



The Update

- ASL Video Launch - *Getting to Know the Library*

OCCL and the Ottawa Public Library held a very successful launch of the video *Getting to Know the Library in ASL* on October 22 at the Greenboro District Library.

We are very proud of this resource which is the first of its kind in Ontario. We have received nationwide calls and emails praising the video and its value as a teaching tool for Deaf and Deafblind learners.

To read more about the ASL project and the launch, see page nine. The video and pictures from the launch are on the OCCL website at: www.occl.ca.

PGI Ottawa Farewell

It is with mixed feelings that we inform you that the *2009 PGI Ottawa Golf Tournament for Literacy* will be our last one.

The PGI has been a wildly successful fundraising event for OCCL. But fundraising events generally have a life-span and the PGI Ottawa has more than achieved its goals and reached its end.

We are very grateful to the late Peter Gzowski who selected Ottawa as the site of the second PGI in the country and we thank the ABC CANADA Literacy Foundation and all our sponsors for their support at the national level over the years.

Warm wishes for a Happy Holiday
and a peaceful New Year!
Mary and Maureen

Family Literacy Day 2010 January 27

The Family Literacy Day Committee is once again challenging child care and preschool programs to host a special activity in their program to celebrate Family Literacy Day during the week of January 24-31. For more information about Family Literacy Day activities or to obtain a Challenge form, visit www.occl.ca and click on Family Literacy

We challenge you to make this the best Family Literacy Day ever!

Literacy & Essential Skills Awareness (LESA) Guide

OCCL recently posted the French and English versions of the LESA Guide on our website. The guide was developed in partnership with Literacy Ontario Central South (LOCS) and Literacy Link Eastern Ontario (LLEO). It is intended as a resource to help employment counsellors identify clients who may need literacy services before going on to other training. To find out more about the LESA Guide, see page six.

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DATES TO REMEMBER

OCCL's mission is to support, promote and strengthen adult literacy services in Ottawa through communication, research and public education.

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Members:

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Chris Girard
Kim Oastler
Nicole Dupuis
Louise Lalonde
Maria Makrakis
Christine Pinsent-Johnson

NOTE: Articles and items published in **The Update** do not necessarily reflect the views of the *Ottawa Community Coalition for Literacy* but are intended to share information and ideas related to adult literacy

- December 9 - Board & LPCC meetings and Seasonal Potluck Lunch
Heartwood Gallery
153 Chapel S tree
- January 13 - LPCC meeting
Heartwood Gallery
153 Chapel S tree
- January 27 - Family Literacy Day
- February 10 - LPCC meeting
Heartwood Gallery
153 Chapel S tree



The Coalition office is closed for the holidays from December 23 to January 1 inclusive

*Happy Holidays
Joyeux temps des fêtes!*



NATIONAL AND PROVINCIAL NEWS

Adult Learning Network Launches Website

The new Adult Learning Network (ALN) /Réseau apprentissage chez les adultes (RAA) has launched a bilingual website. The website is aimed at outlining this new initiative and keeping stakeholders informed of ALN-RAA activities. Events that have an impact on the network are posted in the *News* section while committee reports and other reports of interest are located in the *Our Work* section.

The Adult Learning Network was launched in August 2009. It pursues the vision of the Adult Learning Knowledge Centre, formerly of the Canadian Council on Learning, which closed its door on July 6, 2009. This initiative ensures the opportunity to develop a bilingual pan-Canadian forum on adult learning.

The goal of the network is to maintain and sustain a network of key stakeholders including governments, educational institutions, community organizations, researchers, practitioners and learners. ALN will offer an opportunity to exchange knowledge, share strategies and further research in the field of adult learning. Its mandate is to foster and support a vital, informed and coherent pan-Canadian culture of lifelong learning that is accessible and relevant to all Canadians.

You are invited to view the site at www.aln-raa.ca.

