Tips and tricks for using the class textbook

Ask questions about pictures in the textbook.

What is the picture about.

How many people are in the picture.

Simplify or increase the level of difficulty for the textbook.

If there is a listening activity where the dialog is too difficult in the textbook change the words in the dialog to make it more simple for the students. Cover the difficult words in the questions before reading the dialog or passage.

Not all the textbook needs to be used but if there is some consistency you can use it for your listening test. For example use the expressions in the textbook.

Use the theme of the textbooks to create a lesson  
common themes which are useful for students are

School Life, School Subjects, Free Time, Feeling Well, On the Telephone, Housework, The Internet Is Fun, How Is the Weather, Telling the Way, apologizing, Planning a Trip, Traveling, Experiences Abroad, At a Shopping Mall, Exchange Students, Future jobs, Cheer Up your friend, Giving a present

Using the key expressions to create a lesson

Each lesson in the lesson should cover two to three key expressions.

Have the JTE explain the key expressions.

Have students repeat the key expressions.   
Present the practice material.

Have them fill out the worksheets and put in the correct answer to the expressions. Practice in pairs.

Have a practice dialog on the board or on their worksheet.

ALT and JTE read the dialog as an example.

Students make pairs and think of their own dialog in pairs.

This method has done very well in a mid-level English class. Giving students confidence to participate and share their language ability.