

Technical College System of Georgia

Office of Adult Education

CAELA Network Professional Development Modules

Components of a Lesson Plan

Time: 2.5 hrs.

The purpose of this workshop is to introduce participants to the components that should be included in a lesson plan and to ensure that students are assessed, engaged, and evaluated on their retention of language, content, and skills presented in a lesson. The workshop activities are based on a variety of well regarded sources in the field of lesson planning for adult learners.

At the end of the workshop participants will be able to...

- Identify the components of a lesson plan
- Write lesson objectives
- Select appropriate activities for each component of a lesson plan
- Write a lesson plan using the components introduced in the module

Effective Lesson Planning for Teaching Multilevel ESL Classes

Time: 3.5 hrs.

In this workshop, participants will learn how to identify factors that make a class multilevel, the stages of a multilevel lesson and how to appropriately select activities for each stage of a multilevel lesson.

At the end of the workshop participants will be able to...

- Know how to identify the levels in their classes and determine their needs
- Recognize the principles underlying lesson planning for multilevel classes
- Identify the stages of a multilevel lesson.
- Select appropriate activities for each stage of the lesson
- Recognize the role that varied activities, grouping strategies, and other aspects of classroom practices have in effective language lesson planning for multilevel classes

Identifying Learner Needs

Time: 3.0 hrs.

In this workshop, participants are introduced to methods for identifying learner needs that can be used in the classroom to ascertain the interest and academic levels of learners as well as ways that learners prefer to learn.

At the end of the workshop, participants should be able to....

- Identify uses of needs assessments
- Select appropriate assessment tools for the level of their class and the purpose conducting needs assessments
- Analyze needs assessment results to determine class content and instructional needs
- Develop needs assessments for their own classes
- Plan lessons for their classes based on the results of needs assessments

Incorporating ESL into Civics Classes

Time: 3 hrs.

This module is designed to aid Civics teachers in incorporating ESL skills and content into Civics lessons.

At the end of the workshop, participants should be able to...

- Compare and contrast content that is taught in both ESL classes and Civics classes for adult learners
- Write Civics lesson plans that integrate ESL skills and content
- Identify resources and other materials that can be used to incorporate ESL skills and content into Civics lessons

Managing the Multicultural Classroom

Time: 2 hrs.

In this workshop, participants are given strategies and techniques for managing the adult ESL classroom in which multiple cultures and languages are represented. Participants will be introduced to cultural traditions, celebrations and ideas that could be incorporated into lessons and activities an acknowledged at appropriate times.

At the end of the workshop, participants should be able to.....

- Identify and use Multicultural Education strategies to embrace the differences, likenesses, and diversity among the students in their classes
- Demonstrate an understanding of the need to ensure that diversity is acknowledged and activities are incorporated within lessons that highlight contributions of others from various cultures and backgrounds
- Develop activities to integrate into lesson plans that recognize and embrace diversity

Methods and Materials for Use in Adult ESL Classes

Time: 6 hrs.

In this workshop, participants are introduced to research-based instructional strategies and methodologies to assist adult ESL learners in acquiring English. Participants are required to demonstrate strategies learned as well as produce a lesson plan that includes strategies and materials needed for acquiring language based on the learner's proficiency level.

At the end of the workshop, participants should be able to.....

- Identify promising instructional practices
- Identify language acquisition strategies of adult learners
- Identify appropriate strategies to use based on students' language ability
- Identify appropriate materials for instruction
- Demonstrate a minimum of ten promising practices

Teaching Reading to Adult English Language Learners

Time: 5.5 hrs.

The purpose of this workshop is to support adult education instructors working with English language learners in understanding the foundations of reading in a second language and appropriate reading instruction for their learners.

At the end of the workshop, participants should be able to...

- Identify types of native language literacy
- Identify models of reading
- Describe knowledge and skills important to the reading process
- Identify elements of a good reading lesson
- Create a coherent, comprehensive, and appropriate reading lesson that develops each of the four skills important to reading

Using Graphic Organizers to Teach Reading Concepts

Time: 3 hrs.

In this module, participants are introduced to a variety of graphic organizers that can be used to introduce, develop, and reinforce reading concepts.

At the end of the workshop, participants should be able to...

- Identify and demonstrate the uses of graphic organizers
- Use a minimum of 10 graphic organizers to develop information and write about characters in a story, story plot, and setting

Teaching Writing to Adult English Language Learners

Time: 5 hrs.

The purpose of this module is to prepare teachers of adult English language learners to teach writing. This is broadly defined as teaching learners to communicate their ideas effectively in writing and to develop a voice in their new language and culture. The module primarily targets intermediate English language learners; teachers can adjust the materials for higher or lower levels as needed.

At the end of this workshop, participants should be able to...

- Describe the steps of the writing process
- Develop teaching activities for each step in the writing process
- Identify appropriate error-correction interventions