


STEP-BY-STEP GUIDE

LET'S TALK! ENGLISH

How to use the Let's Talk! English curriculum:

STEP 1	WHAT IS IT?	HOW DO YOU USE IT?
<p data-bbox="100 531 488 594">Upload the Let's Talk! English content into a <u>new</u> class.</p> <p data-bbox="110 657 475 688">COURSE & CLASS CREATION</p> <p data-bbox="74 709 94 737">A</p> 	<p data-bbox="548 489 1013 583">The content is made to be uploaded as a whole course at one time into an empty class.</p> <p data-bbox="548 611 932 705">Think: What overarching <i>courses</i> am I teaching?</p> <p data-bbox="548 732 911 795"><i>For example:</i> I am teaching English Level 1.</p> <p data-bbox="548 823 980 917">Think: When am I teaching English Level 1 <i>classes</i>?</p> <p data-bbox="548 945 995 1039"><i>For example:</i> I have English Level 1 classes during Hour 4 and Hour 6.</p>	<p data-bbox="1063 489 1555 583">A Go into the HUB and create your overarching courses and the classes under those courses.</p> <p data-bbox="1063 611 1555 716">B Pick a class and upload the correct content language/level into the new, empty class*.</p> <p data-bbox="1063 743 1528 869"><i>*If you try to upload the premade activities into a class where you already have students and/or activities, it will not work.</i></p>
<p data-bbox="170 1014 418 1045">UPLOAD CONTENT</p> <p data-bbox="74 1066 94 1094">B</p> 	<p data-bbox="548 1066 980 1161"><i>Whatever you do in one class, will be done in the other class(es) under the same course for you.</i></p> <p data-bbox="548 1188 1013 1346">Therefore, if you add the content into Hour 4 of English Level 1, the content will also automatically be added into Hour 6 because they are in the same English Level 1 course in the HUB.</p>	
<p data-bbox="250 1377 339 1409">STEP 2</p> <p data-bbox="126 1476 461 1507">Learn the chapter topics.</p> <p data-bbox="131 1587 456 1619">CURRICULUM OVERVIEW</p>	<p data-bbox="548 1419 902 1451"><i>(Introduction pages XI and XII)</i></p> <p data-bbox="548 1476 1024 1696">This book is one language level and is broken up into six themed chapters that are divided into three sections. Each section has overarching vocabulary and grammar. Students work on all skills of language: reading, writing, listening, and speaking.</p> <p data-bbox="548 1724 1024 1906">If you are using this as a supplemental resource, this is where you can try to align your topics to match this resource. Based on which topics align, you can decide which type of activities you wish to use.</p>	<p data-bbox="1063 1419 1555 1514">If you are using this as a full curriculum, follow the Teacher Handbook front to back.</p> <p data-bbox="1063 1549 1528 1738">If you are planning on using LTE as a supplemental resource, find your teaching topic on the curriculum overview. Go to that chapter in the Teacher Handbook and take note of the grammar listed.</p> <p data-bbox="1063 1774 1544 1900">If your students do not know that grammar yet, you can either teach it to them, modify the activities, or take out the activities that use that grammar.</p> <p data-bbox="1063 1936 1555 2030"><i>Advanced SmartClass users can even change the instructions or add additional instructions in the instruction box.</i></p>
		

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STEP 3

Understand the flow of the chapter.

CHAPTER INTRODUCTION



WHAT IS IT?

(Intro to Chapter page of every chapter)

The three **Vocabulary** sections focus on activities around the overarching chapter topic.

There are one/two **Grammar** concepts per section that pertain to the chapter topic.

The **Conversation** activities are a culmination of each vocabulary section theme with 1-2 partner/group activities.

Each section has a **Reading** and activities that focus on the vocabulary and/or grammar from the chapter.

The **Let's Talk!** section focuses on authentic language used by native speakers.

Each chapter ends with a **Review/Assessment** section to test your students on what they learned.

HOW DO YOU USE IT?

Familiarize yourself with the layout of the chapter. This will help you learn the section topics that best align with what your students are learning.

Find the page numbers to help you easily navigate the chapter.

STEP 4

Learn about culture in the English-speaking countries.

INTRO TO CULTURE



WHAT IS IT?

(Intro to Culture page of every chapter)

The Intro to Culture page introduces your students to different cultural aspects from one of the English-speaking countries.

A1 = United States of America
A2 = United States of America
B1 = England
B2 = Canada

HOW DO YOU USE IT?

