

Helping Lincoln Students – A Checklist

Lincoln International High School

Thank you for coming to Lincoln International High School and working with our students. Our students have a lot of things to learn, and only a little time to learn them. The most important thing many of them must learn is how to communicate in English.

Sometimes our students are overwhelmed by the amount of information they must absorb, and develop a sense of “learned helplessness.” Your actions as a tutor or classroom assistant can help empower students so that they develop the skills necessary to obtain the knowledge they need.

We encourage you to be innovative and to find an individual tutoring style that works for you. This checklist below is a list of effective strategies to help guide you.

- ❑ **Get to know your students.** Make sure you know the name of the student you’re working with. Make sure they know your name. Make small talk, it will help you and the student enjoy the experience.
- ❑ **Correct English mistakes.** When working with our students tutors sometimes finish their sentences for them or nod and smile when they are incomprehensible, in an effort to be polite. Please correct our students in English and help them with their pronunciation and grammar. It’s okay to ask them to repeat something several times if you don’t understand or if they’re not speaking clearly. If you’ve ever learned a language you know that you cannot improve unless you are corrected.
- ❑ **Help one student at a time.** We say that “the squeaky wheel gets the oil,” but a room full of squeaky wheels gives everybody a headache. Students can be assertive and even aggressive when seeking help, please show them that you are being fair by not allowing yourself to be monopolized or side-tracked.
- ❑ **Try to give instruction, not just answers.** Just like any teenagers, our students are eager to get their assignments done as fast as possible with minimal effort. However, an assignment completed through spoon-fed answers or copying is a missed opportunity for learning. Instead of answering their homework question for them, pose and answer a related question that can serve as an example.
- ❑ **Take every opportunity to have students read.** Before helping a student with a homework question, have them read the question to you and correct their pronunciation. After students have finished a question, have them read their answer to you.

