



System Information

1. 7ACT contacts you when we register a potential student whose schedule, location and needs match yours, and schedule a time for a Trial Lesson.



2. 30 min. Free Trial Lesson (see the following details and page 4)



3. In a week, 7ACT phones and informs you about the Trial Lesson result, then arranges the first paid lesson.

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Contact Us

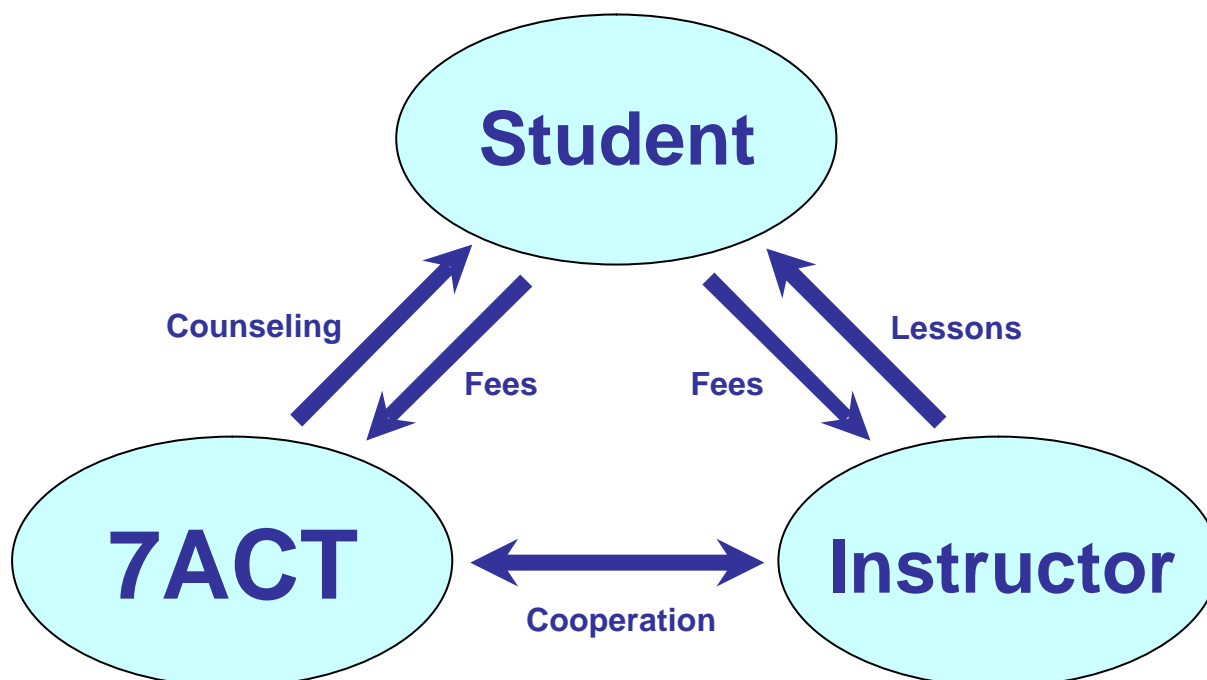
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The “7ACT – Instructor – Student” Relationship



Complete Course: Students receive level checks, customized home and lesson curriculums 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.

Lesson Only: Students undertake lessons only. The standard curriculum is to be followed, but can be adapted to meet the students' needs.

7ACT Philosophy

7ACT has three major goals :

- ✧ To revolutionize the English education industry, which continues to sell a poor quality service at high prices.
- ✧ To revolutionize the Japanese education industry, which focuses on tests rather than learning.
- ✧ To revolutionize Japanese people's mentality towards English.

Foreign Personnel Mission Statement

By maintaining our instructor's motivation and fulfillment, we strive to achieve staff, student and company fulfillment. To that purpose, we focus on the following.

Professionalism

A professional instructor is one who:

1. Teaches in the best possible method for the student's needs & progress.
2. Wears appropriate (neat, casual) attire to lessons.
3. Treats staff & students with respect.
4. Is always punctual and commits to promises to students.
5. Prepares for lessons in advance.
6. Motivates students.
7. Has a willingness to improve and is accepting of advice.
8. Fulfills their role in assisting students to achieve their goals.
9. Understands the student's position/standpoint.
10. Only uses Japanese in lessons when absolutely necessary.
11. Does not smoke, eat in class or consume alcohol before or during classes.
12. Abides by all **7ACT** regulations.

