

# Teaching Portfolio

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

### Why Portfolio?

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.

Add certificates from extra seminars you have passed.

Portfolio will help you during your state exam in future.

### 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