



Chapter 4/Lesson 2

Polite Request and Tips for Online Learning

Name : _____
Class : _____
Number: _____

I. Look at the conversations below! Please complete the conversation with the correct word!

1. Mr. Dan : Can you please your answer in the chat box?

Maya : Yes, sir. Please wait.

2. Mr. Dan : you share the screen please? I want to see your work.

Bobby : Sure. Which one do you want to see?

3. David : to send the presentation file, sir? I want to study it later?

Mr. Dan : No, I don't mind at all. Could you write me your e-mail address?

4. Mr. Dan : Tiara, would you please put on your headsets?

Tiara : . Let me find my headsets first.

5. Kelly : Could you please join the online class on Zoom?

Mandy : . My Zoom App is not working. I need to reinstall it first.

II. Please rearrange the following words into meaningful request! Look at the example!

Example: can/the link/send/please/you/?

Can you send the link please?

1. please/you/speak/will/slowly/?



English Class

Students Worksheet



7th

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STUDENTS

2. me/resend/mind/do/you/the picture/to/?

3. please/turn/the microphone/could/you/off/?

4. you/on/the/switch/please/could/camera?

5. would/write/in/please/your answer/you/the chat box/?

III. Look at the pictures below! Please make a polite request based on the pictures! Look at the example below!



Example:

Could you please mute your microphone?



1.



2.



3.



4.



5.



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IV. Read the tips below! Decide whether the statement is True (T) or False (F) based on the infographic!

Do you want to stay **FOCUSED** and **not easily distracted** during online learning?

Here is what I do in joining online learning

- I have an online class schedule
- I show up on time.
- I study in a comfortable and quiet place.
- I wear uniform.
- I take notes for important information.
- I mute my microphone while listening.
- I unmute my microphone for talking.
- I participate actively.

1. Create a schedule to remind you to join the class on time. ☐ T ☐ F

2. You can wear pajamas or any clothes that you want. ☐ T ☐ F

3. Do not discuss or talk about things not related to the lessons in online class. ☐ T ☐ F

4. You don't have to take notes in online class. ☐ T ☐ F

5. Online class is the same as the oline class ☐ T ☐ F

V. Read the tips below! Please choose the correct answer for the following questions!

Distance Learning

VIRTUAL CLASSROOM RULES

-  Find a quiet place free of distractions (tv, parents, toys, pets, siblings, etc.).
-  Show up in time for class and wait to be admitted into it if needed.
-  Be respectful at all time when your video is on. No inappropriate language or no hand gestures.
-  Stay on mute. Click the raise hand button if you have a question or something to share.
-  Stay on task and focused so you don't miss anything the speaker says.

- What is the infographic for?
 - To inform you the rules for online class.
 - To tell you what to do in classroom.
 - To give you information about virtual classroom.
 - To describe online learning.
- What kind of place that is good for virtual learning?
 - A room with your siblings playing.
 - A living room with TV in it.
 - A room without any distractions.
 - A kitchen with your mother cooking.
- What do you do if you have something to share?
 - Stay on mute
 - Click the raise hand button
 - Raise your hand
 - Turn on your video



English Class

Students Worksheet



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4. What should you do if your video is on?
- a. Making loud noises.
 - b. Eating some food.
 - c. Talking with inappropriate language.
 - d. Not making hand gestures.
5. Why do you need to focus on virtual class?
- a. So your teacher can see you studying.
 - b. So you don't miss anything the teacher says.
 - c. So you can have bad grades on test.
 - d. So your teacher can ask you some questions.

TIPS TO HANDLE ASSIGNMENTS DURING ONLINE LEARNING

1. SET A SCHEDULE

English 2/10
Natural Sciences 9/10

Schedule your assignments and STICK TO IT!

Set your priority when doing the assignments. Manage time by separating your schoolworks from other responsibilities.

2. FOCUS

Do your assignments well.

Keep away any distraction.

3. SET GOALS

Submit your assignments based on the schedule.

Reward yourself after reaching goals. Simple rewards: having study breaks, watching a movie.

6. What is the infographic for?
- a. To inform you the tips for doing online learning.
 - b. To tell you the tips on what to do during online learning.
 - c. To give you information about how to do assignment during online learning.
 - d. To describe an online assignment.
7. Keep away from ... when you do your assignment?
- a. Scrolling social media
 - b. Reading a text book
 - c. Taking important notes
 - d. Browsing important materials in internet.

8. The first thing you should do is ...
- a. Focus doing your assignment well
 - b. Reward yourself
 - c. Set a schedule to do the assignment.
 - d. Submit your assignment on time
9. After you finish your assignment, you have to ...
- a. Focus doing your assignment well
 - b. Reward yourself
 - c. Set a schedule to do the assignment.
 - d. Submit your assignment on time
10. We can reward ourselves with, except
- a. Taking a nap.
 - b. Getting ice cream.
 - c. Doing another homework.
 - d. Playing a game.