Raising voices and funds for literacy across Canada

Canadians encouraged to *Sing for Literacy* and celebrate activities for
Family Literacy Day 2010

ABC CANADA Literacy Foundation and Honda Canada founding sponsor of Family Literacy Day (FLD) are pleased to announce that an official "singing" theme will be featured as part of this year's national FLD campaign. *Sing for Literacy* encourages Canadians from coast to coast to sing at various Family Literacy Day events and help raise funds. Family Literacy Day events can take place in homes, at schools and classrooms, community centres, or even unexpected places. Support the literacy cause by asking friends, colleagues, family and the community to pledge you to sing! It's easy! Visit www.FamilyLiteracyDay.ca for a complete details on how to participate. You can:

1. Have fun creating a unique, free GivingPage. You can create a page for yourself, your family or for an organization/group at www.canadahelps.org/givingpages.
2. Choose your literacy cause. Direct the money raised to ABC CANADA Literacy Foundation and/or your local literacy organization. Over 240 literacy groups are registered on CanadaHelps.
3. Spread the word! Tell everyone you know that you will *Sing for Literacy* on Family Literacy Day and send them the link to your GivingPage so they can pledge you. Make sure you tell them why literacy is important to you!

Looking for more fun games and activities for FLD? Visit:
www.abc-canada.org/en/family_literacy/tipsandactivities



NATIONAL AND PROVINCIAL NEWS

TD Bank Financial Group's report *Helping Newcomers Unlock Their Potential* released in September contains recommendations to improve the literacy skills of newcomers. The report highlights the following:

- The economic well-being of immigrants has declined over the past 25 years
- Immigrants who arrived between 2001 and 2005 currently experience an unemployment rate of 11.5 per cent that's costing Canada billions of dollars in lost opportunities
- Today 35 per cent of immigrant families live in poverty versus 25 per cent in 1980
- Low literacy levels are part of the problem
- 6 in 10 newcomers have less than the desired level of literacy to succeed in a modern knowledge-based economy
- Increased literacy skills lead to higher employment, higher income and better jobs

The report calls upon governments to make a greater effort to evaluate existing literacy programs and make data collection and the compilation of literacy program statistics a priority. Businesses are urged to champion literacy by hiring more newcomers, as well as by conducting in-house literacy skills upgrading. See the full report at:

www.td.com/economics/special/ca0909_literacy.pdf



Ottawa Community Coalition for Literacy

NATIONAL AND PROVINCIAL NEWS

News from CLO (Community Literacy of Ontario)

E-Channel Literacy provides adult learners with the opportunity to upgrade their reading, writing, math, computer and other essential skills in a flexible, supported online learning environment. E-Channel Literacy is free for eligible adult learners and is funded by the Ministry of Training, Colleges and Universities.

MTCU has appointed a lead e-Channel Literacy organization for each delivery stream as follows:

Anglophone: The Learning Hub, Avon Maitland District School Board
www.learninghub.ca

Native: Sioux Hudson Literacy Council
www.siouxhudsonliteracy.com

Francophone: Centra d'apprentissage et de formation PLUS (CAF)
www.cafplus.ca

To read more about each organization's e-channel projects visit www.nald.ca/clo.htm and read the September 2009 E-Communiqué or go online to each organization's website.

E-Learning in Canada

If you would like to know more about e-learning, The Canadian Council on Learning (CCL) released its *State of E-Learning in Canada* report earlier this year. It reviews e-learning in our country and talks about the promise it holds to improve Canada's economic competitiveness and prepare Canadians for the demands of the 21st century.

To find out more and/or read the report visit:
www.ccl-cca.ca/CCL/Newsroom/Releases/20090514E-Learning.htm



NATIONAL AND PROVINCIAL NEWS

The Literacy and Essential Skills Awareness Guide

The three eastern networks, Literacy Link Eastern Ontario (LLEO – lead network), Literacy Ontario Central South (LOCS) and Ottawa Community Coalition for Literacy (OCCL) partnered this year on a project to produce a resource called *The Literacy and Essential Skills Awareness Guide*. The guide was funded by a grant from the Capacity Development Fund, Ministry of Training, Colleges and Universities.

The guide gives employment counsellors and social service workers a series of tips that may help them identify clients who need to improve their Literacy and Essential Skills. Some clients will have to upgrade these skills in order to be successful in completing the terms of a Back/Return to Work Action Plan. The guide also includes questions workers can ask clients in order to find out more about their educational background and literacy skills as well as information to guide the interpretation of clients' responses.

