

## Guidelines for online tutorials at The Language Workshop

Tutors at The Language Workshop use the Zoom platform for distance teaching. Your tutor will send a link to the meeting to your e-mail address. (The link includes information on how to download Zoom if you have not done so already.) When it is time for your meeting, the link will take you to the “Zoom room” where your Language Workshop tutor will be waiting for you. You can also click on the link ahead of time to test your microphone and camera in the Zoom room where the tutorial will take place. We recommend that you do this.

Your tutor will use Zoom’s “Share Screen” function, which will allow you to work with your text from the tutor’s desktop.

Please consider the following in preparation for your online tutorial:

- The tutorial will work best if you can use a computer with a camera so that you and your tutor can see each other
- Please make sure that you have a good internet connection. Sit near your router or in a place with a strong WiFi connection
- If you are using a laptop, please make sure that the battery is charged
- If you can, please use a headset for optimal sound
- Minimize any sounds or light that may disturb the tutorial
- Please do not sit in a noisy place with excessive background noise
- You will need to be able to focus – we recommend that you try to find a place to sit by yourself, alone in a quiet room, if possible
- Our tutorials are one hour long, so do make sure you have one full hour set aside
- Turn off the sound on your phone
- Make sure you have everything you need – a notepad, pen, your text, etc.