

System Information

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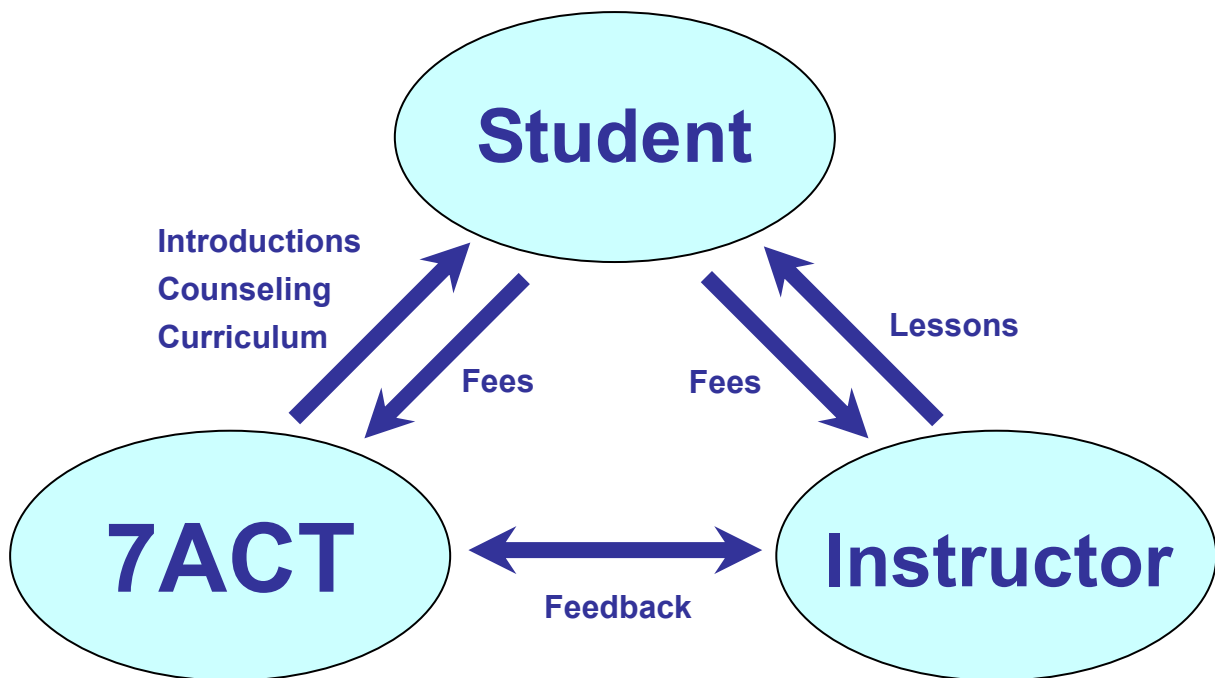
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The “7ACT – Instructor – Student” Relationship



Programs Offered to Students:

Simple Plan:

Students undertake lessons only. There is no curriculum provided for Simple Plan students. A standard curriculum can be followed, but the instructor has the freedom to design his or her own lesson content and flow.

Complete Plan:

Students receive **level checks**, **customized home and lesson curricula** and **have counseling every three months** to ensure they are on track to achieve their goals. Instructors are asked to follow the curriculum to the best of their abilities. Complete Plan students select a specific goal that they wish to achieve within a determined time period. An independent company then tests their current level, and a **7ACT** Counsellor then decides which skills they will need to improve to achieve their goals. They meet with students every three months to listen to any concerns, ideas or changes that may have surfaced. Based on this counselling and the instructor’s feedback, they then design a lesson curriculum and a home study curriculum to complement it. This is then to be followed in classes for the next three months, until the next counselling session.

