

## Basic Classroom Instructions

Based on Gughes & Moate: *Practical Classroom English*, Oxford University Press, 2007, and Mothejíková: *Conducting an English lesson in English*, JK, 1992.

This document provides a basic set of classroom instructions and highlights the mistakes that Czech speakers often make. It is impossible to include all instructions in such a short document, thus, should you need more detailed lists, kindly refer to the above-mentioned books.

### Greetings

Good morning, everybody.

Good afternoon.

(!) ~~Good day.~~

How are you all today?

That's good.

I'm **glad/pleased/happy/sorry** to hear that.

I hope you all had a nice weekend.

### Taking the register

I'll take the register.

Let's see if everyone's here.

I'm going to call your names.

(!) ~~Rise~~ Raise [reɪz] your hand and say **'Here/Present'**.

Who's absent?

Is anybody **missing/away/absent** today?

(!) ~~Who's lacking.~~

Where's Mary this morning?

**What's wrong / What's the matter** with Mary?

Does anybody know where Mary is?

Does anybody have any idea where she is?

Is she absent or just late?

When will Mary be back?

Who wasn't here last time?

### Dealing with lateness

You're late.

Where have you been?

We started 10 minutes ago.

What have you been doing?

That's all right.

It doesn't matter. Let's get back to what we were doing.

Take **a/your** seat and we can get on.

Try not to be late next time.

### Starting work

It's time to start.

I hope you're all ready for your English lesson.

Take out your namecards and put them on your desks.

I'm waiting to start.

I'm waiting for you to be quiet.

We won't start until everybody is quiet.

Now we can get down to (some) work.

Put your things away, please.

(!) in the corridor, in the classroom

### Meeting a new class

Let me introduce myself.

Allow me to introduce myself.

Perhaps you're wondering who I am.

Let me tell you something about myself.

My name's ..., but I'd like you to call me ...

And what about you?

Can you introduce yourselves to me?

Can you tell your neighbor something about yourself?

I'm your new English teacher.

My name is ... and I'm a **trainee/student** teacher.

I'm the substitute for Mr Jones.

I'll be teaching you English this year.

I'll be teaching you on Tuesdays and Fridays.

We'll meet three times a week.

Our lessons start at 9.15 every Monday and Thursday.

From your **timetable/schedule** you can see we start at 11.15 on Friday.

### Starting something new

May I have your attention?

Look at me.

Don't **talk/chat/whisper**.

Let's speak English (, shall we?)

Let's **change/switch** to English.

**Say/Try** that in English, could you?

Now say the same thing in English.

Try not to use Czech.

Let me tell you this in Czech.

Now I'll **change/switch** back to Czech.  
Right everyone.

**Good/Fine/OK/Right.**

Let's move on (to something **else/different**).

On we go.

Now we'll do another exercise.

I want you to turn to page 13.

(!) Look at ~~the~~ exercise 3.

## Working in groups

Work in **groups/pairs**.

Get into groups. Three students in each group.

(!) ~~Find a pair~~

**Make a pair / Find a partner / Get into pairs.**

Could you **get into/make/form** groups of 3?

Work together with **a friend/your neighbour/the person next to you.**

You two together, you two, and so on.

Is there anybody **left over/on their own/without a partner?**

Could you work with Michael today?

## Distributing

Pass these handouts **along/round**, please.

Pass these to the back.

Take one and pass them on.

You can keep these handouts.

You can write on them.

Could you share one worksheet between two?

Has everyone got a copy?

Here you are. – Thank you.

(!) ~~please~~ (when passing something we say "here you are")

## Working with textbooks

Take out your books, please.

(!) Open your books at ~~the~~ page 49.

Look at exercise 5 on page 46.

Turn over the page. / Turn to the next page.

The exercise is

- at the (very) **top/bottom** of the page
- in the middle
- on the left/right

It's the second picture from the right.

Close your books.

Collect the homework (in).

Have you all handed in your tests?

## Making things clear

You have five minutes.

Don't spend more than 5 minutes **on/doing** this exercise.

Are there any questions (before we start)?

(!) Can I ask a question? ~~Can I have a question?~~

Has anybody got any questions about what they have to do?

Tell me in Czech what you have to do.

Let's do one together so you **get the idea/see what I mean**.

Look, like this.

Do it this way.

OK. You can start.

Off you go.

## Sequencing activities

To begin with, we'll check your homework.

First (of all), have a look at the text.

Next, read through the new words.

**As soon as/After/When** you have done that, you can continue with number 3.

Could you now take out your workbooks?

Last, try to do exercise 3.

Finally, I would like you to work in groups.

Just before we finish, let's talk about your test next week.

In half an hour we'll move on to your presentations.

## Stopping

Ok, everybody. Two more minutes.

(Just) a couple more minutes.

One minute **left/remaining/to go**.

Have you finished?

Have you **done/completed/managed** everything?

Right, that's enough.

That will do, thank you.

It's time for a change.

All right. Stop now.

Stop **writing/working**.

Your time's up, I'm afraid.

Put your pencils down.

We'll have a break.

## Taking turns

Who's going to start?

Take it in turns, starting here.

It's your turn (to read), Tim.

**You next. / You're next.**

Next (one), please.

## Responding to students

Yes / Good / Fine / Right.

That's right / (You're) quite right.

Correct.

Excellent / (That's) very good / brilliant

Well done.  
Almost right / That's almost it.  
You're **almost/nearly** there.  
Not quite (right).  
**Good/Nice** try.  
Think about it again.  
Are you sure?  
That's **a lot/much** better.  
No, that's wrong. / Not really. / Not exactly.  
You can't use that word here.  
Could be.

## Ending a lesson

### What time is it? / What's the time? / Do you have the right time?

It isn't time to finish yet.  
The bell hasn't gone yet.  
We have five more minutes.  
There are still two minutes to go.  
We still have a couple of minutes left.  
Carry on with your work.  
It's not worth starting anything else.  
There's no **point (in) / use (in)** starting a new exercise.  
For your homework, please do exercise 27.  
This is your homework for **tonight/today/next time/next lesson/Monday**.  
Finish off exercise 26 at home.  
Go through this section again on your own at home.  
There will be a test on this.  
You can expect a test on this.  
Don't forget about your homework.  
Do you remember what you have to do for your homework?  
(!) ~~homeworks~~  
Hand it in **tomorrow/by Friday**.  
Bring it to me no later than next Monday.  
The deadline for this work is next Tuesday afternoon (at the (very) latest).

(!) The two first lines.  
(!) **The first/The last/The next/The following**  
+ number + lines/pages...  
e. g. The first 2 pages  
(!) Look at ~~the~~ page 4, ~~the~~ exercise 5.

There's the bell, so we must stop working now.  
It's (about) time (for us) to stop.  
So, today we have practised asking the time.  
This time you have learnt how to write a letter.  
In this lesson we've begun a new unit.  
Let me just go over what we've done.  
We'll finish this next time.

We'll come back to this another time.  
There'll be more on this next time.  
Next time we're going to have a look at your projects.  
That's all for today.  
Wait a moment, please!  
I have something to tell you.  
Next time we'll meet in room 23.  
There's been a change of room for next week.  
We'll be meeting in room 19 instead.  
I'll see you in room 7 after the break.  
There won't be an English lesson on Friday.  
Goodbye, everyone.  
See you (soon), Daniel.  
See you next class.  
See you all again on Tuesday.  
(!) ~~We'll see.~~ (= I'll think about it)  
Have a nice weekend.  
Enjoy your holiday.  
Go out quietly.  
Try not to make any noise as you leave.  
Take **everything / all your belongings** with you.  
Don't forget your stuff.