

Copying and Organizing *Teacher's Resource Pack* Pages for Classroom Use

Photocopy permission. You may make copies of any of the Sections 2-10 pages as needed for your classroom use. If each teacher in a school has purchased a *Teacher's Resource Pack*, the school administrator may make copies as needed for any of the students in the school.

If you purchased a **printed** *Teacher's Resource Pack*, you also received a box of the Sections 2-10 unbound photocopiable pages and a CD of those same pages. If you purchased a **license** to print your own *New Bridges* books, refer to your electronic copy of the *Teacher's Resource Pack* and you'll find an electronic folder labeled "Sections 2-10 photocopiable pages."

Here are two suggestions for organizing your unbound pages and classroom photocopies:

Option 1: Binder

Buy: 2-3 loose-leaf binders, each with 2-4 rings
 a package of plastic sleeves that fit the binder
 white A4 paper
 colored A4 paper
 white or colored A4 cardstock
 index tabs

(1) Print on **white** paper: *usable* worksheets, definitions, etc. that students keep, e.g., H1.

(2) Print on **colored** paper: *reusable* games, pictures, strip stories, etc., e.g., H5, P16.

(3) Print on **cardstock**: *reusable* clocks, i.e., H13.

Keep leftover *usable white* copies in plastic sleeves in your binder for future use.

Keep *reusable colored* and **cardstock** copies in plastic sleeves in your binder for frequent use. Label the plastic sleeves in your binder with **index tabs** or dividers so that your binder stays well organized.

Option 2: Box

Follow the suggestions above, substituting about 150 paper envelopes for the loose-leaf binders. Use the labels provided with the printed *Teacher's Resource Pack* to label the envelopes. (These labels are also provided in digital format on the CD.) Organize the copies of usable and reusable pages in a plastic or cardboard box file.

Tip: Mark each section of this bound *Teacher's Resource Pack* (*Books A, B, and C*) with plastic index tabs at the top of each section title, e.g., "F" for the Focus pages, "P" for the Pictures, etc. You may also want to mark the groups of the Section 2 Pictures which are referenced in the Focus pages, e.g., P1-P10, P11-P15, etc.

Copying the Placement Evaluation Package

The *Book C* Section 9 *Placement Evaluation Package* (PEP) is a language proficiency test that you can use during your class registration so that you know which book your students should study. Give the PEP *Student Package*¹ to your students and use the PEP *Teacher's Package*² as you administer the test and check students' answers. For your students, make double-sided copies of the *Student Package*¹ and bind them with 3 staples on the left side. Do the same for the *Teacher's Package*² or use the copy in *Book C*.

¹ title page + V1-V12 in *Book C*

² title page + V13-V34 in *Book C*

Using the Teacher Observation Form

Use the *Book C* Section 9 Teacher Observation Form to observe teachers in your school. Either print out the form (pages V41-V42) to and handwrite your comments or use the electronic Microsoft Word document of the form on the CD to type your comments as you observe the teachers.

Creating Certificates for Classroom Use

Give your students a Certificate of Completion when they finish their studies! You could either make copies of the *Book C* Section 10 certificates, or you could use the electronic Microsoft Word document of the certificates on the CD and change it into a mail merge document. Then you could easily and quickly transfer the names of your students to the certificate before you print them out.