



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 have a fantastic programme of online lessons for you, and we look forward to helping you develop your English. We've created this guide to help you find out more about our online courses, 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



Alex Rasmussen
Director of Studies
alex@lewis-school.co.uk

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

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About Your Course

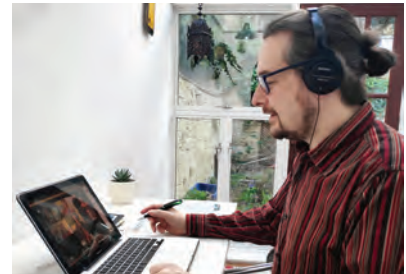
We offer a wide range of online courses at the Lewis School, from group classes to 1:1 and 2:1 lessons. Each course is a little different, so we send you the specific details of your course by email. This guide will tell you all about the general features of a Lewis online course.

Live Lessons on Zoom

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

Read our Zoom guide on pages 4-5

zoom



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



Google Classroom



Focus on Communication

Our lessons are fun and interactive. We don't just want you to listen - we want you to take part, and we want to help you feel more confident as an English speaker. The more you practice, the better you'll be!

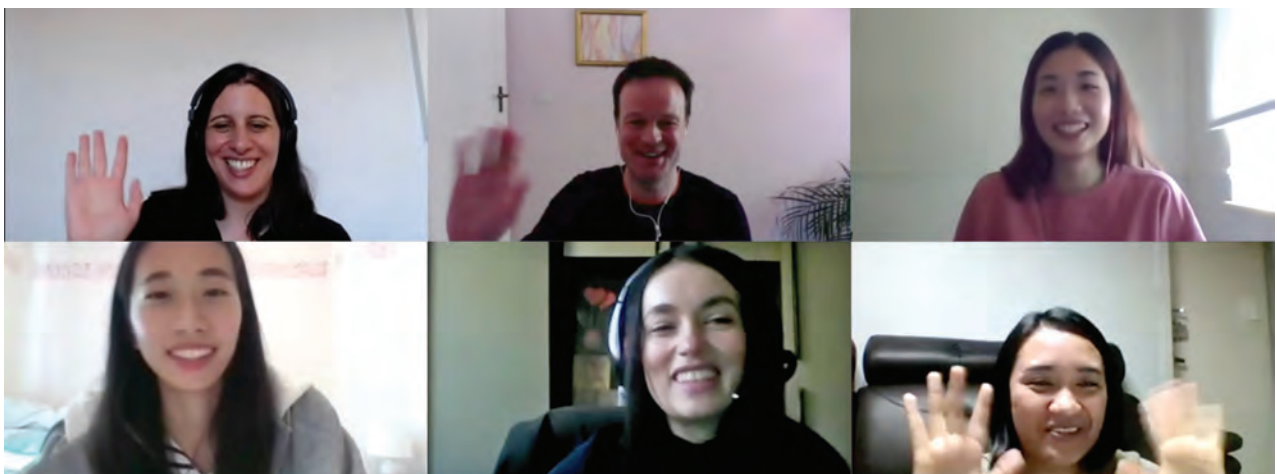
Please Remember

To ensure that all students have the best conditions for learning, we ask you to:

- Arrive on time for your lessons.
- Choose a quiet room for your lesson. Your teacher may mute your mic if it's noisy!
- Enter your first name as your display name.
- Be kind and respectful to all – we do not tolerate bullying or harassment

We also respectfully ask you not to record any lessons or take screenshots.

