

Detailed *Workshop* Overview

Tutor Training Guide



Session One:

Getting Started

1. Intro and Language Acquisition
2. Learners/Tutors/Collaborative Process
 - a. How Adults Learn
 - b. Adult Learners and Effective Tutors
 - c. The Collaborative Learner-Tutor Partnership

Break

3. Goal Setting
 - a. Discovering Goals
 - Creating a Life's Pie
 - Characteristics of Goals
 - Examples of Student Life Goals
 - Case Histories
 - Narrowing Down Life Goals into Realistic and Manageable Literacy Goals
 - Creating SMART Goals
 - Goal Setting Highlights

4. Modeled Reading

Evaluation and Homework



Session Two:

Recap of Previous Session, Homework, Q&A

1. Discovering a Student's Level
2. Techniques for Developing Listening Skills
3. TPR
 - a. Other Listening Techniques
4. Techniques for Developing Speaking Skills
 - a. Repetition Drill
 - b. Substitution Drill
 - c. Response Drill

Break

- d. Transformation Drill
5. Techniques for Creating and Using Dialogues
6. Daily Speaking Chart

Modeled Reading

Evaluation and Homework

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Recap of Previous Session, Homework, Q&A

1. Three Views of Reading
2. Language Experience Approach

Break

3. Sight Word Technique
4. Phonics Technique
5. Word Pattern Technique

Modeled Reading

Evaluation and Homework



Session Four:

Recap of Previous Session, Homework and Q&A

1. Reading Comprehension

- a. Choosing Reading Material
- b. Pre-reading Strategies
- c. During-reading Strategies
- d. After-reading Strategies

2. Techniques For Developing Writing Skills

- a. Writing Tasks our Students Might Need or Want to Do
- b. The Writing Process

Break

- c. Revising and Editing
- d. Modeled Reading

3. Using Real Life Materials In Lessons

Evaluation and Homework



Session Five:

Recap of Previous Session, Homework and Q&A

1. Formal and Informal Assessment
 - a. Common Formal Assessment Tools
 - b. Informal/Ongoing Assessment: Lesson Assessment and Evaluation, and Keeping a Portfolio

2. Lesson Planning
 - a. Critiquing a Lesson Plan
 - b. Creating a Lesson Plan

Break

- c. The First Lesson
 - d. Guest Tutor

3. Review of the Tutoring Process
 - a. A Tutor's Responsibilities
 - b. Gallery Walk
 - c. Ongoing Help

Final Review (Quiz), Modeled Reading and Evaluation