

# **K-12 PALMA TUTORING**

## ***(IN A NUTSHELL)***

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### **1) Know the background of your student!!!**

- What country are they or their parents coming from?
  - o History, culture, political situation, relationships with the United States?
  - o How long have they been here?
- Where do they go to school?
  - o How long have they attended this particular school?
  - o Are they involved in any extracurricular programs?
  - o Do they have a favorite teacher/subject?
  - o Do they have a least favorite teacher/subject? Why?!
- What is their family life and community like?
  - o Lots of family in the area?
  - o Things they like to do in their free time?
  - o **GET TO KNOW THE FAMILY OF YOUR STUDENT.** Be bold. Make sure to introduce yourself to your student's family

### **2) Identify and set reasonable goals for the semester**

Helping your student finish their homework is an encouraged use of tutoring time. Always working on homework, however, can become monotonous, and it may not always address where your student needs the most attention. Some ideas:

- Determine the level of English and English grammar your student has, to the best of your ability
  - o Use homework to determine if they are at the level they should be or not
  - o Utilize books to determine reading/comprehension level. (Comprehension is key!):
    - formulate some simple questions to finish after reading
    - have your student identify different grammatical constructs within a passage
    - if your student enjoys creative exercises, have them expand upon what they read by continuing the story, writing a letter to one of the characters, etc.
- Identify subject areas where your student has problems

- This may be self evident from problem areas with homework; the student may also be upfront with what they need to work on
- Ask the parents if there is a particular subject area that they feel should be improved
- Get into contact with the students teacher/s! (Use teacher contact info sheet)
- Set goals that are reasonable to accomplish in 1 semester
  - One semester is a relatively short period of time. Be effective with your time together by

### **3) Identify learning strategies of your student**

## **VISUAL? AUDITORY? TACTILE? COMBINATION?**

### **Also: global, sequential, analytical, etc...**

Understanding the learning styles of your student can greatly improve the enjoyability and effectiveness of your tutoring sessions. Take the time to read the material included in this packet and moreover, use it to better understand your student's preferences.

### **4) What motivates your student?**

As you get to know your student, you will better understand what motivates them. Identify sports teams, TV characters, celebrities, favorite musicians/bands that your student finds interesting and incorporate them into educational exercises. Taking this extra step will make it more interesting for both yourself and the student!

Some ideas:

- Computer time
  - There are great online resources available to supplement homework, problem areas
  - Learning new computer skills
- High fives
  - Ryan on the e-board swears by this one, especially when working in multiple student groups. Give your student a high five once their done with their homework/task. Cristian also emphasizes the importance of positive, physical contact in latino culture, such as high fives, head rubs, pats on the back
- Try to incorporate some kind of fun games that use some basic skills for when students finish or become discouraged with their homework.
  - Hangman is often a big hit.

# Learning Styles - Global and Analytic

## Are You a Global Learner or an Analytic Learner?

**What's a Learning Style? Can a learning style affect your study habits? You may want to look into these questions if you've ever read a paragraph or two and realized that the information didn't sink in at all--even when you try a second time.**

Have you found yourself asking for the teacher's directions to be repeated? Sometimes things just don't stick. What's going on? Is something wrong?

There's good news and bad news. The good news is, there is absolutely nothing wrong with you! The truth is, everybody's brain is different, and each brain prefers to take in information in a particular way.

Your brain is special. If you get to know your brain's "preferences," you can improve your ability to understand and remember things.

The bad news? You'll have to do a little homework to figure out the best way to go about doing your homework! It will take a little time to figure out your best learning style and find out how your brain likes to receive information. But once you figure this out, your study time will be much more pleasant and rewarding.

## How Does Your Brain Work?

Experts have come up with many ways to measure how our brains work, how we learn, and how and why we remember things. They even spend a lot of time arguing and disagreeing about their findings. The research is extensive--and it's complicated.

This article is less scientific and it has one goal: to make you understand that your brain is special, and that you can determine how to find your own special way of learning and remembering.

