

A Study of Classroom Management Practices for Teachers at Secondary Level: A Literature Review

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Abstract

Classroom management in schools includes the action of management's plans and objectives by keeping students' progress in mind. Classroom management supports two-way communication and mutual understanding between students and teachers. If a teacher wants to be successful, want their students to get good grades, want their student to learn much as they can from a particular course then the teacher must have to focus on classroom management. This study has focused on classroom management practices of teachers at the secondary level. As a result of the review of the related literature, this study suggests that teachers are using all the effective teaching practices in secondary level schools to manage their classes effectively. Teachers are supporting the climate which is effective for learning. Teachers are also supporting the learning needs of students and are changing their pattern of teaching based on students' needs. Teachers are focusing more on group assignments rather than individual work as teachers assume that students learn more while working with their classmates.

Introduction

Poorly managed classrooms can bring out poor results while highly managed classrooms can bring out good results whether this is in terms of grades or good behavior in students. Poorly managed classrooms can not only ruin the environment of school but also limit learning opportunities for students (Conroy, 2008). Secondary schools are considered normal organizations whose aim is to manage human and material resources efficiently and effectively so that organizational goals can be achieved (Asiyai, 2011). Classroom management can be defined as the actions of the teacher that he/she performs to create a better learning environment that is not only limited to grades but also promotes better socio-emotional learning of students (Evertson, 2006). Classroom management is so essential to viable instructing and to control troublesome conduct to designate however much as could reasonably be expected of study hall time and exertion to educating and learning exercises (Shawer, Classroom Level Curriculum Development; EFL Teacher as Curriculum Designers, Curriculum Makers and Curriculum Transmitters, 2010). Teachers should

progress in the direction of making positive learning situations and must be capable of arranging and managing the classroom for more positive results.

The teacher plays a very important role in the life of every student. The competencies of a teacher make the classroom effective. A teacher who is a good manager announce at the start of the session the do and don'ts of the classroom to control the unwanted behavior by telling the students what he/she is expecting from the class and what he/she will give back to the class in return (Qaiser Suleman, 2013). A teacher who proves to be the best planner can manage the classroom effectively & efficiently. In the important years of life or say in the learning stage of life a student learns from a teacher whatever the teacher does shape the behavior of a student. Ineffective teachers certain characteristics are common as; they are not only concerned with the academic life of students but they also teach them about social life and how they should perform in certain situations, they give all type of help that a student need means they work as a team with their students, they have special strategies to prove themselves a good & effective teacher (Mastul, 2017). Classroom management depends upon 4 things which include the organization of different things in class, how the teacher is managing the class in terms of learning, the relationship between the teacher and student, and how the teacher is responding to the behavior of students in terms of punishment & reward (Shawer, 2006).

For students to learn in school, it is not only important that teachers are instructing the students on what is in the textbooks, but it is also imperative that the classroom environment allows students to perform to their highest potential. The effectiveness of teachers in managing the classroom is essential. The focus of this chapter is to review current research that pertains to classroom management and classroom management practices adopted by the teacher. First, I will review what is classroom management and its importance in classroom Learning. Next, I will go into detail about management practices and effective classroom management strategies.

If a teacher is effectively managing the classroom then he/she can teach in an effective way through which the learning lasts longer. Teachers are getting training for handling behavioral issues and managing a classroom. According to the research of Ingersoll and Smith (2003), behavioral issues of students are very much common with new teachers because they are unable to manage the class well. If the trainer is ineffective, students under that teacher's tutelage will complete deficient evolution academically, at any rate of how akin or poles apart they are concerning their bookish achievement. Another research of Brown and Tomic (2000) indicates that new teachers are mostly concerned with effective ways of behavior handling. Teachers who are known to be good classroom managers are more successful as compared the teachers who don't have the expertise of classroom management. Different teachers use different types of strategies to control the class, some of them use a reward for promoting good behavior and some of them use punishment to reduce bad behavior, each of them has its advantages and disadvantages. According to the research of Jovelete and Nelson (2010) reward & positive behavior has a long-lasting impact on students' behavior and promote positivity. Teachers should involve students more in class rather than one-way communication as it increases confidence in students and they learn more with long-lasting learning. The teacher should not only teach syllabus in class but for good management, a teacher should teach them about good behaviors as well.

If a teacher is observing behavioral issues in class then a teacher should give a lecture while moving in class so that they can have a clear idea that what is happening in class and necessary steps that could be taken to resolve the issue (Depry, 2002). How a teacher manages the behavior of

students depends upon the teacher's way to guide the class (Woolfolk, 2006). In one of his case studies in Australia Yousef (2012) mentioned that teachers like to utilize the term classroom management the board by thinking about exhaustive planning, conveyance of materials, utilizing a control plan that includes proactive and receptive procedures, and fulfilling their students' needs.

