

ESL A1 Emergency Sub Binder

Emergency sub plans for ESL beginners, CEFR level A1, any age, all on paper. The sub needs no ESL training: every step is on the page.

PREVIEW

What is included

- 7 front pages: binder cover, important information, note to the sub, the filled-in lesson plan, schedule, class list, how it went
- 9 activities with sub scripts and student pages (30 pages): 3 individual, 6 with a partner, a team or the whole class
- A Say this to the class script for every activity, star challenges for fast finishers, every answer in a key
- 8 of the 9 sub scripts name the CEFR A1 grammar the activity reviews (not the optional quiz game)
- Color and ink-saver B&W, US Letter and A4

How it works

1. Leave the binder out. The lesson plan lists every activity with its page and minutes.
2. The sub reads the Say this to the class box word for word.
3. Students work from their own pages, with the steps on the page. Every instruction for the sub is in plain English and every answer is in the key.
4. No prep, no tech: print and go.

The 9 activities, 35 to 45 minutes each

1. **Quiet Reading**, 45 min SOLO: reading for details in an email and a short story: places, times, prices and the past simple
2. **Grammar Menu**, 41 min SOLO: A1 grammar: fixing one wrong word, matching questions and answers, choosing the right word
3. **Writing Menu**, 37 min SOLO: writing six sentences with a plan: a place you love, or a note to a friend about a weekend plan
4. **Partner Check**, 40 min PAIRS: A1 grammar with a partner: verbs, plans, place words, how often, question words and the past
5. **Dialogues in Order**, 40 min PAIRS: speaking with a partner: putting a dialogue in order, shopping and prices, asking the way
6. **Team Puzzles**, 41 min TEAMS: A1 words in team puzzles: animals, things at home, weather, days, months, numbers and opposites
7. **The Missing Map**, 40 min TEAMS: reading clues in the past simple: was, came, not, after, rooms and clock times
8. **Which One? Class Vote**, 40 min WHOLE CLASS: speaking with comparatives: guessing between two answers and saying why with because
9. **Whiteboard Quiz Game**, 35 min WHOLE CLASS: a review of the other eight activities: reading, grammar, partners, puzzles, the mystery and the vote

What this preview shows: the note to the substitute, the lesson plan, the other front pages, one page of every activity, a sub script, four more student pages and one ink-saver page. Every product page is watermarked. Answer keys are not shown. The full binder has 37 pages.



Note to the Substitute

ESL, CEFR level A1 (beginners of any age) · 9 one-period activities · no prep, no ESL training needed

Thank you for covering my class

The front pages are filled in for today. After them come 9 English activities: the first 3 are individual work, the other 6 are for partners, teams or the whole class. Each one fills most or all of a 40 to 55 minute period, runs from the printout alone and carries its own answer key, so you never teach anything new. They review English at CEFR level A1 (beginners): everyday words, short sentences and A1 grammar. Print this binder one-sided, because the keys sit behind student pages when it is two-sided.

English and talk: Everything is paper and pencil. The students are beginners, so every student page uses short sentences and easy words. Please speak slowly and read each Say this to the class box twice. Students may help each other in their first language for a moment, then back to English. A student with a question writes it down for me; a student who is upset goes to the school counselor or another trusted adult.

Every activity except the review game lists the A1 grammar it reviews on a small line under its focus line (for you, not the students), with the names of the British Council / EAQUALS Core Inventory for General English, the source of these A1 grammar names. It reviews part of the A1 level; it is review, not a full assessment.

The first page of every activity is your script: read the **Say this to the class** box aloud word for word. Every answer is in a key on the script page or the page after it; keep those and hand out only the student pages. Every student sheet except the quiz board has one **Challenge** box for early finishers.