You may have heard about companies that specialize in improving your grades. How do you think they do this? They give you tests to determine your cognitive style, or find out how your brain works, then they teach you how to study in a way that your brain "likes."

To a certain extent, you can do this yourself!

## Big Picture or Little Parts?

Some psychologists say that people view problems or new information in two ways: they either see a big picture or they see a group of little parts.

For instance, some history students will think of the Civil War as one large event with a series of battles and a specific outcome. They seem to view things as "big picture" events.

Other students will view the Civil War as a series of specific events that favored one side at times, and the other side at other times. The parts of the whole stand out most to these students: the battle places, individual victories, or maybe the soldiers themselves.

Neither way is better. However, by understanding your cognitive style, you may understand why you find yourself reading and not understanding.

For instance, if you are a holistic or "big picture" learner, you are more concerned about understanding the entire chapter than one paragraph. If you read over a complicated or boring paragraph, you are more likely to skim over information in an effort to get to the big message.

If you come across a paragraph you don't understand, you are likely to shrug, go on reading, then (hopefully) re-visit certain paragraphs once you get a big picture in your head.

On the other hand, an analytic or "little parts" person may be more likely to get hung up on a tough concept or paragraph. It is essential for this kind of learner to understand each part, in order to understand the whole.

Read more about [Global Learning](#) and [Analytic Learning](#).

You can also [explore other tips and learning styles](#). Find out whether you learn best by seeing, hearing, or acting out the information. It will pay off!

### **An analytic person likes to learn things step-by-step, or sequentially.**

Sound familiar? If so, look over these characteristics to find out if these traits hit home, as well. Then you may want to capitalize on the study recommendations and improve your study skills.

### **Are You a Sequential Learner?**

- A analytic or sequential learner may be more likely to respond to a problem with logic first, instead of emotion.
- If you're a sequential learner, you may feel the need to understand each part of an algebra equation.
- You may be good with time management, and you probably get to school on time.
- You tend to remember names.
- Your notes may be divided and labeled. You categorize things a lot.
- You plan ahead.

## Problems

- You may get hung up on details when reading. You have to understand something before you move on.
- You might get frustrated easily with people who don't understand things as quickly as you do.

## Analytic Style Study Tips

Do you become frustrated when people assert opinions as facts? People who are very analytic learners might. Analytic learners like facts and they like learning things in sequential steps.

They are also fortunate, because many of their preferred methods are used in traditional teaching. Teachers also enjoy giving tests that favor analytic learners, like true and false or multiple choice exams.

Since your learning style is compatible with traditional teaching styles and you enjoy order, your biggest problem is getting frustrated.

An analytic learner may benefit from the following:

- **Ask for clear rules.** You need clarity. Without rules, you might feel lost.
- **Don't get frustrated by opinions.** Some students may offer opinions in class, especially the holistic learners who want to make comparisons! It is just their way of understanding, so don't let it bother you.
- **Don't worry about not finishing a task.** You may not want to move on to a new task if something (like a lack of supplies) interferes with your work. Try not to get hung up. Sometimes it's okay to move on and re-visit a project later.
- **Don't worry if things don't seem logical.** We don't make the rules sometimes. If you come across a rule that doesn't make sense, don't let it bother you to distraction.
- **Group your information.** Analytic learners are good at categorizing information. Go ahead and place your information into categories. It will help you recall the information when you need it.
- **Sit in the front of the class, to avoid distractions.** If you're annoyed by rowdy or talkative students in the back of the class, try to sit where you won't notice them.
- **Don't worry about big concepts right away—give yourself time.** If you're reading a book or chapter and you don't seem to be "getting the message," give it time. You may need to know all the details first, and then put them together.
- **Take things step-by-step, but don't get hung up.** If you're doing a math problem with an equation, don't get hung up if you don't understand a certain step. Take a leap of faith!

