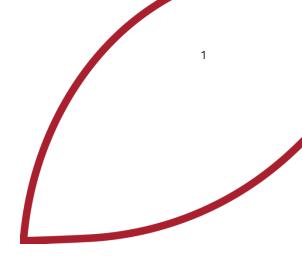


# ELL Essentials for New Tutors



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

- $\circ$  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

- Leaners are who people, with many elements making up who they are.
- o 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
<ul> <li>Four language skills:</li> <li>Listening</li> <li>Reading</li> <li>Speaking</li> <li>Writing</li> </ul>	<ul> <li><u>Alberta Routes Workshops</u> <ul> <li>Strategies for Teaching Reading, Listening, Writing</li> <li>Interactive Strategies for Teaching Speaking</li> </ul> </li> <li><u>Centre for CLBs</u></li> </ul>
Grammar: • Verb tenses • Pronoun usage • Punctuation • Capitalization • Sentence structures	<ul> <li><u>Alberta Routes Workshops</u> <ul> <li>Strategies for Teaching Grammar</li> </ul> </li> <li><u>English 4U</u></li> <li><u>English Club</u></li> </ul>
<b>Vocabulary:</b> Focus on the language that the learners need to know for their life circumstances, including idioms,	<ul> <li><u>Alberta Routes Workshops</u> <ul> <li>Teaching Idioms</li> <li>Tips and Tools for Successful Conversation Groups</li> <li>Developing Vocabulary in EAL Learners</li> </ul> </li> <li><u>You Tube - Arika Okrent</u></li> </ul>

jargon, and other specialized language.	<ul> <li><u>Ted Talks</u></li> <li><u>ESL Video</u></li> </ul>
<ul> <li>Pronunciation:</li> <li>Individual sounds</li> <li>Intonation</li> <li>Linking words</li> <li>Phrasing</li> </ul>	<ul> <li><u>Alberta Routes Workshops</u> <ul> <li>Foundations for Teaching Pronunciation</li> <li>Strategies for Teaching Pronunciation</li> <li>Tips and Tools for Successful Conversation Groups</li> </ul> </li> <li><u>Rachel's English</u></li> <li><u>Randall's ESL Listening Lab</u></li> </ul>
<ul> <li>Pragmatics:</li> <li>Politeness</li> <li>Taking turns in conversation</li> </ul>	<ul> <li><u>Alberta Routes Workshops</u> <ul> <li>Pragmatics (Soft Skills)</li> </ul> </li> <li><u>NorQuest Pragmatic Patterns for Business</u></li> </ul>

## **Alberta Routes Workshops**

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

### **Next Review Date**

January 2026

## **Revision History**

Originally created by Linda Manimtim June 2020: Martha Urquhart January 2024: Karen Cook-Newbury