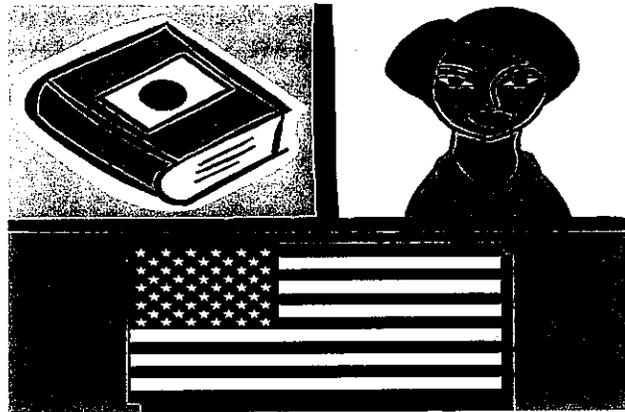


GETTING STARTED TEACHING ENGLISH



An Introduction to Teaching English in Japan



Offered by the
Family Employment Readiness Program (FERP)
Yokosuka, Fleet & Family Support Center
243-9631

ENGLISH TEACHING TIPS

I. FOCUS AND GOALS

What you can do with the English teaching opportunities available to you depends on the energy and time you have to devote to teaching. How much you teach and where you teach is up to you. Therefore, almost everyone's teaching experience is different and unique. It is very important that you determine the amount of time that you would like to give to teaching English. This, as well as the age of student and their level of English knowledge **MUST** be decided prior to attaining students in order to have a successful experience.

II. HOW TO ACQUIRE STUDENTS

A. NETWORK

Most teachers acquire students by using the informal base network system. Tell everyone you know that you're interested in teaching English and enlist your spouse and friend's support in this effort. Attend the "Yokosuka English Teacher Networking Group" meetings offered monthly, for more information on this group call 243-9631.

B. BE ACTIVE IN YOUR COMMUNITY

1. Expand your network by meeting as many people as possible.
2. Make additional contacts by VOLUNTEERING.
3. Join local spouse's organizations.
4. Participate in local church activities.

C. SUBSTITUTE TEACH

1. Offer to substitute teach.
2. Place an ad in the Seahawk offering to substitute teach.

D. YOKOSUKA CHAMBER OF COMMERCE

They may know of companies or individuals looking for English Teachers.

E. CITY SOURCE

This is an English telephone directory for the Yokohama and Tokyo area. Schools and associations listed may be helpful in your search for students.

F. JAPAN TIMES& DAILY YOMIURI

The Monday edition has the most "Help Wanted" ads, although they're primarily in the Yokohama and Tokyo areas.

G. PERSONAL ADVERTISING

Do your own marketing by using some of these methods; have business cards made (bilingual) and always carry them with you. Put up signs on your off-base driveway gates; place ads on local information boards in your off-base area (please ask permission before posting).

THESE ARE JUST A FEW OF THE OPTIONS AVAILABLE TO YOU!

III. HOW TO TEACH – “I HAVE THE STUDENTS, NOW WHAT DO I DO?”

A. SCHOOLS AND COMPANIES

1. Most companies and schools will provide lesson materials and offer guidance on creating lessons. There is no need to purchase material on your own. Please consult with the employer before spending any of your own money on materials.

B. PRIVATE – NEW STUDENT

Arrange an Information Interview with the prospective student and ask questions to assess the student’s English ability and desires. These are some questions that may be helpful to you as a teacher:

* First question should always be: “Why do you want to learn English?”

* Why and how long have you been studying English?

* Have you taken private English lessons before?

* What kind of lesson are you interested in taking? Conversation, Culture, Grammar, Studying for a Test?

C. PRIVATE – “OLD STUDENT” (passed on to you by a former teacher)

1. The former teacher should brief you comprehensively, with information on teaching methods used and the student’s abilities and desires.
2. Arrange a personal introduction to the new student by the former teacher. An introduction will put the student at ease and make the transition more comfortable for everyone.

IV. TEACHING MATERIALS AND METHODS

A. BOOKS

Conversation workbooks, idiom workbooks, and many more types of teaching materials are available at local bookstores. Yurindo’s bookstore in Yokohama is an excellent source. Sogo’s department store (Yokohama station) is another good source for teaching materials, as well as ‘Garden Books’ on the third floor of the Daiei shopping mall next to Yokosuka base.

