

# Elements of Effective Teaching

The effective teacher should:

- I. Planning
  - A. Meet objectives of the curriculum/syllabus
  - B. Show mastery of subject area
  - C. Design Pedagogically sound lessons with:
    1. stated objectives
    2. modeled activities
    3. guided practice
    4. checks for understanding
    5. feedback/evaluation
    6. review/closure
  - D. Learn new techniques and keep abreast of applied research
- II. Instruction
  - A. Use methodology appropriate for class
  - B. Provide a balance of teacher/student talk
  - C. Make effective use of media, illustrations, resources
  - D. Use effective questioning techniques
  - E. State intended outcome to lesson
  - F. Model new activities to ensure understanding of task
  - G. Provide guided practice
  - H. Monitor student progress
  - I. Check student understanding
  - J. Devote appropriate time to task
  - K. Spiral lesson to previously learned material
- III. Management
  - A. Establish and enforce consistent class rules
  - B. Keep class on target, avoiding digressions
  - C. Control potentially disruptive behavior
  - D. Be dependable and responsible (starting class and returning homework on time)
  - E. Be organized and prepared
  - F. Make good use of time
  - G. Manage group work effectively
- IV. Interpersonal Relations
  - A. Establish positive rapport with students
  - B. Be open to learn from students
  - C. Keep students involved and actively participating
  - D. Show concern for students and their problems
  - E. Motivate and inspire students to learn