

# Vision LITERACY

Partners Creating Opportunities

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[www.visionliteracy.org](http://www.visionliteracy.org)

## Tutor & Volunteer Newsletter

March 2010

### SPACE AVAILABLE FOR STUDENTS IN ESL AND COMPUTER CLASSES IN GILROY

Vision Literacy has openings for students in its ESL and computer classes in Gilroy. ESL classes are offered at the Gilroy Apartments on Mondays, Wednesdays and Fridays from 10 a.m. to noon, and on Tuesdays and Thursdays from 6:10-8 p.m. Computer classes are offered at Eliot School on Mondays and Wednesdays from 6:15-8:30 p.m. Interested learners should contact the Gilroy office at 408.848.5366.

### ONE MORE CHANGE...



Vision Literacy recently said farewell to Kristin Seitz, who had served as associate manager of communications off-and-on for three years. She has accepted a short-term position supporting an engineering group at Adobe.

### VOLUNTEER NEEDED FOR FUNDRAISER

Vision Literacy is looking for a volunteer to coordinate its participation in the annual Macy's Community Shopping Day in May. This fundraiser nets nearly \$4,000 for our organization every year – a substantial sum, especially during these tight times. The Shopping Day coordinator must be able to attend a few brief informational meetings at Macy's in San Jose, distribute tickets to board members, and recruit several additional volunteers to work at the event. Interested volunteers can call Pat at 408.262.1349.

### COOKBOOKS COMING SOON!

Looking for new recipes to freshen up dinner? Vision Literacy's cookbook will be ready soon. Make sure there's a copy reserved for you by calling the office at 408.262.1349.



### TUTOR TIP: DON'T TALK TOO MUCH

Almost all tutors (like almost all teachers) tend to talk too much in the tutoring situation. In trying to be helpful and teach learners what they need to know, tutors tend to overexplain, giving more information than is actually needed and often spending precious time on things learners already know. The trick here is to engage learners in true discussion. You need to remember three rules to get your learners talking:



1. Don't explain anything you don't have to explain. Find out what your learners need to know about a problem or question before launching into an explanation.
2. Ask questions your learners can answer. For the most part, this means asking questions about the learners' thinking and their approaches to problem-solving, such as "What do you think this problem wants you to do?"
3. Make sure you allow enough "wait time" for your learners to think through the questions you are asking. Most tutors don't wait very long after they ask a question, and when they don't get an answer immediately, they simplify the question, ask it again in different words, or even answer the question themselves. Waiting time helps encourage learners to participate in the discussion.

*This month's tip was excerpted from **The Volunteer Tutor's Toolbox** by Beth Ann Herrman.*

Tutors: Please submit your monthly progress report by mail or online at [www.visionliteracy.org](http://www.visionliteracy.org). Reports are due April 3. Thank you!