



سَلْطَنَةُ عُومَانِ  
وَزَارَةُ التَّوْثِيقِ وَالتَّعْلِيمِ  
الْمَلِكِ زَيْدِ بْنِ الْعَامِرِ الْبَطْنِيِّ الْمُبَارَكِ

**النشرة التوجيهية  
لتعليم الكبار  
لغة الإنجليزية  
وفقاً للخطة الدراسية  
للعام الدراسي 2014/2013**

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# Newsletter for Grade 10 Adult Learner English Teachers

**Academic Year 2013/ 2014**

Welcome to this new academic year after what we hope has been a peaceful and enjoyable summer holiday.

In order to help deliver the most effective teaching program, the English Language Curriculum Section (ELCS) has compiled this newsletter for you. **Please read it carefully** so that you may get the best out of the Ministry of Education teaching materials. Your Senior Teacher, Supervisor, and the Teacher Trainer in your region can provide further assistance if required.

## Information on using the newsletter

This newsletter is addressed to **Grade 10 Adult Learner schools** for the Academic Year 2013/ 2014. It contains the following:

- **English Language Textbooks Guide.**
- **Teaching materials**
- **Table of number of units for each semester.**
- **Useful hints:**
  - Teacher's Book
  - Contents Map in the Teacher's Book
  - Advice for tackling each new Unit
  - Tips on improving teaching methods

### **PLEASE NOTE**

**Acknowledgments of the received books and materials – together with a list of any shortages – MUST BE NOTIFIED within the first two weeks of September.**

Send correspondence to the ELCS (queries and/or suggestions are always welcome):

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## English Language Textbooks Guide :

### Grade 10 – Adult Learners

Grade	Number of Periods per Week	Book Title EFM Course Books & Materials	Edition	Year
Grade 10 (Basic Education)	4	Class Book A & B	First Edition	2012-2013
		Skills Book A & B		
		Teacher's Book A & B		
		Class Resource Pack (Printed materials)		
		Listening CDs (10A & 10B)		

- **Teaching materials**

You should have received the following materials for **Grade 10 Adult Learners**:

1. Class Book
2. Skills Book
3. Teacher's Book
4. CDs (Listening CD)
5. Class Resource Pack for Grade 10 (Printed Materials)
6. Lesson Preparation Book (*Produced by the Supervision Department at the Ministry of Education*)

- Table of number of units for each semester

Grade 10 (Basic Education)

Semester	Units to be Covered	No. of Periods for each unit	Cancelled Units	Remarks
<b>ONE</b>	<b>ONE</b> ( Civilization )	15 Lessons	<b>THREE</b> ( Sports )	
	<b>TWO</b> ( Stories Around The World )	15 Lessons		
	<b>FOUR</b> ( Natural Disasters )	15 Lessons		
	<b>FIVE</b> ( CLUB CORNER )	10 Lessons		
<b>TWO</b>	<b>TWO</b> ( Health )	15 Lessons	<b>ONE</b> ( Media )	
	<b>THREE</b> ( Our Changing Environment )	15 Lessons		
	<b>FOUR</b> ( Business )	15 Lessons		
	<b>FIVE</b> ( CLUB CORNER )	10 Lessons		

## • Useful Hints:

### ▪ Teacher's Book

**Make sure** that you read the introduction in the **Teacher's Book** (Basic Education Grade 10) with attention as it contains:

- A description of the course and the rationale for teaching English;
- The approach to the teaching of the four skills in the English Language: (Listening, Speaking, Reading and Writing).
- Detailed learning objectives for each of the four units of the course;
- Cross-curricular links between English and other school subjects as well as learning strategies;
- Dealing with diversity and mixed ability teaching;
- Unit design and the list of stories, projects and portfolio tasks in each unit;
- Activities included in the syllabus (games, songs, rhymes, chants & tongue twisters, stories, arts & crafts, role-play);
- Classroom management (preparation, classroom language, classroom organization, error correction, classroom display);
- Assessment and Evaluation;
- Description of course components;
- List of symbols and abbreviations.

### ▪ Contents Map in the Teacher's Book

**Make sure** that you study the **Contents Map** in the Teacher's Book very carefully because it contains the following:

- Aims of the units;
- Main language focus of the units;
- New and recycled lists of vocabulary in each unit;
- Skills and strategies in each unit;
- Lists of activities and projects in each unit.

## ▪ Advice for tackling each new Unit

**Before** starting each new unit, you should read and study the following points in detail:

- ⇒ The aims of the units;
- ⇒ The main language of the unit;
- ⇒ The vocabulary covered in each unit;
- ⇒ The activities;
- ⇒ Skills and strategies
- ⇒ The classroom language used in each unit;
- ⇒ The list of projects and portfolio used tasks in each unit;
- ⇒ The materials you will need

## ▪ Tips on improving teaching methods

- 1- Try to observe** other English teachers' lessons to gain more teaching experience and do team teaching with your colleagues.
- 2- Observe** classes and discuss the curriculum and methodology with experienced teachers. Invite them to your school, too!
- 3- Aim to cover the syllabus** in **4** periods a week.
- 4- Always remember to liaise** with your Senior Teacher and Supervisor.
- 5- Read and study very carefully** the assessment procedure in the Student Assessment Handbook 2012/2013.
- 6- Read and study** the poster activities and the Photocopiable pages activities at the back of the Teacher's Book.
- 7- Graded Reading Cards** Make good use of the **Graded Reading Cards**. These cards aim to give students further independent reading practice. Each set (Gold, Silver and Bronze) has 15 cards, which can be used in any order. Students should answer the activities in their exercise books as the cards are designed as a re-usable resource. The reading cards can also be used or utilized as extra knowledge resources which students can refer to when they are doing/writing their projects or portfolio tasks. Refer to the introduction in the Teacher's Book for further information.

### ▪ Tips for Unit 5 (Club Corner)

The final unit is called **Club Corner Magazine** and is different from the previous four units. In units 1-4 teachers are encouraged to follow the sequence of integrated and interrelated activities. However, in this unit there is a series of 10 independent lessons that teachers can either teach sequentially or select according to the needs of their students. This aims to provide learners with opportunities to extend their learning independently of the teacher.

Club Corner has been designed in the form of a magazine in order to contextualize language and skills already encountered in units 1-4. The Skills Book consists of up to 2 core activities which are numbered [1,2] that should be followed sequentially and completed and additional activities, called independent tasks, which are lettered [A, B, C], which aim to give flexibility and choice. Some independent tasks build upon core activities. If this is the case, ensure that learners do the core activity before the independent task.

Independent tasks may take several lessons to complete and do not need to be followed sequentially. Students can do the independent tasks in their exercise books or on pieces of paper; they can be used in variety of ways.