

## Introduction to the activities in this book

The aim of this book is to provide teachers with practical resources which can be used in class, if necessary at short notice, and to create opportunities for students to review topics of EFL and ESOL study, through materials which can be utilised in any number of various ways.

It is not intended as a curriculum of activities, but as a useful bank of supplementary and review worksheets. The more materials a teacher has available, the better: students need a lot of feeding... with immeasurable portions of continual consolidation.

### How to use this book

The book has been designed to combine the benefits of a lightweight pocket book with ease of photocopying: all the worksheets enlarge directly to A4 size, and once you have made a single copy it is easy to make extra adaptations or use that as a master to photocopy a class set.

Materials have been grouped by language skills, in generally ascending level of difficulty, with a teacher's notes page to accompany each related set of worksheets.

Prominent boxes at the top of teacher's notes pages show when a worksheet has a particular link to another resource within a different section, while specific grammatical topics can be located immediately via the index.

As well as giving tips for less experienced teachers, the notes pages offer guidelines for all the teaching materials included, and list answers for activities where appropriate, whilst maximising the ratio of worksheets to notes.

Throughout the book, ideas are included for adaptations of the resources for students of different levels, and teachers are encouraged to add to the worksheets as they see fit: allow this book to inspire you to experiment, and to grow in teaching creativity, as you tailor these materials to the needs and context of your own students.

### No Limits

The beauty of designing resources is that other teachers may use them in a completely different way to the one who designed them – and so there are no limits to the ways these worksheets can be used.

Experienced teachers using this book will be able to find their own ways of using these materials, and I realise some will use these resources as a last-minute stopgap when they are thrown into a class they have not had time to prepare for; if so I am glad to have helped in this way!

### Unlimited

New teachers will also be able to gain a full understanding of the intentions behind the materials, enabling them not only to use those worksheets which are applicable to their setting, but also to be inspired to make their own resources.

This book suggests aims, techniques, and formats which can be adapted to the language and vocabulary being taught in any classes of any size, any age and any level.

The strength of these worksheets is not in colourful pictures and complicated design: any one of these pages could be re-created on a word processor, but they are a collection of proven teaching techniques and methods which I share with others just as others have shared their ideas with me.

I trust that people will be able to pick and choose from these materials as they please, and where there are shortcomings, they will be able to reproduce unlimited and newly-improved versions of the materials for their own classes.

This book will have served its lasting purpose if it sparks off ideas, which are the unlimited aspect of English teaching. Teaching should never be boring!

Dan Lamb, 2007