See our school policies on page 8



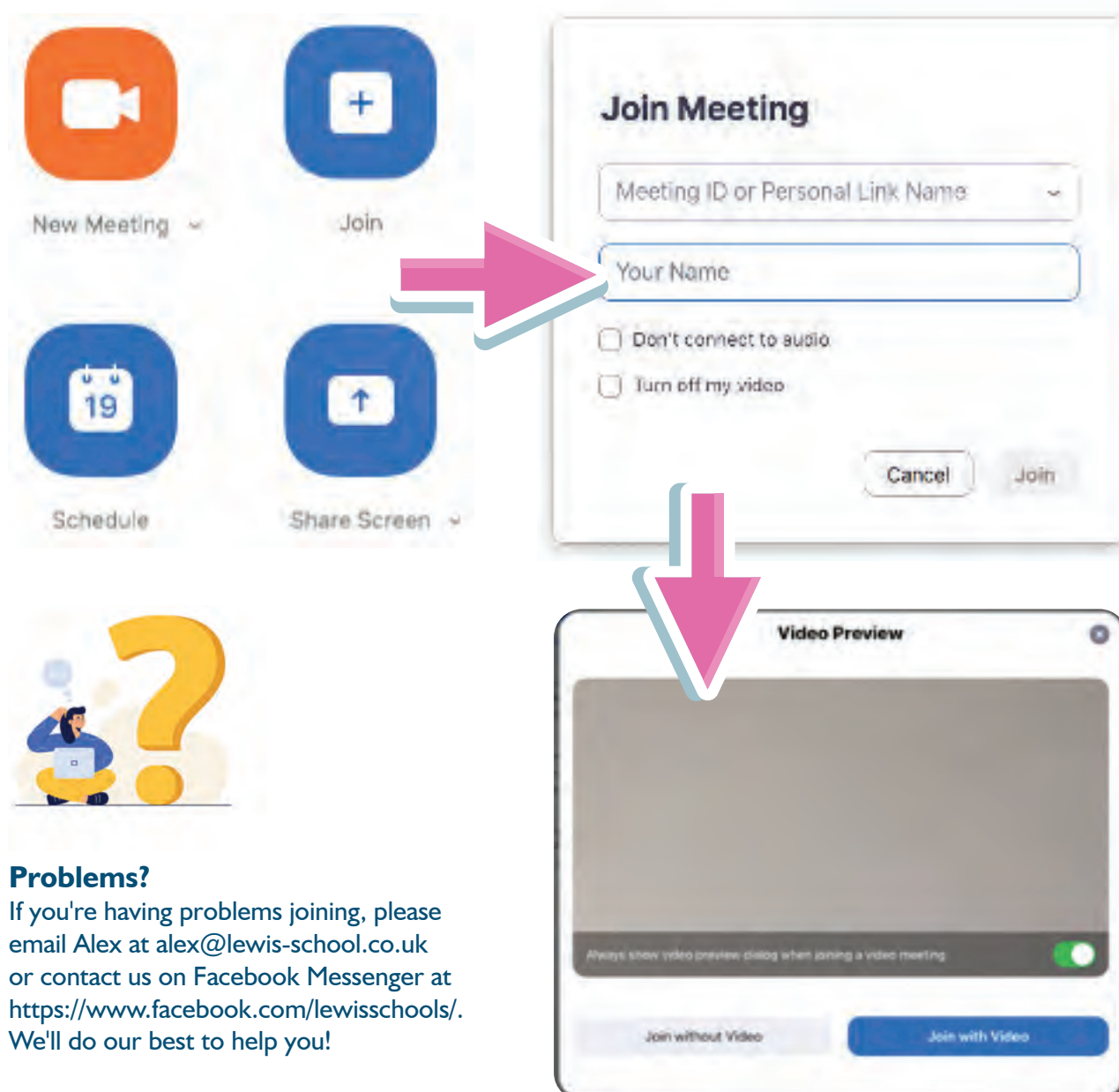
Using Zoom

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.



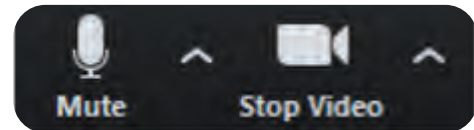
The diagram illustrates the steps to join a Zoom meeting. It starts with the Zoom app home screen showing four options: 'New Meeting', 'Join', 'Schedule', and 'Share Screen'. A pink arrow points from the 'Join' button to the 'Join Meeting' dialog box. This dialog box contains a dropdown for 'Meeting ID or Personal Link Name', a text field for 'Your Name', and two checkboxes: 'Don't connect to audio' and 'Turn off my video'. 'Cancel' and 'Join' buttons are at the bottom. Another pink arrow points from the 'Join' button to the 'Video Preview' screen. This screen shows a large grey rectangle for the video feed, a toggle for 'Always show video preview dialog when joining a video meeting' (which is turned on), and two buttons at the bottom: 'Join without Video' and 'Join with Video'.

