

Tutor Talk

Wachovia Foundation Awards Employment Skills Grant

The Lake County Library System Adult Literacy Program and Leesburg Public Library have received a grant in the amount of \$6,000 from the Wachovia Foundation! These funds are being used to expand the Adult Literacy Program by establishing a new program component focused on work-based literacy skills.

The expansion of the Adult Literacy Program, through the addition of work-based literacy skills curricula to the ANR collection, is designed to reach illiterate or functionally illiterate adults and focuses on assisting unemployed or underemployed adult learners improve their reading, writing, and math skills as they relate to finding and maintaining a job.

Our goal is to provide work-based skills curricula to approximately 25 adult learners, thereby improving their basic literacy skills; employability opportunities; work-based literacy skills; and personal sense of accomplishment.

This is an exciting opportunity to purchase new resources and materials that will make lesson planning more interesting and focused while reducing lesson preparation time!

Success will be measured through the following indicators:

- # of adult learners able to complete applications and forms
- # of adult learners attaining one work-related learning goal
- # of adult learners reporting increased work-related vocabulary
- # of adult learners reporting entered employment

*We need **YOUR HELP** measuring these successes!*

Please let us know if your learner has identified employment goals and add the materials you used and learner accomplishments and goals achieved to the monthly report.

Look inside for a description of the new materials and resources!



Conversations for Work

For the Beginning level learner. Thematic approach introduces students to the culture of the American workplace and illustrates the qualities students need to be successful at work.

Conversations are designed to set a context for vocabulary as well as to share information on culture and customs.

Lessons give students the framework for transferring and

customizing materials to their own work situation.

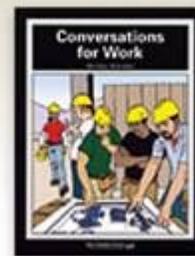
Topics presented are: People and Places at Work, Time and Work, Job Safety, and Working Together.

Emphasizes oral skills and conversation -- Lessons are based on workplace themes—students practice the words and expressions they need to function at work.

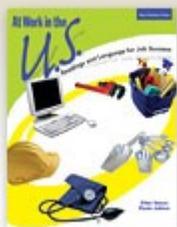
Vocabulary is presented in picture dictionary format.

Listening practice activities focus on specifics for workplace interactions, such as hours, numbers, etc., as well as typical responses to common workplace questions.

(Student Book, 120 pages;
Teacher's Guide, 80 pages)



At Work in the US



For the Beginning level learner. Theme-based lessons help students develop the basic language and cultural skills needed at work, while integrating core skills in reading, writing, listening, and speaking.

Follows an immigrant family as they encounter a range of everyday on-the-job issues ;

Centers on four key topics: Expressing Personal Information (e.g., filling out forms), Dealing with Job Procedures and Benefits, Working Safely, and Understanding Workplace Culture; Lessons can be applied to a broad variety of jobs, work sites, and work situations; Includes practice in vocabulary, grammar, dialog, pronunciation, reading,

writing, and listening; Flexible enough to be used in workplace programs, adult ESL or vocational programs, community colleges, and community-based learning centers; Teacher's Resource Guide offers reproducible photocopy masters of unit tests plus supplemental activities.

(Student Book, 144 pages;
Teacher's Guide, 80 pages)

Workplace Essential Skills DVD kit



Multi-level. For adults who want to get — and keep — good jobs.

Program topics include: Finding a job; New to the job; Communication skills; Writing skills; Reading skills; and Math. Sub-topics are varied, ranging from applying for jobs to trends and predictions: Graphs and Data, and would be appropriate for any level learner.

Contents: 7 DVDs containing 24 1/2 hr programs, 4 workbooks, 24 FREE online lessons, and a LiteracyLink Teacher's Guide which includes sample lesson plans, learning objectives and recommended activities for each program, plus guidelines for using multimedia with adult learners.

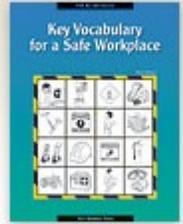
The guide also provides

classroom copy masters for many of the onscreen passages and graphics and includes a locator test teachers can use to place learners at the appropriate GED- or pre-GED level in each of the five content areas.

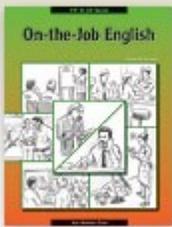
ESL for Job Success – Key Vocabulary for a Safe Workplace & On-The-Job English

Both are for the High-Beginner-Low-Intermediate learner.

