**Options for online delivery**

Platforms and apps we recommend for conducting the class:

1. **Twiddla** -[www.twiddla.com](http://www.twiddla.com) – free plan – learners can type and collaborate synchronously but work can’t be saved. Whiteboard will wipe clean after 15 minutes. Need a paid version for real time classes
2. **Google Docs**
3. **WhatsApp** – conduct calls with groups of learners, record self and share recordings, share videos and docs and other content; WhatsApp can also be downloaded to computer
4. **Skype** – Easily downloadable and compatible with all phones, free

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| The aim of the session is to give instructors an idea of what a distance delivery model can look like. Also, we are running through a possible structure of lessons covering vocabulary, speaking, listening, reading, writing and grammar. Instructors do not need to cover all the areas in one lesson. We are presenting samples of instructional sessions. These would be delivered over a number of days and would include more skill building activities than we had time to present in one PD session. The delivery mode/platform can be discussed later.  |

The rationale for using the above mentioned apps.

**WhatsApp** –**Pros:** Most students are familiar and it is instantly accessible on their phones and doesn’t require them to follow complicated instructions. Content can be easily shared with the whole group, learners can share content including their own recordings and pictures.

**Cons:** Privacy concerns for instructors and learners, can be invasive, learners may feel they have 24/7 access to the instructor.

**Twiddla -** **Pros:** User-friendly app, ability to type and collaborate is real-time thanks to the use of etherpad.com, ability to draw as well as type and videos and other content can be embedded by pasting the url, i.e. all instructional material can be in one place and easily accessible to the learners.

**Cons:** With guest account, pages cannot be saved. Need pro account – You can now grab a **3-Pack** of **Pro** Plans for only **$4.99/month per user** ($19.95/month total, with [25% off for Annual Billing](https://www.twiddla.com/payment/purchasedirectannualrecurring.aspx?product=teacherpack))!

**Google Docs** – **Pros:** Lends itself well to writing assignments, giving feedback and collaboration/peer editing.

**Cons**: You can work with one user at a time to complete a task. One way to use Google docs for writing tasks is to ask them to submit their responses by email, which can be difficult for digitally challenged learners). Then you can ask sts to write their response in notebook and send you a snapshot of it. Alternatively, you can copy paste their emails into the Google Doc. You can work in Google Doc to peer edit assignment with groups of 3 learners.

Skype – **pros:** easy accessible and free up to 50 participants. Share screen function, Meet Now can invite people and have scheduled phone calls.

**Cons**: the teacher does not see what the student writes and can not correct the errors in time.

**Suggested possible procedure for daily delivery:**

Conduct asynchronous and synchronous part of class using either Google Docs or Twiddla (written communication) **AND** WhatsApp – (oral communication in synchronous part of class)

Groups of 3 learners get a 30 minute WhatsApp call each day OR Groups of 6 learners get a 45 minute call each day.

Learners are assigned self-study tasks for the week the Friday before:
**Vocabulary / Grammar – using the flipped classroom approach – some input before call, review and some instructor input / explanation during call followed by further practice**

**Speaking**-they record their responses to prompts / discussion questions; they have to listen to and respond to at least 2 other learners’ recordings (with comments and/or feedback)

**Listening** – in call component of class – activate schemata / discuss topic / pre-teach vocabulary for upcoming listening task (which they perform outside call time – they submit answers online – either on Twiddla/Google Docs or WhatsApp – by completing doc you have shared with them???);OR use time at start of next call to review answers to previously assigned listening task. For digitally challenged learners, they can write answers on paper and take a picture and share on WhatsApp.

i.e. part of call time can be used either to set up receptive tasks or to give feedback on receptive tasks

**Reading** – same procedure as for listening

**Writing** – mostly conducted outside call time; in call time might be used for:

**pre-writing activities** - brainstorming ideas, organizing ideas and putting them into an outline; input – looking at / identifying linguistic features/ structure of a model text; discussion questions related to topic etc.

**post-writing activities** – feedback on submitted writing assignments; peer/self/instructor; responding to other learners’ writing (content) – orally or in writing

**Sample schedules for the week:**

**Friday is a planning day for the next week and learners are sent their assignments for the whole week.**

**1. Monday:**

9.30 – 10 am Call 1 3x learners

1015-1045 Call 2

11-11.30 Call 3

12-12.30 Call 4

12.45 – 1.15 Call 5

1.30 – 2 Call 6

2.00 - REVIEW learners’ submitted work

Remind learners about assignments they need to complete for next day

***This, in my experience delivering LINC Home Study, might be extremely taxing for facilitators***

OR

**2. Monday:**

9.30-10.15 am Call 1 x6 learners

Review submitted work / prep for next call

10.45-11.30 Call 2

Lunch / review submitted work / prep for call

12.30-1.15 Call 3

1.15-2 REVIEW learners’ submitted work

2.00- Remind learners about assignments for next day

OR

3. **Instructors do the above schedules but not 1 call per day with learners – maybe each learner gets 2 calls per week:**

MW – half the class

Tu Th – other half

1. **Tutorial support from instructors.**

**Instructors send learners online assignments that they complete independently.**

Learners are free to contact instructors between set hours for help with assignments, questions about feedback / tasks etc. by email, messaging, WhatsApp, phone calls, Skype etc.

e.g. 9.30 am -2 pm