

GABBY ONLINE: Syllabus

Muscle Memory Training for Speedy English Speaking

GABBY INFORMATION	
Course Schedule	1.5 hours X 12 modules (evening classes) Option A: 2 modules per week = 6 weeks Option B: 1 module per week = 12 weeks
Classroom Location & Online/Offline Details	<p>This is a blended course, mostly taught live online, with homework and discussions conducted in online discussion forums.</p> <ul style="list-style-type: none">● Synchronous Instruction: live via video conference, using GoToTraining.com<ul style="list-style-type: none">○ Students: at a video conference-enabled Teaching Facility in Japan○ Instructor: US-based via GoToTraining.com● Asynchronous Instruction: Online discussions and homework submission
Student Level	Intermediate and higher
Number of Students	5 maximum
Student Needs	Japanese speakers of English are reluctant to answer questions quickly and are more concerned with speaking perfectly. This does not foster easy real-world communication, especially in the workplace.
Objectives of Lesson	<ol style="list-style-type: none">(1) Students will increase their rapid response to questions in English through muscle memory training.(2) Students will internalize the concept that when speaking English, faster is better than perfect.(3) Students will practice what they've learned in realistic business role play activities to prepare for real world workplace interactions with native speakers.
Measurable Outcomes & Grading Policy	<ul style="list-style-type: none">● Students will receive a score at the completion of each Sprint, and a summary score at the completion of each Level. Scores are calculated based on a combination of speed and accuracy of responses. Homework assignments will also receive scores for accuracy, but the class focus and the bulk of the points will be awarded to the speaking exercises.● Modules must be completed on time. Completing a module late will result in a reduced score, and more importantly, risks slowing a student's overall progress in the course.

	<ul style="list-style-type: none"> ● While the modules can be completed somewhat late if necessary, late homework <i>will not</i> be accepted and points will not be given.
Course Technical Requirements and Procedures	<ol style="list-style-type: none"> (1) Each student must use an iPad with a camera, earbuds, and high speed internet connectivity (all provided by the Teaching Facility). iPads will be pre-loaded with the GoToTraining video conference software and the Gabby self-study website. (2) Classroom must also include video conference capabilities (i.e., large television and camera/microphone/speakers). The instructor will alternate between room video conference to address the class as a whole, and individual iPads for one-on-one training. (3) Students must have internet access outside of class time to participate in online discussions, complete self-study exercises, and submit homework. (4) Technical issues during class should be addressed to the staff at the Teaching Facility. (5) Technical issues experienced with the online discussion board or homework can be addressed by emailing brennan@gvtech.com. (6) Technical issues experienced with the Gabby software's self-study tool can be addressed by visiting the Online Help section.
Conduct Guidelines	<ol style="list-style-type: none"> (1) Students must be seated and ready <u>before</u> the class begins, with iPads on and logged in to the GoToTraining video conference software. (2) Students must be ready and willing to participate and speak up. Verbal communication is essential. (3) No cell phone usage during class time! (4) When writing the homework questions, students should keep in mind that these questions will be reviewed in class. The topics of the questions should be appropriate for a classroom audience, and easily understood. (5) Students must review and adhere to the Netiquette Policy at the end of this document. Violations may result in dismissal from the class, without refund.
Attendance	<p>It's crucial for students to complete <i>all</i> modules to maintain the validity of the scoring data and complete the student tracking charts. If a student must miss a class, the instructor will set up a time to review the module briefly using GoToTraining. The student should proactively contact the instructor to schedule this online meeting.</p>
Instructor Contact Information	<p>Brennan Pardee Global Vision Training Burlingame, CA USA email: brennan@gvtech.com</p>

