

# Introduction From the Author

MCAEL funds a varied group of organizations, both large and small. The teachers and tutors who work and volunteer for these organizations also have diverse backgrounds and experiences. Some of them are trained and certified language teachers, while others have only the training provided to them by the program for which they work and perhaps also gained through workshops presented by MCAEL. This document is primarily designed as a reference for those beginner and untrained teachers in the MCAEL system. If you fall into that category, it will provide a convenient reference to some of the basic concepts in teaching adult English language learners. However, I also hope it will also be useful to more experienced instructors who want to review their knowledge or sharpen their skills in some area. If you fall into that group, the various bibliographies should provide useful references to help you pursue your own professional development.

The manual is made up of ten chapters, plus the introduction and this forward. Each chapter is designed as a short introduction to some important aspect of second-language teaching practice. As such, it introduces some of the basic concepts without going into very much detail. However, each section also has a bibliography of print-based and online resources that discuss the relevant concept in more detail. Please investigate these references if you want to pursue more in-depth knowledge in that particular subject area.

The manual concludes with a bibliography that provides information about books and websites that you can refer to in order to further your professional development. The bibliography also includes links for several sources of online training in adult ESOL and related topics. It concludes with useful contact information for local and national professional organizations.

Finally, there are appendices that contain useful forms for lesson planning, unit planning, needs assessment, etc., as well as lesson examples.

I hope that this document will be a useful reference for your teaching, as well as lead you deeper into further areas of investigation. If you have any comments or concerns, please contact me by e-mail at [chrivika@yahoo.com](mailto:chrivika@yahoo.com).