The 9 activities

- **Quiet Reading** quiet single · 45 min · p. 7
- **Grammar Menu** quiet single · 41 min · p. 13
- **Writing Menu** quiet single · 37 min · p. 17
- **Partner Check** pairs · 40 min · p. 20
- **Dialogues in Order** pairs · 40 min · p. 23
- **Team Puzzles** teams, puzzles · 41 min · p. 26
- **The Missing Map** teams, mystery · 40 min · p. 29
- **Which One? Class Vote** whole class · 40 min · p. 32
- **Whiteboard Quiz Game** whole class, teams · 35 min · p. 35

If the class is loud

- Switch to a quiet single activity: Quiet Reading, Grammar Menu or Writing Menu. Nobody needs to move.
- In the scored games (Team Puzzles, The Missing Map, Which One? Class Vote and Whiteboard Quiz Game), the scoring keeps the class honest.
- If an activity is not working, stop it and switch. Every activity can start at any point in the period.
- The games are optional: a fun way to end the class or to use extra time.

Which activity when?



- A student says the class never learned this? Let them try the first item with a partner, and leave me a note.
- The same activity in every period is fine: each class sees it once. The lesson plan (next page) lists all 9.
- A class that needs to settle: start with a quiet single activity. A restless class: a group activity uses the energy.
- Short period? One Quiet Reading text or one Grammar Menu sheet (about 20 min) fits. The Quiz Game (35 min) reviews the other activities, so use it after them.

Before you leave

Please fill in the How It Went page at the back. It takes two minutes and I read every word. Thank you!

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Lesson Plan

Filled in for today: 9 activities, 35 to 45 minutes each. Write the time of each period you use.

ACTIVITY	PLAN	PAGE
Quiet Reading Quiet single · about 45 min Time ____ : ____ to ____ : ____	• One reading and its question sheet per student; fast finishers take the other • Silent reading and questions, about 20 minutes per reading • Read the answers out from the key, or collect for me	p. 7
Grammar Menu Quiet single · about 41 min Time ____ : ____ to ____ : ____	• Three stacks: A Fix It, B Question Match, C Choose the Right Word • Students choose one, work alone in silence, then take another • Read the keys out at the end, or collect for me	p. 13
Writing Menu Quiet single · about 37 min Time ____ : ____ to ____ : ____	• Two stacks: Sheet A, A Place I Love, and Sheet B, A Note to a Friend • Read the model, fill the plan boxes, write six sentences, use the checklist • Volunteers read out; collect for me	p. 17
Partner Check Pairs · about 40 min Time ____ : ____ to ____ : ____	• Pairs: one Partner A sheet and one Partner B sheet • Both do a row alone, compare (the missing word is the same), read out loud • Different words? Talk it through. The key is on the script	p. 20
Dialogues in Order Pairs · about 40 min Time ____ : ____ to ____ : ____	• Pairs, both sheets to every student • Number the mixed-up lines 1 to 8, read the dialogue out loud, change roles • Answer the questions; write a new dialogue on sheet 2	p. 23
Team Puzzles Teams, puzzles · about 41 min Time ____ : ____ to ____ : ____	• Teams of 3 or 4, one puzzle sheet and one answer sheet per team, one writer • One round at a time, 1, 2 or 3 points per puzzle • Every answer is on the key. The key settles arguments	p. 26
The Missing Map Teams, mystery · about 40 min Time ____ : ____ to ____ : ____	• Warm-up on the board, then teams of 3 or 4 with one case sheet • Read the clues out loud, fill the grid, find who took the map • Each student writes the story; check against the key	p. 29
Which One? Class Vote Whole class · about 40 min Time ____ : ____ to ____ : ____	• Both sheets to every student; everyone stays seated • Read a question, everyone circles A or B, count hands, one speaker per side • Read the answer and the fact; 1 point for a right circle	p. 32
Whiteboard Quiz Game Whole class, teams · about 35 min Time ____ : ____ to ____ : ____	• Draw the 5 by 5 board or use the board page; 3 to 5 teams • Teams take turns picking a category and value; you read the question • Right answer: points on the board. Optional, for the end of class	p. 35

Fast finishers

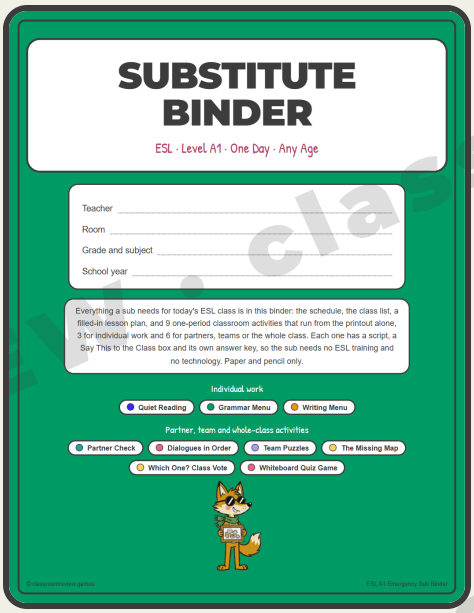
Any quiet single activity can follow any other activity: Quiet Reading (p. 7), Grammar Menu (p. 13) and Writing Menu (p. 17).

