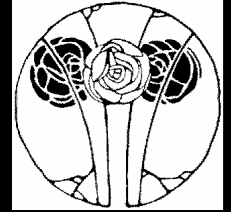


Literacy Link Fall 2007



Program Update

Our June 13 gala celebrated a grand evening for tutors, students and guests. Certificates were awarded to 36 students for many achievements: obtaining a driver's license, entering a college program, passing the G.E.D., learning English, getting a job and learning a trade. We celebrated all the

successes with tutors, classroom teachers, Library staff, Library Board members and families and friends. In many instances, students will be continuing with tutors and classes. Our tutors were honored with the dedication of 30 volumes of Encyclopedia Americana. A good time was had by all!

Future Dates

(Please mark your calendar!)

Tuesday, August 14, 2007. 7:00 p.m.

Tutor Support Meeting

Come and meet classroom teachers, committee members, Master Tutors, involved tutors for program orientation. Literacy Live presentation.

Monday, September 10, 2007. 6:30 - 8:45

p.m. and Tuesday, September 11, 2007.

6:30 - 8:45 p.m.

Fall Tutor Training. Both nights mandatory! Welcome to all new volunteers.

Tuesday, October 9, 2007 7:00 p.m.

Tutor Support Meeting - Learning Disabilities - film F.A.T. City (Frustration, Anxiety, Tension). Discussion to follow.

Wednesday, November 14, 2007. 7:00

p.m. Tutor Support Meeting.

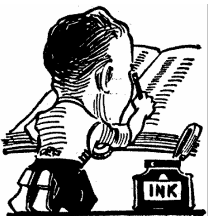
Program procedures from signing in, attendance sheets, testing to tutoring sessions, classroom attendance and educational gains. "This Works for Me" segment.

Monday, December 10, 2007. 7:00 p.m.

Tutor Support Meeting.

Writing and reading connection. Lesson planning, journals, materials for writing instruction.

Continuing education program credit for each Tutor Support Meeting - 6 hours required for all new volunteers training in September Tutor Training over the course of the program year.





Project Progress

Adult Literacy Advisory Board - Representatives of Abington Free Library, Abington Memorial Hospital, Eastern Center for Art and Technology, Penn State Abington, Abington Township Schools and Rydal Park Retirement Community comprise this committee. Library representatives are Nancy Hammeke Marshall, Doranne Smith and Marlyn Cohen.

Citizenship Committee - Marilyn Greenwald, Chairperson, will lead U.S. Citizenship candidates through the process from green card to citizenship. She is available to answer questions about U.S. requirements. Call 215-885-5183 Elsa Louis-Charles will assist.

Conversation Please! - The daytime class meets Tuesday mornings, 10:30 till noon, under the supervision of three volunteer teachers. Ann Gaugler and Edis Hall welcome ESL students and help them feel comfortable while they learn the language and culture of America. Sara Chernoff and Jackie Cohen have joined the staff.

Conversation Please! - On Monday evenings at 7:15, Beverly Willett, Doranne Smith and Donna Hower lead an "English as a Second Language" class for foreign-born students at the library. Many countries are represented, and only English is spoken.

Family Literacy - Led by Family Literacy Committee members, the committee meets one morning a week in Crestmont. Led by Edith Lane and Rena Spratt.

GED Advisory - Lois Bachman, GED advisor, is available to answer GED questions. Please call 885-5183 for information.

Literacy Live - A talented group of performers who are eager to spread the literacy word via a live, script-in-hand performance at your club, service organization, school, church or synagogue. What does it take to be a volunteer, how does a student feel about needing help, how can we help as tutors? Our group is talented and inspirational. Please call 885-5183 to volunteer your talents or inquire about a performance. Geri Tyler will lead our troupe.

Master Tutors--Three Master Tutors (Lois Bachman, Marcia Klafter, and Barbara Cooperberg) are available to answer your questions regarding students, programs, materials and all literacy matters. Please utilize this great resource for any special needs. Call 885-5183

Program Improvement Team--Marcia Klafter, Lois Bachman, Barbara Cooperberg, Marlyn Cohen, Marcia Jacoby, Elaine Lauff, Arlene Franco and Sheila Stieritz are members who meet as needed over the course of the program year to tackle requirements needing upgrading. Student retention, pre and post-testing, educational goals and student progress are addressed and upgraded.

Reading Comprehension--A class for advanced readers who want to improve reading comprehension for the G.E.D., T.O.E.F.L., N.E.T., college entrance or any specialized test requiring advanced comprehension skills. Marcia Klafter, reading specialist, will lead this class.

Technology Committee (Learning Center) - Computers, TV-VCR, and cassettes are all available in the literacy office. Our "techies", Marcia Jacoby and Elaine Lauff, are ready to help. Call 215-885-5183.

Tutor Support Committee - We are fortunate to have a dedicated group of volunteers who mail the [Literacy Link](#) and call the tutors regarding meetings, special events and program information. We meet once a month on a Monday and have a delightful time.