Complete Plan Example Curriculum

Example Lesson Curriculum

Goal	To become a beach lifeguard in Australia or Hawaii.	
3-Month Goal	To be able to describe situations and conditions.	
Reinforcement Point	Speaking / Grammar / Vocabulary	
Lesson Curriculum 60mins		
Flexi-Time		
10mins	Main purpose	To allow time to deal with questions and needs that come up between lessons.
	Lesson methods	This time is allocated to the instructor to decide what is most important in each individual lesson, without forgetting their main goals. This time can be used at the beginning, end or throughout the lesson. Some recommendations are: 1. Check homework 2. Warm up 3. Q&A session 4. Teacher's recommended materials 5. Extend existing lesson parts as necessary.
New Interchange		
30min	Effect	Conversational ability
	Main purpose	To provide a base study material or focus for the lessons.
	Lesson methods	The interchange series is full of many different exercises that focus on improving all facets of English communication and also culture. It is a good idea to work through these exercises as necessary, setting revision exercises for homework. Try to include the following steps: 1. Listen & repeat exercises 2. Repetition drills. 3. Reading aloud. 4. Application exercises, such as roleplays or debates.
Taboo!		
10min	Effect	Speaking/ Grammar/ Vocabulary
	Main purpose	To improve the ability to explain things, and learn to work around vocabulary gaps.
	Materials	Vocabulary Lists, Picture Dictionary
	Lesson methods	1. The instructor prepares vocabulary cards. 2. The student chooses one word and explains it without using the word or variations of it. 3. With Intermediate students or above, increase number of words which may not be used in the explanation. 4. The student should use structures like the following sentences: This is something which is used when~ This is a person who~ This should improve relative pronouns, complex sentences etc.
Pattern Practice		
10min	Effect	Speaking / Grammar
	Main purpose	Accurate grammar. To develop the confidence to speak
	Materials	Recommended Text: Side by Side Longman
	Lesson methods	1. Choose a structure, and try substituting words without changing the structure. Alternatively try changing sentences to statements. (Eg) I go to school.(work)→I go to work.(went) →I went to work.(not) →I didn't go to work.(?) →Did you go to work? 2. The student should practise repetitively as per the instructors direction. 3. Through mechanical practice, the students should become more able to apply and understand grammatical structures. The student should gradually become more accurate without concerted effort, so therefore speak more freely.
Start	Able to communicate in words, but not in complete sentences.	

The student's goals and reinforcement points will be specified.

At least one text will be assigned.

Lesson Methods include step by step instructions for activities.

The student specifies a starting point.

7ACT Basic Curriculum

Lesson (1 lesson / 60 min.)

The **7ACT** Basic Curriculum is designed to give structure to the private lessons without inhibiting the instructors teaching style. Instructors are asked to follow the **7ACT** curriculum with each student. However, the schedule may be adapted to better suit students' individual needs. Please keep in mind that the **7ACT** curriculum is explained to the student at their orientation and many students come to **7ACT** for the curriculum. The following time frames are merely examples. Please adjust the times of each section to each students needs. Many students will have regular level checks and customized curriculums. We ask that instructors follow these curriculums to the best of their ability.

Warm-Up Activity

(Pronunciation, Homework Check, Q&A, etc.)

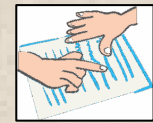


5 min



Textbook Work

(Side by Side, Interchange, Periodicals, etc.)



25 min



Skill Application

(Role-Plays, Dictation, Gambits, etc.)



15 min



Free Conversation

(Student Interests, Current Events, etc.)



15 min

Student Introductions

We do our best so that every instructor has opportunities to meet students as soon as possible. Unfortunately, **we have no control over when or where the students will want to take lessons**, so there is a possibility that an instructor may be required to wait for an introduction. **The number of students that we can introduce to an instructor is dependent on a number of factors, including location, schedule, work history, specialty fields and more.** When a potential student registers for a trial lesson, **7ACT** contacts instructors who meet the criteria specified by the student. As there are often several instructors fitting the criteria, **instructors should respond to messages within 24 hours.**

When a student is introduced, they expect to continue with the instructor for at least a six-month period. If you do not think you will be able to continue teaching the student for six months, please notify us before the trial lesson. **If you are unable to continue teaching a student, we require 30 days notice, except in extreme cases.**

NOTE: 7ACT prohibits the soliciting of potential or current 7ACT students by any registered instructor of 7ACT. Soliciting of a potential 7ACT student will result in the termination of the instructor's contract and the loss of all 7ACT students.

