

WORKBOOK ON SUCCESSFUL TEACHING
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INTRODUCTION

"Of making many books there is no end, and much study is a weariness of the flesh." Eccl. 12:12. The only justification we have for adding a workbook on successful teaching to the host of good books on the subject is that among all the good books, we were not able to find what we wanted in a workbook form.

This is what we wanted in a workbook: First, a Bible-centered workbook which, while using as reference materials any and all the works of man, would find both its inspiration and methods of successful teaching in the Book of books. Second, a workbook which would both encourage the student to find the principles of successful teaching in the Bible, and enable him to relate them to his own teaching experience in a practical way. Third, a workbook that could be used in a teacher-training course either by itself or as supplementary material with a more complete text as a background course of study.

In the bibliography at the end of this workbook we have listed some of the primary sources we have consulted in the preparation of this workbook.

You will note that the lessons in this workbook are divided into two parts. The first part deals with Bible principles and references related to the subject matter of the chapter. Part B deals with some specific questions related to information found in the texts listed in the bibliography. We particularly recommend such books as TEACH WITH SUCCESS, by Guy P. Leavitt, and HOW TO TEACH, by Thornton and Sharp.

CHAPTER I
PART A

1. There are many rewards enjoyed by a Bible teacher. The following scriptures suggest some of them. After the reference, write the reward it suggests to you. List additional rewards in the space provided below.

A. Eph. 4:31-32 _____
B. II Tim. 2:15; Jn. 8:32 _____
C. Mt. 10:19; Acts 9:29; Eph. 6:19-20 _____
D. I Cor. 3:9 _____
E. I Cor. 3:8; Luke 19:17 _____

2. How do the following scriptures show the importance of the teaching of the Bible?
A. Deut. 4:9 _____
B. Ps. 119:112 _____
C. Is. 2:3 _____
D. Mt. 5:19 _____
E. Col. 2:7 _____
3. Give 5 scripture references that tell of Jesus teaching.
A. _____ B. _____ C. _____ D. _____ E. _____
4. The word "Master" in the Authorized version is many times the same word translated "teacher". About how many times is Jesus addressed by the terms "master" or "teacher"? _____.
5. Find, if you can, the different implications of the following Greek terms which are translated "master" or "teacher" and tell how many times they are translated each way in the New Testament. (Authorized version).

Despotes _____
Didaskalos _____
Epistates _____
Kathegetes _____
Kurios _____

CHAPTER I (Cont'd)

PART B

1. Name at least seven rewards of the Bible Teacher.

2. How are successful habits developed?

3. Who learns the most in any class? Why?

4. Name four persons or groups who are depending upon you to do an indispensable job:

5. What are at least four things that you must know as a Sunday School Teacher in order to improve yourself?

6. How do you compare with the average Sunday School teacher in the following ways?
 - A. Age.
 - B. Formal preparation. (Education)
 - C. Lesson preparation.
 - D. Materials used in lesson preparation.
 - E. Promptness in arriving Sunday morning.
 - F. Regularity of attendance.
 - G. Use of modern methods.
7. Who is our ideal teacher? Why?

8. Luke 2:52 shows four ways He advanced. What are they?

CHAPTER II
Part A

1. Give at least one verse from the teaching of Jesus that shows the importance of the way a man (a) Thinks_____ (b) Speaks_____ (c) Acts_____.
2. Give a verse that indicates that obedient faith is a necessary prerequisite to being pleasing to God._____.
3. Give two examples from the New Testament which show that mere "church membership" was not satisfactory evidence of real Christianity.

_____.
4. Paul said that obedience "from the heart" was necessary to be made free from sin. Where did he say this, and what should be the natural consequence of this obedience in our lives?

_____.
5. Give 5 outstanding characteristics (attitudes or actions) which you think every Christian should have. If you can, give a scripture reference indicating the need for each one.

_____.
6. Evaluate the following statement: "You are not fit to be a teacher unless you always measure up fully to the Bible standard of thinking, feeling, and acting"_____

_____.
7. Explain how Phil. 4:13 fits into your teaching plans?

_____.
8. What three things are necessary for you to have or do in order to obey the command of 2 Peter 3:18?

_____.

CHAPTER II (Cont'd.)

