

^^\*\* 记得看到最后~

## 1. Lesson preparation

Check the [ISFEEA LESSON TIMETABLES](#) to know who your students are. After that, please contact your students via WeChat and ask for their basic information (name, grade level, **what they want to learn**, how they wish to learn, etc.).

	A	B	C	D	E	F	G
14	13:30-14:00						
15	14:00-14:30						
16	14:30-15:00	刘虹铭 (初三) /Priscilla					
17	15:00-15:30						
18	15:30-16:00						
19	16:00-16:30						
20	16:30-17:00		李仁嫻 (初三), 哈 布 (高二) /Jethro				
21	17:00-17:30						
22	17:30-18:00						
23	18:00-18:30						
24	18:30-19:00						
25	19:00-19:30						
26	19:30-20:00						
27	20:00-20:30						
28	20:30-21:00						
29							
30							
31	周日 10/17 10/24						
32							
33	8:00-8:30	张欣桐, 许芷菡, 许方瑜, 许恩全 (初二) / Michelle, Ashley and Leo					
34	8:30-9:00						
35	9:00-9:30		许鑫鑫, 朱雨晴, 张 琪琦, 柯佳威 (初 二) / Lucie and Dabria	吴鸿霖, 权佳滢, 柯 筱彤, 许丽坤, 陈海 (初二) / Emily and Terri	张灵, 吴舒雅, 罗京 生, 吴耀棣 (初二) / Charlotte and Cherry		
36	9:30-10:00						
37	10:00-10:30						
38	10:30-11:00						
39	11:00-11:30	阿说付吉木 (初 三) / Chun Ho				吴伟彬, 刘莹琰, 张 天发, 柯楚涵 (初 二) / Alina and Ally	张贻灿, 许俊榕, 许 宛颖, 王保霖 (初 二) / Kaden
40	11:30-12:00						
41	12:00-12:30						
42	12:30-13:00						
43	13:00-13:30						
44	13:30-14:00						
45	14:00-14:30						
46	14:30-15:00						
47	15:00-15:30						
48	15:30-16:00						
49	16:00-16:30						
50	16:30-17:00						
51	17:00-17:30						
52	17:30-18:00						
53	18:00-18:30						
54	18:30-19:00						
55	19:00-19:30						
56	19:30-20:00						
57	20:00-20:30						
58	20:30-21:00						
59							
60							

+

≡

CALENDAR ▾

1 ENGLISH OCTOBER ▾

MATH OCTOBER ▾

Tutors ▾

2021-2022 英文支教学生大群 (46)

Yesterday 22:03

%Luvyeon\_

ok

08:32

目前学生的分班情况已经确定。如果后续因时间冲突等因素需要换班之间自行协调、上课时告知对应小老师即可。

21:10

@%Luvyeon\_ @Nelson @Chun Ho @Leo @Chelsea @Cherry Li @mt 照课表添加自己学生的微信并组建群聊 Dear tutors, please reference students' WeChat and create group chats with your students

Group Name

2021-2022 英文支教学生大群

Remark

The name is only visible to you.

Group Notice

各位家长和学生晚上好, 请查看...

Search

六中 哈布

许艳琳

罗马京生十杨晓霞

阿哲

许芷菡

^^\*\* 记得看到最后～

Please then create a folder in the format [students' names/ your name] . For English tutors, please create the folder within the [English Tutoring Folder](#), and for maths, the [Mathematics Tutoring Folder](#). The folder you created would be the place you place the lesson slides and your notes on student conduct (if any).

#### Preparing for the first lesson

1. Study their curriculum and have a taste of their textbooks (provided in the resource session)
2. Based on their curriculum, design a ppt that includes critical aspects of their curriculum (eg. for math tutors do include some geometry)
3. If you are a math tutor, and if you are a bit unfamiliar with their style of questions, do practice some on your own or else you will shame yourself in front of the students for not knowing the correct answers (and techniques to solving the questions) thus you are not going to gain respect from your students.
4. If you are an English tutor, please practice on your Chinese skills (both oral and written), as even though you teach English the students will ask you questions in Chinese at some point of time. You want to ensure that the communication is as clear as possible.

