 [](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRw&url=http://www.unizwa.edu.om/index.php?contentid=940&ei=v8xaVY_yH8f8UKmagKAG&bvm=bv.93564037,d.d24&psig=AFQjCNG1LOw25QMDp18fm-zT0exZxEvpJA&ust=1432100411120376)

Stages for conducting a proper reading tutorial

1. **Meet & Greet**: Confirm you have the right student that has been assigned to you for a tutorial. Greet the student, exchange pleasantries, and prepare to begin the assigned tutorial. (1 minute)

2. **Warm or Introduction**: The purpose of this preliminary stage to generally introduce the theme of the lesson you are about to teach to the student, and prepare the student to focus on the general topic of the tutorial. (2~3 minutes)

3. **Pre-teach Vocabulary/P.T.V**: To highlight a maximum of 5 vocabulary terms in which the student might encounter as being difficult to understand. The purpose is to better prepare the student to better comprehend the reading that they are about to read. Provide quick and simple definitions and examples to the student in the appropriate context. (2~3 minutes)

4. **Skimming**: Provide the opportunity to students to briefly look over the reading/paragraph and explain or hypothesise the main idea of the passage. Students should not read every word. As a tutor, you want to check to see if the student is able to understand the “gist” of the text and general information. (30 seconds ~ 1 minute)

5. **Scanning**: Students should read the passage a second time with the intent of achieving maximum comprehension. Students should read quietly to themselves, followed by providing at least 3 points that they understood. The tutor should elicit 5~10 details from the student to confirm understanding of the text provided. Questions should be simple in nature allowing and provide testimony that the student is able to grasp the understanding of specific and stated details. (5~7 minutes)

6. **Extension**: Provide opportunity for the student to practice what they have learned in either oral or written from through the use of various exercises or tasks. (Written comprehension questions, conversation about topic, fill-in-the blanks, multiple choice, crosswords, word searches, paraphrasing and summarization, etc.) (5~7 minutes)

7. **Error Correction/Feedback/Review**: Address weakness that you observed during the tutorial, provide feedback to the student in suggested areas of improvement and provide a brief review of the key points of the lesson. (1~3 minutes)

**RULES:**

* **Students should not read out loud.**
* **Always ask instructional checking questions when providing instructions to the student for every task. (ICQ’s)**
* **Always ask concept checking questions to the student to confirm understanding and comprehension. (CCQ’s)**