

Cambridge In-Service Teacher Training Course

Lesson Planning and Use of Resources for Language Teaching

劍橋在職教師進修課程

教案設計與語言教學資源運用

Overview

概要

Teachers plan and deliver lessons every day. Some lesson plans work, meaning the lesson aim or aims are achieved, while others work less effectively or even fail, meaning precious time wasted in poorly designed activities that produce little or no learning outcome. All good lesson plans have required lesson components, and effective ones incorporate a variety of presentation techniques, practice activities, and other elements of **effective teaching**.

教師需每日備課與教課，課程若規劃良好，就能達成預期目標；反之，若課程效果不佳或甚至出現問題，則顯示教學活動設計不良，成果有限以致浪費寶貴時間。良好的教案仰賴各課程構成要素有效地配合，諸如授課技巧、練習活動以及其它**有效教學**的元素。

An effective lesson plan serves as the road map or framework for the teacher to help the students reach **academic goals** and develop **language abilities**. It should also engage different **types of learners** in **useful and engaging manner**.

良好的教案對教師來說，有如地圖或是準則，能協助學生達成**就學目標**並增進**語言技能**，同時應以**有效且有趣的方式**，吸引不同類型的學生。

How the Course Works

課程實施方式

The primary aim of this 20-hour training course is to help in-service English teachers of elementary and secondary schools develop their abilities in planning effective lessons and utilizing different techniques for more efficient lesson delivery. This course also aims to inspire teachers to take different approaches to teaching mixed-ability classes in order to maximize learning outcomes.

此一為期 20 小時課程的首要目標，是提供在中小學任教的老師們，一個規劃課程和運用不同教學技能方面的進修機會，讓教學達到更良好的效果。課程中將引導教師們採用不同的

教學方式來教授常態編班的學生以達到最大成果。

To achieve the primary and secondary aims, this course is mainly conducted through individual reflection, pair and group discussions, observation activities, hands-on design activities, and peer-teaching practice, instead of through the traditional lecturing presentation. Teachers will be able to take TKT module two on completion of the course.

本課程一反傳統的單方面講課型態，是以採取個別研習、兩人一組和團體研討、觀摩活動、親自動手設計以及互相授課練習等方式來達到進修目標。教師們可參加 TKT 第二模組認證考試來完成課程。

This course has been designed to allow teachers to develop and enhance their lesson delivery as well as to develop strategies to deal with mixed abilities and differentiation in the classroom.

本課程乃針對需要進修以加強授課技能、並發展指導不同語言程度與學習差異等課堂技巧的教師而設計。

Over the course participant teachers will

參加本課程的教師將可：

- Reflect on their everyday teaching practice
- Look at teaching and learning from learners' perspectives
- Identify the components of a lesson plan and types of aims in a lesson
- Familiarize themselves with a variety of presentation techniques
- Design effective activities for language learning and skills development
- Learn to give differentiated instruction
- Learn to structure learning to engage mixed abilities
- Discuss course book modification and use of supplementary materials and teaching aids
- Practice correction techniques and how to give feedback
- Do a short teaching practice to peers and get peer feedback
- Submit a lesson plans, which is based on the TKT lesson plan template
- Submit post-lesson self-evaluation reports and feedback
- Take TKT Module 2 at the end of the course **(optional)**
- 將所學運用到日常授課上
- 從學生的角度來檢視授課與學習情形
- 明確瞭解每堂課的構成要素和不同目標類型
- 熟悉各種授課技巧
- 針對語言學習與技能發展設計有效的教學活動
- 學習因材施教的指導方式
- 學習針對不同程度的學生來規畫學習架構
- 討論教科書的調整以及補充輔助教材的使用
- 練習糾正改錯技巧和指導方式
- 對其他學員做簡短授課練習並聽取意見
- 繳交一份依照 TKT 教案範本所設計的教案
- 繳交課後自我評量報告與意見表
- 參加 TKT 第二模組認證考試來完成課程（可自行決定）

