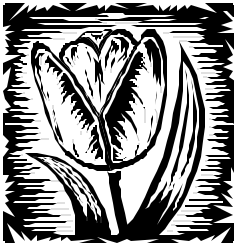




LLO Newsletter

The Provincial Newsletter of Laubach Literacy Ontario

President's Message



Our First Newsletter — Spring 2003

It is with great pleasure that I present and welcome you to our first edition of the Newsletter for volunteers and staff for the 2003 year. Laubach Literacy Ontario has committed itself to producing two editions annually. In this newsletter, you will find many exciting ideas from the field.

We are committed to making this newsletter both enjoyable and full of valuable information for you, the tutor. We feel that this newsletter is another way of tutors telling fellow tutors about their successes and learning experiences as a tutor. This is also *your* first newsletter—but not the last—and you are welcome to tell us your story for inclusion in subsequent newsletters.

Thank you!

I am especially proud of all the efforts and work done by the tutors of our member councils. You are the strength of the organization and deserve much of the credit for the success of our students. It is your perseverance and dedication

that makes it all possible. So as a fellow tutor in the field I want to say, “Keep up the great work and thank you for all your hard work”.

As we all realize a lot of hard work and dedication goes in to putting a newsletter together; therefore, I want to say a warm and heartfelt *thank you* to everyone who either worked on or contributed to the compilation of this newsletter.

If you have tutoring ideas and stories, work written by your students (stories, poetry, etc.), please submit them to either the editor, Stephanie Brennan, or the LLO head office for inclusion in our newsletters.

On behalf of the Board and Staff of Laubach Literacy Ontario I would like to conclude by thanking our tutors, council staff and local boards for all your hard work and dedication.

Enjoy your newsletter!

Myles Gallant
President, LLO

What's Inside...

- ... field development project information
- ...useful Internet websites

Laubach Literacy Ontario is a volunteer organization dedicated to increasing literacy in Ontario guided by the principles of *Each One Teach One*

Board of Directors

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and

Membership Fees and Fundraising

From the Office



I am very excited that we once again have a newsletter that is going directly to tutors. Thanks go to Stephanie Brennan who brought the idea forward after speaking with students and tutors at our last conference, and volunteered to edit the newsletter.

Changes at LLO

Several changes have occurred at LLO since we last had a tutor newsletter. We now have two websites: www.laubach-on.ca is our main website and lists contact information for the 46 literacy agencies that are affiliated with LLO.

www.trainingpost.org has tutor resources and training modules.

We have created and distributed new pamphlets for public awareness and included our new toll-free number: **1-866-608-2574**. We have been able to direct students and potential tutors to programs across Ontario.

Annual General Meeting

Our Annual General Meeting is on Friday, October 17th, 2003 and is being held in North Bay during our Conference. Enclosed is information about our conference. If you and/or your student are interested in attending the conference, please contact your literacy council for more information. If you and/or your student are interested in running for election on our board of directors,

please contact the LLO office and we will send you a nomination form. We try to have two students and two tutors on our board at all times. One of the many benefits of membership is the right to run for election on the provincial board, if you are affiliated with a member council. Each member council has a right to vote at the AGM—one vote per council.

Student Recognition Awards

At this year's conference we are introducing, for the first time, student recognition awards. A sub-committee made up of students and volunteers is developing the criteria. Information on this initiative will be sent to each member agency before the end of June.

I encourage you to share this newsletter with your student(s) and I hope many of you can make it to our conference!

Lana Faessler
Executive Director



Maria Hofstetter

Maria is the cheerful voice at the end of the phone when you call LLO's office.

She is the Office Manager and Assistant to the Executive Director.

To most of us she is a font of knowledge when it comes to the day-to-day running of the office and looking after the finances.

Stop by and say 'hello' to her at our conference in North Bay — you will likely find her at the registration table keeping all of us 'on-track'.



Laubach Literacy Ontario Newsletter makes for a pretty boring masthead, doesn't it!

Help us find a name for our newsletter—enter our *Name the Newsletter Contest*.

A brief history!

When Laubach Literacy Ontario was formed in the early 1980's the newsletter produced for our tutors was called *Imprint*. The first edition of the newsletter discussed the various meanings for the word and why it was an appropriate title.

The dictionary definitions for *imprint* are:

- To fix indelibly or permanently in the mind
- To produce a mark on the surface
- To impart a strong/vivid impression
- A distinctive influence

These are all activities we do as workers in literacy – with our students, our peers and the world at large when we help with reading, writing, and learning.

After a hiatus, Laubach Literacy Ontario began republishing a newsletter which was sent to the councils only. The intent was that the councils would share the information with their tutors. For this reason, the newsletter's title at that time was *Each One Reach One*

The Contest

Now, we are once again publishing a newsletter on a semi-annual basis and we need a new name. This is where you can help!

As part of our *Name the Newsletter Contest*, we are asking you to submit suggestions.