The partners wanted to provide the resource in French as well. It is available under the rather grand title, *L'observation d'un faible niveau de littératie et de compétences essentielles pour réussir un retour sur le marché du travail ou en formation: Guide de référence*. Louise Lalonde, Executive Director of Le Centre, Moi, j'apprends worked on the project and has been making presentations to francophone agencies in Eastern Ontario. Doug Noyes, Lesley Hamilton and Mary Wiggin have also presented to employment counselors and social service workers in their network areas. To date the four have made presentations to almost 600 workers and have future bookings. The response has been very positive.

The presentations provide an opportunity to talk about issues that are familiar to literacy workers but not necessarily known by social service workers and employment counselors:

- many adults will not reveal they have a literacy problem, and in some cases they don't recognize that they have a need
- literacy is much more than being able to read or write. It includes, among other things, oral communication, computer skills, problem solving and analytical skills
- a Grade 12 diploma or record of completion of some high school credits does not necessarily match a person's skills
- it makes a difference what kind of high school a client attended, how long ago and where
- services offered by the Regional Literacy Networks

Contact information for the three regional literacy networks is included in the guide. During the presentations workers learn that the networks can provide information, referral service and literacy assessment for clients who may benefit from Literacy and Essential Skills programming.

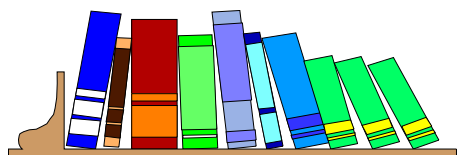
All of the regional and sectoral literacy networks received copies of the English and French versions of the guide in a format that allows them to add their own contact information. LLEO (<http://www.lleo.ca/>), LOCS (<http://www.locs.on.ca/>) and OCCL (www.occl.ca) have posted the guide on their websites in both languages and people are invited to download copies at no cost.



Ottawa Community Coalition for Literacy

Ottawa Public Library (OPL) News

www.bibliottawalibrary.ca



Multicultural Reading Circles

for children 3-5 years old
fun games, songs and rhymes that
focus on literacy
and

ESL and FSL Homework Help

for students 6-18 years old

Where: Main Library Branch
120 Metcalfe Street

For more information contact Karen at:
613-818-7082 or by email at:
kmolina@ociso.org

Digital Library

Library users can browse the growing collection of best-selling, new release, and classic titles from OPL's digital media webpage, and check out digital titles with a valid OPL card. Once downloaded, digital titles can be enjoyed on a computer or transferred to supported mobile media players. Many audio titles can also be burned to audio CD. Titles may be borrowed for up to 21 days. When the item is due titles will automatically expire and are returned to the digital collection. There are never late fees or damaged items.

To learn more about OPL's offerings of digital media visit www.BiblioOttawaLibrary.ca/connect/digital_media/digital_media_e.html.

(OLA) Ontario Library Association Super Conference 2010 Registration is Open!

This year's Super Conference theme is "*Step Up Your Passion: Imagine. Inspire. Make a Difference*". The conference allows participants to critically reflect upon and celebrate work in libraries. The 2010 conference will take place at the Metro Toronto Convention Centre from February 24 to February 27.

For more information and/or to register, visit: www.accessola.com/superconference2010/index.php

A New Museum Pass to Borrow from Your Library

You can now borrow an **Artpass** from your local library branch. This pass admits a family (two adults, three youths (13-18)) to the permanent collections of the National Art Gallery of Canada and the Canadian Museum of Contemporary Photography. Admission is always free for children 12 and under.

OPL's collection also includes four other museum passes: Privilege Card (Canadian Museum of Civilization, Canadian Museum of War), Nature Card (Canadian Museum of Nature), Science Ech (Canada Science and Technology Museum) and Ottawa Museum Pass (10 local Ottawa Museum Network locations).

All museum passes can be borrowed for a period of one week.



Success Story

The following is an excerpt from a National Public Radio broadcast in the U.S. and was produced for Morning Edition by Vanara Taing.

Olly Neal grew up in Marianna, Arkansas during the 1950s. He didn't care much for high school. One day during his senior year, he cut class - and wandered into the school library.

As he told his daughter, Karama, recently, he stumbled onto a book written by African-American author, Frank Yerby. And the discovery changed the life of a teenage boy who was, in Neal's memory "a rather troubled high school senior."

The book was *The Treasure of Pleasant Valley* and it had an alluring cover, especially for a teenage boy. Neal remembers it being "risqué", a drawing of a woman who appeared to be wearing something that was basically see-through. But the symbolism was really great for me at that age of 16."

