

# Teaching Portfolio

## *Guidelines how to compile it and what to include in it*

### Why Portfolio?

You can keep a record of your teacher-training course as well as your teaching experience.

It will serve as a reference material which you can use for your further professional development and also as evidence of your Presett development. It can also provide hands-on experience in working with Portfolio which you can use in your teaching practice.

Aim your portfolio at your state exams, please. Look at the state exam topics in our departmental webpages and try to find examples/activities illustrating each topic.

### What should it include?

- Ø Your aims as a professional TEFL teacher ( what do you want to achieve in your language learning, teaching, other areas that are linked to your profession)
- Ø Your language proficiency and further development of the language (self-assessment based on European Language Portfolio for Adult Learners)
- Ø Topics covered in Methodology and Didactics seminars, your observations, reflection
- Ø Activities – used both in Methodology seminars and in other seminars with self-reflection and possible adaptations for your own teaching practice
- Ø Useful Literature – both theoretical and practical books and manuals, teaching journals
- Ø Your teaching experience – lesson plans with reflections
- Ø Useful contacts – your colleagues, teachers, institutions, publishers, etc.
- Ø Further professional development – INSETT course providers, professional associations, conferences, etc.
- Ø List of professional achievements – exams, certificates, references, etc.
- Ø Dossier of your own materials

INSETT=in-service teacher training, tj. kurzy pro už učící učitele  
PRESETT= pre-service teacher training, tj. vlastně výuka na PdF