Effective classroom management starts with very well-organized and efficiently designed lesson planning that helps the students to learn well and the teacher to teach well. If the classroom's environment is open to learning and there is no fear, no boredom, no leg-pulling, no criticism hence if the environment is positive students will learn in a better way they will feel engaged. If we will ask a student about what good classroom management then the student's answer must be of an environment where they can socialize with people because this is one of the basic human needs while interestingly learning the content. While from a teacher's point of view good classroom management is the other name of discipline (Qaiser Suleman, 2013). There must be a balance between both of their views which means that a class should be in discipline and with more learning opportunities and an environment that supports that learning and this all can happen with the correct practices of the teacher. Teacher nature should be of problem solver for students.

Punctual teachers manage the class well because the teacher himself comes on time, does every work on time, delivers what commits leaves a good impact on students and they want to follow their teacher. A teacher whose behavior is good with students, students listen to them, they give value to the teacher's sayings & opinions and want to be a good person and a good student in front of them. Teachers set examples for the students so good practices of teachers are very much important for managing a class. Every teacher has their way of managing the classroom (students) amongst them a group of scientists namely Helen, Andrew & Anne (2016) in their research highlighted 3 most common ways; the care based relationship, giving students more expectations, and giving students the opportunities to do more and build up confidence in them. Sometimes teachers become very harsh to some particular students and pass very critical remarks on them, this thing hurt the self-image of those students and even other students start teasing them this thing provokes bad behavior in them and they start misbehaving and spoil the classroom environment (Banks, 2014).

Class Room Management Practices for Teachers:

Some important practices in the view of the literature of different books, topics, and articles are mentioned below.

- **Eliminate Powering And Authoritative Behavior:**

Students do not need a strict environment to grow or perform learning. As some students don't bother with the level of punishment or rebukes from a teacher. They take this power and teacher control environment as a negative attitude toward teaching. If the focal point is bad, there simply isn't tons of difference between the teacher and student. Even if this technique appears in paintings, compliance comes at a fee. "What I did not realize in my 'I'm the meanest instructor in the college' technique changed into that I had created a classroom-based on control, and I used to be alienating my students." He admits that at the same time as his students "may additionally have, on occasion, acquiesced to my listing of demands ... maximum of the time their compliance got here on the price of studying. in any case, what child might include education on this sort of militant study room?"

- **The Teacher as a Model:**

The recruitment of teachers who have an ardor for teaching their concern can affect strongly the getting to know the motivation of students. This useful thing is hardly stated inside the German educational literature. In contrast, there may be literature to read in English. “When instructors present a topic with enthusiasm, suggesting that it is thrilling, essential, or worthwhile, college students are in all likelihood to adopt this identical attitude. Effective instructors bring their enthusiasm with sincere statements of the cost they vicinity on a topic or hobby”. As it is a fact that to be a role model teacher needs to be open, talk about her academic struggle, should not avoid discussing your struggle, listens to them, and encourage them.

- **Teacher Should Behave As Motivator:**

Top teaching wants not simplest motivate the students to study, however, the teacher needs to educate them on the way to study, and do so in a manner this is applicable, meaningful, and remarkable. It’s about being concerned about your craft, having an ardor for it, and conveying that ardor to anyone, most importantly for your college students (Leblanc, 1998). Only handiest an instructor can inspire those college students who aren't interested in getting to know to expand an interest as “motivation is an outside or internal issue that stimulate goals and electricity in human beings to be fascinated and dedicated to situation. So right motivational action them to comprehend the lesson carefully and significantly. Motivation is the using pressure that reasons us to attain goals. Motivation not only determines why are people interested in something but also affect how much time they are exerting on it and how they will maintain it even in harder time (Zoltán Dörnyei, 2011).

- **Time Management Strategies:**

Time control refers to the use of time efficaciously and productively. A synonym for efficiency, precise time management makes it feasible to make the most out of every minute. The efficient use of time is an important variable in helping students achieve learning goals and making the classroom a pleasant place for teachers and students. As there should be a perfect time plan for classroom activities for transition between activities and time followed lecture and assessment plans (Joyce McLeod, 2003).

The Need for Effective Class Room Management

Rules displayed on the wall help instructors to create a superb, sensible plan for handling conduct issues. It assists administrators to guide instructors by a method that will enhance their lecture rooms and aid efforts to increase the first-class behavior plan for their students. In the same book, 20 rules are given in classroom management. Rules are associated with values and beliefs that make students follow them (Curwin, 2013).

