

Program Outlines

The **Ottawa Tutor Centre** (OTC) offers a variety of programs taught by our experienced, Ontario certified teaching staff. These programs are available on an individual, semi-private basis, as well as, in small groups of 3 to 5 students. Assessments are administered on an individual basis, at the initial lesson. Positive work habits are also encouraged and include taking pride in work, concentrating and completing set tasks, working well independently (or as a group member if applicable), punctuality, reliability, and exhibiting courteous behavior. ***A written report of the child's progress, including work habits, will be mailed to parents at the completion of each program.***

OTC programs cover all subjects and age groups. They run parallel to the regular school year, as well as, over the summer months. Our fee schedule is enclosed, in addition to the program outlines which include:

1. Back to Basics for Grades K to 6	2. Courses for Grades 7 to 12	3. Courses for Adults and Children
<ul style="list-style-type: none"> ● Teach Me to Read (Grades K to 2) 	<ul style="list-style-type: none"> ● French (Grades 7 to 12) 	<ul style="list-style-type: none"> ● English as a Second Language (ESL) for Children and Adults
<ul style="list-style-type: none"> ● The Magic of Words and Language (Grades 1 to 6) 	<ul style="list-style-type: none"> ● Study Skills (Grades 5 to 12) 	<ul style="list-style-type: none"> ● Customized Language Courses for Adults
<ul style="list-style-type: none"> ● Reading Skills Builder (Grades 3 to 6) 	<ul style="list-style-type: none"> ● Mathematics (Grades 7 to 12) 	
<ul style="list-style-type: none"> ● Signpost Mathematics (Grades 1 to 6) 	<ul style="list-style-type: none"> ● Structure and Style (Grades 9 to 12) 	
<ul style="list-style-type: none"> ● French (Grades 1 to 6) 	<ul style="list-style-type: none"> ● The Finished Product (Grades 10 to 12) 	

Back to Basics for Grades K to 6

Teach Me to Read

- Grades K to 2

The Teach Me to Read program is designed to provide a solid foundation in reading for learners beginning school. Reading is the key to knowledge and academic excellence. The **Ottawa Tutor Centre** stresses the importance of learning to read and write well and challenges the child's mind at an early age through this program.

Our goal is to help your child build self-confidence by taking into account learning styles and abilities. The OTC's method of providing a solid phonetic foundation in a "back to basics" approach produces results while instilling a love of reading and writing.

The Magic of Words and Language

- Grades 1 to 6

The Magic of Words and Language program is an integrated phonetic and linguistic approach to spelling and language. The ability to read the printed word and the ability to write down words are all part of language ability as a whole and are taught and improved concurrently in this program.

It is a flexible spelling/language scheme *designed for the Ottawa Tutor Centre* for small group use or individual work. The word lists and language exercises are grouped according to spelling and language patterns and provide a wide variety of interesting and challenging activities for students at all levels.

Objectives of the Magic of Words and Language program are to:

- Maximize spelling power
- Strengthen the association between visual and auditory images
- Develop or strengthen word attack skills
- Recognize patterns in spelling and language
- Stimulate inquisitiveness about language
- Increase word power
- Create a foundation in grammatical arrangement of words and sentence construction
- Extend these skills to specific criteria of good writing

Components of the scheme – there are 26 self-contained and independent word lists and support exercises. The individual spelling/language errors of each student are identified at the initial lesson through the diagnostic assessment and appropriate word lists are identified. The student records his/her progress in learning the words on the "Ladders of Success". Graded exercises appropriate to the word list level are assigned that cover word attack skills, generalizations, dictionary skills, syllabication, formal grammar and analysis, enrichment of word knowledge and vocabulary, sentence structure, and

creative writing. This provides a systematic and integrated program characterized by reinforcement and review.

Reading Skills Builder

- Grades 3 to 6

The Reading Skills Builder program, *designed for the **Ottawa Tutor Centre***, develops and reinforces reading skills. Its chief aim is to teach the student to understand what he/she is reading. To this end, the questions and activities after each story concentrate on building and improving the listening, literal, inferential, and comprehension skills needed for success and confidence in reading.

Objectives of the Reading Skills Builder program are:

- Provide interesting and enjoyable reading
- Teach children to understand what they read
- Advance students to higher levels of reading
- Build vocabulary
- Sharpen observation of detail
- Encourage evaluation and interpretation
- Develop purpose in reading
- Reinforce major reading skills
- Further a student's language development

Components of the program – there are 90 skill builder stories and support activities for grades 3 to 6, profusely illustrated with colorful drawings, photographs, maps, and diagrams. The exercises that follow each story combine objective exercises to reinforce 22 important reading skills and subjective exercises to encourage evaluation, appreciation and interpretation. Each set of exercises test recall, inference, and finishes with a creative writing exercise that challenges the student to explore his/her imagination.