Collect / leave for me

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SUBSTITUTE BINDER

ESL · Level A1 · One Day · Any Age

Teacher _____

Room _____

Grade and subject _____

School year _____

Everything a sub needs for today's ESL class is in this binder: the schedule, the class list, a filled-in lesson plan, and 9 one-period classroom activities that run from the printout alone, 3 for individual work and 6 for partners, teams or the whole class. Each one has a script, a Say This to the Class box and its own answer key, so the sub needs no ESL training and no technology. Paper and pencil only.

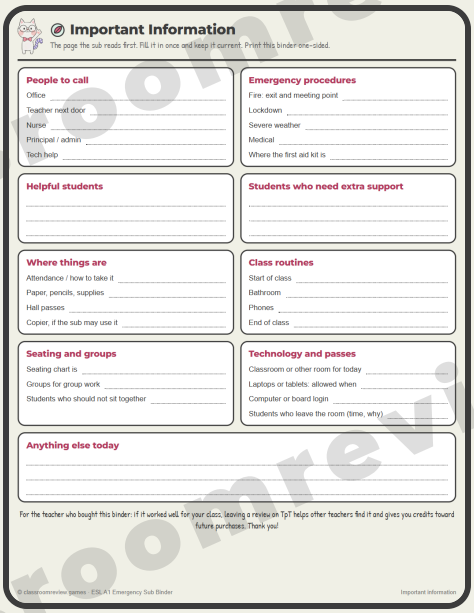
Individual work

Quiet Reading · Grammar Menu · Writing Menu

Partner, team and whole-class activities

Partner Check · Dialogues in Order · Team Puzzles · The Missing Map · Which One? Class Vote · Whiteboard Quiz Game

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Important Information

The page the sub reads first. Fill it in once and keep it current. Print this binder one-sided.

People to call

Office _____

Teacher next door _____

Nurse _____

Principal / admin _____

Tech help _____

Emergency procedures

Fire: exit and meeting point _____

Lockdown _____

Severe weather _____

Medical _____

Where the first aid kit is _____

Helpful students

_____

_____

_____

Students who need extra support

_____

_____

_____

Where things are

Attendance / how to take it _____

Paper, pencils, supplies _____

Hall passes _____

Copier, if the sub may use it _____

Class routines

Start of class _____

Bathroom _____

Phones _____

End of class _____

Seating and groups

Seating chart is _____

Groups for group work _____

Students who should not sit together _____

Technology and passes

Classroom or other room for today _____

Laptops or tablets: allowed when _____

Computer or board login _____

Students who leave the room (time, why) _____

Anything else today

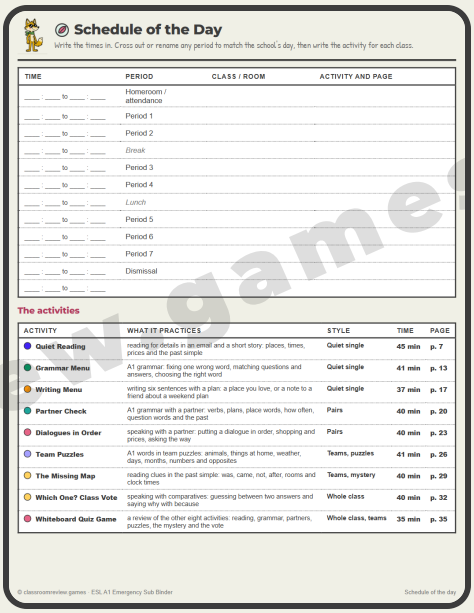
_____

_____

_____

For the teacher who bought this binder: if it worked well for your class, leaving a review on TpT helps other teachers find it and gives you credits toward future purchases. Thank you!

