

Teacher's Manual

Teaching Tips

Preparation before class:

Each classroom has a clip board that contains the class roll and the lessons plan sheet. Make sure you have this folder before class. You can complete some sections of the “lessons plan’ sheets before class, others will be completed after class.

Please read through the previous lessons plan sheets to familiarize yourself with the level the class is and what they have learned so far.

Get your whiteboard markers and eraser (MAKE SURE YOUR MARKER IS FULL OF INK) and teaching material from the library before class. If you are teaching the lets go classes it’s also a good idea to look at the page you are teaching and also to look at the Let’s Go teacher’s book.

There are LOTS of teachers resources in the library, please use these as much as you can. We also have a photo copier/printer in the library. You can even print from your phone or tablet.

During class:

- Keep your language simple and check that the students understand what you are saying.
- Speak very slowly and loudly.
- Be authoritative. A lot of these kids are used to seeing a lot of teachers come and go and may not listen to you at first. You have to be firm but still kind.
- Repeat and review everything you teach multiple times using multiple methods. For example, ask your students to copy something off the board then have them reinforce what they learned through games, speaking or writing.
- Use body language, expressions and drawing to help the kids learn.
- Use the English-Khmer dictionaries to have the kids translate and write words on the board in Khmer.
- Use step by step instructions on the board for each exercise so the whole class knows what to do.
- Refer to the classroom rules if the kids aren’t paying attention. Clap and have them repeat to regain their attention.
- Regroup your class when their attention is wandering by doing energizers (found in the following pages)
- If the themes in the Headway books are cultural inappropriate, use the same format of teaching but change the content to something the students can relate to

Lesson plan sample structure

- **Introduction** (5-10 minutes)
 1. Greetings
 2. Introduce teachers and write names on the board
 3. Write down day and date
 4. Review yesterday's topic
 5. Explain the lesson focus for the day
- **First half** of class (~20 minutes)
 - Workbook/lesson content
- **Second half** of class
 - ~20 minutes Songs/games to practice things learned in the first half
- **Before end of class** (~10 minutes) Summary of daily lesson

PLAN YOUR CLASS! We cannot stress this enough, it makes it easier for both yourself and the students.

Lesson plan sheets:

These are used to provide detailed descriptions of what the classes have been learning. After every class, spend the time to write on these sheets. This helps the next teacher know what has been taught.

It's imperative that you keep notes on what you have been teaching in your classes so the next teacher can continue.

It's imperative that lesson plan sheets are completed everyday so that the teacher who follows you once you leave knows what you have been teaching the students.

The following are important to highlight:

- How the students performed (talk about the whole class and any individuals that may be struggling)
- What you think you could have changed to make it better/more clear
- Ideas for future classes if it is your last day.
- Behavioral observations- students who may be struggling, acting out, students who shouldn't sit next to each other, etc.

Some classes have a textbook which helps provide material for lessons, even though the textbook is there, **we highly recommend that you PLAN your lesson**, it makes teaching much easier and the lesson flows without any hassle.

The classes with books can provide an idea for the lesson, but you'll need to plan to fill a 1 hour session.

Feel free to bring any workbooks, worksheets, or flashcards we can use, copy, or even keep as a master for future usage.

School supplies are always in need here.

We have several books here to assist you with planning your lessons. These are our only copies, so please take care of them as we need to keep them in really good condition for the future volunteers.

As you can see there is a large break between morning and afternoon classes. After the morning class, between 9:30am and 10:30 am we encourage students to either plan their lessons, help create teaching resources or help with general maintenance, or anything else the school may require.

We cannot stress enough how imperative the lesson plan sheets are. It is the only dependable information that the new volunteers can use for their lessons. Please write down **EVERYTHING** that you've taught for EACH lesson.

Just remember...it's better to have too much information than not enough information! 😊

Schedule

Once you arrive, you will be placed in one of our classes. More than likely, you will be placed with another teacher so you can shadow her/him, but there are some situations where that teacher has already left. Don't worry! You'll get help and advice from the other volunteers who are still on-site.

In the meantime, review the schedule and ask the fellow volunteers any questions you may have. For the bigger classes, there should be at least 2 teachers. If there are enough teachers, we can even place 3 teachers in a class, especially since the younger students need the most attention.

Please be on time!

We can't stress enough about how important it is that we're all on time. It's a pretty big let-down if the students are waiting even 5 minutes for you. We find that the mornings are the most difficult for some volunteers.

