

Some Common Classroom Language for the 1st Day of Class

Welcome to course

1. Welcome to (name & number of course)
2. This is ESL 311, Classroom Communication for International Teaching Assistants

Self-introduction

3. My name is _____ and I'll be your TA/instructor for this course.
4. You can call me _____. [OR] Please call me _____.
5. I'm a 3rd year student in the _____ department (and my specialization is _____)

Beginning

6. OK, now I'm going to pass out/hand out the syllabus for this course.
7. Can you pass these back, please?
8. Did everyone get a copy?
9. So, let's take a look at the syllabus.

Course meeting time

10. This (course, lab, section of Econ 20, etc.) meets in (room & bldg.) on (which day) from (starting time) to (finishing time).

Instructor info:

11. My office is in (room & building)--just let me write that up here on the board-- and my office hours will be on (Fridays at noon) [or "by appointment"].
12. I'll hold office hours from (3 to 4pm) on (Wednesdays.)
13. My office is located in [the Math Sciences building in room 5428; Bunche 6265, etc.]
14. My mailbox is in (room & building)
15. So, does everybody understand [how to get to my office, how to leave me a message, where my mailbox is]?

Enrollment

16. OK, let's see who's here today.
17. When I call your name, can you please raise your hand?
18. I may not know how to pronounce your name so can you help me with that?
19. Enrollment for this section is capped at twenty.
20. Unless you're number one or two on the waitlist, you're probably not going to get in.
21. Some of the other sections might still be open.
22. Any more questions about enrollment?

Textbook(s)

23. The textbook(s) for this course is/are _____
24. Be sure to get the 4th edition.
25. Anybody having trouble getting the books?
26. You'll need to bring the reader (lab manual, textbook, etc.) to class every day.

Course objectives

27. The main objective of this course is to _____
28. What we want to do in this (lab, discussion section, etc.) is to _____
29. My goal is to _____

Grading Policy

30. Next I want to talk about the grading policy.
31. Your grade is based on 3 things: _____
32. This is the grade breakdown: [50% for the midterm and 50% for the final exam]
33. Homework counts for 20%, the midterm is worth 30%; attendance & participation make up 10%, and the final is 40% of your grade.
34. You can take this class pass/no pass (S/U) but you need to get at least 73% (83%) to get a C (B).
35. Late assignments will not be accepted.
36. Points will be taken off for each day it's late.
37. I'm not going to accept late homework. It has to be in by the beginning of class.
38. Any questions about the grading?

Attendance & participation policy

39. Attendance is crucial in this class.
40. You are required to attend section.
41. 10% of your grade is based on participation so you need to speak up in class.

Ending the class

42. So, I want to welcome you to this class and I look forward to working with you.
43. Please be sure to do the first homework assignment for next class.
44. Email me if you have any questions.
45. Let me know if the bookstore runs out of copies of the textbook, OK?
46. OK, so that's it for today.
47. See you on Wednesday.