

ASAP Government of Kerala
St. Aloysius College, Elthuruth - April, 2014
Schedule for the 21-Days (excluding 3 Sundays)
Training of Student-Trainers (SDE's)
in CLT, Soft Skills, and IT Components

Content	Time	Duration
Session 1	9.00 to 11.00 am	2 hr
Tea break	11.00 to 11.15 am	15 min
Session 2	11.15 to 1.15 pm	2 hr
Lunch	1.15 to 2.00	45 min
Session 3	2.00 to 3.30 pm	1.30 hr
Tea break	3.30 to 3.45 pm	15 min
Session 4	3.45 to 5.15 pm	1.30 hr
Personal time	5.15 to 6.30 pm	1.15 hr
Session 5	6.30 to 8.00 pm	1.30 hr

Day	Time	Session	Communication /Soft Skills Topics	Page	Duration (hr)
1 Date:	<i>FN</i>	1	Introduction to ASAP		2
		2	Methods of English Language Teaching(Handbook)	2
	<i>AN</i>	3	Classroom Management: Learner& Teacher Roles(Handbook)	1 ½
		4	Module 1, Unit 1, Session 1:Knowing Oneself Ice-breaking activity	6-9	1½
	<i>Evening</i>	5 (a) (b)	Module1,Unit 4,S 1:Thinking Creatively -1 Module4,Unit 1,S 1:Expressing Emotions - I&II	23-25 230-231	1½
2 Date:	<i>FN</i>	1	Teaching Listening (Handbook)	2
		2 (a) (b)	Module 1, Unit 2, S 1: Confidence Building Module 1, Unit 2, S 2: Confidence Building	10-14 15-17	1 1
	<i>AN</i>	3 (a) (b)	Module 1, Unit 3, S 1: Defining Strengths Module4,Unit 1,S 1:Expressing Emotion-III&IV	18-22 231-232	1 ½
		4	Teaching Listening (Handbook)	1 ½
	<i>Evening</i>	5 (a) (b)	Module 1, Unit 4, S 2: Thinking Creatively -2 Module 4,Unit 1,S 2:Talking about People-I & II	26-27 233-234	1½
3 Date:	<i>FN</i>	1	Teaching Speaking (Handbook)	2
		2 (a) (b)	Module 1,Unit 6,S 1: Time &Stress Management Module 2, Unit 1, S 1: Appropriate Expressions	30-31 37-40	1 1
	<i>AN</i>	3	IT Session-Module1 Unit 1 S1,S2 Introduction to Internet	2-9	1 ^{1/2}
		4	IT Session .Module 1 Unit 2 S1,S2,S3,S4 Word processing-Office Writer-I	9-23	1 ^{1/2}
	<i>Evening</i>	5 (a) (b)	Module 1, Unit 5, S 1:Personal Values Module4,Unit1,S 2:Talking about People-III&IV	28-29 234-236	1½
4 Date:	<i>FN</i>	1	Teaching Speaking (Handbook)	2
		2 (a) (b)	Module 2, Unit 1, S 3: Positive Thinking Module 2, Unit1, S 4: Formal vs. Informal ...	44-46 47-50	1 1
	<i>AN</i>	3 & 4	IT Session -Module 1 Unit 2 S5,S6 Word Processing-Office Writer-II	9-23	1½ (each session)
	<i>Evening</i>	5 (a) (b)	Module 2, Unit 2, S 1:Kinesics Module 4, Unit 2, S 5: Venturing on... (I & II)	54-56 244-245	1½

Day	Time	Session	Communication /Soft Skills Topics	Page	Duration (hr)
5 Date:	<i>FN</i>	1	Teaching Reading (Handbook)	2
		2(a) (b)	Module 2, Unit 1, S 5: Emotional Intelligence Module 2, Unit 2, S 2: Proxemics	51-53 57-60	1 1
	<i>AN</i>	3 & 4	IT Session- Module 1 Unit 3 S1,S2 Spreadsheet	23-35	1½ (each session)
	<i>Evening</i>	5 (a) (b)	Module 2 , Unit 2 , S 3: Tableau Module4, Unit 2, S 5: Venturing on ...(III & IV)	61-62 245-246	1 ½
6 Date:	<i>FN</i>	1	Teaching Reading (Handbook)	2
		2 (a) (b)	Module 2, Unit 4, S 1: What Would You Module 2, Unit 4, S 2: Solving the Puzzle	116-117 118-120	1 1
	<i>AN</i>	3 & 4	IT Session -Module 1 Unit 4 S1,S2 Image Manipulation	35-46	1½ (each session)
	<i>Evening</i>	5 (a) (b)	Module 2, Unit 2,S 4: The Clay & the Sculpture Module4,Unit 3,S 10: Master Chef! - I &II	63-64 261-262	1 ½
7 Date:	<i>FN</i>	1	Teaching Grammar (Handbook)	2
		2(a) (b)	Module 2, Unit 4, S 4: Reporting & Describing Problems Module 2, Unit 5, S 1: Newspaper Headlines	123-126 128-129	1 1
	<i>AN</i>	3	IT Session -Module 1 Unit 5 S1,S2 Presentation	46-57	1 ^{1/2}
		4	IT Session -Module 1 Unit 6 S1,S2,S3 Email	57-64	1 ^{1/2}
	<i>Evening</i>	5 (a) (b)	Module 2, Unit 2, S 5: At the Interview Module4, Unit 3, S 10: Master Chef! - III &IV	65-69 262-263	1 1
8 Date:	<i>FN</i>	1	Teaching Pronunciation (Handbook)	2
		2 (a) (b)	Module 2, Unit 5, S 2: Reading Newspaper Module 2, Unit 5, S 3: Writing a Review	130-134 135-136	1 1
	<i>AN</i>	3 & 4	IT Session -Module 2 Unit 1 S1,S2 Operating Systems	68-78	1½ (each session)
	<i>Evening</i>	5 (a) (b)	Module 2, Unit 3, S 1: Working Together Module4,Unit3,S 13:Managing Emergencies I&II	70-76 271	1 ½