By the end of the course, participant teachers will

課程結束時，參加本課程的教師將可：

- Be able to produce a detailed lesson plan with clearly stated aims and procedures
 - Be able to incorporate different techniques into their lesson delivery
 - Have practiced how to give differentiated instruction
 - Be able to modify materials and use online resources
 - Be able to give self-evaluation on their teaching practice
 - Be prepared for TKT module 2
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- 擬定一份包含明確目標與程序的詳細教案
 - 將各種教學技巧靈活運用於課堂上
 - 充分練習因材施教的技巧
 - 懂得調整教材並運用網路資源
 - 能自我評估日常教學
 - 可參加 TKT 第二模組認證考試

After the course the students of participant teachers can expect to

課程結束後，參加本課程的教師將可：

- Better understand the aim or aims of each lesson
 - Have more fun learning through trying out different activities
 - Be more aware of development opportunities in their learning process
 - Be able to develop their own professional development plans for future development
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- 對每堂課的各種教學目標有更充分的瞭解
 - 藉由嘗試各式各樣的教學活動，體驗學習樂趣
 - 在學習過程中，認識更多發展機會
 - 可針對個人未來發展擬定職涯規劃

Week 1 第一週

Pre-session tasks 課前準備工作	1. Teachers select a lesson from their course book that they would like to teach in the practical component of the training. 教師們可從自己的教科書中，任選一篇想在進修實務項目中教授的課程	
Morning sessions 上午課表		
Session 1 9:30—10:30 第一堂 9:30—10:30	focus of the session 本堂重點	Tasks 課堂活動
	<ul style="list-style-type: none"> To provide opportunity to consider factors influencing lesson aims To discuss and evaluate lesson and stage aims 考量影響課程目標的各項因素 討論並評估課程及階段性目標 	<ol style="list-style-type: none"> Warmer interview/mingle to get to know all the participants Discussion and activities related to aims Linking aims to lesson stages <ol style="list-style-type: none"> 暖身訪談／與同學互動認識 與教學目標相關的討論與活動 將教學目標與各課程階段作連結
10-min break 休息 10 分鐘		
Session 2 10:40—12:00 第二堂 10:40—12:00	focus of the session 本堂重點	Tasks 課堂活動
	<ul style="list-style-type: none"> To understand the main focus of TKT Module 2 To develop better awareness of the components of a lesson plan 瞭解 TKT 第二模組的重點 進一步認識教案各構成要素 	<ol style="list-style-type: none"> Look at the components of a lesson plan and discuss the purpose of each Observe a short receptive skills lesson from the trainer and make notes on how this would look on a lesson plan with aims and stages <ol style="list-style-type: none"> 就教案各構成要素規劃之目的進行討論 觀摩由指導老師所示範的接收性技能課，並對如何運用在教案的各教學目標與階段上做筆記
Afternoon sessions 下午課表		
Session 3 1:00—2:20 第三堂 1:00—2:20	focus of the session 本堂重點	tasks 課堂活動
	<ul style="list-style-type: none"> To look at and discuss standard sequencing of activities in a lesson To briefly look at sequences of lessons 研討一堂課中的標準活動程序 簡短地檢視各課的順序安排 	<ol style="list-style-type: none"> Discuss the sequencing of activities and tasks in the trainer's lesson Highlight the procedures for different lesson types Look at the purpose of the different sequences <ol style="list-style-type: none"> 在指導老師課堂上討論活動程序和任務 找出不同類型課程的程序 探討不同順序安排的目的
10-min break 休息 10 分鐘		
Session 4 2:30—3:20 第四堂 2:30—3:20	focus of the session 本堂重點	Tasks 課堂活動
	<ul style="list-style-type: none"> To evaluate what has been learned To develop an awareness of dealing with mixed ability students To apply theory to practice 評估所學事項 了解如何指導不同程度的學生 將理論運用於實務上 	<ol style="list-style-type: none"> Develop a lesson plan outline around the selected lesson from the course book Discuss ways to adjust tasks within the lesson plan to cover for a wider range of students <ol style="list-style-type: none"> 擬定選自教科書之課程的教案大綱 討論調整教案活動的方式以符合多數學生需求
Wrap-up 總結	Write a reflection of the day 撰寫本日心得	
Week 1 Assignment 第一週作業	<ol style="list-style-type: none"> Design and write a lesson plan for the selected lesson Prepare two photocopies of the course book pages (skill-focused) for an upcoming lesson <ol style="list-style-type: none"> 為自選之課程設計並撰寫教案 為下一堂課的教科書內容（針對技巧部分）準備兩份影本 	