Essential language for workplace safety. Unique picture dictionary format introduces the vocabulary to help students quickly recognize even complicated or technical terms; Students practice application activities that link core vocabulary with related terms and phrases; Organized into four main units: warning signs and first-aid items, health and ergonomics, safe use of tools and machinery, and safety information on labels and tags; Safety Tool Kit at the end of the Student Book gives information on how to use Material Safety Data Sheets, common injury terms, and safety policies found in many employee handbooks. (Student Book, 112 pages; Teacher's Guide, 32 pages)



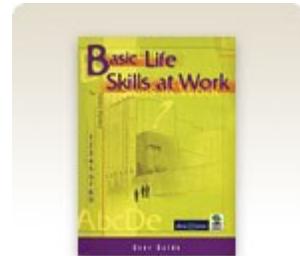
Help your students do their best to communicate at work - Theme-based, integrated skills approach helps students develop the functional language needed for common workplace tasks; Prepares students to give and understand instructions, read and understand safety rules, take part in work discussions, discuss problems on the job, and more; Activities encourage students to work in groups or teams, which is typical of many workplaces, and can be customized to use vocabulary and work tasks of specific jobs; Students practice language skills in simulated, real-life interactions, such as between co-workers, workers and customers, and workers and supervisors; Language skills and strategies can transfer easily to many different workplaces; Teacher's Guide provides lesson-by-lesson notes, hints for adapting the text to specific workplaces; Audio presents a realistic version of conversations in the Student Book; The Workbook provides reinforcement and comprehension activities.



(Student Book, 128 pages; Work Book, 48 pages; Teacher's Guide, 32 pages)

Basic Life Skills at Work

Multilevel. Depending upon the learner's level, this could be used as a supplemental, self-study option. CD-ROM aims to help combat workplace literacy problems. Includes 72 activities to help improve basic language, math, and workplace skills; Provides up to 140 hours of training to adult learners in ABE, ESL, and workplace literacy programs; Nine learning modules cover topics such as demystifying payment statements, filling out forms, simulated ATM activities, punctuation, alphabetical order, and more; Problem solving activities help learners write instructions, take notes, analyze situations, and draw conclusions; An Instructor's Manual and User's Guide are included.



Filling Out Forms

For the Intermediate-Advanced learner. Shows how to fill out everyday forms: uses hands-on approach; 8 units focus on forms such as W-4's, driver's license applications, and medical patient billing information. Presents and explains the four basic steps and breaks down forms into easy-to-handle sections.

And there's more....

Title	Description
Integrating Career Awareness into the ABE/ESOL classroom—Section III: Occupational Exploration	Multi-level. Relatively advanced concepts—4 sections: students and cultural context for career advancement; self-exploration; occupational exploration; and career planning skills. The overarching goal of the curriculum is to have students understand and be able to act upon the critical link between educational attainment and careers. 184 pages.
Building Communication Skills	Beginner. Designed for immigrant seniors to improve their language skills. Ice breaker; conversation grid; vocabulary circle (job related); role play; and using classified ads. A good place to start. 16 pages.
Computer Comfort	Beginner (also in Spanish). An introduction to the basic functions of computers. Very simple concepts you can use with the learner.
Employment Workshops in the ESOL class	Multi-level. Promising Practices program. These are samples of curriculum materials and lesson plans. Lesson plans include: where to look for jobs; reading classified ads; and filling out a job application. A good place to start — the basics — allows you to create a lesson plan for your learner.
Finding a job	Multi-level. Tutor toolbox focusing on finding a job — full of lesson plans, activities, key vocabulary lists, and assessments. Created by a Canadian College but applicable to US expectations. 104 pages.
Making Essential Skills Work for You—Learning Activities	Multi-level. This is a portion of a larger manual and contains 5 chapters that focus on Essential Skills - oral communication and thinking skills. This manual was produced by Laubach Literacy Ontario -- some of the information might not translate to US regulations. Contains wonderful ideas, information, and topic-specific learning activities. 196 pages.
Life Skills—Survival, Restaurant, Computer, and Supermarket Words	For the Beginning-Intermediate learner. 4 workbooks. Each book contains a pre-post test and a multitude of activity sheets—matching, fill-in the blanks, writing sentences, and puzzles.

Creating a job skills packet...