Behavioral Management in Classroom:

To manage a class it is necessary to create a positive environment and train students' behavior to create positivity no matter the type of lecture room you operate (e.g., essential, secondary, standard, or special education)the following principles Should be followed by an effective teacher.

1. Rapport
2. Clear expectations
3. Reinforcement of anticipated behavior (Timothy P. Knoster, 2014)

Student secondary behavior should be dealt with calmness and control on personal anger. Teachers should avoid arguments and give attention to class. The teacher should not be burst at all, her teaching beliefs should be coped with management skills and controlled by leadership that produce less stress and more positive impact (Rogers, 2015). I have seen many teachers who deal with the same problems, with the same situation but with a level of management, that does not only depend on personality.

Keeping an Eye on Students Behavior:

Getting to know surroundings isn't always compromised. The subsequent measures are useful:

- 1) Walk around at regular periods in the elegance to have a look at the children's behavior.
- 2) Talk you are looking at the students learning behavior and development.

Time spent on sports (e.g. exchange of school room activities, corporation of mastering material) intending by written and nicely-rehearsed exercises.

Show Supportive Behavior by Avoiding Mistakes:

It's far crucial that errors are a herbal element of the mastering system. The teacher should no longer shame or blame the students after they make errors. "A most effective lecture room weather for mastering is one that generates a climate wherein it's miles understood that it's far ok to make errors, due to the fact errors are the essence of studying. Professional instructors create a study room climate that welcomes admission of mistakes; they achieve this via growing weather of trust among teacher and pupil, and between pupils.

Teacher Should Show Positive or Negative Reinforcement:

"When we need to train scholars to do something new, or to inspire them to act in a certain way greater often than they usually do, it is essential that we make sure that they're positively reinforced whenever they behave as we need them so". When the young college students have discovered the new conduct or behave as we want them to do frequently, then the teacher may additionally keep this behavior more economically by using lowering the frequency of reinforcement. Social reinforcement ought to usually try and make certain that its miles are directed toward the conduct as opposed to the character. The conduct is inappropriate, not the man or woman! The students get pride from the truth that their work or conduct is worthy of praise.

If a scholar does now not attain the desired criterion, delivering reinforcement will handiest train the pupil that rewards are easy to be had regardless of conduct and may even lead to an escalation of the conduct. Different positive reinforcement is given natural, social (commenting good, excellent), activity (game) reinforcement, and tangible rewards like (books, DVDs, prizes, and posters).

Donald Baer who studies the effects of punishing kids defines punishment in two methods "a) a presentation of a bad make stronger for a reaction or b) the removal of a positive support for a reaction". Baer admits that the withdrawal of tremendous reinforcement as a punishing method is an effective approach that may be used in a schoolroom (Baer, sixty-seven). Nonetheless, teachers need to continuously verify their punishing conduct. The intention is to maintain the scholars within the schoolroom and to hold them secure while mastering. Teachers who punish out of anger are much

less likely to yield any results, and the students are more likely to halt their dating with the instructor. Punishment can produce anger, resentment, and aggression on the way to further the destruction of the connection with the scholar. Punishment can be a powerful tool to decrease a terrible behavior almost straight away; however, punishment has been proven to yield fewer outcomes when compared to reinforcing effective behaviors with reward.

Teacher's Management Practices:

Personal Management Practices:

Organization of teacher not just include management of visual appearance but also of all tasks related to all aspect of teaching Instructions, lessons management, procedures, interaction with students and timeliness all should be organized. The important part is a personal organization well prepared, ready of lecture and students response.

Teacher Communication Strategy to Manage Students:

An exemplary teacher greets students at the door, connects with almost all college students as they input, and creates a culture of studying. The trainer adjusts curriculum, education, and even assessment shipping primarily based on what the scholars deliver her or him that day as they stroll into the study room. Empowering college students to take a prime position in communiqué, and their learning is a trainer's intention. If we can step aside and facilitate learning in preference to being the sage on the stage, we've got finished our activity. In quick, suitable verbal exchange has exquisite importance for precise study room control. They may be broken into classes: Sending capabilities and Receiving skills.

