

ELL Essentials for New Tutors

Alberta Routes

Tip Sheet 5

Four Steps to Success

1. Plan

- Know learners' needs.
- Develop detailed lesson plans that address the learners' immediate and long-term goals.
- To keep them motivated, involve learners in identifying goals for the lessons and activities.

2. Implement

- Facilitate lessons according to a lesson plan but be flexible and respond to emergent life circumstances.

3. Assess

- Evaluate learners' progress informally and formally.
- Create "real-world tasks" as much as possible.
- Keep organized and accurate records.

4. Reflect:

- Regularly consider teaching style and how the learners react to it.
- Adjust teaching methods and materials as required by the learners, their goals, and circumstances.

Top Tips for Success

- **Prepare**
 - The secret to being flexible and addressing learners' needs is to over-prepare, especially when you are new.
 - Having various activities at your fingertips will make you confident, help ease between activities, and give you another choice if something doesn't work.

- **Model**
 - The best way to explain is to give an example.
 - Don't assume learners understand what are assumed to be "simple steps."
 - Show them what the finished product will look like.

- **Be Aware**
 - Learners are who people, with many elements making up who they are.
 - Don't assume.

- **Silence is Golden**
 - Give learners time to answer.
 - Allow silence to occur.
 - Limit your "teacher talk."

Professional Development Opportunities

Alberta Routes	https://albertaroutes.norquest.ca/services/workshops.aspx NorQuest College's Alberta Routes program provides workshops, mentoring, and an extensive collection of resources. Contact a regional Advisor to create training specific for your learners, program, and community
ATESL	https://www.atesl.ca/ ATESL is the provincial organization that offers training through yearly conferences and local chapter meetings.
TESL Canada	https://www.tesl.ca/

	TESL Canada is the national organization that offers training through conferences and professional accreditation.
Tutela	https://tutela.ca/PublicHomePage Tutela is the largest, national online community for ESL professionals and offers, for members only, training and instructor-created materials

What to Teach, How to Teach it, and Resources to Teach With

Skills to focus on	Resources
Four language skills: <ul style="list-style-type: none"> • Listening • Reading • Speaking • Writing 	<ul style="list-style-type: none"> • <u>Alberta Routes Workshops</u> <ul style="list-style-type: none"> ○ Strategies for Teaching Reading, Listening, Writing ○ Interactive Strategies for Teaching Speaking • <u>Centre for CLBs</u>
Grammar: <ul style="list-style-type: none"> • Verb tenses • Pronoun usage • Punctuation • Capitalization • Sentence structures 	<ul style="list-style-type: none"> • <u>Alberta Routes Workshops</u> <ul style="list-style-type: none"> ○ Strategies for Teaching Grammar • <u>English 4U</u> • <u>English Club</u>
Vocabulary: Focus on the language that the learners need to know for their life circumstances, including idioms,	<ul style="list-style-type: none"> • <u>Alberta Routes Workshops</u> <ul style="list-style-type: none"> ○ Teaching Idioms ○ Tips and Tools for Successful Conversation Groups ○ Developing Vocabulary in EAL Learners • <u>You Tube - Arika Okrent</u>

jargon, and other specialized language.	<ul style="list-style-type: none"> • Ted Talks • ESL Video
Pronunciation: <ul style="list-style-type: none"> • Individual sounds • Intonation • Linking words • Phrasing 	<ul style="list-style-type: none"> • Alberta Routes Workshops <ul style="list-style-type: none"> ○ Foundations for Teaching Pronunciation ○ Strategies for Teaching Pronunciation ○ Tips and Tools for Successful Conversation Groups • Rachel's English • Randall's ESL Listening Lab
Pragmatics: <ul style="list-style-type: none"> • Politeness • Taking turns in conversation 	<ul style="list-style-type: none"> • Alberta Routes Workshops <ul style="list-style-type: none"> ○ Pragmatics (Soft Skills) • NorQuest Pragmatic Patterns for Business

Alberta Routes Workshops

<https://albertaroutes.norquest.ca/events.aspx>

Next Review Date

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Revision History

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