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Schedule of the Day

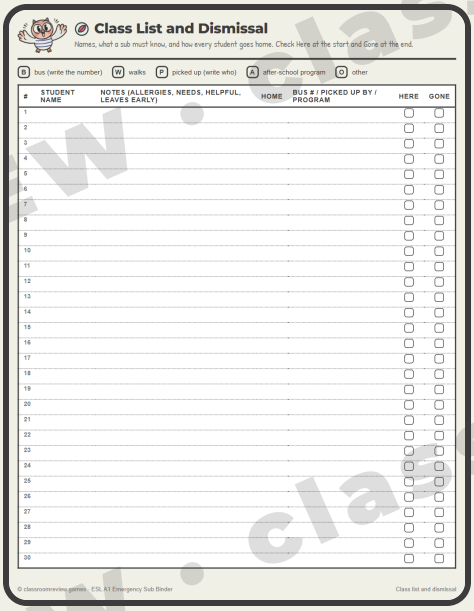
Write the times in. Cross out or rename any period to match the school's day, then write the activity for each class.

TIME	PERIOD	CLASS / ROOM	ACTIVITY AND PAGE
___ : ___ to ___ : ___	Homeroom / attendance		
___ : ___ to ___ : ___	Period 1		
___ : ___ to ___ : ___	Period 2		
___ : ___ to ___ : ___	*Break*		
___ : ___ to ___ : ___	Period 3		
___ : ___ to ___ : ___	Period 4		
___ : ___ to ___ : ___	*Lunch*		
___ : ___ to ___ : ___	Period 5		
___ : ___ to ___ : ___	Period 6		
___ : ___ to ___ : ___	Period 7		
___ : ___ to ___ : ___	Dismissal		
___ : ___ to ___ : ___			

The activities

ACTIVITY	WHAT IT PRACTICES	STYLE	TIME	PAGE
Quiet Reading	reading for details in an email and a short story: places, times, prices and the past simple	Quiet single	45 min	p. 7
Grammar Menu	A1 grammar: fixing one wrong word, matching questions and answers, choosing the right word	Quiet single	41 min	p. 13
Writing Menu	writing six sentences with a plan: a place you love, or a note to a friend about a weekend plan	Quiet single	37 min	p. 17
Partner Check	A1 grammar with a partner: verbs, plans, place words, how often, question words and the past	Pairs	40 min	p. 20
Dialogues in Order	speaking with a partner: putting a dialogue in order, shopping and prices, asking the way	Pairs	40 min	p. 23
Team Puzzles	A1 words in team puzzles: animals, things at home, weather, days, months, numbers and opposites	Teams, puzzles	41 min	p. 26
The Missing Map	reading clues in the past simple: was, came, not, after, rooms and clock times	Teams, mystery	40 min	p. 29
Which One? Class Vote	speaking with comparatives: guessing between two answers and saying why with because	Whole class	40 min	p. 32
Whiteboard Quiz Game	a review of the other eight activities: reading, grammar, partners, puzzles, the mystery and the vote	Whole class, teams	35 min	p. 35

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Class List and Dismissal

Names, what a sub must know, and how every student goes home. Check Here at the start and Gone at the end.

B bus (write the number) · W walks · P picked up (write who) · A after-school program · O other

#	STUDENT NAME	NOTES (ALLERGIES, NEEDS, HELPFUL, LEAVES EARLY)	HOME	BUS # / PICKED UP BY / PROGRAM	HERE	GONE
1					☐	☐
2					☐	☐
3					☐	☐
4					☐	☐
5					☐	☐
6					☐	☐
7					☐	☐
8					☐	☐
9					☐	☐
10					☐	☐
11					☐	☐
12					☐	☐
13					☐	☐
14					☐	☐
15					☐	☐
16					☐	☐
17					☐	☐
18					☐	☐
19					☐	☐
20					☐	☐
21					☐	☐
22					☐	☐
23					☐	☐
24					☐	☐
25					☐	☐
26					☐	☐
27					☐	☐
28					☐	☐
29					☐	☐
30					☐	☐

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How It Went

For you to leave for me. Two minutes: check the boxes and go.

