



500  
TIPS

*for*  
TESOL

(TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES)

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**10 Tips for...**

**Designing your own materials**

## **1 Take care over the appearance of your materials.**

- Make good use of layout, white space and print sizes to make our materials look attractive.

## **2 Give your materials a house identity.**

- Heading your materials with the name or logo of your institution, course or class.
- Encourages for learners to take them seriously.
- Learners are more likely to file numbered, titled handouts than odd sheets of paper!

### **3 Have clear objectives for the materials.**

- Objectives help develop materials relevant to your learners' needs
- Objectives are a reference point to make sure your materials stay on task.

#### **4 Choose source material carefully.**

- Make texts are appropriate for the learners in terms of topic and level.
- Texts that are relevant to your learners' needs and the objectives of the course.

## **5 Design appropriate tasks.**

- Tasks need to be appropriate to your course objectives and your learners' interests.
- Manageable within the time frame you have available.
- Learners should enjoy them and see why they are important for a future goal.



## **6 Include clear rubrics.**

- Include instructions to the learners.
- Steps should be included in the materials.

## **7 Make the materials personally relevant to the learners.**

- Designing materials based on what you know about your learners' lives and interests.

## **8 Ask a colleague to help you.**

- Asking a colleague to look over drafts of your materials for suggestions.
- Mistakes are less likely to slip by two people!
- Offer to do the same for your colleague.

## **9 Consider sharing your materials with colleagues.**

- Build up a bank of materials for use with particular types of classes.
- Store in a central area in the staff room.

## **10 Ask learners to contribute source texts.**

- Learners could search for texts which interest them on particular topics.
- ESP (English for Special Purposes) learners may appreciate the chance- they know what sort of texts they need to deal with.