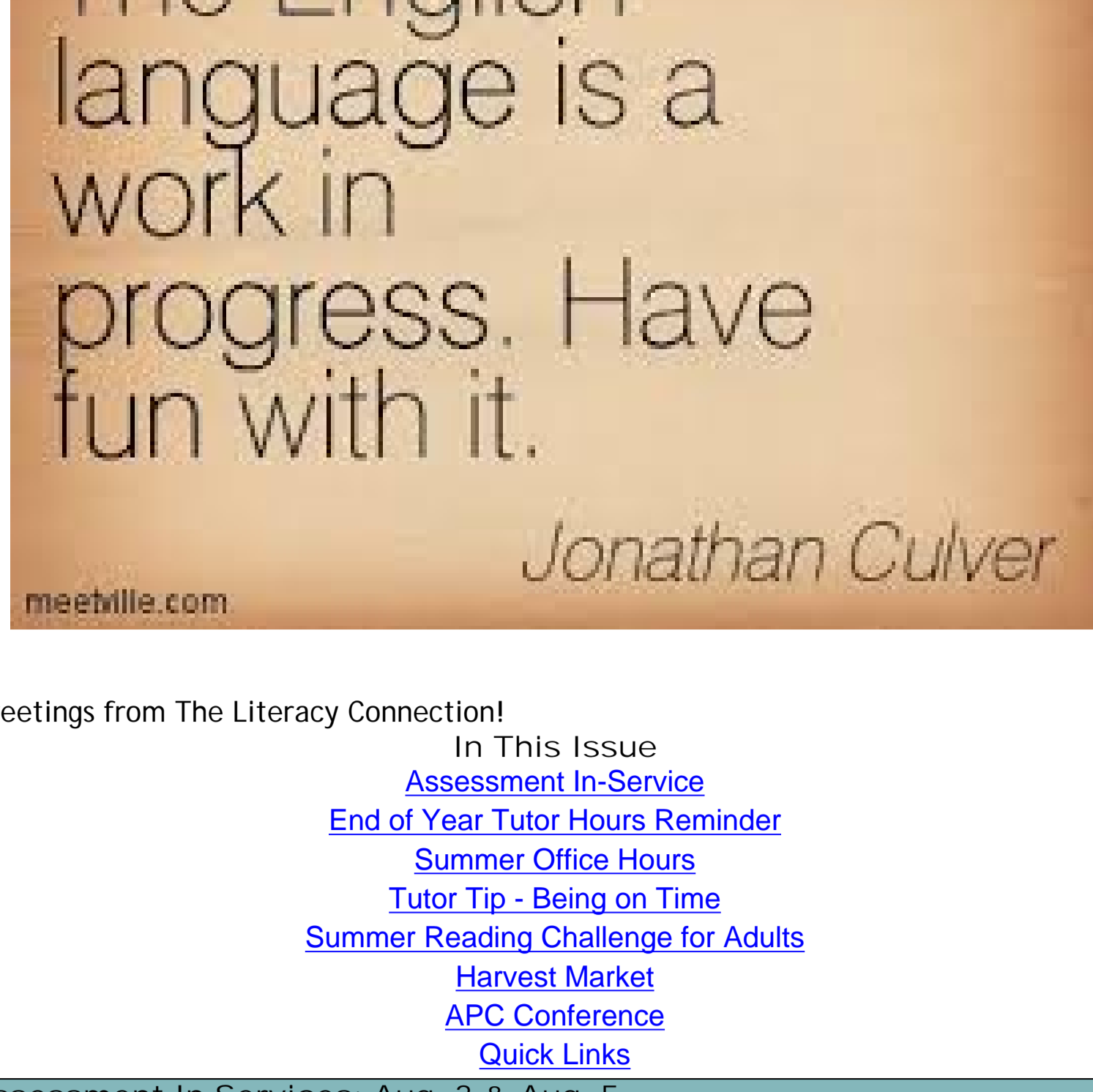




DONATE NOW

Tutor Communication

July 9, 2015



Greetings from The Literacy Connection!

