

A Free-Trial Checklist

Conduct your free trial lesson with confidence

Tools to use for your free trial lesson:

- Recording your lesson (use google hangout or skype recorder: <http://voipcallrecording.com/>; video and audio recorder: <https://www.dvdvideosoft.com/products/dvd/Free-Video-Call-Recorder-for-Skype.htm#.Vjp7m7erTIU>)
- A free trial lesson form (www.formsite.com); here's a ready-made form that will eliminate the need to go back-and-forth trying to set-up the time: <https://fs22.formsite.com/onlinenglish/form7/index.html>
- As an option you can use www.book.me and ask your students to book their trials directly (however you will still need to communicate your skype name, etc.)

During your free trial lesson you...

1. Introduce yourself.
2. Get to know the student and his/her needs.
3. Find out about his/her background in regards to English learning.
4. Determine his/her level of English.
5. Offer a customized solution (package) for your student.

An easy way to Determine your Student's Level by Asking them Key Questions:

Question(s) to Ask	Level	Comments
What is your name? What are your hobbies? What do you do? What does your wife/husband/friend/brother.... do?	Elementary Pre-Intermediate	<ol style="list-style-type: none">1. By asking questions, you're determining your student's listening comprehension level.2. When they give you answers, pay attention to how well they use Grammar (3rd person Sg in Present Simple), articles when talking about jobs, possessive pronouns, etc.

<p>What are your plans for the weekend? What did you do last week? What subjects were you interested in? How did you meet your husband/wife? Can you speak any other languages? Do you think you will ...? How often does it rain/snow in your country in the fall?</p>	<p>Pre-Intermediate</p> <p>Intermediate</p>	<p>In this section you want to find out how well a student can switch from the Present to the Past tense.</p> <p>Pay attention to their vocabulary and their use of auxiliary verbs. Be sure to prompt them to use negatives as well as positive forms of any specific verb tense. Keep moving from one tense form to the other. If a student can keep up with that then his/her Pre-Intermediate is very solid, and you can move forward.</p>
<p>How long have you been learning English? What countries have you been to? How many jobs have you had? Have you had this (car, computer, business, etc.) for long?</p> <p>Have you been learning English long? OR (you have been learning English for 5 years, haven't you?)</p>	<p>Intermediate</p> <p>Upper-Intermediate</p>	<p>This is where it gets interesting. In 95% of my trial lessons this is where even the most proficient students will falter and so I won't go forward anymore. You'll be using Present Perfect and Present Perfect continuous tenses. Some students will have some knowledge about these forms and will try to use some text-bookish phrases like, "I've been to 5 countries, etc." But your goal is to see whether the tense form is internalized, so you will have to vary your questions and ask more difficult questions (e.g. tag questions, etc.)</p>
<p>If you hadn't become what you are now, what other profession would you have chosen and why?</p> <p>What would you do if you were President of your country?</p>	<p>Advanced</p>	<p>Very few of my "free trial" students ever get to this level. If they do, they are most likely after other things, like accent training or writing skills as their general knowledge of English is quite satisfactory.</p>

Tip:

Consider adding some **extra value** to your lesson. Extra value will make your lesson not just about Q&A, but a student will remember your lesson because you will have given them a little piece of advice.

Some ideas:

- A pronunciation check-up (ask your student to read a short text, use <http://listenaminute.com/> for inspiration) and comment on the areas that a student might need to work on.
- A short Grammar (or vocabulary) quiz. You can use the following website for ideas: <http://www.manythings.org/vq/>

Be sure that all of the resources that you're using are user-friendly and aren't taking too much bandwidth (watching a movie may not be the best idea).

Follow-up After the Free Trial Lesson (use the following email template).

Dear XXX,

Thank you for signing up for a trial lesson with me. I have really enjoyed getting to know you and am looking forward to working with you.

Please find the recording of our lesson in the attachment.

Apart from the recording, you will find two more documents in the attachment: terms and conditions as well as different packages.

I would recommend that you sign up for **package A** that includes ** lessons a month + ** home assignments and feedback + your personalized program + feedback and support. The price of the package is *** and the payment information is included in the document.

I advise that you make the payment 1 week before you wish to start your lessons.

Your lesson package is valid for 30 days after the first planned lesson (see terms and conditions for more details).

All the best,

(your name).

PS: I'm inviting you to like my Facebook page and sign up for my updates on my website:...

Top 10 Websites to Use for your Online Teaching (General English):

Reading + Listening Comprehension

Pre-Intermediate/Intermediate:

- ✓ www.listenaminute.com
- ✓ <http://www.newsenglishlessons.com/>
- ✓ <http://www.businessenglishmaterials.com/>
- ✓ <http://www.manythings.org/> (check out their “reading” section)
- ✓ <http://podcastsinenglish.com/> (just listening comprehension)

Grammar

- ✓ <http://englishgrammarsecrets.com/>
- ✓ <http://www.englishpage.com/>

Upper-Intermediate and Advanced:

- ✓ <http://www.bbc.co.uk/learningenglish/english/features/6-minute-english> (Listening with scripts)
- ✓ <http://www.bbc.co.uk/learningenglish/english/features/news-report> (reading)
- ✓ <http://www.ted.com/>

Bonus lesson plans ideas:

- ✓ Conversational practice: <http://iteslj.org/questions/>
- ✓ Discussing infographics: <http://visual.ly/>
- ✓ Pronunciation (my compact fluency-training course) *special deal*:
<https://www.udemy.com/linkedenglish-a-compact-practical-pronunciation-course/?couponCode=SpringCleanup>

Your syllabus template:

Lesson #	Home assignment (same sources in one syllabus)	Posts
Lesson 1	Reading + Listening Grammar	Recording (Speaking) Writing