

# Online skills for remote teaching

Workbook – your reflective  
journal and additional  
resources



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# Foreword

We're delighted you've chosen to continue your professional development with TeachingEnglish training and look forward to learning with you over the coming weeks.

In this workbook you'll find additional learning materials to complement your course, places to note ideas of interest, encouragement and guidance in applying them within your teaching practice. Whether you prefer to save and update it on your device, to keep handwritten notes, or use it as a prompt for your on-the go reflection, do what works for you. We hope you and your learners find it beneficial.

Happy learning.

**The British Council open learning team.**



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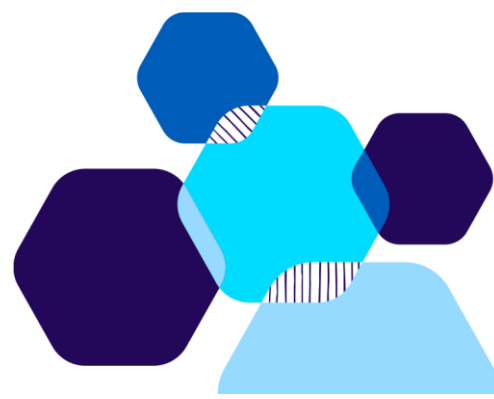
# Your learning goals, your course

Develop the skills you need to make your learners successful in remote learning by reflecting on different approaches to planning activities, creating interactive opportunities and managing remote learners.

During this TeachingEnglish training, you'll engage with learning content in four modules, supported by a series of live online community events. You'll find practical support and encouragement from course tutors and other members of the British Council courses for teachers global learning community as you work to introduce new teaching ideas within your classroom.

Just as every classroom is unique, so is your learning journey. Ensure you're heading in the right direction by reflecting upon and noting your reasons for taking this course and learning goals. Keeping these in mind will help you focus on the most beneficial content and discussions for you.

## Your goals and reasons for learning



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# Your learning tools

## Online learning modules

After completing the introductory Getting started module, work through three modules, each exploring a different area of teaching and learning. Involving an average of 12 hours of study, find a blend of theory, practical teaching suggestions and case studies that explore new ways of teaching. Repeat, return to and review activities as often as you like before the end of your course. Learn how to access the online learning modules by visiting the [courses page on TeachingEnglish](#).

## Courses for teachers community

Join course tutors and other educators working on their professional development in our supportive, Facebook-based learning community. Gain access to a wide selection of additional learning resources and engage in developmental discussions while getting the support and encouragement you need to successfully bring ideas from the course into your classroom. Access all the discussions and content related to your specific course in the [Guides section](#) on the [community Facebook page](#).

## Live events

Attend live community events and webinars led by expert educators. Focusing on different aspects of your course, these sessions provide you with an opportunity to seek answers to your questions - and share your own expertise and insights. Recordings of all live sessions are available on [TeachingEnglish](#).

## Workbook

Use this workbook to record useful course and community content, questions you'd like to ask in the community, links to resources, or to note ideas from any of the live events. Save a version online or print the workbook - or both.



# Module 1: Understanding remote learning

## Overview

This module looks at the terminology used in remote teaching. It identifies useful approaches and will help you to reflect on your own teaching and how you can teach remotely.

By the end of this module, you will be able to:

- identify different remote teaching terms
- identify skills teachers need for remote teaching
- describe the characteristics of hybrid and flipped learning
- explain the importance of onboarding and support for remote learners
- include parents and caregivers in remote learning.

## Further reading, teaching, and learning resources

Type	Resource description (tap/click to open)
Use	<a href="#">Free British Council remote teaching lesson plans for Primary, Secondary, and adult students</a>
Use	<a href="#">British Council TeachingEnglish 'Remote learning lesson plan'</a>
Read	<a href="#">A series of research studies conducted in Uruguay, Spain, Argentina, Iraq and Mexico</a>
Watch	<a href="#">British Council webinar on what makes a good remote teacher</a>
Read	<a href="#">Graphic on training teachers for remote teaching (Peachey publications)</a>
Read	<a href="#">Teaching Tips: Getting Started with Online Teaching</a>
Watch	<a href="#">British Council webinar discussing flipped learning</a>
Watch	<a href="#">British Council webinar on remote teaching tips</a>