Questioning From Student for Managing Interest in Lesson:

As one of the most crucial elements of effective education is that questioning has to soak up a massive part of the lesson. studies have shown that effective teachers use better-level questions than less powerful teachers, although the majority of questions used are still lower degree. A topic requiring genuine recollect which includes multiplication information in arithmetic might require decrease-level questions than one that probes for higher-stage content material, which includes asking students to design an test in science. "Its miles, however, important to ask better-level questions each time possible to help develop scholars' wondering skills"

Promote Cooperative Learning:

Encourage college students of mixed skills to paintings together via promoting small institutions or whole magnificence activities. Through verbally expressing their thoughts and responding to others your students will broaden their self-self-assurance, as well as beautify their communication and essential thinking capabilities which might be crucial all through life. Critical incitements for excellent or horrific group work, in college students' reviews, are all closely related to study room management and need to be handled by way of the teacher. Hindrances to or prerequisites of institution paintings are to a degree. Elements that instructors have to cope with while planning and knowing organization work in their classrooms. Some studies suggest that teachers frequently choose a method of working inside the classroom primarily based on their personal preferences and paintings

Managing Group Activities:

Additionally, they're no longer usually grounded in students' desires or proof-primarily based understanding. One manner for teachers to keep away from hard organization procedures, which may also evolve in institution paintings, is to select whole-class training. on the other hand, whole-elegance instructions would possibly deprive the college students of an effective manner of learning from every other and being prepared for destiny institution work in real-lifestyles situations. instructors argue that they have got attempted and deserted organization work as a method of running inside the lecture room due to previous poor reports, or because, in the teachers' words "it does now not paintings". According to the teachers, the students fail to take duty or do no longer learn sufficiently.

Effective Feedback System:

An effective feedback system is an approach that powerful comments are utilized in teacher evaluations. Because of the latest modifications within the manner teachers are evaluated the use of the instructor Keys Effectiveness gadget in Georgia public colleges, directors struggle to discover suitable techniques for offering feedback. Feedback to the teacher helps her to evaluate her performance and makes classroom management more effective.

Reflective Practices:

It has also been extensively stated employing many researchers is a method that could sell instructors' professional improvement and improve the nice of coaching and studying. Reflective coaching offers instructors the opportunity to renew their practice and to recognize the consequences in their teaching. They further said that reflective coaching offers facts on how teachers connect with learners meaningfully hence promoting sound teaching and gaining knowledge of the practice. Reflection helps gain knowledge of and endured expert boom and is a key thing in teacher effectiveness. Only an effective reflective practitioner can manage the classroom very well. Five extra teacher characteristics that continuously appear within the teacher effectiveness studies are organized into the wide classes of (1) lesson clarity, (2) educational range, (three) instructor task orientation, 4) engagement inside the studying system, and (5) scholar success charge.

A brand new eBook proposes ways for educators to reconsider study room control with a critical eye to their very own practices and the evidence supplied by research and enjoyment. In *From discipline to Culturally Responsive Engagement: 45 classroom management techniques*. Pinto gives an introduction to cultural competency and responsiveness, a primer on the three most important processes to study room control.

Teachers build a nation when they work properly. Their hard work makes them always live in minds of their students. A great teacher makes a great nation who devotes themselves for the sake of each other. Teachers are the backbone of a nation so the nation depends upon them. The success of any course depends upon the creation and management of the classroom effectively. So the teachers' practices must be favorable they must be having a positive attitude, good intentions, and good personality to inspire and motivate students. Classroom management is not only one skill it is the blend of a set of skills that a teacher must follow to achieve his goal. There are certain necessary steps that a teacher must take to prove himself a good manager & teacher (Scrivener, 2011). The basic skill set for managing a classroom is described below in a table:

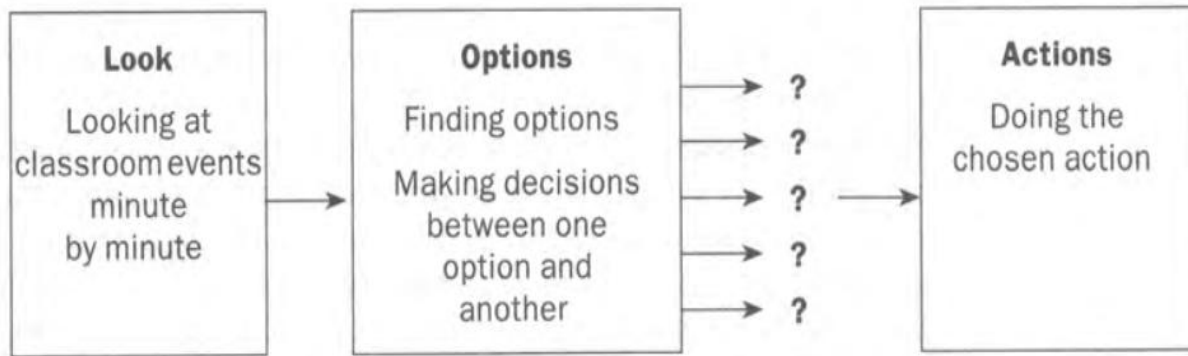


Figure 4. Observation in Class

For every action from the students' side teacher will have a long list of actions available to do in the response but an effective teacher will always select the best alternative amongst them. At every step there would be a wide range of options available as to what to say or to do in response to an action or silence would be the best answer. There is no right or wrong for all the situations the teacher encounters but there is the best alternative among the available option.

