

Initial Meeting – Tutors and Students

A WR staff or intern will connect with you and schedule a time for you to meet with the student together, either in the office or at the student's home. Please make every effort to arrive on time; if you cannot make it, please call the staff member as soon as possible to reschedule. This meeting should only take 15-30 minutes.

Things to bring:

- ELT Volunteer Agreement
- Clean notebook or copy paper
- Colored pens or pencils
- Calendar/Planner (see below)
- Phone conversation script (see below)

Things to do:

- Introduce each other – write down names (this will help you know if student is literate)
 - o Tip: If the spelling of your name is not phonetic, write it correctly, but also write it phonetically. Example: Joseph – JO SEF. Sarah – SE RA.
- Swap schedules – Using a calendar, write down times when you work or have weekly commitments. Then find out when the student works or has commitments. Do they have any upcoming appointments? If they have children in school, find out when the children come home from school every day. Write these times down (maybe in a different color). Always address your questions to the student, but the staff member may need to help with communication clarity.
- Set up first lesson – Look at both of your schedules, and find a time in the next week when you can meet for an hour. Write it down on the calendar and circle it. If you are not at their house, find out where they live, and let them know you will come to their house at that time. Make sure they know it is important that they are at home at that time.
 - o Tip: It might be easier and less frustrating to schedule only 1 or 2 lessons at a time. Just look at the calendar together before you leave their house after every lesson.
- Exchange phone numbers – Make sure your phone number is in their phone, and theirs is in yours. Point to the day before your first lesson on the calendar, and indicate that you will call them that day to confirm your lesson time. Find out if they can text, and if they would rather you call or text. Use the scripts below to practice confirming or cancelling lessons. Make sure they know to call/text you if they cannot meet.

Phone Conversation Scripts

Greeting:

A: Hi _____, this is _____! How are you?

B: Hi _____! I'm fine, thank you. How are you?

A: I'm fine, thank you!

Confirmation:

A: Can I come to your house tomorrow at 2:00 for English class?

B: Yes, that is fine. I will be here.

A: OK, good. I will see you then!

B: See you tomorrow!

Cancellation:

A: I'm sorry, but I cannot meet tomorrow for English class.

B: OK, can you meet at a different time?

A: Yes, I can meet on Friday at 5:00. Is that ok?

B: Yes, that is fine. Thank you!