The Basic Abilities of English Teachers in English Teaching Process Management

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Abstract. English teaching process management is a complex one. English teachers are in a dominant position in the process. This paper deals with the basic qualities and teaching skills of English teachers in classroom teaching, and points out the importance of establishing a harmonious relationship between teachers and students. At the same time, the author also points out that English teachers should recognize the tasks and present situations of English education, and understand the basic tasks in English teaching.

Keywords: English teaching; Process Management; English teachers; Abilities

Introduction

Generally speaking, the tasks and the current situations of foreign language education and College English Teaching are very heavy and serious. And there exists a great gap among the different areas. With the development of China economy, it has brought huge demands for college graduates who know English well. It also puts forward new challenges and requirements for College English Teaching. The main tasks of the new round of College English Teaching reforms are how to further improve the present teaching quality, so that College English Teaching can meet the needs of China’s economic development. The problems faced by College English Teaching in China are the serious shortage of educational resources and investment. Especially in recent years, with the continuous expansion of college enrollment, the enormous pressure brought by language teaching is far beyond the ability of teachers. Teachers seldom have the opportunities to further study and improve their knowledge structure.

II. The basic tasks of English teachers in teaching

2.1 To deal with the relationship in three aspects

In the specific process of English teaching, teachers should organize different teaching activities according to the teaching tasks and deal with the relationship in three aspects. Firstly, the relationship between students and teaching materials, teaching progress is determined by the level of students and the difficulty of teaching materials. Secondly, the relationship between teaching
and learning, it mainly deals with the relationship between teaching methods and students' adaptability, and the roles of teachers and students in teaching. Finally, the relationship between teachers and teaching materials, the understanding level of the materials will affect teaching and the functions of the materials.

2.2 Teaching English knowledge and skills
The requirement of English teaching is not only to lay a solid foundation of language knowledge for students, but also to cultivate students' ability of language application. In other words, English teachers should not only pay attention to the input of the language, but also to the output of the language. In the specific teaching process, the students should grasp the following skills: listening, speaking, reading, writing, translation and English proficiency. Specifically speaking, it is not enough for students to master some commonly used vocabulary and grammar knowledge, which cannot explain whether they can put English into use. If we master the basic knowledge and application of English, we can achieve the purposes of English learning. The two are mutually reinforced and complemented. The basic knowledge is the base of English application, and the improvement of English application ability can promote the basic knowledge of English. In fact, the performance of students' language ability is based on the basic knowledge of English teachers, which cannot be separated from the basic skills of listening, speaking, reading, writing and translating.

2.3 To carry out quality education and cultivate students' noble sentiment
As one of the most important basic courses, English plays an important role in the implementation of quality education. In order to ensure the implementation of quality education in English teaching, teachers should combine the characteristics of English subject and the contents of quality education closely together. In the process of instructing English knowledge, they should reflect the quality of the spirit and carry out quality education in English teaching. College students understand a different culture by learning a foreign language, so they can easily communicate with the outside world and deepen the understanding of foreign affairs from a variety of perspectives and thinking platforms. If they pay little attention to quality education, it will bring serious consequences, which not only affect the quality of education, but also have a negative effect. Therefore, the quality education should be carried out as the main theme throughout the training objectives and processes.

III. The cultivation of basic quality in classroom teaching
3.1 Classroom organization ability
Classroom organization is the life of classroom teaching, which directly affects the development of teaching activities. The main task of the teachers in the classroom is to create a learning environment which is the most important basic quality that teachers should have. It greatly depends on the attitudes and methods of the teachers. The classroom organization includes the role of
teachers, the instructions, the way of class organization, the way to deal with problem students, and the control of the teaching steps. It is an essential ability for each English teacher to deal with these problems effectively.

3.2 The ability to motivate students and adjust the classroom atmosphere

The key to teaching is to stimulate students' interest and motivation. The primary task of teachers in the teaching practice is to stimulate students' enthusiasm and sense of participation, so teachers can stimulate students' interest and motivation in learning, such as the encouraging comments in their homework and their participation in the role tasks, in order to mobilize the enthusiasm of the students. The teacher must have a high degree of flexibility in the classroom teaching, be full of spirit and vivid feelings, and strive to achieve the emotional blend between teachers and students. With a variety of incentives, teachers try to enable students to show greater interest and pleasure in study instead of tension or fear. Teachers should try to create more opportunities for students to express themselves. Such an active and relaxed classroom atmosphere is easy for students to reduce anxiety and achieve the best effect of language input and output.

3.3 Ability of classroom assessment

As an operation mode of student learning, classroom assessment is an important role in classroom teaching. Both the teachers and students can use it to monitor the implementation of teaching and learning. (Angelo & Cross, 1993). Through the observation of the learning process, teachers can get the timely feedback on the learning effect, and understand the students’ learning through the dialogue between teachers and students, so as to promote the effective development of teaching and improve teaching quality. It is not only beneficial for students to grasp the contents of the subject and improve learning skills, but also to improve the teachers' teaching level.

3.4 The variety of teaching methods

English teachers adopt appropriate teaching methods and use flexible teaching methods throughout the teaching process, so the advantages of one or more teaching methods can be fully demonstrated. Every teacher has different teaching methods and skills to help students effectively complete their teaching tasks. Teachers should use a unique teaching style, and a strong sense of responsibility and adopt flexible teaching methods, such as inspiration and presentation, practice and reinforcement, questioning and problem-solving and creating teaching situations. However, the grasp of the teaching methods cannot be obtained in a short duration of time, which stems from the study and accumulation of the teaching process.

