

D. Preparing Sessions

Coaching sessions take some planning. You will want to think ahead and develop a routine. This is an example of a plan for a session. Notice that there are several different activities planned.

This helps make the time go faster.

Learners profit a lot from reviewing what they did in previous sessions. Here is an example of a plan that includes a review.

Focus	Asking for information
Materials	Phrases for asking for information- printed to be shared with learner on zoom and sent to her as attachment before the session

Time	Activity
5 minutes	Check-in to greet learner, exchange brief information about weather, family, etc.
5 minutes	Explain goal of session: the new scenario and interaction that you will focus on. Refer to the materials you sent and/or share your screen.
10 minutes	Activity 1: Present the phrases for the scenario. Have the learner repeat until they can say them comfortably. Correct pronunciation only if learner cannot be understood in context. Praise learner's effort.
5 minutes	Activity 2: Engage in basic role play. Praise effort. Determine if the learner is confident enough to try a complication.
5 minutes	Activity 3: Engage in role play with one complication.
10 minutes	Change of pace: Share something on your screen (a visual of a place you visited, or something you like). Describe it. Or share a youtube video selected to compliment the scenario you are working on. This is to provide a change of pace and to give your learner the experience of hearing more English. You don't have to do anything else but depending on your learner's level, you can use it to share something about yourself. or Review a previous session's focus: Go over roleplays you have done before.
5 minutes	Return to the day's role play, do basic role play, always praise the learner.
5 minutes	Wrap up.