Read	<a href="#">Tips for a successful move to remote teaching (Peachey publications)</a>
Watch	<a href="#">Video explanation of how 'hybrid' teaching has changed</a>
Read	<a href="#">Article about how to flip the classroom using game-based learning</a>
Read	<a href="#">Article about Covid-19 related teaching adaptations (including 'flipped' classrooms)</a>
Read	<a href="#">Blog post about empowering students using flipped and cooperative learning</a>
Watch	<a href="#">British Council presentation about flipped classrooms</a>
Read	<a href="#">British Council primary teaching tools and materials</a>
Read	<a href="#">British Council school safeguarding guide</a>
Read	<a href="#">British Council secondary teaching tools and materials</a>
Read	<a href="#">Checklist for online learning</a>
Read	<a href="#">Teaching tips: teaching by phone in low-resource contexts where learners have very limited or no access to the Internet</a>
Read	<a href="#">Onboarding infographic (Peachey publications)</a>
Read	<a href="#">Teaching tips: supporting learners using SMS</a>
Read	<a href="#">Teaching tips: supporting learning with virtual field trips</a>
Watch	<a href="#">Video exploring the setting up of a communications plan with parents and caregivers</a>



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# Your learning

This is a space to record ideas from the course. You may have lots to write in some sections, less in others. The important thing though is to note some ideas that may be useful for you and your learners.

**Describe three things you learned from...**

**Your online module**

**Live community events**

**Discussions and resources shared here and in the course community**





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# Plan it

Describe one thing you will change in your teaching. Why have you chosen it?

What challenges might arise when you try to make this change?

What could you do to meet those challenges?

# Teach it

Try it out and come back here to reflect on the experience. What did you learn?



# Module 2: Planning and adapting materials

## Overview

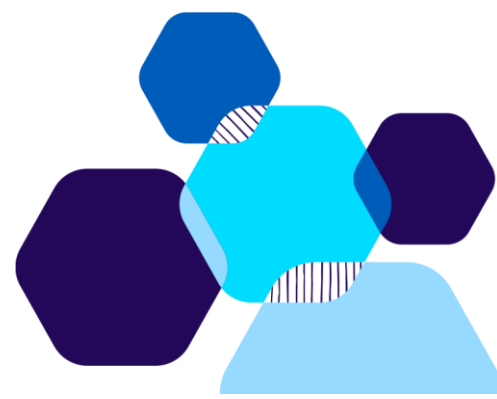
This module looks at how to plan a remote lesson and some of the differences with face-to-face lessons. You will look at how to adapt the activities in your coursebook and create collaborative tasks to encourage reading and speaking in the remote classroom.

By the end of this module, you'll be able to:

- describe how to overcome challenges in planning online classes
- identify ways to adapt your coursebook for the remote classroom
- plan games and virtual trips for your online classroom
- use a range of tools and techniques for creating collaborative writing and speaking tasks
- identify ways to use digital portfolios as part of the remote assessment process

## Further reading, teaching, and learning resources

Type	Resource description (tap/click to open)
Read	<a href="#">Teaching tips: a menu of online teaching ideas</a>
Read	<a href="#">Article about creating an inclusive learning experience</a>
Read	<a href="#">Blog post about inclusivity in learning</a>
Read	<a href="#">How to make MS Word documents more accessible</a>



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Listen	<a href="#">Inclusive education podcast</a>
Read	<a href="#">Inclusive practices self-study booklet</a>
Read	<a href="#">Teaching tips: inclusion in remote teaching</a>
Read	<a href="#">Article about planning writing lessons</a>
Read	<a href="#">Article about encouraging peer response</a>
Read	<a href="#">Teaching tips: maximising speaking opportunities in online lessons</a>
Read	<a href="#">Article about responding to content</a>
Read	<a href="#">Blog post about giving feedback on writing</a>
Read	<a href="#">Blog post about transforming online classrooms to maximise speaking</a>
Read	<a href="#">A framework for planning a listening skills lesson</a>
Read	<a href="#">Article about extensive reading</a>
Read	<a href="#">Article about making listening an authentic experience</a>
Read	<a href="#">Article about making reading communicative</a>
Watch	<a href="#">Teacher training videos and activities about reading skills</a>



