

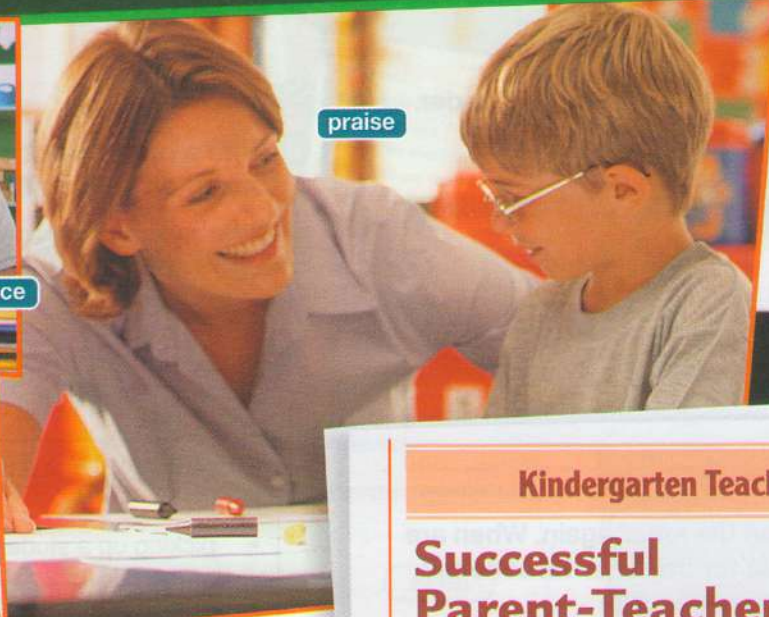
7 Communicating with Parents 2



parent-teacher conference



dialogue



praise



concern

Successful Parent-Teacher Conferences

Preparation is the key to successful conferences. Have notes on hand for each child. Greet the parents at the door. Start by **praising** their child. Describe an incident when the child did well. Then make it clear that this is a **dialogue**. You want to **collaborate** with the parents.

Review the child's progress. This is the time to mention any **issues**. Ask the parents if they have any **concerns**. Then draw up a plan to **resolve** any problems. The teacher should work with parents to provide the child with **support**. At the end, recap any decisions made. Praise the child once more. Then close the meeting.

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are parent-teacher conferences?
- 2 Why are parent-teacher conferences useful?

Reading

2 Read the teaching manual entry. Then, choose the correct answers.

- 1 What is the purpose of the teaching manual entry?
 - A to discuss the importance of giving praise
 - B to explain how to keep files on each student
 - C to provide advice on parent-teacher conferences
 - D to communicate issues to a child's parents
- 2 What can you infer about parents?
 - A They respond positively when their child is praised.
 - B They often bring their children to the conferences.
 - C They prepare for parent-teacher conferences in advance.
 - D They expect to receive detailed written notes.
- 3 Which of the following is NOT recommended?
 - A greeting the parents at the door
 - B reviewing the child's progress
 - C recapping any decisions made
 - D writing out a dialogue in advance

Vocabulary

3 Write a word that is similar in meaning to the underlined part.

- 1 The teacher admired and approved of the student's drawing.
_r_i_e_
- 2 The teacher gave extra help and encouragement to the struggling student.
s_p_o_t
- 3 The parent explained his worries to the kindergarten teacher.
_o_c_r_s
- 4 The children were able to find a satisfactory solution to the problem.
r_s_l_e
- 5 The brief meeting between a student's parents and teacher went well.
_a_e_t-_e_c_e_ c_n_e_e_c_