

# How to be a Successful One-On-One Instructor (Adapted for Spanish Tutors Online)

---

Probably the most important skill for teaching one-on-one is to be really good at interacting with people. If you haven't read "*How to Win Friends and Influence People*", it wouldn't hurt. For one thing, some knowledge of psychology is vitally important. If you and your student don't get along due to personality problems, then you either do not need to take on this particular student, or you need to learn how to handle the situation. If you can adjust to dealing with various personalities, then you are ahead of the game. True, some of this will come with time and experience, but you want to make money now, right?

There are a multitude of articles on the internet that you can read regarding how to handle people. Remember, a lot also has to do with your own personality. Do you consider yourself aggressive, shy, introverted, extroverted, or organized? Do you procrastinate?

In other words, first know yourself. In order to be successful, you must **establish a good rapport** with your student and keep it that way. Next, find a way to handle different personalities. You will be spending quite a bit of time with your student as a one-on-one instructor. You should be prepared and sincerely interested in not only teaching, but in the person you are teaching.

**Be discreet!** As you get more into the lessons, particularly if there is a specific focus that the student would like to concentrate on, you will hear information which pertains to his/her personal information. This is definitely not an area in which gossip will be tolerated. You will not only lose a student, but your reputation will suffer and you may lose credibility. The student might, for example, discuss his/her personal life with you. Again, you are not only an instructor in this instance, you are a *confidante* and should never "*talk out of school*", so to speak. Think of the slogan for Las Vegas, Nevada. "What happens in Vegas, stays in Vegas."

Remember that if you and your student get along, then you can talk freely about any problems that arise, whether it is homework, tardiness to class, pronunciation, or vocabulary and grammar. You *are* there to teach Spanish, not just socialize—although, that is also important.

Take time, along the way, to assess the progress of your student. Try to praise him/her on their successes. It works. Also, use his/her name frequently. People who are experts at dealing with various personalities know that students like to hear their name. It makes them feel important. They are!!