

Recycling Saves You Time.

Wait, Recycling?

Why work twice? All of your worksheets, brainstorm sheets, presentation aids, and even family photos and personal stories can pull double duty. Read on for a few time-saving methods that deliver rich content with your personal touch. How else can you apply “recycling” at your school?

Looking Back

Review semester goals and topics with old work and lesson materials.

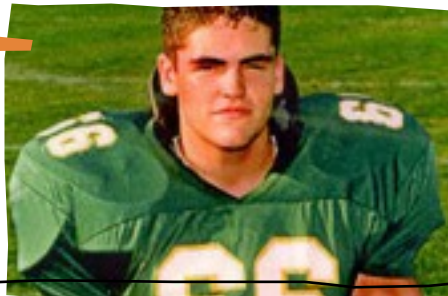
- Great time to provide additional notes
- Not actually a lazy thing to do
- Pretty easy to put together



School Daze

Talk about your own school experience

- Provide your pictures for full effect
- Show us a game from *your* sports day
- Consider clubs, trips, food, and clothing
- Seriously, pictures go a long way



Holidays Around the World

Grab a picture of your friends off of facebook, try to explain why they are wearing those hats.

- Easily shared between schools
- Birthday Parties work well, too



Minami Ward Presents

Newsletter & Bulletin Board Recipes



Eight Recipes Fit for
Newsletters and Bulletin
Boards of all levels

Reaching Beyond the Classroom

Have questions or suggestions? Please send them via school mail to 内谷中.

Everyone knows the value of a cool newsletter, but who has time?

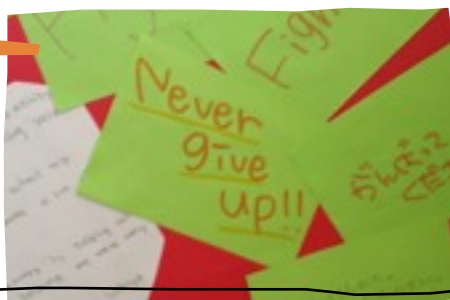
Consistent and easily adapted, these “recipes” turn questions into discussions, interviews into stories, and sheets of paper into a voice. By using material and concepts directly from our lessons, you are truly growing the ECAD environment beyond the classroom, and into the community. Also, it takes a lot less time than writing original articles!

Get started with these ideas from Minami Ward Group, start off easy, and get ready to swap results and stories with your friends.

One Minute Board

Give an extra piece of paper during comment for student ideas to jump out of the classroom.

- You can use this for any lesson
- Small size allows for creative layouts
- Use markers for clarity



Lesson Advertisements

Do you have a worksheet from the future? How about a phrase or question? Keep it simple, pique their interest, and spread awareness.

- Promotes upcoming lessons
- Great for filling up a small space



A note about bulletin board location: Many school are not expecting ALTs to ask for space, so be willing to take what's available, and build forward into the future. You can often find good space for a boards or messages in stairways, on pillars between classrooms, and tacked on to the wood frames around school windows. Still looking for space? Try magnet-backed clear files on metal walls and doors!



The Big Interview

Grab someone, ask ten simple questions.

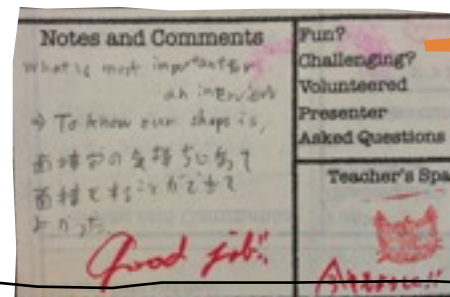
- Great for the start of the year
- Syncs with lesson 2-13 “Our Teachers”
- Fantastic for building relationships
- Appropriate for Guest/Student Teachers



Class Snapshots / Highlights

Include student work. A little recognition goes a long way towards building relationships.