In This Issue

[Assessment In-Service](#)

[End of Year Tutor Hours Reminder](#)

[Summer Office Hours](#)

[Tutor Tip - Being on Time](#)

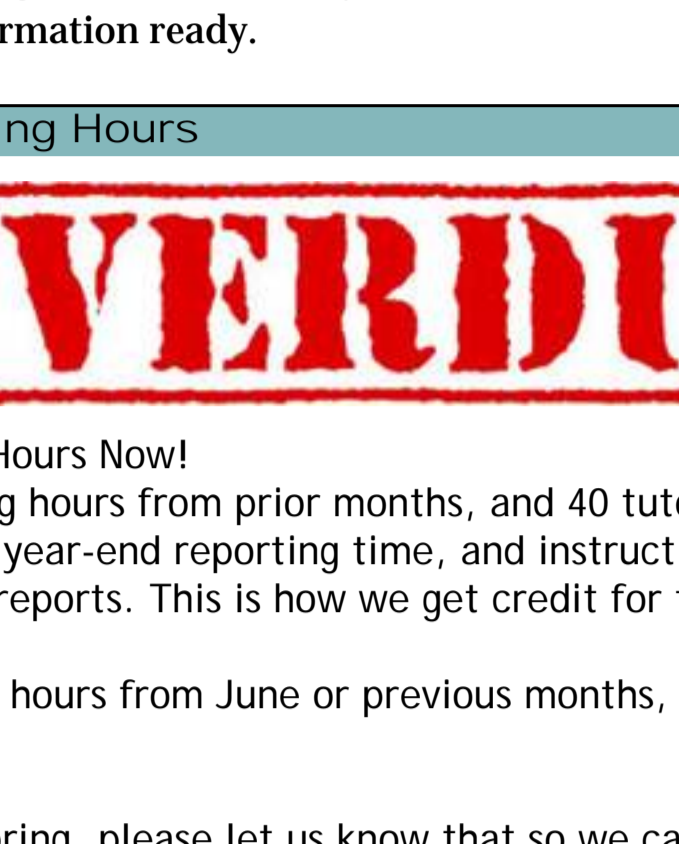
[Summer Reading Challenge for Adults](#)

[Harvest Market](#)

[APC Conference](#)

[Quick Links](#)

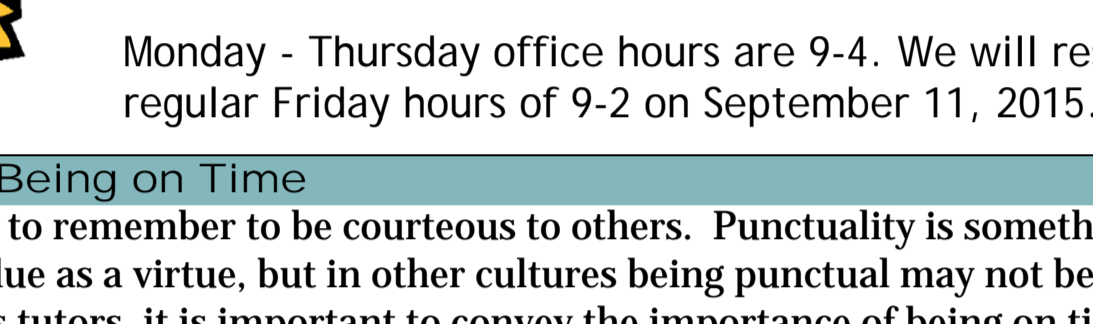
Assessment In-Services: Aug. 3 & Aug. 5



See your learner's tests and interpret the results at one of two workshops: Monday, Aug. 3 at 9:30 a.m. or Wednesday, Aug. 5 at 6:30 p.m. in the South Elgin Room at Gail Borden Public Library. Staff and tutors will help you review your learner's results, and you can get tips from other tutors.

RSVP to [Yadira](#) indicating which workshop you plan to attend. Your reservation is critical so we will have your information ready.

We need your Tutoring Hours



We need your Tutoring Hours Now!

18 tutors are still missing hours from prior months, and 40 tutors haven't submitted June hours yet. It is our year-end reporting time, and instructional hours are essential to completing accurate reports. This is how we get credit for the work you do.

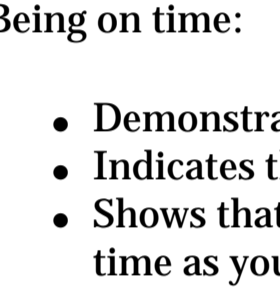
If you haven't submitted hours from June or previous months, please submit your hours by Friday, July 10.

If you are no longer tutoring, please let us know that so we can update our records.

