



American English Tutor Guide

How Do I Structure My Teaching

Burlington offers an extensive range of online and face-to-face content which can be used flexibly to suit your specific class needs. Teacher's Material for all courses is available in the Teacher's Zone incorporating Student Worksheets, detailed Teacher's Notes and suggestions for Face-to-Face Activities.

The following charts show the suggested hours for online learning and face-to-face teaching for Everyday English, Advanced English and Career Extensions. All suggestions are approximate, and assume that the time individual students spend in online Modules differs from student to student, and that the time teachers spend on face-to-face activities may differ from class to class.

Core Program: Everyday English

SUGGESTED ONLINE HOURS

ONLINE Students work at their computers.			
SITUATIONS	Part A Listen & Speak 45-60 minutes	Part B Read & Write 45-60 minutes	Extra Practice Words & Wordlist 0-30 minutes
REVIEWS	Module Review 90-1120 minutes	Extra Practice Words & Wordlist 0-30 minutes	

SUGGESTED FACE-to-FACE HOURS

FACE-to-FACE Teachers select activities from the Teacher's Zone depending on students' needs and available teaching hours.				
SITUATIONS	Grammar Worksheet 30-45 minutes	Speaking Worksheet 30-45 minutes	Writing Worksheet 30-45 minutes	Extra Activities flexible
REVIEWS	Tests Worksheet 30-45 minutes	Extra Activities flexible		

SUMMARY

	Everyday English 1	Everyday English 2	Everyday English 3
NUMBER OF SITUATIONS	312	312	48
NUMBER OF REVIEWS	8	8	112
ONLINE HOURS	65-100 hours	70-110 hours	100-150 hours
FACE-to-FACE HOURS	50-80 hours	50-80 hours	75-1120 hours

Core Program: Advanced English

SUGGESTED ONLINE HOURS

ONLINE Students work at their computers.		
SITUATIONS	Intro + Skill-Based Situations 45-60 minutes	Extra Practice Words & Wordlist
REVIEWS	Sum It Up 45-60 minutes Put It Together 45-60 minutes	20-30 minutes Extra Practice 20-30 minutes

SUGGESTED FACE-to-FACE HOURS

FACE-to-FACE Teachers select activities from the Teacher's Zone depending on students' needs and available teaching hours.				
SITUATIONS	Communication Worksheet 90-1120 minutes	Reading Worksheet 90-1120 minutes	Writing Worksheet 90-1120 minutes	Grammar Worksheet 45-60 minutes

SUMMARY

NUMBER OF SITUATIONS	40
NUMBER OF REVIEWS	16
ONLINE HOURS	60-90 hours
FACE-to-FACE HOURS	60-80 hours

Career Extensions

SUGGESTED ONLINE HOURS

ONLINE Students work at their computers.	
Situation 45-60 minutes	Extra Practice Words & Wordlist 20-30 minutes

SUGGESTED FACE-to-FACE HOURS

FACE-to-FACE Teachers select activities from the Teacher's Zone depending on students' needs and available teaching hours.
Integrated Activity 30-45 minutes

SUMMARY

NUMBER OF SITUATIONS	18
ONLINE HOURS	20-30 hours
FACE-to-FACE HOURS	15-120 hours

Blending online and face to face

Burlington provides you and your students with all of the material you need for your core ESOL program. However, as different classes have different numbers of hours in the computer lab and in class, it is often difficult to find the right blend for your class. You may find the following recommendations helpful.

- If you are using BurlingtonEnglish as your **core program** (i.e., you are using it as your main program both online and in face-to-face lessons), and students in your class are all using the **same core course**, you may want to have your students spend from 60%-70% of their hours in online computer sessions, and the remainder in face-to-face lessons (see charts on pages 12 and 3). You may find the Freeze Access button in the Student Management section of the Teacher's Zone useful (see *How Can I Control the Pace of My Students' Online Learning?* on page 5).
- If you are using Burlington as a **core program** and students are using **multiple core courses**, you may want to have them work independently online for up to 80% of their hours, and the remainder in face-to-face lessons.
- If you are using Burlington as a **supplement** to other programs, your students can use it for general language reinforcement as often as you would like them to.

