

THE READER

A NEWSLETTER PUBLICATION OF PROJECT LITERACY KELOWNA SOCIETY
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February 2005

Happy New Year! The board and staff at Project Literacy wish everyone a happy and healthy year ahead. Given the recent tragedy in South Asia, we have much to be thankful for in Canada. At Project Literacy we are especially grateful for our tutors and the work they do. At this time of year we like to thank our many tutors and board members who have given of their time, energy, and expertise during the year. In an effort to save space and trees, we will not individually list the 150 plus people who volunteered in 2004, but please know that your work is greatly appreciated! Without you, Project Literacy would not exist. We also wish to recognize and thank our valued members and donors, our funders (HRSCC), The Central Okanagan United Way, Gaming, and The Central Okanagan Foundation.

New Arrivals Create Success

Ellis and Linnet Edgars are living examples of what can be done when people think positively, work hard and make connections. The couple moved from the Queen Charlottes in the fall. Desiring a fresh start and wishing to “learn different skills from different people”, they arrived at Project Literacy on the recommendation of Ellis’ brother and sister-in-law who are also clients. Although Linnet only has an elementary school education, her life experience and success with attaining sobriety enabled her to receive support from the Haida band to attend intensive training to work with women in crisis. Her goal in Kelowna was to obtain employment working with a women’s transition house so that she could be a role model, showing women that there is “always hope”. PLKS’s Workplace Literacy Consultant, Barb, worked extensively with the couple on their resumes and presentation skills. After sending out countless resumes, Linnet was offered, not one, but several jobs including the one she now holds at Now Canada Society (a safe centre for women and children). Ellis meanwhile received support from his tutor, Joanne, working on report writing and employment related skills. Soon after his wife started her job, he too was hired as the organization’s maintenance worker. Successfully employed and enjoying life in Kelowna with their two children, the couple’s goal is to work on their education so that they can continue their own professional and personal growth while demonstrating the importance of education to their children. Ellis and Linnet, your hard work has paid off - congratulations! We wish you continued success!



Project Literacy Kelowna Society’s Computer Courses

PLKS computer courses for learners are going very well. Since the courses began last February, more than twenty learners have attended. Both the six-week, *Introduction to Computers*, which includes Internet and E-mail, and the four-week *Word for Windows* sessions are 1½ hours each and are held on Friday mornings. PLKS would like to thank all of the tutors who have helped Barb Hagan with the sessions; we couldn’t have done it without you. If you would like to take one or both of these courses, call Barb or Janet at 762-2163 to find out when the next one starts.

KELOWNA CENTENNIAL 2005

**Help us raise awareness of Project Literacy,
and have fun at the same time!**

Project Literacy Kelowna Society will be participating in various aspects of the Kelowna Centennial celebrations taking place on May 5th, 7th, and 8th. Activities might include parade marshalling, ticket taking, or helping out at the Family Picnic or other events.

**We are looking for enthusiastic volunteers
to become involved.**

If you are interested in joining in the fun, and supporting Project Literacy at the same time, please call the office at 762-2163, and someone from the Centennial Committee will get in touch with you.

A PLEA!!!



Over 30 of our valuable library books are M.I.A. right now! Please, if you have more than 3 library books at home or if you have had any out for more than 2 months, return them so that others can use them!! Also remember that when you return books, ensure that the staff you give them to knows who they belong to. (i.e.: if you leave them on someone's desk, leave a note with your name).

Thank you!!

WEBSITES WORTH YOUR WHILE

<http://www.soyouwanna.com>

Tongue-in-cheek, easy to read site that claims to teach you how to do all the things nobody taught you in school.

<http://www.libraryspot.com/>

Amazing, one-stop reference site.

http://esl.about.com/library/courses/courses_beginner_listening.htm

ESL learners can practice listening to dialogues ranging from basic to advanced.

<http://www.wannalearn.com/>

Over 350 categories of **free**, first-rate, family safe online tutorials, guides and instructionally oriented web sites!

Gleanings from Glenn

I am pleased to write my first article for The Reader. My first three months with PLKS were hectic, to say the least. During this short period of time, we have had an Annual General Meeting, a board meeting, an open house and contract negotiations. The upcoming year promises to be another busy year as we are now planning for the next board meeting, tutor training sessions and a volunteer appreciation event.



I am continually amazed at the impact this organization has on the members of our community. Helping community members with literacy issues to achieve their goals and to then move on to new and exciting life adventures makes this organization special. All of this is made possible through the dedicated work of our volunteer tutors, volunteer Board of Directors and staff. A sincere thanks to everyone who has contributed so much! I have truly enjoyed becoming part of this organization!

Glenn Kissmann, Executive Director, (shown with Marianne Cook, Vice President) at the AGM in Nov/04

THE EMPLOYMENT PAGES

Dressing for the Interview

Rule # 1: Never, ever wear jeans to an employment interview!

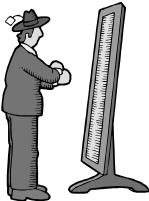


Clothing and accessories do not have to be expensive to make a good impression, but they should always be clean and in good taste.

Women

The following basic rules apply to most occupations:

- Hairstyle can be fashionable, but not extreme and should be away from your face.
- Simple clothes and quiet colours are best. Avoid flashy or excessive jewellery.
- The conservative approach is always safe; skirts are fine for professional, office, sales, public contact and customer service jobs.
- No perfume at all is the best way to go. Many people have allergies to scents.
- Don't overdo the make-up and nail polish...avoid unusual colours or very long nails.



