

ESL on the Internet

Student Handbook



Asian American Civic Association
and
English for New Bostonians

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Diana Satin

Many thanks to
Rosario Gomez-Dunn
and
Cathy Coleman

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Course syllabus

Welcome to the Distance-Learning ESOL Program!

This syllabus introduces you to the goals, curriculum, and rules of this course.

Contact Information

Instructor: Diana Satin

Phone: (617) 942-0433 (home office)

Email: dsatin@aca-boston.org

Skype: diana.satin

Availability: This is the schedule I am usually available at my home office:

Monday through Thursday before 7:00 PM

Friday before 5:00 PM

Covered in the ENB distance-learning program

Skills and topics:

- Six courses are available. You and I will choose the best course for you.
- Some courses include **language skills**, for example reading, writing, listening, speaking, vocabulary, and grammar.
- Some courses include **cultural topics**, for example living and working in the US.

Goals of this program:

- To help you improve your English skills
- To help you prepare for your goals, for example:
 - a more advanced English class
 - a better job
 - college
 - something else

Available courses

USALearns First English Course – Beginner level

This course has reading, listening, speaking, and writing for everyday life. The course includes videos, lessons, practice, and tests.

Lessons:

- First English Class
- In the Classroom
- Numbers
- Around the Clock
- The Calendar
- Places to Go
- Countries and Nationalities
- Celebrations
- Family
- School
- Clothes and Colors
- Money and Shopping
- Places in the Neighborhood
- Food
- The Body
- Doctors and Medicine
- Finding a New Home
- Furniture and Appliances
- Transportation
- Recreation and Weather

USALearns Second English Course – Low-intermediate level

This course has reading, listening, speaking, writing for everyday life. The course includes videos, lessons, practice, and tests.

Topics and lessons:

- Topic: Workers and the Workplace. Units: Job and Career Advancement, On the Job Health and Safety, Support, Systems for Injured Workers, Supervisors and Teamwork
- Topic: Housing and Family Life. Units: Managing Family Life, Using Information Services, Accessing Services, Men’s Changing Roles
- Topic: Taxes, Law and Community Issues. Units: Dealing with Taxes, Dealing with the Law, Discussing Community Issues, Civic Participation
- Topic: Parenting and Workplace Roles. Units: Parenting in the United States, Women’s Changing Roles, Women’s Work Issues, Women in Non-Traditional Roles
- Topic: Education and Information. Units: Accessing Learning Opportunities, Involvement in Children’s Education, Transferring Professional Degrees, Learning to Learn

USALearns Practice English and Reading –Intermediate level

This course has news stories with practice for reading, listening, vocabulary, and writing.

Topics:

- Family
- Going Places
- Health and Safety
- Housing
- Law and Government
- Money
- Nature
- School
- Science and Technology
- Services
- Working

SkillsTutor – Advanced level

This course helps prepare students for the GED test or college. It includes has lessons, reading, practice, writing, and tests.

Lessons:

- Language Arts (writing)
- Reading Comprehension
- Reading Vocabulary

Also available for you to study independently: Mathematics, Algebra, Science, Information Skills, and Workforce Readiness Skills

Reading Companion – All levels

This course helps you improve your pronunciation. You choose books on the course website and use your microphone to record yourself reading. I check your scores, tell you how you are doing, and give suggestions for improving more.

Communicating at Work – High-beginning level and above

This course will help improve your communication skills with supervisors, co-workers and customers. This course has lessons, reading, listening, writing, practice, and tests.

- Getting Along at Work
- Communicating on the Job
- Work Culture
- Doing Well at Work

Extra English practice

Visit this companion class website:

dianaesl.weebly.com

You will find lots of websites for extra practice with reading, writing, listening, and speaking. There are also websites where you can learn about different topics.

If you want to practice your conversation skills, you can contact me to make an individual meeting to call me on the telephone. Don't be timid—just ask!

Rules for you:

- Work five hours each week.
- Check for messages every week. Tell me if your contact information changes. The reason is because most contact will probably be by email, text, or telephone..
- Tell me if you want any support or changes in the class.
- Do the best you can!

Rules for me:

- Support you in the course.
- Check your work 2 times every week and communicate with you about it.
- Give you educational counseling and referral.
- Do the best I can!