Part B

1. What is the first and most outstanding reason why Bible Teacher must be a real Christian?

2. If there is any one thing that proves whether or not a person is a Christian, what is it?

3. Answer "yes" or "no" for yourself and be able to discuss in class the importance of the following questions regarding your spiritual qualifications as a teacher:
 - A. Am I an active supporting member of the local congregation?_____
 - B. Do those in my home and at my work consider me to be the kind of Christian I ought to be?_____
 - C. Do I pray frequently and at length at least once a day?_____
 - D. Do I read from the Bible everyday and meditate upon what I have read?_____
 - E. Do I make it a rule of my life to attend the services of the Church?_____
 - F. If in public are my dress, words, and general behavior such as to bring honor to my Lord?_____
 - G. Am I thoroughly committed to the Christian work entrusted to me and willing to make the sacrifice necessary for its success?_____.
4. What would you say is your primary purpose as a Bible Teacher?

5. What are some of the things that can keep you from being discouraged as a Bible Teacher?_____

6. What is wrong with the expressions of Paul for the Bible Teacher, "I can do all things--"?_____

7. What is wrong with saying "I can do all things through Christ" and stopping?

CHAPTER III

Part A

1. What great principle was named by Jesus in Mt. 19:19 for getting along with people? _____
_____.
2. What are the two greatest commandments. Give reference. _____
_____.
3. Give two examples of how a teacher might fail to heed the admonition given in Mt. 18:6. _____
_____.
4. Give three incidents in the life of Christ which indicate his love for people. Give references: _____
_____.
5. Paraphrase Paul's conclusion of the primary lesson in the 8th chapter of First Corinthians, and give a modern example of how it might be applied. _____

_____.
6. Paul gives in I Thess. 2:7-8 some attitudes a teacher should have toward her students. Name them. _____

_____.
7. Romans 12:8 suggests three necessary attributes of a teacher, name them: _____

_____.
8. What does Paul's statement in II Cor. 3:2 suggest concerning our influence on our students? _____
_____.
9. Paul's letters to Timothy are full of admonitions benefiting to a teacher. List 8 given in I Tim. 4:11-12. _____

_____.

CHAPTER III(Cont'd.)

Part B

1. From you own experience and/or from any reference work, name at least six persons or groups with whom the teacher needs to learn to cooperate to do an effective job of teaching:

2. Name three characteristics which any employee should have and especially important to the Bible Teacher: Which in your judgment is the most important?

3. What is the value of a good teacher-pupil relationship?

4. Should a teacher strive to be popular with her students? Give the reasons for your answer:_____

5. List three habits or attitudes which you or other teachers you know have which you would not want your children to have:

6. What will normally solve most of the ordinary discipline problems?_____

7. Grade yourself by the following chart and be able to discuss in class the value of each of the evaluating statements: (Give 10 points for each yes).

	<u>YES</u>	<u>NO</u>	<u>PARTLY</u>
I know and speak to each of my pupils by name.	---	---	---
I have visited the home of each pupil.	---	---	---
I pray for my pupils by name daily.	---	---	---
My pupils come to me with their personal problems.	---	---	---
Discipline is not a problem in my class.	---	---	---
I get joy out of teaching the class.	---	---	---
I would drop any habit that I thought was not a good influence on my students.	---	---	---
I like to play with my students as well as work and study with them.	---	---	---
I have no difficulty getting along with other workers in the Bible school.	---	---	---
I am able to get my students to recruit others for the class (or try).	---	---	---

CHAPTER IV
Part A

1. Although you may be grown physically, you always need to advance in spiritual stature. What do the following scriptures teach about growth?
 - a. I Pet. 2:2_____
 - b. I Pet. 3:18_____
 - c. Eph. 4:11-15_____
2. What did Paul tell Timothy about bodily exercise? How would you apply that to a Bible teacher of today?

