



TKT PREPARATION COURSE

UNIT 24 SELECTION AND USE OF COURSEBOOK MATERIALS



Name: _____

Directions: Match the characteristics with the criteria. DRAG & DROP

CRITERIA		CHARACTERISTICS
VISUAL ATTRACTIVENESS		The activities presented in the book follow a logical sequence.
VARIETY OF ACTIVITIES		The course-book materials are chosen according to the right level of students.
FAMILIARITY OF CONTEXTS		New language is presented in various ways to learners.
BALANCE		The units of the coursebook and the coursebook duration are well synchronized.

CRITERIA		CHARACTERISTICS
CONTENT AND TIME ACCORDANCE		Topics and contents which are related to the student's age, needs or experiences.
LANGUAGE LEVEL		The course-book has different colors, fonts and headings.
SKILLS DEVELOPMENT		Receptive skills materials in the course-book resemble to real world language use.
ORGANIZATION		Tasks that give students a range of opportunities to use the language taught.
PRESENTATION TECHNIQUES		Activities are based on the four skills; reading, listening, speaking and writing.
REAL WORLD MATERIALS		There is harmony between language structures and language use.

STRATEGIES

EXTENDING
MATERIAL

SHORTENING
MATERIAL

CHANGING THE
METHODOLOGY

CHANGING THE
LEVEL OF THE
MATERIAL

REORDERING
MATERIAL

MAKING USE OF
ALL THE
RESOURCES IN THE
BOOK

PROBLEM The texts or tasks are too easy or too difficult	PROBLEM There are not authentic listening and reading aids	PROBLEM Overuse of the same activities	PROBLEM The task is too short and students need more practice
Possible solution	Possible solution	Possible solution	Possible solution
Strategy	Strategy	Strategy	Strategy
POSSIBLE SOLUTIONS Change the interaction patterns	STRATEGIES Extending material	STRATEGIES Making use of all the resources	POSSIBLE SOLUTIONS Use extra materials
STRATEGIES Changing the methodology	POSSIBLE SOLUTIONS Challenging materials or easier tasks	POSSIBLE SOLUTIONS Write extra items	STRATEGIES Changing the level of the material

PROBLEM Lack of writing practice and free oral activities	PROBLEM The activities or tasks in the course-book are in the same order in all the units	PROBLEM The task is too long	PROBLEM Reading and listening materials do not suit students' level
Possible solution	Possible solution	Possible solution	Possible solution
Strategy	Strategy	Strategy	Strategy
STRATEGIES Shortening materials	POSSIBLE SOLUTIONS Make interesting materials and fit them to the student's knowledge	STRATEGIES Extending material	POSSIBLE SOLUTIONS Implementing extra activities for practicing the skills
STRATEGIES Reordering materials	STRATEGIES Changing the level of the material	POSSIBLE SOLUTIONS Use the necessary materials	POSSIBLE SOLUTIONS Change the order of materials