

Appendix 2 - Tutor session planning including tutor session plans: Laurie for Pre E1/E1 ESOL EDS and E2/E3 ESOL EDS course

Tutor session plans:

ESOL E2/E3

Course outline:

Week 1 - Vocab & Zoom

- Basic computer & internet vocabulary
- Troubleshooting: how to get back to home screen on PC/laptop/phone
- Zoom: how to join a meeting on PC, iPhone, android
- Zoom menu
- Zoom chat

Week 2 - Online search

- What is the internet + basic icons
- Browsers & search engines
- How to search online
- Using an online dictionary

Week 3 - Moodle

- What is Moodle & how can it help you learn
- How to find Moodle and log in
- How to find your course
- How to find course information and class materials

Week 4 - Email & attachment

- What is an email
- How to access your account
- Sending an email
- Replying to an email
- What is an attachment
- How to attach a photo

Rationale:

Sessions are designed to be followed with little additional instructions for teachers

Step by step guides included in sessions

Sessions are designed to be printed and sent to learners

Learners should be sent summary PDFs by email as well as printed copies (to ensure all learners have easy access to step-by-step guides etc)

Some slides with step-by-step guides can be replaced by live demonstrations. They are included for clarification and to be sent to learners

Interaction content

The topics are too complex to cover in depth in such short sessions & learners are unlikely to be confident navigating around websites etc on their own during the sessions. They get to practise Zoom functions and returning to home screen during the first lesson, but in other sessions practice is set as homework.

The sessions are too short to include more interaction and practice. 1.5-hour sessions would have been more practical for this level. This has made planning quite challenging.

Vocabulary

There is a lot of new vocabulary. It is essential to include vocab as this is one of the gaps in knowledge and a barrier to online learning. Vocab is split over the 4 sessions, so as not to overwhelm, and introduced where most relevant. Vocab summary/ quiz included at the end of each session.