Each entry should include the following:

- Suggested name for the LLO Newsletter
- **Brief** reason why your suggestion is appropriate for a provincial literacy newsletter
- Your name, Council affiliation, and contact information.

Who can enter?

Tutors, trainers, students, council staff, council board members and volunteers.

Where to send your ideas?

The submissions can either be sent:

By email to: literacy@laubach-on.ca

or

By mail to: Name the Newsletter Contest,
Laubach Literacy of Ontario
591 Lancaster Street W., Unit 4
Kitchener, ON N2K 1M5

How do we decide?

At the conference in North Bay there will be a ballot box in the main registration area where conference participants can vote for their favourite entry. As well, beginning that weekend for one week, the choices will be posted on the Laubach Ontario website and those not at the conference can vote as well.

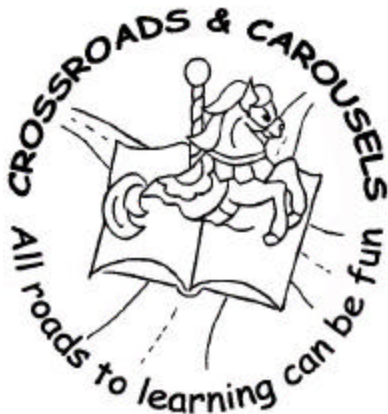
The winner will receive a \$25.00 book gift certificate.

Conference 2002 Project

The host organization from Conference 2002, *Gateways to Learning* held in Fort Erie Ontario, met with the host for Conference 2003 to relay their experiences. The feedback during that session was utilized in planning for Conference 2003. Several years of experience have been put into developing a draft Conference Manual, which was field-tested this year.

The conference provided a needed opportunity for both practitioners (paid and volunteer) and students to meet with others. This increased the support network available to programs, practitioners and learners. An opportunity for ongoing professional development opportunities for practitioners, administrative staff and learners was provided. This allowed participants to return to their own organizations refreshed with new skill sets. Media were present, and learners and tutors were interviewed. Articles appeared in the local newspapers. As a result of students canvassing the community for donations and door prizes, awareness was raised about the local council and the cause of literacy. The participation of MCTU at the conference ensured that LLO members are receiving a unified message about Ministry directions and initiatives.

Information enclosed!



LLO Conference 2003
North Bay Literacy Council 1978-2003

"Crossroads and Carousels"

Laubach Literacy Ontario's Conference 2003

Date: Friday, October 17 to Sunday, October 19, 2003
Place: North Bay, Ontario – The Best Western Hotel

Conference information and registration and nomination forms are included with this newsletter.

We hope to see you there!

Training in Ontario

Beverly Clarke is the Provincial Training Officer for Laubach Literacy Ontario. She has been a Laubach volunteer since 1986.

Stephanie Hobbs is the Training Coordinator for Laubach Literacy Ontario. She has been a Laubach volunteer since 1988 in both New Brunswick and Ontario.



Practitioner Training Research, Development & Coordination.

This project focused on practitioners and some of the challenges surrounding their training needs. A major goal of the project was to improve access for member agencies and trainers to training and training resources and to ensure a greater involvement by the agency in the development of national training standards. Another primary goal was to kindle a renewed enthusiasm in trainers and programs and an increased interest in Laubach training and LLO services.

The recruitment of new trainers was also important.

Currently there are over 100 trainers, supervising trainers and apprenticing trainers affiliated with Laubach Literacy Ontario.

Become part of the team!

Becoming a Certified Laubach Trainer

For a tutor to become an apprenticing trainer you need to be working towards becoming a certified Senior Tutor (40 hours of tutoring an English-speaking student).

During the apprenticeship process of becoming a trainer you are supported by a supervising trainer—Each One Teach One. One of the tools you will receive to help you become a trainer is the *Literacy Trainer Handbook*. You will become very familiar with this book as it offers information about the workshop presentations, qualities of an effective presentation, room set-up and many more valuable tips.

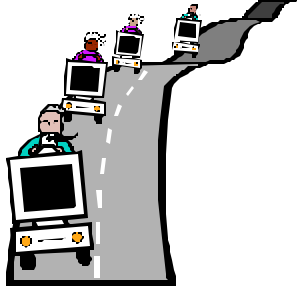
As part of your training apprenticeship, you will observe a workshop and take notes — it is a different view as a trainer than as a new tutor! With the guidance of your supervising trainer, you will present various workshop segments over a period of time and eventually become the planner and lead trainer in a workshop.

Being a trainer is a great way of spreading your enthusiasm about literacy to new tutors, of meeting new people, and of working as part of a team. Be part of the leading edge of our new training system.

Contact your local council or Stephanie Hobbs at the LLO office in Kitchener (1-866-608-2474) for more information, or e-mail her at Sahobbs@bmts.com

Useful Internet Sites

By Jo Cryderman



Editor's Note:
For those of you who attended Jo's Internet workshop at our conference in Fort Erie, you know that she has lots of tips and website information that are useful to us as tutors, staff and trainers.

Thank you, Jo, for providing the following article and information.