B. MAGAZINES

1. LOOK AND EXPLAIN (Beginning to intermediate)
Ask the student to tell you what she/he sees in the picture.
2. READ AND DISCUSS (Intermediate to advance)
Have the student read an article and then discuss it. Readers Digest is a good book for this type of lesson.

C. KEEP INFORMED

This will help you develop current topics, local and world events, for class discussion.

D. LIBRARY

Don't overlook the obvious! The library has an endless supply of information, lesson topics, and culture in America.

E. CHILDREN'S BOOKS, MAGAZINES, AND TOYS

Alphabet books, beginning reading books and children's monthly magazines are good teaching materials to use with children. Due to children's short attention span, you need to be creative and active. The use of games and toys are very effective with children. Nursery Rhymes and popular children's songs are a must. Every one should learn "Head, Shoulder's, Knee's, and Toes."

V. **PAY**

- A. The average rate is Y3,000 per hour for a private lesson. However, some teachers charge Y2,000 to Y5,000 per hour.
- B. School and companies generally pay from Y1,400 to Y5,000 per hour, depending on your experience and qualifications.
- C. PRIVATE GROUP LESSON
Most teachers lower the individual student's rate, teaching for example 2-4 students at Y1,000 per student per hour. Or charge a group rate, for example 1-5 students at Y5,000 per group no matter how many students show up.

VI. **INCOME EARNED ABROAD/FOREIGN EARNED INCOME EXCLUSION**

- A. Contact the Navy Legal Service Office (NLSO) at 243-5141/9381 for more information on foreign income and taxes.
- B. Additional information available at: www.irs.ustreas.gov

- C. If you work for a Japanese company you may be subjected to a “Non-resident” tax of 20% which may be deducted from your pay.

VII. LEGAL ISSUES ON TEACING ENGLISH

A. COMFLEACT YOKOSUKA INSTRUCTION 5300.3A – COMMERCIAL ACTIVITIES AND PRIVATE EMPLOYMENT OF THE UNITED STATES FORCES PERSONNEL TO WORK OFF-BASE IN THE JAPANESE ECONOMY

(5a) Applications are not required for teaching languages.

NOTE: (5a) is in reference to students you find on your own. If you work for a English School or company off base you still must complete this request.

B. COMFLEACT YOKOSUKA INSTRUCTION 5300.2B – COMMERCIAL ACTIVITIES AND PRIVATE EMPLOYMENT OF FAMILY MEMBERS OF UNITED STATES FORCES JAPAN PERSONNEL FROM GOVERNMENT QUARTERS

(3f) Pursuant to reference (f), personnel who teach English to Japanese individuals in their government quarters do not need to submit an application. English lessons to Japanese nationals promote international relations and facilitate contact with citizens of the host nation. English language classes, therefore, have a social as well as commercial purpose.

- C. CONTACT CFAY Staff Judge Advocate Office, 243-7335/5325.

JAPANESE INTERVIEW PROCESS

- Appearance and demeanor are extremely important factors in the interview process.
- Be natural, amiable, and attractive.
- Use calm, purposeful movements to show confidence and poise.
- Avoid sharp gestures and overly animated speech or expressions.
- Wear a conservative outfit or a dark suit (gray or navy) and blouse with minimal jewelry and makeup. Avoid a black suit and white blouse as this is strictly funeral wear.
- Show special deference and respect to any older persons present.
- You may encounter questions of personal nature which are acceptable in Japan and are directed to both women and men; marital status, age, family details and plans to get married and have children.
- Project yourself as a pleasant, friendly, patient, and outgoing/energetic kind of person, and smile.

JAPANESE INTERVIEW QUESTIONS

- Do you speak Japanese?
- When and why did you come to Japan?
- How long will you stay in Japan?
- What do you think is the biggest problem for Japanese to learn English?
- Do you have teaching experience?
- How would you teach an English conversation class?

Some Questions You Should Ask In the Interview Process

- Where will I be teaching?
- How and when will I be paid?
- If a student does not show up for class, will I still be paid?
- Will I receive any training?
 - Will I be paid during my training?
 - How long will my training last?
- Will taxes be deducted from my pay?
 - How much taxes will be deducted from my pay?
- Are teachers required to find (supply) their own teacher substitutes?
- Is there a Written Agreement or Contract?
- Will the school pay for transportation?
- Are Japanese holidays observed? Are American holidays observed?
- Will the school provide teaching materials?

