



Tutor Training Workshop Getting Started

Spring 2022

Literacy
lifts Lives

Getting Started: Learning objectives

- Understand tutor/student matching
- Learn about contacting your student
- Learn how to prepare
- Identify ideas for first lesson
- Learn how to conduct first meeting



Information about tutoring ...

- How am I matched with a student?
- How will I meet with my student?
- How often should we meet?
- How long should our lessons be?



TIB
Handouts

... Information about tutoring

- Do I need to keep track of my tutoring hours?
- Who is my contact at the Literacy Council?
- Teaching materials
- Privacy concerns
- Additional support and training



TIB

The first phone call

During your first contact with your student . . .

- introduce yourself.
- confirm that it's a good time to talk.
- convey your excitement.
- schedule the first meeting.
- exchange contact information.
- ask the student if it's OK to confirm on the day of meeting.



Handout

Prior to the first meeting

- Assemble materials: teacher manual, picture dictionary, pen and paper.
- Remind your student about the meeting.
- Be on time.



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The first meeting

Goals for first meeting include . . .

- getting to know the student
- understanding the learning goals
- conducting an instructional activity
- making the student feel good about learning
- establishing a basis for trust

Meeting these goals will make sure you have a second meeting!



T18

The first ESL meeting (video)

Watch this short video to see how one ESL tutor met her student for the first time.



(click on image to launch video)



The first ESL meeting (review)



What did you think?



Handout

Lesson ideas for first meetings

- Introductions
- Language Experience activities
- Talk about daily routines
- Talk about family, pets, photos
- Share materials via links
- Games
- Plan next meeting time and date



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Workshop review

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| <ul style="list-style-type: none"> • Adult learners in our community • Working with an adult learner • Teaching English as a Second Language • Teaching literacy • Components of reading • Goal setting • Language Experience | <ul style="list-style-type: none"> • Using Lesson plans • Components of a lesson <ul style="list-style-type: none"> • Vocabulary • Conversation • Pronunciation • Grammar • Reading • Writing • Meeting with a student |
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Checkup: write these words in English

БОЙ
ШИП
ЛАДР
ЧЭР
РОП



Important last steps

By mail or e-mail

- Tutor Agreement Form
- Indemnity and Release Agreement

Online links

- Tutor Information Form
- Training Evaluation



Final thoughts