Today

Date _____ Period(s) _____

Activities used _____

Sub name _____

The class

- ☐ Great, no problems
- ☐ Fine, a little loud
- ☐ A difficult day, see notes
- ☐ Finished the activity
- ☐ Stopped early (time)
- ☐ Used a second activity

Stars of the day

Students who helped, led a group well, or were a good sport:

_____

_____

_____

Work collected

_____

_____

Notes

_____

_____

_____

_____

_____

_____

_____

_____

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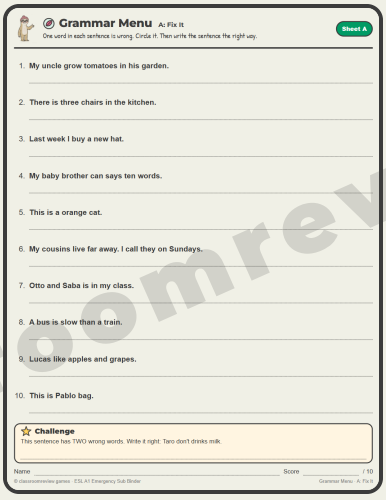
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ONE PAGE OF EVERY ACTIVITY

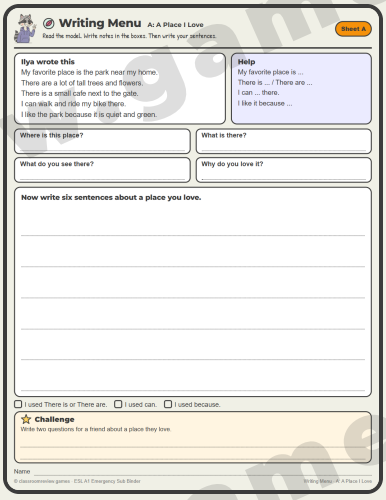
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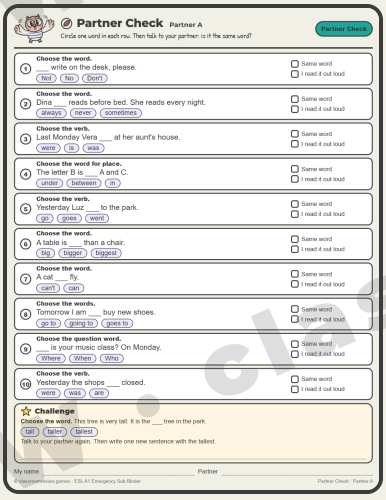
1. Quiet Reading, 45 min (solo)



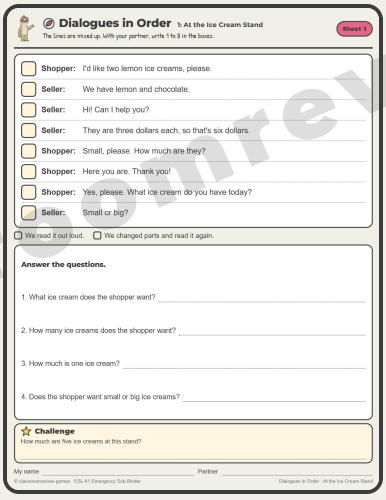
2. Grammar Menu, 41 min (solo)



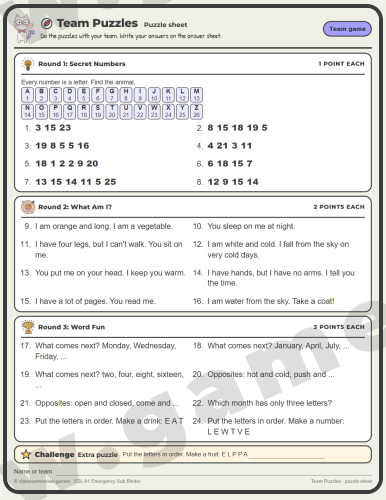
3. Writing Menu, 37 min (solo)



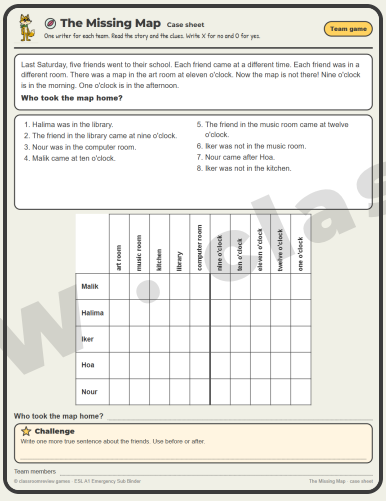
4. Partner Check, 40 min (pairs)



