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December 9, 2014

Dear Mr. & Mrs. Taylor:

Thank you for allowing Jack to be a part of this learning experience. I learned just as much from him as I hope he learned from me. This letter is to inform you of what we worked on and how Jack progressed as a result.

In order for me to establish a baseline of Jack’s reading, vocabulary, comprehension and writing skills, we did several different activities. To measure his vocabulary skills, I used a memory match game in which I included common fourth grade spelling words. Each time Jack turned over a card he had to say the word. To evaluate his comprehension skills, I read him a short passage and asked him comprehension questions about the text. To assess his writing skills, Jack created a tutoring book that I asked him to use to record his reflections about our tutoring session each week.

To determine his reading level, I used a tool called a running record. This tool helped me to identify the strategies Jack uses to make meaning of individual words and texts as a whole. I then used this information to create reading goals and to guide instruction during our weekly tutoring sessions.

Consequently, I was able to identify some of Jack’s positive reading behaviors. For instance, I learned that Jack is a capable reader who is excited to learn and willing to try new reading strategies. Some of his strengths include the following: the ability to read with appropriate intonation, pitch and pauses; the ability to recognize most words; and the ability to answer basic literal questions. Jack also exhibits self-monitoring strategies. When he is aware that he has made a mistake, he goes back to make the appropriate corrections.

Jack and I decided the best way to help him improve his reading abilities was to help him slow down and read purposefully. As a result, we created a signal to help him recognize when he is reading unintentionally. The signal we developed was snapping. We decided that when he hears me snap while he’s reading, he will go back and slowly re-read the sentence.

Additionally, I wanted to help him expand his vocabulary. I decided the most effective way to do this was by allowing him to choose ten words that he had never heard before or was curious to learn more about. My hope was to encourage his curiosity about the meaning and use of unfamiliar words and to promote the use of strategies for him to find the meaning of unfamiliar words that he may be exposed to in the future.

I saw Jack’s reading abilities improve tremendously during our time together, most notably the pace of his reading. Jack significantly decreased the number of errors and incidents of mumbling. In fact, in our last tutoring session, I did not have to snap even one time. He also learned ten new words. In fact, he informed me that he had heard one of the words, *jovial*, during his school play. He was so excited to tell me because he knew what the word meant!

My hope is that Jack has some helpful tips on improving his reading skills. The single most effective way to do this is by his reading frequently. You can help by ensuring that he takes time each night to read and by exposing him to new words through conversation. Thank you again for allowing him to participate in this experience.

Sincerely,

Tamika Riggs