There was just one problem: If Neal took the book to the checkout counter, he was sure that the girls who worked on the counter would tell his friends. Then my reputation would be down, because I was reading books," Neal said. "And I wanted them to know that all I could do was fight and cuss." Finally Neal decided that he ought to steal the book, in order to preserve his reputation. So he did.

A week or two later, Neal had finished the book so he brought it back to the library, careful to replace it in the same spot he had found it. "And when I put it back, there was another book by Frank Yerby. So I thought, maybe I'll read that, too. So I took it under my jacket. Later, I brought it back, and there was, by God, another book by Frank Yerby. So I took it." He read four of Yerby's books that semester, checking out none of them.

But Neal's sneaky behaviour turned out not to have been so sneaky after all. Attending his 13-year high school reunion, Neal ran into the school's librarian, Mildred Grady. She had seen him trying to steal *The Treasure of Pleasant Valley* years ago.

"She told me that she saw me take that book when I first took it," Neal said.

"She said, 'My first thought was to go over there and tell him, boy you don't have to steal a book, you can check them out, they're free.'

"Then she realized what my situation was, that I could not let anybody know I was reading."

Grady told Neal she decided that if he was showing an interest in books that she and Mrs Saunders would drive to Memphis and find another one for him to read and they would put it in the exact same place where the one he'd taken was.

"You've got to understand that this was not an easy matter then, because it was 1957-58" Neal said, "And black authors were not especially available, number one and number two, Frank Yerby was not such a widely-known author and number three, they had to drive all the way to Memphis to find it."

But the women's efforts paid off. Neal went on to attend law school and later became a judge, retiring as an appellate judge of the Arkansas Court of Appeals.

When Mildred Grady died, her son asked Neal to tell everyone gathered for her funeral the story of how the librarian nurtured his reading habit as a teenager. "I credit Mrs. Grady for getting me in the habit of enjoying reading, so that I was able to go to law school and survive," Neal said.



An Exciting New Resource in American Sign Language

Introducing *Getting to Know the Library in ASL*

The **Ottawa Community Coalition for Literacy (OCCL)** and our project partner, **Ottawa Public Library (OPL)** are delighted to announce the release of *Getting to Know the Library in ASL*. In collaboration with our project consultant the **Ottawa Deaf Centre**, we have produced a 35 minute video version of the manual *Getting to Know the Library* with optional captions for viewers who are not fluent in ASL. The Ministry of Training, Colleges and Universities funded the project.

We celebrated the official launch on Thursday, October 22 at Greenboro District Library. Many of the actors were able to attend and receive certificates thanking them for starring in the video.

There are so many people OCCL must thank for their involvement in the project. At the library **Marcia Aronson** is our main and ever supportive contact but we must also thank **City Librarian, Barbara Clubb**, the staff at the **Carlingwood Branch** where all the library scenes were filmed and **Bernie Belanger** and **Caitlin Fralick**.

At the launch Barbara Clubb said “This DVD is an excellent compliment to the *Getting to Know the Library* manual. OPL staff and our partners are reaching out to users who may be more comfortable with video rather than print. Anything we can do to eliminate barriers to the library is important and this DVD is an excellent tool for trainers and users alike.”

OCCL could not possibly have done this project without the support and involvement of the Deaf and Deafblind communities. Our thanks go to **Denise DeShaw** and the other staff and learners at the former **Ottawa Deaf Centre**, **Sara Jappert** at **CNIB’s Literacy Program for Deafblind Adults** and **Peggy Anne Gordon**, Executive Director of the **Deaf Literacy Initiative**. We also had valuable input from **David Hamen** and many learners at **Durham Deaf Services** in Oshawa.

To make a project work it’s essential to have people who are able to pull everything together and get all the work done. The amazing **Chris Harwood** was our project coordinator **Denise DeShaw** was fantastic as our chief consultant and video narrator And **Gord Stephen** who has his own company **StepCo Media**, was our videographer extraordinaire. We could never say thank you enough times to fully express our gratitude.