Levels

Some classes are mixed with very low and very high level students. Most of the time it is due to the students' schedules; however, do not hesitate to inform Sophara about a student that should be moved up/down a level.

Many times, we are not aware of how fast or slow each student improves. Feel free to share your thoughts about a student's level that might be questionable.

Cultural Sensitivity

Dress code

Please dress fairly conservative while teaching our students. As you may have noticed, Khmer people dress very differently to how we would at home in this climate. Yes, you can get hot even just looking at what they're wearing. It is frowned upon to teach in short shorts, short skirts, low-cut shirts, and shirts without sleeves. If you did not bring enough appropriate clothes, you can buy the typical balloon/Ali Baba trousers (pants) and short sleeve t-shirts in town for \$3 - \$5 (depending on how good your bargaining skills are).

Students

Cambodian children are a lot tougher than you'd expect. They know this, so don't be fooled or give unnecessary attention; a lot of things will sort themselves out. For example, if they try to go into another class, you can hold their arm and bring them back into class or you can grab their shoulders to help them face the front of the classroom. In addition, don't worry about them falling down while they're playing during the break. Please only intervene if you notice bullying/ fighting or see an injury that needs attention.

School Premises

Most children will not throw their garbage into the trash can; they will just toss their trash on the ground (e.g. candy wrappers, plastic bags, plastic cups, etc.). During the last 5 minutes of class, start to clean up with the children. Have each student pick up one piece of trash and put it in the bin before they leave. Remember that you're a role model to the children and you lead by example.

Students' hardships

There are times when a student is going through a personal hardship at home. If you notice a student who looks very unhappy, tired, or is not her/himself, please inform Sophara immediately. They can find out if something is going on at home and will try to assist them.

Teaching materials

- **Teacher lesson plan sheets/class folder** – Logbooks are kept for each class and have detailed descriptions of what the classes have been learning for the past few months. Please write in the logbook after every class so the next teacher knows what you have been doing.
- **Let's Go books** - These are beginner level text books with 5 levels in total. You may utilize these books to guide your lessons but you don't have to follow them completely. Take the concepts or topics from the books and use other resources, including games, flashcards etc. to keep the lessons interesting.
- **Headway books** - These textbooks are used for higher level classes and are based on their level of comprehension. You may use the Headway books to guide your lessons but you don't have to follow them completely (you and the kids will get bored). Take the concepts from the

books that they may not understand completely and elaborate. Turn lessons into games or ways to get them speaking. To keep the students engaged, it's our aim to keep them from just writing in their notebooks.

- **KIDTEA library** - We have an entire library at school filled with materials and ideas for your lessons. There are lots of text books and useful tools here.

** Any materials (i.e. reading books, grammar books, flashcards, Khmer dictionaries, master copies of worksheets,) **MUST** be placed back in the appropriate place! **

Supplies

We provide the volunteers with whiteboard markers, whiteboard erasers, pens, pencils, erasers, etc. These are all found in the library. These are all from donations and we politely ask that you take VERY good care of them. Do NOT leave them out of your sight! Please also return the items in the correct place each day.

Every day, check to see if you need to refill your whiteboard markers. It really sucks when you run out of ink in the middle of your lesson. Ink is available in the library.

Flexability

From time to time, volunteers get tired, sick, or lose interest in their assigned classes. Please let Sophara know if you need to take a day off from being exhausted, sick, or if you'd like to try out another class or school. We want our volunteers to be comfortable and happy...we know this isn't easy to do 5 days a week.

Furthermore, if you feel the amount of teachers is already sufficient and want to do something other than teaching, feel free to let Sophara know if you'd like to help with fundraising, administrative tasks, social media, photography, reorganizing the library or supply room, etc.

Before you leave ☹

Daily lesson plan sheets

Make sure you have completed the lesson plan sheets. Find out who is taking over your class and pass them on. This will give them an idea of what they should be doing for future lessons. For example, let the next teacher know what you would be doing with them if you were teaching them the next day.

Supplies

Please double check that you don't have any of our supplies in your bag/backpack. Most teachers keep markers, log books, books, etc. in their personal bag during their time here and forget to take them out. Be sure to place them back in the appropriate place. This will make all of our lives much easier and will be greatly appreciated!

Lastly, don't forget to say goodbye to the new friends you've made!