

## **Guidelines and Tutoring Tips**

### ***Before the Lesson:***

1. To open schedule, click on lesson slots you want to open at least 24 hours prior to actual lesson.
2. Be online at least 45 minutes before the actual lesson. Send message via Skype to FilipinoTutor Admin as soon as you are online to confirm your availability. Wait for our acknowledgment.
3. Check your internet speed.
4. Check your sound quality.
5. Look at the schedule to check whether the lesson slot you opened is booked. Click on the ID of the student on your lesson slot to view his/her name. By clicking the student's name you can also view the lesson history of the student and the tutoring notes of other tutors regarding the student.
6. Add the student in Skype.
7. Remember to regularly refresh the schedule webpage in order to monitor changes that may occur. Students may book lessons or may cancel reservations at least 30 minutes before a lesson slot.

### ***During the Lesson:***

1. Be punctual. One very popular trait of Japanese is punctuality. As a tutor, you are expected to call the student on time. You also need to end the lesson on time, not earlier or later than the allotted lesson time.
2. Manage your lesson time. Be mindful of the flow of the lesson in accordance allotted to the time per lesson. Always check the clock on Skype.
3. Do not start and end the lesson abruptly. For a 25-minute lesson, use the first 3-5 minutes for introductions, have free-talk to put the student at ease, to build rapport with your student, as well as to review the past lesson very briefly. Use the last 2 minutes of the allotted time to wrap-up the lesson.
4. Remember to address your student using his/her last name followed by "-san", example, Tanaka-san. Using -san connotes respect. It can be used with both male and female names, and with either surnames or given names.
5. Be friendly, sound natural and sincere. Avoid soliciting personal information outside of the lesson, e.g., age, family, email address, company they work for, etc.
6. Try to sound enthusiastic and happy in delivering the lesson. This will help motivate the student to answer or speak.
7. Be gentle and kind so that the student will be able to express him/herself. Remember that majority of Japanese people tend to be shy. When the student made a mistake or

does not understand the lesson right away, do not openly criticize the student. Accept a close answer. Give praise when necessary. Exert an effort to help the student to further understand the lesson for him/her to give appropriate answers, to improve the student's English skills.

8. Do not monopolize the lesson conversation. Give more time for student to speak, ask student to read lesson directions, ask if he/she understands what to do, and if not, explain further.
9. Use the chat box as often as you can, not only to provide the URL, but also to emphasize some points in the lesson, especially when dealing with beginner students or students with difficulty in pronunciation.
10. Always remember to adjust your speaking pace with that of the student. Pause every now and then to ask the student whether he/she is having difficulty in following the lesson.
11. Always respond to student's question. It is impolite to ignore the question and just continue with the lesson.

### ***After the Lesson***

At the end of each lesson, tutors are expected to input tutoring notes about the student's progress. This will be helpful or will serve as a guide for the next tutor of that particular student on what lessons he/she may need or in which aspects of his/her English skills need to be given more emphasis (you may include lesson preference of the student, some students want more free conversation).