

# 如何教導學生 物品組織技巧

甚麼是物品組織？



# 物品組織的定義

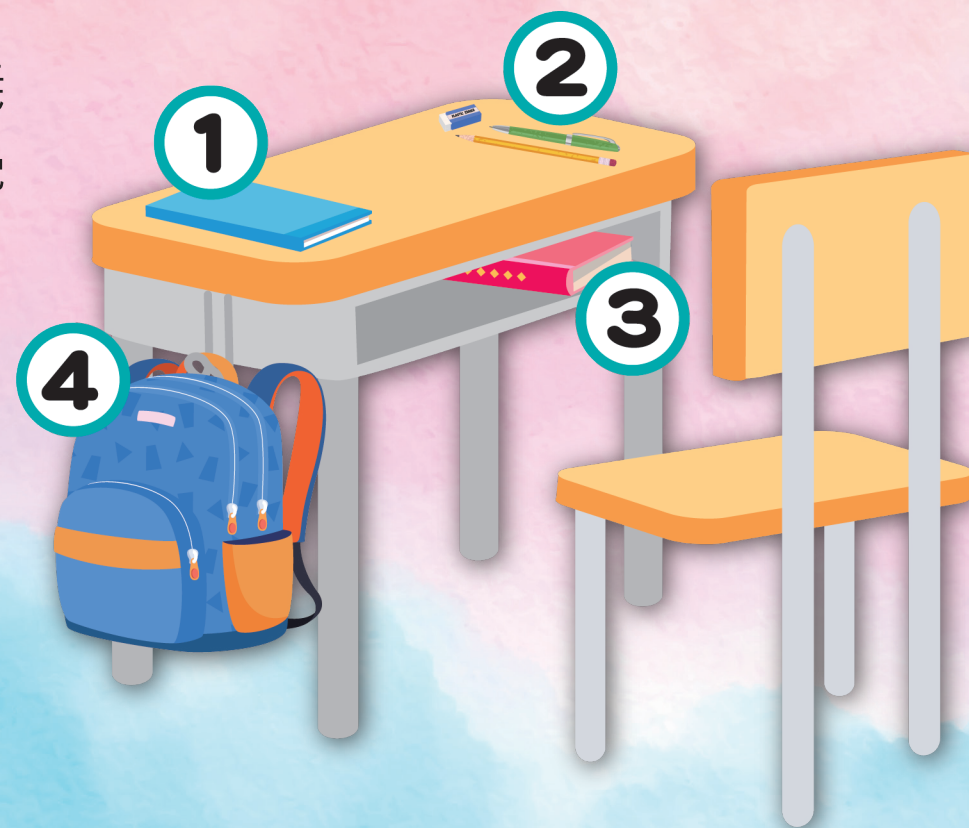
有系統地保存物品



(Dawson & Guare, 2018)

# 教導學生保持座位整潔的方法

- 運用視覺提示說明保持座位整潔的定義  
（教師可拍攝真實物件製成適用的視覺提示）（本簡報第5頁）
- 與學生討論保持座位整潔的重要性  
（更有效率地工作；節省尋找物品的時間）（本簡報第6頁）
- 與學生討論保持座位整潔時會遇到的困難和應對方法（本簡報第7頁）





凌亂的座位



整潔的座位

保持座位整潔  
有甚麼重要性？



凌亂的座位



整潔的座位

# 保持座位整潔時會遇到的困難和應對方法



## 保持座位整潔

困難	應對方法
時間不足	<ul style="list-style-type: none"><li>• 利用轉換課堂和小息時間整理座位</li><li>• 盡快將不必要的用品放回書包內</li></ul>
忘記收拾	<ul style="list-style-type: none"><li>• 上課前，檢查自己的座位是否整潔</li><li>• 與同學友善地互相提醒</li></ul>

(Faith et al., 2022)