ENGLISH CONVERSATION SCHOOLS

<u>Name of School</u>	<u>Telephone</u>	<u>Requirements</u>	<u>FT/PT</u>
Evergreen Language School Fax:	03-3713-4958 03-3719-4383	BA; some MA's	
Language Instructor's Guild	03-3355-4477	Teach in own home	Set own hrs.
Language Resources Fax:	03-3222-9675/6 03-3222-9678	Min. 2 yrs. exp./ ESL certificate	
Tokyo International Fax:	03-3724-0552 03-5701-2554	Resume and Interview	FT/PT
Tokyo Center for Language and Culture (TCLC) Fax:	03-3486-7661 POC: Mr. Muldoon 03-3486-7634	BA; education credits or cert. and teaching experience preferred	PT only

Cosmos Language Center	045-321-2621	Resume	PT only
YMCA Act	045-316-1881	BA;experience pref.	Both
	Fax: 045-314-6805		
Berlitz School of Language	03-3589-2047	BA (original diploma)	FT only
American Language School	043-422-0090	BA;experience pref.	FT only
	Fax: 043-422-2339		
Amie English School	042-724-4667	Teach in own home;	Set own hours
		School receives 15% commission on	your fee of 3,000 yen/hour
Amity School of English	045-543-5809	BA	PT only
Yokohama Gaiko Business	045-681-7633	BA;experience pref.	
	Fax: 045-664-9345		
TIME T.I. Communications	0120-05-7085	BA;BS	Varies
Mr. Fred Kawaguchi			
www.time-ti.co.jp/recruit			
YMCA – Yokosuka	046-834-5811	BA;experience pref.	PT
Ms. Yuri Hosano			
Yuri_hosono@is.yokohama-ymca.or.jp			
Yokohama Gaiko Business	045-681-7633	BA;experience pref.	
	Fax: 045-664-9345		
Yokosuka City Hall	046-822-4000	BA:BS	PT
Japanese Public Schools			
Yokosuka Municipal Board of Education			
Mr. Toshiaki Kinoshita			
NEGISHI	045-715-1574		
Negishi American Club			
Ms. Yuka Saitou			
CatPoint English School	046—871-5868	BA;experience	PT
GABA Language School	0120-286-815	Varies	FT/PT
www.gaba.co.jp			
INTERAC Yokohama Branch	03-3234-7928	BA;BS	FT
Mr. Joshua Davey	/045-242-7555 / 045-681-7771		
davey@interac.co.jp	HR Trainer		
www.interac.co.jp			

ISS Ms. Chizuko Ikeuchi	03-3752-0361 03-3755-6264	Varies	PT
McVicker Mr. Hashiba Nova English School (BA, BS, or Masters required. All interviews are held in Tokyo.)	046-822-8909 03-3478-3475	Varies	FT/PT
Shogakukan Production Ms. Homiko Fujiki Yokohama@shopro.co.jp	045-201-8681	Varies	FT/PT
Alfa Foreign Language (Instructors for English, French, and Italian)	75-6313		
Highland English School POC: Mr. Akiyama	849-1374		
America World Fax:	03-5454-6966 03-5454-6955	BA	
Japan Grobic Co Fax:	045-316-4119 045-316-4119	Interview	
OMNI International	047-622-0823	BA;experience	FT/PT
Matty's School of English (Oldest School in Yokosuka)	046-865-8717		FT/PT

JOB INFORMATION WEB SITES

Jobs in Japan	www.jobsinjapan.com
Kimi Information Center	http://www.kimiwillbe.com/
ESL Cafe	www.eslcafe.com
Good Morning Teacher	www.ohayosensei.com
Berlitz Language Center	www.berlitz.com/schools

Sites you can sign up for students on line.

Sensei Bank http://www.eigotown.com/database/teacherdb_eltnews/teacher_form.shtml

Find a teacher.net. <http://www.findateacher.net>

Ohayosensei <http://www.ohayosensei.com/>

7 Act <http://www.7act.net/>

HELPFUL PHRASES FOR ENGLISH TEACHERS

I'm sorry, I don't speak Japanese.