Workplace - Rydal Park Retirement Community is the site of a Tuesday afternoon class for employees who need literacy help. Doranne Smith, Peg Cheney and Ingrid Rivel work together to produce fine results in the workplace.

Write It Right - Students in need of extra help with grammar and writing skills are welcome Thursday afternoon from 1-2:30. Judi Rosen will lead this class, and individual instruction is available when needed. Bennett Fairorth is her able assistant with Florence Rosen.

Classifieds: Help Wanted, Help Given and Orchids!

- ➡ **Help Wanted**--Committee members for literacy program projects are always needed. If you would like to volunteer, please call 885-5183. Your help would be greatly appreciated.
- ➡ **Help Wanted**--Please sign out all materials in the brown sign-out book on the office desk under the first letter of your name. When returned, cross out. Please return any manuals and reusable materials so that others may use them.
- ➡ **Help Wanted**--Please mark your calendars for future dates through December. Come to Tutor Support Meetings as often as possible. Program continuing education credit is given.
- ➡ **Help Wanted**--Call 885-5183 with any special news, any changes, goals reached, anecdotal accounts, problems and questions. Please keep the lines of communication open. If you need an answer, we will reply.
- ➡ **Help Wanted**--Call the library's main number 885-5180 for information re/library closings during inclement weather and/or national holidays and for library hours. If the library is closed or hours shortened, please inform your student ASAP.
- ➡ **Help Wanted**--Please sign in at the circulation desk on the date you and your student are meeting. Those hours are calculated and recorded for the library statistics. We need your monthly attendance sheets for program data for hours and outcomes.

Orchids - to Geri Tyler for taking on the leadership and revival of Literacy Live, our improvisational, theatrical troupe. A script-in-hand performance educates audiences about literacy from the tutor's and student's view. Call 215-885-5183 for more information. Dolly Ketterer and Elsa Louis-Charles are co-enactors.

Orchids - to Marilyn Greenwald, our Citizenship Chairperson, for organizing, updating and making inquiries about the latest requirements for citizenship candidates. She will be assisted by Elsa Louis-Charles. Orchids to Elsa.

Orchids - to Alice Sachs and Sarah Swanljung for tutoring math students for the GED with great success. Many thanks!

Orchids - to Lois Odabas for setting up our Webinar in the literacy office. She did the advance programming and it was 110%!

Orchids - to Sheila Stieritz and Mary Grasley as new members of the Tutor Support Committee. A hearty welcome to you.

Orchids—to Elaine Lauff who will be working with Marcia Jacoby as a technology advisor to our tutors and students and as a data recorder. We are so pleased to have you, Elaine. She has been a dedicated tutor for several students in need. Orchids, Elaine and Marcia!

Orchids--to Marcia Klafter for the many program hats she wears. The Nurse's Entrance Test class in reading comprehension was highly successful. She serves as a Master Tutor and will be teaching a Reading Comprehension class, and writes Tutoring Tips.

Orchids--to the Family Literacy Committee composed of Edith Lane and Rena Spratt for their dedication to the Head Start Program. Pre-schoolers benefit enormously from their special efforts. Many, many thanks!

Orchids--to the circulation staff for serving as couriers and messengers on behalf of our tutors and students. They relay important information when there is a real need.

Orchids--to the children's department staff for their literacy cooperation-occasionally a special message or a key! Thank you, Carolyn, Andy, Katie, Vicki, Helen and Devon.

Orchids--to our Master Tutors, Lois Bachman, Marcia Klafter, and Barbara Cooperberg, for being available to answer all the difficult program questions. Please call them whenever necessary at 885-5183.

Orchids--to Lois Bachman, our GED chairperson, advisor, test scorer for all standardized testing and presenter at GED Tutor Support recent meeting. For any and all GED queries, call 885-5183.

Orchids--To Nancy Hammeke Marshall, Trudy McDonald-Egitto, Karen Burnham and Rick Guyton for editing, typing, laying out and printing the Literacy Link. Super job!

Orchids--to Pennsylvania Department of Education for providing an annual grant which makes the Abington Free Library Adult Literacy Program possible.

Orchids--to our exemplary tutors for their extraordinary efforts in improving their clients' lives. Our program couldn't exist without you.

Orchids--to Judi Rosen for leading the "Write It Right" class, Thursdays 1:00-2:30, helping foreign-born students improve English writing skills, GED candidates with their essays and all students with writing needs. Bennett Fairorth and Florence Rosen, too!

Orchids--to our Tutor Support Committee—Jane Taft, Elaine Lauff, Beverly Willett, Arlene Franco, Donna Hower, Ann Gaugler, Lois Bachman, Peg Cheney, Marcia Klafter and Maria Delatorre. They mail our Literacy Link and make phone calls about important literacy news. They deserve kudos. Mary Grasley and Sheila Stieritz, too!

Orchids--to our conscientious and loyal classroom teachers of "Conversation Please!" and Rydal Park Workplace. They help ESL students at the library on Monday evenings and Tuesday mornings and at the workplace class (ESL and ABE) on Tuesdays. Beverly Willett, Doranne Smith, Donna Hower, Ann Gaugler, Edis Hall, Sara Chernoff head the library classes. Peg Cheney, Ingrid Rivel, and Doranne Smith are the special Rydal Park teachers.

