**A Roadmap for Success:**

**Remote Lesson Planning 101**

**Reflection Form**

**Initial Questions:** Write the answers to the following questions. If you are unsure of any answers, write your plan for finding the answers.

1. What are learner/s goals? What do they want to focus on?

Click here to enter text.

1. What remote platform is accessible to you and the learner/s? Do you need to practice using it before you begin tutoring?

Click here to enter text.

1. What resources do you have available? Will you be using ready-made materials or creating your own?

Click here to enter text.

1. What activities and routines is the learner/s already familiar with?

Click here to enter text.

1. What routines can you establish?

Click here to enter text.

**Objectives:** Write the context, communicative task, and language skill areas for the following objective.

*Learner will be able to summarize job duties and responsibilities from previous jobs during a job interview.*

Context: Click here to enter text.

Communicative Task: Click here to enter text.

Language Skill Areas: Click here to enter text.

**Task 2:** Circle the objective that is better, and explain why you chose it.

1. The learners will be able to correctly identify and spell eight foods that they commonly use in cooking.
2. The learners will be able to write eight new words.

Why is this objective better written?

Click here to enter text.

1. The learner will know what to do if there is a tornado.
2. The learner will be able to give verbal commands to keep people safe if there is a tornado.

Why is this objective better written?

Click here to enter text.

**Main Text:** What are three examples of resources that can be used as a main text (e.g. real life items, an article, etc.)?

1. Click here to enter text.

2. Click here to enter text.

3. Click here to enter text.

**Key Language:** Answer the following two questions using the objective below and the picture dictionary image of housing problems from the webinar slide.

*Learners will be able to describe their housing problems to a landlord in a text message.*

Are their new words or phrases that would help students communicate about this topic?

Click here to enter text.

Is there a grammar tense or structure that they will use often to answer questions about this topic?

Click here to enter text.

**Task 2:** Answer the following two questions using the objective below and the list of conversation questions from the webinar slide.

*Learner will be able to summarize job duties and responsibilities from previous jobs during a job interview.*

Are there new words or phrases that would help students communicate about this topic?

Click here to enter text.

Is there a grammar tense or structure that they will use often to answer questions about this topic?

Click here to enter text.

**Lesson Activities:** Write down what the teacher and the learner/s will do during the I Do It, We Do It, and You Do It steps for the following activity.

*The learner will be able to give verbal commands to keep people safe if there is a tornado.*

Activity: Roleplay this scenario. A friend calls you to ask what they should do when they hear a tornado siren. Find out where they are, then give them advice to keep them safe.

I Do It: Click here to enter text.

We Do It: Click here to enter text.

You Do It: Click here to enter text.

**Wrap Up Activity:** Complete two of the following sentences to complete the webinar.

I learned…Click here to enter text.  
It was interesting that…Click here to enter text.  
Now I understand…Click here to enter text.  
I still don’t understand…Click here to enter text.  
It is important to remember…Click here to enter text.

**Submission Instructions**   
To receive credit for this training, email your completed reflection form to:

1. Literacy Minnesota Tutor Training Coordinator Meghan Boyle: [mboyle@literacymn.org](mailto:mboyle@literacymn.org), **and**
2. Your coordinator at the literacy program where you volunteer

****And fill out the evaluation form for this training: <https://www.surveymonkey.com/r/7DK5Q2L>

Thank you!