Week 2 第二週

Morning sessions 上午課表		
	focus of the session 本堂重點	Tasks 課堂活動
Session 1 9:30—10:40 第一堂 9:30—10:40	<ul style="list-style-type: none"> Review Presentation techniques To discuss and share best practice in the use of resources and teaching aids Look at how resources can help with mixed ability classes 檢討授課技巧 討論並分享資源運用和輔助教具的最佳方式 研討各項教學資源如何用於常態編班的學生身上 	<ol style="list-style-type: none"> Look at a variety of resources that can be used in the classroom Observe a short lesson from the trainer focusing on language systems Individually design controlled-, freer-, and free-practice activities for teaching the course book pages (Grammar or vocabulary based) In groups discuss how different learners would respond to the these activities <ol style="list-style-type: none"> 探討可運用於課堂的各項教學資源 觀摩由指導老師所示範簡短的語言系統課 針對教科書教授內容個別設計控制練習、半自由練習以及自由練習活動（以文法或字彙為主） 針對不同學生對這些活動的可能反應進行小組討論
10-min break 休息 10 分鐘		
Session 2 10:50—12:00 第二堂 10:50—12:00	<ol style="list-style-type: none"> To discuss and share ways to make textbook material more relevant and communicative To look at ways of supplementing textbook material <ul style="list-style-type: none"> 討論並分享讓教材更實用活潑的方式 研討補充教材的方式 	<ol style="list-style-type: none"> Observe a short productive skills lesson by the trainer Discuss supplementary materials used in the lesson Look at different types of supplementary materials Share ideas on current text book material <ol style="list-style-type: none"> 觀摩由指導老師所示範簡短的產出性技能課 討論運用於課堂上的補充教材 探討不同類型的補充教材 針對目前教材交換意見
Afternoon sessions 下午課表		
	focus of the session 本堂重點	Tasks 課堂活動
Session 3 1:00—2:50 第三堂 1:00—2:50	<ol style="list-style-type: none"> To look at different assessment activities To share ideas on how to adjust assessment for mixed ability students <ul style="list-style-type: none"> 研討各式評量活動 就調整對常態編班學生的評量方式交換意見 	<ol style="list-style-type: none"> Look at and discuss the benefits of various different assessment tasks and activities Discuss how these tasks and activities could be made easier or more difficult to cater for varying abilities Look at different assessment activities suitable for the demonstration lesson of each participant <ol style="list-style-type: none"> 探討各類評量活動的優點 討論如何針對不同語言程度，來調整評量活動的難易度 探討適用於每位學員示範教學的各式評量活動
Session 4 2:50—3:20 第四堂 2:50—3:20	<ul style="list-style-type: none"> To peer review lesson plans To give and receive feedback on lesson plan ideas 同儕互相檢討教案 針對教案交換意見 	<ol style="list-style-type: none"> Peer review lesson plans and activities and prepare for demonstrations. Use this sessions to add assessment activities to lesson plans and to ensure that there is sufficient coverage of mixed abilities. <p>同儕檢討教案與活動並準備示範教學。利用本堂課將評量活動加入教案，並確保充分考量不同語言程度的需求。</p>
Wrap-up 總結	Write a reflection of the day 撰寫本日心得	
Week 2 assignment 第二週作業	<ol style="list-style-type: none"> Complete lesson plan for demo lesson Include at least two different activities for mixed abilities Make enough copies of your supplementary materials <ol style="list-style-type: none"> 完成示範教學的教案 應針對不同語言程度至少設計兩種不同活動 準備足夠份數的補充教材 	