Signpost Mathematics

- Grades 1 to 6

The Signpost Mathematics program followed by the **Ottawa Tutor Centre** is clear, concise, exciting, demanding, vigorous, and contemporary. It stresses that all students need a sound understanding of mathematical concepts and a need to acquire good language skills for the effective communication of mathematical ideas and experiences. Students will be challenged to achieve a level of accuracy and excellence appropriate to their particular stage of development.

Objectives of Signpost Mathematics program are to:

- Create favorable attitudes and stimulate interest in mathematics

- Develop a sound understanding of mathematical concepts, processes, strategies, and the capacity to use these in solving problems
- Develop in students the ability to apply their mathematics to analyze situations and solve real-life problems
- Make problem solving, construction, and posing an integral part of the student’s “thinking”
- Acquire an hierarchy of skills and number facts

Components of the program – the three broad strands of the course are space, measurement, and number. Within each strand, there are a number of sub-strands:

Space	Measurement	Number
3-D Space	Length	Numeration
2-D Space	Area	Addition
Position	Volume	Subtraction
Graphs	Mass	Multiplication
	Temperature	Division
	Time	Fractions
		Decimals

1. Courses for Grades 7 to 12

French

- Grades 1 to 12

The French program offers an activity-oriented program covering reading, writing, and oral skills in French. The program’s goal is to help children to excel in written and verbal communication and reading skills. Our tutorials focus on reading comprehension, phonics, vocabulary building, spelling, grammar and syntax, punctuation, and creative composition.

Study Skills

- Grades 5 to 12

This program focuses on techniques that help to improve the overall academic performance of the student. Making meaning of experiences through a variety of learning strategies will be needed by students throughout their school years and beyond. By building confidence and enjoyment and developing success and positive attitudes to learning students learn to maximize their potential.

Objectives of the Study Skills program are to:

- Maximize the ability for individual students **to observe, hypothesis, predict, record, summarize, organize, generalize, analyze, and recall**

Components of the program – the lessons will be divided among the following areas: organizational skills – management of time and materials; learning strategies – memory systems and information gathering techniques; test taking strategies – skills that will improve test-study success; and attitude and motivation – you can and will be successful. Students set personal goals and are encouraged through self-discipline and self-esteem to utilize the study skills learned in this program to maximize their potential.

Mathematics

- Grades 7 to 12

This program emphasized a firm understanding of mathematical concepts, promotes speed and accuracy, and develops strong computational and problem solving skills. It enables high school students to review a variety of mathematical concepts, which may have been missed in previous grades. For example, fractions, decimals, basic algebra, and geometry are studied.

Structure and Style

- Grades 9 to 12

This program is an introductory course to essay writing for students wishing to enhance their essay writing abilities. This course is most helpful for students preparing for their ISU projects.

Components of the program – techniques such as choosing and researching a topic; writing styles; common errors in essay writing; punctuation; and citing work and creating a bibliography are all discussed.

The Finished Product

- Grades 10 to 12

This program deals with proofreading techniques. The computer's spell and grammar check is no guarantee that work has been properly proofread.

Components of the program – checking one's work for coherency; grammatical and spelling errors; general sentence structure; and editing.

1. Courses for Children and Adults

English as a Second Language (ESL)

- Children and adults

All programs aim to develop an interaction of *listening, speaking, reading, and writing skills* for both child and adult learners of English and French as a Second Language. The programs will enable the students to profit as fully as possible in an English or French domain by developing their confidence and ability to understand and use the language effectively. Classes are given at beginner, intermediate, and advanced levels.

Objectives of ESL programs are to acquire:

- A system of sound-symbol relationships, new sounds, and groupings of sounds
- Intonation patterns and their specific meanings
- Vocabulary, grammar, and word order
- Comprehension skills
- Social signals (degree of formality, attitudes, humor, conversation, etc.)
- Culture specific information

Customized Language Course for Adults

- Adults

These courses are for students wishing to learn another language such as French, Spanish, German, and/or Italian. All programs aim to develop an interaction of listening, speaking, reading, and writing skills. These programs will enable students to develop confidence and ability to understand the use of language effectively.