#### Introduction

1. Introduce yourself in a calm voice. Avoid starting with academics, just talk about your generic personal interests and a little bit about your school/city/cultural background.
2. Kindly ask them to introduce themselves. Ask about their hobbies, slowly transition into their study situations when they become more relaxed.
3. Do not boast about how good you are academically, you don't want to scare them or create a too pungent sense of dominance. You want to appear as friendly and approachable as possible, you show your skills and abilities through teaching, not words.
4. Ask students what specific knowledge they want to learn more about, and show them the slides you prepared over the past week. Let them have a taste and ask about their opinions on it - either of its format, or its content.
5. Assure students that they are making a good start. Remember to abstain from judging and punishments, and stick to compliments whenever possible (while not giving them a false sense of their abilities).

If you are still unconfident, sit in front of your screen 30 minutes prior to the lesson, and practice to the screen the things you are going to say to your students during the lesson. Get some water or drinks to calm you down, some classical music might also be helpful to calming down your nerves.

We strongly advise tutors to prepare their lesson slides **prior** to their tutor lesson. Use the resources below to assist your lesson preparation :)

^^\*\* 记得看到最后～

### Resources you could utilise:

English	Math
南湾中学: <a href="#">仁爱版英语电子课本</a> (confirm with student which unit/page they are on) 哈布/仁娜: 刘虹铭: focus on toefl 阿说付吉木: <a href="#">人民教育出版社unit 2, p16</a>	南湾中学: <a href="#">华师大版八年级数学上册电子课本-华师大版初二数学上册电子课本</a>
凉山/成都: <a href="#">人教版英语电子课本</a>	凉山/成都: <a href="#">人教版数学电子课本</a>
Real Exam Questions: <a href="#">2021中考英语模拟题 历年中考英语模拟题 中考模拟试题专题 超多真题</a>	Real Exam Questions: <a href="#">2021中考数学模拟题 历年中考数学模拟题</a>
Extra Materials: Wechat小程序 <a href="#">中考英语和</a>	
Hearing: <a href="#">中考英语听力集训模拟试题3</a> <a href="#">【听力】八年级寒假听力练习10</a> <a href="#">【听力】九年级寒假听力练习03</a> <a href="#">【听力】九年级寒假听力练习01</a>  Writing: <a href="#">2021年中考英语作文30篇</a>  End of year exam practice: <a href="#">八年级下期末测试卷01</a> <a href="#">【试卷】9年级上期末复习试卷一</a> <a href="#">【试卷】9年级上期末复习试卷三</a>  Good writing examples: <a href="#">2021年中考英语作文经典范文20篇</a>  Grammar: <a href="#">【语法】语法填空</a>  网上还有很多很多～～如果觉得需要也可以自己找 :)	Please use other materials that match the students' level of understanding in math.  百度文库 is a great resource for math tutors.  Request the students to provide you with their in-school exam papers and hw questions.

If you are really not sure what to teach, please ask your students prior to obtaining the materials they are currently using (e.g. their past exam papers) and answer their questions. Please still make sure to save those materials on your **lesson file!!!**

^^\*\* 记得看到最后～

## 2. Communication

### With students:

- Consult with your students **what they wish to learn** before every lesson.
- 温柔一点，有耐心一点 :)))))) 要像朋友一样去对待学生，尽量不要太过紧张的师生关系，友好相处～～ Please be patient and treat students as if they are your friends.
- Tutors should download WeChat as this would be the only way to conveniently get in touch directly with students or their parents.
- **Download the online teaching software (授課軟件) the students prefer to use.**
- If the students don't have preference, please use [voov \(腾讯会议\)](#).
- Utilise the whiteboard in the software. Use a writing pad if necessary.
- 如果不能上课也记得跟学生们说一下，虽然不能上课布置的作业什么也记得看看 inform your students if you are unable to deliver a class
- 一定！要！和！学生！保持联系！！如果作业不会一定要沟通，上课两三天前可以提醒一下作业有没有做完等等，如果不会一定要让他们说！！～ Always keep in touch with your students. Please try your best to assist your students in terms of their homework and in-school studies upon their request.
- **Don't contact Hans regarding affairs in ISFEEA unless necessary.**