5. Dialogues in Order, 40 min (pairs)



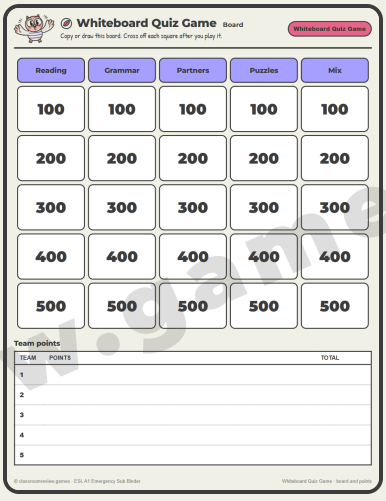
6. Team Puzzles, 41 min (teams)



7. The Missing Map, 40 min (teams)



8. Which One? Class Vote, 40 min (whole class)



9. Whiteboard Quiz Game, 35 min (whole class)

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Every activity also has a sub script with a Say this to the class box



Quiet Reading

Sub script (the answer keys are on the next page)

One period · single · silent

This activity practices: reading for details in an email and a short story: places, times, prices and the past simple
CEFR A1 grammar: Present simple; There is / are; Prepositions, common; Past simple; Adverbs of frequency; Intensifiers, very basic
You need: the printed sheets and pencils

SAY THIS TO THE CLASS

"Today you read a short text in English on your own. Read the whole text first, and then answer the questions. Please work alone and quietly until I say stop."

Set up (2 minutes)

Two short readings in easy English: an email from Dawit about his new apartment, and a story about Teo, who takes the wrong bag on a train. Each has a reading page and a question sheet. Hand out one reading and its questions per student; fast finishers get the other one. Students read and answer alone, in silence. Go through the answers at the end, or collect the sheets for me.

If a student asks

- What a word means: point to the sentence and say, "Read the sentence again. What do you think?" You do not need to teach any English.
- How to say the names: Dawit is DAH-wit, Aiko is EYE-koh, Pia is PEE-ah, and Teo is TAY-oh.
- Students may look back at the reading as often as they like. Questions 1 to 6: circle one letter. Questions 7 and 8: a short answer is fine.
- Spelling: a small spelling slip in a short answer still counts if the meaning is clear.

Walking around

A student who is stuck: read the question out loud with them, then ask them to find one word of the question in the reading. The Challenge box on each page is for early finishers and has its own answer space on that page.

Timing

Set up 2 min · first reading and questions 20 min · second reading, or finish the first, 15 min · answers out loud 8 min. **About 45 minutes.**

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Grammar Menu A: Fix It

One word in each sentence is wrong. Circle it. Then write the sentence the right way.

Sheet A

1. My uncle grow tomatoes in his garden.

2. There is three chairs in the kitchen.

3. Last week I buy a new hat.

4. My baby brother can says ten words.

5. This is a orange cat.

6. My cousins live far away. I call they on Sundays.

7. Otto and Saba is in my class.

8. A bus is slow than a train.

9. Lucas like apples and grapes.

10. This is Pablo bag.

Challenge

This sentence has TWO wrong words. Write it right: Taro don't drinks milk.

Name _____ Score _____ / 10

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Writing Menu A: A Place I Love

Read the model. Write notes in the boxes. Then write your sentences.

Sheet A

Ilya wrote this

My favorite place is the park near my home.
There are a lot of tall trees and flowers.
There is a small cafe next to the gate.
I can walk and ride my bike there.
I like the park because it is quiet and green.

Help

My favorite place is ...
There is ... / There are ...
I can ... there.
I like it because ...

Where is this place?

What is there?

What do you see there?

Why do you love it?

Now write six sentences about a place you love.

☐ I used There is or There are. ☐ I used can. ☐ I used because.

Challenge

Write two questions for a friend about a place they love.

Name

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Dialogues in Order 1: At the Ice Cream Stand

Sheet 1

The lines are mixed up. With your partner, write 1 to 8 in the boxes.

