








## CAPSA Tutor Training

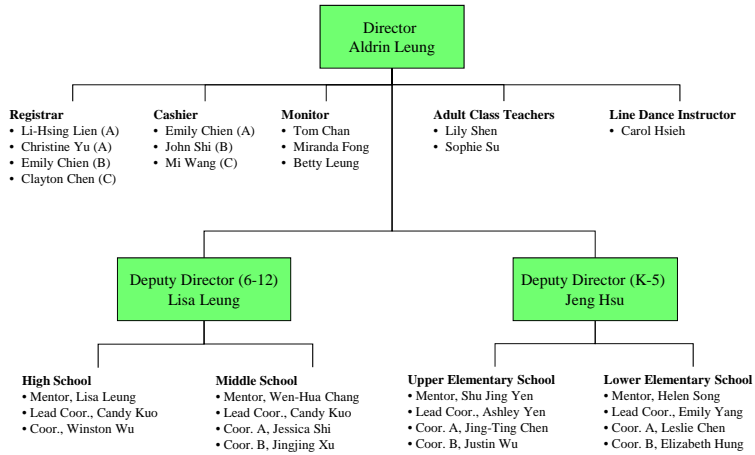
2013-2014 School Year

### Tutoring Program Mission

-  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 education-related issues and needs to Montgomery County Public Schools

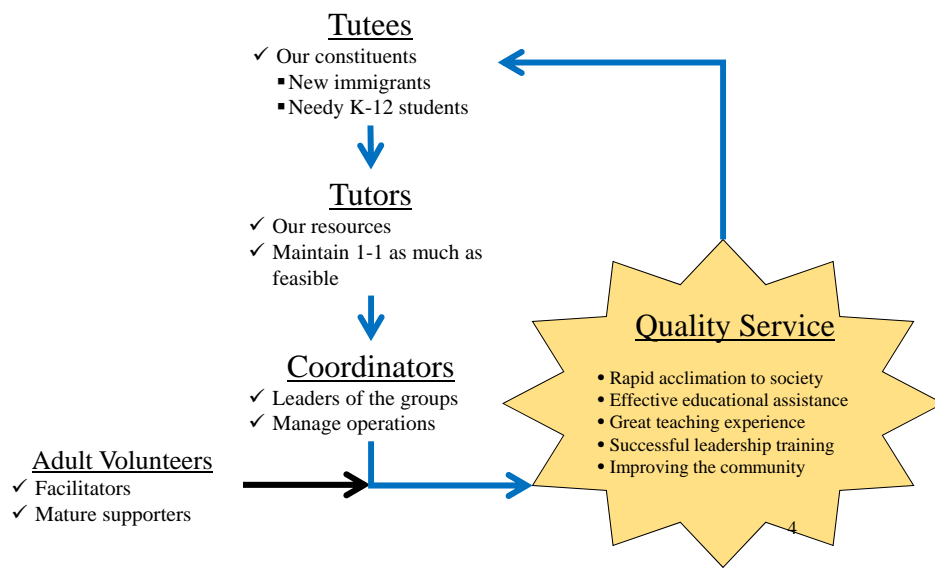
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# CAPSA Tutoring Program



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# Attaining Our Mission



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# Attendance!!

## **BE ON TIME!**

### Arrival time:

- Coordinators: 9:50 am
- Tutors & tutees: 10:00 am

### If unable to come...please call as soon as possible





- Lower ES Group – Emily Yang  
(301) 873-8046 or [ejyang7@gmail.com](mailto:ejyang7@gmail.com)
- Upper ES Group – Ashley Yen  
(301) 922-1700 or [ashlenyen55@yahoo.com](mailto:ashlenyen55@yahoo.com)
- MS Group – Candy Kuo  
(202) 725-0887 or [candikuo@yahoo.com](mailto:candikuo@yahoo.com)
- HS Group – Candy Kuo  
(202) 725-0887 or [candikuo@yahoo.com](mailto:candikuo@yahoo.com)
- Emergency – Aldrin Leung – (240) 505-6988

 Check [www.capsa-mc.org](http://www.capsa-mc.org) for announcements

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# 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.

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## Do's and Don't'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



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## Do's and Don't's... (cont'd)

### 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 not focus on teaching your tutee (Be responsible and mature!).
- **DO NOT** do all of your tutee's homework and prevent him/her from doing any thinking or work of his/her own



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# 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 related 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!



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# 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



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## Reading...

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



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## 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

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## 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



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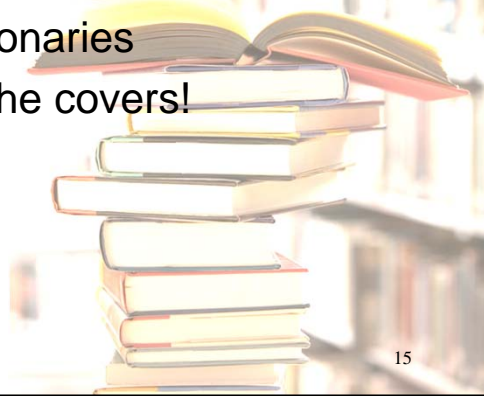
## Quality Improving...

- 📁 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

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## Resources Available:

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



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## 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.)



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## Important Dates

- 📅 Dec. 7, 2013 – Complete student information section of MCPS SSL form
- 📅 Dec. 7, 2013 – Due date for 1<sup>st</sup> tutor and tutee evaluation
- 📅 Dec. 14, 2013 – Holiday Party, 11:00 am -12:30 pm
- 📅 March 29, 2014 – Deadline for coordinator application
- 📅 April 5, 2014 – Due date for 2<sup>nd</sup> tutor and tutee evaluation
- 📅 May 3, 2014 – Complete student information section of MCPS SSL form
- 📅 May 3, 2014 – Deadline for 2013-14 tutor pre-registration
- 📅 May 17, 2014 – Annual award ceremony, 11:00 – 12:30 pm

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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 ☺

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