

## READAK's ADMINISTRATOR PAGE.

Thank you for downloading Readak's Administrator page.

As you learn more about the Readak advanced learning skill course, please keep in mind that:

- τ there is no cost nor obligation to your school.
- τ there is no minimum enrollment requirement.
- τ Readak does all billing and collecting of tuition.
- τ Readak bears the cost of printing and mailing information to parents.
- τ the school provides classroom space. Readak does the rest.

For client school references, simply contact us via email at [studysmart@readak.com](mailto:studysmart@readak.com).

### Meet the people behind Readak:

When a school shows interest in the Readak advanced learning skills course, administrators from that school will work with a Readak consultant.

Experienced educators themselves, the consultants are trained and proficient in reading improvement and study skills development. They are available to school administrators from course inception to completion.

The consultants have more than 65 years of combined Readak experience.

Graduates of leading liberal arts colleges and universities, Readak teachers are flexible, dedicated, enthusiastic individuals with a sincere concern for student progress. Every Readak teacher is:

- τ a graduate of Readak's training program, including more than 150 hours of specialized training in reading and study skills improvement.
- τ a member of a full-time, highly qualified teaching staff.
- τ carefully selected to match the school's needs.
- τ on campus a minimum of one week prior to the first day of classes to handle all pre-course matters.
- τ available as a resource to faculty.

### Step 1: Course Preparation

#### **A. Faculty Meeting**

Prior to the start of the Readak course, the consultant will conduct a faculty meeting, during which he will:

- τ explain the program and answer questions.
- τ discuss course goals and specific strategies.
- τ invite faculty to monitor the course.
- τ suggest ways the course can complement classroom activities.

## **B. Parent Communications**

Readak keeps the parent community informed by:

- τ explaining Readak's curriculum, registration procedure, and anticipated results via letters and brochures mailed to all parents.
- τ conducting an informational meeting specifically for interested parents prior to the start of the course.
- τ encouraging parents to meet individually with the Readak teacher to discuss concerns.

## Step 2: The Readak advanced learning skills course

### **A. Course Length**

Readak classes are held for a specified number of hours over 3 to 5 weeks. Course length ensures continuous reinforcement of skills, i.e. no shortcuts. Scheduling is arranged by the Readak teacher at times convenient for the school and students, on student free time. It does not take them out of class.

### **B. Course Content**

The Readak course, which is adapted to meet school and student needs, emphasizes:

- τ a comprehension-oriented approach to developing efficient reading and study habits.
- τ application of techniques to daily schoolwork.
- τ use of student texts for application.
- τ use of student workbook as reinforcement during and after the course.

For more information about Readak's course content, please see the Readak Course Outline and/or Course Content FAQ.

### **C. Faculty Workshop**

During each course, the Readak teacher will offer a faculty workshop, during which he/she will share Readak methods, course content, and specific strategies. The teacher will also provide suggestions for reinforcing the skills in the classroom and answer any faculty questions.

### **D. Parent Workshop**

During the course, the Readak teacher will host a workshop for parents of Readak students. The Readak teacher will provide a sample lesson, discuss suggestions for reinforcing the skills at home, and answer questions.

## Step 3: Course Follow-up

### **A. Administration**

Once the Readak course is completed, the school administration may request copies of student evaluations and teacher comments to parents and students.

## **B. Students**

Approximately two weeks after the course, each student will receive:

- τ a Program Review providing suggestions for ongoing use of major course strategies and techniques.
- τ a Refresher Certificate entitling him/her to take the Readak course again at no additional charge, wherever the course might be available.