Reading A-Z
Main Teaching Links Summary

General Teaching Activities:

1. **Check Slack:** Set up the Slack notification, check Slack at least 3 times a day, while keep your phone available all the time (in case we send SMS to you in some urgent situation)

2. **CAM：** Send **Class Attendance Message** to your Slack workgroup at least 3 hours in ahead before every class;

3. **Lesson Plan:** Make Lesson plan before every class. Send the first 3 Lesson Plans privately to @Shawn in Slack;

4. **"4+1"CS：** Follow 4+1 Course Structure especially for Reading A-Z (RAZ) course;

5. **After-Class Feedback:** Send after-class feedback to your Slack workgroup within 10 minutes after each lesson.

6. **Certificate Rewarding:** Issue various appropriate certificates to students according different situation (class behaviour, academical progress, level upgrading, etc.), to encourage their dedicate participation and academic improvement.

7. **Student Report:** Provide detailed student report at 10 lessons' interval, especially by the end of a 20-lesson's course, which is crucial to course renewal.

General Class Notes:

1. **Punctuation:** Be Punctual for each class;

2. **Report Lateness:** Report student's lateness to Slack group within 1 minute Let all students;

3. **Require 2 Notebooks:** Remind students to have 2 notebooks on every single class

   a. One is for noting down important information during class for future review,

   b. The other is for practice/homework.

4. **Check Notebooks:** Allow adequate time for students in class to write down important teaching points to their notebooks. Don't forget to check and make sure as well. Thus, it will help to achieve good teaching result and great class interaction.