

Transforming Lives

By Meeting the Functional Literacy Needs of Adults in Richardson and the RISD

Richardson Adult Literacy Center

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<http://www.ralc.org/>

December 2009 News

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Tutor Notices

Richardson Public Library Card:

If you have a student who is a Dallas resident, lives in the RISD and wants a Richardson Public Library card for his/her classwork, please call Mimi, 972-234-4458.

Please make sure that you **meet your student in a public place**.

View **volunteer and student policies** on our website:

<http://www.ralc.org/RALC.org>

Next Training for new tutors: February 6, 2010

Let your friends know about it!

Orientation and instruction will provide them with the tools they need to begin tutoring.

E-mail literacy@RALC.org or call the RALC office 972-644-5119 for more information.

Monthly report

Please remember to submit your monthly report with your volunteer hours and student updates. They are due by the 10th of the month.

Share ideas!

Just send e-mail with tips, ideas, suggestions, questions, reports on tutoring experiences etc.

The **e-newsletter is archived** on our website

<http://www.ralc.org/>.

RALC Calendar

December 15: board meeting

December 17 - January 4, 2010: winter holidays, office closed

Week of January 11, 2010: most classes resume

From the Executive Director, Mimi Tanner

Many of you know that we have been working towards re-accreditation from Pro-Literacy. The Accreditor visited the Center on December 4. She was amazed that we are able to do all we do; I assured her it was because of our fantastic volunteers. It will

likely be several months before we hear the results; we may have some more work to do or the committee may grant the re-accreditation.

One of the areas that we will be focusing on next year is the setting of student goals and how we report the results.

Just a reminder to the tutors: when your student meets a goal or finishes a book, please remember to write it on your monthly report. We want to be able to congratulate you both on the accomplishment.

Last month we reported that we have 160 students of the Center. Those 160 students' lives are, literally, transformed because of the work you do. Please know that you are deeply appreciated!

My wishes are that you have a wonderful holiday season and a very happy 2010!

Mimi

Tip of the Month

Consider dialogue **journaling** with your student. Not only is this excellent reading and writing practice but helps in documenting and assessing your student's progress. Begin with a blank notebook and ask your student to write a few sentences about his/her family or what he/she did over the weekend. The student turns the journal into you. You use the students' language to respond in writing and ask a few questions. Its like writing letters back and forth. No corrections are made to the students' work but show the correct grammar, spelling etc. by your response. The point is to show the students that they can effectively communicate in English. Keep your own notes of difficulties that recur in the student's writing and you can work on those in class. Return the journal to the student at your next meeting and repeat the process. You will come to know your student much better and can tailor your tutoring to the student's specific concerns. All this helps us in creating student-centered learning and keeps the student's goals at the forefront.

Pronouncing English words in a way that native speakers can understand them effortlessly is a challenging task for most of our students. Merriam-Webster provides free access to **pronunciation exercises**: <http://www.learnersdictionary.com/pronex/pronex.htm>

Contact Us

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You have received this email because you are registered as a tutor or volunteer for the Richardson Adult Literacy Center. If you would like to be removed from this distribution or know of anyone who would like to be added, please send an e-mail to literacy@RALC.org.