Gomennasai. Nihongo wa hansemasen.

Do you want to take English lessons?

Eigo o narai tai desu ka?

Do you speak any English at all ?

Eigo was sukoshi hanasemasu ka?

What day of the week can you come?

Nan yobi ni koremasu ka?

What time of the day is good for you ?

Nanji ga ii desu ka?

I'm busy at that time / on that day.

Sono jikan (time) / Sono hi (day) wa tsugo ga warui desu.

How about time or day? _____ wa doo desu ka?

My price is _____.

Jugyoryo wa _____ desu.

My address is _____.

Watashi no jyusho wa _____ desu.

Do you have a textbook already?

Tekisuto wa motte imasu ka?

I will see you on _____ at _____.
(date) no (time) ji ni aimashoo.

GAMES AND ACTIVITIES

1. **MIME:** Act out any noun, verb, or adjective.
2. **HANGMAN:** Students try to guess the word from the number of blanks provided by the teacher. This can also be played in teams.
4. **WHAT'S IN MY BAG?:** Students must guess what is in the secret bag. The same format for 20 questions works well.
5. **TELL ME HOW:** Students must describe a process such as sharpening a pencil, washing dishes, getting up in the morning, etc.
6. **STORY TELLING:** Begin with the opening line, and each student adds something to the story.
7. **PICTURES:** Tell or write a story after seeing a picture or series of pictures.
8. **PUT THE STORY IN ORDER:** Use any story. Cut it into strips. The students must read the individual strips and then place them in the correct order to make the original story.
9. **SKILL BUCKET:** Use a bucket or box, put some objects in it like a book, ball, car or teddy bear. Ask the student get a "red object out of the bucket" such as a ball, and then tell them to bounce it, roll it ect. This is fun with young children and to learn adjectives words.
11. **WHAT IS IT?:** Student is given a word and has to describe it so the class can guess what it is.
12. **SPELLING BEE:** You remember those!!

Lesson Plan Resources

1. The English Language Teaching (ELT) Newsletter
<http://www.eltnews.com>
2. Englishpage.com - Teaching material.
<http://www.englishpage.com/>
3. Boggles World - <http://bogglesworldesl.com/> Seasonal puzzles, word searches and crosswords to print. They also have upper/lower alphabet tracing sheets for younger kids.
4. Teaching children: www.kizclub.com/ has lots of worksheets you can download and print. (current ???)
5. www.readenglish.com/Letterland/corder.html books with cute alphabet characters, especially for new learners.
6. Activities for ESL Students <http://a4esl.org/>
7. ESL lesson plans and resources
<http://www.csun.edu/~hcedu013/eslplans.html>
8. Learning to Read <http://www.starfall.com/>
9. ESL helpful topic definitions and lesson plans
<http://esl.about.com/>
10. Free ESL.com <http://free-esl.com/default.asp>

SAMPLE
JAPANESE
RESUME

(Attach your photo here)

MARY ANN MELLOW

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PERSONAL :

Birth date : 14 February 1959, Crater Lake, Oregon
Citizenship: USA Health: Excellent
Marital Status: Married Children: Two

EDUCATION:

Japanese Language Study, Kumon Institute, Osaka, 1987-88
M.A., English as a Second Language (ESL), School for International Training
(SIT)
Vermont, 1996, B.A., History, Ball State University, Pennsylvania, 1983

EXPERIENCE:

1990-Present: EEI (Excellent English Institute.) Kyoto Head Teacher --
responsible for curriculum design, scheduling and supervision of 13 teachers.

1988 - 1990: Garble Language Academy, Kumamoto; Teacher

1987 - 1988: Private classes: part-time Teacher at various language schools in
Osaka area.

1986 - 1987 Public School System, Agana , Guam, ESL Teacher

1983 - 1985 Ace Advertising, Kansas City, Missouri, Copywriter

AREAS OF SPECIALIZATION AND INTEREST:

Japanese language (fair ability); Japanese History, Travel and Reading.

PROFESSIONAL ORGANIZATION:

Japan Association of Language Teachers (JALT) The Admiral Perry Study Club

REFERENCES AND DOCUMENTATION AVAILABLE UPON REQUEST