



Tutor Training Workshop Getting Started

Winter 2023

Literacy
lifts Lives

1

Getting Started Overview

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



2

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

3

... Information about tutoring

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



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4

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

5

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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6

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

7

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)



8

The first ESL meeting (review)



What did you think?



Handout

9

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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10

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 |
|--|--|



11

Checkup: write these words in English

БОЙ
ШИП
ЛАДР
ЧЭР
РОП



12

Important last steps

By mail or e-mail

- Tutor Agreement Form
- Indemnity and Release Agreement

Online links

- Tutor Information Form
- Training Evaluation



13

Final thoughts



14
