

SPEAKSTUDIO ENGLISH SPEAKING COURSE – COURSE GUIDELINES

Duration: 3 Months



This agreement ensures discipline, consistency, and a serious learning environment. Students are expected to follow all rules strictly.

Student Name: _____

Contact Number: _____

Date: _____

1: ZOOM CLASS RULES

1. Punctuality

- Students must join on time.
- Entry after 15 minutes will not be permitted.

2. Attendance

- Regular attendance is compulsory.
- Repeated absence without prior notice will not be tolerated.

3. Camera & Participation

- Camera must remain ON unless permission is given.
- Active participation in speaking activities is mandatory.

4. Discipline

- Respect towards teacher and classmates is non-negotiable.
- Interruptions, distractions, or inappropriate behavior will lead to warnings.

5. Learning Responsibility

- Homework and tasks must be completed on time.
- Lack of effort will directly affect continuation in the course.

6. Device Usage

- No use of mobile phones or other distractions during class unless needed or asked.

2: WHATSAPP GROUP RULES

1. Purpose

- The group is strictly for learning, updates, and practice.

2. Message Rules

- No spam mssgs, forwards, memes, or unrelated content.
- Only academic and course-related messages are allowed.

3. Respect

- Polite and respectful communication is required at all times.
- Any form of argument, negativity, or disrespect will not be accepted.

4. Assignments

- All assignments must be submitted on time.
- Late submissions may be rejected.

5. Voice Practice

- Students must send voice notes when assigned.
- This is a compulsory part of the course.

6. Timing

- Messages should only be sent during permitted hours unless urgent.

3: WARNING / STRIKE SYSTEM

To maintain discipline, the following system will be followed:

- **1st Violation:** Verbal/Message Warning
- **2nd Violation:** Final Warning
- **3rd Violation:** Removal from the Course (No Refund)

Violations include:

- Disrespectful behavior
- Ignoring rules or instructions
- Irrelevant WhatsApp/zoom activity

4: GENERAL TERMS

1. Commitment

- Students must stay committed for the full 3 months.

2. Fees

- Fees is strictly non-refundable and can be paid month wise as well.

3. Progress

- Improvement depends on student consistency and effort.

4. Privacy

- Sharing class content, recordings, or materials outside is strictly prohibited.

DECLARATION

I fully understand the rules and consequences mentioned above. I agree to follow them sincerely and maintain discipline throughout the course.

Student Signature: _____

Instructor Signature: _____