

If you've ever been a student, you have probably used one of these. (Allyn holds up her notebook/binder) I see them every day. I'm an English teacher. But as a teacher, I can't be with my students all the time. That's why I teach them iEnglish!

iEnglish is a program that gives you strategies and tools to learn English anytime, anywhere- to become your own teacher, when there isn't a teacher around. In previous videos, we introduced the iLEAP Cycle, a simple pattern to help you learn English on your own. In this video, I'll show you planning pages that can go right into your notebook – to help you stay organized as you work through the iLEAP cycle. We call these planning pages “Plan at a Glance.”

“Glance” means to “look quickly.” Having everything available at one “glance” allows you to keep your goals and plans in mind, without having to flip through many pages. Plan at a Glance takes you through the iLEAP cycle, step by step – identify my goal, locate language samples, explore language features, act on what I've learned and process my learning.

You can find the Plan at a Glance on the same web page as this video. Feel free to download it. You can also download the one that Veronika filled out.

Do you remember Veronika?

She's a newcomer to Canada. By day, she works as a graphic designer for a local magazine. By night, she is an artist. She loves to spend most of her free time doing her art. Her dream is to start her own business and sell her art. Veronika took the iEnglish training and used the iLEAP cycle to help her. Her first goal was to “call a local art gallery to ask for information.” She wanted to know how to place her art in the gallery. So, she began by writing down this goal in her plan at a glance: “I want to call an art gallery to learn more about how to place my art.”

She also confirmed that this goal was specific, relevant and realistic.

Then Veronika thought about what she needed to learn to accomplish her goal. She wrote down her ideas. She would learn: new words related to art & marketing, cultural norms for calling businesses, a structure for the conversation, correct pronunciation, & sentence structure especially for questions. She also felt she needed to have more confidence, practise with a friend, and make a good first impression.

The next step was to locate language samples that she could learn from.

Veronika visited her local library and found a book called “101 Ways to Market your Art.” She determined that the content was useful to her and it was written at a level of English that she could understand. So, Veronika signed it out and listed the book on her “plan at a glance” page. Pages 134-146 were all about making phone calls.

Veronika felt that this print sample would be a great help with vocabulary, grammar and culture. But it's a good idea to have more than one sample for each goal. Veronika also found an online video about "cold calling." This is when you call someone who isn't expecting your call. As her last sample, Veronika decided to speak to an artist friend. Veronika felt that 3 samples would be sufficient.

She was now ready to explore her samples. Remember, in a previous video we taught you that your Exploration Plan should have 3 parts - before-during-after. The Plan @ a Glance takes you through an Exploration Plan for each sample using the before-during-after approach. Let's see how Veronika planned her exploration.

Before reading 101 Ways to Market your Art, Veronika answered two questions: What Can I expect? & What questions do I have? She then decided to be active during her reading by taking notes. After reading, she answered the questions: Was my expectation correct? How will I remember what I've learned? & What should I explore next?

The exploration plan also includes a section where you can list the language features that you discover in the sample. This is what Veronika learned from her book. Veronika also recorded these items in her notebook using pages that we will introduce to you in the next video.

Veronika went through the exploration plan two more times – to view the "cold calling" video (pause) and to talk with a friend. Veronika's 3 samples taught her many new language features. Now it was time to bring it all together in the next phase of the iLEAP cycle - and act on what she learned.

The Action Plan section of this document follows the prepare-practise-produce approach. Veronika recorded her personal script in the "prepare" section of the action plan. She used this script to "practise:" first on her own, then with a friend. She also decided when to "produce!" She would make the call "this Friday" to the Junebug Art Gallery.

As soon as Veronika finished her phone call, she turned to the final section of her "plan at a glance" – process my learning. This is the last step in the iLEAP cycle. This means "to gain understanding by thinking about your experiences." This is when you reflect on how you felt about the experience. What did you do well? What do you need to improve? What will you do next and how will you keep yourself motivated?

Choose your focus, "points to consider" – Was I understood? Did I use suitable vocabulary? Did I use correct grammar? Did I speak with proper pronunciation? Was I culturally appropriate? Was I fluent?

Don't focus on too much at once. Choose 2 or 3. For Veronika, her main focus was to be understood, use her new vocabulary and speak with proper pronunciation.

Then, Veronika answered the question, “What did I do well?” She felt that “in general, the person on the phone understood” her. What did Veronika need to improve? Well, at one point Veronika made a mistake. She said, “Did I catch a good time?” But she was supposed to say, “Did I catch YOU AT a good time?” This means “do you have time to talk right now.” The person on the phone didn’t understand, saying “pardon me.” It made her more nervous and she forgot to use many of the phrases that she had learned. She also forgot to ask for a meeting. She wrote all this down in the final section of the Plan @ a Glance.

The “process my learning” step really helped Veronika know what she should do next. She decided to do more practice with the phrases, rehearse with her friend and call another gallery. Finally, she wrote down how she will keep herself motivated - by visualizing her art hanging in the gallery.

Keeping motivated is really important while you study English. Let me give you 10 suggestions:

1. Don't be afraid to make mistakes. This is how we learn.
2. Study in ways that work best for you. If you aren't a morning person, then study in the afternoon. Do you like to study alone in a quiet place or with a group?
3. Visualize your goals. Imagine yourself accomplishing your goals successfully.
4. Reward yourself when you achieve a goal.
5. Take regular breaks while you study; get some fresh air and stretch your legs.
6. Don't give up! Stay positive! Sometimes you will feel that you aren't learning quickly enough. Everyone feels like this; don't worry about it. You'll get there in the end.
7. Enjoy learning! We learn more when we are having fun!
8. Find ways to relax before attempting a language task. Listen to music or take a hot bath. You'll communicate better when you feel relaxed.
9. Celebrate your progress. Look at the books or English samples that you used in the past. You'll be surprised at how easy they seem to you now! Congratulations, your level is improving!
10. Make positive statements about yourself. Make a list. Add a new one every day.

So this is it - the Plan at a Glance – It was created to help you keep organized and motivated as you work through the iLEAP cycle. You can download, print and write on it with a pen (as Veronika did) or you can type right on the document and save it as a digital file. You may even have your own way of organizing yourself.

We encourage you to do what works best for you.

As with previous episodes, you can do activities to practise what you've learned in this video. There are 3 levels of activities – see it, try it, and use it. In the next video, we will show you other pages for your notebook to help you record features of vocabulary, grammar, pronunciation and culture.

Well, that's it for now. See you next time.