

# ELSA NET

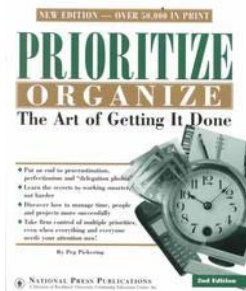
Instructors

## Resource Bulletin: Prioritize & Organize

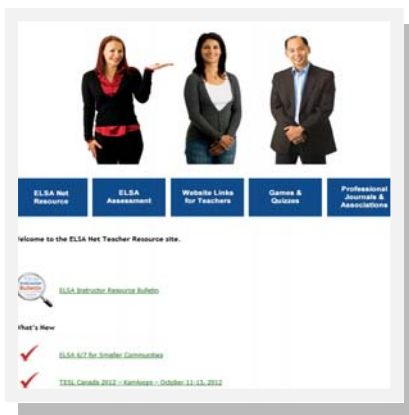
### Need help getting organized?

*Prioritize Organize: The Art of Getting It Done* is a perfect resource book for those of us trying to “get it together” this fall. It is full of useful ideas about how to organize time, files, emails and space.

One interesting idea is the tickler file. The tickler file is a simple way to organize and track your information. The tickler file can be set up by having file folders marked 1-31 and 12 monthly files from January to December. The daily files are in the front and depending on which month it is, the monthly folder would be at the front. For example; if you have a meeting on September 16th, you would place your agenda in the file folder which is labeled 16th. This will help you retrieve your documents easier when you are ready for your meeting.



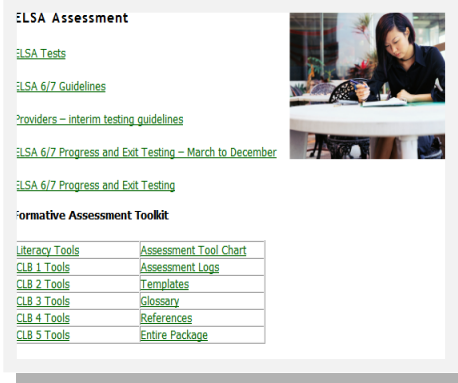
*Prioritize Organize: The Art of Getting It Done* by Peg Pickering



### Check in with [www.elsanet.org](http://www.elsanet.org)!

The ELSA Net website is a great way to keep up-to-date with current training events, resources and general information related to ELSA. The web-pages have been streamlined and simplified to offer the best web-navigation. You'll find the latest information in the recently added *What's New* sections! You can explore the new *ELSA Assessment* page at:

<http://www.elsanet.org/site/resources/elsa-assessment>



### TESL Canada Conference

The TESL Canada conference, taking place Oct. 11-13 this fall at Thompson Rivers University in Kamloops, BC includes 300 presentations spanning regular conference sessions, the keynote speakers and the pre-conference symposia. You can also enjoy over 30 exhibitors participating in the exhibitor showcase and pre-conference excursions, social events such as the wine and ale tasting as well as the gala dinner and dance. For more information and to register go to <http://www.tru.ca/tc2012.html>



### Virtual Seminars-Free for TESOL Members US\$45 for nonmembers

TESOL is offering a variety of online seminars this fall. Seminars include practical topics in the TESOL such as teaching students HOW to listen and the top 10 ideas for teaching reading. The first seminar starts on September 27th and run through to November. To find out more information on the virtual seminars and to register go to <http://tinyurl.com/c4md2yf>

## Focusing on Reading

Discover Canada's best authors with Good Reads Books and Photostories.

*Good Reads* are short books (10,000 to 12,000 words), with easy to understand vocabulary and structure. Each book includes free student activities and reading guides. Reading levels vary with each Good Reads title, ranging from CLB/LINC 4 to 9.

*Photostories* are short stories for beginning readers. Each page includes a photograph and one or two short sentences.

*Good Reads Books* and *Photostories* are available online from [Grass Roots Press](#) as well as in Chapters, Indigo, and other bookstores.

### Good Reads Books examples:

- *New Year's Eve* by Marina Endicott
- *In From the Cold* by Deborah Ellis
- *Home Invasion* by Joy Fielding

### Photostories examples:

- *The Phone Call* - Humour Series
- *The Change* - Be the Judge Series
- *The Perfect Man* - Romance Series

## Organizing Field Trips & Guest Speakers

Planning for field trips or inviting guest speakers can sometimes be a daunting task, but the extra effort is usually worth it, as these trips and speakers can often result in some of the best memories for students and instructors alike. Organization and pre-planning are the keys to successful trips and speaker events.

- Pool your collective resources. Ask fellow instructors about their favourite destinations and recommended speakers.
- Keep a record of people and places in a central place in the resource room – be sure to include contact information, and keep lists regularly updated.
- Iron out details regarding times, reservations, ticket costs, etc. before promising students anything.
- Adequately prepare students prior to the event, as well as after. Support pre- and post-lesson will ensure these events are memorable learning experiences. Share these materials with colleagues. (Tip—galleries and museums often have teachers' guides available.)
- Solicit feedback from students about the trip or speaker. Share this feedback with other instructors to help them in the future.

**Connect ABILITY** allows you to search for a variety of articles and online workshops as well as create many different visual supports including a library of symbols and photographs.

[www.connectability.ca](http://www.connectability.ca)

**SpiderScribe** lets you organize your ideas by connecting and sharing notes, files, calendar events, etc. with an online mind mapping and brainstorming tool—all for free.

[www.spiderscribe.net](http://www.spiderscribe.net)

**Google Calendar** helps you to keep track of your to-do-lists. Share it with co-teachers, synchronize it with your desktop or mobile device, set reminders and notifications—all for free.

[www.google.com/calendar](http://www.google.com/calendar)

“Leadership is the art of getting people to do what they don't want to do and have them enjoy the experience”

~Major-General (retired) Lewis MacKenzie, MSC,CD~  
UN Commander, Peacekeeping Forces, Sarajevo

The mind has exactly the same power as the hands; not merely to grasp the world, but to change it.

~ Colin Wilson, 1931~