Problems?
If you're having problems joining, please email Alex at alex@lewis-school.co.uk or contact us on Facebook Messenger at <https://www.facebook.com/lewischools/>. We'll do our best to help you!

The Zoom Controls

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

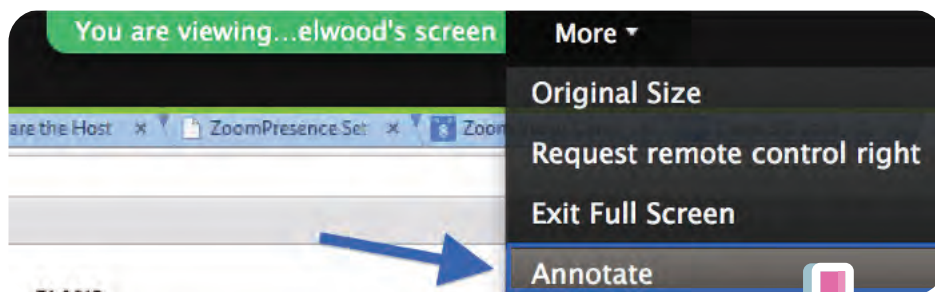
1. Use these to switch your camera and mic on and off. If the teacher can't hear you, click ^ and choose a different microphone.



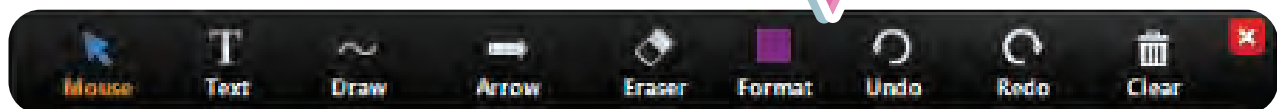
2. You can click '**Chat**' to read messages from the teacher. You can also send a message to the teacher or to the whole class at certain times.



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**'.



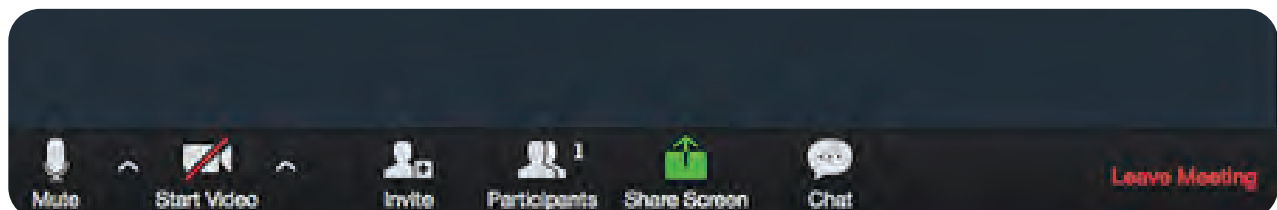
A new toolbar will appear. Click to add text or to draw.



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.

