

**TRUONG CHINH Senior High School, Đông Hưng Thuận Ward**

**ENGLISH GROUP (2025 – 2026)**

## **DETAILED TASK ASSIGNMENT**

for Foreign Teachers and Co-teaching Vietnamese Teachers

Academic Year: 2025 – 2026

### **1. BEFORE CLASS**

#### **Vietnamese Co-teacher:**

- Work proactively with the foreign teacher on the lesson plan, define lesson objectives, and agree on the division of tasks (Co-teach Plan).
- Be aware of the list of integrated students.
- Help the foreign teacher find the classroom (especially during the first 2 weeks).

#### **Foreign Teacher**

- Prepare teaching content according to the school's teaching plan.
- Coordinate with the Vietnamese co-teacher for the classes they are in charge of.
- Organize interactive activities, ask questions, and create opportunities for students to practice communication.
- Agree on the Speaking section: limit individual speaking, prioritize pair/group speaking. Allow students to use microphones and provide feedback on their speaking.
- Prepare Bluetooth speaker, microphone (wired/wireless).

#### **Both Teachers:**

- Discuss how to deliver the lesson, manage the class, and prepare necessary teaching aids.

### **2. BEGINNING OF CLASS (Review – 10 minutes)**

#### **Vietnamese Co-teacher:**

- Support/participate in reviewing previous lessons with Foreign Teacher (vocabulary, sentence structures). Ensure Foreign Teacher carries this out as required.

#### **Foreign Teacher**

- Conduct the Review (10 minutes), focusing on checking knowledge and correcting pronunciation/structural errors.

### **3. DURING CLASS (85 minutes)**

#### **Vietnamese Co-teacher:**

- Classroom management: oversee the class, motivate and remind inactive students (sleeping, doing unrelated work, forgetting materials, leaving for the restroom).
- Assist Foreign Teacher in recording attendance in the class log.
- Teaching tasks:
- Review: support Foreign Teacher.
- Vocabulary: re-explain in Vietnamese if needed; clarify details if students have questions.
- Listening: check and support the class.
- Pronunciation: explain and practice with students.
- Speaking: demonstrate together and check pair/group work activities. Absolutely avoid word-for-word translation.
- Games (max 10 mins/session): re-explain if students face difficulties, follow the activity with students.

#### **Foreign Teacher**

- Main teaching (Language Input): deliver core content (vocabulary, structures, pronunciation).
- Teaching tasks:
- Review: previous lesson (10 mins).
- Vocabulary: explain in English, clarify exercises.
- Listening: lead listening activities.
- Pronunciation: lead pronunciation activities.
- Speaking: lead speaking activities.
- Games (max 10 mins/session): explain and conduct the activity.

### **4. END OF CLASS (5 minutes)**

#### **Vietnamese Co-teacher and Foreign Teacher**

- Summarize & review (5 minutes): consolidate knowledge of the new lesson.

### **5. AFTER CLASS**

**Vietnamese Co-teacher**

- Report any arising issues promptly to the Group Leader/Deputy.

**Foreign Teacher**

- Report any arising issues promptly to the Group Leader/Deputy.

**Both Teachers:**

- Reflect and give feedback on teaching methods, delivery, and any class issues.