# NATESOL
## Northern Association for Teachers of English to Speakers of Other Languages

Guidance notes for speakers

NATESOL encourages variety and creativity in the design of input sessions for its members, but offers the following general guidelines for invited speakers. In each case, a NATESOL committee member will be responsible for assisting the speaker in the running of the session, and in making sure time is left for questions.

### 1    Talk

The traditional format for an input session. In a session advertised as a talk, members would expect the speaker/s to spend most of the time addressing them, interspersed with short periods for questions or short, focussed tasks. A talk would normally be accompanied by a PowerPoint presentation and a summarising handout. Members would expect to leave the session having benefited primarily from the speaker's knowledge and expertise in a specified area.

### 2    Interactive talk

In a session advertised as an interactive talk, members would expect to spend as much time engaged in group or individual tasks as in listening to input from the speaker. While the speaker would be responsible for a considerable amount of the input, and for the design of the tasks, and would present the input through PowerPoint and/or appropriate handouts, members would expect to leave the session having had the opportunity not only to benefit from the speaker's expertise, but also to contribute to the session in some way and to share the knowledge and experience of their colleagues.

### 3    Workshop

A session advertised as a workshop would involve participants in group-based activities most of the time. While the speaker would be responsible for the framework within which these activities are conducted, participants would themselves be responsible for the outcome of these activities, and would expect to present that outcome to their colleagues at the end of the session. Such presentations could be made orally, in plenary or in groups, or by other means such as posters or overhead transparencies.

*The members of NATESOL teach in a wide variety of contexts: at primary, secondary, and tertiary levels; in the public and private sectors; and in compulsory and non-compulsory education. Many of them have taught in more than one of these contexts, both in the UK and overseas. While the topic offered by a speaker may attract members from one particular context, the committee would be grateful if speakers could take some account of this variety in their presentation. As we are guests in the venues we use, the committee also expects careful adherence to time constraints.*

*NATESOL venues offer the usual range of technological support. If speakers have any other requirements for their presentation, the committee would clearly be grateful for notice of those requirements in good time, particularly with regard to photocopying.*