Standard Introduction Process:

Currently, all students follow the same process of applying on the Internet, through the **7ACT** homepage. After evaluating the application and determining if the student is motivated and would benefit from our service, we start the instructor selection process. **A trial lesson is scheduled and a 7ACT staff member accompanies the prospective student to the trial lesson.** After the trial lesson, the staff member then explains the **7ACT** system and presents the contract. **After signing the contract, the first lesson with the instructor will then be confirmed.**

Substitution Introduction Process:

During instructor vacations, students who are going to miss four classes within a three-week period may have a substitute instructor assigned. **Students must** apply for a substitute instructor on the **7ACT** homepage. After their applications have been evaluated, an instructor will then be selected. **A first paid lesson with the student will be scheduled. With substitutions, there will not be a trial lesson.** The introductions will usually happen without a staff member present. The Matching Staff will try to provide an approximate English level when setting up first lessons. After the first lesson, remember to contact **7ACT** to report on how the lesson went.

Free Trial Lessons

Trial Lesson Curriculum:

Instructors are expected to use the **Standard Trial Lesson Curriculum** for their trial lessons. Using this will clarify the flow of the trial lesson and provide some structure. **Note: It may be necessary to cut trial lessons short if the student or staff member is running short on time.**

Standard Trial Lesson Curriculum

Introductions 10 min

(Assess the student's level, goals, needs, etc.)



Textbook / Activity 10 min

(Grammar, Pronunciation, Vocabulary, etc.)



Feedback / Advice 5 min

(Provide the Student with feedback or advice.)



Scheduling 5 min

(Schedule a tentative 1st lesson date.)

WARNING: Instructors who are late for trial lessons, cancel on the same day as trial lessons, do not bring appropriate teaching materials or conduct any other kind of unprofessional behavior will not be introduced to any other new students.

New Students:

Free Trial Lessons with new students will start **with a Japanese staff member** giving the student a thorough explanation of our two programs and listening to the students needs. They will arrive one hour earlier than the instructor. Then after the trial lesson, the **7ACT** staff member will counsel the student, so be careful to keep your trial lesson as close to 30 minutes as possible. Going over-time will cause scheduling problems. **Note: As these students have not yet paid their fees, they are not to exchange contact details with instructors. Within a week of the trial lesson, the staff member will notify you whether or not the student will commence with lessons.**

Existing Students:

Free Trial Lessons with existing students may be **without a staff member** present. Please exchange contact details (phone, email, cell phone email) and organize a tentative first lesson date. Since there is no **7ACT** staff present at the time of trial lessons, instructors are required to contact **7ACT** Office to report the results of trial lessons and the tentative dates of first lessons if scheduled. **It is very important to remember that first lessons scheduled with existing students will not be confirmed by 7ACT. Instructors and their students are responsible for ALL later confirmations.**

Professionalism:

A professional instructor is one who:

- ▶ Teaches in the best possible method for the student's needs & progress.
- ▶ Wears appropriate (neat, casual) attire to lessons.
- ▶ Treats staff & students with respect.
- ▶ Is always punctual and starts and finish lessons on time.
- ▶ Commits to promises to students.
- ▶ Prepares for the classes and follows a curriculum during classes.
- ▶ Motivates students and fulfills their role in assisting students to achieve their goals.
- ▶ Has a willingness to improve and is accepting of advice.
- ▶ Keeps the lesson topics focused on student interests.
- ▶ Makes an effort to understand the student's point of view or opinion.
- ▶ Only uses Japanese in lessons when absolutely necessary.
- ▶ Does not smoke or eat during lessons.
- ▶ Does not consume alcohol before or during lessons.
- ▶ Does not answer cell phones or check/send E-mail during the lessons.
- ▶ Starts and finishes lessons on time.
- ▶ Avoids physical contact with students as much as possible.
- ▶ Abides by all **7ACT** regulations.

Communication:

- ▶ Monthly reports are to be submitted in the first week of every month.
- ▶ Telephone calls and emails should be replied to within 24 hours.
- ▶ Instructors are required to have answering services active on their telephones.
- ▶ Changes in the instructor's status or schedule should be regularly conveyed to **7ACT**.

Give and Take:

There must be a give-and-take relationship between all parties (students, instructors and **7ACT**) in order to develop a strong working relationship.