Supports for you

- **I will go to the course websites Mondays and Thursdays** to look at the work you did, to look for emails from you, and to send you emails about your work. I can see:
 - the last day you went on to the website
 - the lessons you completed
 - the number of times you tried a lesson

- your scores on the tests
- As your teacher, I want you to **contact me for any reason about the course**. Examples:
 - if you want help understanding the material
 - if you want extra ESL practice (for example grammar, writing, pronunciation, conversation, or something else)
 - if you have difficulties using the course
 - to talk about any difficulties you are having with the class or your schedule for working on the class
 - if you change in your telephone number, address, or email address
 - If you want a tutor. We will try to find one.
 - If you want study partners-- you can organize study groups so you can help each other or study together.

Suggestions for studying

Distance learning courses are different from other courses, so it's important to do some things differently:

- You **make your schedule for time you will study each week**—the school does not make a class schedule for you. Write here when you will study:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

- **Tell friends and family your study schedule** so they do not disturb you.
- **Make a goal for each week** to progress through the course. Do something nice for yourself when you reach each goal—for example, when you finish 3 activities, go for a walk, eat something, or call a friend.
- **Work on the course every week.** A big reason students quit distance learning courses is because they don't do their work on a regular schedule. Then they feel like it is too difficult to continue with the course. If you can not work on the course for one week, please contact me in advance, so I don't think you disappeared. ☺
- **Practice what you study**—look for opportunities to use the English and skills in your life.

SkillsTutor

This advanced level course helps prepare students for GED or college. It has lessons in reading comprehension, vocabulary, and writing. Other available courses include math, information skills, and job preparation.

Instructions

Sign in

1. Go to myskillstutor.com (Make sure you type the s after skill.)
2. Enter this information:

Username -
Password -
Site ID: qcc

Completing an Assignment

1. Click on the name of an assignment.
2. When the assignment opens, there will be a module name. Click on the module name.
3. When the module opens, your assignment will appear.
4. Click on the pretest of lesson name in “Your next recommended activity is...” box.

Next recommended activity: **Mathematics and Science Pretest**

5. Complete the pretest or lesson.
6. Your most recent score will always be presented for you on the assignment screen.

Notes

- Press the F11 key to expand the lesson to “full screen” (if you are on a PC)
- Use headphones for audio. If you are in Module A, B, C toggle the “sound off” circle in the top right corner to “sound on”. If you are in a module with no letter next to it i.e.; Algebra, click on the white area of the screen to begin the audio.
- You will be allowed to take a pretest only one time.
- You must get **80% to pass**.
- You may take lessons and quizzes as many times as you want to improve your score.

Problems

- If a lesson does not open and you are using a PC: Make sure your Internet browser is Internet Explorer must be version 7.0 or higher. You can also use Mozilla Firefox.
- If a lesson does not open and you are using a MacIntosh: Make sure your Internet browser is Mozilla FireFox. Safari will not work.
- If a lesson still does not open: Update the Adobe Flash Player Plug In at **adobe.com**

Required weekly coursework

- Complete one lesson in each assignment. For example, 1 in Reading Vocabulary, 1 in Reading Comprehension, and 1 in Language Arts.
- Complete 1 writing assignment. Every Monday I'll email you a worksheet about one lesson that you completed. Please email me your writing by Sunday. (You can send it in an email message or as an attached document.) On Monday I will check it and send it to you for any corrections.
- This is the minimum work required. You can do more if you want.

Reading Companion

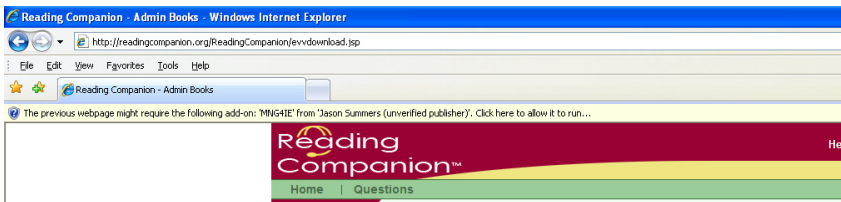
Reading Companion is for all student levels. This course helps you improve your pronunciation. You choose books on the course website and use your microphone to record yourself reading. I check your scores, tell you how you are doing, and give suggestions for improving more.

