

October 15, 2013

Dear 2013 Skills Development Conference (SDC) Participants,

**The Activity/Lesson Share** will take place on the first day of SDC, on the morning of Thursday, November 14th. In JTE/ALT pairs, all SDC attendees will either present a short activity **or** share a lesson plan within small groups. Activities should be those you've used in the classroom and can adapt for a 10 minute demonstration. Lesson plans can be ones you've either taught or are currently planning, and which you would like to receive feedback on during a group discussion.

**Please fill out the attached Activity/Lesson Submission Form and bring it with you to SDC.**

SDC attendees will be randomly assigned to a room and matched with a group of 8 people (4 pairs of JTE /ALT partners for each group). With your partner, you will have **10 minutes** to EITHER:

1) Explain and demonstrate a short activity

- The other people in your group will act as "students" and participate in the activity
- Assume your "students" are already familiar with the material the activity is based on
- Instructions should be given in English as simply as possible
- Use only 1-2 minutes for instructions, and leave 1 minute for feedback at the end

OR

2) Discuss a lesson plan you've made

- This can be a successful lesson you would like to share, or a lesson plan you would like feedback on
- You will have 10 minutes to discuss the lesson plan with your group

After all group members present, everyone will switch groups and present for a second time.

### Reminders

- Bring 12 copies of your activity materials or lesson plans since you will be switching groups twice
- You can't use the room's whiteboards, so if necessary please bring a mini-whiteboard of your own
- As this is a team-teaching exercise, JTE & ALT partners should plan their presentation together
- **DON'T FORGET YOUR ACTIVITY/LESSON SUBMISSION FORM**

If you have any questions or concerns, please contact the Shizuoka Prefectural Advisor, Megan Locke. We look forward to seeing you at SDC and wish you the best of luck with your preparations.

Sincerely,

The 2013 Shizuoka Skills Development Conference Planning Committee

# Activity/Lesson Submission Form

## SDC 2013

**\*Please type or write neatly on this form, and submit this during the Activity/Lesson Share on Thursday, November 14<sup>th</sup>\***

Name: _____	Name: _____
Email Contact Address: _____	

Activity/Lesson Title: \_\_\_\_\_

Goal of Activity/Lesson: \_\_\_\_\_

Target Student Level: \_\_\_\_\_

Outline the materials & procedure for your activity below OR attach your lesson plan: