




VOLUNTEER HANDBOOK

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1. Welcome from the Clara Luna Team

Welcome! And thank you for deciding to spend your time here with us; We really appreciate your support- without volunteers like you we could not exist. We hope that you will find your time here rewarding and enjoyable. The gift that you are bringing by giving your time and talent cannot be overstated.

Clara Luna registered Ecuadorean non-profit foundation with no corporate, religious, or political ties. We are committed to supporting the local community through education-based recreational programming for all ages. With the help of creative and enthusiastic volunteers that join us from all over the world we are able to offer an incredible free after-school program to the children and youth of Puerto López, quality Spanish classes to travelers, cheap or free English classes for the whole community, clubs for children with disabilities, a lending library and reading club, a girls empowerment group, and an unforgettable experience for our volunteers.

Here at Clara Luna we believe that every individual has an incredible amount of potential. We work hard to support both the local community in taking their own steps towards progress and try to inspire each individual to reach their goals. We do this by providing a safe space and supportive environment that sees children and youth as unique, capable, and worthy of investment. Our volunteers are key to promoting programming that supports this philosophy and have had incredible ideas and input into the development of our programming and the day to day activities that make Clara Luna what it is. The community, in return, never fails to give back to volunteers in amazing and unexpected ways.

We are open to any ideas for projects from our volunteers; from large-scale projects planned beforehand to smaller scale projects such as activities in the after-school program, English programming, fundraisers and much more. We expect our volunteers to be self-starters and maintain a community focus. Many volunteers find that they discover new talents and pick up new skills and we look forward to finding a placement that suits your skills and interests.

Please take time to read the orientation information provided here. It will give you an overview of Clara Luna as an organization, as well as your role and responsibilities within it.

Once again thank you for choosing to be a part of Clara Luna. We are looking forward to meeting you! Feel free to email us (info@claraluna.com.ec) with any questions or concerns.

Un Abrazo,

Paola Martínez and The Clara Luna Team



2. Where we come from

2.1 How it started

Clara Luna started in 2008 with Paola's idea of offering a library corner out of a struggling restaurant. From there her dream expanded to a few simple Spanish lessons for travelers and, later, taking on one volunteer to teach English classes to both kids and adults in the community in 2009. After visiting an organization with similar goals in Baños, Paola decided to try a reading project for kids and a language exchange for adults. In 2010 the project continued to grow as Clara Luna added a half day of programming during the school break. The program grew popular with local kids and they were soon the driving force behind present-day clubs that help to fill the large gap in free recreational programming here in Puerto López.

Clara Luna began reading in schools to promote the Reading Library and to spread the word about the after-school projects. From there, Clara Luna began strengthening the relationship with local schools who needed support with their English classes by offering volunteers who began going into schools on a regular basis to try to support the programming already in place. Clara Luna continued to extend beyond their own programs space to help fill gaps in other organizations, such as Fundación Jose Rivera who work with people with disabilities and their families, and with organizations that work to preserve the ecology of the surrounding area including a lasting partnership with Machalilla National Park.

In 2013 Clara Luna moved off of their home on the beach and into a space that provided more volunteer accommodation and a more stable home for programming and the growing library. By 2015, Clara Luna has taught more English classes than ever before, has two after school programs for youth and children, and is continuing to grow. Clara Luna looks forward to many more prosperous years supporting the local community through education-based recreational programming, and connecting volunteers to the local community to develop capacity building for everyone!

2.2 Organization structure

Paola is the founder and the director of Clara Luna.

Clara Luna is a registered non-profit foundation in the country of Ecuador. The foundation is run strictly off international and local donations and grants.

Because Clara Luna has seen significant growth in the past couple of years, we are looking for past volunteers and/or involved community members to help with the direction and planning for the organization. If you wish to contribute, please contact Paola for more information.



2.3 Mission and Philosophy

Mission - Clara Luna is a non-profit organization committed to supporting the local community through education-based recreational programming for all ages.

Philosophy - At Clara Luna we believe that every individual has an incredible amount of potential. We work hard to support the community in taking their own steps towards progress and try to inspire each individual to reach their goals by providing a safe space and supportive environment that sees them as unique, capable and worthy of investment.

2.4 Our Cause: What We Do

Although Clara Luna is small, we are a dedicated force of constantly changing volunteers like you that come with open-minds and hearts of gold. Sometimes, amidst the craziness of programming, we all need a reminder of what we aim to do and why we are here:

We provide youth programming

From Club de Niños to literacy promotion and children's English classes, we are constantly working to fill the needs of the youth and children in Puerto López. Recreational opportunities in Ecuador are limited and can be outside of the budget of many families. Clara Luna is a place where youth can come, free of charge, for youth programs.

We promote literacy

Literacy is the key to many other opportunities. Clara Luna volunteers often go to the schools or do public readings to promote our programming in the community.

The idea of a lending-library is not a well-known concept here, and so children are invited back to Clara Luna to enjoy the ever-growing library and to especially partake in our Reading Club.

We offer English and Spanish Classes

Clara Luna recognizes the advantages of knowing a second language and how important it is becoming as Puerto López is changing from sleepy-fisherman village to a growing touristic area.

We provide English classes for low or no costs to locals and offer reasonably priced Spanish classes for travelers (and discounts for volunteers!)



Plus, a FREE language exchange on Wednesdays gives an opportunity for everyone to share their knowledge of a second language.

We provide volunteer opportunities

We provide volunteer opportunities within Clara Luna for local people and international travelers. We are sometimes in a position to offer our volunteers to other community programs that fall within our scope and mission.

We foster global citizenship

Global citizenship can start just outside your door with small environmental efforts, simple cultural exchanges, and a commitment to learning about ideas, concepts and people that are part of our world.

Clara Luna has a unique opportunity to coordinate ‘global-citizenship’ experiences due to the broad range of volunteers we attract. We encourage volunteers to share a bit of “home” with program participants and be open to partaking in the rich Ecuadorian culture as well.

3. Programming

Our mission and philosophy guide all of the work we do at Clara Luna. Our programs are ever changing and are truly a blend of what the community asks for and what the present volunteers can offer; giving us the flexibility to be extremely dynamic in our programming. Here are our base programs:

3.1 Club de Niños

Club de Niños is an after-school program for youth, primarily between the ages of 6-12. The program’s focus is to encourage and support literacy in the community and promote the love of reading. Participants come to enjoy free reading time and participate in a wide range of activities including:

Art Projects

Although some regard arts and crafts as a luxury, they really are building blocks of child development. Art projects encourage creativity, develop motor skills, help language development, build cultural awareness and, above all, encourage self-expression and build confidence.

Environmental Initiatives

Clara Luna provides interactive programming that strives to educate participants about their environment and encourages them to act as responsible citizens. Our program supplies are often the recyclables of the volunteer house or salvaged from beach clean-ups!



Global Citizenship

Organizing much of the Club de Niños programming around the UN International Days calendar provides ample opportunity to talk about issues that are relevant, not only here in Puerto López, but also provides a window to a global approach- and with so many international volunteers like yourself, the conditions have never been so favorable!

Special Projects

Volunteers, like you, enrich the variety of programming and showcase so many different skills and talents. Passionate volunteers are always encouraged to provide workshops in their area of interest; puppet shows, small theatre productions, dance workshops. If you have the will, we will try to find a way!

Program Structure

From 4:00 to 4:30 pm, children read in the reading groups. The volunteer leader is able to decide if the children can read a book of their choosing or they will read aloud one book together. From 4:45 to 5:30pm, volunteers carry out the planned activities for the children. The activities and programs we offer change weekly and depend on the skills and interests of the volunteers at the time. We are lucky to have had (and continue to have) such diverse and exciting volunteers who have in the past offered such activities as:

- Arts and crafts
- Dance
- Archaeology
- Music
- Sports and fitness
- Yoga
- Theater
- Puppetry

Our amazing volunteers make these activities happen with the use of recycled materials and very little resources, so we are thankful to those who choose to either fundraise before their arrival or bring supplies with them.

3.2 Clara Luna English Classes

Language programs are a very important part of Clara Luna's program offerings. Puerto López is a growing tourist destination and the ability to speak English helps locals connect to the tourist industry and improve their businesses.

Clara Luna offers English classes for a variety of age groups, levels, and in different settings. The goal is to make English fun while providing students with much needed one-on-one attention.

Program Structure

English classes take place Tuesday through Friday and are one hour to two hours in length. Each class follows its own curriculum. It is the volunteer's responsibility to follow the curriculum for the class and to leave detailed notes for the next volunteer teacher. The notes and lesson plans must be documented in the Clara Luna computers and on the Clara Luna Google Drive. We have an ever-growing collection of resources and teacher aids- volunteers are strongly encouraged to look through and find what they need to plan and deliver lessons.

3.3 Spanish Programs

Clara Luna Spanish School has been open since 2009 and prides itself in having a stable core of well-trained, experienced, and professional teachers who all live in the local community of Puerto López. Our teachers combine their unique blend of language teaching skills, enthusiasm and humor to provide an unforgettable and personalized Spanish learning experience. We highly recommend volunteers take advantage of our discounted rates- you'll need the Spanish in our programming!

Program Structure

Spanish classes generally take place in the mornings and can range from one hour to four hours in length. Volunteers are encouraged to arrange with their instructor what 'kind' of focus they want in their lessons: grammar, conversation or a mix. We have an ever-growing collection of resources for self-study and practice between classes. Please coordinate with Paola the dates and times you would like to participate in Spanish classes.

3.4 Language Exchange

There is no substitute for real-time practice for the skills you have in our Spanish or English classes. Our Wednesday night "Intercambio" encourages all levels to work together to play games, learn vocabulary and enjoy themselves!

Program Structure

Every Wednesday from 5:30-7:00pm volunteers, travelers, and community members come together to enjoy a night of games and vocabulary building. The program is organized by one or two volunteers, with the typical agenda involving an introduction, conversation, and some games. You can sign up for this opportunity at the weekly meeting!

3.5 Special Needs Kids Group

Clara Luna continues with its mission to provide education based recreational programming for all ages to children with disabilities as well. This group functions similar to Club de Niños where a small group of children come to Clara Luna to enjoy recreational activities, art and crafts, music and reading, and recreational activities.

Program Structure

The group is on Thursdays from 4:00pm to 5:30pm. The group is mixed with kids and adults. The kids can sometimes arrive with siblings of the family. During the hour and a half you will conduct the activities planned for the week which are based on one of four topics; surfing, cooking, crafts, or a field trip.

3.6 Club de Jóvenes

The goal of Club de Jóvenes is to provide the older youth, ages 13-18, of Puerto López an educational and creative opportunity on the weekends and during vacations. The activities during Club de Jóvenes are based on leadership, teamwork, and self-confidence. These topics can be introduced through various themes such as the environment, learning English, nutrition, etc.

3.7 Alégrate Puerto López

Alégrate Puerto López is a collective between various organizations and foundations in Puerto López. We hold events throughout the month that range from fairs, reading in the park, beach clean-ups, etc. Throughout the week, volunteers will be asked to assist in Alégrate Puerto López.

4. Volunteering

We have had the amazing fortune of working with hundreds of volunteers from all over the globe. Some come specifically to Clara Luna as a destination, others find us as they search for a way to get connected to the communities in which they are travelling through. One thing seems to be certain; those who come to Clara Luna find themselves staying for longer than they planned, receiving more than they give, and learning more than they teach.

To read more about past volunteer experiences and to discover more personal stories from past volunteers, check out our website!

4.1 Volunteer Requirements

As a Clara Luna volunteer, you yourself will benefit by getting to know community members, discover hidden talents, learn new skills, improve old ones, and practice your Spanish! Volunteers make close connections with the community here in Puerto López and leave with a sense of achievement and a new family.

Clara Luna is selective with our volunteers and we expect them to be professional, honest, dedicated, flexible and overall positive.

Beyond this, volunteers need to be:

- 18 years of age or older
- commit to 15 hours a week for a period of one month
- help out with household chores and cleaning of the volunteer house.
- commit to attendance at a weekly meeting

We expect volunteers to commit to programming during the week and save recreational activities and traveling for the weekends. This helps us to maintain consistency in the number of volunteers available to run programming. There is a complete copy of all other volunteer expectations in the following pages. You are required to sign a copy of these volunteer expectations upon your arrival.

4.2 Cost and Commitment

There are no registration or program fees, although we always accept donations of any kind.

The only cost volunteers are responsible for is for their stay in the volunteer house or with a host family. Volunteers must organize accommodation in Puerto López through Clara Luna and can either stay in the volunteer house or with an approved host family (please see below for more details). A 50 percent deposit for your accommodation is required before your arrival. Your volunteer position will not be reserved until Clara Luna has received this deposit. There are no refunds.

Volunteers are asked to contribute 15 hours a week, usually between 3 – 4 hours per day, 4-5 days per week with a mandatory weekly meeting.

Volunteers are responsible for their own transportation costs and their living expenses in Puerto López (food, activities, etc.). Most volunteers live on anywhere from \$35 to \$100 a week (after rent), depending on your needs and lifestyle.

4.3 Operational Guidelines for Volunteers

All Clara Luna volunteers are charged with the task of maintaining a safe, clean and happy environment for children, students, volunteers and visitors. In order to drive this endeavor, we have a few guidelines for volunteers, the observance of which will keep Clara Luna the space we have grown to love:

OUR VOLUNTEERS ARE THE FACE OF CLARA LUNA

Volunteers are encouraged to enjoy Puerto López and this includes the night scene. Drink responsibly, take extra care when out in the bars and remember: although Puerto López is a growing tourist town, it is also a small town. Gossip spreads quickly and the residents can be surprisingly conservative. Be friendly with our neighbors and greet the children, students and their parents warmly and never forget that at all times during your stay you are a representative of Clara Luna. The relationships you build with community members reflects on Clara Luna and our reputation extends beyond your visit.

Weekly Meeting:

All volunteers will attend a meeting at Clara Luna, time and date permitting confirmation from Paola, where we discuss the week ahead. This includes everything from the everyday running of and living at the volunteer house, English class coverage, Spanish class organization, distributing of the domestic cleaning tasks, and Club de Niños/Club de Jóvenes program planning.

The aim of the weekly meetings is to share ideas, allocate resources, schedule and plan. As a result, attendance is required from all volunteers. The meeting is in Spanish and English to accommodate all volunteers.

Basic House Rules:

- There are **no outside guests allowed** in the volunteer house. This includes animals. We realize that they are cute and in-need, but we cannot have them in the house.
- Set a good example: no smoking in the house or on the balcony while programming is in session.
- Please conserve energy: turn of the lights when leaving a room, unplug electronics and appliances that are not in use and be careful of water and gas consumption.
- Make sure to take care of your valuables and lock your doors.
- The use of drugs is strictly prohibited.

We reserve the right to ask volunteers to leave at any time with little notice if we feel their behavior warrants.

Respect:

Tolerance and respect are necessary in any and every aspect of communal living and while conducting programming. Leading by example is the most effective way to transmit values.

During your stay with us if you feel the need to communicate any issues, disrespectful behavior by other volunteers or participant, or would like to discuss any suggestions for improvements, please don't hesitate to contact the Paola.

Tap Water:

With so many people using the same tank of water, the supply can quickly become low. If the tank runs dry, the process of refilling it can take a full day. Here are a few suggestions to help us make our water last:

- Take short showers
- Wash your dishes quickly
- Suggested bathroom rule: If it's yellow, let it mellow. If it's brown, flush it down.

Drinking Water:

The tap water here is **not** for drinking, but it can be used for cooking. Drinking water is found in the kitchen and is shared with the whole house.

Bathroom:

In Ecuador the pipe system is not like you may be used to and we can have major problems if we treat the pipes here the same as at home. No one wants to have the embarrassing and horrible job of cleaning up pipe problems, so here are the rules:

- Do not put in the toilet things that you have not passed through your mouth. (No toilet paper, feminine products, etc.)
- Wipe off any excess sand before you come into the house, rather than washing it off in the shower; the sand can build up in the pipes and create problems as well.

Kitchen:

The kitchen is a shared space and available for use by all volunteers.

If the kitchen is not kept clean, we can also have other 'uninvited' guests; namely a very curious, hungry and nocturnal cat and armies of ants. Please help us manage the mess by:

- washing your dishes
- keeping counters free of food
- putting away dry dishes
- being courteous that there are 4 burners and many hungry volunteers
- keeping your food organized within your section of the fridge.

Cleanliness:

The cleanliness of the common areas, the kitchen, and your room (shared or private) is predominantly the responsibility of the volunteers. The list of cleaning tasks will be available in the Kitchen for everyone to see. During your stay with us, we expect you to help us keep the premises clean by carrying out tasks as required.

For regular scheduled cleanings, we have a very sweet lady who cleans our rooms and common areas. She is a very lovely and trust-worthy person that we recommend you get to know during your stay here. Please show your respect by trying to keep your things in order to make her job easier and less invasive.

Arrival and Departure:

A clean room will be provided to you on arrival along with bedding and a mosquito net. During your stay with us, it will be your responsibility to keep your room clean and launder any linen. Bed sheets will only be washed once every two weeks.

On departure, please ensure that all the linen provided is taken away from the room and given to Paola.

Laundry:

Laundry is relatively expensive here in Puerto López and our volunteer house does not have a washing machine. We have a laundry sink and a clothes line that you can use to hang your laundry. Please ensure that:

- a. You purchase and use your own detergents. These are not provided.
- b. All dried cloths are taken away from the cloths line as soon as possible making space for others who many wish to do their laundry.

5. Useful Information

For more Frequently Asked Questions, visit our website at www.claraluna.com.ec or email Paola at info@claraluna.com.ec

Health

There are a surprising number of pharmacies in Puerto López and a medical clinic two minutes from Clara Luna with competent doctors and blood testing available.

* There are no vaccinations required, although we recommend a current tetanus vaccination and a rabies shot- there are many street dogs here in Clara Luna and rabies shots can be hard to obtain here. Here are some recommendations.

* There are many pharmacies here in Puerto López and most people do not have a hard time finding, however we do recommend that you bring your medications with you especially if you need something specific or unusual. Although pharmacies are plentiful here, it is not a regulated profession and it's best to know what you need before going to the pharmacy to make a purchase, bring a of the prescription and doctors note.

Weather

Of course we can't make any promises about the weather during your stay here, but the temperatures in Puerto Lopez stay pretty stable 25-30°C (77-86°F). June- October is usually cloudy with some light mist while December-May the sky is usually sunny with rain in the evenings. The transition months are a mixed bag.

Safety

Puerto López is generally a pretty safe place, however crimes of opportunity are not uncommon. Belongings need to be watched, especially on the beach, and valuables should be kept in your room if not in use. Like most places, tourists are sometimes seen as an easy target but with a little common sense it can be mostly avoided.

Female volunteers can expect to hear of whistles, hisses, and unsolicited comments or, practicing their English. This can be irritating, but overall harmless.

Electronics at Clara Luna

There are various electronics available for use at Clara Luna. These are to be used only for Clara Luna programming and are not permitted for personal use. Please consult a volunteer coordinator or Paola for more information on the electronics.

Packing tips

Things that you may not find here (expensive or hard to find):

- Insect repellent
- Sun block
- Good underwear
- Running shoes
- Good batteries
- Quality sunglasses
- Large size clothing
- Liquid soap

Some volunteers are surprised to find that items such as cameras, iPods, smart phones and other electronics are expensive here in Ecuador. If you plan on using these items, we suggest bringing them from home.

Voltage is 110 volts and the plugs are the same as those in U.S.A.

Suggestions:

- If you travel on weekends etc. to the mountains it will be cooler and you may need a jacket.
- Bring shoes or strong sandals – expect unpaved roads.
- Bring a small bag – for weekends away.
- Bring a swimsuit – we are a five minute walk from the beach!
- Bring small souvenirs –some little things from your country (flag's, badges etc.) can make great gifts for people you get to know during your stay.
- Bring a small flashlight (torch) – power outages are not uncommon.

Communication with home

- The volunteer house has a reasonably strong WiFi Internet connection most of the time. There are also many Internet cafés in town, which cost about \$1 per hour.
- Mobile phones cost around \$25 and use a standard sim card. Overseas calls can be made from most Internet cafés, at low rates, or you can use Skype.
- Mail services in Puerto López are not very reliable, but if your family is feeling adventurous they can send items to the Clara Luna Volunteer House (see the address in the bar below).

Time off

We are flexible regarding time off if you have friends or family coming to visit – but we expect you to respect the commitment that you have made in giving your time to volunteer. As noted above, volunteers are essential to running Clara Luna programming; we expect volunteers to respect their commitment to programming during the week and save recreational activities and traveling for the weekends. Any gaps in your presence at programming need to be discussed with and approved by Paola at least 2 weeks in advance. Please remember that there are no outside overnight guests permitted in the Volunteer House. Hostels are reasonably cheap and plentiful here in Puerto López.

Our Club de Niños schedule generally revolves around the school schedule here in Puerto López. The school year starts at the end of April and lasts until the end of February or early March, depending on the grades of the students. They have two weeks off at the end of September, two weeks off during Christmas, and an extra-long weekend during Carnival.

Insurance

As an organization we do not carry any type of insurance, or public risk. It is strongly recommended that you provide your own travel insurance and to become familiar with their policies and contact procedures.

Visas

Citizens of U.S.A, Canada, most European countries, and most other countries will receive an automatic 90 day visa on arrival in Ecuador. This visa can be renewed locally for a further 90 days with the proper documentation.

You do not need to apply for a basic tourist visas in advance, with the exception of a few nationalities. To find out which countries need to apply for a visa you can look on this Ecuadorian government [website](#). In the event you do need a visa, please be aware that the processing time on the websites can vary- apply early to avoid disappointment!

Banking

There are only national banks in Ecuador, not international banks. Puerto López only has one bank: Banco Pichincha and ATM Banco Pacífico.

Most credit cards (Mastercard, Visa, etc) and debit cards with the cirrus symbol work in the machines, but check with your bank first about fees. Local businesses generally do not take credit cards.

Language

The official language of Ecuador is Spanish. *Club de Niños' work happens in Spanish*. It's great if you have knowledge of Spanish before you come, but we have a great team of local Spanish teachers too- we strongly suggest you take Spanish Classes with us!

Volunteer donations

Can I bring donations with me from home?

We rely heavily on donations, both of supplies and money. Cash donations are always appreciated and are sometimes more practical than filling your bag with heavy items.

Many school supplies can be purchased in Guayaquil for less than the cost of buying them at home and bringing them with you (read our current [what to bring list](#)).

There is no expectation for volunteers to do fundraising, but if you wish to we will of course appreciate it! Donations are always needed.

Also, you can check our ***Clara Luna's Wish List*** on Amazon.com

We ask that you don't bring supplies or cash to distribute directly to children or members of the community. This can make it hard for other volunteers who may not have any money to spare.

5.1 How to Arrive

From Quito (approx. 10 hours, \$14.00 USD)

We recommend the operator Reina del Camino. They offer two buses direct from Quito to Puerto López; 8:45pm. Try to get your ticket in advance from:

- Reina del Camino Noth Office near Plaza Foch: Calle 18 de Septiembre y Manuel Larrea
- or from their office in Quitumbe bus station.

From Guayaquil (approx. 4 hours, \$6.00 USD)

The most direct route is to buy a ticket 'direct' to Puerto López from Cooperativa Jipijapa Office in the Terminal Terrestre, Guayaquil.

This direct bus passes through Jipijapa and comes to Puerto López, leaving from Guayaquil at the following times:

6:45h, 7:45h, 9:45h, 11:45h, 12:45h, 13:45h, 15:45h, 17:15h

You can also arrive to Puerto López from the arguably more scenic and slightly more time consuming route of the Ruta del Spondylus. In brief, you can take a bus from Guayaquil to Santa Elena, and then from Santa Elena to Puerto López, but there are many variations and varying time schedules. You can also take a bus from the less scenic and less time consuming route through Jipijapa and then to Puerto Lopez.

Once you arrive in Puerto López, you need to take a \$0.50 mototaxi to Clara Luna.

We are located in the North part of town in Barrio Miraflores, on the main highway right before the bridge. We are the large 3 storey orange/pink house on the right hand side of the street, diagonal from the driving school.

Most of the mototaxis know where we are, but here are the directions in Spanish too:

“Clara Luna. La casa naranja antes del puente, diagonal del Sindicato de Choferes.”

*** Remember to us know what time you are arriving so someone can welcome you at the volunteer house!*

Appendix A

A) Useful Spanish Phrases

| | |
|---|----------------------------|
| “Baja la voz, por favor” | “Lower your voice, please” |
| “Hagan Silencio” | “Silence” |
| “Asi se hace!” | “Way to go!” |
| “Bien hecho!” | “Well done!” |
| “Repite/Repitan” | “Repeat” |
| “Otra Vez” | “Again” |
| “Más despacio, por favor” | “Slowly, please” |
| “Sientate/Sientense” | “Sit down” |
| “Quieres leer?/Quieren leer?” | “Do you want to read?” |
| “Quieres hacer esto?/Quieren hacer esto?” | “Do you want to do this?” |
| “Ven aqui./Vengan aqui” | “Come here” |
| “Guarda esto, por favor” | “Put this away, please” |
| “Con cuidado” | “Be careful” |
| “Ayudame, por favor” | “Help me, please” |
| “Dejame mostrarte” | “Let me show you” |
| “Te toca” o “Me Toca” | “Your turn” or “My turn” |
| “De quien es?” | “Whose is this?” |
| “Aprenden muy rapido” | “You learn so fast” |
| “Confio en ti” | “I trust you” |
| “Nos vemos la proxima semana!” | “See you next week!” |

Appendix B

B) Teaching English at Clara Luna: A Crash Course

The idea is to immerse your student in the language as much as possible. 100% immersion will be quite difficult here, but try your hardest to avoid translation and specific grammar lessons. Instead get creative (or use Google) and teach contextually.

What are the topics that would be most useful to them?
How can you teach in a real-world meaningful way?

For example I like doing restaurant simulation exercises. Here it's important as your student are likely to find themselves working and interacting with tourists, possibly in a restaurant setting. I get them to create menus where we can focus on food vocabulary. Then we take turns visiting each other restaurants and ordering from the menu. Depending on their level you can give a couple of phrases as the waiter

"What would you like to order?"

"Today's special is" etc. and phrases for the customer to respond with. This way they are producing English authentically in an engaging, useful way.

Other example of simpler activities I have done here are Charades with animal vocabulary using English and pictures instead of translating. In an intermediate class we reviewed common phrases to give advice in English then wrote Dear Abby letters, exchanged them and responded to each other using the phrases, then sharing aloud at the end.

A Lesson could look something like this

- Presentation: teach/review new information/expand on old. For example Vocabulary, present tense, past tense etc.
- Practice: Practice with new information. Use new information in a controlled/helpful way.
- Production: "Authentic" output of this new information (and all their English knowledge) eg writing letters or a speaking activity.
- The teacher should not be talking too much in the Practice and Production phases.

Some simple Tips and Hints

- Try not to translate! Act it out, draw pictures, use synonyms (or Google)
- Repetition Out Loud! Until they get it, or close enough.
- Get the students to take Notes with NO SPANISH
- Try to Focus on COMMUNICATION and ACTIVITIES that simulate REAL-WORLD SITUATIONS and use the language IN CONTEXT. Don't just teach the alphabet, use letters to have them spell different words lie their personal info.

- **KEEP IT SIMPLE** and importantly – **TEACH THEM THINGS THAT THEY WILL NEED TO USE!** (Instead of explaining directions verbally, do an example yourself first).
- Be **DELIBERATE, SLOW AND CLEAR** with your words, don't talk too much!
- **SPEAK REALLY SLOWLY – ALWAYS!**
- Give them a lot of time to process and respond. This may feel awkward at first, but just wait! And if possible have the other students help first before intervening.
- Use resources like your tablet, smart phone, computer or the books here at Clara Luna to engage them, plus it makes it a lot easier for you.
- **AVOID EXPLICIT GRAMMAR LESSON!** At best they are boring and mostly there are more effective ways of teaching.
- **PLEASE REMEMBER TO DOCUMENT YOUR LESSONS!**
It's really important in order to keep the teacher coming after you informed about what information has been covered.