

NEVADA

Connections

Produced by Community College Southern Nevada to connect resources for Nevada's adult workforce

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Nevadans author resources for teachers



Delta Systems has published a new book by seasoned ESL experts Ronna Timpa (702.873.3520, rtimpa@yahoo.com) and Lyn Pizor (702.693.6761, lynpizor@yahoo.com). "With *Hotel English*," explained Ronna, "housekeepers, public area attendants, and kitchen workers will learn to communicate with hotel guests, co-workers and supervisors through authentic workplace conversations." The book focuses on language that is used daily in hotels around the world.

Vocabulary and situations are presented in an easy-to-follow format with visual symbols that even the first-time language learner can follow. A step-by-step

Teacher's Guide presents lesson plans and supplemental activities that will help adult educators teach a dynamic, engaging, and stimulating workplace ESL class. Each unit is correlated to CASAS/SCANS.

"After using *Hotel English*," said Lyn, "learners should walk away exemplifying exceptional guest service in the hotel industry."

The text (ISBN 1-887744-72-X) is \$9.95; the Teacher's Guide (ISBN 1-887744-73-8) is free. A tape will be available soon. Order directly from Delta, 800.323.8270, www.delta-systems.com.



TMCC instructor Brett Patchen (775.337.0966, bdp60@yahoo.com) drew on his extensive experience teaching ESL and computer courses to produce a computer literacy course for advanced or high intermediate ESL students. The course is geared to students who have very minimal computer skills and provides a basic foundation in using the PC for word processing, test taking, and Internet navigation. ESL subject matter is integrated into most lessons, promoting improved language competency in reading, listening, and writing.

The course includes 32 hours of instruction and four hours for pre- and post-testing. Each lesson is designed for a two-hour session. There are four additional hours built into the course for CASAS testing or make-up time.

Brett's curriculum is available on the Web at www.literacynet.org/nvesl.

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Help wanted

Nevada's AEFLA-funded adult education literacy programs support two projects that are worked through committees:

1. Final stages of development of the criteria for renewal for the Adult Basic Educator's Certificate of Performance, the nation's first outcome-based system to recognize adult educators.
2. Selection committee for review of applications for special project and training funds.

We are looking for additional field representation on both these committees on an as-needed basis to ensure that the voices of all interests — e.g., ABE, ESL, GED, city, rural, instructor, tutor, etc. — are heard. Business is conducted mainly via email, audioconference, and fax.

Requirements: Participants must have easy email, phone, and fax access and be prepared to respond in a timely manner (within a week or two). If interested, send contact info, your areas of expertise (include length of time), and a short statement about what you could contribute to Sharyn Yanoshak, 702.253.6280, syank@ix.netcom.com.

The payout: The opportunity to represent your area of interest, network with the state's ABE experts, and affect the future of adult basic education delivery in Nevada.



Help available

... for family literacy training

Forty-seven adult and early childhood educators representing 38 agencies in 13 counties recently attended a five-day "Train-the-Trainer for Family Literacy Program Implementation" workshop. The training was presented by the National Center for Family Literacy and sponsored by the Nevada Even Start Statewide Family Literacy Initiative. These people are now available to provide free family literacy training for your staff. For more information, contact Susan Graf at the Nevada Literacy Coalition, 800.445.9673 or 775.684.3340, sfgraf@clan.lib.nv.us.

... for GED preparation

ACE (Adult and Community Educators) of Florida provides a wealth of information for administrators, teachers, and adult learners at www.aceofflorida.org/ged/gedteach.html. The site design is appealing, informative, and easy to navigate. Resources can be read online or easily downloaded using Adobe Acrobat. — *Submitted by Jeannine Woodward, NV Department of Education*

Online practice tests and Web-based *GED Connection* learning modules are available free of charge to students at www.pbs.org/literacy. — *Submitted by JoAnne Goena, Nevada Literacy Coalition*

At www.gedonline.org, (a fee-based service), students may take the official GED Practice Tests, grade them online, get online practice help, and chat with other people studying the same subjects.

... and for research

Through an interagency partnership, NICHD (National Institute of Child Health and Human Development), NIFL (National Institute for Literacy), and the U.S. Department of Education have \$3.8 million available for adult and family literacy research grants.

