**Guidelines for Designing Effective English Teaching Materials**

**Checklist**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Guideline N°** | **Name of the Guideline** | **Yes** | **No** | **Notes** |
| **1** | **English language teaching materials should be contextualised** |  |  |  |
|  | * Are the materials based on the individual needs?
 |  |  |  |
|  | * Do the materials take into consideration the culture of the learners?
 |  |  |  |
|  | * Is the topic meaningful?
 |  |  |  |
|  | * Do the materials keep the objectives of the curriculum
 |  |  |  |
|  | * Does the topic ensure production of the target language?
 |  |  |  |
|  | * Do materials focused on the experiences, realities and first language of the learners?
 |  |  |  |
|  | * Do materials considered learner´s previous knowledge?
 |  |  |  |
|  | * Do materials find the new angles for old faithfuls?
 |  |  |  |
| **2** | **Materials should stimulate interaction and be generative in term of language** |  |  |  |
|  | * Is the material clear for the learner?
 |  |  |  |
|  | * Do the materials reflect interaction and motivation?
 |  |  |  |
|  | * Provide situations to use the language for real communication purposes.
 |  |  |  |
|  | * Allow opportunities to generate new language and progress to proficiency and confidence.
 |  |  |  |
|  | * Have something to communicate.
 |  |  |  |
|  | * Have someone to communicate with.
 |  |  |  |
|  | * Some interest in the outcome of the communication.
 |  |  |  |
| **3** | **English language teaching materials should encourage learners to develop learning skills and strategies** |  |  |  |
|  | * Can students use this material outside the classroom?
 |  |  |  |
|  | * Provide metalanguage.
 |  |  |  |
|  | * Incorporate activities that encourage learners to assess their own learning and language development.
 |  |  |  |
|  | * Do materials use L1 and L2?
 |  |  |  |
|  | * Materials have exercises to explore learning styles and strategies.
 |  |  |  |
|  | * Teach strategies to overcome difficulties in communication (Rewording, use of facial expressions, use of body language)
 |  |  |  |
| **4** | **English language teaching materials should allow for a focus on form as well as function.** |  |  |  |
|  | * Allow students to focus on form and function.
 |  |  |  |
|  | * Encourage learners to be analytical and active.
 |  |  |  |
|  | * Provide opportunities for regulated practice.
 |  |  |  |
|  | * Provide opportunities for independent and creative expression.
 |  |  |  |
| **5** | **English language teaching materials should offer opportunities for integrated language use.** |  |  |  |
|  | * Give learners opportunities to integrate all the language skills.
 |  |  |  |
|  | * Give learners opportunities to integrate extra-linguistic factors. (Speech rate, tone, literacy, contact).
 |  |  |  |
| **6** | **English language teaching materials should be authentic.** |  |  |  |
|  | * Use original spoken and visual texts.
 |  |  |  |
|  | * Apply authentic tasks for students to perform with.
 |  |  |  |
|  | * L2 learners are exposed to unscripted language.
 |  |  |  |
| **7** | **English language teaching materials should link to each other to develop a progression of skills, understanding and language items.** |  |  |  |
|  | * Do materials have coherence?
 |  |  |  |
|  | * Materials are related with other skills that the teachers have done.
 |  |  |  |
|  | * Do the materials help learners to progress in specific learning goals?
 |  |  |  |
| **8** | **English language teaching materials should be attractive.** |  |  |  |
|  | * The materials providegood physical appearance.
 |  |  |  |
|  | * Materials present usability (enough space to answer, enough silence to allow thinking and responding).
 |  |  |  |
|  | * Are materials able to last enough distance?
 |  |  |  |
| **9** | **English language teaching materials should have appropriate instructions.** |  |  |  |
|  | * Instructions are clear, concise and efficient
 |  |  |  |
|  | * Use of metalanguage to make instructions concise and precise.
 |  |  |  |
| **10** | **English language teaching materials should be flexible** |  |  |  |
|  | * Materials allow teacher and students make choices.
 |  |  |  |
|  | * Materials are able to be used for other activities.
 |  |  |  |

NeilysCoffre

Delia Paola Flores

Eva Batista

John Guerra

Marcos Otero