

Ready-made messages

Refers to **Chapter 3: Managing your online classroom** on page 21.

Photocopiable worksheet

Chat box noise: initial message

Friends: To maintain the quality of the class, and for the benefit of everyone, I would like to ask you to use the chat column only to respond to the teacher or to make comments that are directly related to the activities. Thanking you in advance.

Your own L1 version:

Chat box noise: gentle reminder

Hi everyone! This is just a gentle reminder that we need to keep the chat box tidy. If you restrict your chat box entries to (a) direct answers to the teacher's questions, (b) comments to the teacher that are directly relevant to the class or (c) comments to each other that are helpful and about the tasks we are doing, then this aspect of our online lesson will be much more effective and efficient. Thanks.

Your own L1 version:

Chat box noise: escalated firmly

PLEASE READ: The chat box is only for direct responses to the teacher unless otherwise stated. Overuse of emojis, long lists of letters and words or tangential comments are distracting to both teacher and students. By keeping the chat box clean, we improve the quality of lesson for everyone. Most of you are doing brilliantly here. For those few that are not, I may be keeping a record of the content of the chat column to be referred to in future correspondence with your parents or when deciding your end of term grades. Thank you.

Your own L1 version:

Chat box noise: quick warning

People, I'm having to work too hard to find your quality contributions in the chat box area because of all the random comments in there. You know my guidelines on chat box protocol. Please don't make me have to take screenshots and follow-up actions.

Your own L1 version:

Chat box noise: individual warning

[Name of learner], you are a valued member of this group but right now your use of the chat box is a little out of control. If you could calm it down a little bit, that would be appreciated – thank you very much.

Your own L1 version:

Individual lack of responses

[Name of learner], hi there. I don't feel that I am getting very much in the way of responses from you at the moment. I don't know if you're having connectivity problems or are currently multitasking (doing other things like texting, looking at other windows, etc). If you are there, and if you can see this, could I ask you to focus a little more on the lesson please. If you are having technical problems, then please let me know.

Your own L1 version:

Collective camera

Hello everyone! Can I remind you that having your webcams is a requirement. It is one of things you have to do in order to attend the class properly. It also makes my job as teacher easier and means that I can give you a better class if I can see your reactions. Within the next minute or so, can I have all webcams on please?

Your own L1 version:

Individual camera

[Name of learner], hi there! unless there's a very good reason, can you turn your webcam on please? The rule is 'cameras on' so it should be the same for everyone. Thanks.

Your own L1 version:

Unresolvable technical issues

[Name of learner], I can see you are having equipment or technology problems but I do not think I can fix it right now. I can ask someone to call you or your parents to talk about the technical issues over the next few days. Would you like me to do that?

Your own L1 version:

Feedback from student

[Name of learner]: We may be getting some feedback from you. What is happening, if you are using speakers, is that my voice is coming out of your speakers, then back to us through your microphone, creating a sort of loop. Do you have earphones that you can try this time or try next time?

Your own L1 version:

Student's mic too loud

[Name of learner], hi there! Your mic is blasting us all out (it's very loud). Could I ask you to turn it down a little bit please?

Your own L1 version:

Student is inaudible

[Name of learner], hi there! I'm afraid that your voice is not coming through very clearly and it is very difficult to hear what you are saying. Could I ask you to type what you want to say in the chat box for now and maybe do a sound check after the lesson to see if there's a problem with your microphone? Thanks!

Your own L1 version: