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Write for the next ELT Ireland Bulletin!

11 ideas for getting yourself published

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Welcome to the third ELT Ireland Bulletin!

by Dr. Lou McLaughlin (President of ELT Ireland)

2016 saw ELT Ireland visiting new part of the country with our ELTed (Education & Development) Event in Waterford in October, hosted by Joe Brennan and the Waterford English Language Centre. We also revisited parts of the country when ELTed went back to Limerick in May 2016, hosted by Mary Immaculate College. Both of these events were extremely successful and furthered connections around the country. As always, the recordings of these sessions are available on the ELT Ireland website www.elt-ireland.com

Our Manager Meet-ups have really taken root this year, covering topics such as Quality Assurance, Timetabling in a busy school and Inspections. A number of schools hosted these meet-ups, including CES and Frances King School of English, allowing for managers, administrators, and directors of studies to share ideas and best practice. We are looking forward to changing the format of these meet-ups in 2017 to provide the opportunity for more input from those attending.

In 2016, for the first time, we introduced a travel scholarship to attend the IATEFL Annual Conference. This was won by James Duggan who attended the conference and wrote a short piece on his experience there. Both Lou McLaughlin (President) and Peter Lahiff (Events Coordinator) were also in attendance at both Associates Day and the conference itself, making use of the chance to share the work of ELT Ireland and gain ideas from other IATEFL Associates who were also in attendance. The scholarship scheme is also running again this year for the second time and we are looking forward to giving another ELT Ireland member the opportunity to attend the conference.

Our 3rd annual conference will be taking place in Griffith College on 18th and 19th of February 2017. The theme this year is "Looking forward in ELT" and we are looking forward to welcoming our plenary speakers Scott Thornbury, Silvana Richardson and Dr Anne O'Keefe. We will also be hosting a large number of other speakers from home and abroad and we hope to see you all there.

Membership of ELT Ireland continues to grow and we have added an Institute members page on our website where their logos can be displayed. We also introduced the Associates Member option which is extended to all non-teaching organisations that support us in our mission to develop English language teaching support network in Ireland. In 2016 we welcomed QQI and Trinity College London as our first Associate Members. This year, as before, we have had a number of committee member changes. We would like to extend our thanks to those committee members who stood down during the year, Louise Guyett (Publications Officer) and James Gaffney (Newsletter editor). We are delighted to welcome Ben Dobbs (Newsletter editor) and Laura O'Grady (Publications Officer) to the ELT Ireland committee.

As President of ELT Ireland, I would like to thank you all for continued support, commend the committee for working tirelessly throughout the year to bring you so many worthwhile events and, as always, am looking forward to growing our membership in the year ahead.

All the best, Lou.



ELT Stand at the QQI Enhancement Event in November 2016

Pic by ELT Ireland

Meeting Up with managers

by Joanne Mitten (Communications Officer)

The Manager Meet-Up is an event that encourages school and academic managers to come together and share tips and advice on various topics, such as teacher development, quality assurance, time management and more. It allows managers to make connections outside their institutions and gives them a forum in which to discuss any day to day challenges they may face.

Running since June 2015, the Manager Meet up takes place 3 times a year and has been structured as a discussion forum where ideas are thrashed out, then shared with the group. In 2017, ELT Ireland would like to invite members to propose topics and tasks, and help facilitate the meet ups. So if you have a topic or aspect of management that you feel needs exploration, get in touch at info.eltireland@gmail.com.

Newsletter know-how

by Ben Dobbs (Newsletter Editor)

"If you want to keep up to date with all of ELT Ireland's activities, find out more about events in the wider world of ELT or need for ideas for your classes, make sure you sign up to ELT Ireland's newsletter. This will reach you inbox every two weeks at 8.00 am Irish time on a Monday morning - perfect to review on your way to your first lessons of the week.

In the newsletter, you'll get updates on ELT Ireland's annual conference, manager meet-ups, ELT Chinwags and all the other things we've got going on. Also included are links to resources and webinars, and details of international conferences you might wish to submit speaker proposal to or attend yourself. We are always keen to hear from you too. If you want to subscribe, e-mail info.eltireland@gmail.com and we'll add you to the list."

Recipe for a good ELTed talk

by Peter Lahiff (Events Coordinator)

We have now run eight of these Education and Development events around the country, at least three a year, in Cork, Limerick, Galway, Dublin, and, most recently, Waterford. The next one will be in Cork on the 1st of April so here is some advice for anyone thinking of putting a short talk forward. For inspiration, start by taking a look at the talks that are already on the ELT Ireland website or at the TED talks which were the inspiration.

After watching a number of talks you will notice that they usually follow a reliable recipe. I can reveal here the steps you should follow. Begin by describing the background to the topic. This usually means talking about the context you work in and what kind of experience you have. Then you go on to describe the problem you wanted to solve or your inspiration for trying something new. Next you should explain how did you made it work in practice. The talk should be practical, and look at what was done, rather than focusing on what should happen or what might work. After that give an account of how the students and / or teachers reacted to it. Finally your audience will want to know what advice you have for others who might try something similar.