### With us:

- If a math tutor will be absent for a lesson, please tell Henrik as soon as possible.
- If an English tutor will be absent for a lesson, please tell Alina as soon as possible.
- Provide valid reasons to both Alina/Henrik and the students you teach every time when you need to go absent.
- Contact us on Instagram or the WeChat group if you have anything uncertain.
- 一定要及时！！

### With parents:

- Try to be as respectful as possible, even when you are being questioned. It is very normal behaviour when parents are super aware of the learning progress and attitude of their children, so please try to be crystal clear with that (don't pretend things are fine when it isn't. And don't ever try appeasing as that will surely backfire you)
- Use the pronoun “您” whenever you are referring to them in chat. Beware of courtesy.
- However, when a parent is unreasonably disrespectful, please do not tolerate this, tell Henrik, and he will inform the Grade Level Leader of the school about that parent's inappropriate manners (and as a result, remove that child from your class if necessary)

## 3. Teaching

- Rest every one hour or half an hour :)
- You want your students to be in charge of their learning. Encourage them to become active learners.
- Speak Mandarin if your students have difficulties with English
- Make sure you teach what your students wish to learn.
- Make the lessons interactive.

^^\*\* 记得看到最后～

- Keep pace with your students.
- 要定时问每个学生上课上的怎么样啦，听得懂吗，有问题吗～～一定要保证他们都了解课上内容～～ Try your best to keep your teaching pace synchronized with the students' pace of learning.
- 每堂课上完记得布置课后作业/复习 (optional), 好让学生回家可以巩固知识 Optionally you can set your students some light homework for the sake of consolidating their knowledge, but this shall not become a burden to their already heavy schedule.
- 作业种类丰富一点，不要只限于课上教学，偶尔让学生做点延伸题也是好的～ Give your students some extension if you think they are capable enough.
- 作业可以有创意一点，不要只是do worksheet (they do so much everyday, think of something creative ^^\* )
  - Examples maybe: 手工类型作业 (自己制作cartoon and write about it), 故事书制作, 卡片制作, 写信给xxx 还有很多很多～～^^

#### 4. Documentation

CAS requires rigorous documentation - only with enough evidence would your CAS claims be approved by your supervisor, advisor and the IB. So we are sure that you will be very hardworking and enthusiastic, but please be sure to document clearly your work and efforts to make CAS as smooth for you (to get yourself rightly recognized).

##### Note taking

- 请监督学生们的记笔记情况，确保每个学生都能明确的知道课上讲了什么，以便他们日后复习～ Constantly check the note-taking of your students.
- Take notes on the lesson file during every lesson.
- Please take a photo of you and your students during every lesson. Insert the photo to the **lesson file** after every lesson.
- Math tutors, please create a separate folder (use your students' name to name it) in this [folder](#) and save your **lesson materials** in that folder.
- English tutors, please create a separate folder (use your students' name to name it) in this [folder](#) and save your **lesson materials** in that folder.
- Naming conventions: name every lesson file as "YY/MM/DD+your student's name+课件"
- Henrik and Alina will check the documentation in the folders every Monday.

##### Asking for student feedback

- Ask for student feedback after each lesson, privately through WeChat.
- Save a student feedback file to your folder after every four lessons.

##### Documentation of conduct

For students of 南湾中学, please record their inappropriate conducts if necessary, on a separate document in your designated folder. Please also try talking to your students by heart and, if there are anything to be made aware of, also put that on the separate document. Henrik will skim through those per month and, if necessary, send those to the school's Grade Level Leader as to fulfill his request.

^^\*\* 记得看到最后～

## 5. Rules and protocols

### [Rules](#)

教学相长, learn together with your students as you teach :)