- ▶ Students are expected to pay **7ACT** and instructors, as well as follow **7ACT** rules.
- ▶ **7ACT** is expected to provide students with services appropriate to the student's program.
- ▶ **7ACT** will offer advice, seminars, and introductions to instructors providing the instructor follows rules and is the best instructor available to teach any individual student.
- ▶ Instructors are required to follow all **7ACT** rules, including the professionalism and communication points detailed above.

Locations:

Instructor's Home or Office: Instructors are asked to meet the student at the train station and show them the way to their home or office for at least the first meeting.

Cafés: Please make sure the café you choose is quiet enough for the student to be able to concentrate on their lessons. Students and instructors are required to pay for their own drinks.

Transportation Cost:

Instructors are asked to pay for their own transportation to and from the café. At all times possible, the student will be asked to travel as far as they are willing to travel and the instructor will meet them there, minimizing the instructor's travel time and expense.

Lesson Fee:

The fee is based on a **60-minute lesson** and is **non-negotiable**. The fee is to be paid in cash to the instructor directly after each lesson. Instructors are responsible for the collection of these fees. **7ACT** will not accept any responsibility for unpaid fees. Please adjust longer lesson rates based on the below hourly rate. **Pre-payment of lessons is not allowed.**

One-on-One Lesson (60min)

¥3,000

Cancellation Policy:

Instructors are required to give the student **a minimum of 24 hours notice** for cancellation of a lesson. Notification should be done by telephone, not E-mail, as it is difficult to predict if the student will check their E-mail within 24 hours of the start of the lesson. If the instructor is unable to give **24 hours notice**, the instructor will be required to teach the student their next lesson at half price or for an additional **30 minutes taught at no charge**.

Students are also required to give the instructor **a minimum of 24 hours notice** for cancellation of a lesson. If the student fails to give the instructor **24 hours notice**, the student is required to pay for the cancelled lesson in full, payable at the end of the next scheduled lesson.

No-Show Policy:

Instructors who fail to attend a lesson without contacting the student **directly** will be required to teach the following scheduled lesson at **no charge**.

Students who fail to attend a lesson without contacting the instructor **directly** will be required to **pay for the lesson in full**, at the following scheduled lesson.

Lateness Policy:

Lateness is not tolerated at 7ACT. The instructor is expected to be on time for **all lessons**. If an instructor is late **by more than 5 minutes**, they are expected to teach that lesson at **half price**. Students, who are late for a lesson, must still pay the full lesson fee. Instructors are not required to make up the lost time. ***NOTE: Regular lateness or cancellations may lead to termination of the instructor's contract and loss of all students.***

Lesson Payment and Scheduling Policy:

Instructors will be responsible for collection of all lesson and cancellation fees. Scheduling and rescheduling of classes are the responsibility of the instructor and the student. **7ACT will not be able to accept any responsibility** for non-payment of lessons, accumulated cancellation fees or scheduling of lessons. All instructors will be expected to pursue any payment or scheduling issues on their own. If there are continual troubles with a student, please contact **7ACT** immediately.

Personal Space:

Make sure you maintain a comfortable distance with your students when teaching. Lessons should be taught **facing each other** across a table, rather than sitting next to one another. This allows the student to see your face during lessons and makes it easier to hear what both instructor and student say. **Avoid physical contact** as much as possible. Remember, beyond handshaking, Japanese tend not to express their emotions as physically as westerners do. A simple tap on the shoulder or nudge can easily be misconstrued.

NOTE: This is extremely important when dealing with female students, but is applicable to any business situation in Japan.

7ACT Website:

The **7ACT** website (www.7act.net) is available to all **7ACT** instructors. Once registered, **7ACT** instructors receive an **ID** and **password** so that they can access the instructor's section. In that section, instructors are able to submit their **monthly reports, change of status, and change of schedule forms**.