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# Your learning

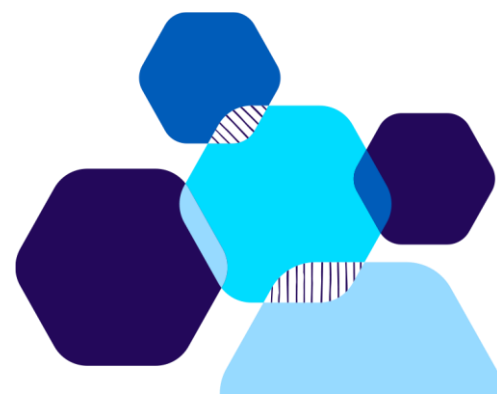
Which new ideas in Module 2 are most useful for you? Note them here together with any questions you'd like to ask in the [British Council courses for teachers learning community](#).

**Describe three things you learned from...**

**Your online module**

**Live community events**

**Discussions and resources shared here and in the course community**



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# Plan it

**Describe one thing you will change in your teaching. Why have you chosen it?**

**What challenges might arise when you try to make this change?**

**What could you do to meet those challenges?**

# Teach it

**Try it out and come back here to reflect on the experience. What did you learn?**



# Module 3: Managing remote learning

## Overview

This module looks at classroom management. It will help you manage your learners through a variety of tools and processes and recognise the skills to help you give and receive feedback when teaching remotely.

By the end of this module, you'll be able to:

- use classroom tools to manage learners and create interaction opportunities
- get and give learner feedback
- manage the use of different tools for the remote classroom
- use appropriate streamlined communication techniques to reduce overload
- select ways to organise and prioritise your work and create an action plan for your own professional development.
- structure and personalise reading and listening lessons for the remote

## Further reading, teaching, and learning resources

Type	Resource description (tap/click to open)
Read	<a href="#">Article with tips and advice for setting up your workspace, thinking about lighting and how you work with the webcam</a>
Watch	<a href="#">Video with ideas for setting up and managing classroom activities</a>
Watch	<a href="#">Webinar with techniques to develop your classroom presence and make lessons more engaging</a>
Watch	<a href="#">Webinar featuring tips and advice for managing learners in remote classrooms</a>
Watch	<a href="#">Webinar about managing the digital classroom</a>
Read	<a href="#">Article featuring web-based tools that you can use to enhance your remote teaching</a>



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Watch	<a href="#">Video with practical tips for engaging young learners in the remote classroom</a>
Read	<a href="#">Teaching tips: inclusion in remote teaching</a>
Read	<a href="#">Teaching tips: helping teachers manage their physical and mental health</a>
Read	<a href="#">e-book with advice and information about working together with parents and caregivers</a>



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# Your learning

Note any ideas you found particularly interesting and might like to bring into your classroom. Why not share them with other members of the [British Council courses for teachers learning community](#)?

**Describe three things you learned from...**

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**Live community events**

**Discussions and resources shared here and in the course community**





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# Plan it

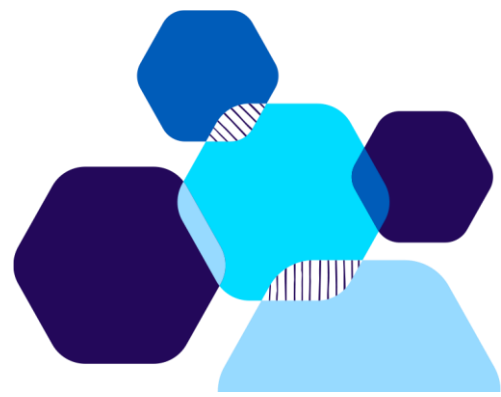
Describe one thing you will change in your teaching. Why have you chosen it?

What challenges might arise when you try to make this change?

What could you do to meet those challenges?

# Teach it

Try it out and come back here to reflect on the experience. What did you learn?



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# Your action plan

Make an action plan focused on applying learning from this the course. Complete any sentences that help you do this. Come back and check your plan now and then.

**In the next two weeks, I am going to...**

**Over the next two months, I'm going to...**

**Before the end of the school year, I'm going to...**

**Next school year, I want to...**



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**Well done — you’ve made it to the end of the course! We hope you’ve found it useful, and will join us on another very soon.**

Learn more about free teacher training courses with the British Council at: <https://www.teachingenglish.org.uk/training>

Explore our framework for teacher knowledge and skills for inspiration, support and materials: <https://www.teachingenglish.org.uk/professional-development/teachers>