3. The following scriptures suggest an attribute of the teacher we may need to strive to attain. After each reference, list the attribute it suggests. Be able to discuss the value of each.

a. Pro. 15:13_____	b. Ecc. 7:3_____
c. Phil. 3:1_____	d. Phil. 4:13_____
e. II Cor. 8:8_____	f. II Cor. 1:12_____
g. Jn. 2:17_____	h. Tit. 2:14_____
i. Gal. 4:18_____	j. Mt. 8:9_____
k. Heb. 3:5_____	l. Acts 2:44_____
m. Jn. 4:36-37_____	n. Eph. 3:16_____
o. Col. 1:1_____	p. Co. 4:6_____
q. I Pet. 3:15_____	r. Eph. 4:32_____
s. Pro. 18:24_____	t. I Cor. 15:58_____
u. Lk. 21:19_____	v. Heb. 10:36_____
w. Neh. 8:8_____	x. I Cor. 14:7_____

Part B

1. Define personality:_____
2. Rate yourself on the following personality profile test and then be able to answer the following questions:

CHAPTER IV (Cont'd.)

Part B

- A. In what ways does physical fitness help the Bible teacher?
- B. What two bad affects may be caused by insincerity?
- C. Is it possible to develop too much of any of the listed qualities? If so, which ones?
- D. If there is any quality mentioned in which you rate low, indicate specific steps that you should use to improve that area of your personality:

QUALITY		MY ESTIMATE				
		1	2	3	4	5
1.	Accurate in statements.					
2.	Confident in the Lord.					
3.	Constant in Prayer.					
4.	Cooperative in work.					
5.	Correct in grammatical usage.					
6.	Courteous in dealing.					
7.	Decisive in action.					
8.	Evangelistic in effort.					
9.	Fair in decisions.					
10.	Forceful in execution.					
11.	Friendly in disposition.					
12.	Growing in spirituality.					
13.	Inquiring mind.					
14.	Methodical in study and presentation.					
15.	Modest in demeanor.					
16.	Optomistic in outlook.					
17.	Patient in trouble.					
18.	Persistent in adversity.					
19.	Peaceful in mind.					
20.	Pleasant in vocal delivery.					
21.	Punctual in activity.					
22.	Sincere in everything.					
23.	Studious in Bible.					
24.	Tactful in teaching.					
25.	Tolerant in understanding.					
26.	Well groomed in appearance.					
27.	Original in thinking.					
28.	Poised in emotional situations.					
TOTAL:						

3. What specific steps can you take in improving your personality?_____

CHAPTER V
Part A

1. What does the Bible say about the education of Moses and Paul? Give references. What lessons do you get from this?

2. How should a teacher differ from and compare with the lovers of self mentioned in II Tim. 3:7?_____

3. A good teacher reaches the heart of the student, changing his intellect, emotions, purposes, or will. Give specific scripture references which show each of these areas are involved in changing the heart:

4. In view of the shortness of time for the teaching of the Bible, Paul gives two good pieces of advice in Eph.5:15-16. What?

5. Solomon, in Proverbs 4:7 sets forth an important admonition for teachers. What is it?

6. What did James say about the same thing in Jas. 5:1 :

7. What caution did Paul give regarding wisdom in I Cor. 1:17-24? And in I Cor. 2:4?

8. Define or describe the proper wisdom as set forth in James 3:15-17?_____

9. Consideration of the following scriptures should help the teacher overcome some of the dangers that face the drifter. After the references, list the danger you think it would

CHAPTER V (Cont'd.)
Part A.

help you to overcome.

