

CHAPTER 3: HOW TO MANAGE TEACHING AND LEARNING

These things play a part in the effective management of a class:

- How the teacher _____ or _____ and how _____ she is.

Teachers should _____ their students' reactions and they should be conscious of their **PROXIMITY**, as some students _____ it if the distance is too _____, but others may feel distance as a sign of _____.

In certain situations, sitting on the floor with students may be _____. The positions teachers take make strong _____ about the kind of person the teacher is.

Successful teachers _____ the classroom to some extent, so that they can _____ the students' interest or they can work closely with _____ groups.

The teacher has to be _____ of what students are doing and what they are feeling. If the teacher moves around the class, she will get the level of _____ right. For example, _____ eye contact, _____ to what they say and _____ appropriately.

The teacher's physical _____ and personality is one aspect of class _____ to consider.

The teacher's most important _____ is her **VOICE**. Teachers need to be _____, but they do not have to shout. The kind of voice teachers use will be _____, depending on whether they are giving instructions or introducing an activity. To ensure the _____ of their voices, teachers have to _____ correctly so that they don't strain their _____.

It is very important for teachers to mark the _____ of a lesson to let students know if they are going to start or finish an activity. It is always better to always try to _____ the lesson _____ with a summary as a kind of closure.

_____ refer to the different approaches in which teachers organize _____ and _____:

- Orderly rows: useful for teachers working with the _____.
- Circles and horseshoes: The teacher will be at the _____ of the horseshoe or in a circle, where the _____ is situated.

These **arrangements** will lower the _____ between them and the students and they can share _____ and _____.

The atmosphere is less hierarchical when students sit in _____.

Students can be organised as a _____ class, in _____, in _____ or individually.

Good teachers can use different class _____ for different activities. One way of evaluating the success or failure of our lessons can be to ask _____ or to invite a _____.