

Project Read
Continuing Education Class for Tutors
April 24, 2007

The Invisible Tutor

General Suggestions

1. Before you take time off from tutoring, talk with your learner about what he/she would like to accomplish while you are away.
 - Reinforce skills which have already been introduced in your tutoring sessions: phonics, spelling, writing/grammar, etc.
 - Finish an assignment that he/she has already begun: newsletter article, distance learning exercise, journal writing, etc.
 - Work on new exercises/assignments: spelling/writing workbooks, computer learning software, etc.
2. As a team, talk about the preparation your learner will need in order to work independently while you are away.
 - What resources will your learner need access to--computer lab software/Internet access, writing journal, workbook exercises?
 - What can you do to make it easier for your learner to work successfully on these assignments? For example, you probably want to review each exercise you are assigning and go over specific examples together in order to model exactly what your learner is being asked to do.
3. Come up with an agreed upon timeline for when your learner should finish the assignments. You might even suggest that you both stay in contact via e-mail while you are gone. This could be a way for your learner to keep you updated on his progress and maybe even ask questions.
4. If necessary, you may want to speak with the Project Read staff about what your learner will be working on while you are away, in order to coordinate support.