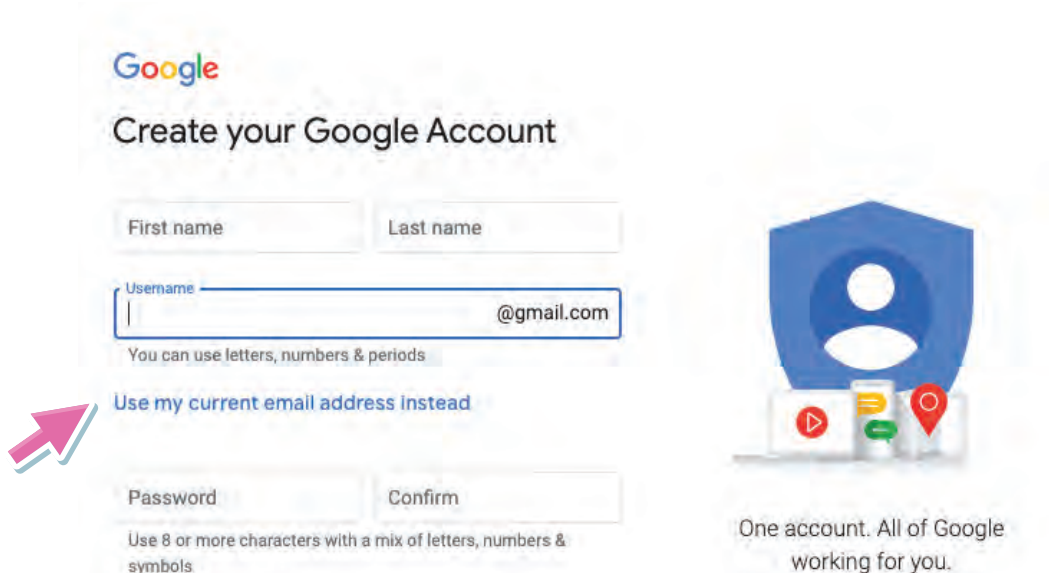
- Click the invitation link in your welcome email from Lewis School OR go to classroom.google.com and enter the classroom code.
- Make sure you are logged into the correct Google Account. If you don't have a Google account, follow the steps below.



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



Using Flipgrid

What is Flipgrid?

Flipgrid is a video/audio recording tool that we use for homework on some courses. It's a fun and useful way of giving you extra speaking practice.

Flipgrid can be used on a laptop or on a mobile app. For privacy and security, each class will have their own Flipgrid room, which can only be accessed by you, your classmates, the teacher and the school's Flipgrid administrator.

How to Use Flipgrid

Flipgrid is very easy to use. If you are given a Flipgrid task, you will be sent a private link and password by email.

Click on the link in your email and follow the instructions below.



1

RiccardoM
Lewis School of English

Student username
Enter student username or scan QR code

Go

By continuing, you agree to [Flipgrid's Terms of Use](#) and [Privacy Policy](#).

2

1. Enter the username that we sent you by email. Click go!

2. Click on the topic. It will have a name like 'Record your answer here!'

3. Read the task instructions and when you are ready, click 'Add response' to record your video or audio. You can add filters and stickers. You can also re-record if you wish. When you are happy with your video or audio, click 'submit' to finish.

3

RiccardoM / Record Your Lines Here!

February 14, 2022

Record Your Lines Here!

Click on the green button below to record your lines. You can check after you have finished and rerecord if you wish.
Please make a vertical video!

Film your lines one by one.
Don't forget your costumes and props for when you film.
Also remember to play around with your voice and face. The more expressive, the better!

Once we have everyone's lines, we will edit them together to create a short film of your hard work.

Good luck!

Add Response

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

Lewis School of English oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our school community in order to create an environment in which all students and staff feel comfortable and at ease, confident and able to learn and work. 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.
- Your tutors 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.

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 Director of Studies will give the student a verbal warning.
3. If this does not solve the problem, the Director of Studies 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.

