# Option 1: Grab-bag

Just pick and choose.

Here are some stand-outs you might like:

* Time-saving techniques like the quick essay feedback forms
* The various “Lab Period” activities and the discussions that go with them.
* The midterm writing exam, the “personal essay”
* The combined-skills exam, like the final writing exam or final speaking exam

# Option 2: Use as a full prep

I use Teams. Every week, I put in Teams all the files in the folder for that week. So before I teach my first class, I go in “Week 01” of the prep and copy the files over to Teams:

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Le contenu généré par l’IA peut être incorrect.

Note: I obviously do not copy over the “Teacher only files” folder to Teams.

The first file is always called “Class Outline,” and it’s my plan for what I do that class. The other files are in order of when I think I will need them. The last “HW” files are for the students to check during the week to know what the homework for next week is.

In the “Teacher only files" folder, there is a folder called “Print.” These are the files I print ahead of time.

# 102 or 103?

I use the basics of this prep for both levels, though with different expectations in terms of language, obviously. The instructions have different word counts and I use different marking grids. But most of the structure is the same. I have included files in here to teach both 102-level and 103-level.