishing expectations and Rules

**Recommended time allocation: 1 hour and a half**

### 3. How elicitation enables learners to deal with meaning (regarding lexis and grammar) confidently and competently

- I. Elicitation: the logic and the process
- II. Teaching practice with selected words and grammar from Top Notch and Hey there

**Recommended time allocation: 1 hour and a half**

### 4. How to enable learners to deal with reading/listening lessons and tasks confidently and competently : The miracle of activating learners schemata by giving more weight to learners' world knowledge rather than their English knowledge(with a reference to the reading/listening material from Top Notch and Hey there)

**Recommended time allocation: 1 hour and a half**

## 5. Lesson planning:

- I. How and why writing a lesson plan helps: the interventionist teacher vs. the passive teacher
- II. A topic-based approach vs. a grammar-based approach
- III. Recognizing and meeting the objectives of the lesson
- IV. Establishing expectations ,anticipating problems and reflection in/on action
- V. The teacher's intervention: **Reordering** ,**Resizing** and **Replacing** the lessons in course books
- VI. Teacher's support and task modification
- VII. Turning lifeless, flat and blunt course book activities into motivating and interactive tasks
- VIII. Dealing with work books in and out of classroom
- IX. Time management: the art of prioritizing and working under time pressure
- X. Writing a lesson plan for a sample lesson from Top Notch or Hey there

**Recommended time allocation: 4 hours including 2 sessions and a break time**

## 6. Assessment criteria:

- I. CEFR: Standardizing placement tests and learners' continuous assessment
- II. How CEFR helps teachers and learners for continuous and self-assessment

**Recommended time allocation: 1 hour**

### کارگاه بلند مدت:

در این کارگاه، معلمین می توانند از یک دوره کامل آموزش، بهره مند شوند. با توجه به زمان پیشنهاد شده، هماهنگی و اعلام هزینه می تواند با توجه به محل برگزاری و طول دوره انجام شود.

## Extended Workshop:

### 1. How to get connected to learners and maintain the connection: A brain friendly and learner friendly approach

- XIII. Warmers ,fillers and coolers: creating **psychological space** in the learners' mind for effective learning
- XIV. **Group dynamics** , encouraging collaboration and cooperation in form of pair work and group works
- XV. Incorporating more **sensory input** into the lessons (auditory, visual, tactile, kinesthetic...)
- XVI. A procedure for giving effective **instructions**
- XVII. adopting a multi focus approach in terms of the right and left hemisphere of the brain
- XVIII. Effective **questioning techniques**: thought provoking questions and **wait time**
- XIX. A **Process** oriented approach **vs.** a **Product** oriented one

- XX. A multi-level approach: tipping the balance between the *language limited* and the *language talented* learners
- XXI. Tipping a balance between the learners' *world knowledge* and *language knowledge*
- XXII. Adopting a step by step, mono task, gradual approach
- XXIII. Enabling learners to make sense out of the target language (*recognition and noticing*) *before* producing new senses (*production*)
- XXIV. Learning strategies and learner autonomy
- XXV. Tracing the above mentioned (esp. the last four items) in Top Notch and Hey there

**Recommended time allocation: 3 hours, including 1 session and a break time**

*Note: At this stage learners are initiated into the most essential concepts and considerations of language teaching and learning for the immediate atmosphere of the classroom. The trainers are to provide the trainees with vivid and practical examples for each item. As these items are interwoven with the rest of training subjects, later the trainees' attention will be and should be drawn to their significance and roles once the trainer is addressing the following issues including class management. Hence a brief (but brisk) talk at this initial stage would suffice.*

## 2. books How to present the target language: tracing a logical sequencing inside and outside course

### a. Teaching Lexis

- III. What forms a word
- IV. Elicitation: the logic and the process
- V. Teaching practice
- VI. Familiarizing learners with different kinds of dictionaries and their usages
- VII. Recording and reviewing vocabulary

**Recommended time allocation: 3 hours including one session and a break time**

### b. Teaching and developing reading and listening skills

- I. Pre reading/listening stage: Engagement and activating learners' world knowledge, preparing learners for the unknown lexis and task clarification
- II. While reading/listening: the considerations
- III. Post reading/listening stage: Follow ups and alternatives
- IV. Extensive and expansive reading skills
- V. Watching a video sample or modeling a sample lesson (optional) from Top Notch or Hey there

