

# Introduction

Welcome to the unit looking at developing an understanding of classroom organisation and management with particular emphasis on communicating and exchanging ideas. This is the fifth element in the **Communicate and Exchange Ideas** module for teachers of children in Key Stages 1 and 2.

Please check the list below to ensure that you are happy with the following assumptions. If there is anything about which you feel uneasy, please talk it over with your tutor mentor. He or she will be able to help you resolve any worries you may have:

- You have completed Unit 3: Developing a Teaching Repertoire
- You have gone through your action plan for that unit and are able to understand and carry out the tasks yourself
- You have completed Portfolio Activities 2 and 3 and they have been approved by your tutor mentor
- You have access, either at home or at school, to a computer which is connected to the Internet and on which you can send and receive email and access the Internet.

**This unit of work is the second of four self-study units that you will undertake by yourself or with a local group (such as other teachers in your school or in your training group).**

If this is your first module, you will have an additional free-standing unit, **Know and Understand Information**.

Although these units are self-study units you are not expected to work alone – apart from other members of the school who may be working on the same module, you will have access to on-line support through the National Grid for Learning either at school or at home.

You may wish to pair up with a teacher from another school in order to meet face to face as well as to correspond through email.

Look carefully through this booklet and note any key areas that you are unsure of. Highlight them so that as you come to prepare for the activities you can discuss issues in advance with your tutor. Make a note of any terminology that you do not understand so that you can check the meaning and add it to your glossary.