Instructions:

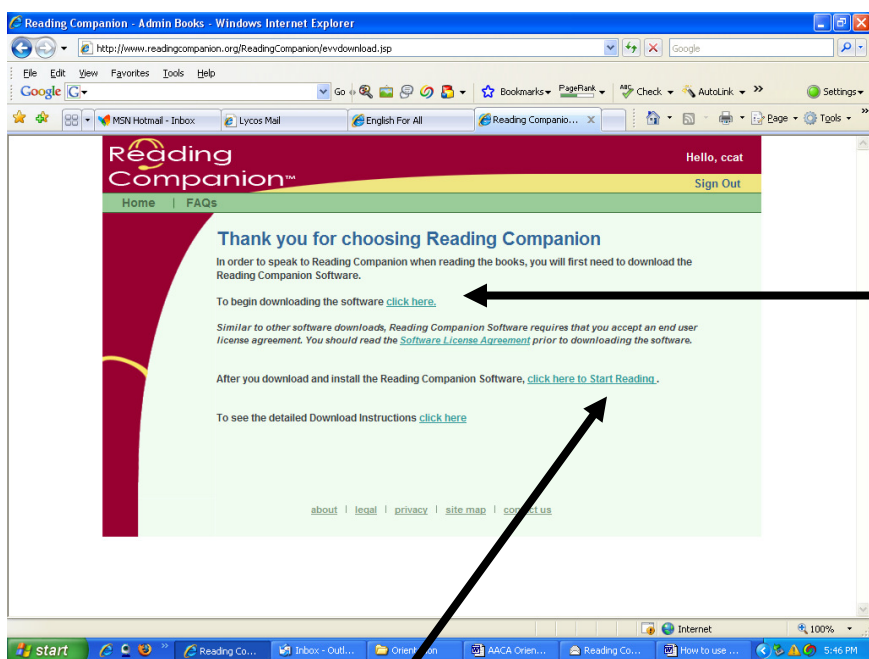
1. Make sure you have a microphone connected to your computer.
2. Open your Internet browser. (If you use Firefox, contact me for special instructions.)
In the address box, type in www.readingcompanion.org
3. Your sign in name is your first name and your last name (no space between)
4. Your password is: **aaca**

You may see a message in yellow, like this. If you do, follow these instructions:

1. Click on the message.
2. A box will open. Click **Run Active X control**.
3. Another box will open. Click **Run**.



The first time you use this, you need to put a program on your computer so the Reading Companion will work on your computer. Follow these instructions:



1. Click here.
2. Then you will see a box. Click **Run**.

3. Then more boxes will open. Click **Run** or **Next**.
4. One box will give instructions to test your computer microphone and speakers. Follow the instructions.
5. After you do this one time, you don't do it again.

Then to begin, click here:


Click on any book from the book shelf. Click on the green arrow  to see more choices.

Topics include:

- Financial literacy
- Housing
- Job Search and Employment
- Narrative (stories)
- Probation (law)
- Test
- US Citizenship
- US Driving
- Vocabulary

Click on the red arrow  to see previous choices.

Listen carefully to the instructions.

When the voice says, “Click on me,” look for the  and click on it.

The computer will tell you what to do. Sometimes it will ask you to read certain words into your computer microphone. It will tell you how you are doing with your reading and pronunciation.

The control buttons:



Ask the teacher if you have any questions.

Tell your teacher when you use this software. Your teacher can then look at a report of your pronunciation and tell you what you are doing well and what you need to practice more. She can work with you to improve.

Typical difficulties and what to do

If you have any technical problem doing something with the course, try doing it again. You can also try closing the Internet window and starting over. Usually this works.

You can't get to the course?

Did you check the course web address and type it exactly the same?

Did you check the instructions for how to use the course?

Did you type your **sign in** and **password** the same as when you filled the registration?

You can't hear the sounds?

Did you click directly on the location to play the sound? (You may have to click again.)
Do you have speakers on your computer? Are they plugged in? Are they on? Did you turn up the volume?

You left the computer for a short time and when you came back you couldn't continue with the class?

Close the window (the X in the top right corner of the computer). Start the course again

Student Participation Agreement

I will complete the orientation.

I will study five hours every week. If I have an emergency and cannot, I will contact my teacher as soon as possible.

I promise I will contact the teacher if I have any problems with the class.

I promise I will contact the teacher before I leave the class.

I will take all tests required by the class.

Student

Teacher

Date _____

Your goals list

Name _____ Date _____

What are your personal goals for attending Internet English course?

Goals	You can reach this goal this year
Listen and speak better in English	
Improve writing skills	
Improve reading skills	
Improve computer skills	
Communicate better at work	
Start a GED program	
Go to college	
Take job training classes	
If you don't have a job now: Get a job	
If you have a job now: Keep the job I have now	
If you have a job now: Make more money or get a better job	
Apply or interview for a job	
Help my children with homework, talk with teachers	
Join organization at my child's school	
Have better communication with my family	
Learn about U.S. culture	
Learn more about participating in the community (volunteering, working with neighbors to improve the neighborhood, etc.)	
Talk with people about services (phone, electricity, etc.)	
Apply for citizenship	
Vote	
Other goals you want to add:	