



about **ENGLISH TUTORS NETWORK**



English Tutors Network (ETN)

ETN is the network of ESL tutors who give private (business) English lessons (tutorings) to Japanese business persons at the client's place, your place, or café.

Curriculum-based Tutoring

- ❖ Tutorings are based on the curriculum customized for each client.
- ❖ The base Curriculum ETN developed is targeting "From TOEIC® 400 points to 900 points +α in 2 years".
- ❖ "+α" means speaking and writing abilities, sociolinguistic competence, and non-verbal communication skills especially for business purposes.

* Sociolinguistic competence is the ability to use proper language in all aspects of society, including cultural norms, expectations, and context.

* Non-verbal communication skills include facial expressions, gestures and posture (body language) which influence the effectiveness of communications.

Scientific Learning Approach

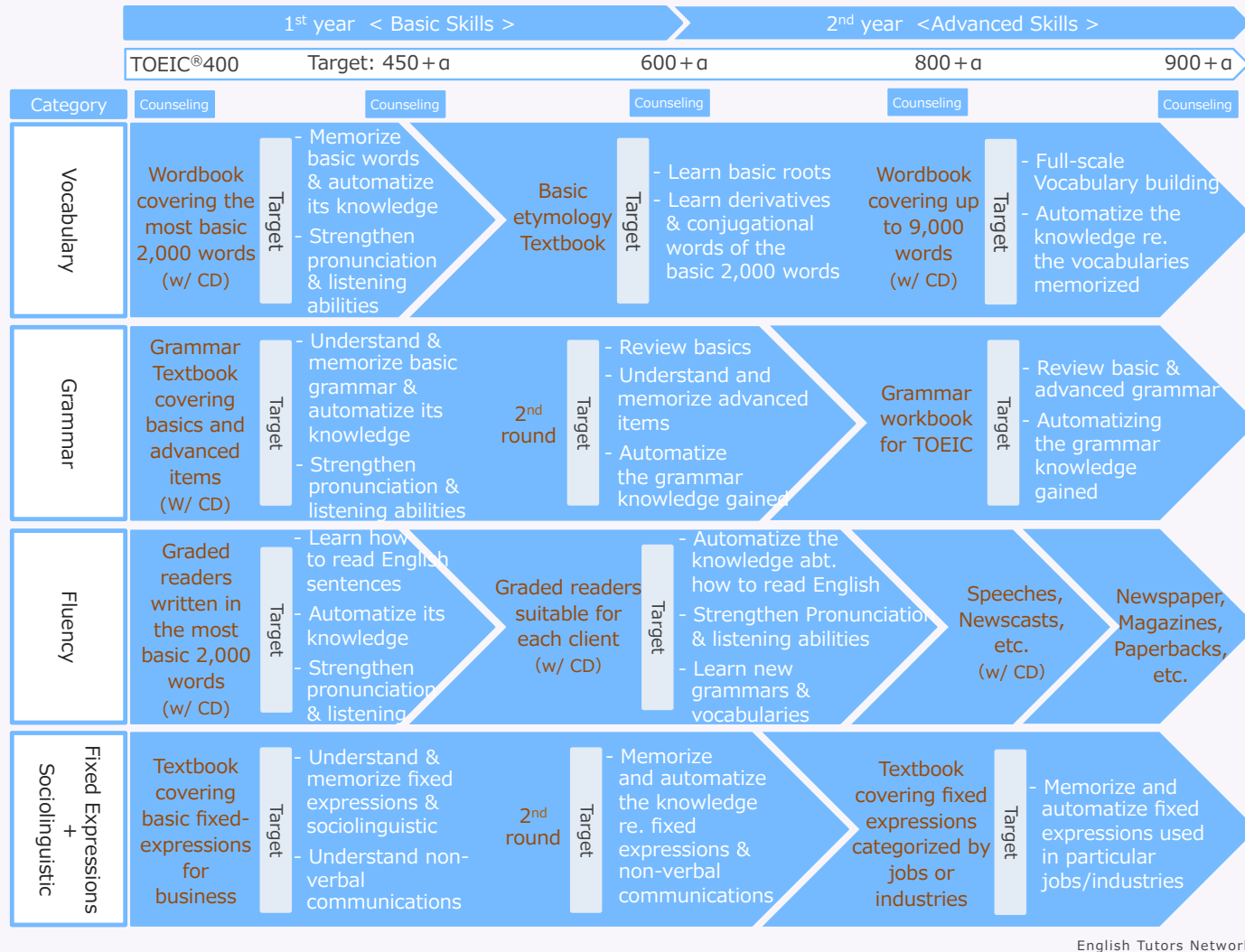
- ❖ ETN adopt scientific methods to learn English as a second language; the science of Second-language acquisition (SLA), and of Brain including neuroscience of language.
- ❖ 1. Learn vocabulary, grammar, pronunciation, etc. from basics (bottom-up approach), complementing by learning by heart fixed expressions frequently used under business situations (top-down approach).
- ❖ 2. Follow the learning process "Understand" → "Memorize" → "Automatize".
- ❖ 3. Focus not only on "Input" but also on "Output".

Full support by native English speaker and Japanese Tutors

- ❖ The roles of Tutors include advising on learning methods (mainly Japanese tutors) as well as teaching ESL (Native and Japanese Tutors).
- ❖ Japanese Tutors are mainly taking care of "Understanding" English by explaining, Native Tutors are mainly taking care of "Memorizing" and "Automatizing" English by repeating.
- ❖ Native Tutor and Japanese Tutor to take turn every month.

Curriculum-based Tutoring (1)

Overview of ETN's Curriculum



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- ❖ ETN's curriculum is following the learning process of "Understand" → "Memorize" → "Automatize", focusing not only on "Input" but also on "Output", and adopting both "Bottom up" and "Top down" approaches.

- ❖ ETN's curriculum considerate the following 6 balances.

- 1) Input and Output
- 2) Bottom-up and Top-down approaches
- 3) "Understand and Memorize and Automatize"
- 4) 5 categories to learn; Vocabulary, Grammar, Pronunciation, Fluency, and Sociolinguistic
- 5) Tutoring and self-study
- 6) Native and Japanese Tutor

- ❖ Listening comprehension as well as pronunciation is included in Fluency, and non-verbal communication skills are included in Sociolinguistic in ETN's curriculum.

- ❖ ETN's curriculum is based on weekly 75-min. tutoring and everyday approx.90-min. self-study (utilizing the time during commuting to the office, etc.)

Curriculum-based Tutoring (2)

Overview of ETN's Curriculum

Textbook	<ul style="list-style-type: none">❖ ETN utilizes textbooks available in bookstores, which suited well to the ETN approach and to each learner.❖ 3 to 4 textbooks are to be selected for vocabulary, grammar, fluency, and fixed expression, and are used simultaneously in tutorings and self-studies.
Tutor	<ul style="list-style-type: none">❖ Full support by 2 tutors; experienced native speaker tutor and Japanese tutor with TOEIC®900 points or higher.❖ Native Tutor and Japanese Tutor to take turn every month.
Tutoring	<ul style="list-style-type: none">❖ Native tutors mainly in charge of fixed expressions/sociolinguistic/pronunciation, and review of self-study and of tutorings w/ Japanese tutor (mainly to “memorize” and “automatize”).❖ Japanese tutors mainly in charge of grammar, and preparation for tutorings w/ Native tutor and for self-study (mainly to “understand”).
Self-study	<ul style="list-style-type: none">❖ Learners to repeat what he/she learned mainly during commuting to the office, walking, etc. (mainly to “memorize” and “automatize”).❖ ETN' curriculum is established to repeat same things a few times in tutorings and self-studies in order to materialize the scientifically-proved most effective review cycle.
Counseling	<ul style="list-style-type: none">❖ Counseling, to be held once in three months, is to check learning progress, to modify curriculum/learning method, and/or to change textbooks/tutors if needed.❖ It is also possible to make suggestions based on a result of English proficiency test, such as TOEIC®.
Time & Place for tutoring	<ul style="list-style-type: none">❖ Tutorings can be held at learner's office/home, or public place such as café or any place convenient for the learner⁽¹⁾.❖ Learners can fix the time for tutoring; early morning, after office hours, weekends, etc.

(1) In case that a learner want to take tutoring at his/her office, the learner is to obtain permission from his/her company.

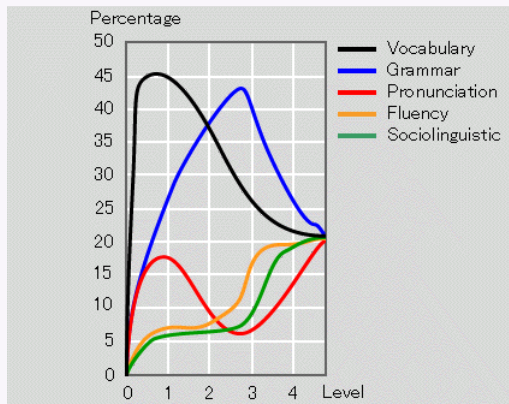
- ❖ ETN utilizes textbooks sold in bookstores for the following reasons:
 1. There are many high-quality textbooks which follow scientifically effective methods.
 2. It is efficient to use textbooks which was created by prominent ESL specialists.
 3. It is much more cost effective for learners to use them than to create ETN original textbooks from the beginning.
- ❖ Native Tutor and Japanese Tutor to take turn every month in order to materialize the scientifically-proved most effective review cycle; 1st review within 1 week, 2nd review 2 weeks after the 1st, and 3rd review 1 month after the 2nd.
- ❖ ETN's curriculum is premised on 90 min. self-study everyday. However, it can be modified based on requests from learners who cannot secure 90 min. everyday.
- ❖ In case that a learner want to take tutoring at his/her office, the learner is to obtain permission from his/her company.

Scientific Learning Approach (1)

Language ability consists of 5 abilities; “Vocabulary”, “Grammar”, “Pronunciation”, “Fluency”, and “Sociolinguistic”.

Higgs Graph of Learner Needs

(Changes in learner needs / importance by 5 categories)



1) Higgs, Theodore V. and Ray Clifford. "The Push Toward Communication." Higgs, Theodore V. (ed.) *Curriculum, Competence, and Foreign Language Teacher*. v.13, ACTEL Foreign Language Education Series. Skokie, IL: National Textbook Company. 1982. pp.57-79. (Cited from: *TOEIC Language Proficiency Manual*. ETS. 1982. p.18)

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- ❖ Japanese usually have decent knowledge on vocabulary and grammar, but lack fluency.
- ❖ Sociolinguistic competence is the ability to use proper language in all aspects of society, including cultural norms, expectations, and context.

Category	Learning Target
Vocabulary	<ul style="list-style-type: none"> ❖ As the first goal, memorize and automatize the most important 2,000 words and their conjugational and derivative words, and the most frequently used words under business situations. ❖ Vocabulary is the most important category for elementary and pre-intermediate level in Higgs Graph.
Grammar	<ul style="list-style-type: none"> ❖ Understand, memorize, and automatize the basics, then try to understand the advanced level items gradually. ❖ Grammar is the most important category for intermediate or higher level in Higgs Graph.
Pronunciation	<ul style="list-style-type: none"> ❖ Learn vowels and consonants by emulating the moves of lips, tongue, and throat of a native English speaker, while focusing also on stress, intonation, and rhythm. ❖ Pronunciation is important category for elementary level (mainly vowels and consonants) and advanced levels (mainly stress, intonation, and rhythm).
Fluency	<ul style="list-style-type: none"> ❖ As the first goal, improve fluency (automatize) in reading, writing, listening, and speaking using the most important 2,000 words and basic grammar, then try advanced level items gradually . ❖ Fluency is the most challenging category for Japanese , because they usually have decent knowledge on vocabulary and grammar, but lack fluency due to the English education systems in Japan.
Sociolinguistic	<ul style="list-style-type: none"> ❖ Sociolinguistic competence is the ability to use proper language. Without this ability, smooth communication would be difficult to achieve. ❖ Learn vocabularies and expressions which have particular meanings but frequently used under business situations, and also learn how and when to use them, together with cultural background if any.

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Scientific Learning Approach (2)

Key words for scientifically efficient and effective learning methods are ① “input” and “output”, ② “bottom-up” and “top-down” approach, ③ “understand” → “memorize” → “automatize”.