At the start of every chapter, you can have your students read the Intro to Culture information in the **HUB**. There are always two internet search activities that invite your students to dive deeper into that particular aspect of culture. You can choose to discuss the findings of these internet searches as a class.

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STEP 5

Look over the chapter vocabulary.

CHAPTER VOCABULARY LIST



WHAT IS IT?

(Intro to Vocab page of every chapter)

This list is in the **Teacher Handbook** towards the front of each chapter. There is also a copy in the ***Vocabulary Resources** folder at the very bottom of the course in the **HUB**.

For your students, it is a viewing activity in the **HUB** at the beginning of each chapter section.

The vocabulary lists and grammar charts have been compiled into a **Student Resource** file. You can find that resource here: **Additional Resources Let's Talk! English**.

<https://faq.robotel.com/knowledge/AdditionalResources>

HOW DO YOU USE IT?

Use this as the full vocabulary list if this is your full curriculum. It is broken down into three sections and each section focuses on the vocabulary within that section.

If this is a supplemental resource, compare the vocabulary words here with which words they already know and the words you may need to teach your students.

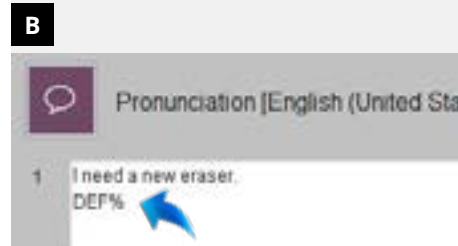
STEP 6

Take a closer look at the vocabulary section.

VOCABULARY ACTIVITIES



PRONUNCIATION - FLASHCARDS



WHAT IS IT?

A You'll notice the first four activities are the same in every chapter in a level. This allows the students to focus on learning the vocabulary needed to complete the activities.

The rest of the activities naturally progress in rigor and use a wide variety of templates to keep your students engaged.

HOW DO YOU USE IT?

Pay attention to the **Pronunciation - Flashcards** and **Text Match** activities in the beginning of each section as they need additional information from you in the **HUB** prior to being assigned to your students.

B For all Pronunciation - Flashcards activities: In each text box, write the translation of the vocabulary word or phrase in your language after the DEF%. Now, if students click on the definition button, they will see the vocabulary word or phrase in their language.

For example:

You see: the word "the eraser" and an image on the PDF

You read:

I need a new eraser.

DEF%

You type:

DEF% *das Radiergummi*
 (the eraser in your language)

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STEP 7

Take a closer look at the “Let’s Break It Down” charts in the grammar section.

LET’S BREAK IT DOWN CHARTS



WHAT IS IT?

There are one or two grammar concepts per section. The grammar topic is explained with the **Let’s Break It Down** charts for you and your students.

HOW DO YOU USE IT?

These charts are added in the **HUB** for students in the same place that you see them in your **Teacher Handbook**.

If your students have not learned a grammar concept yet, you need to teach the information on the chart. The charts are provided as they directly affect the activities that follow them.

The vocabulary lists and grammar charts have been compiled into a **Student Resource** file. You can find that resource here and supply your students with these charts to have while doing the activities: **Additional Resources Let’s Talk! English**.

<https://faq.robotel.com/knowledge/AdditionalResources>

STEP 8

Take a closer look at the “Cultural Notes” and “Language Tips.”

CULTURAL NOTES

A



WHAT IS IT?

Throughout the chapter there are additional **Cultural Notes** to provide students an opportunity to learn even more about the culture in English-speaking countries pertaining to the theme of the chapter.

HOW DO YOU USE IT?

These notes and tips can be found in the **Teacher Handbook** or as viewing activities in the **HUB** for students.

There are also **Language Tips** that relate to the chapter theme to help the students talk further about the topics.

Sometimes these additional notes or tips will need to be used to give correct answers in activities.

LANGUAGE TIPS

B



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STEP 9

Take a closer look at the games.

GAME PROMPT IN BOOK

A



GAME SHEET

B

SEARCHER WORDS				
the cabinet	usually	the curtain	the sink	the bathroom
the hallway	the station	to do the laundry	the washing machine	the kitchen
the refrigerator	the fridge	to water the plants	the bathtub	bathtub
to clean the house	to dust off	the rug	the yard	the night
to take out the garbage	the cupboard	to look after	outside	outside

WHAT IS IT?

Games are included to your students with either the memorization of vocabulary or the understanding of a grammar concept. In the earlier levels, there may be more than the normal two games per chapter.

Games are usually found at the end of vocabulary section 3 so you can use them to prepare your students for the Review and Assessment for the chapter.

HOW DO YOU USE IT?