The video is full of activities that introduce Deaf and Deafblind learners to the library. The key actors are staff and learners of the Ottawa Deaf Centre and staff of the Ottawa Public Library. There is also a segment with a Deafblind learner from the CNIB Literacy Program for Deafblind Adults. *continued...*



Local Program News

The video is streaming live on OCCL's website and it is backed up by additional mini videos on topics such as Deafblind Resources and by a number of print-based activities. Chris and Gord came up with the brilliant idea of using a lot of the extra footage to create the mini videos. We invite you to go to www.occl.ca to take a look at the resources. We know you'll be impressed.

If you would like to find the original English and French versions of *Getting to Know the Library* on the OPL website, use the following links:

www.bibliottawalibrary.ca/explore/getting_e.html

www.bibliottawalibrary.ca/explore/getting_f.html

New Employee at PWC

People, Words & Change (PWC) has recently hired **Jennifer Noxon** as a new education counsellor for their program. Jennifer comes to PWC with a wealth of experience. She was the first coordinator for ELTOC (English Language Tutoring of the Ottawa Community) and is an experienced ESL instructor. Jennifer is also a well-known member of the Ottawa music and art scene.

A warm welcome to Jennifer!

First Words - Free Screening Clinics

Screening Clinics provide an opportunity to discuss any concerns with a Speech-Language Pathologist who will check your child for signs of a speech or language delay. Parental consent for the child to be screened is required. Free "drop in" screening clinics are first come, first served and don't require an appointment. Call the Ottawa Public Health Line at 613-580-6744, extension 28020 to find out more. Assistance with transportation and cultural interpretation are available on request. Visit www.pqchc.com/firstwords/screening_calendar.htm to access a calendar of screening clinic dates.



MyCharityConnects

Kim Oastler from ALSO (Alternative Learning Styles and Outlooks) attended the MyCharityConnects Conference in Toronto in June. The following is her report on the workshops she attended.

As part of Net ChangeWeek in Toronto, CanadaHelps hosted the MyCharityConnects Conference. The workshops all aimed to provide not-for-profit organizations with the information and tools necessary to improve their marketing and fundraising efforts. There is often a huge technology gap between donors and charities. CanadaHelps thinks that this gap is growing and wanted to do something to support not-for-profits in bridging this gap thereby potentially gaining access to a wider donor base.

I attended several discussion-worthy sessions including:

- How Tweet It Is: Creating a Following in Twitter
- The A, B, Cs of Generations X, Y, Z (and Boomers, too)
- Reaching Different Generations Through Social Media
- Once Upon A Time Storytelling in Online Media
- Show Me the Money: Fundraising 2.0

I had heard of Twitter, but really had no idea what it was. My first impression was, “This is really stupid. Who wants to know what I am doing while I am doing it? I am just not that interesting.” What I learned was how, in theory, to create some on-line excitement for an event. I came home and gave it a try. It took up much more of my time than I anticipated. “Note to self...if you are attempting to use Twitter again set aside at least one hour each day” I ended up with 15 followers in the end. Not bad for my first try but I acknowledge my dwindling interest in keeping it up after the first few exciting tweets.

I knew about Generation X, Y, and Z (and Boomers, too). This workshop looked at the levels of involvement in not-for-profit fundraising typical of each of these groups, what they have to offer in terms of resources and how to reach out to them. A lot of the information was common sense. The younger generation, while not possessing scads of money to hand over, do have energy, enthusiasm and sheer numbers all of which can make a big difference in the success of any community fundraising event if harnessed for good. The older generation is feeling slightly tapped out and is tired of the ‘hand out’ approach often associated with not-for-profit organizations. We discussed the need for real opportunities for engagement with an issue or cause and how this kind of deep commitment has a better chance of leading to donation dollars.



MyCharityConnects...continued

The storytelling workshop was really interesting. The presenter used himself as an example of on-line storytelling success. He took us through his personal journey of losing his job in the States and deciding to move to Canada. On-line storytelling is how he made that happen. We all have stories to tell. The trick is to craft them so that they are interesting and compelling. People have to care. People have to be touched in some way by your story. Harnessing the internet to tell our stories has terrific potential.

Show Me the Money focused on on-line fundraising and how not-for-profits can really make that work for them. The presenter used an example from Engineers Without Borders Canada. What a fabulous organization! I would definitely recommend going on-line to check out the work that they are doing as well as their fundraising campaign. I came home with a sense of how to take the on-line donation idea to the next level using social media as the driver and making better use of the internet. Have I done anything with this new found knowledge? Not yet.....but I will.

