

## Tips for Navigation

It's best to either print this document or position it onscreen, so you can still see your ESLSAP training window, as you refer to these tips.

## Hiding/Expanding the Table of Contents

The table of contents, on the left-hand side, lists all the pages in the training site organized within four modules. The contents of the modules can be expanded or hidden by clicking on the plus or minus (+/-) sign next to each module page title.

*This screen shot shows the table of contents with Module 1 in its open state and the other modules in a closed state. To close Module 1, click on the minus (-) sign beside the module title. To open the content list for Modules 2, 3, or 4, click on the plus (+) sign beside the module title.*

The screenshot shows the ESLSAP Home page. At the top, it says "ESLSAP Home" and "English as a Second Language Settlement Assistance Program (ESLSAP)". Below this is a banner with four people and the text "Be a Bridge in Your Community". The main content area is divided into two columns. The left column contains a table of contents with a tree view. "Module 1 open" is highlighted in orange. Under "Module 1 ESLSAP Tutor", there is a list of items: Effective Tutors, Tutor Duties, Being a Tutor, Learner Centered, Tutor Diary, Community Link, Activity: Resources, and Module Summary. Below this, "Mod 2 ESL Learner", "Mod 3 Culture", and "Mod 4 Communication" are listed, with "Part One Completion" under Mod 4. A link "Modules 2, 3, and 4 closed" is also present. At the bottom of the left column is a link "table of contents". The right column contains a welcome message: "Welcome to Part One of your tutor training for the English as a Second Language Settlement Assistance Program (ESLSAP). We are confident that you will find your tutoring experience enriching and rewarding." Below this is a heading "For Part One of your tutor training, you will complete the following four modules:". This is followed by four photos of people, each with a module title below it: "Module 1: Becoming an ESLSAP Tutor", "Module 2: Meet the Adult ESL Learner", "Module 3: Adjusting to a New Culture", and "Module 4: Communication and Culture". At the bottom of the right column, it says: "In total, the four modules should take you approximately 1.5–2 hours to complete. You may work at your own pace, but know that you have to complete the Part One training before you can begin the Part Two classroom training. You might find it helpful to have a paper and pen handy to jot down notes and questions as you work through the modules."

## Home Page

To begin the training, you can either click on one of the module photos on the Home page or use the left-hand area table of contents (expanded) to select the page you wish to view. You may work through each module in sequence or move between modules as you wish.

## Increasing/Decreasing the Font Size

Depending on your computer's settings, you might find the text either too small or too large for viewing. Options for increasing or decreasing the text size are usually available under your browser's View menu. You can also consult your browser's Help to find out how to adjust text size.

## Navigating

You can navigate through the pages of the course by clicking on a title in the table of contents or by using the Next/Back buttons located at the bottom of each page. Breadcrumbs are located in the upper left-hand corner of the screen. They are not linked to pages, but they do provide a trail of where you are in the training.

**breadcrumbs**  
ESLSAP Home > Mod 1: ESLSAP Tutor > Effective Tutors

English as a Second Language Settlement Assistance Program (ESLSAP)

Daisang and Bob in a tutoring session in Courtenay.

**Module 1: Becoming an ESLSAP Tutor**

**table of contents**

- Home
  - Mod 1 ESLSAP Tutor
    - Effective Tutors
    - Tutor Duties
    - Being a Tutor
    - Learner Centered
    - Tutor Diary
    - Community Link
    - Activity: Resources
    - Module Summary
  - Mod 2 ESL Learner
  - Mod 3 Culture
  - Mod 4 Communication
    - Part One Completion

**Effective Tutors**

You may be wondering if you have what it takes to be an ESL tutor. Do you need a certain level of education? Do you need teaching experience? Do you need experience working with new immigrants?

Watch the video to find out what are the most important qualities you'll need to be a successful tutor. (Click on the picture to launch the video.)

**Qualities of an Effective Tutor**  
2:09

What is most important about tutoring is that you enjoy working with people, you're eager to learn, and you're willing to share your time. A sense of humour may also come in handy!

One doesn't need a teaching background to tutor in this program; one simply needs to be willing to give a couple of hours a week to speak with a newcomer. I would recommend tutoring for anyone looking for a fulfilling, informal volunteer experience with another adult in your community.

*Nancy, Salmon Arm*

interest helpful willing relaxed sense  
articulate approachable humour open-minded kind non-judgmental  
learn friendly patience  
comfortable people

**next and back buttons**  
[BACK](#) | [NEXT](#)

## Videos

As you work through the training you will encounter video components that illustrate key points of the module. To open a video, click on the picture directly and the video will open in another window and begin to play. You can pause the video using the pause/play button on the bottom left. When finished viewing, close the window by clicking on the close button in the upper left.