Hours can be submitted in many ways:

- On our website [Tutor Hours Report Form](#)
- Emailing datamanager@elginliteracy.org
- Calling 847-742-6565
- Faxing them to 847-742-6599
- In-person at the office

Summer Office Hours (early closing)



The office will close early at 2 p.m. on Thursdays, July 16 and July 23. Summer office hours are in effect. The office will be closed on Fridays through September 4, 2015.

Monday - Thursday office hours are 9-4. We will resume our regular Friday hours of 9-2 on September 11, 2015.

Tutor Tip - Being on Time

It's important to remember to be courteous to others. Punctuality is something that Americans value as a virtue, but in other cultures being punctual may not be as important. As tutors, it is important to convey the importance of being on time to your learners. It will demonstrate your commitment to your learner as well as their commitment to you...it also communicates respect for one another. In addition to bolstering your relationship, alerting your learner to the advantages of punctuality may help them in obtaining a job or allow them to get needed information. We have enclosed an article on "The Importance of Being On Time" for your tutor tip.

The Importance of Being On Time

Posted By Todd Smith On January 21, 2010 @ 03:45 In Respect, Responsibility

Have you noticed that tardiness is on the rise? People are chronically late for work; for their child's teacher conference or athletic contest; or even for parties and celebrations. As the old saying goes, "they will even be late for their own funeral." Yet, punctuality is one of the key ways that we can positively brand ourselves.

Today we will explore why it is so important to be on time for all of your scheduled events. Whatever your appointment may be—a phone call, a business meeting, or a dinner engagement—you should always strive to be on time.

Why Be on Time?

Being on time:

- Demonstrates that you are diligent and dependable.
- Indicates that you honor your commitments and you can be trusted.
- Shows that you have respect for other people and that you care as much about their time as your own.
- Sets a good example for your children and others who look up to you.
- Builds self-confidence and success.

One of the common attributes of all successful people is that they view their time as a precious resource. When you are late for appointments with people who value their time, you will have wasted one of their most valuable assets and there is a good chance they will view you as rude, irresponsible and disrespectful. Is this how you want to brand yourself? Not only should you make every effort to be on time for business-related appointments, but you should also do your utmost to be on time for personal commitments. Valuing your friend's time and earning their respect is an important part of your individual reputation. Let's now look at two specific business scenarios where punctuality is critical.

Keeping Appointments

Not only should you strive to be on time for an appointment, but also I recommend that you set a goal to arrive at least five minutes early.

Four Reasons You Should Arrive Early:

1. To give yourself a buffer in case something delays you. Planning to show up at the exact time of your appointment leaves no room for error.
2. To be relaxed for the appointment. Running through the door stressed out because you were rushing, never reflects well on you.
3. To make sure you are prepared for the appointment. Always arrive early so you will have a few minutes to relax, think about your agenda, and get organized.

If I am meeting with some prospective clients at a restaurant, I select a table out of the way. Being early gives me the opportunity to determine the best location for the meeting and ensure that the clients are not distracted.

4. To avoid making up an excuse for being late. I don't know about you, but I hate listening to excuses and even worse, I hate making excuses.

When I was a realtor, I would arrive for my appointments five minutes early to gather my presentation materials and review any notes I had taken. Then at the exact time of the appointment I would ring the bell. This was an easy way to make a great first impression.

Making Scheduled Phone Calls

When you schedule phone calls, always be clear about who's responsible for initiating the call. When you don't know who is initiating the call, then accept the responsibility and make the call at the scheduled time. This puts you in control.

If you are the person responsible for initiating the call, what kind of impression will you make? Will it be positive, neutral or negative? If you want to really gain the edge in life, take advantage of all opportunities to make a positive impression on others.

- Negative Impression-If you call more than five minutes early or more than five minutes late, you run the risk of making a negative impression.
- Neutral Impression-If you call one or two minutes early or one or two minutes late you will likely not make any impression because it's what most people do.
- Positive Impression-When you call at the exact time of your call, you have the opportunity to make a positive impression. I have had hundreds of people tell me, "Wow, you are right on time!" That comment told me that I made an impact!

When you have a call scheduled, write it in your appointment book and if necessary set your cell phone alarm to notify you two minutes in advance. Then at the exact time, press "send."

When Your Best Plan Fails

Circumstances do arise and it won't always be possible to be on time. If you are going to be late for an appointment, call as soon as you know you are going to be late. This allows others to plan their schedules accordingly. Cell phones, PDA's and other technology make this an easy thing to do.

