



## Video 5 – Dos and don'ts

One of the problems many teachers find when using digital tools is just how long it can take to produce materials. Even a short revision quiz which might only last 10 minutes in class might take a couple of hours to prepare. It's important that you get into the habit of using ready-made or shared material as much as possible. This can help you to avoid spending too long preparing materials. One idea is to ask other teachers in your school to create sets, and then you can share these with each other.

You can also reduce the amount of time you spend preparing materials to use with your learners by getting them to make the materials themselves. Once you have trained your learners how to use particular digital tools for learning vocabulary, you can encourage them to make their own digital vocabulary sets and share them with each other.

Many of the digital tools you may find to support vocabulary learning will focus on learning single items of vocabulary. This is really useful for increasing learners' vocabulary quickly, but it's also really important to give learners the opportunity to see and experience the vocabulary in use.

So don't forget to plan lessons focusing on receptive skills to help revise vocabulary by seeing it in context. Remember to include productive activities to give learners opportunities to use the vocabulary they have learned. It's essential for learners to put vocabulary to use if they are going to remember it in the long term.

One thing most teachers worry about is how to use smartphones and other portable devices in class. Many teachers find that learners become really distracted if they don't switch off their smartphones. So, when using digital tools that involve smartphones in class, it's really important to monitor how learners are using them, and to make sure that activities are fully engaging, so that learners don't start using their smartphones for texting or chatting.

All teachers who use technology in class experience some problems with it. Even if your classroom has many good resources, you may still have technical problems. A particular problem with activities or tools that use learners' smartphones is the problem of access to the internet. If learners connect to the internet via a mobile network, it may be slow or expensive. On the other hand, using the school Wi-Fi may also present problems. Too many learners in one room trying to access it at the same time may overload it.

Many of the digital tools you may find for vocabulary learning may work differently online and offline, or they may only work fully when learners are connected to the internet. Don't forget that learners may not always have good access to the internet outside the classroom, so check if an activity you give your learners needs internet access.



So, just to go over what you've learned today: here are some of the things you should remember to do when you plan teaching and learning vocabulary using digital tools.

### Do:

- give opportunities to revise vocabulary
- encourage learners to use digital tools
- teach vocabulary in context
- use productive and receptive activities

And some more things you should remember to do.

### Do:

- experiment
- use technology to support your teaching
- balance activities with and without digital tools
- make the most of free content
- use ready-made and shared materials
- encourage learners to create materials
- keep up-to-date



Finally, here's a summary of some of the things you should avoid.

### Don't:

- allow technology to take over your lessons
- pay for subscriptions you won't use
- spend too long preparing materials
- Spend ages on materials you'll only use once
- try to think of all the ideas yourself

And here's the rest of the list of things you should try and avoid!

### Don't:

- expect learners to learn too much at once
- allow learners to get distracted (e.g. by their phones)

I hope that you've enjoyed these videos and that they have given you plenty of ideas about what you can do with digital tools and resources. Good luck and see you again soon!