Week 3 第三週

Morning sessions 上午課表		
	focus of the session 本堂重點	Tasks 課堂活動
Session 1 9:30—10:30 第一堂 9:30—10:30	<ul style="list-style-type: none"> Peer to peer teaching 同儕間互教 	1. Teachers teach a lesson to their peers 2. The trainer will comment on each lesson and the usefulness of the activities and their effect will be peer discussed 1. 對同儕授課 2. 指導老師針對個別授課以及教學活動的實用性給予講評，並由同儕討論教學效果
10-min break 休息 10 分鐘		
Session 2 10:40—12:00 第二堂 10:40—12:00	5. Peer to peer teaching <ul style="list-style-type: none"> 同儕間互教 	1. Teachers teach a lesson to their peers 2. The trainer will comment on each lesson and the usefulness of the activities and their effect will be peer discussed 1. 對同儕授課 2. 指導老師針對個別授課以及教學活動的實用性給予講評，並由同儕討論教學效果
Afternoon sessions 下午課表		
	focus of the session 本堂重點	Tasks 課堂活動
Session 3 1:00—2:50 第三堂 1:00—2:50	6. Peer to peer teaching <ul style="list-style-type: none"> 同儕間互教 	1. Teachers teach a lesson to their peers 2. The trainer will comment on each lesson and the usefulness of the activities and their effect will be peer discussed 1. 對同儕授課 2. 指導老師針對個別授課以及教學活動的實用性給予講評，並由同儕討論教學效果
Session 4 2:50—3:20 第四堂 2:50—3:20	<ul style="list-style-type: none"> Reflection on the day 今日心得 	1. Teachers share their ideas on the days lessons and discuss which elements they liked best and what they can copy from each lesson into their own lessons 教師們交換對今日課程的意見、討論最喜歡的項目，以及可同樣運在自己教學的部分
Wrap-up 總結	Write a reflection of the day 撰寫本日心得	
Week 3 Assignment 第三週作業	Review notes and handouts for mock-test in week 4 為第四週舉辦的模擬考溫習筆記與講義	

Week 4 第四週

Morning sessions 上午課表		
	focus of the session 本堂重點	Tasks 課堂活動
Session 1 9:30—10:50 第一堂 9:30—10:50	<ul style="list-style-type: none"> TKT Module 2 Preparation 準備 TKT 第二模組認證考試 	1. Review lesson planning, sequencing and resources and how these can be used to help with differentiated instruction 檢視教案設計、順序安排與教學資源，以及如何將它們運用在因材施教的指導方式上
10-min break 休息 10 分鐘		
Session 2 11:00—12:00 第二堂 11:00—12:00	<ul style="list-style-type: none"> Peer to peer teaching 同儕間互教 	1. Complete peer to peer teaching if not all teachers had enough time to finish on day 3 2. If all teachers have completed their peer to peer teaching, use this as a discussion period about a topic that has developed over the duration of the course 1. 若未能在第三天讓所有教師完成同儕教學，則繼續進行至完成為止 2. 若所有教師皆已完成同儕教學，則利用此機會討論在進修期間所衍生的主題
Afternoon sessions 下午課表		
Session 3 1:00—2:30 第三堂 1:00—2:30	TKT Module 2 Mock test TKT 第二模組 模擬考試	
10-min break 休息 10 分鐘		
	focus of the session 本堂重點	Tasks 課堂活動
Session 4 2:40—3:30 第四堂 2:40—3:30	<ul style="list-style-type: none"> Conclusion 總結 	1. Go over the answers from the mock test 2. Use this session to discuss and share any ideas relevant to the course that has developed over the past few sessions. 1. 逐一檢討模擬試題的答案 2. 討論並分享過去數堂課所產生任何有關此進修課程的意見
Course Conclusion – Complete course feedback form 課程結束—填寫課程意見表		