500 TIPS

for TESOL
(TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES)

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10 Tips for…

Planning a course

1 **Know your learners.**

- Analyze learners' needs, in terms of both language content and skills and learning processes.

- Needs analysis survey.

2 **Formulate aims and objectives.**

- What do you want the learners to be able to do by the end of the course?

- What do you want them to have read and listened to?

- How can these objectives be broken down into manageable steps?

3 **Categorize the strands of the learning experience.**

- Tasks
- Topics
- Text types
- Language content

4 **Consider the language content.**

- Main structures
- Lexis
- Language functions
- General exposure

5 **Think about topics and text types.**

- Do the course objectives focus on particular topics and written or spoken text types?

- Which text types might most easily support the language content objectives?

6 **Think about processes.**

- Examples: negotiating in a group, or writing a summary from various source texts.

- Which processes do you think will best support your language content objectives?

- Which will best support the students' general language learning?

7 **Decide on a sequence for the course elements.**

- Sequence, review, recycle.
- Need, relevance, difficulty.

8 **Get feedback on your draft course.**

- Colleagues can spot problems.
- Consultation helps a team understand the philosophy of the course and engage with it.

9 **Develop a formal, public document.**

- For teachers, colleagues, learners, sponsors and parents.

- A document that addresses all stakeholders can be a unifying force.

10 **Remain open to change.**

- As the course is taught, it may reveal ways in which it could be improved.

- Remain open to feedback and modifications.