

# CLATSOP COMMUNITY COLLEGE VOLUNTEER LITERACY TUTOR NEWS

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February 2011

## State and Federal Reporting Requirements: The Good, the Bad and the Ugly

Funding for the literacy program is determined by student success in four areas. Firstly, the student must have taken a **pre-test** upon entry to the program. Secondly, the student must complete **40/60 hours** of study (depends on the test) during the course of the year. Thirdly, the student must complete a **post-test** after the 40 hours has been reached and fourthly, the post test must show a **level gain**.

All students have a pretest before meeting their tutor. Difficulties in meeting these goals largely rest with the students' inability to reach the 40-hour mark and then to make a level gain on the post-test. As you know, life circumstances often prevent the student from keeping his/her appointment. Sometimes our students leave town unexpectedly and administering a second test is impossible. Making gains on the tests often represent an unrealistic goal for our students, but in general, students who are

*continued on page 2*

## **INSIDE THIS ISSUE**

- 1** State and Federal Reporting Requirements:  
The Good, the Bad and the Ugly
- 1** Tutor Tips of the Month: Resumes, Interviews,  
and Ideas from Volunteers
- 2** Tutor Appreciation Lunch Update
- 2** How to Access the New Literacy Website
- 2** February Tutor Trainings/Meetings
- 2** Recommended Materials

## TUTOR TIPS OF THE MONTH

### **1. Student Resumes and Interview Techniques**

One of the main goals of the literacy program is to better prepare our students to compete in the workplace. For our more advanced students who are looking for work or for a change of jobs, we can assist them by completing resumes and practicing interview dialogs. We distributed materials to start the process at the last tutor appreciation lunch. If you weren't there, please give us a call. We can assist here in the office to get the resumes formatted after the information to complete one has been compiled.

### **2. Lesson Ideas from Gerry S.**

Gerry works with a low-level ESL student who is making some remarkable progress. Following are two lesson ideas she has employed to good effect.

- Help your student design a questionnaire to interview a family member or friend about their life story. The interview can be conducted in Spanish, but the student will produce written responses in English. If writing isn't an option, an oral accounting of the information, followed by a tutor-produced script, is another option.
- A good idea to teach directions and map knowledge is to ask the student to give directions to their home, or some other landmark in the area. Provide and discuss appropriate vocabulary first-north, south, etc, turn right, go left, block, etc). Drawings can be put to good use here.
- Please send ideas and suggestions of the techniques you've used with your student to share with the other volunteers.

consistent and stick with the program will improve their scores.

The end of program year is fast-approaching (June 2011) and I recommend a realistic assessment of each student's progress in meeting the above stated requirements. Let's talk about hours accumulated, and how we can help the student improve test scores, if the 40-hour mark seems possible to achieve. No post-testing will be done until after April 1 to ensure this test can be used to begin the next program year- July 1, 2011 through June 2012. I will contact you all, but feel free to call or email so we can develop an individual strategy for each student to help them meet the program goals.

**Update: Volunteer Appreciation Lunch,**  
January 14, 2011

Thanks to all of you who were able to attend. We had a great turn-out and several of our students also joined us. The campus parking was at its worst that day; I send you my sincerest apologies. Next time we are planning for an alternate day and time to ease the frustration and congestion.



**New CCC Website**

You can still access the site at the same address: <http://www.clatsopcc.edu/>

The Literacy Program pages can be found under **Community** (located on the first drop down bar) or look to the left side and click on **Adult Basic Skills**.

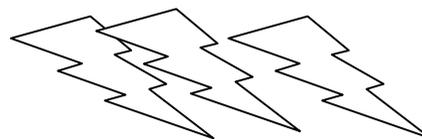
Or go to:

<http://www.clatsopcc.edu/academics/academic-departments/foundation-skills-institute/volunteer-literacy>



**February Tutor Meetings**

- **02/11:** 10:00-1:00 PM. We will have a tutor training addressing reading techniques. Columbia Hall, room 219.
- If you would like a reserved parking spot, please give me a call so I can make arrangements for you.



**Recommended Materials**

**Free Leveled Reading Program** available at <http://www.marshalladulthoodeducation.org/reading-skills-for-todays-adult>

**Bilingual Children's Books:** Percy's office

**Worksheets with simple pictures,** many subjects, available at <http://www.eslflow.com/eslflowPDFlessons.html>

**Illustrated Scenes-** good for generating conversation available at <http://www.eslflow.com/Picturelessonsandteachingideas.html>

**Free Word Search and Crossword Puzzle-maker** available at <http://puzzlemaker.discoveryeducation.com/WordSearchSetupForm.asp>

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