

“Improving my skills helped me get the certification I needed to keep my job.”

~ *Rayburne Whynot*



Reading and spelling have always been a big challenge for Rayburne. “I found my last years at work very tough with the younger generation coming into the workplace. I needed to get the certification to keep my job, but I struggled with reading the manuals and found the course work very difficult. I decided to enroll in an adult learning program so I could improve my literacy and essential skills.” By upgrading his skills, Rayburne was able to complete the training he needed at work.

Improving his literacy also enriched Rayburne’s life in other ways. “I’m the chairperson of the local Rails-to-Trails organization, I volunteer with the Fire Department, and I am the project manager for our new fire hall which is under construction. If I had not upgraded my reading and spelling, I would not have been able to take on these roles in my community.”



*Literacy and Essential Skills:
Making a Difference in the Lives
of Nova Scotians*

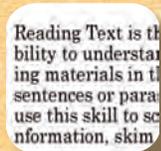
Literacy Nova Scotia works to ensure that literacy and essential skills learning opportunities are available wherever and whenever there is a need or interest.

Literacy and essential skills provide the foundation for learning all other skills. They enable us to succeed in our jobs and adapt to workplace change; they also enable us to evolve in our personal lives and contribute to our communities.

Nine Essential Skills are needed for work, learning and life.

Reading

- Read emails from coworkers
- Read a recipe; read letters from your doctor, landlord, friend
- Read newspapers, billboards, signs, menus



Writing

- Take notes at a meeting; send emails
- Write letters to friends, relatives, your child's teacher
- Share your opinion by writing letters to the editor of your local newspaper



Working with Others

- Listen to and support your boss and coworkers; get your part of the job done
- Create a supportive home environment by listening and caring
- Become a community volunteer



Document Use

- Fill out a job application
- Read nutritional labels on food packaging
- Read bus schedules



Oral Communication

- Give directions to your customers
- Order items by phone
- Discuss health concerns with your doctor



Thinking Skills

- Organize your weekly work schedule
- Plan a family reunion
- Plan a fundraising event at your local school or church



Numeracy

- Keep track of office expenses
- Make a household budget; create a plan to save money for your child's education
- Count out correct change when making a payment



Computer Use

- Send pdf files to a coworker via email
- Use the Internet to shop online
- Use an ATM machine



Continuous Learning

- Take an online course
- Learn how to use new tools for household repairs
- Learn how to play bridge or do yoga at your community recreation centre



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Become a member of Literacy Nova Scotia. Add your voice to the wide membership calling for the advancement of all levels of adult literacy and essential skills in this province and beyond. Read more: www.ns.literacy.ca/membership.htm

Membership Fees:

Individual \$5 /year | Organizational \$50 /year

Send your cheque with your name, complete mailing address, phone number and email to:
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