

# Guideline

## • Audience + Purpose

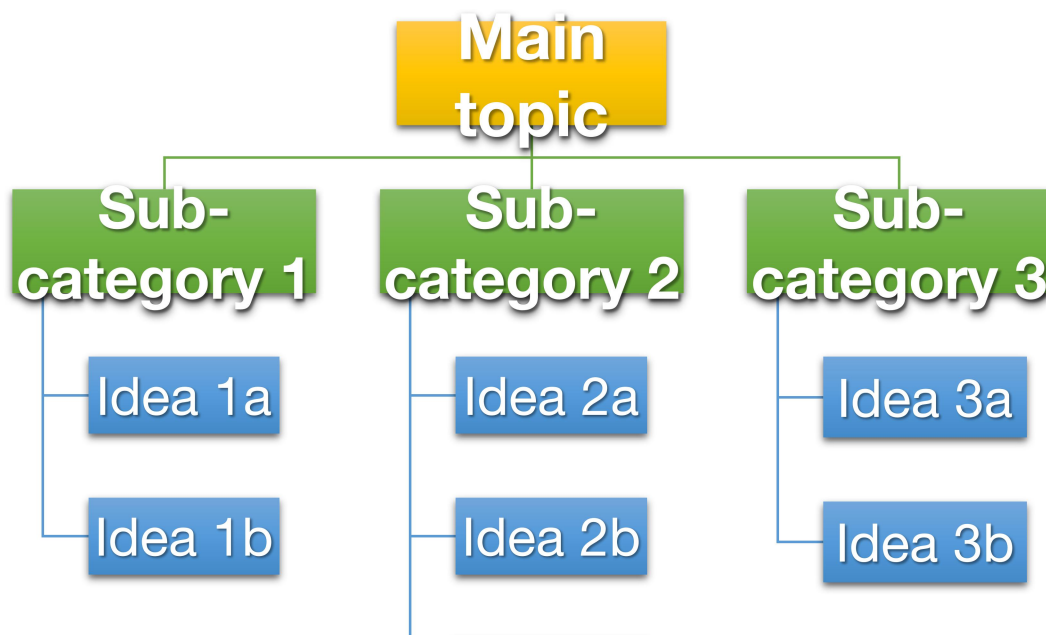
- The question will set up a context that requires telling people what they ought to do in a particular circumstance
- The audience will be specified in the task.
- Guidelines will attempt to give a coherent overview of more generalized advice.

## • Register + Tone

- This can change based on the audience but generally will follow a semi-formal approach.

## • Conventions

- Will have a clear and focused heading/title.
- Will include a short introduction and conclusion.
- Will generally make use of subheadings.
- Will set out the guidelines clearly, using techniques such as bullets, numbering, etc.



## • Useful Language

Purpose Statement:	"This guideline aims to..." "The objective of this lesson is to develop students' understanding of..." "By engaging in this activity, students will cultivate..."
Guiding:Reflection Questions:	"What challenges did you encounter, and how did you overcome them?" "How did this activity connect to the IB Learner Profile (e.g., being Principled or Caring)?" "What improvements could be made for future tasks?"

# Report

## • Exemplar

---

IB Guideline: Teaching High School Students How to Clean the Classroom

Objective:

To develop students' sense of responsibility, collaboration, and practical life skills by teaching them how to properly clean and maintain their classroom environment.

Approach:

This guideline follows the International Baccalaureate (IB) approach, emphasizing Inquiry-Based Learning, Action, and Reflection while aligning with the IB Learner Profile (e.g., Principled, Caring, Balanced).

Lesson structure

1. Inquire

Guiding Questions:

Why is a clean classroom important for learning?

How does cleanliness affect health and productivity?

What are the consequences of neglecting classroom hygiene?

Activity:

Research Task: Students investigate the effects of cleanliness on mental focus and well-being (links to IB Global

Context: Scientific and Technical Innovation).

Class Discussion: Share findings and relate them to the IB Learner Profile (e.g., being Caring towards shared spaces).

2. Demonstration

Key Cleaning Tasks to Teach:

Dusting and wiping surfaces

Organizing desks and materials

Sweeping and mopping floors

Proper waste disposal (recycling vs. trash)

Students practice in small groups (promoting Collaborative Skills).

Students write about their experiences and how cleaning fosters a Balanced and Principled lifestyle.