

Preparation

- Download the tutor annotated lesson on your phone. It contains the answer key.
- Download the tutee lesson.
- Prepare your notebook with a vocabulary section.
- **Place the *Useful Expressions* sheet beside your tutee.**

Review

- Review the words from the previous week. Put them in context.
- Review the lesson from the previous week, if necessary.
- Write down new vocabulary for tutees and in your notebook.
- Review new vocabulary as often as possible.

English

- Speak only in English.
- Ask tutee to use the *Useful Expressions* sheet.
- Ask communicative questions after controlled ones. E.g. “He (live) _____ in Ottawa.”
“Where does your mother live?” to encourage authentic chatting.

Error Correction

- Write down the incorrect sentence or question.
- Inform tutee that there is a mistake.
- Point out the mistake.
- Ask questions to help them correct the mistake.
- Instruct them to look at the TIP button in the lesson or a grammar book.

Keywords (for verb tenses)

- Instruct tutee look at the TIP button for other keywords used with verb tenses to make sure no keywords were missed.
- Emphasize keywords in the practice. Ask tutee to point out the keywords in a sentence.

Reading:

- Ask if they read the text or what parts they had trouble with.
- Ask about the title, illustrations, topic, and have them predict.
- Skim (first paragraph, first sentence of each paragraph and last paragraph).
- Go back and read for detail.

Questions

- Use *Step by Step Question Formation Chart 100 or 101* when helping to form questions.
- Ask
 - Is it an auxiliary question or a “be” question?
 - What tense is it?
 - Is it a yes/no question or an information question?

Adapt

- Adapt material to tutee’s needs.

Have Fun!

Reflective Journals and Mini Lesson Plans

- What happened? Why? How could you improve it?
- Respond to my questions and comments.
- Send journals and mini lesson plans by LEA before the due date.

CLARA

- Give feedback on your session within 24 hours.
- Explain absences (yours or the tutees’).

Making Changes

- Contact CAA by Mio. Title your Mio with STEP.
- If you decide to make up the lesson during the same week, wait until the lesson is done to complete the report.
- If the lesson make up takes place later on, contact CAA and ask them to reschedule your session. Make sure to **put me on CC**.
- If your tutee tells you that they do not want a tutor anymore, **write to CAA and CC me**.