- a. I Pet. 2:2 ; II Pet. 3:18_____
- b. Luke 15:4, Acts 8:25-29, Lk. 15:10_____
- c. II Cor. 6:2; Acts 10:33_____
- d. Acts 17:19; Heb. 3:11, Jn. 8:32_____
- e. Mt. 13:13-15; Acts 22:21-22_____
- f. Acts 20:19; I Pet. 5:5-6_____

PART B

1. Name some of the sources of a teacher's learning:

2. Approximately what part of our brain capacity do we commonly use? What application can you make of this information?

3. What danger or dangers must a person who has a great deal of knowledge avoid?_____

4. For what important reason should the Bible teacher be especially intellectually alert?_____

5. Define Wisdom:_____.
6. List four reasons why Bible School teaching is more important than public school teaching:

7. Name at least six dangers that face the "drifter" and tell how to overcome them:

CHAPTER VI
Part A

1. Define the church in terms of the following scriptures:
 - a. Eph. 1:22_____
 - b. I Tim. 3:15_____
 - c. Mt. 16:18-19; Col. 1:13_____
 - d. Heb. 12:23_____
3. Acts 7:38_____
2. How does Tit. 2:14 and James 2:14 add to these definitions?

3. What are the three responsibilities set forth in the Great Commission?

4. What two aspects of teaching are necessary?

5. As a soul winner for Christ, state at least three vital requirements you must have, giving scripture references for each:

Part B

1. How does a salesman for Christ compare with and differ from a salesman of merchandise?

2. What should characterize every lesson in terms of our desire to win souls for Christ?

3. Where are five places we may recruit souls for Christ?

4. What are at least four ways we may do this? Be able to discuss the value of each in class:

CHAPTER VI (Cont'd.)
Part B.

5. What is the most important evangelistic agency of the church?

6. Suggest five reasons why this is true:

7. What is the average loss to the church of those who attend Bible School when they are children? Why is this true?

8. Name at least five functions of the teacher as suggested in Ephesians 4:12-16:

9. Suggest at least four ways you can help keep students faithful:

10. About what percent of church members were taught in Sunday Bible study about how to become Christians?____.

CHAPTER VII

Part A

1. As suggested in John 2:25, give one reason Jesus was a Master Teacher. _____
2. The following scriptures suggest the three sciences one should know in order to be an effective Bible teacher. List each science after the scriptures listed.
Mt. 13:11; Lk. 10:22b; Jn. 8:32; Jn. 17:3 _____
Lk. 24:38; Jn. 8:43; 8:46; Acts 5:3 _____
Heb. 5:11-14; II Tim. 2:2; Tit. 2:3-5 _____
3. Some of the powers and functioning of the human mind (often called "heart" in the Bible) are suggested in the following verses. After each verse, list the power or function suggested.
 - a. Mk. 9:4 _____ Mk. 2:6 _____ Mt. 13:15 _____
 - b. Lk. 1:51 _____ Mt. 22:37 _____ Rom. 10:1 _____
 - c. Lk. 5:22 _____ Jn. 16:22 _____ Acts 2:37 _____
 - d. Rom. 10:9-10 _____ II Cor. 9:7 _____ Jn. 3:20 _____
 - e. II Pet. 3:1 _____
4. In Acts 17:38, Paul indicates he knew about literature other than the Bible. What was it? _____
5. Would Paul's admonition to Timothy regarding reading in I Tim. 4:13 be limited to the Bible? Why?

6. List at least three admonitions found in the Bible relative to teaching children:

7. Although we do not find specified in the New Testament, a division of classes into pre-school through adult, we do find indications of classes or divisions being taught. Name some, and tell where you find them.

CHAPTER VII (Cont'd.)

Part B

1. Where must a teacher begin in his teaching of any pupil?

2. Name and define the three sciences one must know in order to effectively teach in the Bible school:

3. Define intellect and give four aspects of the intellect's function:

4. List the age groups in which we divide our classes in this Bible School.

5. Suggest some values and limitations of the Quarterly Teacher's Manual:

6. In general how may a teacher discover the cause of pupil problems and remove them?

7. At what age are "drop-outs" of Bible School most pronounced? Why?

8. If it is true that each pupil is different, what value is there in knowing the characteristics of a particular group?

CHAPTER VIII
Part A

1. What are some of the reasons suggested by the following scriptures for studying the Bible?
 - a. II Tim. 2:15_____
 - b. Jn. 8:32_____
 - c. Jn. 17:19_____
 - d. II Thes. 2:10-12_____
 - e. I Pet. 1:22_____
 - f. Jas. 5:19_____
2. What are the reasons suggested in the following scriptures for teaching the Bible?
 - a. Mt. 28:20_____
 - b. Mt. 5:19_____
 - c. Eph. 4:11-16_____
3. Although the Bible is the basic textbook, and we should be able to learn and teach it, Rom. 11:33 and Eph. 3:8 suggest another truth which should be appreciated by the teacher. What?

