First Lesson Checklist for Online English Teachers

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Before the lesson

- [ ] Confirmation sent with time, time zone and link
- [ ] Camera, microphone and screen sharing tested
- [ ] Student's name, job and goal on a note in front of me
- [ ] Three pre-lesson questions sent (goal, current use, hardest thing)
- [ ] Lesson material open in a tab, plus a backup activity
- [ ] Quiet room, good light, phone on silent

During the lesson

- [ ] Warm welcome and two easy questions
- [ ] Needs analysis: goals in the student's words
- [ ] Student spoke more than I did
- [ ] Agreed how I will correct
- [ ] Explained how the lesson will work
- [ ] Taught one useful thing the student can use today
- [ ] Noted two strengths and two priorities
- [ ] Described the next step and how to book

After the lesson

- [ ] Written feedback sent within two hours
- [ ] Student record sheet created
- [ ] Follow-up date in my calendar if no answer
- [ ] Recommended plan and package included
- [ ] First three lessons sketched

Notes on this student

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