Placing students

You may need to help your students in choosing the appropriate core course.

1. If you know your students' levels of proficiency according to the Common European Framework of Reference for Languages (CEFR) or if your students have taken one of the external tests below, place your students using the following table:

BurlingtonEnglish Levels	CEFR	Cambridge YLE / Main Suite	Anglia	TOEIC		IELTS
				Listening and Speaking	Reading and Writing	
Everyday English 1	A1	Movers	Preliminary	0-120	0-80	---
Everyday English 2	A2	KET / Flyers	Elementary	121-225	81-160	3.0-3.5
Everyday English 3	B1	PET	Intermediate / Pre-Intermediate	225-550	161-240	4.0-5.0
Advanced English	B2	FCE	Advanced	551-785	241-310	5.5-6.5

2. If students' levels of proficiency according to the CEFR are not available, they will be offered a Placement Test during the login process. The appropriate course will then be recommended. The Placement Test is also available on the BurlingtonEnglish website (www.BurlingtonEnglish.com).

How Do I Use Career Extensions, and When Should I Begin?

Career Extensions are just that – extensions to the BurlingtonEnglish Core Program. They provide the linguistic bridge necessary for students to move ahead in their chosen career pathways. Students who are clearly focused on a specific career can choose their Career Extension when they feel they are ready.

Ideally, students will complete their core course before embarking on their Career Extension. However, in some cases, it may be important to do them in parallel so that students can make an earlier start along their career path. If you choose to integrate the Career Extensions while students are studying a core course, make sure to do them a full module at a time, as each module is a separate topic.

Career Extensions are constructed so that you can use the in-class, face-to-face materials with all students in a class regardless of the Career Extensions they have chosen, provided they are all at the same point in their Extension. (See the Course Introduction in the Teacher's Materials section of the Teacher's Zone.)

Controlling the pace of learning

BurlingtonEnglish offers teachers the option of controlling the dates on which specific Courses and/or Modules become accessible to students. This feature can be accessed in the Student Management section of the Teacher's Zone by clicking on the Freeze Access button. You may find this useful for single-level classes.

What to do in face to face lessons

Your face-to-face lessons are the place where you can reinforce and extend the language your students encounter online, introduce additional topic-related vocabulary, practice grammar structures presented, do communicative speaking activities, and improve your students' writing.

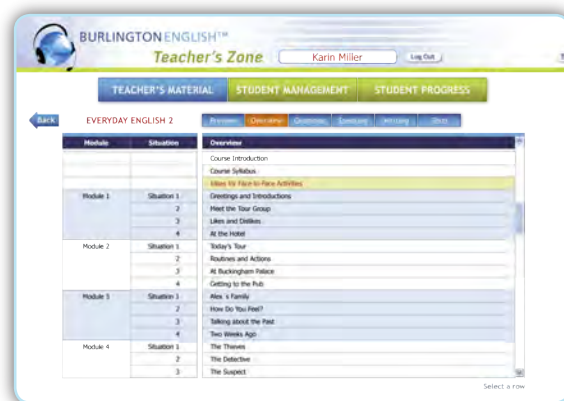
The place to find Teacher's Material for your face-to-face classes is the Teacher's Zone at www.BurlingtonEnglish.com. There you can access Face-to-Face Activities for all of your courses. In Everyday English, Grammar, Speaking and Writing activities are available to extend the language of each and every online Situation. You can see a clear overview of the activities available, and toggle between Student Worksheets and Teacher's Notes for specific lessons, downloading or printing the pages as needed.

Grammar activities and Writing activities can be introduced frontally, and students can complete the accompanying worksheets individually. You may find these activities particularly useful if you have a class using multiple levels of BurlingtonEnglish.

Speaking activities are more communicative in nature, and work especially well with classes all using the same level course.

