

Lessons take place in Zoom. Normally you need to be using a computer, but for my lessons you may use a mobile device, ie smartphone or tablet.

Please ensure that your name shows in the Zoom meeting, and please keep your camera on during the lesson. British Council rules ask for this. Naturally there are sometimes technical issues, but please ensure that these are resolved by the next lesson.

Please arrange to use cloud storage, such as iCloud, OneDrive or DropBox. This should not cost you anything unless you need huge space; you will not need so much for these lessons. Keep your information safe and easily accessible for you to log in. Use a password that is not easily guessed by someone else.

Make a folder called English and keep all files there. Ensure that you can download files to that folder. Then you will always be able to see them whatever device you are using.

Files that you need to use for lessons may be pdf, docx, jpeg, png, mp3, zip. Most devices can read these, but make sure that you have the right programs or apps to do this.

App / Program	File	System
Acrobat Reader	pdf	All (free; worth downloading on phone)
Preview	pdf, jpeg, png	macOS (this is already in your computer)
MS Word	docx	Windows (macOS version available)
Libre Office Open Office	docx	All (this program is <b>free</b> )
Pages	Pages (can save as pdf)	iOS, macOS
Canva	pdf & graphic formats	All. This app is great for making posters and is free for education
Voice Memos	mp3 & others. I can open these files, so do not worry about file type	iOS
Recorder		Android

Phones will view graphics, pdf and docx files but not necessarily edit them. On iPhone Pages can open docx files and edit them. Android File Viewer can open files. We will find out what you can edit in the first class.

Zip files are containers for one or more files that can be compressed to take up less space. It is useful to allow **one** file to be downloaded; double click/tap to see the files it contains.

We will also use Padlet. Please download this if you are using a mobile device. On computer it works through the browser. We can exchange files in Padlet, and this is the best way to send homework assignments. It is also possible to record speaking directly into Padlet.

Finally this is your class page: <https://www.pqblackburn.com/sb2.html>