	<p>Skype ID: brennanpardee Line: brennanpardee (text only)</p> <p>Skype online office hours: Tuesdays and Thursdays 8:00am-8:30am Japan time, or by appointment. Instructor will be online and available via Skype during these times.</p>
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GABBY COURSE SCHEDULE	
Before 1st Class	<ul style="list-style-type: none"> ● Watch the 2 videos posted in the course in Schoology. <ul style="list-style-type: none"> ○ Gabby Class Intro: There's an App for That ○ Gabby Online Instruction Video ● In the discussion board, post a brief introduction of yourself. please answer these questions: <ul style="list-style-type: none"> ○ Name? ○ Job? Company? ○ In one sentence, tell us what you hope to learn from this course.
Module 1	<p>Gabby Level 1: In-Class Session</p> <ul style="list-style-type: none"> ● Homework: Per instructions, post 2 questions to the discussion board before the next class ● Homework: Do at least 3 Gabby Self-Study Sprints for Level 1
Module 2	<p>Gabby Level 2: In-Class Session</p> <ul style="list-style-type: none"> ● Homework: Per instructions, post 2 questions to the discussion board before the next class ● Homework: Do at least 3 Gabby Self-Study Sprints for Level 2
Module 3	<p>Gabby Level 3: In-Class Session</p> <ul style="list-style-type: none"> ● Homework: Per instructions, post 2 questions to the discussion board before the next class ● Homework: Do at least 3 Gabby Self-Study Sprints for Level 3
Module 4	<p>Review: Gabby Levels 1-3 In-Class Session</p> <ul style="list-style-type: none"> ● Homework: Do at least 3 Gabby Self-Study Sprints for First Review
Module 5	<p>Gabby Level 4: In-Class Session</p> <ul style="list-style-type: none"> ● Homework: Per instructions, post 2 questions to the discussion board before the next class ● Homework: Do at least 3 Gabby Self-Study Sprints for Level 4
Module 6	<p>Gabby Level 5: In-Class Session</p> <ul style="list-style-type: none"> ● Homework: Per instructions, post 2 questions to the discussion board before the next class ● Homework: Do at least 3 Gabby Self-Study Sprints for Level 5

Module 7	Gabby Level 6: In-Class Session <ul style="list-style-type: none"> ● Homework: Per instructions, post 2 questions to the discussion board before the next class ● Homework: Do at least 3 Gabby Self-Study Sprints for Level 6
Module 8	Review: Gabby Levels 4-6 In-Class Session <ul style="list-style-type: none"> ● Homework: Do at least 3 Gabby Self-Study Sprints for Second Review
Module 9	Gabby Level 7: In-Class Session <ul style="list-style-type: none"> ● Homework: Per instructions, post 2 questions to the discussion board before the next class ● Homework: Do at least 3 Gabby Self-Study Sprints for Level 7
Module 10	Gabby Level 8: In-Class Session <ul style="list-style-type: none"> ● Homework: Per instructions, post 2 questions to the discussion board before the next class ● Homework: Do at least 3 Gabby Self-Study Sprints for Level 8
Module 11	Gabby Level 9: In-Class Session <ul style="list-style-type: none"> ● Homework: Per instructions, post 2 questions to the discussion board before the next class ● Homework: Do at least 3 Gabby Self-Study Sprints for Level 9
Module 12	Review: Gabby Levels 7-9 In-Class Session <ul style="list-style-type: none"> ● Homework: Go speak English!

GABBY CLASS PROCEDURE		
Aim	Procedure	
Warm-Up & Review	<ul style="list-style-type: none"> ● Via room teleconference (big screen): Brief conversational warm-up; Instructor asks basic questions for class to respond informally. ● Instructor will review the grammar and vocabulary rules from the previous lesson's level. (Example: present or past tense + adverb + verb) ● Instructor will ask some questions from the previous session's level. Choral response first, then individually. 	
Homework & Role Play Activity	<ul style="list-style-type: none"> ● Via room teleconference (big screen): Instructor reviews today's business scenario role play. Students will ask each other their homework questions, directed by Instructor. ● Instructor will correct any mistakes and the student will repeat the corrected question. 	
Choral Response to	<ul style="list-style-type: none"> ● Via room teleconference (big screen): Instructor will introduce the grammar and vocabulary rules for today's level. 	

