

## English Teaching Forum "Teaching Techniques" Submissions (NEW!)

### Audience

The audience for the Teaching Techniques section is the diverse worldwide audience of FORUM, which is (primarily) teachers of English as a foreign language in about 125 different countries. FORUM readers teach students of all ages (from young learners to university level) and all types of classes (EFL, ESL, EAP, ESP, EYL, etc.). The teachers themselves have varying levels of English abilities. And they do not all have the same access to resources (photocopiers, Internet, etc.).

### Content

Each Teaching Techniques article should highlight one example of an original practice the author has used successfully. Topics can range from warm-up activities to long-term projects and can deal with any area of language teaching; there are few restrictions on the *type* of English teaching techniques that might be acceptable. However, the technique should be applicable in a wide variety of countries.

Authors should provide a *brief* description of the context in which the technique has been used (possibly including location, description of the learners or the course, reasons for implementing the technique) in order to provide basic background information and a point of reference for readers.

While authors can report on their own use of the technique, the purpose of the article should be to provide guidance and direction so that other teachers can implement the technique in their own classrooms.

Techniques can target a specific group of learners (of a certain age, skill level, etc., or with specific needs or purposes for studying English). But a technique that has been used with, for example, young learners in the author's country should be transferrable to young-learner classrooms in other places around the world.

### Length

The Teaching Technique should be written in the form of a short article. In some cases, the author might break down the technique itself into separate steps presented within the article. Articles should be approximately 500 to 2,000 words.

## References

Text citations and references are not required, but credit must be given if the technique is a derivative of another. Any citations and references should be written according to the *Chicago Manual of Style*.

## Handouts and Graphics

Any handouts should be made as generic as possible and should not include context-specific details (e.g., terms in the L1 of the author's students, names of places or people in the author's school or town). Also, many FORUM readers are not able to photocopy materials, so it is helpful to suggest options (such as drawing a simple handout on the board) for those teachers. Any graphics, figures, textboxes, etc. must be original work.

## General Pointers

1. Submissions must not have been published anywhere else.
2. Techniques should not resemble too closely the Lesson Plans, Classroom Activities, and Teaching Techniques in previous issues of FORUM. Check "Past Issues" on the FORUM website (<http://americanenglish.state.gov/english-teaching-forum>) to review activities that have been published.
3. In general, a simple, straightforward technique is better than a complex, elaborate one.
4. Provide the estimated amount of time needed for the technique.
5. Most FORUM readers won't have time for extensive preparation. If materials need to be prepared, try to suggest ways for teachers to involve students in the preparations.
6. Techniques should be of **maximum assistance to lesser-experienced teachers**. This means procedures need to be spelled out clearly. It may work best to write instructions in the imperative.
7. Provide a title for the article.
8. Provide a short bio statement (usually one sentence) about each of the authors(s).
9. Send submissions as email attachments to [etforum@state.gov](mailto:etforum@state.gov). Put "Teaching Techniques" in the subject line. In the body of the email, include a statement saying that the work is unpublished.