- **Ask for specific goal.** Analytic learners may feel the need to understand the specific goal before they can get into a project. Go ahead and ask for clear goals if you need them.

You may want to check out the characteristics of a [global learner](#).

You can also discover the characteristics of students who learn best by [seeing, hearing, or experiencing](#).

## Improve Your Study Skills with More Effective Learning Methods that Fit Your Personality

<http://homeworktips.about.com/od/homeworkhelp/a/lstyleqz.htm>

*(Even if your student does not take this quiz (on paper or online), the questions will give some insight into determining their preferences. Don't be afraid to ask them.)*

Do you learn better by seeing, hearing, or acting out the information you receive? In other words, are you a mostly visual, auditory, or kinesthetic learner? Actually, everybody learns by mixture of methods, but one method or type is usually dominant in each person. By determining your dominant learning style you can improve your memory and your grades. This quiz will help you determine which learning style is best for you. It would be a good idea to check out other tests and web sites and compare the results. Have fun!

Question: 1. When I study I like to

- Explain the information to someone else
- Use a highlighter to emphasize points
- Use a chanting rhythm to memorize

Question: 2. I like to study

- In a group so I can listen to others
- Alone in a quiet place
- With one other person using role playing games

Question: 3. I remember things best if I

- Write things down and read them back
- Make lists and write them over and over
- Record the information and listen

Question: 4. I like to learn using

- Labs and demonstrations
- Photographs and diagrams
- Rhymes and chants that I make up

Question: 5. Sometimes when nobody is around I will

- Draw a picture showing a process I need to understand
- Act out information
- Create songs with my homework information

Question: 6. I remember things most when I

- Say them
- Hear them
- Read them

Question: 7. I have trouble remembering information if I

- Can't take notes
- Can't discuss it in class
- Read it and don't talk about it in class

Question: 8. I remember

- Names and faces if I can shake hands
- Faces
- Names

Question: 9. When I study for a test I like to

- Trace pictures , diagrams , and charts with my finger
- Make an outline
- Read out loud



**You are a very auditory learner.**

You may have memorized lots of songs since you learn best by listening. You may get distracted by background music. You might do well in a debate class, since you are probably a great speaker. You may have a career in radio! You can remember names but you don't always remember faces. You may not have the best handwriting. When traveling to a new place you may prefer to follow verbal directions instead of a map. You would benefit from recording lectures and listening to the tapes when you study for a test.

**You re a visual and auditory learner.**

You can benefit by using a combination of sight and sound when studying. You might use the phrase "I hear what you're saying" often. You can pick up information most easily by listening and reading. You may like to see class demonstrations, diagrams and other visual aids, and you benefit from watching video presentations. You can benefit by taking notes and reading them out loud. You would do well in a study group. You can memorize things by turning them into rhymes. You probably enjoy speaking in class.

**It's a tie!**

You do not have one specific dominant learning style. This is a good thing! You can learn by reading, hearing, and experiencing new things. In a class you probably like to experience a variety of teaching methods; for instance, you enjoy learning by listening to lectures, watching videos, or taking part in labs and role playing games. You might get bored if the teacher uses only one method in the classroom. You enjoy reading but you're also active. You may have a large collection of music or something else that interests you. Your interests are broad.

**You are a tactile and auditory learner.**

You enjoy music and dancing. You would be great on a debate team or in drama classes. You probably have a large music collection and you enjoy handheld games and gadgets. You could benefit in your studies by using a combination of sound and activity. For instance, you can benefit from listening to lectures but you would benefit even more by participating in an active discussion of the material. You may have trouble comprehending written material until you are able to discuss it, draw it, outline it, or perform it in some way. You probably enjoy classes that are active and allow you to speak out, like speech classes and foreign language classes. You're probably involved in sports.

**You are a very auditory learner.**

You may have memorized lots of songs since you learn best by listening. You may get distracted by background music. You might do well in a debate class, since you are probably a great speaker. You may have a career in radio! You can remember names but you don't always remember faces. You may not have the best handwriting. When traveling to a new place you may prefer to follow verbal directions instead of a map. You would benefit from recording lectures and listening to the tapes when you study for a test.

