



# INTRODUCTION

# TO YOUR

# READ TO LEARN

# SITE

New Tutor Training #1



# READ TO LEARN

Rev 5/2018



# **Introduction to Your Read to Learn Site**

It's the first day of class. You've found your way to your chosen Read to Learn site. Now what? It's OK to be a little nervous because everything is new, but you will settle in quickly. The following sections will help you in that process by providing information on how a Read to Learn site works and what you can expect. Each site follows the same general procedures.

## **Attendance**

Read to Learn classes meet once a week for 2 ½ hours. There are two ten-week semesters each year. Tutors are asked to make every effort to attend each class and to arrive to class on time. If you are unable to attend a class, however, it is important that you notify your Site Supervisor immediately so other arrangements can be made for your adult learner.

## **Sign-in Sheets**

When you arrive for class each week, please sign-in on the attendance sheet provided by your Site Supervisor. This is your responsibility. Volunteer hours are tracked for every tutor, so this is the tool used to record your attendance.

## **Name Tags**

A name tag will be provided for you. Please wear it while in class. This helps everyone become better acquainted with their fellow class members.

## **Meeting Your Adult Learner**

You will be assigned an adult learner on the first day of class. Spend time getting acquainted with him/her before beginning the first lesson. Building that initial rapport will set the tone for how you work together going forward. Create a safe, non-judgmental environment where success and failure are both seen as part of the learning process.

It is common for strong bonds to form between tutors and their adult learners. Because of this, you will continue to work with your adult learner in subsequent semesters as well. In other words, you and your adult learner will work together the entire time both of you participate in Read to Learn.

## **Student Folders**

Each adult learner has a folder with the lesson plan for that week as well as all the materials you will need. Your Site Supervisor will tell you where these folders will be located at your site. At the end of class, folders **MUST** be returned to your Site Supervisor. This is important! Without a folder, your Site Supervisor cannot prepare your learner's lesson plan for the next class.

Folders are created (for new learners) or updated (for returning learners) by your Site Supervisor after registration for the upcoming semester. Forms completed at registration become a permanent part of a learner's file.

Additional forms are added by your Site Supervisor:

- 📄 Outside of Class Independent Reading Log
- 📄 My Personal Semester Goal/Needs Assessment Form

Your Site Supervisor will give you more details as to the specific purpose of these added forms and how they are to be used.

## **Lesson Plans**

Your Site Supervisor is responsible for preparing all lesson plans. These lesson plans are individual for each adult learner and are based on test results and other assessment tools used to determine the type and level of materials needed. You may bring in supplemental materials if you like, but this should be done in consultation with your Site Supervisor. **Outside materials should support the given lesson plan, not replace it.** If, after getting to know your adult learner, there are specific needs not being addressed in the lesson plan, let your Site Supervisor know. Every effort will be made to provide the desired materials. Site Supervisors depend on tutor feedback to prepare lesson plans, as tutors are the ones working directly with the adult learner.

Each lesson plan may include some or all of the following activities:

- 📄 Reading comprehension
- 📄 Grammar

- 🎬 Vocabulary
- 🎬 Writing
- 🎬 Idioms (depending on the level of the learner)
- 🎬 Other (based on individual need or request)

### ***General Guidelines for Implementing Weekly Lesson Plan***

- 🎬 You do not have to complete the lesson plan in any particular order. You and your adult learner can choose the order in which you complete the assigned activities.
  
- 🎬 You are **not** expected to complete every item on the lesson plan each week. If you do, you are either moving too quickly through the material or it is too easy for your adult learner.
  
- 🎬 **Do not use lesson plan materials as homework.** All work not completed in class must remain in the learner's folder. It will automatically carry over to the next class.
  
- 🎬 Record on the lesson plan each week what you did in class. Do not just use check marks or write "completed" next to an assigned activity; provide as much detail as possible to help the Site Supervisor plan the next lesson and assess the learner's progress. What did the learner do well? What difficulties did he/she have? Was the material too easy or too hard? Does the learner need more practice in a particular area? Do you want or need other types of materials? etc.
  
- 🎬 If you worked on something not on the lesson plan, write it in.

### **Homework**

Homework should reinforce what was covered in class – be additional practice and application. **Homework should not be busy work (such as filling out endless worksheets), but a tool for demonstrating mastery of what was learned.** Here are some suggestions:

## Reading

- **Daily independent reading** in English is required. This can be *anything* your learner reads at home or away from class, including notes from school, emails, flyers or ads, cereal boxes, small appliance manuals, cookbooks, etc.

## Vocabulary

- Use journal to practice using the words being learned in a sentence.
- Look for words being learned in magazines, newspapers, etc. Learner should highlight the word(s) and bring to next class.

## Writing

- Write daily in a journal.

## Speaking and Listening

- Tutor and learner can watch a TV show. Plan to take notes and then discuss it the following week.

## Life Skills

- Learner can call their tutor and practice making an appointment, talking to a doctor or teacher, etc. after writing out a practice dialog in class.



## **Read to Learn Web Site and Facebook**

The Read to Learn web site, [www.rtl4you@weebly.com](http://www.rtl4you@weebly.com), has additional resources available to you and your adult learner for extra practice or to use as homework. Go check it out! You can also follow us on Facebook.


## **Special Class Projects**

Each semester, every Read to Learn site participates in a special literacy-related project, which your Site Supervisor will explain in more detail.

### **Fall**

-  Make a Difference Day
-  Family Reading Night

### **Spring**

-  Literacy Connection (a compilation of articles submitted by both tutors and adult learners)