



Give your English a boost with our live online lessons!

LEWIS SCHOOL OF ENGLISH

Welcome to Your Live Online Course

A Guide for Students





Welcome to your Online Course!

Dear Student,

Thank you for choosing our school! We look forward to helping you develop your English through online lessons. We've created this guide to help you find out more about your online course, how the platform works and other useful details.

If you would like any further information, please feel contact us - we are always ready to help you. We look forward to welcoming you to your online course!

Best wishes

Alistair Walker,
Owner/Director

Here to Help You!



Alistair Walker
Owner/Director
alistair@lewis-school.co.uk



Larissa Ribeiro
Academic Manager
larissa@lewis-school.co.uk

Please feel free to contact Larissa if you wish to discuss any problems in class or any personal matters. You can also contact her if you need any technical help.

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About Your Course

1:1 and 2:1 lessons offer a highly personalised way to improve your English. You can focus entirely on your own goals, strengths and areas for development.

Together with your teacher, you will design a study programme that matches your level and objectives. You may choose to develop your speaking, listening, reading and writing skills, expand your vocabulary, strengthen your grammar or improve your pronunciation.

Your course is flexible and can be adjusted at any time. You can change the focus of your lessons, alter the number of classes per week, or decide how much homework you would like. Simply tell us what you need and we'll tailor your programme to suit you.

Live Lessons on Zoom

Your lessons will take place on Zoom. This is a free video communications app that can be used on all devices. It has lots of features that help make lessons interactive and engaging.

Read our guide on pages 4-5

Self-Study Area (Google Classroom)

We use Google Classroom for homework, lesson notes and self-study material. It's free and easy to use.

See our guide on page 6

Need to Reschedule a Lesson?

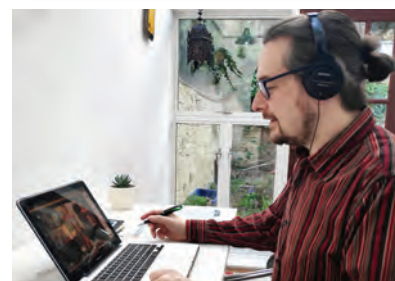
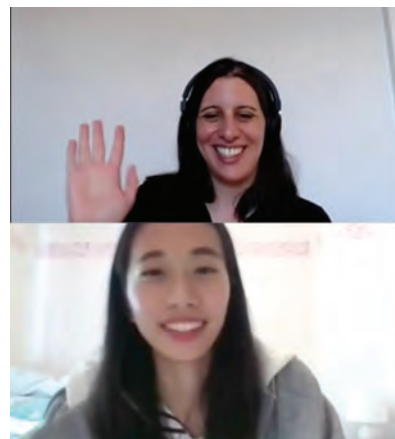
If you need to change your lesson time (for example, if you're ill or have another commitment), please let us know as soon as possible.

- Email Larissa Ribeiro, Academic Manager, at larissa@lewis-school.co.uk
- Please also copy in study@lewis-school.co.uk

You must contact us **at least 3 hours before** your lesson is due to start. If we receive your request less than 3 hours before the lesson, or if you do not attend without informing us, the lesson will still be charged.

Thank you for helping us keep our timetables running smoothly!

If your technology fails, your teacher will wait for up to 10 minutes and if you're still unable to connect, we'll reschedule the lesson.



Using Zoom

Getting Ready

1. You can use Zoom on your laptop or mobile device. We recommend a laptop as it will be easier to read things on your screen.
2. Headphones are useful if your background noise is a problem.
3. If you don't already have it, download Zoom from <https://zoom.us/support/download>

Joining Your Class

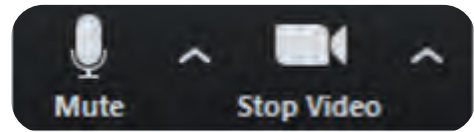
1. We'll email you with a link, ID number and password to join the lesson.
2. Click on the link, or open Zoom, click 'Join' and enter the ID number.
3. Enter your name and click 'Join'. Enter the password.
4. You'll see a video preview. Click 'Join with Video' or 'Join without Video.'
5. You will enter a waiting room. Your teacher will check your name before allowing you to enter.

Problems?
If you're having problems joining, please email Larissa at larissa@lewis-school.co.uk or call the school on +44 23 80228203. We'll do our best to help you!

