HOW TO ENGLISH
With Gav & Em
Free teacher practice card

What Should a TEFL Homework Email Include?

S06E08 | For teachers to adapt to their learners

Purpose

Send the task with the materials learners need, a clear subject, and an answer key when they can check their own work. In S06E08, Gav describes attaching worksheets and answers, inviting questions, and including useful links or listening materials.

Try this in your next lesson

Draft a short follow-up email with a clear task, the needed files and one sentence explaining what learners should do before the next lesson.

Our suggested routine

☐ Use a clear subject line.

☐ Attach the task and anything needed to complete it.

☐ Include answers when learners can sensibly self-check.

☐ Check recipients before sending.

☐ End with one clear instruction about what to do before the next lesson.

A classroom example

For our classroom adaptation, choose three or four checked examples rather than copying a large generated list. Put the task first, then the examples and optional extension. In the next lesson, check that the message arrived and ask one learner to use an example in a new context. We learn more from that response than from assuming the attachments were opened.

After the attempt

What worked? What needs another model or a smaller step? Note one change for next time.

Read the full explanation and examples:
howtoenglishpod.com - S06E08 article