

# Professional Development Monthly Advisor and Planner (PD MAP)

## Theme: Planning Instruction

November 2009

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## Welcome to the November Professional Development MAP!

Planning for instruction is a vital skill for adult education teachers. A well-planned lesson is based upon a teacher's understanding of standard lesson components and her experience with presentation, pacing, managing interaction and adapting to the learners while instruction is underway. Teachers seek the midpoint between instruction that is so over-planned as to be inflexible and instruction that is so under-planned that it lacks direction and sufficient structure. The resources included in this month's PD MAP address the fundamental principles of planning for instruction as well as more challenging planning processes such as differentiating instruction for ABE/ASE learners and multi-level ESL instruction.

A new resource that will help teachers plan and deliver appropriate instruction for ESL Literacy level learners will be published November 30<sup>th</sup> on the Web by our Northern Colorado Professional Development Center. This Independent Study Course, *ESL Literacy Instruction*, guides teachers through the process of designing "bottom up" classroom activities for literacy level ESL learners to supplement the "top down" activities found in ESL core textbooks. See details in the Self Study section below.

The month of November is rich with workshop and conference opportunities. A free training for volunteers takes place in Lakewood on November 7<sup>th</sup> and the CoTESOL conference is in mid-month. Two events for corrections educators take place in southern Colorado locations. See the Workshops, Trainings, Conferences listings below.

Best regards,

Jane C. Miller, Facilitator  
CDE/AEFL Professional Development Advisory Group  
[Miller\\_J@cde.state.co.us](mailto:Miller_J@cde.state.co.us), 303-866-6611

## Self-Study:

### ***Basics of Adult Literacy Education***

Self-paced online course for ABE/ASE instructors, non-facilitated, no cost

Office of Vocational and Adult Education, 2006

<http://www.c-pal.net/course/index.html>

Module 4 *Instructional Techniques* covers learning styles, pacing and practice, and three types of group work. Module 5 *Adult Literacy Classroom, Instructional Design*, covers the basic elements of a lesson plan, offers a real-life scenario to analyze, and provides tips from teachers. It also covers four delivery modes: one-on-one, small groups, large groups, and distance learning. The module also provides three scenarios of 1-hour lessons for reflection.

### ***Practitioner Toolkit: Working with Adult English Language Learners***

Center for Adult English Language Acquisition, 2004

[http://www.cal.org/caela/tools/instructional/prac\\_toolkit.html](http://www.cal.org/caela/tools/instructional/prac_toolkit.html)

The Toolkit has examples of ESL lesson plan formats in *Part II Activity Packets: Lesson Planning* (pages 29-40).

**ESOL Starter Kit**

Virginia Adult Learning Resource Center, 2002

[http://www.aelweb.vcu.edu/publications/ESLKit/ESLKit\\_2002.pdf](http://www.aelweb.vcu.edu/publications/ESLKit/ESLKit_2002.pdf)

The Kit describes lesson plan components and provides sample worksheets in *Planning Lessons: How Do I Integrate Learning Skills?* (pages D-1 to D-15)

**ABE New Teacher Resource Guide CAL-Pro**

The following sections pertain to planning for ABE instruction.

*When You Start Teaching: The Lesson Plan*

[http://www.calpro-online.org/o\\_guides/abe\\_res\\_og/4.asp](http://www.calpro-online.org/o_guides/abe_res_og/4.asp)

*Some Instructional Do's*

[http://www.calpro-online.org/o\\_guides/abe\\_res\\_og/5.asp](http://www.calpro-online.org/o_guides/abe_res_og/5.asp)

*General Strategies for Organizing and Managing an ABE Class.*

[http://www.calpro-online.org/o\\_guides/abe\\_res\\_og/11.asp](http://www.calpro-online.org/o_guides/abe_res_og/11.asp)

**New Teacher Training Handbook**

Virginia Adult Learning Resource Center, 2005

<http://www.valrc.org/publications/pdf/newteachertraining.pdf>

This Handbook for ASE/GED teachers provides lesson plan formats and tips in *The Lesson Planning Process*, (pages 51 – 62).

**Differentiated Instruction: Adjusting to the Needs of All Learners**

Corley, M. Focus on Basics, Volume 7, Issue C, March 2005

<http://www.ncsall.net/?id=736>

This article defines differentiated instruction for ABE learners; describes ways in which teachers can differentiate content, process, and product; suggests instructional strategies; and outlines challenges in implementing differentiated instruction.

