



CONTENTS

PREFACE

v

CONTENTS

vii

CHAPTER 1 COMMUNICATIVE COMPETENCE

1

1.1	Communicative Competence	2
1.2	Theoretical Issues	3
1.3	Classroom Issues	7
1.4	Interpretation of Communicative Competence	12
1.5	A Classroom Model of Communicative Competence	14
1.6	Competence-Based Curriculum	16
1.7	Assesment of Language Competence	21
	1. Written test	21
	2. Performance assessment	21
	3. Attitude assessment	22
	4. Project assessment	22
	5. Portfolio	23

CHAPTER 2	TEACHING LISTENING	27
2.1	Selecting Right Materials in Teaching Listening	29
1.	Listening to a Live Conversation in Which One Takes No Part	30
2.	Listening to Announcement	30
3.	Listening to the News	30
4.	Watching the News on Television	30
5.	Listening to the Radio for Entertainment	30
6.	Watching Television for Entertainment	30
7.	Watching a Film in a Cinema	31
8.	Listening to Records	31
9.	Following a Lesson	31
10.	Attending a Lecture	31
11.	Listening on the Telephone	31
12.	Instruction	31
13.	Being Interviewed	32
14.	Getting Professional Advice	32
15.	Making Arrangement	32
2.2	Preparing Materials in Teaching Listening	32
1.	Sounds	32
2.	Stress and Intonation	33
3.	Organization of Speech	33
4.	Syntax and Vocabulary	33
5.	Pauses and Fillers	34
6.	Formal/Informal Language	34
2.3	Selecting Techniques in Teaching Listening	35
1.	Pre teaching	35
2.	While Listening	36
3.	Post Listening	37
2.4	Teaching Listening for Different Levels	38
1.	Blank Tape	38
2.	Recorded Material	40
3.	Use of Video in Listening Work	43

2.5	Evaluating Listening Skills	43
1.	Testing Phoneme Discrimination	44
2.	Testing Understanding Statement	44
3.	Testing Understanding of Short Dialogue	45
4.	Testing Understanding of Mini-talk and Language Dialogue	46
CHAPTER 3	TEACHING SPEAKING	49
3.1	Planning of Teaching Speaking	49
3.2	Preparing Materials of Speaking	54
3.3	Selecting Techniques in Teaching Speaking	56
3.4	Techniques in Teaching Speaking	61
1.	Ordering	62
2.	Remembering	63
3.	Miming	64
4.	Asking and Answering	64
5.	Describing and Drawing	65
6.	Discussion	66
7.	Role Play	67
8.	Completing a Questionnaire	67
9.	Fishbowl Technique	69
10.	The Great Debate	70
3.5	Teaching Speaking for Different Levels	71
3.6	Media in Teaching Speaking	73
CHAPTER 4	TEACHING READING	77
4.1	Selecting Right Materials in Teaching Reading	78
4.1.1	Interest	79
4.1.2	Exploitability	80
4.1.3	Readability	80
1.	Lexical Knowledge	81
2.	Background Knowledge	82
3.	Syntactic Appropriateness	83
4.	Organization	83
5.	Discourse Phenomena	84
6.	Length of Passage	84

4.2	Preparing Materials in Teaching Reading	88
4.2.1.	Intensive Reading	88
4.2.2.	Extensive Reading	89
4.3	Selecting Techniques in Teaching Reading	89
1.	Reading to Find the Main Idea	91
2.	Reading to Select Significant Details	92
3.	Reading to Follow Directions	93
4.	Reading to Answer Questions	94
5.	Reading to Make Summaries and Organize Materials	94
6.	Reading to Arrive at Generalizations and Conclusions	96
7.	Reading to Predict Outcomes	96
8.	Reading to Evaluate Critically	97
9.	Reading to Develop Skill in Acquiring Word Meaning	99
10.	Reading Longer Selections with Comprehension	102
4.4	Alternative Technique for Advanced Students	104
1.	Discussion Web	104
CHAPTER 5	TEACHING WRITING	105
5.1	Selecting Right Materials in Teaching Writing	106
1.	Structures	107
2.	Inflections	108
3.	Structure Words	108
5.2	Preparing Materials in Teaching Writing	109
5.3	Selecting Techniques for Teaching Writing	112
1.	Graphics	112
2.	Tracing Drills	112
3.	Drills	113
4.	Transcription Drills	113
5.	Spelling	113
6.	Completion	114
7.	Transliteration	114
8.	Dictation	114
9.	Composition	114
10.	Conversion	115
11.	Word Jumbles	116

12. Alteration	116
13. Matching	116
14. Sentence Composition	116
15. Caption Writing	117
16. Sentence Translation	117
17. Composition Tables	117
18. Paragraph Writing	117
5.4 Teaching Writing for Different Levels	118
1. Writing through a Postcard	119
2. Writing through Dictations	120
3. Writing through Newspaper Headlines/Articles	121
5.5 Alternative Techniques for Advanced Students	123
1. Fast Write	123
2. Brain Write	124
5.6 Media in Teaching Writing	125
1. Contextual Media	125
2. Formal Media	125
CHAPTER 6 TEACHING INTEGRATED SKILLS	129
6.1 Preparing Right Materials in Teaching Integrated Skills	132
6.2 Types of language syllabus	132
1. A grammar or structural syllabus	132
2. A notional or functional syllabus	133
3. A situational or topical syllabus	134
4. A skill-based syllabus	135
5. A task-based syllabus	136
6. A content-based syllabus	137
9.3 Selecting Techniques for Teaching Integrated Skills	142
1. Dialogue	142
2. Role-Play	148
3. Full Immersion	150
4. Semi Immersion	150
5. Content-Based Syllabus	150

116	6.4	Alternative Techniques for Advanced Students	151
116	1.	Gallery Walk	152
116	2.	Jigsaw discussions	153
117	3.	KWL: Know, Want to Know, Learned	154
117	4.	Think-Pair-Share	155
117		REFERENCES	157
-0000-			
118	3.4	Teaching Writing Skills	93
118	4.	Reading Writing Skills	94
119	5.	Reading Writing Skills	94
120	6.	Reading Writing Skills	96
121	7.	Writing Skills	96
123	8.	Alternative Techniques for Advanced Students	97
123	9.	Reading Writing Skills	99
124	10.	Reading Writing Skills	102
125	4.4	Alternative Techniques for Advanced Students	101
125	1.	Discussion	101
125	2.	Formal Media	105
125	3.	Informal Media	105
125	4.	Teaching Writing Skills	107
132	5.1	Preparing Right Materials in Teaching	101
132	2.	Structure	101
132	3.	Structure	101
132	5.2	Preparing Materials in Teaching	109
132	1.	A grammar of structural syllabus	112
133	2.	A functional or situational syllabus	112
134	3.	A situational or topical syllabus	112
135	4.	A skill-based syllabus	113
136	5.	A task-based syllabus	113
137	6.	A content-based syllabus	113
137	7.	Spelling	113
142	9.3	Selecting Techniques for Teaching	117
142	1.	Dialogue	117
148	2.	Role-Play	117
150	3.	Full Immersion	117
150	4.	Semi Immersion	117
150	5.	Content-based Syllabus	117
150	6.	Content-based Syllabus	117
150	7.	Content-based Syllabus	117
150	8.	Content-based Syllabus	117
150	9.	Content-based Syllabus	117
150	10.	Content-based Syllabus	117
150	11.	Content-based Syllabus	117