## **TACTILE LEARNERS**

Tactile or kinesthetic learners are those who learn through experiencing/doing things. For this reason, tactile learners may become bored more quickly than other students while listening to a class lecture.

Tactile learners like to experience the world and act out events. To remember a phone number, tactile learners may remember the pattern of their fingers as they press the numbers.

Tactile learners can remember complicated directions once they've acted them out.

Look over these traits to see if they sound familiar to you. You may be a tactile learner if you are someone who:

- Is good at sports.
- Can't sit still for long.
- Is not great at spelling.
- Does not have great handwriting.
- Likes science lab.
- Studies with loud music on.
- Likes adventure books, movies.
- Likes role playing.
- Takes breaks when studying.
- Builds models.
- Is involved in martial arts, dance.
- Is fidgety during lectures.

### **Kinesthetic Learners Can Benefit from:**

- Studying in short blocks.
- Taking lab classes.
- Role playing.
- Taking field trips, visiting museums.
- Studying with others.
- Using memory games.

### **Worst Test Type:**

Long tests, essays.

### **Best Test Type:**

Short definitions, fill-ins, multiple choice.

# VISUAL LEARNERS

Visual learners are those who learn things best through seeing them. Visual learning students like to keep an eye on the teacher by sitting in the front of the class and watching the lecture closely. Often, visual learners will find that information "clicks" when it is explained with the aid of a chart or picture.

Have you ever drawn pictures of a biology process as you studied for a test? This may be a sign that you have instinctively practiced visual learning techniques. Look over the characteristics below to see if they sound familiar. A visual learner:

- Is good at spelling but forgets names.
- Needs quiet study time.
- Has to think awhile before understanding a speech or lecture.
- Likes colors & fashion.
- Dreams in color.
- Understands/likes charts.
- Is good with sign language.

## Learning Techniques for Visual Learners

- Draw a map of events in history or draw scientific process.
- Make outlines of everything!
- Copy what's on the board.
- Ask the teacher to diagram.
- [Diagram sentences!](#)
- Take notes, make lists.
- Watch videos.
- [Color code words, research notes.](#)
- Outline reading.
- [Use flashcards.](#)
- Use highlighters, circle words, underline.

## Best Test Type for Visual Learners:

Diagramming, reading maps, essays (if you use an outline), showing a process

## Worst test type:

Listen and respond tests

# AUDITORY LEARNERS

Auditory learners are those who learn best through hearing things. They may struggle to understand a chapter they've read, but then experience a full understanding as they listen to the class lecture.

Auditory learners may have a knack for ascertaining the true meaning of someone's words by listening to audible signals like changes in tone. When memorizing a phone number, an auditory learner will say it out loud and then remember how it sounded to recall it. Does any of this sound like you?

Look over these traits to see if they sound familiar to you. You may be an auditory learner if you are someone who:

- Likes to read to self out loud.
- Is not afraid to speak in class.
- Likes [oral reports](#).
- Is good at explaining.
- Remembers names.
- Notices sound effects in movies.
- Enjoys music.
- Is good at grammar and foreign language.
- Reads slowly.
- Follows spoken directions well.
- Can't keep quiet for long periods.
- Enjoys acting, being on stage.

## **Auditory Learners Can Benefit from:**

- Using word association to remember facts and lines.
- Recording lectures.
- Watching videos.
- Repeating facts with eyes closed.
- Participating in group discussions.
- Using audiotapes for language practice.
- Taping notes after writing them.

## **Worst test type:**

Reading passages and writing answers about them in a timed test.

## **Best test type:**

Auditory Learners are good at writing responses to lectures they've heard. They're also good at oral exams.

# Assignments

<http://homeworktips.about.com/od/paperassignments/u/Assignments.htm>

By [Grace Fleming](#), About.com Guide to Homework / Study Tips

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