



NOTES TO PARTICIPANTS

Guidelines for Participants: Engaging with Online Learning

This document outlines behaviours expected of participants in an online learning environment. We believe that by following these guidelines you will make the best use of your learning opportunities as well as help to promote a positive learning experience for others.

Basic Principles:

1. The workshop will be conducted in the time-slot (HK Time) specified, and will thus be conducted 'in real time'. All enrolled participants should be present.
2. You should find a suitable place for the workshop — a place which is reasonably quiet and where you will be free from distractions during the workshop.
3. An online LANG workshop will be conducted in basically the same way as a classroom-based LANG workshop, in that the instructor plays a facilitator's role and all participants are expected to engage *fully* in all learning activities.
4. Before the workshop, you should get ready by logging into **Zoom** with your **web-cam** and **microphone** turned on.
5. During the workshop, some activities might involve splitting into 'breakout groups'. Your instructor will explain and manage the procedure for 'breakout group' discussions.
6. When engaged in discussion with other participants, you should use language that is appropriate and respectful. You may at times be required to give other

participants feedback. Be honest but also sensitive and constructive when doing so.

7. Towards the end of the workshop, participants are expected to engage in reflective tasks and summarize the key learning points from the lesson. You should think about what these learning points are for and how to apply them in future workshops/language lessons.