# 獎勵系統

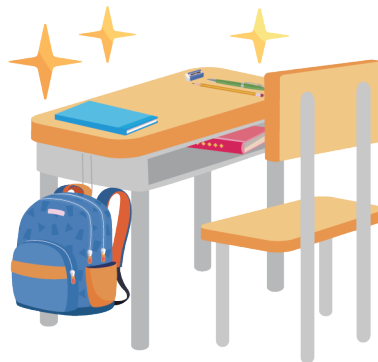
可選用

- 就學生保持座位整潔的行為給予代幣以兌換獎勵
- 鼓勵學生與鄰座同學互相檢查或每一行學生輪流擔任檢查員
- 進行座位整理比賽並按學生表現給予代幣以提升整理座位的趣味
- 可配合校本獎勵系統給予代幣
- 當學生能在無需提示下保持座位整潔時，可考慮逐步減退獎勵計劃

# 代幣樣本

可選用

物品組織



你能保持座位  
整潔，做得好！



物品組織



你能保持座位  
整潔，做得好！



物品組織



你能保持座位  
整潔，做得好！



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物品組織



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# How to Teach Students Material Organisation Skills?

# What is Material Organisation?



# Definition of Material Organisation

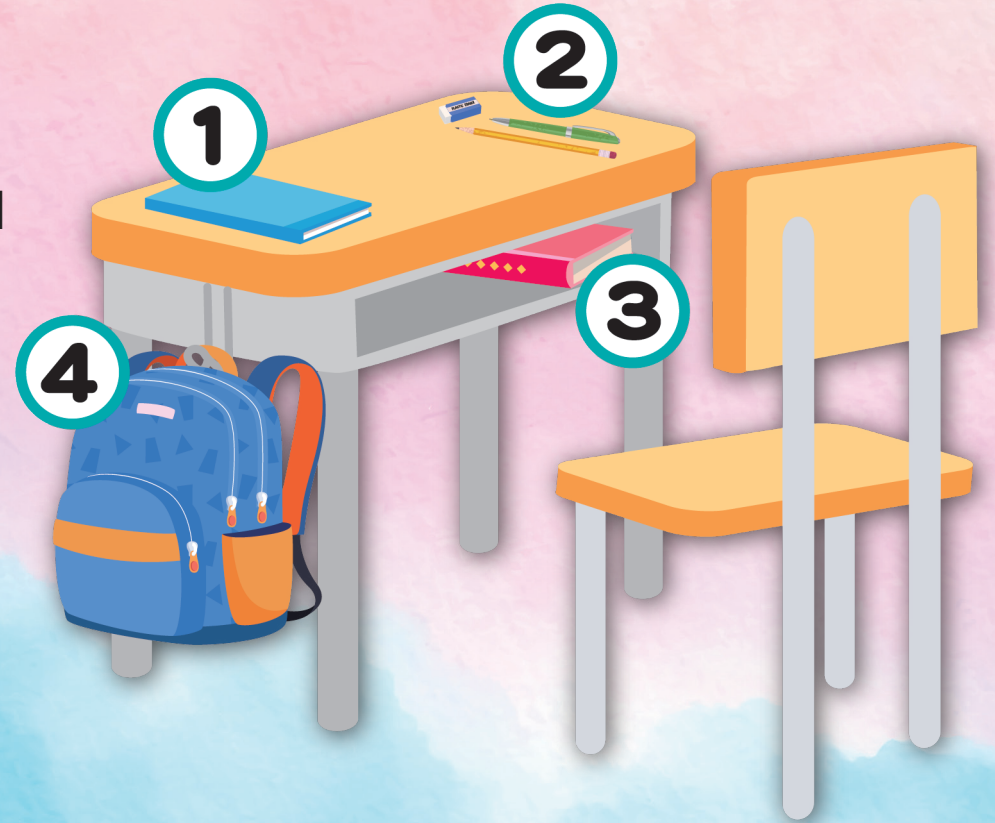
The ability to design and maintain systems for keeping track of materials



(Dawson & Guare, 2018)

# Teaching students to keep a neat seat

- Make use of visual cues to teach students the definition of keeping a neat seat (Teacher can take photos of real objects to produce the visual cue) (please refer to slide 15)
- Discuss the importance of keeping a neat seat (Work easily; Save time to look for materials) (please refer to slide 16)
- Discuss the barriers encountered to keep a neat seat and the strategies to overcome the barriers (please refer to slide 17)





Messy Seat



Neat Seat

Why is it important to  
keep a neat seat?



