

5 Tips for Teaching an IET

1) Set and follow clear procedures and expectations

Allow Ss to get comfortable in their learning by providing a stable and consistent learning routine and format. Here are some examples:

- Post the daily agendas and going over them at the start of class
- Post homework and due dates in a consistent and clear way, and explain homework at the end of class
- Double-check that assignments don't have out-of-date information or needlessly wordy instructions
- Explain clearly and simply how grades will be calculated
- Provide clear expectations for attendance, punctuality, and due dates

2) Increase processing time

ELLs will need more time than non-ELLs to process new concepts and produce language to demonstrate understanding. Here are some ways to give more processing time:

- Have Ss take a moment of silence before answering a question (it's also best to write the question out in case ELLs don't understand it verbally). This gives time to think, write notes, or look up a translation. Signal when Ss can begin raising hands. You might circle around the room to ask if Ss are ready.
- Utilize *Think, Pair, Share* after a question rather than calling on raised hands
- Provide class time to work on assignments
- Re-post presentations with voiceover for review or preview
- Take frequent breaks and ask Ss to think of the most important/interesting thing they just read/heard, or ask to summarize key concepts just presented
- Include open-ended comprehension checking questions (CCQs) after important parts of a presentation
 - E.g. of good CCQ: "So, under what tab in Word can you make comments?"
 - E.g. of poor CCQ: "~~Everyone understand how to add comments to a document?~~"

3) Modify how you present information

We can greatly reduce the comprehension gap our ELLs face by being mindful of how we present information. Here are some examples of how we can make our language more comprehensible:

- Speak with a little pause between words. This will make speaking slower, but you'll save time by not having to repeat things over and over.
- Reduce use of slang (e.g. "you bet!") or idioms (e.g. "It's the best of both worlds")
- Preview industry jargon that will appear in the reading or presentation. Don't assume the Ss will already know these in English. Practice pronunciation with Ss.
- Be succinct. Don't use 20 words when 10 will do.
- Add subtitles to videos or Zoom meetings
- Include visuals to describe new vocabulary, processes, or key concepts
- Write down the key concepts and point to them or "mind map" with them as your present

4) Vary assessment methods

One traditional way of measuring learning is to have Ss read something, then respond in a writing assignment. While this kind of assessment is valuable, we may not be able to accurately measure an ELLs learning through this method alone. Here are some different ways Ss can show comprehension:

- **Observations:** Keep skills checklists and note what Ss can demonstrate in class
- **Oral or video reports:** Giving Ss the option to speak about a topic may allow those who struggle with writing to shine
- **Visual displays:** Diagrams, slideshows, posters, models, graphic organizers, and demonstrations can display comprehension

5) Scaffold

Dividing content into chunks and providing a structure to each can make complex input more comprehensible. Here are some ways to scaffold:

- Provide a graphic organizer to textbook chapters, articles, lectures, and videos
 - Provide a previewing activity such as accessing prior knowledge (share what they already know) or skimming and discussing the main ideas
 - Provide fill-in-the-blanks in an outline of key concepts
 - Provide a place to write and define key vocabulary in each section
 - Include a place to write a summary of each main section
 - Include comprehension checking questions after each main section
- After presenting a concept, model it and allow students to try it.
- Pause, ask questions, and review after each new concept is presented
- Have students take a quick survey or hold up fingers to indicate how ready they feel to move on