Gabby Questions	<ul style="list-style-type: none"> ● Instructor asks questions from today's level, and the whole class responds in unison. Instructor confirms the answers by repeating them. 	
Individual Timed Responses to Gabby Questions: "Sprint"	<ul style="list-style-type: none"> ● Via individual iPads: Instructor now works with one student at a time. Instructor begins the 2-minute Sprint: student answers as many questions as possible in 2 minutes. ● Instructor reviews the questions and displays the questions and answers on the screen after each Sprint. ● During this time, other students use Gabby self-study module. ● Each student will do 2 Sprints. 	
Homework Assignment & Review	<ul style="list-style-type: none"> ● Via room teleconference (big screen): Instructor again reviews the grammar and vocabulary rules for this level. ● Homework: Instructor introduces the business scenario for next session's role play. Students must create two new questions using this session's grammar and vocabulary rules. Questions must apply to this scenario. ● Questions to be submitted to the online discussion forum for this level before the next class begins. 	
Note: Sessions 4, 8, and 12	<p>These are review sessions. Class time is divided into two parts:</p> <ul style="list-style-type: none"> ● Sprints. Sprint questions will be random from the previous three levels. Exact timing is at the Instructor's discretion, based on individual class needs. ● Business scenarios. Instructor will lead class in extended role play, reviewing question formats from previous three lessons. 	

GVT Online Class Netiquette Policy

Gabby students are expected to act responsibly online and in class. This policy delineates several guidelines that will help ensure a comfortable learning environment for all students. Student violation of this policy may result in dismissal from the course without a refund.

- **Be respectful.** Be courteous and always show respect to your peers. If you become upset at an interaction online, wait 24 hours before responding. A message may read differently to you after stepping away from the computer.
- **Do not engage in "flaming".** The term 'flaming' refers to the act of deliberately posting insulting or hostile messages online. Do not resort to name-calling or insults under any circumstances.
- **Be mindful.** Choose your words thoughtfully. Without face-to-face interaction and facial expressions, words could be interpreted differently or unintentionally. Communication should be well-intentioned and well-articulated, and aimed at fostering a positive learning environment. Be aware of your audience and maintain professionalism.
- **Allow for misunderstandings.** As writing can often convey the incorrect tone or intention in the absence of face-to-face communication, please make allowances for unintended rudeness, but do express your concerns.
- **Tolerate other learners' mistakes.** Don't correct the grammar, vocabulary, and spelling mistakes of your peers. If you do decide to tell someone of a mistake, do it politely, and preferably by private message rather than in public. Or, you may also point out the error to the instructor, privately.

- **Use online manners.** Don't forget to use your manners online too. Say Please & Thank you.
- **Use appropriate language and style.** Profanity or offensive wording will not be tolerated. Avoid using slang or jargon. Be careful when you are looking to express sarcasm or humor.
- **DON'T YELL!** Don't type in all caps.
- **Use emoticons strategically.** Emoticons may help avoid misunderstandings online. Using an emoticons such as :-), :-(, :-{ can help to convey tone. While using emoticons is encouraged, try not to use them in every interaction. Do not use emoticons in papers or essays.
- **Stay on topic.** To build a learning community together, we encourage active learning. Stay on topic keeps us focused.
- **Cite your sources.** If you post work that is not your own, be sure to reference your sources.
- **Citing your peers.** If you cite your peers, ask for their permission first.
- **Avoid making statements like "Me too!" or "I agree".** In the discussions, make sure your replies have substance and are helping to further the conversation.
- **Don't duplicate points.** Read all messages in a thread before replying. Don't ask a question that has already been answered. Be sure to read before you ask.
- **Manage your time.** Respond within an appropriate amount of time when giving constructive feedback to your peers.
- **Don't share too much.** Be careful with personal information.
- **Disagreeing is OK.** People have right to disagree with your opinions. Respect their disagreement, think carefully and reply to their posts without hurtful, hateful or inappropriate language.
- **The Golden Rule.** If you wouldn't say something in real life, then don't say it online.
- **If you have an issue with another student,** contact the instructor privately right away to achieve a resolution

Lesson plan revised 7/16/2015.

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