Whether you are a teacher, manager or administrator, the talk should be something based on your own direct experience of ELT. It can be an idea that you borrowed

from someone else, duly credited, and then implemented in your own context. Think of your talk as a story that comes out of who you are, the context you work in, and the sort of people you work with. It is important to describe that background briefly before getting into the nitty gritty. You can allow the human side to come out in the story, both your own and that of your students or the teachers you work with.

All you need to do to get started is email us at info.eltireland@gmail.com to say you are interested. You don't need to be an experienced conference speaker. We will help you develop your idea and give you suggestions on how to present it. Get cooking!



Ben Dobbs speaker at ELTed Waterford in October 2016

Pic by ELT Ireland

Acknowledgements

by Laura O'Grady (Bulletin Editor)

2016 was a very exciting year for everyone with the publication of our second issue of the ELT Ireland Bulletin. This issue saw us covering a range of topics from dealing with the turbulence of doing the DELTA to being your own boss. Our second issue was a huge success being well received by all our members, contributors and reviewers.

2017 hopes to recreate that excitement! We started off with our Article Writing Forum in June hosted by ATC Language School in Dublin. This saw the coming together of ELT professionals, working together to generate interesting content for our third issue and they didn't disappoint! Our Third issue would not be here without the contributions from our writers, the advice and support from our reviewers and the ELT Ireland team. I would like to thank our reviewers, Stephen Bruce, Christopher Farrell, Colette Godkin and Louise Guyette for their unwavering commitment to the reviewing process. I would also like to thank ATC Language Schools who kindly offered to host our Article Writing Forum.

To all the potential ELT writers I would like to say, being a writer allows you to reflect on your practices, allows you to sit still and think, it encourages you to develop your skills and to share your invaluable knowledge with others. So, if you are interested in contributing to our fourth issue contact us at info.eltireland@gmail.com. Many thanks to all.

Write for the next ELT Ireland Bulletin!

by Laura O'Grady (Bulletin Editor)

The ELTIB is an annual publication of ELT Ireland which aims to promote learning, development and best practice through shared knowledge and experiences among ELT teachers, academic managers and administrators. Its primary readership is the ELT Ireland membership which comprises professionals with an interest in any aspect of English Language Teaching in Ireland.

The ELTIB invites articles on a wide range of topics related to English language teaching, management and administration. Each issue aims to reflect contributions from practitioners working in all parts of the profession. It is advisable to contact the Editor with a proposed title and outline of the content of your article before submission in order to check its potential suitability for a forthcoming issue.

We particularly welcome articles that are clearly structured and easily accessible. Please include definitions of any terms you use that may not be familiar to all readers. If you refer to theoretical principles and concepts, please ensure that their relevance and application to classroom practice is clear. Articles that are practical are especially welcome including lesson ideas and tips.

To make sure you are ready for next year, here is a month by month outline of how the ELT Ireland Bulletin is put together.



The Article Writing Forum is an annual gathering for brainstorming ideas for potential articles and is open to all members.

Pic by ELT Ireland

EDITING PROCESS FOR THE ELT IRELAND BULLETIN

JUNE

Proposals coordinated through AWF

Public call inviting article proposals by email

Engage with authors on development of proposal agree title and word count and suggest images

SEPTEMBER

Submission deadline set

Submission of article by deadline.

Remove any identifying information and pass to reviewer.

OCTOBER

Using review criteria the reviewer produces a report and recommendation.

If necessary writers given suggestions from report and given an opportunity to revise.

NOVEMBER & DECEMBER

Revised article re-submitted and checked against the report. Returned if revisions have not been done.

Article passed to editor for proofing

JANUARY

Design and layout of the Bulletin

Bulletin submitted in PDF format for printing.

Printed edition presented at annual conference.

11 ideas for getting yourself published

by Peter Lahiff (Bulletin Design & Layout)

We hope the for many the ELT Ireland will be a first step for Irish ELT Ireland professionals bringing their ideas to a wider audience. Here are some ideas to help you to take the first step towards writing for this publication and others.

1. Reading blogs and commenting on them is also important for sparking ideas. Contributing to Twitter chats like #eltchinwag are also a great place for getting the creative juices flowing. It also helps when it comes to pitching something that your name has come up before in these contexts.

2. If you haven't done much of it recently blogging will stretch your writing muscles. Pick a small thing that happens in class and then build it up. It can be anonymous and unprompted, but the exercise of writing for an audience will get you thinking along the correct lines.

3. Find a magazine or journal that you like and become familiar with the format and style of their articles. That way you will know how to write your article when the time comes.

4. Advice about the writing process

- Write about something you know and are interested in - you'll be more enthusiastic in the writing process that way.

- First getting ideas down on paper. A blank page can be intimidating. Keep adding one word to another until you have filled it.