You can see descriptions of all of the workshops as well as presentation notes at www.mycharityconnects.org It is definitely worth checking out. Many thanks to the OCCL Professional Development Fund for supporting my participation in this conference.

Kim Oastler

The Canadian Apprenticeship Forum (CAF) presents *Apprenticeship Completion in Canada*

Understanding why some apprentices do not complete their apprenticeship program is not an easy task. The reasons are varied and the route an apprentice takes to complete his or her apprenticeship program is often non-linear creating challenges in analyzing and tracking it. Join CAF to learn, discuss and network.

When: Thursday, February 4, 2010

Where: Sheraton Ottawa Hotel, 150 Albert Street, Ottawa

Mark your calendars now and RSVP by Friday, January 15 to Danielle Matheusik at Danielle_matheusik@caf-fca.org or 613-235-4004, ext. 203. The exact time of the session will be confirmed shortly.

To find out more about CAF, visit their website at: www.caf-fca.org



"Telling Our Stories" Project

The ODSP (Ontario Disability Support Program) Action Coalition is a province-wide coalition of community agencies, provincial groups, anti-poverty groups, legal clinics and people with disabilities on ODSP.

The coalition's mission is to advocate for improvements to ODSP so that people with disabilities can live adequately and with dignity

The ODSP Action Coalition is collecting personal stories from people on ODSP. They want to know what the challenges of living on ODSP are. They will use these stories to:

- a) lobby elected officials in government to improve the ODSP system and make it a more humane, accessible and generous one
- b) get media attention about issues around ODSP
- c) educate the general public around the issues and challenges faced by people on ODSP

For more information, contact:

*ODSP Action Coalition
c/o Jennefer Laidley
Income Security Advocacy Centre
425 Adelaide Street West, 5th Floor
Toronto, Ontario M5V 3C1
Fax: 416-597-5821
e-mail: odspstories@gmail.com*

To find the questionnaire online, go to www.odspaction.on.ca

This project might offer an opportunity for some LBS/AU students on ODSP to tell their stories. It may help with the advocacy campaign and it could also be a good learning/writing activity



RESOURCES

The **Essential Skills** website has new self-assessment tools and new learning tools. Paper based self-assessments have been developed for the following skills:

Reading	Writing
Document Use	Oral Communication
Numeracy	Computer Use
Working With Others	Continuous Learning

There are also tip sheets and practice and learning tools available for:

Reading	Writing
Working With Others	

To learn more, visit:

www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/new_tools.shtml

New CENTRA Classes for Winter 2010 at **The Learning Hub**

The Learning Hub has added new online classes and curriculum using a variety of learning platforms. They are also planning to introduce a number of features that will help make participation in online literacy more user-friendly - to both students and practitioners.

Check it out at: www.learninghub.ca.

New *Quick Reads* from **Grass Roots Press!**

Quick Reads are short novels by best-selling authors such as **Ian Rankin** (*A Cool Head*), **John Boyne** (*The Dare*), **Catrin Collier** (*Black-Eyed Devil*), and **Gervase Phinn** (*All These Lonely People*). The collection written for beginning readers, includes tales of crime, romance, adventure and mystery.

For full details visit www.grassrootsbooks.net and click on chapter books.



more...RESOURCES

Introducing five Exciting New Moodle Courses from The Learning Hub

Apprenticeship Math (LBS Level 2+)

This course is designed for you if you are preparing to go into the trades. It will focus on basic math skills using fractions, decimals and percents and will include real workplace examples. *Note: Learners should be able to add, subtract, multiply and divide whole numbers before taking this course.*

Becoming a Better Speller (LBS Level 2+)

Teachers, employers, friends and others often put a lot of emphasis on correct spelling. It is the first impression many people get of you, whether it is spelling in a letter or an email, or a resumé. To become a better speller, and to feel secure about trying new words, it is very helpful to learn different spelling strategies. This five-week course will cover many spelling rules such as the use of syllables, basic spelling patterns, memorizing the meaning of words, root words and prefixes and suffixes. *Note: This is not a 'learn to spell' course. This is a course for learners who want to improve their spelling skills.*

Improving Your Job Skills (LBS Level 2+)

This course will guide you through the basic skills needed in every job. You will look at personal skills like time management and being responsible. You will practise reading, writing and listening to improve your communication skills. You will learn how to gather and manage the information that you need on the job. This course will explore ways to think through problems at work and decide upon solutions.

Maintaining Healthy Self-Esteem On and Off the Job (Part 1) (LBS Level 2+)

Healthy self-esteem is something that we work on over our lifetime. This five-week online course will help you to develop methods for increasing your self-esteem and maintaining it through times of stress. Participation in online activities and discussions will help you to practise new life skills. This course is interesting and informative, and you will come away with useful tips for success in life and work. *Part 2 of this course will be offered in the future.*

On the Job Report Writing (LBS Level 3+)

This course will help you learn how to write reports for the workplace. You will learn to gather the information you need and put information in a report format so that your readers can find the information they require easily. This course will cover the steps to follow in writing a report and understanding why people write them. You will also learn what parts you need to include in a report from beginning to end. Information gathering, editing, and proofreading steps will be explained. Your online instructor will guide you through the report writing process and illustrate what a finished report looks like.

For course dates and registration information visit the website at www.learninghub.ca
and click on the Moodle Courses button



Ottawa Community Coalition for Literacy

more...RESOURCES

The Learning Edge

Two new issues of *The Learning Edge* on **Apprenticeship** are now on the Wellington County Literacy Centre website at www.thewclc.ca/edge. Issue 11 is called **Finding Your Way to Apprenticeship** and Issue 12 is **Apprenticeship - Making it Happen**.

These issues highlight interesting websites and activities that will help students choose a trade and understand the basics of apprenticeship.

In addition to being relevant to students who are considering an apprenticeship in the trades, they may also interest students who are looking for employment or trying to develop workplace goals.

New from Literacy Link South Central (LLSC)

Literacy Link South Central (LLSC) has developed a new resource called *Succession Planning for Literacy and Basic Skills Agencies* to assist the many LBS agencies who may be experiencing staff turnover in the next five years. This document along with a CD, has been sent to every agency and literacy network in Ontario. It includes information about agency succession planning and community succession planning. Additional copies can be downloaded at:

www.llsc.on.ca

Lifelong Learning for Literacy Practitioners

- √ Discover valuable information, tools and resources related to adult literacy instruction in Ontario.
- √ Explore the educational and skills requirements to deliver literacy training.
- √ Find accurate information about the roles, skills and experience of Ontario's adult literacy practitioners.
- √ Learn about training opportunities for literacy practitioners.
- √ Assess your current skills and develop a personalized professional development training plan.

Visit the new website at www.nald.ca/lifelonglearning



more... **RESOURCES**

Financial Information for Newcomers

The *Ottawa Community Loan Fund* (OCLF) has a new resource called the **Newcomer Finances Toolkit**. It is designed for newcomers to Canada but could also be appropriate for literacy and basic skills learners. Topics covered are:

- .. Banking
- .. Credit
- .. Income Tax
- .. Insurance
- .. Government Support Programs
- .. Investments
- .. Fraud

The worksheets are available in Microsoft Word and PDF format. The information is presented clearly in large type which makes it easy to read. Learners can practise with the Online Practice Bank Machine and the Direct Payment (Debit) Machine

Instructors can also download an *Instructor's Manual* from the site.

To access the information, visit: www.oclf.org/en/newcomers.php.

Welcome to ELMO!

Practitioners and learners alike may wish to check out the ELMO website. ELMO (**E**xemplary **L**iteracy **M**aterials **O**nline) is described as a free, interactive, online database of adult and family literacy resources and reviews. It was developed to meet the ongoing needs that adult literacy providers and learners have for appropriate and high quality instructional and learning resources. It is an excellent resource for new and emerging adult readers and their families.

Check it out at: www.ELMOreviews.ca



more... **RESOURCES**

The Skills for Life Series is Now Online

The **Quebec Literacy Working Group (QLWG)** is pleased to announce that their *Skills for Life Series* is now online.

These competency-based distance education materials, created specifically for an adult literacy clientele, work both in the classroom and at a distance. The 30 hands-on, competency-based units have been divided into *Essential Life Skills* and *Individual Life Skills* with topics ranging from *Getting My Driver's Licence* to *Managing My Money*.

The documents are available at www.nald.ca/qlwg/skills.htm

For more information contact Patti Moore, at 418-651-3022 moorep@cqsbc.ca.