Day	Time	Session	Communication /Soft Skills Topics	Page	Duration (hr)
9 Date:	FN	1	Teaching Pronunciation (Handbook)	2
		2(a) (b)	Module 2, Unit 3, S 5: Negotiating Skills Module 5, Unit 3, S 1: Cohesive & Coherent Organisation	100-110 302-303	1 1
	AN	3 & 4	IT Session -Module 2 Unit 1 S4 Operating Systems & S5 Operating Systems	68-78	1½ (each session)
	Evening	5(a) (b)	Module 2, Unit 3, S 3: Being Positive Modul4,Unt 3,S.13:Managing Emergencies III&IV	83-92 272-273	1 1
10 Date:	FN	1	Teaching Writing (Handbook)	2
		2	Module 5, Unit 4, S 1: Drafting & Revising	304-309	2
	AN	3 & 4	IT Session -Module 2 Unit 2 S1,S2,S3,S4,S5,S6 Internet Security, Chat and Social Networking	78-90	1½ (each session)
	Evening	5(a) (b)	Module2, Unit 3, S 4: Being Tolerant & Flexible Module4,Unit4,S 14: Practice Exercise-1 (I &II.a)	93-99 274	1½
11 Date:	FN	1	Testing & Evaluation (Handbook)	...	2
		2 (a) (b)	Module 3, Unit 1, S 1: Organisational Skills Module 3, Unit 1, S 4: Organisational Skills	162-164 169-173	1 1
	AN	3	IT Session -Module 2 Unit 2 S7 Internet Security, Chat and Social Networking	78-90	1 ^{1/2}
		4	IT Session -Module 3 Unit 1 S1,S2,S3 Computer Networks	99-106	1 ^{1/2}
	Evening	5 (a) (b)	Module 2, Unit 5, S 4: Short Film Module4,Unt 4,S 14:PracticeExercise-1(II.b&III)	137 275	1 ½
12 Date:	FN	1	Project Presentation (30 min X 6 groups) +10 min for review for each group=4 hrs)	310-311	2
		2	Project Presentation	310-311	2
	AN	3	IT Session -Module 3 Unit 1 S4,S5 Computer Networks	99-106	1 ^{1/2}
		4	Listening Practice with the help of English faculty	90-97	1 ^{1/2}
	Evening	5	Preparation of Model Lesson	1 ½

Day	Time	Session	Communication /Soft Skills Topics	Page	Duration (hr)
13 Date:	<i>FN</i>	1 (a)	Module 3, Unit 2, S 1: Team Work	176-177	1
		(b)	Module 3, Unit 2, S 4: Team Work	181-182	1
		2(a)	Module 3 , Unit 2, S 6: Riddles & Tales	186-188	1
		(b)	Module 3 , Unit 3, S 1: Telephoning	190-191	1
	<i>AN</i>	3	Listening Practice with the help of English faculty		1 ^{1/2}
		102 (a)	Module 2, Unit 6, S 4: Speaking on Different Occasions	90-97	1 ^{1/2}
		(b)	Module 2, Unit 6, S 5: Speaking to Influence		
	<i>Evening</i>	5	Presentation of Lessons prepared, with Lesson Plan (6 groups, 10+5 min. Review) (Handbook)	1 ½
14 Date:	<i>FN</i>	1	Teaching Practice (20+5 min. Review per Trainee)	2
		2	Teaching Practice	2
	<i>AN</i>	3	IT Session -Module 3 Unit 2 S1,S2,S3,S4,S5 Internet Transaction Services	106-114	1 ^{1/2}
		4	IT Session -Module 3 Unit 2 S4,S5 Internet Transaction Services	106-114	1 ^{1/2}
	<i>Evening</i>	5	Teaching Practice	1 ½
15 Date:	<i>FN</i>	1	Teaching Practice	2
		2(a)	Module 3, Unit 3, S 2: E-mail	192-194	1
	(b)	Module 3, Unit 3, S 3: Letters -1	195-197	1	
	<i>AN</i>	3	IT Session -Module 3 Unit 3 S1,S2,S3,S4,Interoperability	114-121	1 ^{1/2}
		4	IT Session -Module 3 Unit 4 Cyber law and Cyber Security	121-123	1 ½
<i>Evening</i>	5 (a)	Module 2, Unit 6, S 2: Speaking Confidently	142-145	1	
	(b)	Module 3, Unit 3, S 4: Letters -2	198-199	½	
16 Date:	<i>FN</i>	1 (a)	Module 3, Unit 4, S 1: Dream Job	203-206	1
		(b)	Module 3, Unit 4, S 3: Securing the Job	210-216	1
		2	Module 3, Unit 4, S 4: On the Job Module 3, Unit 5, S 1: Professional Etiquette	216-219 220-227	2
	<i>AN</i>	3	Practice Test - APTIS		3
	<i>Evening</i>	5	Teaching Practice		1½

Day	Time	Session	Communication /Soft Skills Topics	Page	Duration (hr)
17 Date:	<i>FN</i>	1	Assessment- APTIS		1 ½
		2	Assessment- APTIS		1 ½
	<i>AN</i>	3	Assessment- APTIS		1 ½
		4	Assessment- APTIS		1 ½
	<i>Evening</i>	5	Assessment- APTIS		1½
18 Date:		103	Feedback & Discussion		1 ½
		104	Valedictory		1 ½