The Zoom Controls

At the bottom of your screen, you'll see some controls.

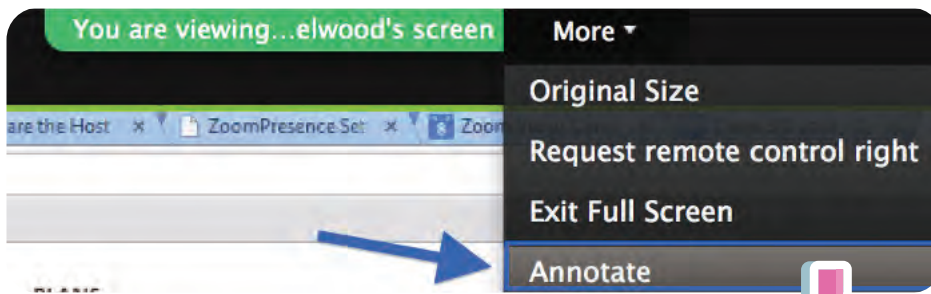
1. Use these to switch your camera and mic on and off. If the teacher can't hear you, click ^ and choose a different microphone.



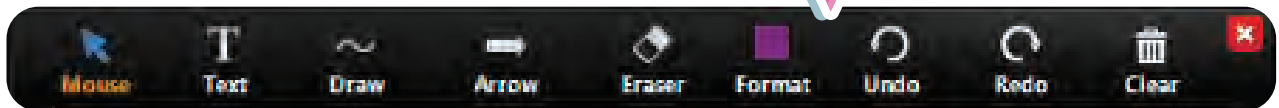
2. You can click 'Chat' to read messages from the teacher. You can also send a message to the teacher or to the whole class at certain times.



3. Sometimes your teacher may invite you to write or draw on the screen. To do this, go to the top of the screen and click 'More' and then 'Annotate'.



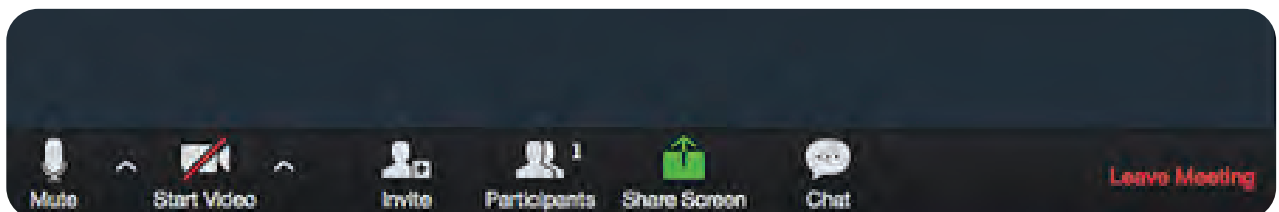
A new toolbar will appear. Click to add text or to draw.