When you are on time you enhance your brand. When you are late, you devalue your brand. Being on time is a choice.

Let me encourage you to take pride in being a person who is always on time and prepared for your appointments. Remember, there is no downside in showing up early, but there is significant downside to showing up late.

You can be respected, as someone who is always on time, if being on time is important to you.

Read and Raise \$ for Literacy

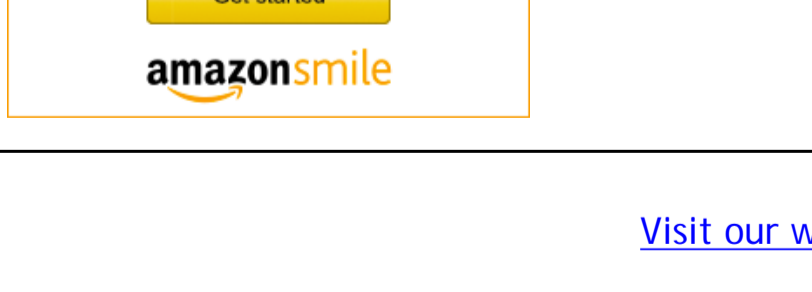
Gail Borden Summer Reading Challenge for Adults:

When you read this summer and finish eight books, the Gail Borden Public Library Foundation will donate \$5 to The Literacy Connection. Finishers will also be entered into a drawing for gift certificates from local businesses.

This is an easy way to support The Literacy Connection and to have fun while reading over the summer! For more information on all summer reading programs, click [here](#). Pick up a reading log at the library or print a reading log [here](#). Please recommend this to your learner, family and friends!

Harvest Market - Help needed on 7/16

We could use one more volunteer on Thursday, July 16.



The Literacy Connection will be sharing information on becoming an adult literacy tutor and other volunteer opportunities during this season's Harvest Market in downtown Elgin. The Market is held at 200 N. Grove Avenue, in the parking lot directly across from the Gail Borden Public Library.

Watch for us on Thursdays, July 16 and September 24 from 9 a.m.-2 p.m. To learn more about the Harvest Market, click [here](#).

Please email [Marsha](#) or call 847-742-6565 if you can assist on one of the dates. Thank you.

APC Conference



The APC Adult Education Conference will be held on Saturday, September 12, 2015, 8 a.m.-Noon, at Elgin Community College (ECC). Information, including a list of workshops and presenters, will be provided at a later date. Stay tuned!

Tutor Training Schedule

Share Your Love for Tutoring

Tell a friend, family member, neighbor or work colleague about becoming a tutor.

Please send your co-workers, friends, neighbors,

Pass it out to your co-workers, friends, neighbors, your favorite coffee shop, etc.

We need more good people like you!

Tutor Training Schedule 2015

Monday, July 20* and Monday, July 27

9:30 a.m.-4:30 p.m.
Gail Borden Public Library
270 N. Grove Avenue, Elgin

Saturdays, September 12* & 19

9:30 a.m.-4:30 p.m.
Gail Borden Public Library

Tuesday, October 13*
Monday, October 19

Monday, October 19
Tuesday, October 20

5:00 p.m.-9:00 p.m.
Gail Borden Public Library

Monday, November 2*
Thursday, November 5

Monday, November 9
Thursday, November 12

5:00 p.m.-9:00 p.m.
Gail Borden Public Library

*The first hour of this session is an orientation.

129

Adults Remain On Our Wait List

Quick Links

Shop at AmazonSmile
and Amazon will make a donation to:
Literacy Connection

[Get started](#)

amazon smile

goodshop

Select The Literacy Connection as your charity and [Goodshop.com](#) will donate a percentage of your purchase toward funding our programs.

[Visit our website](#)

Have a general question?
[Email The Literacy Connection](#)

Have a question about your learner?
[Contact Jody](#)

Share a helpful website or tutoring tip with other tutors!

[Email Tutor Tools](#)

[Visit ProLiteracy Website](#)

ProLiteracy.org

Sincerely,

Literacy Connection
Literally Changing Lives

DONATE NOW

The Literacy Connection | 847-742-6565 | info@elginliteracy.org | <http://www.elginliteracy.org>

270 North Grove Ave.
Elgin, IL 60120

This program is made possible by a grant awarded by the Illinois State Library, a Division of the Office of Secretary of State, using funds designated for literacy.

Copyright © 2015. All Rights Reserved.