

## Lesson Preparation

Adequate preparation results in a pleasant and productive learning experience for both you and your student.

**Before the lesson:** Read through the lesson in your Tutor Guide and assemble the suggested material (if applicable) to take to your session.

**Know the material:** Know the answers prior to the session with your student. Answers are provided in your Tutor Guide

**Use role-play when applicable:** This is a very effective form of learning which gives the student practical experience as well as increases his/her confidence. Use your own role-play scenarios in addition to those in the modules.

## How to Introduce the Material

The following is the suggested procedure for introducing the material to a new student. The following example introduces ES 101, which is the first book in the series. If your student is beginning the series in another module, such as ES 102, ES 103 or ES 2010, a similar procedure should be followed based on the student's reading ability. Indicate each section of the Student Book to your student as you introduce it.

1. Read the cover. Explain that he/she will be learning new things, enhancing (improving) what he/she already knows, and practicing skills that are necessary in everyday life. Say: *These skills are known as Essential Skills. We will talk more about this as we go through the material.*
2. Page 2: Read the title. Get student to fill in his/her own name if they are able to do so. If not, offer to fill it in or give him/her the option of doing it later.  
Point to the table. Say: *These are pictures of people using Essential Skills. Let's look at each one to see if we can identify what they are doing.* (Read the caption under each picture, then ask the student if he/she can identify what is happening in each one)
3. Page 3: Read the page. Go to the pages indicated - **Essential Skills Descriptions** on page 22, **Glossary** on page 21, **My Notes** pages on page 23 and 24, and the **Objectives** on page 20. Go over each page and explain the contents. Explain the objectives listed on page 20 and inform the student that this is what he/she will learn over the coming sessions.
4. Answer any questions your student may have.
5. Begin Lesson 1 by telling the student what he/she will learn in the lesson. Proceed by following the instructions in the Tutor Guide.

# Essential Skills – Have You Used Yours Today?

## Series User Guide



Newfoundland and Labrador Laubach  
Literacy Council Inc.

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## **INTRODUCTION**

**WELCOME to *Essential Skills - Have You Used Yours Today?*** This series consists of a Train the Trainer Guide, a User Guide and four modules - ES 101, ES 102, ES 103, and ES 2010, each consisting of a Student Book and a Tutor Guide.

This guide gives a brief overview of the material; detailed instructions for teaching the lessons are located in the Tutor Guides for each module. Tutors using ES 101 should be familiar with the Laubach Way to Reading Series (LWRS) as lessons in ES 101 are based on material from LWRS, Book One (More information in the ES 101 Tutor Guide)

Ideally, tutors using this series should have attended a training provided by a certified Laubach Literacy Trainer. For information about training, contact Newfoundland and Labrador Laubach Literacy Council (NLLLC) at 1-800-863-0373 or email [laubach@aibn.nf.com](mailto:laubach@aibn.nf.com). The mailing address is P.O. Box 822, 141 O'Connell Drive, Corner Brook, NL A2H 6H6. Website for NLLLC is [www.nald.ca/nlllc](http://www.nald.ca/nlllc)

## **SERIES OVERVIEW**

Lessons in this series are based on **Essential Skills**. To familiarize yourself and your student with Essential Skills, please read and discuss with your student the Essential Skills' descriptions and examples in the modules. Although module exercises indicate the use of a specific skill or skills, it is apparent that other Essential Skills are used as well. The intention is to highlight the *specific* Essential Skill(s) emphasized.

**What are Essential Skills?** Essential Skills are the basic skills that make it possible to learn other skills. The nine Essential Skills are: Reading Text, Document Use, Numeracy, Writing, Oral Communication, Working with Others, Thinking Skills, Computer Use, and Continuous Learning. Consult the Student Books and Tutor Guides for each module for Essential Skills' descriptions.

**Glossary:** ES 101, ES 102, and ES 103 contains a glossary of words in the Student Book and in the Appendix section of the corresponding Tutor Guide that contains words that may be unfamiliar to your student.

**Computer Skills Exercises:** To keep up to date with today's technology, students are encouraged to use a computer as much as possible. Many computer exercises in these modules require online access. If your literacy council cannot provide access, you are encouraged to take advantage of services available at your local library.

**Materials list:** For your convenience, a materials list is found in the back of the tutor guide for ES 101, ES 102, and ES 103. Please review the list prior to each lesson so that you will be adequately prepared.

**My Notes:** These pages, located in the student book, can be used to enter words and meanings or to record information or new words encountered during the lessons and/or in discussion. Students can also use the blank pages in their books to write notes, to practice writing, to calculate numeracy problems, and so on. The left-hand pages of the Tutor Guides are blank to provide space to write notes, instructions, suggestions for additional resources, and suggestions for future lessons.

**Objectives:** Lesson objectives are included at the beginning of **each** lesson in the Tutor Guides. Objectives for the modules are listed at the beginning and end of the Tutor Guide and at the end of the Student Book. The student book format provides your student with the option of checking off objectives as they are completed to give him/her a sense of achievement and progress. This is merely a *suggestion* as some students may not be able to fulfill all the objectives and it is important not to negatively affect the student's self-esteem.

**ES 2010 :** This module contains basic instructions on computer use and progresses through various exercises using computer skills. Topics covered include computer basics, document use, internet navigation, internet services, and communications.

### **Suggestions for extra activities - ES 2010**

You will find this section at the back of the Tutor Guide for **ES 2010**. This is not a required part of the module, but is a list of suggestions for extra learning activities using Essential Skills. The activity can be chosen to match your student's needs. For example, if your student needs help in reading a clock, refer him/her to the interactive time clock at [www.time-for-time.com](http://www.time-for-time.com). You can also refer your student to the computer skills exercises in Modules ES 102 and ES 103.

**Disclaimer:** Please note that every effort has been made to ensure that all material in this series is up-to-date. Websites referred to in the modules are current up to preparation for printing. NLLLC has no control over changes to these websites; therefore, over time, instructions referring to usage or access to website links may become inaccurate. Contact NLLLC if you discover such discrepancies and we will make every effort to make corrections and/or offer alternative suggestions.