3.5 The correct use of verbal language, body language and writing

Teacher's language is one that teachers use in their teaching. When teachers instruct knowledge and carry out ideological and moral education, the use of language has a direct impact on the effect of education and teaching. Language is the main means for teachers to complete the task of teaching.
English teachers should pay attention to their own language skills training, so their language can be more accurate, popular and logical. Teachers should pursue the art of language and use polite language and euphemism in the classroom, which can give students a sense of intimacy. Body language is a nonlinguistic means of teaching and the intuitive overall image of the students. It is the external performance of the teachers’ inner cultivation, such as elegant clothing, confidence, politeness and kindness. The art of blackboard writing is a reflection of the neat surface and reasonable design of writing. The contents of blackboard writing is usually the key or difficult points in teaching, which combines the students’ visual and auditory and consolidate the key points.

IV. Establishment of harmonious relationship between teachers and students

The influence of affective factors on foreign language acquisition has been paid more and more attention in the field of foreign language learning. As one of the affective factors, the relationship between teachers and students plays a more and more important role in foreign language teaching. Generally speaking, college English teachers pay special attention to their professional knowledge and teaching skills, but they do not pay enough attention to the affective factors in the relationship between teachers and students. The emotional factors between teachers and students are the decisive factors to establish a harmonious relationship between teachers and students. Rodgers, an American psychologist, thinks that the new relationship between teachers and students must have three elements: firstly, to be sincere. Teachers and students should be honest with each other in communication. Both teachers and students express their views, ideas and feelings honestly. Secondly, reward, also known as acceptance or recognition. Teachers should fully respect the students, listen to the views of students, pay attention to the feelings of students, appreciate and praise the advantages of students, tolerate the shortcomings of students, and safeguard their dignity and interests.

Finally, empathic understanding. It requires the teachers to understand each student's inner world, living environment and life experience, personality, stands on each other's point of view to understand mutual thoughts and feelings, avoids a qualitative evaluation, and expresses sympathy, understanding and respect. To establish a harmonious relationship between teachers and students in teaching activities, teachers should take their roles to meet the needs of the students, and don't treat them as raw materials according to their wishes; they should let the students participate in the learning content and activities and teachers and students work together to complete teaching activities. Students should not be regarded as mere knowledge receivers.

Therefore, English teachers should not absolutely control all teaching activities and decide who should give students the opportunity to give full play to their initiative, autonomy, participation and creativity. Teachers and students work together to complete English classroom teaching activities. At the same time, English teachers should pay attention to the influence of affective factors
on language learning, students' emotional expression and emotional release. Teachers should understand, accept, sympathize and show sincere attitude towards the students, communicating with students with equal status.

In this way, both cognitive structure and emotional communication can be carried out between teachers and students. College English classroom is likely to get rid of the current lack of emotional communication between teachers and students, imparting knowledge of the mechanical boring classroom atmosphere, and the emergence of a student active participation active classroom atmosphere. Moreover, as far as possible to increase the teacher-student interaction of time and space, and have a real understanding of each student. Teachers should treat each student in good faith, respect each student, and pay attention to the way of the evaluation of the students to protect their self-esteem. The relationship between teachers and students plays an important role in foreign language teaching. Therefore, it is quite necessary for each English teacher to improve the effectiveness of English teaching and establish a harmonious relationship between teachers and students.

V. Adaptation of the teaching objects and focuses on teaching methods

The two main subjects of college English teaching are teachers and students. The teaching contents and methods will affect the effect of the language input and output. English learning is an activity based on practice, and the goal of learning a language is to communicate with others. From the reality of China's college English teaching, students' language learning environment is mainly in the classroom, and the teaching effects are depended by the reality of the goal of the language learners, so the classroom teaching should fully understand the learners, consider the social needs, change the passive role of English learners in teaching, arouse their learning motivation, stimulate their interest in learning and adopt the teaching mode of student-orientation and teacher-support. At the same time, teachers should constantly learn to update their knowledge structure, enrich the teaching content, and meet the needs of English learners to new knowledge.

As an English teacher, special attention should be paid to the study of English teaching methods. English teaching is an organic process, which includes a variety of teaching methods through it. In fact, the process of English teaching is the organic combination of various teaching methods, which is beneficial to the study of language input and output.

Conclusion

In the twenty-first Century, the study of foreign language teaching method will be more in-depth, and various teaching schools and methods will continue to appear. However, it is difficult to find a teaching method which can adapt to the English teaching in our country. In view of the tasks and present situation of English teaching in China, teachers should pay attention to the research of the teaching methods, adjust their teaching modes. The process management of
English teaching is an important part of foreign language teaching and learning. This paper mainly talks about the basic qualities and teaching skills of English teachers' classroom teaching, and points out the importance of establishing a harmonious relationship between teachers and students.

At the same time, it is pointed out that English teachers should understand the tasks and current situation of foreign language education, so as to understand the basic tasks in English teaching. English teaching activities, like others, have the rules. In order to improve the quality of English teaching process management, English teachers should fully understand and follow the basic rules of language teaching. Only in this way can teachers effectively carry out their teaching management.

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Literature References