4. You can add a thumbs up by clicking 'Reactions'.



5. If you need to leave the lesson for any reason, click 'Leave Meeting' in the bottom right corner of the screen.

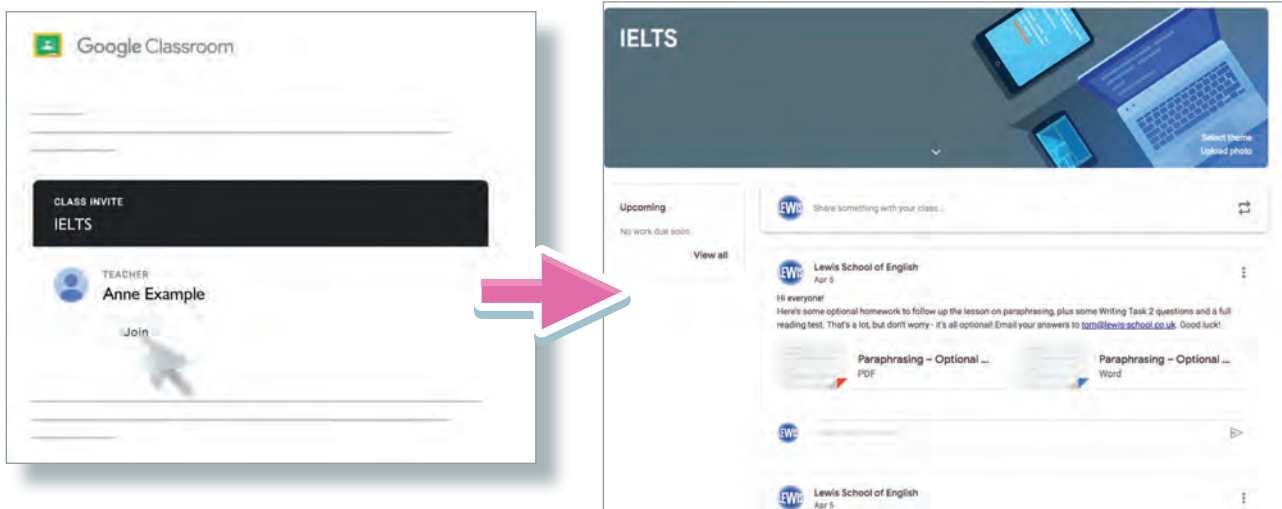


Accessing Google Classroom

Joining the Self-Study Area

You can access the self-study area on Google Classroom at any time to view lesson notes, submit homework or do extra practice.

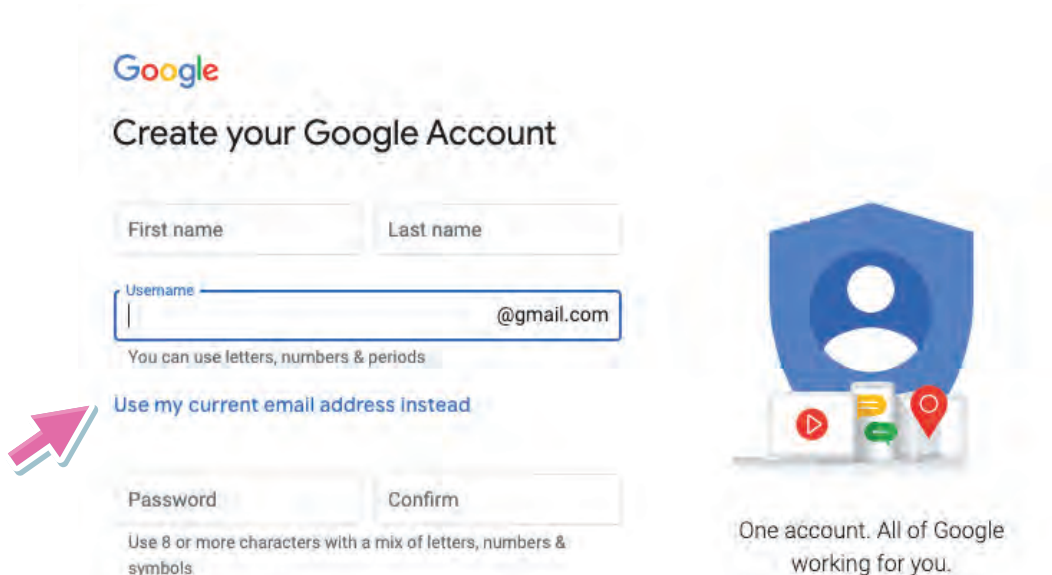
- Click the invitation link in your welcome email from Lewis School OR go to classroom.google.com and enter the classroom code.
- Make sure you are logged into the correct Google Account. If you don't have a Google account, follow the steps below.



Setting up a Google Account

To access Google Classroom, you need a Google account. You can set up a Google Account using any email address.

- Go to <https://accounts.google.com/>
- Click on 'Create Account', then 'Use my current email address instead' (see below).
- Enter your details



School Policies

Minimum Requirements of Technology

You are responsible for ensuring you have adequate access to the internet and a computer or mobile device with an up-to-date browser, media player, PDF reader, webcam, mic and headphones/speakers.

Course Completion

All students will receive a certificate if they attend at least 80% of lessons. An electronic certificate of Course Completion and report will be issued at the end of the course.

Equality Policy

We do not accept discrimination, victimisation or unfair treatment. We want everyone in our school community to feel safe, respected and comfortable, and able to learn or work with confidence.

Our commitments:

- To create an environment in which all individual differences and contributions are recognised and valued. Every community member is entitled to an environment that promotes dignity and respect.
- No form of intimidation, bullying or harassment will be tolerated.
- Our staff are readily available to deal with any concerns.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings, including removal from the course without refund. Any such breaches will be investigated in an urgent and timely manner.

