

## Transforming Lives

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

Richardson Adult Literacy Center

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## News to Use January 2010

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### **Tutor Notices**

#### **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](mailto:literacy@RALC.org) or call the RALC office 972-644-5119 for more information.

### **Tutor Roundtable Report (December 2009)**

At our December roundtable nine of us gathered in the basement training room of the library for a discussion of what is working and what resources are or would be helpful. We each introduced our student situation and ourselves. We had a diverse group – students from Mexico, Peru, Yemen, China and Thailand. There were concerns about effectively communicating changes in schedules or locations to students. There was call for more guidance and resources for teaching pronunciation. Tutor Kirk Miller told of his success using a website for pronunciation that was cited in the monthly tutor e-newsletter and so we reprinted that link and have archived links available through the website. Tutor Linda Ortman told about her success using what she called her “banana letters”. These are simply alphabet tiles in a recognizable container. When the students see the container, they know that they will be working on spelling and phonetics using the tiles and it is an exercise they look forward to (better than scrabble tiles which have values printed on them which can be confusing). Tutor Dianne Reed shared a resource she found helpful called “In the Know” and Liz Harling shared her success getting students to write with “dialogue journals.”

Come to our next tutor roundtable and share your successes and find new resources to inspire you!

Liz Harling

**Share success stories and ideas!**

Check out ProLiteracy's website (<http://www.proliteracy.org/>) for some compelling student success stories: Go to Media Room/Student Stories.

Would you and your student(s) like to share some insight in your teaching and learning processes? Just send e-mail to the office ([literacy@ralc.org](mailto:literacy@ralc.org)) and we will publish your success story in one of this year's newsletters.

You can also send e-mail with tips, ideas, suggestions or questions.

**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.

**RALC Calendar**

Week of January 11: most classes resume

January 15 & 18: office closed

January 19: Board Meeting

**From the Executive Director, Mimi Tanner**

Happy 2010!

Tutoring and classes are resuming after the holidays. One of my New Year's resolutions is to visit more classes and 1-1 tutoring sessions (if invited) this year. So, please know that I would like to get better acquainted with you and your students.

If any of our volunteers belong to civic organizations or other groups that would like to hear about the RALC, the Board has a new power point presentation. The Board members are anxious to show it to interested folks. Please call me at the office to schedule.

Remember to submit your hours. January is midyear, so it is a good time to check up on the goals you and your students have set; be sure to report when a goal is met. We want to be sure to have it in the student's record. We also need to know when a book or special project is completed. Please write that in the "comments" section of the tutor report. Or give me a call at the Center. I will be happy to get the information to our data entry person.

Mimi Tanner

**Tip of the Month**

Assessment is the process of gathering information on how well a student can perform a task. Our students usually show their achievements by applying their English language skills in everyday life. Reached Goals (examples):

called the tutor, a teacher, a doctor's office etc.;  
talked to a teacher;  
told time;  
asked directions;  
found products in a store;  
purchased a money order;  
mailed a package;  
read a calendar;  
read a street sign, store name etc.;  
read a newspaper (article);  
read a magazine (article);  
read an outside book;  
read a story/book to a child;  
used dictionary;  
wrote a note to a teacher;  
wrote his/her address, phone number etc.;  
wrote appointments;  
...

### **Contact Us**

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<http://www.ralc.org>

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](mailto:literacy@RALC.org).