- ☐ **Shopper:** I'd like two lemon ice creams, please.
- ☐ **Seller:** We have lemon and chocolate.
- ☐ **Seller:** Hi! Can I help you?
- ☐ **Seller:** They are three dollars each, so that's six dollars.
- ☐ **Shopper:** Small, please. How much are they?
- ☐ **Shopper:** Here you are. Thank you!
- ☐ **Shopper:** Yes, please. What ice cream do you have today?
- ☐ **Seller:** Small or big?

☐ We read it out loud. ☐ We changed parts and read it again.

Answer the questions.

1. What ice cream does the shopper want? _____

2. How many ice creams does the shopper want? _____

3. How much is one ice cream? _____

4. Does the shopper want small or big ice creams? _____

Challenge

How much are five ice creams at this stand?

_____

My name _____ Partner _____

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Team Puzzles Puzzle sheet

Do the puzzles with your team. Write your answers on the answer sheet.

Team game

Round 1: Secret Numbers — 1 POINT EACH

Every number is a letter. Find the animal.

A	B	C	D	E	F	G	H	I	J	K	L	M
1	2	3	4	5	6	7	8	9	10	11	12	13

N	O	P	Q	R	S	T	U	V	W	X	Y	Z
14	15	16	17	18	19	20	21	22	23	24	25	26

1. **3 15 23**
2. **8 15 18 19 5**
3. **19 8 5 5 16**
4. **4 21 3 11**
5. **18 1 2 2 9 20**
6. **6 18 15 7**
7. **13 15 14 11 5 25**
8. **12 9 15 14**

Round 2: What Am I? — 2 POINTS EACH

9. I am orange and long. I am a vegetable.
10. You sleep on me at night.
11. I have four legs, but I can't walk. You sit on me.
12. I am white and cold. I fall from the sky on very cold days.
13. You put me on your head. I keep you warm.
14. I have hands, but I have no arms. I tell you the time.
15. I have a lot of pages. You read me.
16. I am water from the sky. Take a coat!

Round 3: Word Fun — 3 POINTS EACH

17. What comes next? Monday, Wednesday, Friday, ...
18. What comes next? January, April, July, ...
19. What comes next? two, four, eight, sixteen, ...
20. Opposites: hot and cold, push and ...
21. Opposites: open and closed, come and ...
22. Which month has only three letters?
23. Put the letters in order. Make a drink: E A T
24. Put the letters in order. Make a number: L E W T V E

Challenge Extra puzzle — Put the letters in order. Make a fruit: E L P P A .....

Name or team .....

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My New Home

An email from Dawit

Read the whole email first. Then answer the questions on the next page.

Quiet Reading

Hi Aiko,

How are you? I am in my new apartment now! It is above a small cafe. The apartment has two rooms and a little kitchen. There is a big window in the living room. I can see the whole street from it.

The cafe opens at six o'clock from Monday to Saturday. I usually buy my breakfast there. I get a cup of tea and a cheese sandwich. The tea costs 2 dollars, and the sandwich costs 4 dollars.

On the left of the cafe, there is a flower shop. On the right, there is a music store. My friend Pia works there. She sells guitars from Monday to Friday.

On Sunday, all the shops on my street are closed. The street is very quiet then. I love Sunday mornings. I read a book next to my big window.

Can you visit me next month? Write soon!

Dawit

☆ Challenge

Write two sentences about your street or your home. Use There is or There are.

.....

.....

Name .....

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In the full binder

A whole ESL A1 sub day, planned and ready to print.

37 pages in color and ink-saver B&W, US Letter and A4

9 activities of 35 to 45 minutes, one per class period

7 front pages: note to the sub, lesson plan, schedule, class list

3 + 6 individual activities + partner, team and whole-class activities

Use it your way

- A sudden sick day: emergency sub plans that are ready before you need them.
- Any ESL or ELL class at level A1, middle school, high school or adult: every activity fits a 40 to 55 minute period. All paper and pencil, no tech.
- Your sub tub: print it once and keep it all year.
- Your own no prep day: teach it yourself when you need a break from planning.

Thank you! If this works for your class, a quick review helps other teachers find it, and gives you TpT credits.



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