

# **Introduction Class – Quick Step Guide**

## **Class Management and How To Study**

<b>Step</b>	<b>Details</b>	<b>Time (min)</b>
<b>1</b>	<b>Ensure Students Have Textbook</b>	<b>15</b>
<b>2</b>	<b>Arrange Student Seating Order</b>	<b>10</b>
<b>3</b>	<b>Briefly Explain Key Points in Textbook</b>	<b>10</b>
<b>4</b>	<b>Show Contents of Website</b>	<b>10</b>
<b>5</b>	<b>Detailed Unit 1 Content Explanation</b>	<b>10</b>
<b>6</b>	<b>Student Memo – Partner’s Name, Web Address and PW</b>	<b>5</b>
<b>7</b>	<b>Explain Question Answer System</b>	<b>10</b>
<b>8</b>	<b>Explain Homework</b>	<b>10</b>
<b>9</b>	<b>Hand Out Quiz Mark Sheet</b>	<b>5</b>
<b>10</b>	<b>Show Students Link - How To Study</b>	<b>5</b>