



ESL Program for MIT Facilities Department Service Employees

The ESL program provides a combination of one-hour of teaching and one-on-one tutoring, twice a week during the day, evening, or night.

The goals of the program are to build students' confidence, help them become more productive in their jobs, and perhaps open up further opportunities for advancement.

The students work the day, evening, and night shifts. Our students include native speakers of Spanish, Portuguese, Polish, Russian, and Tibetan, but you do not need to know any language other than English to teach. Student skills and levels vary.

Classes/One-on-One Tutoring are offered to employees working the day, evening, and night shift. The majority have one-on-one tutoring, and receive one hour off from work twice a week to attend at the following times:

Day shift: Monday-Friday between 10 am – 3 pm

Evening shift: between 4-7:00 pm

Night shift: 11 pm – 12 midnight

Although we try to cover basic grammar, reading comprehension, writing, and speaking, these are **not** academic classes. No homework is expected nor required. More important is building a relationship with the students to help them develop confidence in their English communication.

Resources are provided, though the teacher is encouraged to use any materials s/he finds appropriate. We have books and other teaching materials at various levels and can purchase books for students and teachers as needed. The program has an ESL wiki: <https://wikis.mit.edu/confluence/x/MoWnB> with an abundance of materials.

The time commitment for a regular tutor is one hour-long class a week. Time spent preparing for class will vary. Also, we have a list of substitutes and appreciate advance notice when you need to miss a session.

If you are a substitute, please consider visiting a class (or classes if possible) before being called to substitute. This is a good way to get to know the students you may potentially tutor.

Questions? Please contact esl-admins@mit.edu