

GOAL SETTING - I DON'T NEED THEM. DO I?

Goals...

Are individualized

Provide focus for you and the learner

Help you plan lessons

Help a learner understand his/her progress

Can change!



Work with your learner to:

- ✓ Identify long- and short-term goals
- ✓ Prioritize these goals
- ✓ Keep the goals **SMART**
- ✓ Write them down!
- ✓ Recognize progress through successful completion of many small steps



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Specific
Measurable
Action-oriented
Realistic
Time-bound

Leesburg Tutor, Learner, &
Literacy Contact
They set goals and achieved
them in 2009!



[Learn more](#) – goal setting

We all realize that learner's goals serve as the basis for your lesson plans but sometimes they can get lost in the shuffle and excitement of working with your learner. These strategies should help you develop long- and short-term goals with your learners and track your success.

One of the most frustrating experiences for both tutors and learners is the sense that you are not making any progress. Establishing goals provides you with a system to track progress and a process for sharing success and achievements with the learner. This is such a necessary factor in maintaining motivation and enthusiasm!

Getting Started

Before you meet with your learner review the learner information form and, if available, the learner orientation form (assessment) to refresh yourself on any goals already identified by the learner.

- Write down some questions that will assist you in creating long- and short-term goals with the learner.
- Consider some ideas that may help in elaborating on or refining these goals.
- If no goals have been indicated, prepare questions that will help the learner identify goals.

A preview

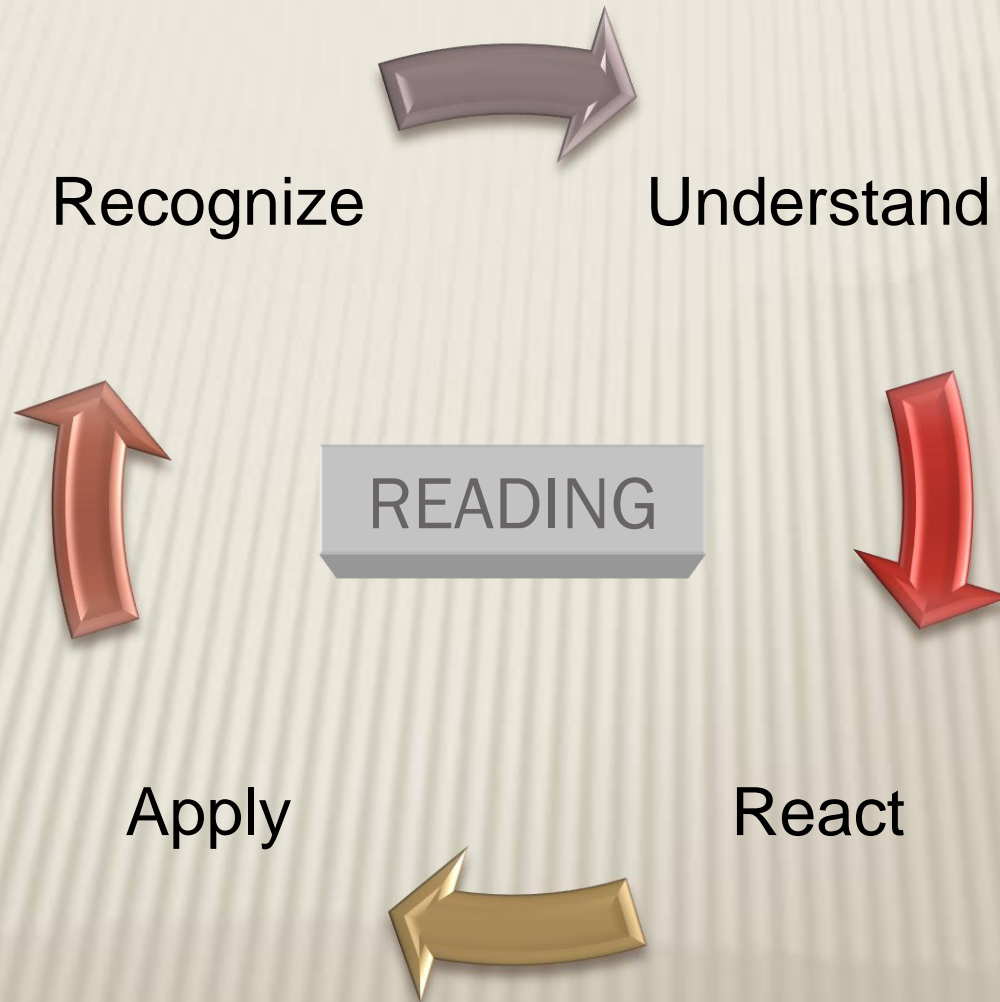
READING SKILLS

Reading is the ability to actively construct meaning from written text in order to meet individual needs.

Comprehension is the essence of reading.

without **COMPREHENSION**, reading does not occur.

THE READING PROCESS



A preview

WRITING SKILLS

STEPS IN THE WRITING PROCESS

1. **Rehearse**
Decide what to write about
2. **Draft**
Get it down on paper without worrying about being correct
3. **Revise**
Clarify and expand the content
4. **Edit**
Make final improvements or corrections
5. **Publish**
Share the writing with others

REVISING - MAKING IT HAPPEN...IT'S A PROCESS

Clarify and expand the content.

Help the writer improve the work by discussing it. There are many different approaches you can take:

- + Ask the learner what the piece is about, who the audience is, and what that audience should know, feel, or learn from the writing.
- + Ask the learner to read the piece to you and then discuss the content. This is especially helpful if the learner is embarrassed about spelling or handwriting. It isn't necessary for anyone else to see the first draft.

REVISING - MORE HELPFUL HINTS

Use the following questions:

- × “Is the topic clear?”
 - × “Are there enough supporting details, examples, or reasons?”
 - × “Can any details be added, changed, or taken out to make the ideas clearer?”
 - × “Are all ideas arranged in a logical order?”
- × Ask the learner to listen critically as you read the pieces. Then ask, “Does it say what you want it to say? What do you like best about it? How can you improve it?”

REVISING - A FEW MORE IDEAS

Whatever form this feedback session takes, remember to praise. Make suggestions in the form of questions:

“What would happen if...?”

“How would it sound if...?”

“How could you help the reader to better (see, hear, imagine)...?”

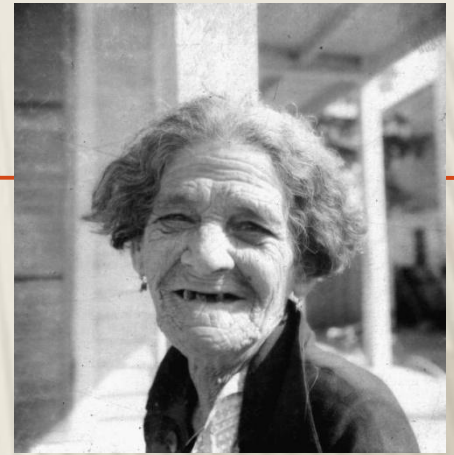
“How would you summarize in one sentence what you (felt, thought, imagined)...?”

“What else did you (notice, feel, say) when this happened?”

After discussing the draft, the learner may be satisfied with it. If not, the learner can revise the piece as often as necessary until the content is acceptable. The learner decides what to change.

WOMAN WORKER

By Silvia



When I watch this photo, I think in all the grandmother; but in special in my grandmother, today she has eighty years old.

Always She worried about her children and then by the grandsons. She is very worker. She has very great heart, the appearance does not say to you how she is. Her feelings and her amiability is the true value.

To think how to help other people she forgotten herself, but that makes a great human.