

# **STUDENT REGISTRATION**

**How do we decide which fluency level class a student should be in?**

## **NEW STUDENTS**

**When a new student comes to your school (if you have open registration, this could be any night of your school year), first they must go through a registration process. Welcome them warmly and seat them in a quiet area (if possible). You should make them a name tag and have them wear it. Give them a number (like at the deli).**

**First the student fills out a Registration Form. Please have a supply of pens/pencils for them.**

**Going in number order, a teacher or the Director interviews the student to determine which class they should be placed in. Try to do this away from other students so that the student is not embarrassed by their lack of English. The MNA ESL Training will teach you how to place students in the correct fluency level class. Most student placement tests are comprised of a series of pictures that you ask questions about and give a numerical score according to the student's answer. The training manual you received at the MNA ESL Training (Teaching English Language Learners the Good News) has a placement test in it. However, we recommend that you order the specific placement material that goes with your chosen curriculum. For instance, Side by Side has placement material designed just for that series. Once you have ordered and paid for it, you have the right to reproduce it forever for your school only.**

**If classes have already started, the interviewer will need to add up their score and determine class placement. They should then take the student to their classroom and introduce them to one of the teachers (the one that is not up front teaching at that moment). It is that teacher's job to warmly welcome the student and help them find a seat and loan them a book (unless they've already bought one) to use only in class today.**

## **THE VERY FIRST NIGHT OF CLASSES IN YOUR SCHOOL YEAR WILL BE REGISTRATION ONLY**

**Your very first night of class at the beginning of the school year will probably be registration only (see note below). Be as prepared and organized as you can be. This will make both your volunteers and your students more comfortable. Color-code your forms (i.e. white for registration forms, purple for testing sheets, blue for reading test, etc.) Have everything ready on clipboards. Practice this at your team meeting before the year starts.**

**You will need:**

- Sign in the church lobby telling students which room to go to**
- Name tags (for teachers and students)**
- Pens and/or pencils**
- Clipboards (one for each interviewer)**
- Student Notebooks (given to each student at the end of the interview)**
- Blank Registration Forms**
- Testing Forms – Oral and Written**
- Grading Calculation Sheets**
- Number Calling System**
- Handout for students explaining that actual classes will start the next week and how they will find out their class level and room numbers.**
- Snacks**

**\*\*It is helpful to have extra people to welcome students, escort them back and forth from their testing rooms, possibly interpret for them and talk to them afterwards while enjoying a snack. (This is also a good way to start recruiting future teachers. Getting someone to commit to just this one night exposes them to your ministry.)**

**All of your teachers need to be prepared to be interviewers on this first Registration Night. Remind your interviewers to read the student's registration form carefully before they start the interview. If it is NOT legible, the interviewer needs to ask the questions on the registration form verbally and write out the answers also.**

**If there is time after everyone has been interviewed, have the teachers help you grade and place the students (after all the students have left). If not, you will need to take everything home with you, the Director, and have it finished before the first night of class.**

**If possible, spread out into multiple rooms to do the student placement interviews. It's nice if in just one classroom, you set up two places for interviews as far apart as possible and with the student facing the interviewer and the wall (rather than seeing the other student in the room being interviewed). It is important that**

**they not hear the answers of other students close to them. And try to be in quiet spaces because sometimes our students are very scared and are talking in just a whisper. If possible, have interviewers be the same gender as the student they are interviewing.**

**Helpful additions:**

- 1. Signs outside the front door indicating this is the door to come into.**
- 2. Welcomers at the front door of your building.**
- 3. Signs (with arrows) indicating where to go in the building.**
- 4. A video showing in the room where they are filling out their registration forms. Something soothing without a plot, i.e. a video about National Parks. (This comes them something to focus on if they are nervous.)**
- 5. Extra fun activities to do with volunteers while waiting to be interviewed or after their interview is over. For example, fly swatter games, board games, conversation corner.**
- 6. If you offer simultaneous translation in your Worship Service have fliers they can pick up inviting them to your church.**
- 7. If you have Worship Services in languages other than English have fliers they can pick up inviting them to those.**

**\*\*Numbers 5 & 6 could be put in the student notebook.**

**Note: Some ESL Ministries have now gone to a process of students preregistering online and filling out an electronic registration form. They still need to be interviewed so you can still have the first night be student placement interviews only. Or you can set up specific appointment times for each student at the church ahead of the first night of classes. You should allow 15 minutes per student when doing an on-line appointment scheduling system.**

