

Introduction Class – Detailed Step Guide

Class Management and How To Study

Step	Details	Time (min)
1	<p data-bbox="240 479 807 517">Ensure Students Have Textbook</p> <p data-bbox="240 580 1310 651">Make sure all students have their textbook in the first class. If some students do not have their textbook, ask them to go to the campus bookstore and purchase it.</p> <p data-bbox="240 696 1302 846">Students that already have the textbook will have to wait until the students that went to the bookstore return to the classroom. This ensures that all students have the textbook now and in the future. The textbook is needed in the first class to explain the study process.</p>	15
2	<p data-bbox="240 949 791 987">Arrange Student Seating Order</p> <p data-bbox="240 1050 1262 1200">After all students have returned from the bookstore. Arrange the students in a prepared seating order. An arranged seating order allows the teacher to more easily check attendance, manage student pairs, collate quizzes and tests, and arrange students appropriately.</p> <p data-bbox="240 1245 608 1283">Seating Arrangement Hints:</p> <ul data-bbox="288 1328 1302 1955" style="list-style-type: none"><li data-bbox="288 1328 1134 1357">• Know the layout of the classroom before you start your class.<li data-bbox="288 1364 1286 1435">• Before the first class, arrange your name list to match the student actual seating arrangement.<li data-bbox="288 1442 1302 1514">• Try to keep the arrangement close to the grade input order. This makes it easier to register grades later.<li data-bbox="288 1520 1238 1592">• Arrange 2 students per desk as the students will practice in pairs very often.<li data-bbox="288 1599 711 1628">• Try to arrange Boy/Girl pairs.<li data-bbox="288 1635 1214 1706">• Keep the pairs the same throughout the year. This usually creates a friendship.<li data-bbox="288 1713 1086 1742">• In the classroom, notify students where each student sits.<li data-bbox="288 1749 1238 1872">• After students are seated, confirm that each student is sitting in their correct place by asking each student's name and checking your own prearranged name list.<li data-bbox="288 1879 1206 1951">• Tell the students that in all future classes students must sit in their prescribed seat.	10

<p>3</p>	<p>Briefly Explain Key Points in Textbook</p> <p>Ask students to open the textbook to the following pages and make a brief explanation.</p> <p>Page 8 - Unit 1 Vocabulary English-Japanese. Page 9 – Sentence page showing answer structure only. Page 10 – Vocabulary page showing example sentences for page 8 vocabulary. Page 11 – Sentence page showing both answer and question structure Note, page 8/10 and 9/11 are matching pair pages.</p> <p>Ask students to look at Unit 2 pages to show the repetitive style of the units.</p> <p>Page 12 - Unit 2 Vocabulary English-Japanese. Page 13 – Sentence page showing answer structure only. Page 14 – Vocabulary page showing example sentences for page 12 vocabulary. Page 15 – Sentence page showing both answer and question structure Note, page 12/14 and 13/15 are matching pair pages.</p> <p>Page 6 & 87 - Memo pages for homework and important information. Page 129-134 – Vocabulary list of vocabulary used in textbook, English-Japanese.</p>	<p>10</p>
<p>4</p>	<p>Show Contents of Website</p> <p>Show contents of the Way To Go website. It is important that students find all contents of Unit 1. Additionally, the teacher must confirm that all students have found all the contents of Unit 1. The contents of Unit 1 to 16 are all the same.</p> <p>Ask students to do the following. The teacher must confirm that all students can perform the task or locate the particular content where noted below,</p> <ul style="list-style-type: none"> • Teacher should personally confirm Unit 1 contents on smart phone before starting Introduction Class. • Ask students to take out their smart phone. • Write website address on front board – WayToGoESL.com • Ask students to find the website. (Confirm) • Write student login password on front board. Student and teacher login passwords are given to teachers by ESL Learning. • Ask students to touch Student Login icon, input student password and enter site. • Students can see the Topic List Page. • Ask students to touch Unit 1. • Confirm that all students have entered the Unit 1 page. <p>Students must locate all the following contents of Unit 1. Teacher will occasionally confirm that students can find these contents.</p>	<p>10</p>

