



















	<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>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! <u>This will not help you learn English.</u></p>
 	<p>Please remember in our highly-communicative classrooms, everyone depends on each other to learn English. Be a helpful team player!</p>