

## **Sample Synchronous Session Planning Script**

### **Purpose:**

I chose this activity to use in a chat environment because it is a good text-based activity that requires students to critically think about what they see on the screen and provide feedback. It is also an activity that will be easy to manage in a chat room because I will be able to open the floor for all students to respond, or call on individuals if there are lurkers or other students dominating the discussion.

### **Preparation:**

I will prepare/type my introduction, questions, and concluding remarks ahead of time and have them open in a word processing program in order to copy and paste them in to the chat room as needed.

I will arrive to the chat 15 minutes early to welcome students as they enter the chat room and confirm that each of them knows how to use the chat feature correctly. I will also have the directions to how to use the chat correctly prepared as a part of my script.

Students will be provided a document on chat netiquette prior to the chat session. This document will include how to share emotions using text and other useful information how standard chat etiquette.

### **Session Length:**

20 – 30 minutes

### **Objectives:**

1. By responding to questions, students will review and reinforce the typical structure of an expository essay.
2. By responding to prompts, students will critically determine appropriate topics for an expository essay.

### **Number of Sessions**

3 Sessions to be scattered throughout the week to better meet student schedules and reduce the number of participants in each sessions. This will be based on the student schedule survey given to student during the first week of class.

### **Group Size:**

7 – 10 Participants

## **Agenda**

### **Activity 1: Welcome Message**

5 minutes in warm-up period, saying hello, etc.

This doesn't meet an instructional objective.

### **Activity 2: Text Review Questions**

10 minutes.

Instructor offers basic review questions from the text regarding expository essays. Students respond. This directly relates to instructional objective #1: students will review and reinforce the typical structure of an expository essay.

Sample questions: What are some of the major elements you would expect to find in an expository essay? What is the thesis statement and where would you find this? What is the difference between a direct and indirect thesis statement?

### **Activity 3: Sample Topics for Expository Essays**

10 minutes.

Instructor offers sample topics for expository essays and asks students to determine their usefulness and strength. Students respond. This directly relates to instructional objective #2: students will critically determine appropriate topics for an expository essay.

Sample questions: I am going to give you a title for an expository essay. Tell me if you think this is an appropriate topic. "The funniest day of my life" Suggest an alternative topic.

### **Activity 4: Wrap up and Q & A**

5 minutes

While this doesn't meet an instructional objective, it will allow me to answer outstanding questions about content and assignments.

### **Possible challenges and proposed trouble shooting techniques.**

- One or two students might answer all the questions. Solution: Call on individuals.
- Response to questions might go quicker than expected. Solution: Prepare for extra questions.
- Response to questions might go longer than expected because students type slowly. Solution: Be patient. Consider sending unaddressed questions to students in email as follow-up.
- Students might lose connection during session. Solution: Archive session, follow-up in email. Leave adequate time for students to practice technology before the actual session.

## Script

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### Individual Welcome

Good evening <Student Name>. Thanks for coming.

#### **If no response:**

If this is your first time in this program's chat module, you can send a message to everyone in the chat room by typing in the Message Box at the bottom of your screen and clicking send or pressing your Return key. This chat module only allows you to type a single line at a time and does not offer private chats between participants.

If you need additional assistance, I have my E-mail open and you can send me a quick message describing the issues. My E-mail address is <E-mail address here>.

If this is something that might take a lot of time to solve, we can set up an appointment at another time to troubleshoot. Once the problem is solved, we can enroll you in another live session. Until then, the archived script will be available for you to review.

#### **If response:**

Good, I can see you know how to send a message.

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### Welcome Message

Good evening all.

I am glad that each of you could make this evening's event. We are going to go ahead and get started. Tonight's session should last approximately 30 minutes. However, if you have questions, I will stick around afterwards, or you can E-mail me directly. Feel free to ask questions at anytime during the session by simply submitting them via your messaging box.

Our goals for tonight are the following:

- (1) Review and reinforce the typical structure of an expository essay
- (2) Critically determine appropriate topics for an expository essay.

Let's get started with our first activity.

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**Activity 1:**

What are some of the major elements you would expect to find in an expository essay?

What is the thesis statement and where would you find this?

What is the difference between a direct and indirect thesis statement?

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**Activity 2:**

Now that we have discussed some the major elements of you would expect to find in an expository essay, I am going to give you a title for one. Tell me if you think this is an appropriate topic.

"The funniest day of my life"

Suggest an alternative topic.

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**Activity 3:**

Great job everyone.

I want to remind you that this chat has been recorded and will be made available to you for review via our online classroom starting tomorrow.

I will place it in this week's module with the Title of "Module 3 Chat Transcript."

Are than any questions before we go?

Have a GREAT evening, and please feel free to contact me via E-mail if questions arise.

Good night!

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