	<ol style="list-style-type: none"> 1. 6 icons at the top 2. Text Page – Scroll down after icons. 3. Audio List – Scroll down after text page. 4. 2 Videos – Scroll down after Audio List. 5. Story Quiz – Scroll down after 2 videos. 6. Vocabulary & Sentence Quiz – Scroll down after Story Quiz. 	
<p style="text-align: center;">5</p>	<p style="text-align: center;">Detailed Unit 1 Content Explanation</p> <p>After confirming that all students have located all content items for Unit 1, explain in more detail about each item.</p> <p>● Top Icon Section</p> <p>Students go back to top icon section. At the end of Introduction Class, the teacher will ask students to touch How To Use icon.</p> <p>● Text Page</p> <p>Students locate Text Page after top icon section. This is not one text page. There are 5 pages. Students swipe or touch the arrow to find all 5 pages. It is important to find page 5. Page 5 is the online story. Confirm that all students can find page 5 – Online Story. Please note that this story is not in the textbook. It is only on the website.</p> <p>● Audio List</p> <p>Students locate Audio List after text page.</p> <ul style="list-style-type: none"> • Explain that Audio #1 matches page 8 in the textbook, and that the vocabulary order in Audio #1 is English to Japanese. • Ask students to touch/play Audio #1. • Students listen to their own smart phone then stop Audio #1 after about 30 seconds. • Explain that Audio#2 is the same as Audio #1except that the order is Japanese to English. • Ask students to touch/play Audio #2. • Students listen to their own smart phone then stop Audio #2 after about 30 seconds. • Explain that Audio #3 matches page 10 in the textbook. • Ask students to touch/play Audio #3. • Students listen to their own smart phone then stop Audio #3 after about 45 seconds. • Explain that Audio #5 matches page 11 in the textbook. • Ask students to touch/play Audio #5. • Students listen to their own smart phone then stop Audio #5 after about 60 seconds. 	<p style="text-align: center;">10</p>

- Explain that Audio #7 is a self-study speaking practice audio. Students should practice speaking with this audio after doing their homework and practicing in class. Doing the homework and in class practice first will help students more easily practice speaking with Audio #7.
- Also explain the speaking practice style for Audio #7. Listen to the answer structure sentence. Then, during the silent interval, the student tries to say the matching question correctly and without looking at the textbook.
- Ask students to touch/play Audio #7.
- Students listen to their own smart phone then stop Audio #7 after about 90 seconds.

● **Story Video**

Students locate 2 videos after audio list.

- The second video is only an option video.
- The first video matches the online story – page 5 of the above text page.
- Ask students to touch/play the first video (online story video).
- Students watch/listen to their own smart phone then stop the video after about 45 seconds.

● **Online Story Quiz**

Students locate online Story Quiz after videos.

- This is an online story practice quiz to prepare for next week's in class story quiz.
- Next week in class, the teacher plays the story quiz with a speaker, and students mark their answers on a quiz mark sheet.
- This online story quiz will also confirm the student's own study effort.
- There are 10 questions in the online and in class quiz.
- Students listen to the online story quiz questions and choose A, B, C or D answers.
- After the 10 questions, students click submit to get their score.
- Ask students to touch/play Online Story Quiz.
- Students listen to their own smart phone then stop the Online Story Quiz after about 90 seconds.

● **Online Vocabulary and Sentence Quiz**

Students locate online Vocabulary and Sentence Quiz after Story Quiz.

- This is an online vocabulary and sentence practice quiz to prepare for next week's in class vocabulary and sentence quiz.
- Next week in class, the teacher plays the vocabulary and sentence quiz with a speaker, and students mark their answers on a quiz mark sheet.
- This online vocabulary and sentence quiz will also confirm the student's own study effort.
- There are 10 questions in the online and in class quiz.
- Students listen to the questions and choose A, B, C or D answers.