Effective/Efficient Methods of Learning ESL

Focus both on “Input” and “Output” (1)

Learn Basics of Vocabulary and Grammar (bottom-up) complementing by Fixed Expressions (top-down)

Follow the process of “Understand” → “Memorize” → “Automatize”

(1) “Input” is to read and listen sentences, the vocabulary and grammar of which you fully understand. “Output” is to write and speak by selecting proper words and by using proper grammar.

- ❖ The science of second-language acquisition (SLA) reveals that, in order to acquire a second language, a person needs to be put in a situation where he/she needs to speak (write), in addition to have extensive reading/listening.
- ❖ Understand and memorize vocabulary, grammar, pronunciation, etc. from basics (bottom-up approach) and become able to use them unconsciously (automatize), complementing by learning by heart fixed expressions frequently used under business situations (top-down approach).
- ❖ To understand what you want to learn, and to memorize what you understood, then to automatize what you memorized. This is the most efficient and effective methods for an adult to learn ESL, which derived from the science of second-language acquisition, and of human brain.

Scientific Findings

“Input” and “Output”

- ❖ **Science of SLA:** It is highly possible that humans can not acquire a second language only by inputs.
- ❖ **Neuroscience:** Repeating output, rather than input, facilitates information to be fixed to the brain circuit.
- ❖ **Science of SLA:** When forced to output without adequate input, one can create with difficulty “wired” English which tends to be fixed to the brain.

“Bottom-up” and “Top-down”

- ❖ **Science of SLA:** To start learning the basics of vocabulary and grammar (bottom-up) should be the main learning method, in order to become able to express adequately and freely what you want to say.
- ❖ **Neuroscience:** It facilitates the learning process to learn basics first, then difficult things gradually.
- ❖ **Science of SLA:** One-half or one-third of the business conversations consist of fixed expressions. Learning them as a complementary is suggested (top-down).

“Understand” → “Memorize” → “Automatize”

- ❖ **Neuroscience:** The brain of a child is good at rote learning. On the other hand, that of an adult is good at understanding things and memorizing their reasonings.
- ❖ **Science of SLA:** Both a child and an adult have to automatize what one memorized, in order to use them unconsciously.
Neuroscience: “Automatize” is to make “episodic memory” into “procedural memory”.
- ❖ **Neuroscience:** Brain needs repeating output/input to memorize and automatize such information.

Full support both by native English speaker and Japanese Tutors

It's imperative to have both native and Japanese tutors in order to materialize learners' goal effectively and efficiently. ETN will fully support learners to materialize their goal surely and steadily.

Why do we need both Native and Japanese Tutors?

Q. Can a Native Tutor who has not learned ESL teach English?

- A. Japanese tutors are well aware the differences between Japanese and English, as well as common mistakes of Japanese learners.
- A. Adult learners have to understand in Japanese basic English vocabulary and grammar, which only Japanese tutors can follow.
- A. Japanese tutors' experiences in mastering English are beneficial to learners to avoid useless efforts.

Q. Can a Japanese Tutor whose first language is not English teach English?

- A. Only native tutors can advise on expressions which are correct in terms of grammar but are not natural to native speakers.
- A. Only native tutors can advise on whether or not learners' pronunciations, intonations, and rhythm are understandable to native speakers.
- A. It is efficient to learn sociolinguistic items and non-verbal communication items from native tutors.

A. It's imperative for a native and a Japanese tutor to take turn every month in order to materialize scientifically-proved effective review cycle.

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What is ETN's Full Support ?

It is a major reason for Japanese to have difficulty in learning English that they don't know how to learn it.



ETN support learners in a comprehensive manner by advising on how to learn English as well as teaching English itself.

- ❖ Custom-made curriculum to cover self-study as well as tutorings with Native and Japanese tutors
- ❖ Scientifically effective and efficient learning methods
- ❖ Selection of suitable textbooks for each learners covering self-study and tutorings
- ❖ Full follow-ups of self-study both by native and Japanese tutors
- ❖ Free counseling to relieve concerns and to clear doubts regarding learning progress and/or learning methods

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