You can find the **Game Sheets** resource here and print off the sheets as needed: **Additional Resources Let’s Talk! English** <https://faq.robotel.com/knowledge/AdditionalResources>

Read the instructions for each game at the beginning of the **Game Sheets** resource. Then, explain it to your students.

*The game sheets are not in the **HUB**.*

STEP 10A

Take a closer look at the conversation section.

CONVERSATION ACTIVITIES



WHAT IS IT?

Each section is concluded with partner or group conversations to work on natural language skills and the vocabulary from the chapter.

Some conversations have a follow-up activity where the students share information learned from the conversation activity. *See Activity 2.2.17*

For these follow-up activities the students can do them individually in the **HUB**, or you can have students share with the entire class as a **LIVE Presentation** activity.

HOW DO YOU USE IT?

You can do these activities using the **HUB** or as a **LIVE Pairing/Grouping** activity. Pair/group your students according to the activity directions.

If you have the **LIVE** platform, complete the pairing/grouping options first in the **LIVE**, launch the recorder at the bottom right, enter a name for saving purposes, and hit record. If the directions tell you to switch the partners so the students can talk with another partner, you will have to save the recordings, re-pair/group the students, and relaunch the recorder at the start of each new pairing.

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STEP 10B

Take a closer look at the conversation activity student worksheets.

PRINTABLE WORKSHEETS

A



WORKSHEETS IN THE HUB

B



WHAT IS IT?

There are student worksheets for each conversation activity. These worksheets allow the students to see the conversation topic and gives them a place to write their answers.

HOW DO YOU USE IT?

A *Classroom Setting:* Print the **Conversation Worksheets** from the **Let's Talk! English Additional Resources**. <https://faq.robotel.com/knowledge/AdditionalResources>

B *Classroom or Virtual Setting:* All worksheets are in the **HUB** in the **Conv. & Reading** folder. Students can therefore follow along while writing their answers in the **Open Text** area in the **HUB** or on a separate sheet of paper.

Full Virtual Setting: You can use breakout rooms for your students to do these activities on most synchronous teaching platforms or simply have the students call each other.

STEP 11

Take a closer look at the reading section.

READING ACTIVITIES



WHAT IS IT?

In this section, there are readings based on the chapter theme, vocabulary, and/or grammar. Students are asked to read and answer comprehension questions.

HOW DO YOU USE IT?

These readings are in the **Conv. & Reading** folder in the **HUB** in each section.

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STEP 12

Take a closer look at the "Let's Talk" section.

VIDEOS/INTERVIEWS & ACTIVITIES



WHAT IS IT?

In this section, there are authentic, unscripted videos and interviews with native speakers followed by comprehension activities.

HOW DO YOU USE IT?

Explain to your students that the language is fast, there will be slang and words they may not know, and possible grammatical errors. They may have to listen to the videos or interviews multiple times in order to complete the activities.

STEP 13

Take a closer look at the review section.

REVIEW ACTIVITIES



WHAT IS IT?

Each chapter has a review section that prepares your students for the upcoming assessment. The review mirrors the assessment so that students know what to expect and their language skills can be properly assessed. The activities are different in the assessment, but the types of activities and skills assessed are the same.

HOW DO YOU USE IT?

You may choose to use any of these activities in addition to or in place of your normal review.

Before the review, students can fill out the chapter **Self-Evaluation** to gauge how well they understand the topics based on the "I can..." statements. This helps students know where to spend time reviewing.

The evaluations are in the **HUB** at the beginning of each chapter **Review** folder. If you are in a classroom setting, you can also print the **Student Self-Evaluations** from the **Let's Talk! English Additional Resources**. <https://faq.robotel.com/knowledge/AdditionalResources>

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STEP 14

Take a closer look at the assessment section.

ASSESSMENT ACTIVITIES



WHAT IS IT?

Each chapter ends with an assessment section that consists of project ideas and activities to test all language skills: listening, reading, writing, and speaking.

In levels A2-B2 Speaking 2 is always a follow up to the very first activity of Section 1, 2, or 3. The goal of this activity is to see the progression and improvement of language.

HOW DO YOU USE IT?

For some projects, there may be things that you need to do or decide on before assigning them. Students can present their projects using the **LIVE Presentation** mode, as a **HUB Video Open Recording** (students can turn off their video if no video is required), or in front of the class without using the platform.

You may choose to use any of these activities in addition to or in place of your normal assessment.

