WORKSHEET 1: REVIEW - USING TECHNOLOGY IN TEACHING AND LEARNING

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| NO | Topics | Key points |
| 1 | Reasons to use technology  | 1. Addressing different learning styles of students
2. Boosting motivation
3. Enhance learning
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| 2 | Benefits of using technology | 1. Before:
* Previewing the materials
* Giving pre-assignment
1. During:
* Engaging students
* Immersing students
* Interact/collaborate
1. After:
* Reviewing
* Apply
* Explore beyond classroom
* Assessing learning outcomes
 |
| 3 | Shifts/changes in the 21st century learning | 1. Learning skill is power
2. The class goes with the learners
3. Learner learns from many sources
4. Learner researches materials
5. Holistic learning is enhanced
6. Publish assignments for real and larger audience
7. Collaborate for better learning
 |
| 4 | Learning Strategies that integrate technology | Strategies: (Rebecca Oxford)1. Cognitive strategies
2. Meta-cognitive strategies
3. Affective strategies
4. Memory-related strategies
5. Compensation strategies
6. Social strategies
 |
| 6 | Teaching techniques | 1. Word Clouds for brainstorming
2. Using short video to introduce context and gain attention
3. Vocabulary building assignments
4. Photo shooting and describing --- upload to social media
5. Information search and sharing to learn about a certain topic
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WORKSHEET 2: EFFECTIVE TEACHING AND LEARNING

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| No | Observation | Sights () and sounds () in an effective class |
| 1 | Teacher |  |
| 2 | Learner |  |
| 3 | Classroom |  |

WORKSHEET 3: Discussion Questions

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| 1. How do you define a good lesson? |

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| 2. What should we (teachers) do to develop a good lesson? |

WORKSHEET 4: INSTRUCTION STEPS

Reorder the following steps of instructions by Robert Gagne from the first to the last.

1. Provide “learning guidance”
2. Assess performance
3. Present the content
4. Gain attention
5. Enhance retention and transfer to the job
6. Inform learners of objectives
7. Elicit performance (practice)
8. Stimulate recall of prior learning
9. Provide feedback

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| Step 1 |  |
| Step 2 |  |
| Step 3 |  |
| Step 4 |  |
| Step 5 |  |
| Step 6 |  |
| Step 7 |  |
| Step 8 |  |
| Step 9 |  |