Because I work with adults in two different sectors, I have had to spend a great deal of time "surfing" !!! This is a brief overview of the results of my researches! I hope it will benefit others, both instructors and tutors.

Included in this overview are Web sites for adults in community-based programs, as well as adults attending adult learning centres, and/or *Job Prep* programs for Ontario Works clients.

RESOURCE SITES

Some, if not most, of these sites offer FREE printables, which have proven to be a godsend to me!

<http://www.rhlschool.com/>

<http://school.discovery.com/>

<http://webster.commnet.edu/grammar/index.htm>

<http://english-zone.com/index.html>

<http://www.nald.ca/adult-lr/index.htm>

INTERACTIVE ON-LINE SITES

<http://www.actden.com/>

Go to *Writing Den*

<http://web2.uvcs.uvic.ca/elc/studyzone/index.htm>

<http://a4esl.org/qlhlgrammar.html>

A site for E.S.L. students, but I use it with most of my adult students and they enjoy it.

<http://www.cia.gov/cia/publications/factbook/index.html>

A great site for students who need to research in order to complete projects and/or "demonstrations".

<http://www.primarygames.com>

DON'T let the name of this site put you off! The adults in my groups like this site because of its simplicity! It's a fantastic site, full of such a variety of exercises: Language Arts, Math, Puzzles, etc.

<http://www.coolmath4kids.com>

ONE OF THE BEST math sites for its variety of exercises. I use two of the "games" to help students increase their proficiency on the mouse! These are: IQ Game and Rush

www.AAAMath.com

Another great Math site

JOB PREP SITES

<http://www15.hrhc-drhc.gc.ca/>

Essential Skillsa great site for resource material, including samples for *demonstrations*.

<http://portfolio.telecampus.com/>

This is an online Portfolio Development site where students can develop their own portfolios. However I have found that most students need guidance/monitoring, but they enjoy using this site once they get over the initial challenges.

<http://www.drltb.com/index.html>

Durham Region Local Training Board. Look for the *Skilled Trades Catalogue* for information on a variety of trades.

<http://editorial.careers.msn.com/>

M.S.N. Careers-Get Hired, which is a good site for info on resumes, job interviews, etc.

Teaching Internet Literacy to Tutors



The purpose of this project was to design an effective web site for web-based learning, and a supporting 'how-to' manual to provide computer users with readiness training in both the technical skills and Internet skills needed to ensure the success of distance delivery. The website and accompanying manual also allowed the practitioners to access distance delivery as well enable them to assist their learners in participating in on-line learning. The manual and an accompanying CD have been sent to your local councils. You can also download the TILT manual from our website at www.laubach-on.ca

Demonstrations

What are Demonstrations?

Briefly, demonstrations of learning outcomes are what practitioners observe learners doing to show that the learner can integrate and apply the skills they have learned which are relevant to their goals.

Where to find Demonstrations.

You can find Laubach-specific demonstrations on-line or in hard copy. There is an excellent manual written by Robyn Cook-Ritchie titled *Linking Demonstrations with Laubach*.

To find examples of demonstrations on-line through the Laubach Literacy Ontario website.

Go to www.laubach-on.ca and click on **Links** (button on the left side of the screen). Once you are on the **Links** page, scroll down to **Demonstrations** and there is a link which will take you to AlphaPlus (serves practitioners and organizations in the literacy field in Ontario; helps users find relevant resources and information)

Once you are on the AlphaPlus demonstrations page, your next step will be to go into the **Demonstrations Bank**. Click on **continue** on the welcome screen.

At the top of the second screen you have options of view the demonstrations by **Level**, **Sector** or by **Domain**. Under the **Sector** option you will find **Laubach** demonstrations.

Once there, you will find demonstrations for Levels 1, 2 and 3 in Communications and in Numeracy.

Talk to your local Student Tutor Coordinator about using demonstrations.

Demonstrations can be a way of assessing your student's progress, of adding complementary materials to your lessons and of building transferable skills from the workbook to real life situations.

Other valuable ways of doing these tasks is using the websites outlined in Jo Cryderman's article on page 6!

From the Editor

In our subsequent issues, we plan on the following regular segments:

Spotlight

ON..



We will highlight a different council in each edition of our newsletter.

Our spotlight will light upon Hamilton & District Literacy Council—our first council in Ontario! Look for the story of this inaugural council in our next newsletter.

Advice



What happens if a student doesn't show up for lessons? Or...I my student and I don't get along. Or...I would like to tutor more than one student at a time, should I? Or...how do I deal with the isolation of one-to-one tutoring?

This advice column is intended to help you with those literacy related questions that you have....

We encourage tutors, students, board members and staff to pose their questions and an expert will provide you with advice.

Suggestions! Ideas! Comments!



We would like to hear your ideas about what you would like to see in *your* newsletter...

Send your ideas, suggestions, and comments to me at:

brennansm@cogeco.ca or the Head Office of LLO in Kitchener.

Stephanie Brennan
Newsletter Editor