CompuCorps Mentoring

CompuCorps.org is an Ottawa based charity which provides a full range of technical assistance to Canadian non-profits and charities in the form of IT volunteer projects, youth media programs and employment, tech training and access to technology for Aboriginal youths, low-income families and new Canadians.

Their mission is to research, innovate and apply models for effective charity use of technology. Their charitable purpose is to promote the efficiency and effectiveness of charitable organizations in Canada by the provision of technical volunteers, low cost computer services and software as well as technical support and training.

CompuCorps Mentoring, aided by over 250 volunteers, has completed in excess of 100 not-for-profit projects.

What they do:

- ◆ recruit technical volunteers as mentors for nonprofits
- ◆ collect and distribute free or low cost software to nonprofits
- ◆ provide low cost technology-planning assistance to nonprofits
- ◆ collect and share information on technology with nonprofits
- ◆ collaborate for computer access for the disadvantaged
- ◆ develop models for technology assistance for nonprofits in Canada

To find out more about *CompuCorps*, visit their website: www.compucorps.org



A LITTLE HUMOUR

Most Used Shortest Word in English

This is another example of why people learning English have trouble with the language. The nuances of English makes it a difficult language.

There is a two-letter word in English that perhaps has more meanings than any other two-letter word, and that word is **UP**. It is listed in the dictionary as being used as an adverb, preposition, adjective, noun or verb.

It's easy to understand **UP**, meaning toward the sky or at the top of the list, but when we awaken in the morning, why do we wake **UP**?

At a meeting, why does a topic come **UP**? Why do we speak **UP**, and why are the officers **UP** for election and why is it **UP** to the secretary to type **UP** a report? We call **UP** our friends and we brighten **UP** a room, polish **UP** the silver, warm **UP** the leftovers and clean **UP** the kitchen. We lock **UP** the house and some guys fix **UP** the old car. At other times the little word has a really special meaning. People sti**UP** trouble, line **UP** for tickets, work **UP** an appetite, and think **UP** excuses.

To be dressed is one thing but to be dressed **UP** is special!

And this **UP** is confusing: A drain must be opened **UP** because it is choked **UP**. We open **UP** a store in the morning then close it **UP** at night. We seem to be pretty mixed **UP** about **UP**!

To be knowledgeable about the proper uses of **UP** look the word **UP** in the dictionary. In a desk-sized dictionary, it takes **UP** almost 1/4 of the page and can add **UP** to about thirty definitions.

If you are **UP** to it, try building **UP** a list of the many ways **UP** is used. It will take **UP** a lot of your time, but if you don't give **UP**, you may wind **UP** with a hundred or more.

When it threatens to rain, we say it is clouding **UP**. When the sun comes out we say it is clearing **UP**. When it does not rain for awhile things dry **UP**.

One could go on and on, but I'll wrap i**UP** for now. My time is **UP**, so it's time to shut **UP**!



Ottawa Community Coalition for Literacy

HOTLINE STATISTICS

Contacts	September	October	November
Calls from learners	10	3	5
On behalf of learners	6	4	9
Learner follow-up	1	1	
From Volunteers	4	4	5
Literacy Outreach/Community	81	80	80
OCCL Admin	92	104	73
Workforce Development	31	25	22
Special Projects/Resources	126	84	60
Provincial and National Activities	45	49	20
Network Calls/LPCC/Board/Emp ON	90	130	113
Training - Learner & Practitioner	36	25	30
Family Literacy/FLD Events	13	24	16
PGI	11	8	6
Events	66	46	9
Total	612	587	448
Referrals*			
Ottawa-Carleton District School Board	3		1
Ottawa Catholic School Board	3		
PWC	5	1	4
ALSO	3	2	3
			1
Algonquin College (CCP)	1		1
ILC Web site		1	
ELTOC		1	
ACElinks	1		
John Howard Society	1	1	
Sage Youth		1	1
Moi, j'apprends			1
Adult High		2	
St. Nicholas Adult		2	
Volunteer Centre			1
Language Assessment Centre			1
Ottawa Public Library			
No referral	1		1
Total	18	11	15
* At times we make more than one referral per call. The total number of referrals therefore may be higher than the total number of learner calls received.			
OW related calls:	4	2	2
ODSP related calls:	3	1	2