**ESL Literacy Instruction**

Independent Study Course

<http://ae.stvrain.k12.co.us/ncpdc.html>

Bradley-Bennett, K., Davis, C., Santopietro Weddel, K., Northern Colorado Professional Development Center, Available on the NCPDC Web site November 30, 2009

This self-study course guides teachers through the process of designing “bottom up” classroom activities for literacy level ESL learners to supplement the “top down” activities found in ESL core textbooks. Multiple activities are described that improve learners’ skills with consonant names and sounds, word patterns and vowel sounds, and sight words.

**Teaching Multilevel Adult ESL Classes**

Shank, C., and Terrill, L. CAELA Digest, 1995

[http://www.cal.org/caela/esl\\_resources/digests/SHANK.html](http://www.cal.org/caela/esl_resources/digests/SHANK.html)

This digest recommends ways to choose and organize content for ESL classes in which learners are at different levels of English language proficiency; it explains grouping strategies; it discusses a self-access component, independent work for individual learners; and it offers suggestions for managing multilevel ESL classes.

**Beyond the GED: Making Conscious Choices About the GED and Your Future: Lesson Plans and Materials for the GED Classroom**

Fass, S., Garner, B., and Barry, E.

National Center for the Study of Adult Learning and Literacy, 2000, updated 2006

[http://www.ncsall.net/fileadmin/resources/teach/beyond\\_ged\\_revised.pdf](http://www.ncsall.net/fileadmin/resources/teach/beyond_ged_revised.pdf)

This resource uses research findings on the economic impact of the GED as the basis for GED classroom materials. The lessons provide GED learners with practice in graph and chart reading, calculation, information analysis, Internet search, and writing while they examine the labor market, the role of higher education and the economic impact of the GED.

### ***Effective Lesson Planning for Adult English Language Learners***

[http://www.cal.org/caela/scb/III\\_C\\_EffectiveLessonPlanning.pdf](http://www.cal.org/caela/scb/III_C_EffectiveLessonPlanning.pdf)

from *The CAELA Guide*, Center for Adult English Language Acquisition, 2007

This workshop of two 4-hour sessions begins by identifying stages of a language lesson, and then guides participants through selecting appropriate activities for each stage, analyzing a lesson in a textbook to identify its stages, effectively planning the use of grouping strategies, and planning for a multi-level ESL class. The guide provides a complete trainer manual with step-by-step instructions, all participant hand-outs and trainer answer sheets. A local lead teacher could facilitate the workshops or trainers can be arranged by contacting Jane Miller, PD Coordinator, CDE/AEFL, 303-866-6611, [miller\\_j@cde.state.co.us](mailto:miller_j@cde.state.co.us).

### ***Create a Jeopardy Game in PowerPoint***, Webinar

November 6, noon – 1:00 pm, Lunch and Learn with Leecy Wise

### ***Create Three Charts in Excel***, Webinar

November 13, noon – 1:00 pm, Lunch and Learn with Leecy Wise

### ***Create a WebQuest for ABE***, Webinar

November 20, noon – 1:00 pm, Lunch and Learn with Leecy Wise

Each of these online sessions shows participants how to create the specified project so they can teach adult learners in turn. Register in advance for each session using the form available at:

<http://coloradoeducation.wufoo.com/forms/lunch-and-learn-sign-up/>

## Workshops, Trainings, Conferences:

### ***National Family Literacy Day***

November 1

<http://www.familit.org/ncfl-news-and-information/events>

### ***Free Training for New and Returning Volunteers***

November 7, 8:00 a.m. – noon

Held at Links to Literacy, 5280 W. Ohio Ave, Lakewood

Sponsor: Literacy Coalition of Colorado

To register (deadline is November 2<sup>nd</sup>) contact Nancy Lambott, 303-982-7484,

[nancyl@literacycolorado.org](mailto:nancyl@literacycolorado.org)

### ***Correctional Education Association Region IX Conference***

November 5-6, Colorado Springs, Doubletree Hotel

For more information contact Amy Hofferth-Yuill, 719-784-9100 ext 4601 or [aHofferthYuill@bop.gov](mailto:aHofferthYuill@bop.gov)

