

Adult  
Classroom

# Please Sign In at Your Group Area

Door Kept Closed

Door Kept Closed

Gym

Door Kept Closed after 10 am

	MS★		UES★		LES★			

				HS★
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Front Desk



★ **Tutors:** Please come close to the Screen

★ **Deputy Directors, Mentors  
Monitors & Coordinators:**  
Please come up front, we will introduce you



# **CAPSA Tutor Training**



2009-2010 School Year

# **CAPSA Missions**

- ★ To present educational issues and needs to Montgomery County Public Schools, Maryland (MCPS)
- ★ To promote cross-cultural understanding in Montgomery County, Maryland
- ★ To mobilize and utilize resources to enhance the multi-cultural environment in MCPS and Montgomery County
- ★ To provide assistance to new immigrant and needy families in adjusting their lives to the Montgomery County educational system

# **Tutoring Program Missions**

- ★ Provide tutoring services to new immigrants and other needy students
- ★ Share experiences with new immigrant families in Montgomery County in adjusting to the society
- ★ Provide community service and leadership opportunities to qualified high and middle school students
- ★ Extend services to adults through English classes
- ★ Present educational issues and needs to Montgomery County Public Schools

# Attaining our missions

## Tutees

- Our constituents
- New immigrants
- Needy K-12 students



## Tutors

- Our resources
- 1-1 is our goal
- Excess is worse

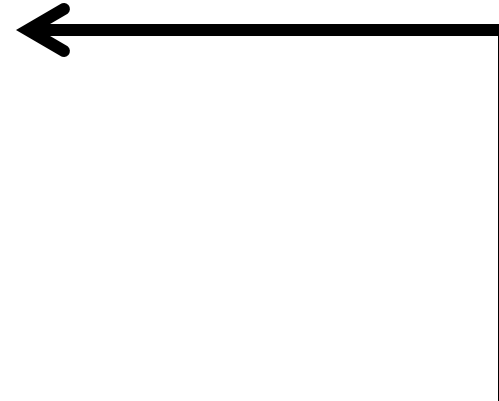


## Coordinators

- Leaders of the groups

