****

**Teacher Guideline – welcome on board!**

1. **Unpaid sample lesson** – use prepared structure of lesson from sharepoint

* the main goal is to demonstrate to the customers what they can expect and “persuade” them to prepay more lessons :)

1. **First paid lesson** – use prepared structure of lesson from sharepoint

* The main goal is to get to know more each other and to find out bases for creating learning plan (which topics they like, what kind of games…)
* After this lesson create a draft of preliminary study plan for the group and first send it for overview to [ttlingua.quality@gmail.com](mailto:ttlingua.quality@gmail.com) – at least 3 days before the second paid lesson starts
  + This learning plan should include topics for each lesson and kind of games and interactive activities

1. **Second paid lesson and the rest** – follow approved learning plan, use materials from sharepoint and use basic structure and rules:
   1. For each topic choose between 20 – 30 interesting words or phrases and send it to the customers at least **4 days** before the lesson starts (put to the cc copy [ttlingua.quality@gmail.com](mailto:ttlingua.quality@gmail.com))
   2. In the beginning of each lesson discuss all the words (talk about word one by one) – e.g. it´s possible to create short sentences for better understanding like examples*; (should take about 10 – 15 minutes)*
   3. conversation for specific topic according to the agreed learning plan (*25 – 30 minutes)*
   4. Interactive part of the lesson – playing games; role playing, guitar – use the manual *(20 – 25 min)*

**Useful information**

**Sharepoint**

* We have created online sharepoint with some useful materials for the teachers
* You can get there following this link: [www.tiptoplingua.cz](http://www.tiptoplingua.cz/), then click on the left menu to “Materials for classes” and then to log in put your email address and the password (heslo): tipmaterials

**Organization of lessons:**

* After the end of every lesson confirm with the students date and time of the following lesson
* The lessons should normally take place at the same time every week but if you agree with everybody on different date and time you can reschedule it, or you can for example skip one week and then to have 2 lessons in a row
* If somebody does not show up, there is not any compensation for him/her
* Students cannot cancel their lessons and get the money back, even if they apologize in advance
* Students might cancel the lesson just in case, **if all of them** agrees to cancel it. They must let you know at least **24 hours** before the planned start of the lesson, if they let you know later, it is considered as chargable cancellation and you get paid for this lesson (put it to the assistance sheet as chargable cancellation and tell it to martin.pech@tiptoplingua.cz)
* If you cannot attend the lesson let the students know as soon as possible and try to arrange the alternative lesson within **14 days**
* Book the separate room in the café for the students

**Please don’t forget:**

* To be in café at least **10 min** prior to the planned start of the lesson
* Once the lesson is finished, don’t stay with the students more time (if they want to stay more they must pay for it)
* Send the vocabulary to the students at least **4 days** before the planned lesson
* Always have the assistance sheet with you – you have to collect all the signatures and send it scanned to [martin.pech@tiptoplingua.cz](mailto:tiptoplingua@gmail.com) no later then **5 days** after the end of each month

**Some advices for classes**

* Ask students some warm-up questions about them, e.g. What did you do at weekend? At the beginning of every lesson. It should not be questions which can be answered with just Yes or No.
* When making groups for interactive games, teacher should be in a group with students who are not so talkative or who are shy in order to make them talk.
* Sometimes might help if you tell some controversial opinion with which you think they would not agree
* Students should talk as much as possible, each of them the same amount of time
* Avoid making corrections until the role play is finished. (Keep a note pad to remind yourself of anything that crops up, but be discreet - scribbling away furiously might put the students off.)

**Contacts**

**Martin Pech**

Coordinator of the project

Tel: +420721419636

Email: [martin.pech@tiptoplingua.cz](mailto:tiptoplingua@gmail.com)

* Organizational issues, wages…

**Martin Vašek**

Manager of quality and innovation

[Tel:+420728769247](tel:+420721419736)

Email: [ttlingua.quality@gmail.com](mailto:ttlingua.quality@gmail.com)

* Study plan, contents of lessons