



# Teaching Tools

A collection of templates, can be found on the Global Education Victoria website ([www.globaleducation.edna.edu.au](http://www.globaleducation.edna.edu.au)). These will help students sort, organise, present and make sense of information in a variety of forms. The templates can be adapted to suit particular learning situations and are referred to in the Activity Matrix and Suggested Planned Unit.

**A to Z** – using the A to Z proforma, students brainstorm and research words and terminology associated with a topic that begins with the different letters of the alphabet. Answers are recorded on the sheet next to the relevant letter. Could be used as a pretest/concluding activity. Try post-it notes on a whiteboard as an alternative.

**FLOW CHART** – use to list a series of events or sequence of ideas or procedures that have happened, or might happen.

**MIND MAP** – (Similar to concept maps) – has a central image which depicts the topic or issue being mapped. From the centre a series of coloured stems reflect the components of the topic. Students may then draw branches which show the interrelationship or connections between the ideas. Can be used in activities that involve planning, brainstorming, notemaking, organising or problem solving.

**PMI CHART** – the pluses, minuses and interesting (PMI) tool can be used to organise evaluation of an issue, compare advantage and disadvantage and make decisions. This tool encourages all students to look at all sides of the topic and recognise the strengths and weaknesses rather than focusing on an emotional reaction.

P = Pluses - What are good points about the idea? Why do you like it?

M=Minuses - What are bad points about the idea? Why don't you like it?

I = Interesting - What do you find interesting about the idea? Ask students to finish these sentences: "It would be interesting to see if ...."; "It would be interesting to see whether ....." ; "What is interesting about this is ....."

The 'I' can also stand for improvements, intriguing or ideas.

**QUESTION DICE** – Transfer question starters (for example, what, where, which, who, why and how) onto the sides of a dice or onto a spinner where students spin the mechanism and then develop a question for that position.

**VENN DIAGRAM** – is made up of two or more overlapping circles. It is often used to compare items or issues, by recording aspects of similarity and difference. Similarities are shown in the overlapping area and differences are shown in the areas that do not overlap.

**De BONO's SIX THINKING HATS** – may be used to analyse an issue.

ISSUE	WHITE	YELLOW	BLACK	RED	GREEN	BLUE
	Facts / Information	Strengths / Benefits	Weaknesses/ Assessment	Emotions / Feelings	Possibilities/ Solutions / Creative	Which hat? / Overview / Implementation