

Planning a syllabus

Syllabus

- = A long-term overview
- = List of contents of a course in an order

Kinds of a syllabus:

- Grammatical
- Functional
- Lexical
- Based on skills work
- Based on topics or tasks
- Mixture of mentioned above

The Common European Framework (CEF)

- Published by the Council of Europe
- What learners need to **do**
- What they need to **know**

- The level students achieve will be respected in any other country

- Followed by **RVP** (National educational programme)
- And **ŠVP** (School educational programme)

Work plan

- = syllabus translated into a balanced and interesting series of lessons
- Work planned for a particular lesson
- How that fits into the week and the course

Work plan

Usefull also for:

- Teachers sharing with you
- Teachers substituting in case of illness

Kinds of work plan

- A skeleton work plan – general headings
(e.g. Tuesday: listening) brings balance
- A detailed work plan – what is to be done
(e.g. Present perfect simple, oral practice, Unit 7 B)

- You know you will be absent for a fortnight.
- Prepare a work plan for your colleagues to substitute.