- Then redraft until you have smoothed all the rough edges. Be careful with complex multi-clausal sentences, make sure your reader will be able to make sense of them. Watch out for repetition of the same phrasing, we all have our favourite formulas, but take care not to overuse them. Don't overuse pronouns, it is easy for the reader to lose track of the references.

- Leave it a few days at times and come back to it again and reread as if you were reader and not the writer.

- When you think you are finished print it out and read it one more time.

5. Think how you can approach this topic from a different angle if it's something that has been dealt with before.

6. Before you even start writing, write to the editor of your chosen publication. Tell them you have an idea for an article and would like to write it for their publication. Give an outline of the article you'd like to write.

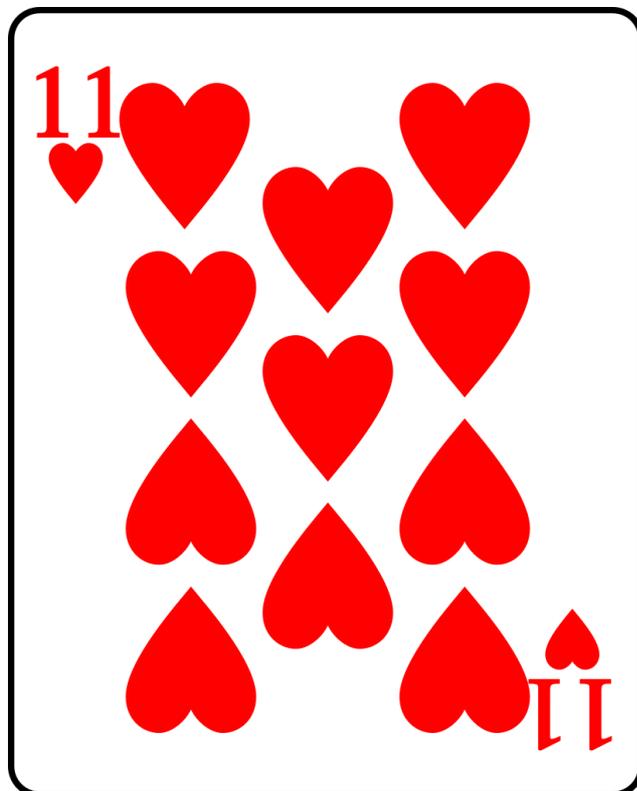
7. Alternatively, write to the editor and ask them what type of articles and topics they need. They often receive articles on the same topics and have areas that they really need new material on.

8. The editor will then come back and say that they like your idea and it's something they're interested in. They will then give you guidelines on length and style of the article and discuss images and diagrams with you.

9. Once you have submitted your article, sit back and wait! The editor will have loads of submissions to get through. When they do send it back, they will probably ask you to change a few things and rewrite parts. If this happens, you should be happy as it means they want to use your article, but want to make it as clear as possible and fit the space on the page. It means they are investing time and energy because they think your article has potential and they would like to publish it.

10. You will be asked to sign a contract for copyright purposes saying that it is all your own work, you have referenced and credited others' work/ publications correctly and that you have not or will not publish the same article anywhere else.

11. It can be a very long time, six months to a year, before they might publish your article. They have a queue of them and have to make things fit. You will be notified when your article will be published.



Play your cards right and you could get published here and elsewhere.

Pic by Wikimedia

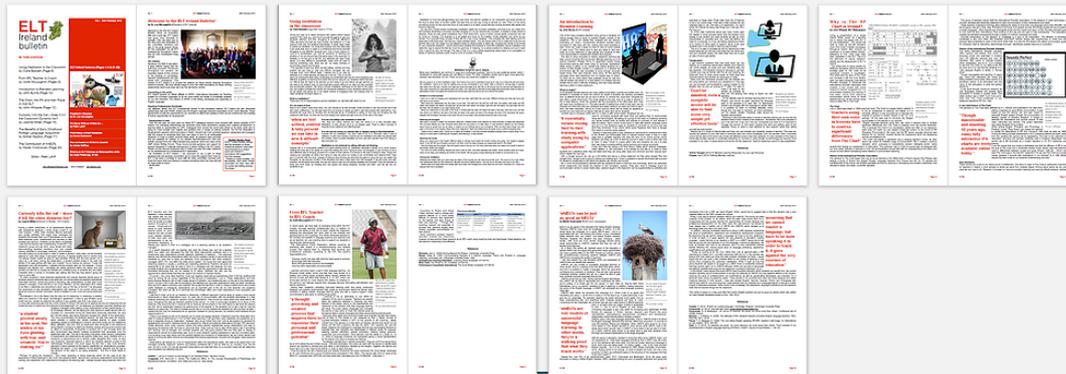
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ELT Ireland Bulletin Archive

For information about contributing to the next edition [click here](#)



ELT Ireland Bulletin No. 1 | February 2015



Editions are added to the archive 6 months after publication and distribution to members.

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