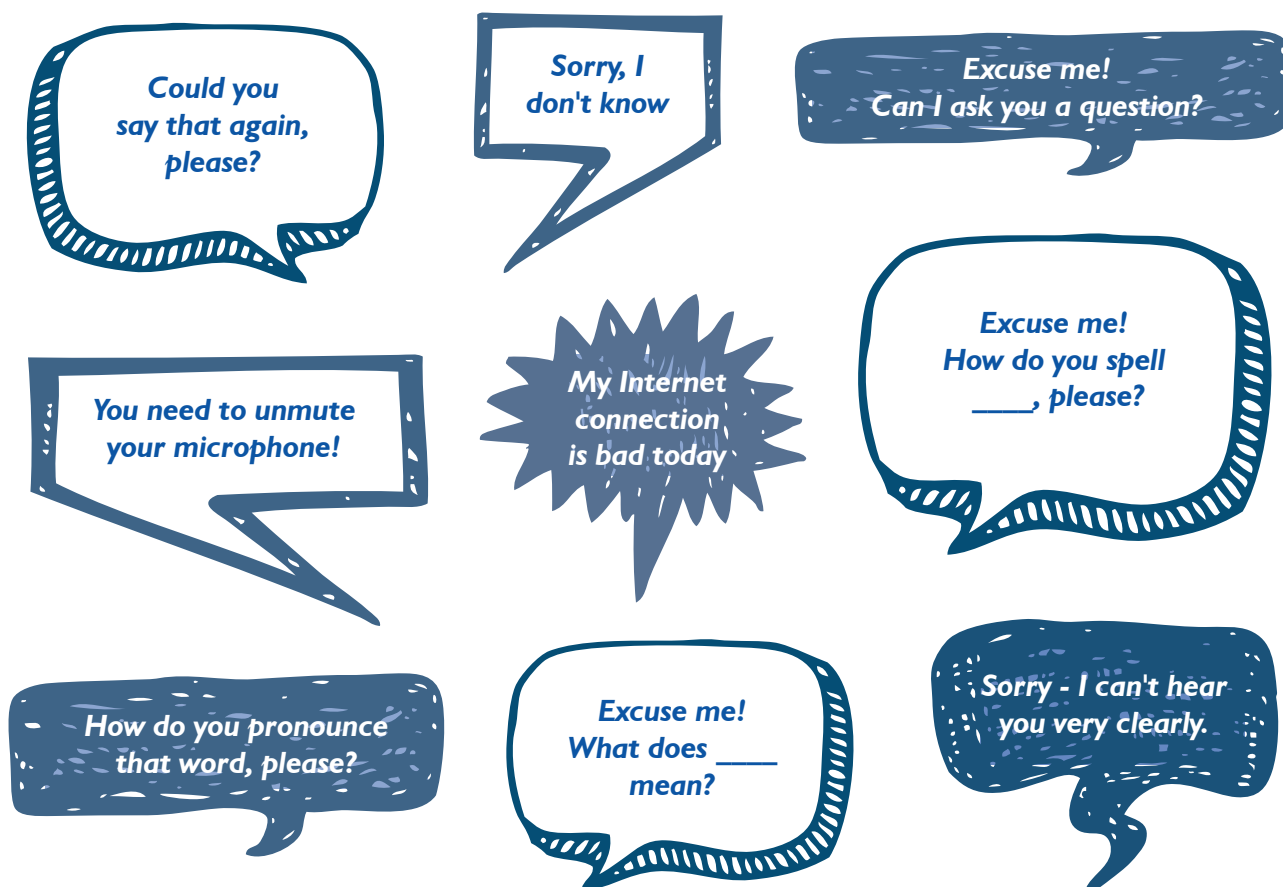
Step 1. Speak to your teacher. We will listen to your concerns and propose a solution.

Step 2. If this does not resolve your complaint you (or your representative) should speak to the Director of Studies, Alex Rasmussen (alex@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/	/ ɪ /	see /si:/	/ eɪ /	name /neɪm/
/ b /	big /bɪg/	/ ɪ /	his /hɪz/	/ əʊ /	no /nəʊ/
/ t /	tea /ti:/	/ ɪ /	twenty /'twenti/	/ aɪ /	my /maɪ/
/ d /	do /du:/	/ e /	ten /ten/	/ aʊ /	how /haʊ/
/ k /	cat /kæt/	/ æ /	stamp /stæmp/	/ ɔɪ /	boy /bɔɪ/
/ g /	gap /gæp/	/ ɑ:/	father /'fɑ:ðə/	/ ɪə /	hear /hɪə/
/ f /	fill /fɪl/	/ ɒ /	hot /hɒt/	/ eə /	where /weə/
/ v /	very /'veri/	/ ɔ:/	morning /'mɔ:nɪŋ/	/ uə /	tour /tuə/
/ s /	said /sed/	/ ʊ /	football /'fʊtbɔ:l/		
/ z /	zoo /zu:/	/ u:/	you /ju:/		
/ l /	lip /lɪp/	/ ʌ /	sun /sʌn/		
/ m /	my /maɪ/	/ 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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Lewis Schools Ltd (trading as Lewis School of English). Registered in England, No. 03312844.
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Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English in the UK

 **Quality
English**

MEMBER
 **ENGLISH
UK**

YOUNG
LEARNERS
 **ENGLISH
UK**