4. The following scriptures show that there must be more than merely reading the lesson in good teacher's preparation. Indicate after each reference what is involved.
Ps. 19:14; 119:97-99_____
- Acts 8:30, 31_____
- I Thess. 5:21_____
5. Characterize the study of the successful teacher as indicated in Acts 17:11 and Luke 9:23.

Part B

1. Differentiate between faith, knowledge, and opinion. How

CHAPTER VIII (Cont'd)
Part B.

is each one produced?

2. State in the simplest terms you know the purpose of the Bible:_____

3. What are the two primary purposes of the church?

4. Why do we teach the Bible?_____

5. Name at least four things related to the Bible which every Bible teacher must know before he can teach effectively:

6. What are four important steps of lesson preparation?

7. Give six or seven steps which the successful teacher uses in lesson preparation.

8. Give at least five kinds of Bible helps or materials the successful teacher should have available for her study:

CHAPTER IX
Part A

1. What common principle is suggested by the following scriptures which is necessary for a teacher to be prepared to improve her teaching: Matt: 5:3; Luke 22:24-26; Rom.12:3:

2. How do the following scriptures indicate some factors in the success of a teacher?
 - a. I Tim. 4:12_____
 - b. I Tim. 4:13_____
 - c. I Tim. 4:16_____
 - d. II Tim. 2:15_____
 - e. James 2:26_____
 - f. James 3:13_____
 - g. II Peter 3:18_____
3. Some of the rules of teaching are suggested by the following scriptures. After the listed reference state the rule which you think it suggests:
 - a. John 8:32_____
 - b. Acts 21:40_____
 - c. I Cor. 14:9_____
 - d. Luke 24:45, Acts 8:35_____
 - e. James 2:26, James 4:17_____
 - f. John 13:12_____
 - g. II Peter 1:12-13, II Peter 3:1-5_____
4. Hebrews 5:12-14 suggest one of the best means of learning to be an effective teacher, what is it?

5. Some of the indicators of good teaching are suggested by the following verses. State in your own words what you think these verses indicate concerning the student:
Acts 17:11_____
John 7:17_____

CHAPTER IX (Cont'd.)
Part A.

Luke 5:1_____

John 4:34-35_____

II Peter 1:3_____

Part B

1. Give a definition of teaching:

2. How does teaching in the Bible school differ from other teaching?

3. There are at least three things of which a success as a teacher will depend, name them:

4. What are two things - the Bible School teacher wants his student to do in the learning process?

5. What are the seven rules of teaching?

6. How do you follow Rule No. 1? _____
7. Can you justify ever using words your students do not understand? If so, how? _____
8. Name one or two ways you can require the pupil to reproduce in thought the lesson he is learning:

9. Should a review of a particular lesson be primarily a repetition of the main thoughts of the lesson? Justify your answer:

10. Is it necessary to study and follow these rules in order to be a successful teacher? Justify your answer:

11. How do we best learn to do anything?

12. Give nine indicators of good teaching. Be able to discuss

CHAPTER IX (Cont'd.)
Part B.

the meaning of each:

13. Study carefully and be able to discuss in class some corrective actions for these behavior problems:

Attends irregularly_____

Pays no attention_____

Learns slowly_____

Is timid_____

Is a "show-off"_____

Is Antagonistic_____

Is domineering_____

Is tardy_____

Lacks reverence_____

Lacks preparation_____

CHAPTER X

Part A

1. There are at least five different kinds of places where Jesus taught persons. Find a scripture reference for each one and tell who it was that He taught:
A. _____
B. _____
C. _____
D. _____
E. _____
2. Although there are no specific commands as to how to build and equip class rooms for Bible study, I Cor. 14:40 suggests an important principle in this respect. What is it?