The full policy is at lewis-school.co.uk/useful-links/school-policies.

Discipline Policy

The School's procedure for dealing with misconduct is below. Depending on how serious the misconduct is, it may begin at any step from 1 to 5. The full policy is at lewis-school.co.uk/useful-links/school-policies.

1. The teacher will speak to the student and explain what behaviour we wish the student to stop.
2. If the behaviour continues, the Academic Manager will give the student a verbal warning.
3. If this does not solve the problem, the Academic Manager will give the student a written warning.
4. If the behaviour continues, the Owner/Director will have a meeting with the student to decide what to do.
5. The student may be expelled from the School without refund.

Complaints Procedure

If you wish to make a complaint, please follow the procedure below.

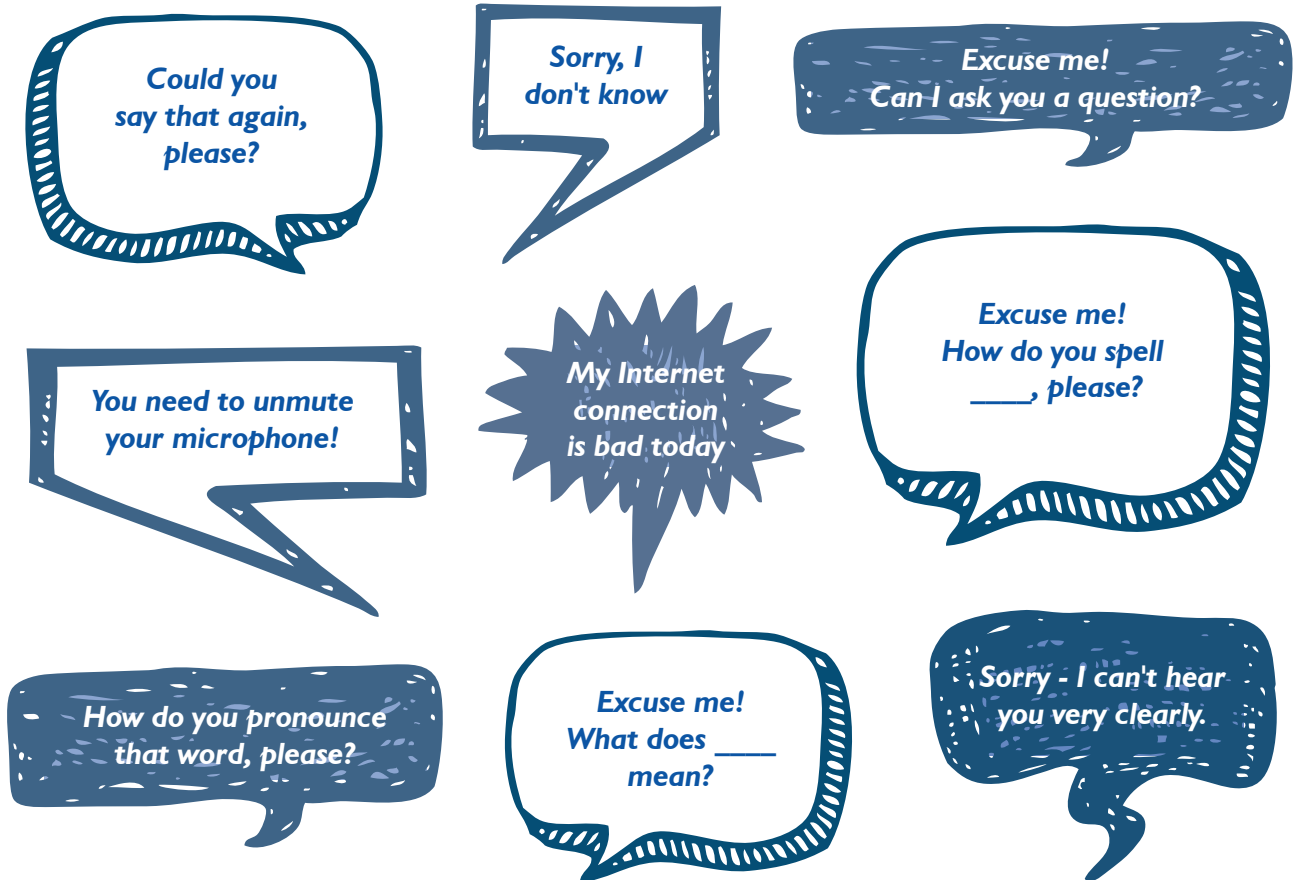
Step 1. Speak to your teacher. We will listen to your concerns and propose a solution.