Communication

1. Monthly reports are to be submitted in the first week of every month.
2. Telephone calls and emails should be replied to at the instructor's earliest convenience.
3. Instructors are required to have answering services active on their telephones.
4. Changes in the instructor's schedule, holidays, living arrangements, visa status etc should be conveyed to **7ACT** as soon as possible.

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.

1. Students are expected to pay **7ACT** and instructors, as well as follow **7ACT** rules.
2. **7ACT** is expected to provide students with services appropriate to the students program. **7ACT** will also offer advice, lesson support, meetings, and introductions to instructors providing the instructor follows rules and is the best instructor available to teach any individual student.
3. Instructors are required to follow all **7ACT** rules, including the professionalism and communication points detailed above, and provide students with the best lessons to the ability.

Student Introductions

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, the first one we can contact will be offered a trial lesson. **7ACT** will then coordinate a meeting time and place for a trial lesson with the student and instructor. The trial lesson will either be held at the instructor's home or in a café. After receiving confirmation from the student, a **7ACT** staff member will contact the instructor by telephone several days prior to the trial lesson for confirmation.

PLEASE NOTE: *We do our best so that every instructor has opportunities to meet students as soon as possible. Unfortunately, we have no immediate control over where or when the students want to take lessons, so there is a possibility that an instructor may be required to wait for an introduction.*

Free Trial Lessons

There are two basic types of trial lessons:

1. With new students
2. With existing students.

New Students: 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: Trial lessons with existing students may often be conducted 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 keep in mind that first lessons scheduled with existing students will not be confirmed by 7ACT. Instructors and their students are responsible for ALL later confirmations.**

In the instance that you are unable to teach a certain student, please take the **7ACT staff member aside and discreetly explain the reason why directly after and before leaving the trial lesson.*

Free Trial Lesson Curriculum

*Instructors are expected to use the following format for trial lessons

Note: Sometimes it may be necessary to cut trial lessons short if the student or staff member is running short on time.

10 Min. Introduction



10 Min. Textbook



5 Min. Speech



5 Min. Schedule

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.

Introduction

Here are some topics to talk about as you guide the student to your home or café:

1) Introduction of yourself

-Where you are from, how long you have been in Japan, etc.

-Your teaching experience

2) Introduction of student

Ask about their English studies and encourage them to do more.

Compliment their English skills so as not to discourage them.

3) Questions about student's goals, purpose for studying English etc.

Make sure you discuss the student's needs. **7ACT** is very goal-orientated, and it is important that you understand exactly what they wish to achieve in a determined time period.

Textbook

1) Student Level

We will give you information pertaining to the students level prior to the trial lesson.

Please choose a textbook exercise suitable for their level.

2) Sample Lesson

Keep in mind that the textbook part of the trial lesson is merely a sample textbook lesson. The student just wants to see how you use a textbook in your lessons. We recommend taking the first class or two to explore the student's needs in order to decide what textbook is best for the student once they decide to take your lessons.

Speech

This is the section where you can interact with the student and gain a better grasp of the student's English level. Give the student a topic and have them speak on that topic, asking them questions as they speak. You will find a list of sample topics on pages 10 & 11 of this packet. For advanced students you may want to prepare a newspaper article to discuss.

Schedule

After finishing the trial lesson, discuss with the student when you are available for lessons. Once a time is decided we ask you to keep that time tentatively open for three days. The student will decide whether they want to take your lesson within that three-day period. A **7ACT** staff member will notify you of the student's decision within a week after the trial lesson. At this time the staff member will provide you and the student with each other's contact information

PLEASE NOTE: *There will be no exchanging of phone numbers during the trial lesson as the student has not yet decided whether to take your lesson or not.*

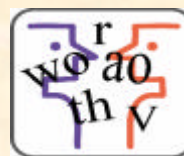
7ACT Basic Curriculum

Lesson (1 lesson / 60 min.)

The **7ACT** 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.

Pronunciation Drills

(3 min.)



Textbook Lesson

(27 min.)



Speaking Session

(15 min.)



Free Talk

(15 min.)



