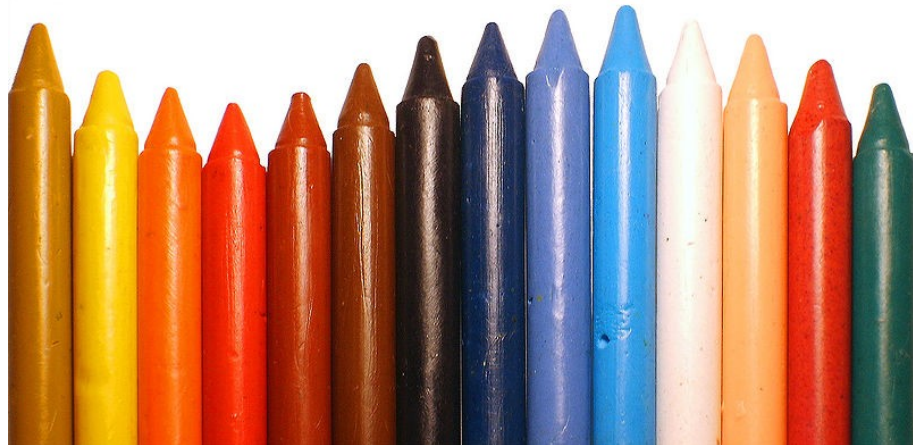


# TEACHING MATERIALS COLLECTION

## 2013



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## Introduction

### ***Purpose***

This *Teaching Materials Collection* is intended for use in conjunction with the *ALT Handbook*, a JET Programme publication produced by CLAIR. With these publications, CLAIR hopes to provide information for JET participants on teaching in Japan and how to adapt to their workplaces.

### ***Resource Sources***

This *Teaching Materials Collection* and the complementary *ALT Handbook* are compilations of information collected from participants of the former British English Teachers Scheme (BETS) and the Monbusho English Fellows (MEF) Programme, as well as past and current JET participants.

This *Teaching Materials Collection*, in conjunction with the *ALT Handbook*, were previously collectively known as the *Resource and Teaching Materials Handbook*. These materials were split in two and the *Teaching Materials Collection* is now provided in an online format. A PDF version of the *ALT Handbook* is also available on the JET Programme website at: [www.jetprogramme.org/e/current/publications.html](http://www.jetprogramme.org/e/current/publications.html)

CLAIR would like to express special thanks to all of the JET participants and JET alumni who submitted new material for the 2013 edition of the *Teaching Materials Collection*. This edition contains extensive new content, and we hope that ALTs will find it useful.

Please also utilise our Teaching Materials Exchange Forum where JET participants are able to share their teaching materials with the JET community: [www.jetprogramme.org/forums](http://www.jetprogramme.org/forums)

We hope that you find this *Teaching Materials Collection* and the *ALT Handbook* useful. If you have any suggestions for improvement, including content you would like to add or lesson ideas to submit, please visit our forums ([www.jetprogramme.org/forums](http://www.jetprogramme.org/forums)) or contact us directly at [jet@clair.or.jp](mailto:jet@clair.or.jp).

The editors

## Commonly used expressions, abbreviations and Japanese words

### Titles and Institutions

<b>JET</b>	- Japan Exchange and Teaching
<b>ALT</b>	- Assistant Language Teacher
<b>CIR</b>	- Coordinator for International Relations
<b>SEA</b>	- Sports Exchange Advisor
<b>CLAIR</b>	- Council of Local Authorities for International Relations
<b>MIC</b>	- Ministry of Internal Affairs and Communications
<b>MOFA</b>	- Ministry of Foreign Affairs
<b>MEXT</b>	- Ministry of Education, Culture, Sports, Science and Technology
<b>BETS</b>	- British English Teacher Scheme (British forerunner to JET Programme)
<b>MEF</b>	- Monbusho English Fellow (American forerunner to the JET Programme)
<b>EFL</b>	- English as a Foreign Language
<b>ESL</b>	- English as a Second Language
<b>ESS</b>	- English Speaking Society
<b>ES</b>	- Elementary School
<b>JHS</b>	- Junior High School
<b>SHS</b>	- Senior High School
<b>JTE</b>	- Japanese Teacher of English
<b>TEFL</b>	- Teaching English as a Foreign Language
<b>TESL</b>	- Teaching English as a Second Language
<b>TT</b>	- Team teaching

<b>somusho</b>	- Ministry of Internal Affairs and Communications (MIC)
<b>gaimusho</b>	- Ministry of Foreign Affairs (MOFA)
<b>monbukagakusho</b>	- Ministry of Education, Culture, Sports, Science and Technology (MEXT)
<b>kencho</b>	- Prefectural Government Office
<b>kyoiku-iinkai</b>	- Board of Education
<b>shiyakusho</b>	- City Hall
<b>yakuba</b>	- Town Hall

### School-Related

<b>bukatsu</b>	-extra curricular/after school activities
<b>byokyu</b>	- sick leave (paid)
<b>chugakko</b>	- junior high school
<b>daigaku</b>	- university
<b>daikyu</b>	- compensatory holiday
<b>eigo</b>	- English
<b>Eikaiwa</b>	- English conversation
<b>ichinensei</b>	- first year
<b>kocho sensei</b>	- headmaster / principal
<b>koko</b>	- senior high school
<b>kyoto sensei</b>	- deputy head / vice-principal
<b>kyushoku</b>	- school lunch

<b>nenkyu</b>	- annual paid holiday
<b>nihongo</b>	- Japanese language
<b>ninensei</b>	- second year
<b>sannensei</b>	- third year
<b>seito</b>	- students
<b>sempai</b>	- elder, senior, mentor
<b>sensei</b>	- teacher; form of address for teachers
<b>shogakko</b>	- primary / elementary school
<b>yasumi</b>	- holiday, rest, break, day off
<b>yochien</b>	- kindergarten
<b>zangyo</b>	- overtime

### Work-Related

<b>bonenkai</b>	- end of year party
<b>enkai</b>	- party
<b>gaman</b>	- patience, tolerance, perseverance
<b>giri</b>	- obligation
<b>honne</b>	- real intention, true feelings
<b>kangeikai</b>	- welcome party
<b>nijikai</b>	- second party following the enikai
<b>omiyage</b>	- souvenir gifts
<b>shinnenkai</b>	- New Year party
<b>sobetsukai</b>	- farewell party
<b>tatemae</b>	- saying and doing what is expected

### Other Commonly Used Words

<b>bento</b>	- packed (boxed) lunch
<b>genki</b>	- well-being, energetic
<b>gambatte</b>	- do your best (command)
<b>daijobu</b>	- okay, no problem
<b>dame</b>	- no good, not acceptable
<b>dozo</b>	- help yourself, go ahead
<b>gaikokujin</b>	- foreigner
<b>hiragana</b>	- Japanese syllabary
<b>inaka</b>	- rural areas
<b>kokusaika</b>	- internationalisation
<b>kanji</b>	- Chinese characters
<b>katakana</b>	- Japanese syllabary used for foreign words
<b>katakana eigo</b>	- Japanised pronunciation of English
<b>meishi</b>	- business cards
<b>romaji</b>	- Romanisation of Japanese

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