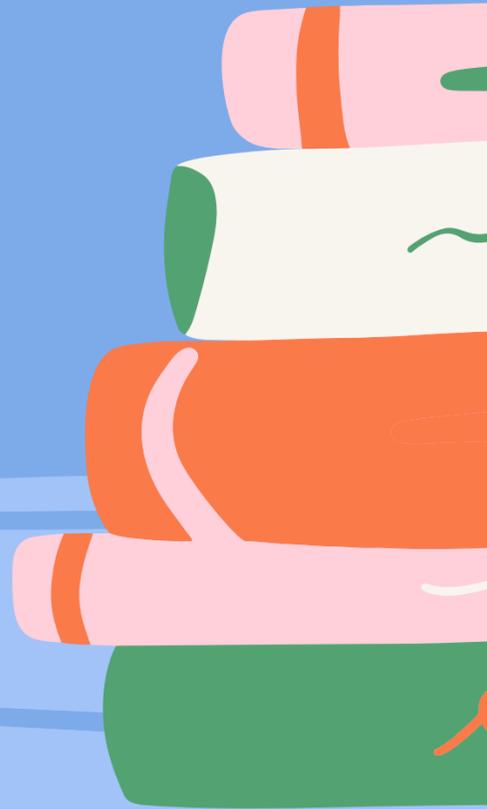


ENGLISH AS A FOREIGN LANGUAGE

Rules and Reminders For Online Classes

With Teacher Sue



Online Etiquette

Good behavior and manners
expected of us when we're
in class.





BE ON TIME

Set up early so that you're good and ready when class starts.

Let's make the most out of our learning sessions. Get to your study space a few minutes before class and make sure your internet connection and computer are working.

BE PREPARED FOR CLASS

Have everything you need
within reach.

Make sure you have all the required materials with you before class starts. Prepare your notes from your self-study, open your page on my site, notebook, pencils and anything else you may need so you can easily follow in class.



BE FULLY PRESENT

Pay attention and participate actively.

Don't play games on your phone, check your social media or watch videos. Focus on our meeting, take notes and participate in class. Also, avoid constantly moving away from your study area because that may be distracting to your teacher and classmates.



KEEP YOUR MICROPHONE ON MUTE

Reduce background noise and distractions.

Microphones can pick up background sounds that may not bother you but may bother your classmates and teacher. If you want to say something in class, raise your hand and wait for the teacher to acknowledge you before unmuting.



REMOVE DISTRACTIONS

Treat online class time as "real" class time.

Find a quiet space for class. Turn off the TV or any music in the background. Keep mobile phones on silent and away from you. Don't eat or drink during class to avoid distracting others.





OTHER CLASSROOM REMINDERS

Don't be afraid to ask questions

Feel free to ask your teacher if you don't know something or if something is unclear.

Be courteous and polite

Think before speaking. Say "thank you" and "please" when appropriate.

Keep up with lessons and homework

Review your notes. Stick to a study routine so you won't get behind with class assignments.

Submit assignments correctly

Follow your teacher's rules and instructions on how to submit your work online.

Absences

If you need to be absent in any of our meetings, tell me in advance and be ready to have a recory class later on.

Payment problems

If you have problems to pay on the due date send me a private message. We can always find a solution.



QUESTIONS? CLARIFICATIONS?

Please feel free to contact me,
Teacher Sue, through email or phone.



Email Address

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Mobile Number

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Consultation Hours

4 PM to 5 PM

