Hello dear students,

Please read carefully the following instructions for our class:

1. **Hours**: Due to the Covid 19 pandemic, you will be working virtually 180 minutes into two times in a week each day will for 90 minutes synchronously class. I am going to explain how to work with asynchronous hours (work at home). Please find your class schedule and the link for your online meeting.

2. **Synchronous working hours:** It will be performed on REDCEDIA Zoom – UNACH platform. Student will be able to enter to the class with the link publish on the virtual classroom from Moodle – UNACH.

3. **Attendance:** Attendance will be taken during class time in Sicoa and confirmed by participation in class during the synchronous hours on Zoom platform.

4. **Tutoring meetings:** If there is a justify reason or need from any student, a tutoring class, it will be scheduled to work on Moodle - UNACH platform using a forum, chat or by Teams platform.

Please schedule your tutoring meeting with time and hour on Moodle platform and please send a WhatsApp message on our class group chat. In that way, other people could check easily the available hours free.

Tutoring meetings schedule:

Each Friday:

From 11H00 to 13H00

You could book 30 minutes or so. This will allow me to assist at least 4 students each week during this time.

5. **Grades:** The 100% of your score out of 10 points, will be subdivided and evaluated with rubrics.

40% Work done with the teacher: graded activities during the zoom session, (reviews, grammar, listening, reading, and tests.

30% Practice: you could find the practice activities on Moodle platform per each unit.

30% Autonomous Work: Homework: Pretty much it will be a writing related to the unit topic and grammar learnt. It will be required to make the final speaking of each unit.

6. **Evaluations:** The tests will be online on synchronous time and or by uploading a video.
Diagnosis: First day of class.
Formative: One test per each unit. There will be some oral and others
written. Summative: At the end of the semester. The 4 units will be
exanimated.

7. **Portfolio:** Evidence of synchronous and asynchronous work on our Moodle platform. It will be required to have done all the activities we carry out on Moodle. It has to be organized by categories.

8. **General:** Agreements and commitments will be done on the first day of class, as well as the follow-up to the syllabus of each unit.

9. **Online tools**: Online resources will vary according to the unit. However, our permanent platforms will be the following: Virtual classroom in Moodle - UNACH, Zoom REDCEDIA – UNACH, Youtube, Office 365 – UNACH (Teams and drive), some other websites to learn and to practice English such as:
https://www.bbc.com/weather
https://lyricstraining.com/app?nr=1&~channel=web&~feature=redirect&~campaign=none&ref=%20https%3A%2F%2Flyricstraining.com%2Fes
https://www.ted.com
https://learningenglish.voanews.com
https://gutenberg.org
https://edition.cnn.com

10 **Contact:** Our UNACH institutional email will be our official way to communicate, as well as for faster messages we will get in touch in our WhatsApp group. Therefore, I kindly request to check your accesses to it.

It is all I could report to start and to invite you all to fulfill this goal together. We are going to achieve it because on my part there is all the predisposition to teach you good English for your level, and I am sure that I have your commitment to work well and to give all of you.

Sincerely,

M.T.E.F.L. Andrea Sofía Ribadeneira V.
aribadeneira@unach.edu.ec
Cell # 0987727600