

THE MAIN PRINCIPLES OF ONLINE TEACHING AND LEARNING

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Annotation: *The field of technology teaching online is becoming a more common statement in our lives. There are several benefits for both teachers and students to take classes online. In this article, the author tries to examine the advantages and disadvantages of online teaching.*

Keywords: *online teaching, face-to-face learning, principles, authentic materials, rapport, TTT, STT, seating and interaction*

Due to developments in the field of technology teaching online is becoming a more common statement in our life. There are several benefits for both teachers and students to take classes online. Students can learn where it is comfortable for them. They can go to libraries, internet cafes, to the park or just stay at home and learn new topics from a distance. Teachers also have the advantage of teaching online, such as working for several educational institutions from all over the world. There are five principles of teaching and learning online. The first one is 'Creating opportunity of interaction', which refers to making opportunities for socialising students between teachers or students with their peers. The main purpose of this principle is to create an atmosphere of supporting students when they need some help as in traditional classes. The second principle, "Involving learners, demands engaging students in the lesson. Our goal is to help learners interact with each other and participate during the lesson by asking something or giving their own opinion on a topic, communicating with group mates like in a traditional lesson. The third one is dedicated to 'being present', which is meant to attend online classes as ordinary ones. Teachers and students should be online during the process of learning, by switching on cameras and microphones to achieve well-organized communication.

We can identify whether online resources or not with the help of our colleagues and collect them by searching. We should put reliable resources in one folder and others in another one by separating them. Firstly, we should understand that reliability depends on the accuracy of the information. If the information has Grammar mistakes and spelling, lexical errors, we should not use it for teaching purposes. Because students can copy it with mistakes. On the other hand, if they are advanced students after realizing mistakes in resources, they cannot trust our knowledge anymore. We can analyse the strengths and weaknesses of some of the online resources. For example, engVID Free English video lessons.

There are different teachers' video lessons, which teachers can learn independently, different topics (test preparation for IELTS, TOEFL) and quizzes (Grammar tests, puzzles) to strengthen your background knowledge, and you can open your account on this site and search all information you need by writing searching button (for example plagiarism). We can find information for all learners from beginners to advanced ones. There is a lot of information and it can take time to find and learn it. It is the weakness of it. Because of videos, you can have problems connecting to the Internet. Some videos are too short and

some are too long, which can cause them not to understand properly. TED Talks have been more popular these days among people because of different types of information. There are motivational, business or real-life topics that can be useful to listen to language learners. It is beneficial for high-level students to listen for detailed information. On the other hand, it can be difficult for lower-level learners because the words and phrases are complicated to understand. There are a lot of complex sentences and idioms, which are not appropriate for beginners.

We can use different types of online materials such as videos, music, songs, authentic materials (real-life materials that were initially not used in teaching), social media, and collaborative tools. For example, a teacher can put a video and share it with students, and then they analyse it. (Whole meaning of this video, main character, genre, whether the title of it is suitable or not, do you recommend it to others etc.). In addition, a teacher can share the video and discuss it in breakout rooms with classmates (in this case a teacher switches off the sound of it and ask them to predict what kind of conversation is held in it)

A teacher can show a video about 'Daily life' in the classroom and ask them to make their videos and put them on Social Networks. They can do this by presenting in the classroom in front of an audience too. Teachers can share their screens and give them tasks to put videos on Facebook or YouTube. (Teacher should create their group for these tasks)

Authentic materials can be used in both online and offline lessons. They can be articles, notes, announcements etc. In offline lessons, we should print out them and distribute them to all students. For example, if we want to organize skill-based lessons, we can choose different kinds of signs, messages and notes to read with students. It can demand time to check their answers separately. Online lessons are held by sending materials before lessons or demonstrating during the lesson. They can be checked by giving their own opinion in a chart or sending by e-mail to the teacher.

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