



## Tutor Training Workshop Getting Started

Spring 2022

**Literacy**  
*lifts Lives*

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### 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



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### 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?



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### ... 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



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### 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.



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### 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!



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## The first ESL meeting (video)

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

### First Meeting



(click on image to launch video)



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## The first ESL meeting (review)



What did you think?



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

БОЙ  
ШИП  
ЛАДР  
ЧЭР  
РОП



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## Important last steps

By mail or e-mail

- Tutor Agreement Form
- Indemnity and Release Agreement

Online links

- Tutor Information Form
- Training Evaluation



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## Final thoughts



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(click on image to launch video)



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