To all teachers:

Welcome to the teachers’ area of BBC Learning English! If you are a regular visitor to this area, you will have noticed a few recent changes – we have started adding downloadable worksheets to support some of our programmes. There are a range of worksheets to choose from, covering areas such as listening comprehension, listening for specific information, vocabulary, idioms, language practice and speaking activities.

We really hope you find our worksheets useful!

We’d like to invite you to make and send us your own worksheets for use with BBC Learning English programmes. We will try to publish as many as we can. Here are a few tips for making effective worksheets for BBC Learning English:

- Start by saying the name of the BBC Learning English series & programme that the worksheet goes with: for example, People and Places – Grow Your Own
- Make sure the aim of the worksheet is clear: for example, Follow-up speaking activity
- Give instructions on how to use the worksheet – try to make them short but clear
- Don't try to do too much in one worksheet. Remember KISS: Keep It Simple, Stupid!
- Don't overcrowd the page with text and/or pictures
- Add an answer key, if one is needed
- Get a colleague to proofread your worksheet for errors. Use your computer’s spellchecker too!
- Test the worksheet with one of your classes: this will help you to decide if it needs to be changed in any way

Don’t forget to include the following information:

- Your name (optional, but we like to give credit where credit is due)
- Your email address (so we can contact you if we need more information about your materials, but we won't publish your email address on our website)
- The name of the school or institute where you work (this is optional too)

Send your completed worksheet in word format to: teachingenglish@bbc.co.uk. Please write 'Teaching Ideas' in the subject line.

*Remember that the BBC reserves the right to edit worksheets and not all worksheets may be published.*

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