## Volunteers

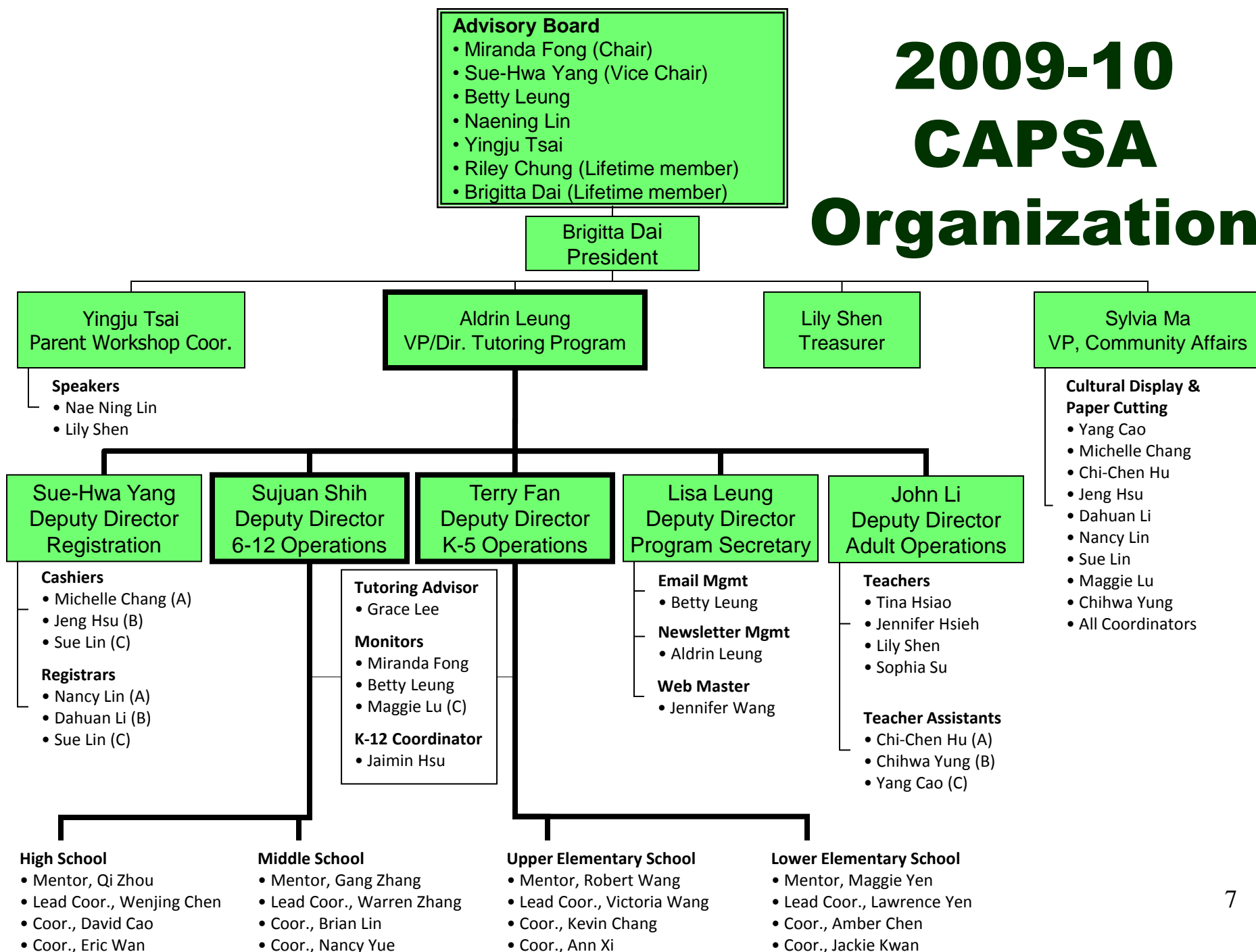
- Facilitators
- Mature supporters
- People willing to prioritize the tutee's needs before their own



## Quality Service

- Rapid adaptation to America
- Effective educational assistance
- Great teaching experience
- Successful leadership training
- Community improvement

# 2009-10 CAPSA Organization

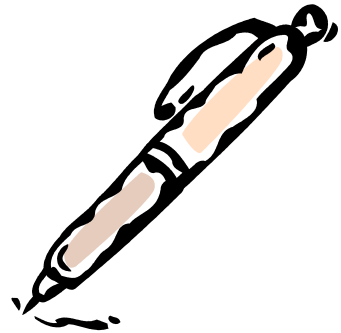


# Attendance!!

- ★ **BE ON TIME!**
- ★ Arrival time:
  - Coordinators: 9:50am
  - Tutors & tutees: 10:00am
- ★ If unable to come...please call as soon as possible
  - HS Group – Wenjing Chen –  
(301) 251-5732 or [wenjingchen1229@gmail.com](mailto:wenjingchen1229@gmail.com)
  - MS Group —Warren Zhang  
(301) 529-0230 or [warren.zhang117@gmail.com](mailto:warren.zhang117@gmail.com)
  - Upper ES Group – Victoria Wang –  
(301) 469-6868 or [victoria.w.wang@gmail.com](mailto:victoria.w.wang@gmail.com)
  - Lower ES Group – Lawrence Yen –  
(301) 251-9235 or [law.yen10@yahoo.com](mailto:law.yen10@yahoo.com)
  - Emergency – Aldrin Leung – (240) 505-6988
- ★ Check [www.capsa-mc.org](http://www.capsa-mc.org) for announcements



# Let the day begin!



- ★ Sign in at your tutoring group area in the sign in book labeled for tutors (Be honest about the sign-in time!)
- ★ Go to your assigned seat and find your tutee. Don't wait for them to find you.
- ★ If there is a problem with a tutor-tutee pairing, please contact a coordinator as soon as possible.
- ★ Tutors should not do their own homework or socialize with friends during this time! It is dedicated to addressing the tutee's needs.

