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Helping students focus

- Check if they know what they are supposed to do.
- Check they are able to do it.
- Ask them to tell you what they should be doing first.
- If necessary, tell them exactly what they are supposed to do, briefly.
- Check they have the equipment they need.
- Do they know where to find what they don't have?
- Start the task with them if necessary.
- Give them a chance to get on with it themselves.
- Don't stand over them.
- Look for and reinforce partial completion of school work by saying: 'Well done, I can see that you have...'
- Use verbal and visual prompts to stay on task.
- Assign a working partner to the student and clarify.
- Give positive feedback on both effort and achievement.

Source: Roffey, S. (2004). The New Teachers' Survival Guide to Behaviours