Welcome to English for Speakers of Other Languages

Claudia at South Holiday Library

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I am glad to have you as a student in my English class. This program has become very popular! I have a waiting list for one-on-one appointments.

Please read the following guidelines for participation in this program. I will be happy to discuss these guidelines with you during your first class.

Various classes are available. You may take one-on-one lessons, conversation group classes, and book club. You will receive a Google Form by email to join this program. Please complete the form and submit it.

1. All classes, including conversation group and book club, are held virtually on Zoom.

If you do not know how to use Zoom, look up on [www.google.com](file:///C%3A%5CUsers%5Cknordon%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C5R4T3S88%5Cwww.google.com) how to join a Zoom meeting. You may look this up in your own language. Do this before your first class.

If you are using a computer, all you need to do is click on the link in the Zoom invitation that I will send you.

If you are using a smart phone, you need to download the Zoom app from your Play Store or App Store.

Visit the Zoom website here for more information: <https://zoom.us/>

Video tutorial about using Zoom: <https://youtu.be/9isp3qPeQ0E>

Questions? Email me at least 24 hours before your lesson.

1. One-on-one lessons require a weekly commitment for 4 months. If you are unable to make a weekly commitment at this time, please wait until you are able. After completing your 4 month commitment, you may return to the waiting list if you wish.
2. If the one-on-one and/or small group class schedule is full, you will be placed on a waiting list. Email is sent out regularly to people on the waiting list to fill cancelled appointments. You will be offered a regularly scheduled appointment as openings become available. I encourage you to attend conversation group and book club whether or not you have committed to a weekly lesson appointment.
3. Appointment reminders are offered as a courtesy. You are responsible for remembering your appointment time.
4. If you must cancel, please let me know at least 24 hours before your appointment.
5. If you cannot keep your appointment for reasons beyond your control (internet problems, etc.), please send me an email as soon as you are able, preferably within 24 hours.
6. Students who cancel repeatedly, or otherwise do not attend weekly lessons, will not be able to continue with the program.
7. If you want to stop taking classes, please let me know as soon as possible. I will be sorry to see you go, but I understand that things change. You can always come back in the future.