Pronunciation (input)

The main emphasis in the beginning of each lesson should be pronunciation. Please focus on the letters and letter combinations that Japanese students tend to struggle with such as 'th', 'b' & 'v', 'l' & 'r', etc. The purpose of concentrating on this at the beginning of the class is to place focus on a common weak-point with Japanese students. Throughout the lesson, have them carefully practice pronunciation of sounds that are brought up in the beginning of the lesson.

Textbook (input)

Recommend that the student buy a textbook that you both feel will help them achieve their goals. It is a good idea to have them pre-read each lesson before class, prepare questions and research new vocabulary. As most students already have a fair understanding of grammar, try to teach an appropriate balance of grammar and conversation skills.

Other teaching resources can be used in place of a textbook with the students consent, but in the case that a student requests not to use a textbook at all in lessons, please notify **7ACT**.

PLEASE NOTE: **7ACT** prohibits the use of textbook photocopies. Be aware that some publishing companies may pursue any individual who violates copyright laws. **7ACT** will not be responsible for any instructors who violate any copyright laws.



Speaking (output)

This section of the lesson is intended to encourage the student to talk. Teachers should let the students get 'output' practice that most Japanese students cannot do by themselves. The instructor gives the student a topic a week in advance. The student then goes home and prepares to speak on that topic for the next lesson. Teachers should ask the student questions in order to create more chances for the student to speak. The student is to speak about the topic without referring to notes.

Free Talk (output)

In the first 45 minutes, teachers should concentrate on the fundamentals needed for conversation. In the remaining 15 minutes, try to create a fun environment for a relaxed conversation with the students. New vocabulary from the previous 45 minutes of the lesson should also be incorporated into the conversation as much as possible.

Complete Course Example Curriculum

Lesson Curriculum 1		
Goal	To be able to function at all levels of English-speaking society	
		
3month Goal	To make two new foreign friends	
Reinforcement Point	Speaking	
Lesson Curriculum 60mins		
Warm up		
10 min	Effect	Speaking
	Main purpose	Provide a relaxed atmosphere, move into English mode and apply targets from previous lessons.
	Materials	N/A
	Lesson methods	<ol style="list-style-type: none"> 1. Start with simple greetings like "How are you?" and try to answer with something other than "I'm fine." "I'm sleepy, I'm tired, I'm happy," or any other words that express your true feeling, then explain why you feel that way. 2. Explain the weeks happenings. Its a good idea to write these down in advance to prepare. 3. Ask the instructor questions. 4. Try to speak confidently and use knowledge from previous lessons in conversation.
New interchange		
30-35 min	Effect	Conversational ability
	Main purpose	To improve all facets of English communicative ability
	Materials	New interchange series - Cambridge
	Lesson methods	<p>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.</p> <p>Try to include the following steps:</p> <ol style="list-style-type: none"> 1. Listen & repeat exercises 2. Repetition drills. 3. Reading aloud. 4. Application exercises, such as roleplays or debates.
While listening		
15 min- alternative weeks	Effect	Listening
	Material	English newspaper, magazine articles, reading section of textbooks, illustrations. Recommended text: Side by Side Longman 1880円
	Lesson methods	<ol style="list-style-type: none"> 1. The instructor prepares a text and totally unrelated picture. 2. The instructor reads the text aloud as the students studies the picture. 3. Ask questions about the text. 4. Ask questions about the picture. The student is not allowed to see the picture at this time.(This aidsthe students ability to listen passively while doing other thing
Presentation①		
15 min- alternative weeks	Effect	Speaking
	Main purpose	Improve ability to explain, discuss and enquire.
	Methods	Prepare a photograph or other item.
	Lesson methods	<ol style="list-style-type: none"> 1. Choose a topic at the end of the previous lesson. (Topic: familiar, everyday topics, Japanese culture, etc in order to be able to communicate in daily or travel situations) 2. For homework, the student should prepare an A4 sheet of things they want to say, then read it out in class. This should last for 3-5 minutes.(When possible, ust the "Look up and Say" method.) 3. The instructor checks and corrects the grammar and word usage together with the student.
		