**\*\*Sample Forms & Instruction Sheets Following**



**EXAMPLE OF  
REGISTRATION DESK INSTRUCTIONS  
For first night Registration**

1. Welcome the student. Give them a number (on the 3x5 cards in the green box on the desk), a white registration form, a stick-on name tag, a student notebook and a pen. Tell them to go to the rooms behind them (209 & 210) to fill out the white form and wait for their number to be called. If possible, welcomers will be helping them go to the room.
2. When an interviewer is through with a student, make sure that the white registration form is filled out completely and stapled to the corresponding purple sheet (interviewer scoring sheet) and reading test sheet (if they did the reading test). After that, give the interviewer his next student number to call.
3. Make sure that all completed sets (white plus purple plus reading) are put in the basket on the registration desk.
4. In your spare time, add up the numbers on the purple sheets and total them on the bottom of the back side of the purple sheet.
5. Even when you think no more students are coming, one person should remain at the registration desk at all times. Others may go mingle with the students in the snack area.
6. In no event should you tell a student how they did on the interview or what class they might be in. Do not let them see their purple scoring sheet.

**RELAX & ENJOY. THIS IS THE EASY PART!**

## **EXAMPLE OF INTERVIEWER INSTRUCTIONS FOR THE FIRST NIGHT REGISTRATION**

1. Tell the registration desk that you are ready for another student. They will tell you a number to call.
2. Go to Rooms 209 & 210 and the snack area in the hallway and call that number till you find your student. Introduce yourself.
3. Escort your student to your interviewing room.
4. Welcome them warmly. Don't rush. Take the time to learn to pronounce their name correctly.
5. Make sure the information on the white registration form is complete and legible. Make sure you mark whether they are a new student or a returning student. If they are a returning student, please put the class that they were in (example: intermediate). If they don't know which level it was, ask who their teacher was and/or what book they were in and write that on the registration form.
6. Put your name on the purple interviewing sheet and the student's name.
7. Hold your clipboard in such a way that the student cannot see what you are marking.
8. Only repeat a question one time. Do not coach or help the student with his answers.
9. If a student has not been able to answer four questions in a row, stop and end the interview on a positive note. Record any extra information on the purple sheet that would be helpful for us to know.
10. If you get a sense that the student will be placed in a beginner fluency level class, please do the reading test.
11. Thank the student for coming. Give them the red sheet (that explains that classes start next week, etc..) and go over the information with them.
12. Escort them to the snack area and try to introduce them to one of our welcomers.
13. Staple the white registration sheet to the purple interviewing sheet and the reading test (if you did it) and put it in the basket on the registration table.
- 14.

## **EXAMPLE OF WELCOMER INSTRUCTIONS FOR THE FIRST NIGHT REGISTRATION**

At the beginning of the evening, please help students get from the registration desk (after they have gotten their paperwork) and into Rooms 209 and 210. Assist them in filling out the white form, if they need help.

When interviewers are through with students, they will be bringing them out to the snack area. Go up and introduce yourself. Encourage the student to get some food. Try to engage them in conversation. Make them feel welcome.

If you notice that the video in Room 209/210 has stopped, please go in and start it again.

If a student asks how they will know what class they are in, show them the information on the red sheet that the interviewer gave them. It says that next week when they arrive for class they will find their name on a large index card taped to the long hallway wall. This card will have their name, class level, room number, book name and cost of book. They take this card with them to go to their classroom and/or purchase their book (if you have a student book table set up that night.) They should try to come early (a little before 7:00 pm) to put their children in the nursery and find their room assignments.

**EXAMPLE OF SHEET GIVEN TO STUDENT  
AT THE END OF THEIR PLACEMENT INTERVIEW  
ON THE FIRST NIGHT REGISTRATION**

**Thank you for coming tonight.**

**You have now finished your placement interview.**

**Please relax and enjoy some refreshments.**

**Your class will start next week, right here, at 7:00 pm.**

**Your class assignment will be posted in the hallway across from  
Room 210.**

**Free childcare will be downstairs in the nursery. It is for your children  
ages birth through 12.**

**Classes are free, but we do ask for a \$25 donation for your textbook.**

**We are very glad to have you in our English as a Second Language  
School!**

**If you have any questions before next week, contact the Director, Nancy  
Booher at 410-465-0154 or [rbooher@comcast.net](mailto:rbooher@comcast.net)**



# **THE FOLLOWING 6 PAGES ARE EXAMPLES OF WHAT WOULD GO IN A STUDENT NOTEBOOK.**

Student Notebooks are usually inexpensive folders with 3 prongs. They can be purchased for about 50 cents a piece in August and September at office supply stores.

