

Coordinating the *Training Guide* with the *Handbook*

The column on the left has an entry from the *Training Guide*. After trainees have responded to the entry, or if they are not sure either what the grammar problem is or what hints to give, they can refer to the page and section in the handbook for assistance.

Also, you will notice that at the bottom of the *Handbook* column, there is reference to the “Glossary of Terms”. The glossary is found at the end of the *Handbook*. Trainees can refer to this if they would like more information about a particular grammar term.

Training Guide

Directions: Write hints to “lead” students to discover their mistakes with *verbs*. You may need more, or fewer, than four hints. To see an explanation of the grammar rule and to check your hints, look at the *Handbook: Grammar Conferencing Techniques for Teachers and Tutors*.

1. They attending a concert when they heard the news.
(See the *Handbook* p. 7, Section 1.4.)

Hint 1:

Hint 2:

Hint 3:

Hint 4:

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1.4 Verb tenses: present progressive and past progressive

Mistake: They attending a concert when they heard the news.

Explanation of the rule (for the teacher/tutor):

- The action is, or was, in progress at a specific time.
- The present progressive is formed with the present tense “be” helping verb (*am, is, are*) and the present participle (verb-ing)
- The past progressive is formed with the past tense “be” helping verb (*was, were*) and the present participle (verb-ing)

Conferencing hints

(Tutor) Hint 1: *In this sentence, you have a mistake. Can you find it?*
(If the student doesn’t find it, give Hint 2.)

Hint 2: *You have a mistake with a verb.*
(If the student doesn’t find the mistake, give Hint 3.)

Hint 3: *Underline the verb in this sentence.*
(If the student doesn’t find the mistake, give Hint 4.)

Hint 4: *Do you want your verb in the present progressive tense, or past progressive tense?*
(If the student doesn’t find the mistake, give Hint 5.)

Hint 5: *To make the progressive tense, you need a helping verb.*
(If the student doesn’t find the mistake, give Hint 6.)

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Hint 6: Which of these helping verbs do you need in your sentence: *am, is, are, was or were*?

♦ See **Glossary of Terms p. 34** for information about **participles**.

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Glossary of Terms (in the Handbook)

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participles	A participle is formed from a verb. It can be a: a) present participle , which is formed by verb-ing. Example 1: We are <i>trying</i> to get home. Example 2: A <i>sleeping</i> dog should not be disturbed. b) past participle , which has various endings. Example 1: The front door was <i>painted</i> black. Example 2: The sick man was <i>taken</i> to the doctor.
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