


	<p>Please behave as you would normally in any physical classroom.</p> <p>If you are unsure about what you can or can't do, please ask your instructor.</p>
	<p>Do not join the lessons from a car, taxi, bus or other moving vehicle. Be seated at a desk or table in a quiet place.</p>
	<p>Ideally, there should be no other people in the room. If so, please ensure they are working quietly and consider using a Zoom Virtual Background Image to minimize visual distractions. See here for options + instruction.</p>
	<p>Limit distractions. Your full focus should be on the class. Please close unneeded applications and social media on your computer.</p>
	<p>Download the files the instructor emailed you before the class. Put them in a folder that you can access.</p>
	<p>Join the lesson on time.</p>
	<p>Your internet (min. 600 kbps), webcam, microphone/speaker (or headset) must meet Zoom technical requirements. When you log in, make sure your video is on and your full face is showing.</p>
	<p>Sit close to your microphone and speak directly into it. Consider using a headset with an external mic for best hearing and speaking capabilities.</p>
	<p>Don't multi-task. Please do not engage in other work or answer phone calls during the lesson. If it's necessary, then let your instructor know, turn off your video, and take a break from the lesson.</p>
	<p>Don't use any translation devices. Ask your instructor first if you want to translate into your language. Especially, don't type out and translate what you want to say! This will not help you learn English.</p>
	<p>Please remember in our highly-communicative classrooms, everyone depends on each other to learn English. Be a helpful team player!</p>