Teachers Dealing With Cultural Diversity to Develop Respect in Students:

The cultural range is multidimensional and might range from, language to beliefs, personal space to family roles, presence to the cost of schooling, spirituality, or principles of fitness and recovery. To address such diversity studies, on coaching practices, confirms there is an essential want for a Culturally Responsive Pedagogy (CRP)

A primary purpose of culturally responsive schooling is to help all college students become respectful of the multitudes of cultures and people that they may interact with when they exit the academic putting. This may be a daunting mission for the educator, given that the world at large is infinitely greater complicated and numerous than the microcosmic surroundings that the scholar inhabits. In typical academic and social settings there's a marked tendency for college kids to show off traditional in-group/out-institution behaviors.

Findings of Previous Studies

Previous studies show that there is a strong connection between effective management of classroom by the teacher and students performance, which means effectively managed classroom gives better results than the ineffectively managed class. One of the studies which were conducted by Romina Asiyai (2011) showed that teachers' effective classroom management enhances students' learning as there is a strong link between effective classroom management and students' performance as they learn in a better way in class. Good classroom climate help as a motivator for students and they try to perform well (Helen Egeberg & Price, 2016), he further added that many things have an impact on students' behavior and learning but effective classroom management is one of the key components.

Good classroom management is all about the competencies of a teacher, therefore teachers should be more competent and well trained (Qaiser Suleman, 2013). Teachers do require information to instruct effectively in various zones, for instance: "feedback and praise, handling mistakes, questions from students, and structured lessons" (Sieberer-Nagler, 2016). The teacher is the authority

who is responsible to create a good learning environment through proper guidelines and by maintaining good interaction with the students (Mastul, 2017). Teachers should focus on the sitting arrangements of students and they must play an active role in managing the sitting arrangement so that students can get good grades by sharing their knowledge (Banks, 2014). Classroom rules if stated in advance of the session increase the likelihood of success of the students & other than this Banks & Techelle (2014) also stated that teachers should use praises to tell the students that they are performing well in class and try to motivate other students by telling the benefits of hard work so that they start feeling motivated internally.

The teacher should actively supervise the behaviors of students so that any misbehavior could be stopped at the very start (Depry, 2002), when the teacher will actively focus on the events happening in class then the teacher can even get a sense of the problem before it's occurrence. Positive connections, particularly among teachers and students are fundamental to learning. This rule advocates that teachers should make it their need to create positive associations with students and incorporates the possibility that as teachers we acquire regard as opposed to merit regard (Helen Egeberg & Price, 2016). Classroom management includes every action including the discipline and the behavior as well, it involves every activity that occurs in class from the start of the lesson to the end of the lesson so for proper and effective management everything must be under proper observation and control (Yousef, 2012).

By keeping these things in mind we can conclude that previous studies focus on that teacher's every activity should be well planned. A teacher should be highly attentive to things in his/her surroundings. The teacher should change himself/herself as needed for better learning and more positive results.

Conclusions

This study related to classroom management practices of teachers at the secondary level. The results of the study explore that the teachers of secondary level are practicing effective management practices in their classrooms. The teachers are maintaining a good and effective classroom climate by supporting their students and by encouraging them to interact with each other teachers are supporting the collaborative type of learning. The results of this study show that teachers are communicating all the rules of the class to their students at the start of the session to decrease bad behavior.

Results of the study are clearly showing that teachers are making lesson plans daily and are delivering lectures with the help of pre-planned activities and reading material. Teachers are allowing students to participate in active discussions so that they do not hesitate while sharing their ideas with the teacher and other class fellows. To control any disruptive behaviors from the student's side teachers are telling them at the very start of the session about the rules and decorum of the class so that every one of them starts following those rules to keep classroom climate supporting for learning.

Recommendations

Scope for this study exist in future as this study was focusing on both public and private sector secondary schools future study can be on private and public schools separate and there can be a comparison as well to study which amongst them are following universally accepted management practices in their classroom on regular basis.

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