Part B

1. What would you say are the two most important items (either animate or inanimate) in a classroom?

2. Name at least eight important characteristics of a good classroom. Be able to discuss the value of each in class:

3. Name at least one desirable characteristic pertaining to classroom equipment in the following areas:
A. Seating: _____
B. Tables: _____
C. Clothes hangers; _____
D. Storage rooms: _____
E. Chalk boards: _____
F. Bulletin boards: _____
G. Teaching materials: _____

CHAPTER X (Cont'd)
Part B.

4. Name and be able to discuss the value of at least three, of what you consider the most important requirements in the following class rooms:

A. Nursery_____

B. Beginner_____

C. Primary_____

D. Junior_____

E. Junior High_____

F. Senior_____

G. Adult_____

5. If you Bible school does^{not}/have these facilities, what suggestions do you have for acquiring them?

CHAPTER XI

Part A

1. The following scriptures indicate the value of using every moment with care. Indicate the content of each scripture after the listed reference:

John 9:4_____

II Cor. 6:2b_____

Jas. 4:13-14_____

Eph. 5:16_____

2. The following scriptures are some of many which show the importance of doing things according to a plan or pattern. What are they and what do they refer?

Gen. 6:22_____

Exodus 25:40_____

3. Although planning a lesson properly may accomplish many things, one of the primary reasons for doing so is suggested in II Tim. 2:2. What is it?

4. Although the specific aim of each lesson should be stated in your lesson plan, the general aim of all lessons is suggested in Eph. 4:15, as well as Eph. 4:12-13. What is that aim?

5. In selecting your aim, you should among other things abide by the teaching of James 1:5. What is that?

6. Both Jesus and Paul were masters at the art of gaining attention. After the following scripture references, indicate what technique or art was used:

Matt. 18:2_____

Matt. 9:2_____

Matt. 13:3_____

Acts 17:23_____

Acts 21:40_____

Acts 22:2_____

Matt. 21:25, 31_____

CHAPTER XI (Cont'd.)
Part A

7. The following scriptures indicate some reasons why we should always take the student to see what the Bible has to say for an answer to a question. Indicate what these scriptures teach:

II Tim. 3:15_____

Jas. 1:21-22_____

II Pet. 1:3_____

8. Jesus tells in John 6:45 how man is drawn to God. How is he?_____

9. What do you learn about the purpose or manner of closing the lesson from the following scriptures?

John 8:7-9_____

Acts 2:37_____

Acts 8:12_____

Luke 9:20_____

John 21:15-22_____

PART B

1. Upon at least what three things does successful lesson presentation depend?

2. Name and be able to discuss in class at least five reasons why you should make lesson plans:

3. What are at least four things which a lesson plan should include?_____

4. Why is it necessary that both teacher and student understand the connection or relationship between today's lesson and the general theme for the unit?

5. Why should it be especially stressed that each student

CHAPTER XI (Cont'd)
Part B

- read carefully daily Bible readings or other background material?_____
- _____
6. How do most teachers probably misuse the Quarterly in teaching?_____
- _____
7. Who determined the specific lesson aim and on what basis is it determined?_____
- _____
8. Name at least four things that must be accomplished by the teacher before the lesson presentation can be properly said to be effective?_____
- _____
- _____
9. Name and be able to discuss in class at least five rules for starting a lesson or gaining the attention of the student:_____
- _____
10. Name at least four methods for beginning a lesson:_____
- _____
11. After you have caught the attention of the student, name an important point to remember in striving to hold his interest:_____
12. Real proof of a teacher's ability to effectively teach a lesson is found in what? Or demonstrated by what?_____
13. Therefore, every lesson should be closed with what desire on the part of the teacher and pupil?_____
14. Suggest three or four methods of closing a lesson which would lead to specific action:_____
- _____
15. Suggest six teaching problems and a quick solution to those problems:_____
- _____
- _____