Date

Dear

**I’m delighted you’ve chosen to undertake a term of 12 computer lessons with me as your Instructor.**

Today we will be setting up your student folder and lesson summary sheet. We will talk about what you would like to learn over the next 11 weeks, and how I can help you to achieve this.

At the end of the term you will be awarded a ‘**Certificate of Achievement’** that will give you a chance to look back on what you have covered and also consider what you’d like to learn next.

The lessons are described as **‘computer driving lessons’**, with me – your Instructor by your side.

Please be aware that during your lessons, I will not touch your keyboard or mouse as it is important for you to be in control, or in the “driving seat” at all times. To support you, I will encourage you to use the keyboard as well as the mouse. Using the keyboard to navigate your way around the options really helps you to understand how a computer works – giving you confidence and saving your wrist and hand from strain.

We believe in getting the basics right, so I will spend time explaining the correct way to sit at the computer. In this way, you can avoid any problems due to bad posture.

From this first lesson, I will be talking you through what you can see on your computer display, using the correct terminology. Please don’t worry about this as the words will become familiar to you with use and over time. Knowing the correct vocabulary will enable you to articulate new tasks, type them into Google (or the Help Menu) and thus find out on your own how to do them.

We will also work together to produce your own **‘Personal Action Plans’** to take away – these remind you what was done in the lesson and are in words that mean something to you. Most computer skills only become second nature when they are repeated regularly!

Finally, if you are unable to attend one of your lessons, please let me know during a lesson, or telephone XXXXXXXXXXXXXX in the XXXXXXXXXXXX on XXX XXXX XXXX if it is last minute (she will email me so that I can arrange things). We have a list of members who are keen to “Stand in” for cancelled lessons so they never go to waste!

I look forward to working with you and hope that you find the lessons instructive and fun.

Yours sincerely

XXX XXXX

Computer Sharing Centre Centre Manager and Instructor