**Recommended time allocation: 4 hours including 2 sessions and a break time**

### **c. Teaching Grammar and developing the speaking skills**

- I. Negotiation of meaning and form with learners: the logic and the process
- II. Noticing the form in the context of course books' reading and listening material
- III. From controlled practice to free practice: The process of Enabling learners to use the target language accurately and fluently
- IV. Developing learners' phonological awareness
- V. Motivating learners to talk via information gap activities: the logic of creating distance
- VI. Teacher's modeling of speaking exercises for pair work and group works
- VII. Task based speaking activities: the logic, the process and the intervention of the teacher
- VIII. Feed back alternatives and Error treatment
- IX. Modeling a sample lesson (optional) from Top Notch or Hey there

**Recommended time allocation: 4 hours including 2 sessions and a break time**

### **d. Teaching and developing the writing skills**

- I. Integration of skills: How reading, listening and speaking lessons are integrated into a writing lesson
- II. Process writing: the logic and the procedure
- III. Modeling a sample lesson (optional) From Top Notch or Hey there
- IV.

**Recommended time allocation: 2 hours including one session**

## **3. Class management:**

- IV. Rapport
- V. NLP in our classes and non verbal communication
- VI. Learner centeredness: Learning styles and learners differences
- VII. What are teenagers like
- VIII. Setting and maintaining classroom standards: Establishing expectations ,Rules, rewards and alternatives to punishment
- IX. Starting and finishing a lesson plus managing transitions
- X. Dealing with learners' feelings: the teacher's emotional security vs. the learner's
- XI. Scenarios: Reflecting on trainees own experiences and challenges in the reality of classrooms

**Recommended time allocation: 4 hours including 2 sessions and a break time**

## **4. Lesson planning:**

- XI. How and why writing a lesson plan helps: the interventionist teacher vs. the passive teacher
- XII. A topic-based approach vs. a grammar-based approach

- XIII. Recognizing and meeting the objectives of the lesson
- XIV. Establishing expectations ,anticipating problems and reflection in/on action
- XV. The teacher’s intervention: **Reordering** ,**Resizing** and **Replacing** the lessons in course books
- XVI. Teacher’s support and task modification
- XVII. Turning lifeless, flat and blunt course book activities into motivating and interactive tasks
- XVIII. Dealing with work books in and out of classroom
- XIX. Time management: the art of prioritizing and working under time pressure
- XX. Writing a lesson plan for a sample lesson from Top Notch or Hey there

**Recommended time allocation: 4 hours including 2 sessions and a break time**

## 5. Assessment criteria

- I. CEFR: Standardizing placement tests and learners’ continuous assessment
- II. Achievement tests vs. proficiency tests

**Recommended time allocation: 1 hour Total time allotment: 25 hours**

## 6. Teaching practice and demos

### Teacher Training Program-Book Orientation

Session	Topic	Time
1	Background to language learning and Teaching Introduction to the <b>Course book</b>	1.5hrs
2	Lesson Planning Introduction to the Teacher’s Edition ( <b>Course book</b> )	2hrs
3	How to teach Vocabulary Teaching Vocabulary with the <b>Course book</b>	2hrs
4	How to teach Reading Teaching Reading with the <b>Course book</b>	2hrs
5	Extensive VS Intensive Reading Introduction to books- Extensive reading	2hrs
6	How to teach Grammar Teaching Grammar with the <b>Course book</b>	2hrs
7	How to teach Listening and Speaking Teaching Listening and speaking with the <b>Course book</b>	3hrs
8	How to teach Phonology Teaching Pronunciation with the <b>Course book</b>	2hrs
9	How teach Writing Teaching Writing with the <b>Course book</b>	2hrs
10	Using videos in Classrooms Videos in with the <b>Course book</b>	2hrs
11	Assessment and Feedback Assessment tools provided in the <b>Course book</b>	2hrs
12	Wrap up- Extras in the <b>Course book</b> - Question time	30 min

## Check the table to find what you need

Type of workshop	Time	Price per person
General	4 h	350,000 R
Topic Based	According to the topic	300,000 R to 500,000 R
Intensive	6h	600,000 R
Extended	25 h	1,400,000 R

قابل ذکر است، مبالغ اعلام شده برای کارگاه‌های داخل تهران می‌باشد. در صورت تمایل برای برگزاری در شهرهای دیگر، هماهنگی‌ها تلفنی انجام می‌شود.

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