There are rubrics for projects and speaking activities available. Find and print a rubric from the **Let's Talk! English Additional Resources**. <https://faq.robotel.com/knowledge/AdditionalResources>

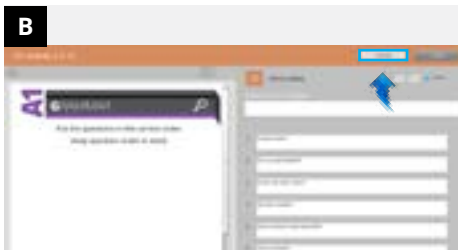
STEP 15

Choose the activities you want to assign.

ACTIVITY INDEX

A

PREVIEW IN THE HUB



WHAT IS IT?

A Use the index to see the activities outlined in the entire book. This index is available as a sheet or a PDF in the **English Additional Resources** folder. <https://faq.robotel.com/knowledge/AdditionalResources>

The index shows:

- the activity types.
- the targeted language skills.
- the activities that need your input or attention before assigning the activity to students.
- the activities that are auto-graded by the system.

You can also use the customizable filter program to decide which activities you want to assign to your students.

*www.robotelusage.com/activityIndex

HOW DO YOU USE IT?

After referencing the index, you can preview the activities in the Let's Talk! English **Teacher Handbook** or **HUB** before assigning the folder.

B In the **HUB**, open the activity. This is the teacher view where you can edit the activity if you want. At the top right you will see the **Preview** button. Click on it to see what it looks like from the students' perspective.

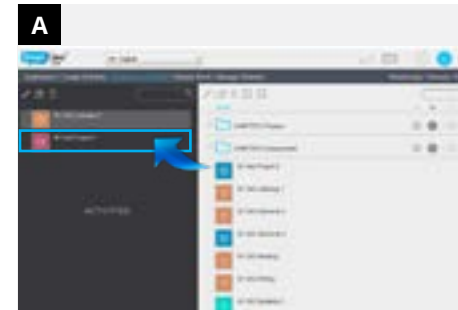
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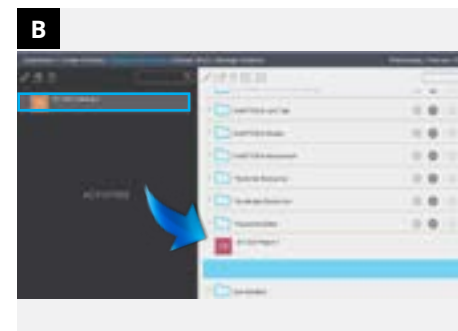
STEP 16

Prepare the **HUB** activity folders.

HUB FOLDER PREPARATION



HUB UNUSED ACTIVITIES



WHAT IS IT?

Once you have decided which activities you want your students to complete, prepare the folders with those activities in the **HUB**.

HOW DO YOU USE IT?

Option 1: You can leave all of the activities in the folder and tell your students which ones they should and should not do.

A Option 2: Move the activities that you do not want to assign out of the folder into the column to the left.

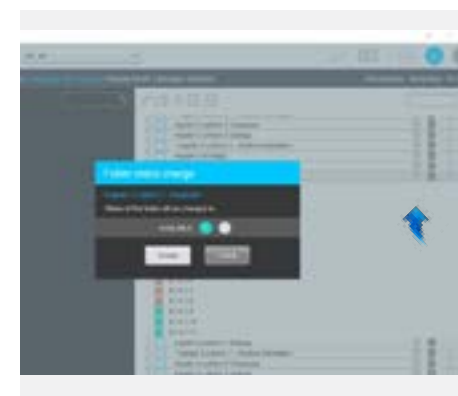
B If you do this, we recommend keeping any activities that you may not want in the last folder in the **HUB** titled ***Unused Activities**.

Should you decide that you want to use them in the future, you can pull these activities out of this folder and put them back into an *unassigned* chapter folder.

STEP 17

Assign the **HUB** folders to your students.

FOLDER STATUS



WHAT IS IT?

In order for the activities to be completed by the students, you need to assign the entire folder.

Please be advised that the maximum folder count for the **HUB** has been used in the creation of this content. Should you want to add any of your own activities*, please add them to the already created content folders.

*Should you want assistance in creating your own activities, use the **Learning SmartClass** videos. <https://faq.robotel.com/knowledge/learning-smartclass>

We also have trainers and pedagogical mentors ready to serve you. Write to: service@robotel.ca

HOW DO YOU USE IT?

Click on the checkmark and then the change button in order to make the activities within the folder available to your students. The status of the folder is now **"assigned"** when the checkmark turns green.

To learn how to grade your students' completed activities, [watch this video](#).