

STUDENT REGISTRATION

How do we decide which class fluency level students should be in?

NEW STUDENTS

When a new student comes to your school, first they must go through a registration process. Welcome them warmly and seat them in a quiet area (if possible). You should make them a name tag and have them wear it. Give them a number (like at the deli).

First the student fills out a Registration Form. Please have a supply of pens/pencils for them.

Going in number order, a teacher or the Director interviews the student to determine which class they should be placed in. Try to do this away from other students so that the student is not embarrassed by their lack of English. The Southern Baptist ESL Training will teach you a method to place students. It is comprised of a series of pictures that you ask questions about and give a numerical score to. It is in the training manual you receive at the training. You can also order special placement material that goes with specific curriculum. For instance, Expressways has placement material designed just for that series. Once you pick your curriculum you can check with the publisher to see if they have special placement material that you would like to order. Once you have ordered and paid for it, you have the right to reproduce it forever for your school only.

FIRST NIGHT OF CLASS

Your very first night of class at the beginning of the school year should be registration only. You need to have this night down to a fine science. Color-code your forms. Have everything ready on clipboards. Practice this at your team meeting before the year starts.

You will need:

- Sign in the church lobby telling students which room to go to
- Name tags (for teachers and students)
- Pens
- Clipboards (one for each interviewer)
- Student Notebooks (given to each student at the end of the interview)
- Registration Forms
- Testing Forms – Oral and Written
- Grading Forms
- Number Calling System
- Handout for students explaining that actual classes will start the next week and how they will find out their class level and room numbers.
- Snacks

**It is helpful to have extra people to welcome students, escort them back and forth from their testing rooms, interpret for them and talk to them afterwards while enjoying a snack. (This is also a good way to start recruiting future teachers. Getting someone to commit to just this one night exposes them to your program.)

All of your teachers need to be prepared to be interviewers on this first Registration Night. If there is time, have the teachers help you grade and place the students (after all the students have left). If not, you will need to take everything home with you, the Director, and have it finished before the first night of class.

Since we are a ministry and not just a school, you should have an open registration policy – meaning that you will accept new students at any time during the school year. This means that you need to be prepared to register and place students every single class night. If you just have one or two new students on a given week, you, the Director, should be able to handle the interviews yourself. If you have a lot of new students, then you need to pull the 2nd teacher in a classroom (the one not teaching that night) to help you. You may need to pull several teachers.

You need a specific place for registrations that happen after classes have started. You should have a registration table set up each week, with all the proper supplies. Make sure that you still give students a number so that they are interviewed on a first come, first served basis. Take the time to grade the student's test before moving on to interview the next student. Immediately place the student into the proper classroom by escorting them to the proper room and introducing them to the 2nd teacher in the classroom. The main teacher will not stop teaching. The 2nd teacher will help the student find a seat and catch up with the rest of the class.

**EXAMPLE OF
REGISTRATION DESK INSTRUCTIONS
For first night Registration**

1. Welcome the student. Give them a number (on the 3x5 cards in the green box on the desk), a white registration form, a stick-on name tag, a student notebook and a pen. Tell them to go to the rooms behind them (209 & 210) to fill out the white form and wait for their number to be called. If possible, welcomers will be helping them go to the room.
2. When an interviewer is through with a student, make sure that the white registration form is filled out completely and stapled to the corresponding purple sheet (interviewer scoring sheet). After that, give the interviewer his next student number to call.
3. Make sure that all completed sets (white plus purple) are put in the basket on the registration desk.
4. In your spare time, add up the numbers on the purple sheets and total them on the bottom of the back side of the purple sheet.
5. Even when you think no more students are coming, one person should remain at the registration desk at all times. Others may go mingle with the students in the snack area.
6. In no event should you tell a student how they did on the interview or what class they might be in. Do not let them see their purple sheet.

RELAX & ENJOY. THIS IS THE EASY PART!

EXAMPLE OF INTERVIEWER INSTRUCTIONS FOR THE FIRST NIGHT REGISTRATION

1. Tell the registration desk that you are ready for another student. They will tell you a number to call.
2. Go to Rooms 209 & 210 and the snack area in the hallway and call that number till you find your student. Introduce yourself.
3. Escort your student to your interviewing room.
4. Welcome them warmly. Don't rush. Take the time to learn to pronounce their name correctly.
5. Make sure the information on the white registration form is complete and legible. Make sure you mark whether they are a new student or a returning student. If they are a returning student, please put the class that they were in (example: intermediate). If they don't know which level it was, ask who their teacher was and/or what book they were in and write that on the registration form.
6. Put your name on the purple interviewing sheet.
7. Hold your clipboard in such a way that the student cannot see what you are marking.
8. Only repeat a question one time. Do not coach or help the student with his answers.
9. If a student has not been able to answer the past two to three questions, stop and end the interview on a positive note. Record any extra information on the purple sheet that would be helpful for us to know.
10. Thank the student for coming. Give them the red sheet (that explains that classes start next week, etc..) and go over the information with them.
11. Escort them to the snack area and try to introduce them to one of our welcomers.
12. Staple the white registration sheet to the purples interviewing sheet and put it in the basket on the registration table.

EXAMPLE OF WELCOMER INSTRUCTIONS FOR THE FIRST NIGHT REGISTRATION

At the beginning of the evening, please help students get from the registration desk (after they have gotten their paperwork) and into Rooms 209 and 210. Assist them in filling out the white form, if they need help.

When interviewers are through with students, they will be bringing them out to the snack area. Go up and introduce yourself. Encourage the student to get some food. Try to engage them in conversation. Make them feel welcome.