Men

For business, the professions, public contact and customer service, wear a suit or sport coat and pants, with matching tie, socks, shoes and shirt; no extreme styles or loud colours.

For other jobs that are not as formal; A sports shirt and slacks are fine, or if appropriate, the type of work clothes worn on the job (except jeans).

The following suggestions apply to all types of jobs:

- Clothes must be neat, clean and pressed.
- Fresh shave, hair neatly styled, and moustache, sideburns and beard neatly trimmed.
- Avoid fads in appearance and dress.
- Neatness and cleanliness are important whether applying in casual, business or work clothing.

NEW TO KELOWNA! "IMAGE FIRST PROGRAM"

Get an image consultation and appropriate clothing for your job search **at no cost to you.**

Call On Your Mark Employment Services for an appointment: 860-8677.

Tutor Tips...Duet Reading

(Excerpt from Teaching Adults: A Literacy Resource Book)

Purpose: The purpose of Duet reading is to allow learners to practice fluent reading without putting the learner on the spot.

Duet reading also helps the new reader learn to:

- Pay attention to punctuation marks
- Develop good eye movement in order to keep the pace
- Read words in natural phrases
- Increase the number of sight words
- Read with expression
- Read for enjoyment



How it's Done:

- Choose something a little too hard for the learner. Help the learner select something that is somewhat above his or her current independent reading level.
- Sit next to the learner and read aloud **together** from the same selection. Read at normal speed, using expression and observing punctuation. The learner reads along, trying to keep up with you.
- Use your finger. Move your finger beneath the line as you read to help the learner keep up.
- Keep going. Continue to read at a normal rate even if the learner hesitates or falls behind. Stop if the learner stops reading completely.
- Don't ask questions. Do not stop to explain the meaning of a word unless the learner asks.
- Decide if the reading material is too hard or too easy. If the learner keeps up easily, select more challenging material. If the material seems too difficult, use something that may be easier because it is written more simply or because the learner knows more about the subject.

Tutor Reporting

Monthly reporting is a crucial, though sometimes neglected, aspect of tutoring! The monthly reports provide a record for PLKS staff to refer to, provide a history for future tutors and allow staff to assist you in your work. Tutor reports are due by the 20th of each month - if you wish to submit them by email please let Janet know! Thanks!

New Resources

The Contemporary Reader

Volumes 1-3 with 6 books in each volume. CDs and audiocassettes included that can be used in conjunction with each volume. Each book offers eight to ten non-fiction readings with low-level readability and appealing, four-colour design.

Goodman's Five-Star Stories and Five-Star Activity Books.

This series consists of sixteen books with stories written by time-honoured authors as well as present-day writers. Each book focuses on developing skills in reading comprehension, mechanics, writing and study skills practice.

Do You Need Help Completing Your Income Tax Return?

If you need help with your personal Income Tax return, and can't afford to pay for assistance, a volunteer will be available in March to help you.

Call now for an appointment.
762-2163

I want to support literacy in Kelowna!

- Please find enclosed my membership fee of \$15.00
- Please find enclosed my donation of:
 - \$25.00 \$50.00 other

Thank you for your support! Your contribution will provide books and training materials for our learners and tutors. We will send you a tax deductible receipt. Please make cheques payable to Project Literacy Kelowna Society: 205-591 Bernard Ave., Kelowna, BC V1Y 6N9

Name: _____

Address: _____

Postal Code: _____ Telephone Number: _____

Email address: _____



Do you know someone who has an interest in literacy or may benefit from our services?
Please let them know about PLKS - thank you for caring about your community!

PLKS complies with the Personal Information Protection Act (PIPA) and the Privacy Information and Electronic Documents Act (PIPEDA). Information collected on the membership form is used in the normal course of communication in accordance with these legislations. As a member, you will receive information about Project Literacy from time to time. If you do not wish to receive newsletters or mail outs, please advise. If you have any questions about the collection or use of the information, contact our Privacy Officer at 250-762-2163.

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Project Literacy Kelowna Society Tutor Networking Evening “Pizza and Pointers”

Tutors! Here is your chance to get together with other tutors for an evening of networking, problem solving and success sharing! It'll be a chance also to catch up with tutors in your training group and to meet other volunteers!

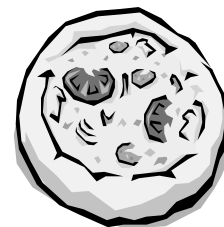
Please bring with you (or bring to office ahead of time) a concern and /or a tutoring tip. We hope to informally brainstorm and explore solutions to any problems you are encountering and to celebrate successes. In other words: What is working? What is not?

If there is interest, we will hold tutor get togethers on a regular basis, so please come out to our first meeting and help us determine the format and frequency of future meetings.

Date: Feb. 23/05

Time: 5:30-7:30

Place: PLKS office



Please **RSVP** to PLKS (762-2163) by **Feb. 14th** so we can plan refreshments!

Tutor Workshops

Topic: English as a Second Language

Date: May 6, 2005

Time: 9-12

Place: PLKS office

Register by calling Janet at 762-2163 by **May 1, 2005**.

Okanagan wide tutor training event to be held April 9th. Session will include Math, “Writing out Loud”, and writing mechanics. Please call PLKS (762-2163) for additional information.

