

## **Steps of the Training Report**

Your report should include the following:

**INTRODUCTION:** (paragraph form without sub-titles).

- 1- Description of the school (name, location ,number of pupils and teachers, learning atmosphere.....).
- 2- Length of training.
- 3- The aim of training.

### **I- Training phase.**

**1- The observational phase:** (you just observe the teacher's way of teaching: what you have observed in all the session).

- a- State what you have observed exactly.
- b- Classroom management and atmosphere.
- c- Teacher's guidance and advice.
- d- Your impression.

**2 – The preparation phase:** (you may teach a part of the lesson; the teacher advises you and evaluates your way of teaching).

- a- State what you taught exactly.
- b- The errors you think you have committed.
- c- Teacher's guidance and advice

**3 - The application phase:** (you teach the whole session with the presence of the teacher and his /her evaluation; then, you may teach without his /her guidance).

- a- State what you taught exactly.
- b- The errors you think you have committed.
- c- Teacher's guidance and advice or the influence of the teacher's absence on your teaching.
- d- How did you manage your classroom, how was your classroom atmosphere, and what are the problems you have encountered?
- e- Was your manipulation of time effective?
- f- How was your pupils' level?
- g- What do you think about the textbooks, the teacher's guides, and lesson plans?

### **II – Instructional objectives:**

- a- Have you reached the intended objectives of each activity?
- b- Is it easy or difficult? Explain.

### **III – Motivation to teach:**

- a- Do you think that motivation to teach is very important? Way?
- b- How was your motivation to teach before and during training? Way?
- c- How is it training? Way?

## CONCLUSION:

- a- How has teacher training helped you develop the skills you need to become an effective teacher?
- b- Have you built your self-confidence as you learned about key teaching techniques?
- c- Do you think that the competency-based approach is an effective method of teaching in the middle / secondary school? Why?
- d- Has self- evaluation helped you to improve your teaching?

### N.B:

- All the previous questions have to be answered in a paragraph form without writing the question.
- Use double-spaced (02), Time New Roman, size 12, marginalization 2.54 + 1 for the binding.
- At the end of training, you should deliver:
  - 1- A **training copybook**, which ought to include the signature of the secondary school teacher and the seal of the headmaster/principal for each attended or presented lesson.
  - 2- A **report** about 05 to 10 pages, in which you describe your training experience following the steps stated above.
  3. A **lesson plan**, in which you describe the lesson(s) you presented.