



We'll think about how we can improve our organisation systems, as well as discussing different types of tools we can use to make lesson planning and material creation easier.

### **Biographical Information**

Laura left Ireland to travel the world, but fell in love with/in Düsseldorf. As well as teaching Business English, she writes learning materials, both print and digital. With an MA in Education Leadership and a second in Education and Technology, her focus is on developing authentic materials, encouraging student creativity and using technology wisely.

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Please register by sending a separate e-mail to [events@eltaf.de](mailto:events@eltaf.de) and state whether you are a member of ELTAF or another German ELTA.

The fee of EUR 10 for non-members is payable to the ELTAF account: ELTAF e.V., Postbank Frankfurt, IBAN DE90 5001 0060 0075 6476 00, PBNKDEFF.

You will be sent a link to join the Zoom meeting.

### ***Reduce, reuse, recycle – using technology to improve efficiency***

Presenter: Laura Edwards

Saturday, March 13, 2021 14:00 - 17:00 (approx.)

Online workshop using Zoom

Fee: free of charge for members of ELTAF or other ELTAs, EUR 10 for non-members

#### **Workshop description**

##### **Reduce, reuse, recycle - using technology to improve efficiency**

Being efficient and effective - this is the goal of many teachers. Technology can help, but good organisation is key. When planning or creating lessons, we should ensure we get the most out of everything we do. Take inspiration from the environmental mantra 'Reduce, reuse, recycle' - reduce the amount of time we spend looking for materials, reuse the materials we love or create ourselves, recycle students' contributions to use as future lesson content.

This workshop is divided into three parts.

Getting organised: Developing our online filing cabinet, digital lesson plans and resource lists

Creating materials: Adapting texts, sourcing images, recording audio clips

Building a content library: Using our students as resources