	<ul style="list-style-type: none"> • After the 10 questions, students click submit to get their score. • Ask students to touch/play Online Vocabulary and Sentence Quiz. • Students listen to their own smart phone then stop the Online Vocabulary and Sentence Quiz after about 90 seconds. 	
<p>6</p>	<p>Student Memo – Partner’s Name, Web Address and PW</p> <p>At this point, students open textbook to page 6 - Memo Page.</p> <ul style="list-style-type: none"> • Students write web address on page 6 – WayToGoESL.com • Students write student login password on page 6. • Students introduce themselves to their partner. For example, Partner A says – Hi there, my name is Hiroshi Tanaka. Student B says – Hi there, my name is Saori Suzuki. The students can have a little time for free conversation. • Each student writes their partner’s name on the memo page. This is important as each pair of students should remember their partner’s name throughout the semester. 	<p>5</p>
<p>7</p>	<p>Explain Question Answer System</p> <p>It is important to explain the Question – Answer system used throughout the textbook. Usually when communicating, one person asks a question and the other person answers the question. This textbook practices the opposite. From the answer structure, students will make the question structure.</p> <p>Follow these guidelines to explain this Q & A system:</p> <ul style="list-style-type: none"> • Write on the board – I will go to Tokyo. • Underline the word - Tokyo. • Explain “I will go to Tokyo” is the answer structure. • Ask some students to try to say the matching question. • The matching question is – Where will you go to? or Which city will you go to? • Note, there is usually only one question structure pattern. • The matching question structure pattern is not a free idea. <p>Next, use the online story to further illustrate this Q & A system. This is also a useful demonstration as students will make 10 matching story questions for their homework.</p> <ul style="list-style-type: none"> • Students return to smart phone – Unit 1 – Text Page. • Students swipe to page 5 – Online Story. • Ask students to look for 10 small numbers and 10 underlined words. Students may have to magnify to see the numbers and underlined words. • Confirm that all students can find the numbers and underlined words. • Ask students to find the number 1 underlined word – a little. 	<p>10</p>

	<ul style="list-style-type: none"> • Ask students to find the number 2 underlined word – a long time. • Tell students part of their homework will be to write the 10 matching questions for this story. • Ask students to open their textbook to page 6 – Memo Page. • Students will write the first 2 matching story questions as examples. • With smart phone, teacher logs into the teacher section and navigates to Unit 1. • Using bluetooth speaker, teacher plays Audio #8 – question 1 and 2 – 2 times. Students can hear the 2 matching questions for a total of 6 times each. This should allow all students enough time to write the first 2 matching story example questions on their memo page. • The teacher can also look at page 7 of the online Text Page to confirm the first 2 matching story questions. 	
<p>8</p>	<p>Explain Homework</p> <p>Students should now understand the main parts of the textbook and website. Ask students to take a memo on page 6 for next week’s homework.</p> <p>Students will study and prepare 3 parts for Unit 1: Vocabulary, Sentences, Story.</p> <p>Vocabulary</p> <ul style="list-style-type: none"> • Study pages 8 and 10 in textbook. • Listen to Audio #1, 2 and3. <p>Sentences</p> <ul style="list-style-type: none"> • Study page 11. • Listen to Audio #5 <p>Online Story</p> <ul style="list-style-type: none"> • Read Story • Translate difficult vocabulary. • Write 10 matching story questions. Type (no hand-writing) on A4 paper. Print 2 copies – one for the teacher and one for the student. • Watch story video 2 times. First time, watch while reading online story. Second time, watch without reading online story. <p>Online Quizzes</p> <ul style="list-style-type: none"> • Challenge Online Story Quiz. • Challenge Online Vocabulary and Sentence Quiz. 	<p>10</p>

<p>9</p>	<p>Hand Out Quiz Mark Sheet</p> <p>Handout quiz mark sheet. Explain the mark sheet will be used 4 times. It will be collected together with the midterm test mark sheet. Ask students to write their name on it now with a ball pen or magic pen. Ask students to carefully put it away. Tell students it will be used next class for the in-class Story and Vocabulary and Sentence quiz.</p> <p>ESL Learning can supply the teacher with a 2-sided quiz mark sheet. Single sided quiz mark sheets can be downloaded from the Way To Go website.</p>	<p>5</p>
<p>10</p>	<p>Show Students Link - How To Use</p> <p>Lastly, show students the How To Use link. This link reviews all of the above explanations.</p> <ul style="list-style-type: none"> • Students return to smart phone and navigate to Unit 1 again. • In the top icon section, students touch the 5th icon – How To Use. • This takes students to the How To Use page. • Students touch the 授業用 学習法 link. • Students can read or listen to the explanation on how to study and do their homework. 	<p>5</p>