# Do's ...

- ★ Please **do**
  - Communicate with and understand your tutee
  - Be patient with your tutee's request
  - Teach them to the best of your abilities
    - ★ Find a teaching pattern or style that works best with your tutee
    - ★ Relate to him or her
  - Provide teaching materials if needed (Many in the CAPSA boxes **or** bring some from home)
    - ★ Books
    - ★ Magazines
    - ★ Worksheets
    - ★ Material copied from workbooks
  - Ask coordinators for help



# Don't's ...

## ★ Please

- **Do Not** socialize with your friends
- **Do Not** eat your breakfast while tutoring
- **Do Not** bring outside homework to do or books to read
- **Do Not** play with your cell phone, listen to music, or use any other electronic devices while tutoring
- **DO NOT** DISTRACT OTHER TUTOR-TUTEE PAIRS
  - ★ Do not sit next to your friends while tutoring if you feel like you will be distracted and stop focusing on teaching your tutee (Be responsible and mature!).
- **Do Not** do all your tutee's homework and not let them do any thinking or work of his/her own.



# ABCs of tutoring



- ★ **A**ssist with completing their schoolwork
- ★ **B**e aware of your students' abilities
- ★ **C**ultural problems? Try to understand them!
- ★ **D**evelop their English skills (read the Teaching Skills Sheet to get an idea of important skills)
- ★ **E**valuate which subjects need more help and find books and worksheets to improve them during the tutoring session
- ★ **F**inish the day by assigning a little homework (A copy machine is available to make copies of books or workbooks)
- ★ **G**ive praise and motivate your tutee!

# Basics

- ★ Tutee needs to be able to reveal personal information
  - Name, Age, Address, Telephone Number, and Name of School
- ★ Build confidence
- ★ Generate rapport with chats
  - Normal daily life
  - School activities
  - Differences in culture
- ★ Constantly interact with the tutee even when they are working on problems



# Reading...

- ★ Begin with a topic of interest
  - Ask tutee about his/her week, hobbies, academic problems, etc...
- ★ Read books that are challenging for the tutee but not frustrating
- ★ Encourage reading out loud
- ★ Give a stopping point if unable to finish a chapter so tutee are not discouraged
- ★ Read some background information
  - Correct pronunciation minimally to build confidence
  - Pick out vocabulary words
    - ★ Explain them
    - ★ Have them use the words in a new sentence



# Discussing...



- ★ Discuss the reading and include some relevant firsthand experience
  - Use the wh-questions (who, what, when, why & where) to stimulate the discussion
    - ★ Also try to stimulate discussions by relating the questions to their own lives or ask them to give an example of the main idea/topic of the story, if applicable.
  - Ask for summary
- ★ Encourage them to apply new vocabulary
- ★ Encourage them to speak in English

# Writing!

- ★ Formulate the discussion into a piece of writing
- ★ Practice brainstorming and outlining to create organized writing pieces
- ★ Feedback should first focus on the content and then on its form and the way it was written/organized
- ★ Grammar and spelling should not be fixed until after the tutees have experienced the thrill of uninhibited writing
- ★ Have the tutee rewrite the corrected composition as homework





# Quality Improving...

- ★ Goals:
  - Rapid adaptation to America
  - Effective educational assistance
- ★ Gauge students' continuous growth
- ★ Set high expectations – new immigrants and ESOL students are capable
- ★ Leverage stimulating strategies to meet this demand

# Resources Available:

- ★ Other tutors & coordinators
- ★ Large collection of storybooks & novels
- ★ Collection of workbooks & worksheets
- ★ Textbooks and dictionaries
- ★ Don't be fooled by the covers!