You can give the notebook either at the beginning or end of the registration process. If the student is going to have to wait quite a while to be interviewed, it gives them something to read while they are waiting.

Your notebook should contain all the information that is pertinent to your ESL School and related ministries. They can be updated through-out the school year.

**CHAPELGATE  
ENGLISH AS A SECOND LANGUAGE SCHOOL**

**WELCOMES YOU!**

**Free English Classes**

**Wednesday nights: 7:00 to 9:00 pm**

**Free childcare for infants through 12 years old  
(in the nursery downstairs)**

**Sundays: 9:00 to 10:00 am      Room 205**

**Study English using the Bible.**

**Free childcare for all ages.**

**\*\*We have an open registration policy. Students may enroll any week.**

**Questions: Contact Nancy Booher at 410-465-0154 or  
[rbooher@comcast.net](mailto:rbooher@comcast.net)**

# CONVERSATIONAL ENGLISH

Our classes stress conversational English. Most English classes in other countries concentrate on reading and writing English, so our methods may be new to you. However, conversation is the best way to learn how to speak English.

Suggestions for learning to speak English:

## **1. Come to class every week!**

Because classes are small, you will have ample opportunity to speak English. Experience shows that students who are regular in attendance learn faster. Call your teacher or the director if you must be absent.

## **2. Come to class on time.**

Every minute missed is a loss for you. If possible, you should arrive 10 to 15 minutes early to practice your English with other students. Remember, in the United States, 7:00 pm means 7:00 pm!

## **3. Do your homework.**

Homework is designed to reinforce the conversational skills taught in class.

## **4. Speak English at least once a day.**

Speak to your neighbor, American friend, someone at the store, or a family member. Speak at least five minutes for beginner students and 15 minutes for more advanced students. Do not be afraid to make mistakes. Those who learn foreign languages the best are those who are not afraid to make mistakes. Remember, the persons you are talking to may speak only English. You speak your native language plus some English!

## **5. Watch television at least 30 minutes every day.**

Television programs give you the opportunity to see and hear English. Television is an excellent tool to help you learn English. Write down words or phrases that you do not understand, and ask your teacher about them. Remember, while television may help you learn conversational English, the stories on television do not always reflect the values and actions of most Americans. We recommend you watch a fun Game Show like Wheel of Fortune or a cooking show like The Pioneer Woman.

## **6. Ask your teacher questions about English.**

Your teacher will be delighted to help you with any problem. If you do not understand the instruction, do not hesitate to ask for clarification.

## **7. Be patient with yourself. It takes a long time to learn another language.**

If you are regular in attendance and practice speaking English, you will see a significant improvement in just one year. However, the average time to become semi-fluent in English is from two to four years and advanced fluency can take from six to 10 years.

**FREE CHILDCARE**

**DURING ENGLISH CLASSES**

**ON WEDNESDAY NIGHTS**

**FOR CHILDREN  
AGE BIRTH THROUGH 12 YEARS**

**THE NURSERY IS LOCATED  
DOWNSTAIRS**

# **SUNDAY MORNING ENGLISH CLASSES**

**CHAPELGATE  
ROOM 205  
9:00 AM – 10:00 AM**

**Please join us on Sunday mornings for casual English lessons and Bible Study. All students are welcome. No textbook is required.**

**Each class starts with a lesson on idioms. Then we break up into two groups (high and low fluency) and do a short lesson from the Old Testament and a short lesson from the New Testament.**

**Free childcare is available for babies and toddlers. Sunday School classes are available for elementary through high school students.**

**This class meets all year round. No registration necessary. You may start on any Sunday.**

**Students in this class also go on field trips and receive invitations to American homes for various events.**

**For more information, contact Julie Baugh at 410-781-4857 or [djbaugh@bcpl.net](mailto:djbaugh@bcpl.net)**

**CONVERSATIONAL ENGLISH SCHOOL**

**THANKSGIVING PARTY**

**16 NOVEMBER 2024**

**SATURDAY**

**6:00 PM**

**CHAPELGATE FELLOWSHIP HALL**

**This party is for:  
students, their families and their friends.**

**A traditional American Thanksgiving Dinner will  
be served. The dinner is free.**

**Your teachers and their families will be at this  
party.**

**We will have musical entertainment and door  
prizes.**

## **BAD WEATHER ALERT**

**If Howard County Schools are closed due to bad weather, Conversational English classes will not be held that night.**

**If the weather turns bad after 3 pm, you can call 410-442-5800. A recording will tell you if the classes have been cancelled.**