HOW TO TEACH PRODUCTIVELY

by:
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In our day to day activities, some educators experience difficulty but some teachers make it look easy. Whether you're teaching preschool or grade school, the lesson planning and works remain the same. The following tips are proven to help teachers to teach productively.

1. Plan, prepare and plan some more. The most successful teachers are master planners.
2. Set goals and objectives to teach to your class. Write them down. Make sure they fit the prescribed curriculum of the Department of Education.
3. Decide how you are going to present your materials. Some options are to teach chronologically, topically, casually or graphically. You might prefer to alternate presentation designs throughout the category.
4. Communicate to the students what are your expectations. Provide them with a syllabus to help them study. Let them know what the grading scale is. Announce tests in advance. Set classroom rules regarding disruptive behavior and tardiness as well.
5. Be available for the students. That means spend before and after class answering their questions as well as announcing your office hours. If you're obtainable by phone from home, allow them to apprehend that likewise.
6. Prepare the materials you need before class time. Student attention spans are relatively short, so plan several methods of instruction during your allotted class time.
7. Evaluate your students through tests, oral evaluations, homework and other means that fit your discipline. Grade papers and return them to student on time.

References:
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