

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 108 minutes (1:48 hours) specifically per week synchronously (real time). 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 a message with a full name during the synchronous hours in Zoom platform.

4) **Tutorials:** If there is a justify reason or need from any student, a tutorial class will be scheduled to work Moodle - UNACH platform using a forum, chat or a scheduling a virtual meeting.

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

- 40% Work done with the teacher: graded activities during the zoom session, class participation (reviews), grammar, listening, reading, and tests.
- 30% Practice: you could find the practice activities on Moodle platform per each unit.
- 30% Autonomous Work: Homework: One Speaking in groups and one Writing per unit.

6) **Evaluations:** The tests will be online on synchronous time:

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 5 units will be examine.

7) **Portfolio:** Evidence of synchronous and asynchronous work will be required of all the activities we carry out, organized by categories, for which I very kindly request to work on this document since the beginning so that it does not get accumulated to the end.

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), other to learn and practice English.

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.

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,

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