### ***CoTESOL 33<sup>rd</sup> Annual Fall Convention and Exhibition***

November 13-14

Red Lion Hotel Denver Southeast, 3200 S. Parker Rd., Aurora, CO

Sponsor: Colorado Teachers of English to Speakers of Other Languages

For more information and to register go to <http://www.colorado.edu/iec/cotesol/>

### ***Four Corners Corrections Education Forum***

November 19, 9:00 am – 3:00 pm, Ignacio

Sponsor: Pine River Community Learning Center

For more information contact Scott Baker, 970-563-0681, [sbaker@prclc.org](mailto:sbaker@prclc.org)

### ***Differentiated Instruction Workshop***, available upon request

Differentiated Instruction is based on Howard Gardner's research that identifies eight different intelligences that we all possess. To differentiate instruction is to offer the same material using different modalities so that individuals may interact with the information in different ways. The workshop assists participants in defining their own dominant intelligences and in designing differentiated lessons for adult learners.

To schedule the workshop contact:

Susan Harris, Southern Colorado Professional Development Center

719-846-5471, [susan.harris@trinidadstate.edu](mailto:susan.harris@trinidadstate.edu)

Spring 2010 EDU Course Announcements Coming Soon

**Additional Professional Development Resources:**

***Teaching Adult ESL: A Practical Introduction***

Parrish, B. McGraw-hill ESL/ELT, 2004 ISBN 0-07-285513-4

This textbook, used in EDU 134, has a full chapter devoted to planning for teaching and learning.

***Learning Styles and Teaching***

Verster, C. British Council and BBC, 2002

<http://www.teachingenglish.org.uk/think/articles/learning-styles-teaching>

Using easy-to-read bullet lists this author presents four ways of classifying learning styles and identifies teaching methods and lesson activities that match the different learning styles.

**CDE/AEFL Professional Development Hours**

All professional development options listed on this PD MAP earn CDE/AEFL PD Hours as described in the *Guide to Professional Development Reporting* at <http://www.cde.state.co.us/cdeadult/download/pdf/GuideToPDRreportingV2.pdf>

For annual AEFLA reporting, teachers completing Self-Study or Collaboration with Colleagues options simply confer with their program director and record the number of PD Hours earned on their *Teacher's Annual Professional Development Activity Record*. Teachers completing workshops, training, or courses for credit receive certificates with PD Hours or transcripts. <http://www.cde.state.co.us/cdeadult/download/pdf/AnnualPDActivityRecordFY09v3.pdf>

The PD options listed under the Self-Study strand are not acceptable for the LIA Portfolio training hours or for renewing a LIA. <http://www.cde.state.co.us/cdeadult/LIAIndex.htm>

**Follow-up to This Month's Professional Development**

The CDE/AEFL office is hosting a 1-hour conference call on Friday, November 20th at 9:00 am to follow up with teachers who complete any of the PD options listed on this month's PD MAP. The conference call allows teachers across the state to connect with each other to ask and answer questions about this month's theme of *Planning Instruction* to share successful strategies and ask for advice regarding challenges. Teachers who participate in the conference call earn 1 additional PD Hour. To register for the conference call, please call 303-866-6942 or e-mail your name, program name, e-mail address, and daytime phone number to: Jessie Hawthorn [Hawthorn\\_J@cde.state.co.us](mailto:Hawthorn_J@cde.state.co.us)

To find this issue of the PD MAP on our Web site go to:

<http://www.cde.state.co.us/cdeadult/PDMAP.htm>

**PD Advisory Group Mission Statement**

*To create an integrated, accessible, and flexible system of professional development for adult education teachers in Colorado.*

**Standard stages of a lesson:**

- Warm-up/Review
- Presentation
- Comprehension Check
- Guided Practice
- Evaluation
- Application in class
- Summary/Closure
- Out-of-class application

**December 2009 PD Monthly Advisor & Planner**

**Theme: Numeracy**

**CDE/AEFL Professional Development Advisory Group members:**

Jane Miller, CDE/AEFL; Mary Jo Sobocinski, McLain Community High School, Lakewood; Connie Davis, Northern Colorado Professional Development Center, Longmont; Debra Fawcett, CDE/AEFL; Melissa Burkhardt-Shields, Adult & Family Education, SD-11, Colorado Springs; Dave Askeland, CMC Adult Education, Breckenridge Campus; Karin Hostetter, Summer Scholars, Denver; Michele Short, The Learning Source, Lakewood