For Career Extensions, you can find Integrated Activities for each Module. These activities focus on communicative and writing skills, and should be introduced frontally. They are appropriate for classes using one or multiple Extensions.

For further ideas on extending your students' online learning, see Ideas for Face-to-Face Activities in the Teacher's Zone at www.BurlingtonEnglish.com.



Structuring face to face

It is often unclear to a teacher what students may have learned while working independently in the classroom. Burlington recommends the following structure to help you organize your lessons.

Lead in activity

Have students share something new they learned online: brainstorm vocabulary or use of grammar structures; ask questions about what students learned online; review homework.

Main activity

Online: Individual work

Students work independently online. You may choose to assign specific Modules and Situations, allow students to progress at their own pace, or control access using the Freeze Access button in the Teacher's Zone.

Make sure to walk around the class to answer any questions that may arise.

Face-to-Face: Individual, Pair, or Group Work, or Full-Class Activity

For multi-level classes, you may choose to use independent worksheets and small group activities, or have students work online at their own pace.

For single-level classes, you may choose to do vocabulary and role-play activities, present grammar structures, or do writing activities. You may also choose from additional activities in the Teacher's Zone.

Lead out activity

Summarize the points covered in the lesson; assign new Situations for independent online work in class or at home; assign worksheets or additional practice for homework.

How Do I Identify Difficulties My Students Are Having?

Teachers are always concerned about helping students overcome the difficulties they are having. The section of the BurlingtonEnglish Teacher's Zone entitled Student Progress can assist you in identifying your students' difficulties.

The user-friendly interface enables you to choose either individual students or a full class, and view the overall progress that they have made in their online work. By choosing a Skill, you can quickly see your students' progress in Pronunciation, Listening, Reading, Writing, Vocabulary, Grammar, Speaking or Integrated Skills.

You can arrange the data in ascending or descending order to see which students are encountering the most difficulties in each lesson and/or skill.

How Can I Provide My Students with Extra Reading Practice?

Teachers know that one of the best ways for students to increase their vocabulary is to read books that are at their language level. The BurlingtonEnglish Digital Library provides students with a range of readers graded specifically to the levels of their Core Program courses. These readers include books that are fiction and non-fiction, classic and modern novels, and collections of short stories. All readers are accompanied by recordings and optional exercises. (Available late 2012.)

How Can I Help My Students Prepare for Exams?

Students often choose to study English in order to be better prepared for standardized exams. In BurlingtonEnglish Exam Preparation, students can prepare for an exam using either Practice Mode or Test Mode. In Practice Mode, students can proceed at their own rate, get hints to help them on specific questions, and see their results question by question. Test Mode simulates exam conditions, providing a timer, and allowing students to see their results upon completion.

Already available is Exam Preparation for CASAS, a competency-based adult education assessment system used extensively in the United States and in Singapore.

How Do I Get My Students Started?

1. Students should start by double clicking on the **BurlingtonEnglish** desktop icon.
2. They then select **New User** and enter their **Activation Code** (this could be their student number if this has been prearranged with your institution).
3. They fill in their **personal details** and create their own **username and password**. Make sure that students copy their username and password and keep it in a safe place (you may suggest that they enter it into their cell phones), and tell them that they will need to have it each time they log into BurlingtonEnglish.
4. Students may choose their Career Extension at this time, or leave the choice for a future login.
5. They will see a short Welcome movie. This highlights **HelpSpots**, an important tool that will help them easily navigate BurlingtonEnglish.
6. To enter their Core Program, students should click on Everyday English 1, 2 or 3, or Advanced English. (See *How Do I Place My Students in BurlingtonEnglish?* on page 4 for help in placing students in the appropriate level.)
7. Tell students that BurlingtonEnglish courses are divided into **Modules**, which are similar to units in a book. Have them all click on Module 1 of their course. Explain that all **Modules** are divided into **Situations**, which are equivalent to lessons.
8. Most importantly, remind them to click on **HelpSpots**. This feature is available on every screen and will save them, and you, much learning time. Emphasize that they can view **HelpSpots** in their native language.



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