Getting started? Consider including these skills & topics:

- Work History (Resume)
 - Don't forget key words: teamwork; flexibility; detail-oriented; self-motivated
- Job search process
 - Newspapers; internet; networking (friends, family, etc...)
- Telephone etiquette
- Job application tips
 - Sample applications; online applications
- Interviewing skills
 - What to bring; appropriate dress; question preparation
- Tips for surviving on the job

Information provided by Goodwill Industries of Central Florida, Inc., Self-Sufficiency Job Center, Iris E. Colon, Coordinator, 352-326-8919. Sample packet is available through your literacy contact.

Employment Skills Websites...

Title	Description
http://www.lowestpricetrafficschool.com/handbooks/	Department of Motor Vehicles - driver's license; CDL; motorcycles...free pdf downloads or you can order your own. English and Spanish versions.
http://bogglesworldesl.com/lessons/job_fair.html	LANTERNFISH contains printable teaching resources for language arts, TESOL, TEFL and ESL. Too much to list...definitely worth checking out at least once! Job skills, alphabet, telephone skills, practice interview skills, downloadable resources, and so much more...
http://www.GCFLearnFree.org	Offers free computer training online since 1999, has launched Everyday Life, geared toward adult basic education and basic literacy learners and ESL students. Initial "how to" lessons include using an ATM, completing a bank deposit slip, reading bus maps, and filling out a job application. Not intended to teach vocabulary and reading skills, the interactive lessons provide learners with a safe environment for practicing new skills without real-world consequences and the fear of failure. Available in Spanish also!
http://www.eslflow.com/index.html	WOW—I was totally amazed by the potential of this website! You must see this one to believe it — visit today. Topics are endless and range from ice breakers to giving directions to jobs & careers.
http://www.westchesterlibraries.org/node/56	Links to learner needs that go beyond literacy—from local information to jobs & job training.
http://www.floridatechnet.org/workplace.htm	Includes 'want ads' and 'the skills center' ...links to websites or actual courses.
http://www.marshalladulthoodeducation.org/student_lessons1.htm	A variety of online lessons with teacher skills checklists. Topics include: communication; community resources; health; and grammar & writing. Activities include: talking on the phone; personal information; workplace vocabulary; the verb 'to be'. Excellent resource for a learner who is comfortable with the computer and you might be able to print some lessons or just get some great ideas!
http://slincs.coe.utk.edu/gtelab/	The LAB collects and distributes high-quality learning activities that focus on the basic skills and knowledge adults need to be effective in the 21st Century workplace. Instructors can find learning activities developed by other instructors and submit their own learning activities to the bank. The Workforce Education LAB helps instructors plan each step of a work-related learning activity and links to current frameworks for the skills and knowledge adults need at work. Learners can use the site to interact directly with Web-based learning activities.
http://www.workingsimulations.com/new_lexicon/touroverview.html	The Office—a workplace skills online simulation. Great practice for office personnel—email; messages; tasks; information finding tasks...FUN! Shock-wave required.
http://www.workreadiness.com/	The National Work Readiness Credential is based on learning standards that the National Institute for Literacy developed as part of its Equipped for the Future program and skills that businesses identified as critical for an entry-level employee's workplace success.

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www.lakeline.lib.fl.us/adultliteracy

Do you have a success story?

Has your learner achieved a goal — i.e. passed the citizenship test, gotten a better job,?

Well, tell us about it!

This spot is for **YOU!!**



Roberta Rowold, literacy contact at the Leesburg Public Library, and Silvia Carey, Learner Mentor

Lake County Library System Adult Literacy Program has a new Learner Mentor at the Leesburg Public Library!

We are very excited to be offering a new program! We know how hard learners work with their tutors to improve their English language skills and sometimes it is difficult. So, we are pleased to announce that we have created a Learner Mentor program. The learner mentors will be available to answer questions, offer support, make changes, and anything else that will help the adult learners achieve their literacy goals. We hope that this will make the learners experience in the Lake County Library System Adult Literacy Program a better one!

We are pleased to welcome Silvia Truys Carey as the new Leesburg Learner Mentor. She is 41 years old and was born and raised in São Paulo, Brazil. She came to the United States in 2000 and first lived in Orlando but after meeting her husband, Brian, she moved to Leesburg. She works at the Waterfront Inn in The Villages as the Executive Housekeeper. Not only is Silvia working with a tutor but she is volunteering additional time to help staff and tutors communicate with learners as well as recruit new learners to the program. Silvia has been instrumental in recruiting over 15 new learners in the short time she has been a volunteer Learner Mentor!

We are thrilled to have Silvia as part of the literacy team.