# At the end of the day...



- ★ Fill out tutor and tutee records **completely**  
(Tutee records may be treated as informal report cards to parents)
- ★ Return the records and name placards to coordinators
- ★ Continue tutoring **until** the bell rings
  - If tutee is finished with his/her homework, go get a reading book from the program at an appropriate level for your tutee and work on new work from there.
- ★ Help coordinators clean up and put away books  
(Don't leave books laying around, throw away trash and napkins from the snack, put away pencils, pens, crayons, etc.)

# Important Dates

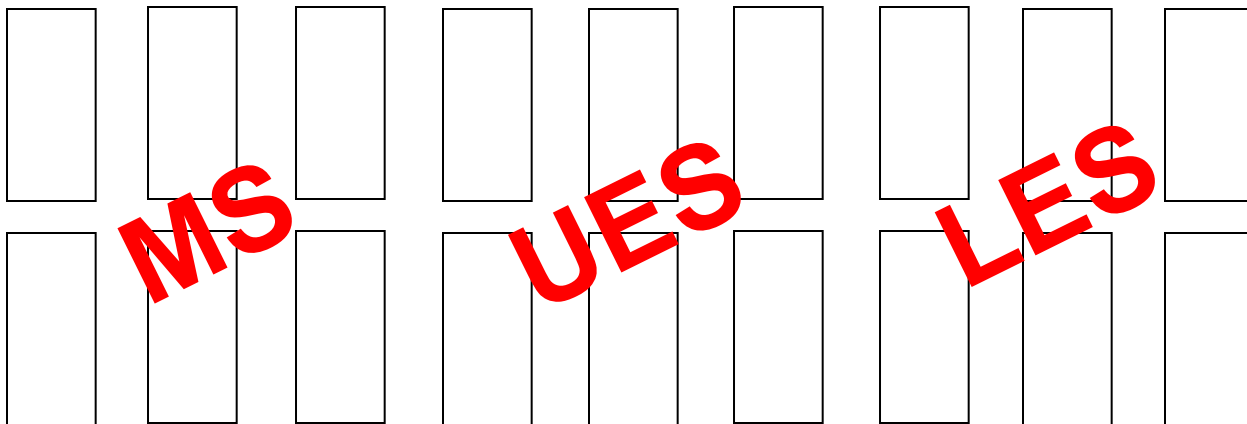
- \* Dec 5, 2009 – Complete MCPS SSL form
- \* Dec 12, 2009 – 1<sup>st</sup> tutor and tutee evaluation
- \* Dec 19, 2009 – Holiday Party, 11:00 am -12:30 pm
- \* Mar 20, 2010 – 2<sup>nd</sup> tutor and tutee evaluation
- \* April 10, 2010 – Deadline for coordinator application
- \* April 10, 2010 – Deadline for Carol Chen Memorial Essay Contest
- \* May 8, 2010 – Complete MCPS SSL form
- \* May 22, 2010 – Annual award ceremony, 11:00 am – 12:30 pm
  - Outstanding tutor award
  - Perfect attendance award
- \* July 2010 – Deadline for 2010-11 tutor pre-registration
- \* 3<sup>rd</sup> Saturday of each month (except Dec & May) – CAPSA Parent Workshop

# Gym

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Classroom

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Front Desk



Regular

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# Remember:

- ★ Be Responsible!
- ★ Use your common sense! If you don't know something...ASK a coordinator or adult volunteer!
- ★ Read the Tutor Guidelines and Skills Sheet to improve your teaching skills! Remember, your goal is to help your tutee!
- ★ Tell your lead coordinator if there is any change in phone number/email address so they can easily contact you when anything comes up.
- ★ You're the key to helping your tutee!

[www.capsa-mc.org](http://www.capsa-mc.org)  
[info@capsa-mc.org](mailto:info@capsa-mc.org)

Thank you for listening ☺