

WORDS WORTHTM

ENGLISH LANGUAGE LAB

Trainer Manual



www.wordsworthelt.com

 **ACTUNIV**
GROUP

WORDS WORTH

TM

E N G L I S H L A N G U A G E L A B

Trainer Manual

English Language Programme

Prep - 1

Tips for Conducting a Session

The session comprises three main topics, each with sub-activities and optional activities.

Read the Trainer Notes in the Trainer Manual before conducting the session, and focus on the main objectives of the session. These are given at the beginning of the session. Each session has an objective as well as vocabulary inputs, which you need to keep in mind while conducting the activity.

Flash Cards provide the methodology for conducting each session. You need to refer to them for guidelines while conducting the actual session.


Conducting a session: Begin the lesson by launching the Classroom (ILT) Software and navigating through the session. Show the first scenario/activity; explain the context and then ask learners to perform the activity outlined in the classroom software.

The Learner Workbook or coursebook replicates the Classroom (ILT) Software. So activities can be described and discussed in detail on screen and then completed in the coursebook. This also gives scope for learners to revise the concepts and practise the exercises again.

Use the Classroom Software to guide you during the class; you can refer to the manual and the flash cards for detailed notes on conducting the activities and for grammar and vocabulary inputs for each activity.

On-screen instructions appear on each activity screen in the software. The Trainer Manual has similar instructions.

Look out for the  icon for on-screen instructions in this manual.

Audio files are built into the Classroom Software and do not have to be played separately. The audio button allows you to replay audio files as often as needed to ensure understanding. Follow the guidelines on the screen. Look for the audio icon in this manual: , so that you know you need to play the audio in the Classroom (ILT) Software. For your reference, audio transcripts accompany each audio-based activity in this manual.

One solved question is given as an example with some activities. Alternatively, you can give some examples and then encourage learners to solve the remaining questions. At times, you might need to do the entire exercise with learners.

On clicking the SHOW ANSWER button, answers to the question are displayed. If there are many possible answers, only a few are displayed as examples. Refer to the Trainer Manual for other answers and allow creativity and flexibility in answers, as long as the grammar constructs are correct.

Grammar teaching should be reinforced, using the text that appears on screen and with the answers.

Continue sequentially through the sessions. Of course you can go back to any session if necessary.

Pronunciation practice of key expressions is important in every session. At the end of each session, spend 10-15 minutes consolidating the learning with pronunciation practice of key expressions, phrases and sentences learnt in the lesson. It's a good idea to give all learners a chance to do this, though for large classrooms you might need to ask groups of learners to take it in turns.

CBT Practice and familiarization with CBT content for each session is another important requirement. It is essential to go through the CBT content relevant to that session. Go through the questions and ensure that learners understand what needs to be done during their practice session. Demonstrate the activities wherever possible. The CBT provides focused practice on concepts learnt in the ILT session. It helps reinforce and consolidate learning. Ensure that they look on the CBT as fun and enriching. Give them feedback and troubleshoot any issues and concerns.

The pace of sessions will vary, depending on the number of role plays, class discussions and optional activities that you choose to do. This gives you considerable flexibility to spend more time practising and doing reinforcement exercises.

The class strength (class size) will not affect the duration of the exercises because most activities are done individually or in pairs. Answers are given at the end of each exercise, and do not have to be discussed individually unless you feel it is necessary.

Role playing, free speech and class discussions are enriching activities during the ILT. They allow for practice, consolidation and application of language.

Free speech is built into every activity towards the end of the programme. You will notice that the earlier sessions emphasise pair activities, but towards the end of the programme, free speech is emphasised. Learners are encouraged to stand up in front of the class and read out what they have written or share their views on a topic with the rest of the class. This builds confidence and speaking ability, preparing learners for effective language use in real life.

Optional activities are given for variation and extra practice. Use these whenever you can.

Pair work is encouraged in this programme. Many of the classroom activities work well when done in pairs. Peer review and feedback is a quick way of keeping learning on track, especially with large class sizes.

Feedback is usually given to the entire class, since most activities have built-in answer screens. For the pair activities and individual or group activities, ask a few learners to share their answers with the entire class.

WORDS WORTH: Prep - 1

Table of Contents

Session No.	Session	Page
1	Meeting People	1
2	My Family	11
3	Asking Questions	19
4	Colours Around You	27
5	Holiday Getaways	35
6	Home Sweet Home	44
7	It's My Life	51
8	Food for Thought	59
9	Making Friends	68
10	Buying Things	77
11	At the Park	86
12	Home Improvement	93
13	The Calendar	101
14	Time Gone by	109
15	Know Your Planet	117
16	What Did You Do?	124
17	Going Places	131
18	Do's and Don'ts	141
19	Parts of the Body	150
20	Better than the Best	158
21	A Look into the Future	164
22	How Do You Feel?	171
23	Leisure Time	179
24	Who's This?	185