**Tutoring Tips**

The following tips will provide you with the guidelines necessary to function effectively as a tutor:

* Learn your tutee’s name and pronounce it correctly.
* Give your tutee your undivided attention while you are tutoring him/her.
* Listen to your tutee. Let him/her think and speak. This is called “wait time”.
* Establish good rapport with your tutee. Let him/her know that you care by showing trust, respect, and acceptance.
* Build the tutee’s confidence whenever possible.
* Make sure the tutee understands the purpose of tutoring. You are there to help them learn the material for themselves…not feed them the right answers.
* Be familiar with the vocabulary needed to converse with your tutee. This means subject vocabulary and vocabulary at the level of your tutee.
* Determine your own attitudes about school, teachers, teaching and learning. Be sure not to allow them to influence your behaviour during a tutoring session in any negative way. Do not talk negatively about your sponsor teacher with your tutee – everyone here is working together on the same team.
* Talk to the supervising teacher and make sure that the work is being covered in the manner assigned.
* Be relaxed and friendly during all sessions.
* Know the skills on which you are working for each tutee.
* Use academic language and clear pronunciation during your tutoring sessions.
* Never let your tutees struggle with their answers to the point of frustration – Find a new way in.