

Routines

Norms

Learning Task Formats

Language

Technology

TIF-ing Methods Descriptions

Example 1: Daily Question

- Write the “Daily Question” on the board. This question can be as simple as “What did you do last night?” or as complex as giving an opinion on a controversial topic. Using the question as a warm-up for the upcoming lesson is a good way to access student prior knowledge and prepare them for the lesson to come.
- First students write the question and their complete answer to the question.
- Students then travel around the room collecting other students’ answers to the question. For lower-level students, you may want to use a grid template to help them organize this information.
- After 5 minutes, students share out the answers they collected.
- The data is written on the board and general patterns and trends are discussed.
- These patterns can be used to generate deeper discussions if desired.
- Finally, students use the data on the board to write a short paragraph in their journals about the data & discussion.

Example 2: Teamwork

Working with a team is an important part of education and the workplace. In this class, you will often be required to work in a team. It is important that you take responsibility for your role in the team and complete the tasks you agree to do. It is also important to participate in the group discussions, giving your input in a positive and constructive way.

Example 3: Using Polite Language and Tone

It is an expectation in this class that we treat each other with respect and courtesy. One way to show respect is to make requests using polite language and tone. When you need help or simply want to get clarification, using the following phrases is the courteous way to achieve this:

- I would like... --Instead of -- I want/need...
- Could you.../Can you... --Instead of -- Give me...
- Could I.../Can I.../May I... --Instead of -- I’m going to...

Note: As a class create 3 questions and 4 options to go with each and fill in the survey template.

Example 4: Survey Template-Oral

Ask your classmates the questions. Put a tally (/) in the correct box.

Questions	Choices			
Example: What is your goal after getting your GED?	Vocational training	2-year degree	4-year degree	Certificate program
	////	///	//	/////
Class Survey				
Questions	Choices			

Example 5: Emailing for requests

At work, the manager may be too busy to answer all your questions. Or, you may be at home and realize there is some information you need from your manager. Calling him or her is not the best way to handle this situation. Many managers feel that phone calls are disruptive. However, sending an email is a great way to get the help you need while still respecting your manager's time. Be sure to be courteous when requesting information.

For this class, it is important that you learn this work skill. Therefore, you will be required to use email on a regular basis to get the help you need. When you finish this class, you will know how to access your email account and how to use it appropriately.