

English as a Second Language

Where Do I Start?

A Guide for Your First
ESL Tutoring Sessions



Revised January 2006



Tutor Information and Instructions

You will use the goal sheets on pages 4-6 to set goals with your student. Initially, you may want to fill out the goal sheets based upon how well your student performs on the ESL LNI. Once you become more familiar with your student and his/her goals, you can continue to use the goal sheets throughout your tutoring sessions together.

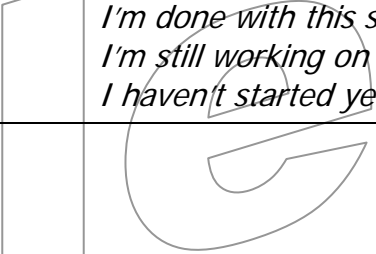
You will fill out a goal sheet for each area in which your student got half correct or most or all wrong. For example (see page 3), if your student struggled on Section 1 of the ESL LNI with saying the alphabet, your goal would be to “learn the alphabet,” then you and your student would determine what you need to do in order to reach that goal (work on A-G, then H-P, then Q-Z by using the “alphabet song”; use flashcards to put letters in order; etc.)

Send the completed goal sheets to the Indy Reads office. They will be copied and returned to you.

Be sure to revisit the goal sheets frequently to update the “how am I doing?” portion. This is important because it shows you and your student the progress you’ve made. Once you go back to see how you and your student have progressed, you can use that information when filling out the “Quarterly Progress Report” you receive in the mail.

Goal #1: Learn the alphabet

Date: 12/05/05

| What steps do I need to take in order to reach this goal? | What materials do I need? | How much time will I spend on this step during my tutoring session? | Monthly follow-up on goal progress | How am I doing? <i>I'm done with this step!</i> <i>I'm still working on this.</i> <i>I haven't started yet.</i> |
|---|--|---|------------------------------------|--|
| (1) Learn letters A-G | Letter flashcards (and by singing the alphabet song) | 15 minutes | |  |
| (2) Learn letters H-P | Letter flashcards (and by singing the alphabet song) | 15 minutes | | |
| (3) Learn letters Q-Z | Letter flashcards (and by singing the alphabet song) | 15 minutes | | |
| (4) Learn to say the entire alphabet in order | Letter flashcards (and by singing the alphabet song) | 15 minutes | | |
| (5) Learn to put the letter flashcards in order | Letter flashcards | 20 minutes | | |

Goal #1:

Date: _____

| What steps do I need to take in order to reach this goal? | What materials do I need? | How much time will I spend on this step during my tutoring session? | Monthly follow-up on goal progress | How am I doing? <i>I'm done with this step!</i> <i>I'm still working on this.</i> <i>I haven't started yet.</i> |
|---|---------------------------|---|------------------------------------|--|
| (1) | | | | |
| (2) | | | | |
| (3) | | | | |
| (4) | | | | |
| (5) | | | | |

Goal #2:

Date: _____

| What steps do I need to take in order to reach this goal? | What materials do I need? | How much time will I spend on this step during my tutoring session? | Monthly follow-up on goal progress | How am I doing? <i>I'm done with this step!</i> <i>I'm still working on this.</i> <i>I haven't started yet.</i> |
|---|---------------------------|---|------------------------------------|--|
| (1) | | | | |
| (2) | | | | |
| (3) | | | | |
| (4) | | | | |
| (5) | | | | |

Goal #3:

Date: _____

| What steps do I need to take in order to reach this goal? | What materials do I need? | How much time will I spend on this step during my tutoring session? | Monthly follow-up on goal progress | How am I doing? <i>I'm done with this step!</i> <i>I'm still working on this.</i> <i>I haven't started yet.</i> |
|---|---------------------------|---|------------------------------------|--|
| (1) | | | | |
| (2) | | | | |
| (3) | | | | |
| (4) | | | | |
| (5) | | | | |