






HOW TO MAKE AN INDIVIDUAL ESL STUDENT PLAN FOR A PARTICULAR MACROSKILL

1. Go to http://www.kelvingrovesc.eq.edu.au/asp/teepl/teepl_intro.asp
2. Scroll down the page to under the table
3. Select '**Open ESL Plan Template**', open the blank Microsoft Word document and fill in the date and student details at the top
4. Select **Back** in Internet Explorer, select '**Yes**' to the prompt asking '**Do you want to save changes?**' and select '**Save**' to save template into appropriate location e.g., My Documents, giving the file the name of the ESL student
5. Decide for which macroskill you wish to do a plan
6. Select  in the table you wish to cut and paste from e.g. MUP Reading

	Listening	Speaking	Reading	Writing
Junior Primary				
Middle/Upper Primary				
Secondary				

7. The table will open at level 1 so select '**next level**' until you reach the desired level and if necessary, scroll down to the desired part of the table
8. Highlight the language capabilities being targeted (if the student is operating at level 4 these will be found in the 'Language Capabilities' column of level 5.) Highlight all or some of these capabilities and click '**Copy**' in the edit menu (or the keyboard shortcut Ctrl+C)
9. Open the saved ESL Plan Document, click in column headed '**Target Language Capabilities**' on the ESL Plan and click '**Paste**' in the edit menu (or the keyboard shortcut Ctrl+V).
10. Minimize ESL Plan Document to the task bar
11. Select the TEEPL icon minimized to the task bar
12. Highlight and '**Copy**' the teaching emphases to match the language capabilities you wish to include in the plan- if the student is at level 4 these will be found in the level 4 table
13. Maximize the ESL Plan Document (in the task bar) and click in the Teaching Emphases column. Click '**Paste**' from the edit menu (or the keyboard shortcut Ctrl+V).
14. Continue to cut and paste in this way. Some people find it easier to select the whole column of teaching emphases and when pasted into ESL Plan Document delete those not required rather than select one emphasis at a time. When an emphasis is in the template it can be modified to suit the mainstream unit of work and changes made to font e.g. colour, size, style etc. You can also change the template e.g., to include a resources column. The comments column is for reflections, anecdotes, observations, insights etc
15. If there is a '**Note**' at the top of the TEEPL table you are using, '**Cut**' and '**Paste**' it to the top or bottom of the ESL Plan Document
16. Repeat steps 1-15 for another macroskill to include either on the same ESL Plan Document distinguished by headings or on a new ESL Plan Document

IF PROBLEMS PERSIST, EMAIL YOUR QUERY TO KAY Mc NAMARA kmcna15@eq.edu.au

* If you wish to find a particular type of emphasis e.g., about teaching expository texts in MUP Writing just open the MUP Writing table to the level you are using and press '**Control (Ctrl)**' and hold this key down while pressing the '**F**' key. Enter the search term into the box that appears (using the stem- 'exposit' so all forms of the word will be found) and the teaching emphases containing 'exposition' and 'expository' will be systematically located in the table. When one is found, click '**Next**' to find the next one from top to bottom containing that word

