

Outline of a Tutoring Session

Some ideas for running a tutoring session

Get Reacquainted

- Ask the student what he or she has been up to.
- Use this time to get to know your tutee and to build your tutor/tutee relationship.

Review

- Briefly go over what you did last time with your tutee.
- Ask the student to give a summary of your last tutorial session.
- Look for signs of progress or continuing struggles.

Go Over Problem Areas

- If your tutee is still having problems with the material that you covered last time, do a more in-depth review and keep practicing those skills.
- If your tutee has fully grasped the skills that you went over last time, find out where your tutee is having problems and move on to a new subject.

Introduce a New Skill/Objective

- Provide a broad overview by explaining the skill/objective and how it relates to other skills and the student's life.
- Set realistic goals for the day. Tell your tutee what you plan to accomplish by the end of the session (i.e., 10 math problems or read 10 pages).

Teach the New Skill

- Work in short, meaningful units.
- Teach the new skill using your tutee's learning style, but reinforce new skills with activities that include all learning styles
- Be creative and imaginative.
- Have the student practice the skill.

Closure

- Try to end the session when the student has accomplished something positive. Don't end while the student is still struggling.
- Have the student summarize what s/he has been working on.
- Congratulate the student on the progress that s/he has made.
- Set goals for next week.
- Record the student's progress in the school journal after the student has left.

Tutoring Strategies

Here's some advice on how to make the most of each tutoring session.

Build self-confidence. Many of the students who need tutoring have low self-esteem and low self-confidence. The main obstacle in these students' lives is a lack of accomplishment in the classroom. If this becomes evident in your tutoring situation, tutor in small attainable steps so that your tutee easily achieves success. A basic principle of improving self-esteem is to listen to and acknowledge a person's feelings without judging him or her.

Expect the best. People live up to our expectations of them.

Be yourself. Students can tell if you're being phony or putting on an act.

Be consistent. Your presence on a regular basis shows your tutee that you care about his or her progress. It will also establish trust between the two of you.

Build interest. Be enthusiastic and creative. Try to relate what you're teaching to your tutee's interests and experiences.

Be a good listener, but stay on task. It's a good idea to talk about things going on in the student's life and in your own, but don't forget that you are there to tutor.

Giving your Tutee Positive Reinforcement

It's important to encourage, question, and respond to your tutee as you move through the lesson. Keep the following in mind as you carry out your tutoring session:

J Reinforcers are most effective when they are offered in the following manner:

- Immediately after positive behavior.
- By someone the child admires and trusts.
- When they are consistent and fun.

J Praise can include:

- Smiles of approval.
- An interested look.
- “Yes! You've got it!”
- “That's right! Good!”

J Other rewards include letting your tutee:

- Choose a favorite activity to do.
- Read a story with you.
- Take time to stretch.
- Walk around your work area.

What would you do?

- If your tutee **gives the right answer:**

- Wait for it to be complete.
- Congratulate the student.

- If your tutee is **hesitant to answer:**

- Let the student know it's okay to try, even if s/he gets the wrong answer.

- If your tutee **doesn't answer:**
 - Count to 30! (Wait a little while; sometimes students simply need time to consider the answer.)
 - Calmly ask the question again, rephrase it, or give a hint.

- If your tutee **gives an incorrect answer:**
 - Don't say "no," or "that's wrong," and never make fun of an answer.
 - Correct his or her work without being discouraging.
 - If the answer is incomplete or incorrect give the student clues.
 - Praise the student when s/he gets the answer right.

Tips for Tutors

- Sit beside your student, not across the table or desk from your student.

- Help your student practice good study skills.
 - Read the questions at the end of the unit before reading the unit.
 - Look for main ideas and headings to discuss before reading.
 - Help your tutee use a dictionary or the textbook's glossary for new vocabulary.
 - Help your tutee take notes on what s/he is reading.

- It helps some students to read to them. They tend to comprehend much better this way.

- Don't forget to offer praise.

Remember: Don't give up! It is important not to get discouraged if you feel you are not getting anywhere with your tutee or that they "don't need you." Remember that the effects of your help are often not noticeable until later and that the simple fact that someone wants to volunteer to help them can make them feel more comfortable.