Monthly Reports:

Instructors are required to fill out monthly reports every month. Please complete the monthly report in its entirety and submit it to **7ACT** by the first of each month. **It is the instructor's contracted duty to report when students stop taking lessons**, make numerous cancellations or make requests outside of normal class activities. This form is to be completed online at www.7act.net. A regular email to teacher@7act.com is also satisfactory. **NOTE: Failure to submit monthly reports will result in the loss of further student introductions.**

Holidays:

7ACT understands that many instructors come to Japan to travel and to experience new things. We simply ask that instructors inform **7ACT** and their students well before the departure date. **If the instructor is planning a week holiday, a minimum of two weeks notice is required. In the case of a longer holiday (three weeks or longer), a one-month notice is required because a temporary substitute instructor may be required.** Substitute instructors can be difficult to find and we need a few week's notice. **If the student is going to miss four classes within a three-week period, a substitute will most likely be required.**

Contract Termination:

Instructors are contractually required to give a minimum of 30 days advance notice of their resignation. Instructors who do not give the required notice and or leave the country without notice cause **7ACT** a great deal of extra work and cause the organization to lose the students' trust. In this case, legal action may be taken, either in Japan or the instructor's country of residence. We ask for the instructor's co-operation and understanding in regard to contract termination.

Instructor Support:

7ACT tries to offer our instructors support whenever possible. We hold social events such as **BBQs and parties**, and encourage instructors to attend whenever possible. We also conduct **Instructor Seminars** to give our instructors a chance to continue to build their own teaching skills and knowledge of materials, and also offer the opportunity to staff members and other instructors. Regular attendance of meetings and events will increase chances of new student introductions.

Recommended Textbooks

Beginner:

1. "New Headway" (Beginner/Elementary), Soars & Soars, Oxford Press.
2. "Side By Side" (Book 1-2), Molinsky & Bliss, 3rd Edition, Longman Press.
3. "Interchange" (3rd Edition)(Intro & 1), Jack C. Richards, Cambridge Univ. Press.
4. "Expressways" (Book 1-2), Molinsky & Bliss, Longman Press.
5. "New American Streamline" (Depart./Conn.), Viney, Hartley, Falla, Oxford Press
6. "Business Venture" (Book 1-2), Barnard & Cady, Oxford University Press.
7. "Business Basics", David Grant & Robert McLarty, Oxford University Press.
8. "Market Leader" (Elementary), Cotton, Falvey, Kent, Longman Press.
9. "English Vocabulary in Use" (Elementary), McCarthy & O`Dell, Cambridge Press.
10. "Essential Grammar in Use", Raymond Murphy, Cambridge Univ. Press.

Intermediate:

1. "New Headway" (Pre-Intermediate/Intermediate), Soars & Soars, Oxford Press.
2. "Side By Side" (Book 3-4), Molinsky & Bliss, Longman Press.
3. "Interchange" (3rd Edition)(Book 2-3), Jack C. Richards, Cambridge Univ. Press.
4. "Expressways", (Book 3-4), Molinsky & Bliss, Longman Press.
5. "New American Streamline" (Dest./Dir.), Viney, Hartley, Falla, Oxford Press.
6. "Business Objectives", Vicki Hollett, Oxford University Press.
7. "Business Opportunities", Vicki Hollett, Oxford University Press.
8. "Market Leader" (Pre/Intermediate), Cotton, Falvey, Kent, Longman Press.
9. "English Vocabulary in Use" (Pre/Intermediate), Redman, Cambridge Press.
10. "English Grammar in Use", Raymond Murphy, Cambridge Univ. Press.

Advanced:

1. "New Headway" (Upper Intermediate/Advanced), Soars & Soars, Oxford Press.
2. "Clockwise" (Upper Intermediate/Advanced), Naunton/Jeffries, Oxford Press.
3. "Passages" (Book 1-2), Jack C. Richards & Chuck Sandy, Cambridge Univ. Press.
4. "React Interact" (3rd Edition), Byrd & Clemente-Cabetas, Longman Press.
5. "Talk Your Head Off", West & West, Longman Press.
6. "Whaddaya Say?" (2nd Edition), Weinstein, Longman Press.
7. "Market Leader" (Upper Intermediate), Cotton, Falvey, Kent, Longman Press.
8. "New Insights into Business", Graham Tullis & Tonya Trappe, Longman Press.
9. "English Vocabulary in Use" (Upper Int/Adv.), McCarthy & O`Dell, Cambridge Press.
10. "Advanced Grammar in Use", Raymond Murphy, Cambridge Univ. Press

NOTE: These texts are available through Amazon and at large bookstores that sell English books.