- Doesn't have to be the most special!
- Speech / Brainstorm notes are great
- Coordinate with the HRT for extra points



Everyone Loves a Survey

Open questions provide survey data about your students, as well as your lesson. Use them.

- Directly engages students
- Can be used as a voting mechanism
- “What's most important in/for/about ~?”

Your school probably has five or more newsletters already in circulation. Maybe you can work together? Please ask your Vice Principal, 1st, 2nd, or 3rd year coordinators, the school nurse, the librarian, and perhaps your school counselor or さわやか teacher.

Always, Always, Always, Make Time for HOURENSOU

Newsletter and Bulletin Boards Recipes in Detail

One Minute Board

1. Cut (or find) scrap A6 size pieces of paper. Provide these to each student.
2. Set the task - “Write today’s comment on this card” or “Tell me your dream (here)”
3. Display these on your board or retain for use in school publications.

Option - Place a large sheet of paper on a desk at the front of the room and place several glue sticks with it. Ask students to paste their cards to the paper as they leave.

Lesson Advertisements

1. Choose a question, word, phrase, or worksheet from a future lesson.
2. Display these or use them in a publication. (You may wish to include the title as well)

The Big Interview

1. Make a short list of questions based - look at upcoming lessons for inspiration.
2. Ask the interviewee’s permission for the interview.
3. Display the results or use them in a publication.

Class Highlights

1. Collect student’s work after presentations, interviews or group work lessons.
2. Display them or use them in school publications.

Everyone Loves a Survey

1. Make a simple survey form and use it during feedback or the communication activity.
2. Have groups tally the results and collect them.
3. Use the data for displays or publications.

Option - More simply, ask a single open question; collect data via their comments.

Looking Back

1. Keep left over worksheets and lesson materials in a safe place.
2. At the start/end of a term, use it for displays or publications.

School Daze & Holidays Around the World

1. Dig up a picture of yourself as a student and write a simple description of it.
2. Use for display or a publication.

Option - Ask other teachers to join you. It always gets a laugh.

ANYTIME you’d like to try one of the projects here you **MUST** have the approval of the school. HOURENSOU makes that possible.

HOU for Houkoku (報告) = Report

REN for Renraku (連絡) = Contact

SOU for Soudan (相談) = Consult

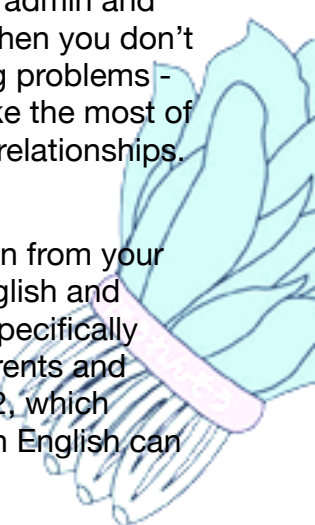
1. **Report** your plan completely, without surprises. Your school can give you their consent only if you provide clear information. What is the actual text you’ll be using? Where? When? How often? Use the Q&A section of your curriculum book, starting on page 318, to help you and your administration in making these decisions.

2. **Contact** your school admin just as any other teacher would - with tact and patience. Don’t expect an immediate answer; your request is taken seriously, and serious things take time. For Bulletin Boards- Make sure you check with their owner before you put something up!

3. **Consult** with your ECAD coordinator, your JAT, your admin and teachers when you have questions or concerns, and when you don’t have questions or concerns! It’s not just about avoiding problems - consulting develops relationships and builds trust. Make the most of this opportunity, listen and respond, and develop your relationships.

A Last Word

The key is to start early in the year. Use the Q&A section from your Curriculum (p318) to get started. It’s written in both English and Japanese. Of particular use is page 329, which deals specifically with using school publications to promote ECAD to parents and members of the community. Another useful page is 342, which discusses the roles that teachers of subjects other than English can play. Good luck, and remember your HOURENSOU.



Selections from Minami