If you notice that the video tape in Room 209/210 has stopped, please go in and rewind it and start it again.

If a student asks how they will know what class they are in, show them the information on the red sheet that the interviewer gave them. It says that next week their class assignment will be posted next to their name on a list in the hallway. They should try to come early (a little before 7:00 pm) to put their children in the nursery and find their room assignments.

**EXAMPLE OF SHEET GIVEN TO STUDENT
AT THE END OF THEIR PLACEMENT INTERVIEW
ON THE FIRST NIGHT REGISTRATION**

Thank you for coming tonight.

You have now finished your placement interview.

Please relax and enjoy some refreshments.

Your class will start next week, right here, at 7:00 pm.

**Your class assignment will be posted in the hallway across from
Room 210.**

**Free childcare will be downstairs in the nursery. It is for your children
ages birth through 12.**

Classes are free, but we do ask for a \$20 donation for your textbook.

**We are very glad to have you in our English as a Second Language
School!**

**If you have any questions before next week, contact the Director, Nancy
Booher at 410-465-0154 or rbooher@comcast.net**

THE FOLLOWING 6 PAGES ARE EXAMPLES OF WHAT WOULD GO IN A STUDENT NOTEBOOK.

Student Notebooks are usually inexpensive folders with 3 prongs. They can be purchased for about 5 cents a piece in August and September at office supply stores.

You can give the notebook either at the beginning or end of the registration process. If the student is going to have to wait quite a while to be interviewed, it gives them something to read while they are waiting.

Your notebook should contain all the information that is pertinent to your ESL School and related ministries. They can be updated through-out the school year.

**CHAPELGATE
ENGLISH AS A SECOND LANGUAGE SCHOOL**

WELCOMES YOU!

Free English Classes

Wednesday nights: 7:00 to 9:00 pm

**Free childcare for infants through 12 years old
(in the nursery downstairs)**

Sundays: 9:00 to 10:00 am Room 205

Study English using the Bible.

Free childcare for all ages.

****We have an open registration policy. Students may enroll any week.**

****Tape recorders are welcome in class.**

**Questions: Contact Nancy Booher at 410-465-0154 or
rbooher@comcast.net**

CONVERSATIONAL ENGLISH

Our classes stress conversational English. Most English classes in other countries concentrate on reading and writing English, so our methods may be new to you. However, conversation is sound and the only way to learn how to speak English is to speak it.

Suggestions for learning to speak English:

1. Come to class every week!

Because classes are small, you will have ample opportunity to speak English. Experience shows that students who are regular in attendance learn faster. Call your teacher or the director if you must be absent.

2. Come to class on time.

Every minute missed is a loss for you. If possible, you should arrive 10 to 15 minutes early to practice your English with other students. Remember, in the United States, 7:00 pm means 7:00 pm!

3. Do your homework.

Homework is designed to reinforce the conversational skills taught in class.

4. Speak English at least once a day.

Speak to your neighbor, American friend, someone at the store, or a family member. Speak at least five minutes for beginner students and 15 minutes for more advanced students. Do not be afraid to make mistakes. Those who learn foreign languages the best are those who are not afraid to make mistakes. Remember, the persons you are talking to may speak only English. You speak your native language plus some English!

5. Watch television at least 30 minutes every day.

Television programs give you the opportunity to see and hear English. Television is an excellent tool to help you learn English. Write down words or phrases that you do not understand, and ask your teacher about them. Remember, while television may help you learn conversational English, the stories on television do not always reflect the values and actions of most Americans.

6. Ask your teacher questions about English.

Your teacher will be delighted to help you with any problem. If you do not understand the instruction, do not hesitate to ask for clarification.

7. Be patient with yourself. It takes a long time to learn another language.

If you are regular in attendance and practice speaking English, you will see a significant improvement in just one year. However the average time to become semi-fluent in English is from two to four years and advanced fluency can take from six to 10 years.

FREE CHILDCARE

DURING ENGLISH CLASSES

ON WEDNESDAY NIGHTS

**FOR CHILDREN
AGE BIRTH THROUGH 12 YEARS**

**THE NURSERY IS LOCATED
DOWNSTAIRS**

SUNDAY MORNING ENGLISH CLASSES

**CHAPELGATE
ROOM 205
9:00 AM – 10:00 AM**

Please join us on Sunday mornings for casual English lessons and Bible Study. All students are welcome. No textbook is required.

Each class starts with a lesson on idioms. Then we break up into two groups (high and low fluency) and do a short lesson from the Old Testament and a short lesson from the New Testament.

Free childcare is available for babies and toddlers. Sunday School classes are available for elementary through high school students.

This class meets all year round. No registration necessary. You may start on any Sunday.

Students in this class also go on field trips and receive invitations to American homes for various events.

For more information, contact Julie Baugh at 410-781-4857 or djbaugh@bcpl.net

CONVERSATIONAL ENGLISH SCHOOL

THANKSGIVING PARTY

18 NOVEMBER 2006

SATURDAY

6:00 PM

CHAPELGATE FELLOWSHIP HALL

**This party is for:
students, their families and their friends.**

**A traditional American Thanksgiving Dinner will
be served. The dinner is free.**

**Your teachers and their families will be at this
party.**

**We will have musical entertainment and door
prizes.**

BAD WEATHER ALERT

If Howard County Schools are closed due to bad weather, Conversational English classes will not be held that night.

If the weather turns bad after 3 pm, you can call 410-442-5800. A recording will tell you if the classes have been cancelled.