Step 2. If this does not resolve your complaint you (or your representative) should speak to the Academic Manager, Larissa Ribeiro (larissa@lewis-school.co.uk). You must submit any complaint before the end of the course to allow the school the chance to resolve the problem.

Step 3. If you are not happy with our response, you (or your representative) can write to Alistair Walker, Director, Lewis School of English, 30-33 Palmerston Road, Southampton, SO14 1LL, UK or email alistair@lewis-school.co.uk.

Step 4. If you are still not happy, you can contact English UK: English UK, 219 St John Street, London EC1V 4LY. Tel: +44 207 608 7960. Fax: +44 207 608 7961. Email: info@englishuk.com

Useful Classroom Expressions



Phonetic Symbols

Consonants		Vowels		Diphthongs			
/ p /	pen /pen/	/ n /	near /niə/	/ i: /	see /si:/	/ eɪ /	name /neɪm/
/ b /	big /bɪg/	/ h /	happy /'hæpi/	/ ɪ /	his /hɪz/	/ əʊ /	no /nəʊ/
/ t /	tea /ti:/	/ r /	red /red/	/ ɪ /	twenty /'twenti/	/ aɪ /	my /maɪ/
/ d /	do /du:/	/ j /	yes /jes/	/ e /	ten /ten/	/ aʊ /	how /haʊ/
/ k /	cat /kæt/	/ w /	win /wɪn/	/ æ /	stamp /stæmp/	/ ɔɪ /	boy /bɔɪ/
/ g /	gap /gæp/	/ θ /	thanks /θæŋks/	/ ɑ: /	father /'fɑ:ðə/	/ ɪə /	hear /hɪə/
/ f /	fill /fɪl/	/ ð /	the /ðə/	/ ɒ /	hot /hɒt/	/ eə /	where /weə/
/ v /	very /'veri/	/ ʃ /	she /ʃi:/	/ ɔ: /	morning /'mɔ:nɪŋ/	/ uə /	tour /tuə/
/ s /	said /sed/	/ ʒ /	measure /'meʒə/	/ ʊ /	football /'fʊtbɔ:l/		
/ z /	zoo /zu:/	/ tʃ /	child /tʃaɪld/	/ u: /	you /ju:/		
/ l /	lip /lɪp/	/ dʒ /	German /'dʒɜ:mən/	/ ʌ /	sun /sʌn/		
/ m /	my /maɪ/	/ ŋ /	English /'ɪŋɡlɪʃ/	/ ɜ: /	learn /lɜ:n/		
				/ ə /	letter /'letə/		

Irregular Verbs

Infinitive	Past Simple	Past Participle
bite	bit	bitten
break	broke	broken
bring	brought	brought
build	built	built
buy	bought	bought
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
cut	cut	cut
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
find	found	found
get	got	got
give	gave	given
go	went	gone
grow	grew	grown
have	had	had
hear	heard	heard
hide	hid	hidden / hid
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
know	knew	known
lay	laid	laid
learn	learnt / learned	learnt / learned
leave	left	left

Infinitive	Past Simple	Past Participle
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
pay	paid	paid
put	put	put
read	read	read
ride	rode	ridden
ring	rang	rung
run	ran	run
say	said	said
see	saw	seen
shoot	shot	shot
show	showed	shown
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
speak	spoke	spoken
spell	spelt	spelt
spend	spent	spent
stand	stood	stood
stick	stuck	stuck
swim	swam	swum
take	took	taken
teach	taught	taught
tell	told	told
think	thought	thought
understand	understood	understood
wake	woke / waked	woken / waked
wear	wore	worn
win	won	won
write	wrote	written

Discover what else Lewis has to offer!

Adults (16+)



Juniors (11-17)



Teacher Training



www.lewis-school.co.uk

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 **BRITISH COUNCIL**
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of English in the UK

 **Quality English**

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