There are two types of grants available: "Small grants" (RO3) for up to two years and \$50,000 per year, and "Research Project Grants" (RO1) for up to five years and \$250,000 per year. The grant application deadline is May 15, 2002. For more information on the grants program and applications, go to: <http://grants.nih.gov/grants/guide/rfa-files/RFA-HD-02-004.html>.



Get focused on resources April 13th

There are still a few openings available for the April 13th training co-sponsored by the Nevada Adult Education Association (NAEA) and the State Literacy Resource Center (SLRC). The schedule includes an extensive selection of roundtable discussions and presentations, all focused on the resources available to Nevada's ABE and ESL teachers and tutors. The lunch break includes an NAEA meeting. Cost is \$10 for NAEA members, \$28 for non-members.

Susan Graf has helpfully provided the following information on transportation between the Reno airport and Carson City:

- PRIDE Express Service (bus): \$3.00 each way, exact change required, takes about 50 minutes
 - Leaves Airport just outside Baggage Claim Friday evening at 6:32 p.m. and Saturday morning at 7:32 a.m. and 10:32 a.m.
 - Leaves Carson City (Plaza) Saturday evening at 6:05 p.m. and at 9:05 p.m.
- AZTEC Transportation (shuttle service): call 775.883.2100 for costs and reservations.

The place: SLRC, Nevada State Library & Archives Building, 100 N. Stewart St. Rooms are available for April 12th at the Plaza Hotel (775.883.9500 or 888.227.1499) for \$40; mention the group "Nevada Literacy Coalition." For more information, contact:

- Jackie Kearns, NAEA President 775/623-6218, jkearns@humboldt.k12.nv.us
- Susan Graf, SLRC Literacy Coordinator 800.445.9673 or 775.684.3340, sfgraf@clan.lib.nv.us

Upcoming conferences

MPAEA (Mountain Plains Adult Education Association) Annual Conference
May 1-4, 2002 Phoenix, AZ Miriam Kroeger, 602.258.2410 www.mpaea.org

COABE (Commission on Adult Basic Education) National Conference
May 8-11, 2002 Charleston, SC Peggy Vashina, 843.871.6313, pvaslina@aol.com www.coabe2002.org

LVA/Laubach First Joint Conference
May 29-June 1, 2002 San Diego, CA Laubach: 315.422.9121 www.laubach.org
LVA: 315.472.0001 www.literacyvolunteers.org

CASAS National Summer Institute
June 18-20, 2002 San Diego, CA 800.255.1036, ext. 351 www.casas.org

Literacy is high priority for manufacturers

The National Association of Manufacturers (NAM) recommends that improving adults' literacy skills be a national priority. A NAM survey, *The Skills Gap: 2001*, reports a continuing gap in workers' skill levels.

What's missing for both job applicants and employees? Employability skills such as attendance, timeliness, work ethic and other qualities are lacking; reading, communication, and math skills rank second.

Other NAM recommendations include immigration policies incorporating initiatives to meet cultural and language skill needs of immigrants, the main source of labor growth. For more information, see http://www.nam.org/Docs/CenterforWorkforceSuccess/23975_NAMSkillsGapforPress.pdf.

Connecting resources for Nevada's adult workforce

CALL's new lesson plan combines use of library services and the Internet

Jay Yeo, Literacy Trainer, CALL Program, 702.507.3533, yeoj@lvccld.org

In our constant effort to incorporate stimulating EL/Civics-related material into our curriculum, we have created a lesson plan that we feel makes optimum use of our library environment while meeting the needs of our students for computer skills and knowledge of the Internet. "Using the

"We have found that students get excited about the course and look forward to each new session."

Library Web site" is a five- to seven-hour lesson plan that helps our beginning and intermediate students learn how to access the valuable resources available to them in the Las Vegas Clark County Library District through our Web site, www.lvccld.org. The plan covers everything from finding lending policies and publications to searching for cultural events and family-oriented activities at local libraries. Students learn basic



steps in using the Internet in the context of CASAS Competency 2.5.6: Use library services.

Although we have implemented this lesson plan in three two-hour sessions, it is flexible enough to be presented in different time formats. Web site searches can be adapted to suit the culture of the class. The sequence of the guided practice takes students to the point where they are using the Web site as a tool to find important and relevant information. This results in a good deal of incidental learning as well as the discovery that using the library is easier than our students imagined.