Start	Can communicate, but can't keep up with native conversations	

Course Term

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.**

Evaluations

Teachers are asked to work with the student to set mid-term and full-term goals for the student, and should plan lessons so that the student can accomplish those goals. Students evaluate instructors every six months, based on lesson content and preparation, punctuality etc. Instructors will also be evaluated based on monthly student feedback and the regularity of their monthly reports. **Instructors with less than satisfactory results may be required to attend training sessions.** 7ACT reserves the right to terminate the instructors contract based on unsatisfactory evaluations.

Locations

Instructor's Home: instructors are asked to meet the student at the train station and show them the way to their homes for at least the first meeting.

Café: 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.

Student's Home or Office: students are required to pay for the instructor's transportation to and from their home or office.

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 price 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. 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

Cancellations

Instructors are required to give the student a minimum of 24 hours notice for cancellation of a 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.**

Failing to attend a lesson without contacting the student directly will result in the next lesson being 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.**

If the student fails to attend a lesson without contacting the instructor directly, the student is required to pay for the lesson in full.

Lateness

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. *Regular lateness or cancellations may lead to termination of the instructor's contract and loss of all students.***

If a student is late for a lesson, they must still pay the full fee. Instructors are not required to make up the lost time

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.

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.

Failure to submit monthly reports in a timely manner will result in the loss of further student introductions.

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** along. A **chat-room and community board** are also available for teachers to ask questions about teaching methods, materials etcetera. These are excellent opportunities to build contacts within Japan, and we strongly encourage instructors to take advantage of them.

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 teacher may be required.** Substitute teachers 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 understands that life in a foreign country can be difficult, and we attend to offer our instructors support whenever possible. We hold regular social events such as BBQs and parties, and encourage instructors to attend whenever possible. We also conduct Instructor Meetings to give our teachers a chance to not only have a say in **7ACT** policies, but also to continue to build their own teaching skills and knowledge of materials etcetera, and also offer instructors the opportunity to build an international community of contacts and support. **New instructors are to attend an Instructor Seminar within three months of registration with 7ACT.** Regular meeting attendance will also increase new student introductions.

Sample Speaking Terms

Beginner

1. Family
2. Best friends
3. Brothers/sisters
4. Sports
5. Favorite Animals
6. Things that you don't like
7. Music
8. Movies
9. Favorite country
10. Favorite food
11. Trip memories
12. Pets
13. Meanings of your name
14. Your job
15. Health
16. Stress
17. Fashion
18. Shops, Restaurants
19. Your hero
20. Trend

Upper Beginner

1. Cell phones
2. High school baseball
3. *Manga-kissa*
4. *Wagashi*
5. *Karaoke*
6. *Kotatsu*
7. *Kouhaku-utagassen*
8. *Yukata & Kimono*
9. *Shogatsu*
10. *Setsubun*
11. Temple & *Shinto*
12. *Origami*

13. *Ochugen & Oseibo*
14. *Obon*
15. Comics
16. *Juken*
17. *Merutomo*
18. *Deaikei-site*
19. Japanese films
20. *Kanto & Kansai*
21. *Izakaya*
22. *Happoushu*
23. *Okonomi-yaki*
24. *Gyaru*
25. *Shouji & Fusuma*
26. *Yakuza*
27. *Nihonshu*
(*Japanese sake*)
28. *Hanami*
29. *Obento*
30. *Mukokusekiryouri*

Intermediate

1. *Wabi, Sabi*
2. Seniority system
3. The lifetime employment system
4. Japanese government
5. Juvenile crime
6. *Manga-bunka*
(Japanese animations)
7. *Bushido* (samurai spirit)
8. *Ijime* (bullying)
9. Japanese technology
10. Handicapped
11. Manner
12. Proverbs
13. Job hunting in Japan

Situation setting

1. Sales Talk
2. Excuse
3. Practice of saying "No"
(Expression of rejection)
4. Competition
5. "After 5" customs
6. Interview
7. Expression of praise

Debate

1. Clone
2. Drugs
3. Global Warming
4. Pollution
5. Prostitution
6. Sexual Harassment
7. Smoking
8. Suicide
9. Terrorism
10. Unemployment

Recommended Texts

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, Longman 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, Longman 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

PLEASE NOTE: These textbooks are available through Amazon and at large bookstores that sell English books such as *Kinokuniya*, *Maruzen*, *Aoyama Book Center*, and larger *Book 1st* stores.