Orchids--to our Abington Free Library staff--reference, tech services, circulation, children's and office staff. You make our work a pleasure.

Orchids--to our incoming tutors, volunteers and students. The library doors are open, and all are welcome.

Orchids - to Edis Hall who celebrated a special birthday in July. Many, many more happies!

Orchids - to Elaine Lauff and Sheila Stieritz for their attendance at a Data Entry program in Philadelphia and at a Learning Disability program in Chester. Both programs were thoroughly enjoyed. They will be sharing highlights.

Orchids - to Marcia Klafter, whose Reading Comprehension class was well attended by candidates for nurse's training and clients wanting to improve comprehension. Her talents are many.

Orchids - to Program Improvement Team for recommendations and excellent innovative suggestions at recent meetings.

Orchids - to Judi Rosen, Bennett Fairorth and Florence Rosen for "Write it Right" class and one-on-one tutoring. This class has accounted for many graduate achievements!

Orchids - a special bouquet to Marcia Jacoby, Elaine Lauff and Dimitra Seiler for their July 31 deadline reporting to Pennsylvania Department of Adult Education at the termination of the 2006-07 grant year.

Orchids - to all the Literacy volunteers who helped to greet everyone and served refreshments. You helped to make June 13 a great event for all!



The Long and Short of It

We're improving! Our monthly attendance sheets are being received regularly and are being recorded, our pre-and post-testing is increasing, and educational gains are on the increase. This will need further improvement for state accountability.

Please remember to sign in at the circulation desk, keep monthly attendance sheets and let us know of any student gains and achievements. We'll see to it that this data is recorded and reported. Thanks!

New and Noteworthy

On August 22, 2007 (Wednesday), the Southeast Professional Development Center (Pennsylvania Department of Adult Education) will host a program at Abington Free Library from 9:00 - 12:00, presented by Rebecca Wagner, who formerly conducted an Assessment Workshop in March at the library. The August program is: refining G.E.D. content teaching and learning.

Since the G.E.D. (General Education Development) is an important part of the literacy program, this would be a grand opportunity to participate and grow. Three hours continuing program education credit can be obtained. Plan to take advantage Wednesday, August 22. Call 215-885-5183 for reservation and information.

Marlyn Cohen
Program Supervisor



Next Literacy Link December 2007

“To laugh often and much, to win the respect of intelligent people and the respect of children; to earn the appreciation of honest critics and endure the betrayal of false friends; to appreciate beauty, to find the best in others, to give of oneself; to leave the world a bit better, whether by a healthy child, a garden patch or a redeemed social condition, to have played and laughed with enthusiasm and sung with exultation; to know even one life has breathed easier: this is to have succeeded.”

– Ralph Waldo Emerson

HELP - MY MIND JUST WENT BLANK! Tutoring Tidbits by Marcia Klafter

Over the years I've helped prepare many students for a wide variety of tests. Many of them talk about getting into the exam room and while taking the test their minds go blank and they lose their focus. What they describe is that very common phenomenon, "test anxiety." There are many lists of suggestions to combat this upsetting experience, but I have found two approaches more helpful than others. You may want to introduce your "test anxious" students to these techniques.

Tell your students not to spend any time before the exam discussing the test or other tension producing topics with other test takers. INSTEAD do one or both of the following:

Breathing exercises: These can be done at anytime; before during and after the test. Breathing helps a test taker stay emotionally grounded, rids the body of excess tension, and reduces stress of any kind. Instructions for the student:

1. Close your eyes
2. Inhale slowly through your nose deeply and slowly
3. Exhale slowly through your mouth
4. Do this two or three times or whenever you feel excess anxiety building up. This is an easy and effective exercise to do throughout the test.

Visualization: In order for this to work it must be practiced. Visualization is good for relaxing before ANY stress producing experience (even before the dentist begins drilling!) Instructions for the student:

1. Think of an event or place in your past that made you happy, content or at ease.
2. Picture what it looked like, how it felt, and remember the pleasant sounds, colors, smells or tastes that accompanied this experience. Play this event through your "mind's eye" a number of times.
3. Practice going back to this memory before going to sleep, during moments of time-out during work, and before beginning a difficult task. Stay with the same visualization all the time.
4. Right before the exam (in the car, outside the exam room or even in the room), do your visualization. Try it a few times. This will help your "jitters" and help you begin the test on a positive note.
5. Unlike the breathing exercises, this is probably not appropriate to do during the test itself.

The Southeast Professional Development Center
(Pennsylvania Department of Adult Education) presents:

Refining G.E.D. Content Teaching and Learning.

Abington Free Library

Wednesday, August 22, 2007

9 a.m. - noon

presenter: **Rebecca Wagner,**

who formerly conducted an Assessment Workshop in March at the library.



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Adult Literacy Program, Abington Free Library

1030 Old York Road, Abington, PA 19001, 215-885-5183, abingtonfreelibrary.org