Messy Seat



Neat Seat

# Barrier and Strategies Protocol (BSP)



## Keep a neat seat

Barriers	Strategies
Insufficient time to tidy up my seat	<ul style="list-style-type: none"><li>• Make good use of lesson transition and recess time to tidy up</li><li>• Put unnecessary items into school bag immediately</li></ul>
Forget to tidy up	<ul style="list-style-type: none"><li>• Develop the habit of checking the neatness of my seat before each lesson</li><li>• Kindly remind each other</li></ul>

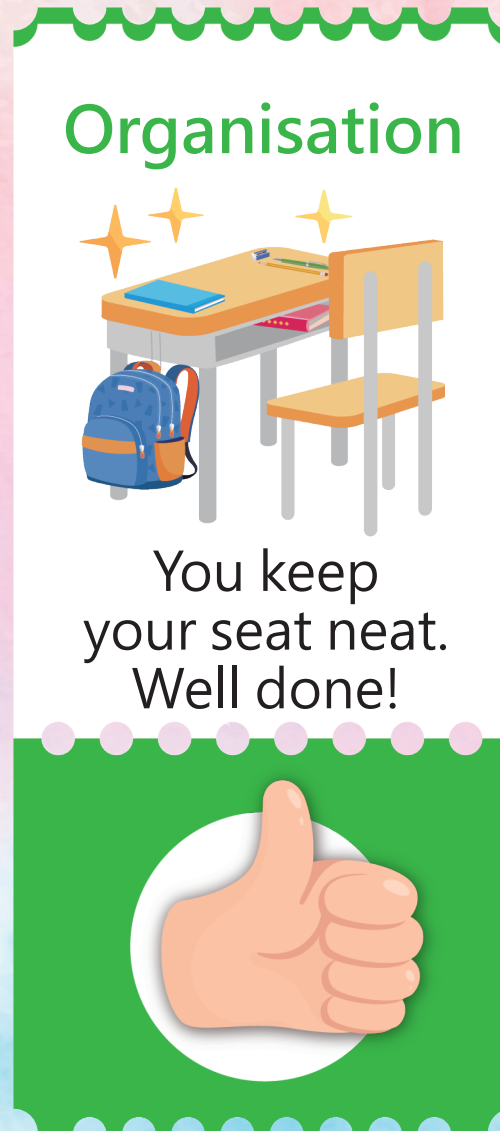
# Token System

Optional

- Give out tokens to students who keep their seat neat
- Encourage students to help check neighbors' seat/ assign a seat monitor in each row
- To motivate the students, hold a "neat seat" competition and give out tokens according to students' performance
- Match token system with school-based reward scheme
- Fade out token system when students mastered the skill

# Token Template

Optional



Organisation



You keep  
your seat neat.  
Well done!



Organisation



You keep  
your seat neat.  
Well done!



Organisation



You keep  
your seat neat.  
Well done!



Organisation



You keep  
your seat neat.  
Well done!



Organisation



You keep  
your seat neat.  
Well done!



Organisation



You keep  
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Well done!



Organisation



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Well done!



Organisation



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Organisation



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Organisation



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Organisation



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Well done!



Organisation



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Well done!



Organisation



You keep  
your seat neat.  
Well done!



Organisation



You keep  
your seat neat.  
Well done!



# References

Dawson, P., & Guare, R. (2018). *Executive skills in children and adolescents: A practical guide to assessment and intervention*. (3rd ed.). Guilford Press.

Faith, L., Bush, C-A., & Dawson P. (2022). *Executive function skills in the classroom: overcoming barriers, building strategies*. Guilford Press.