



The Update

In This Issue

Literacy and Basic Skills (LBS) service providers and the Coalition are getting ready to introduce the new Ontario Adult Literacy Curriculum Framework (OALCF) on April 1. To find out more, visit:

www.tcu.gov.on.ca/eng/eopg/oalcf

At the same time the Ministry of Training Colleges and Universities (MTCU) will introduce the Employment Ontario Information System - Case Management System (EOIS-CaMs). This system will replace the Information Management System (IMS) currently used by all LBS service providers to report their monthly statistics.

People, Words & Change (PWC) launched their new video "Make the Call for Literacy" on International Literacy Day, September 8. Find out more on *page twelve*.

OCCL wants to know what you think about our website. You'll find two **surveys** (choose the one that suits you) on our home page (www.occl.ca) which will be online until December 23.

The **2012 Golden Oak Book** nominees have been announced. Read about them on *page seven*.

If you were unable to attend the **Friends of Literacy Luncheon** on October 21 you might enjoy reading Mary's article about keynote speaker, James Bartleman. This article was previously published in *The Wrap* at the Ottawa Citizen. You'll find it on *page ten*.

And last (but not least) you'll find a wealth of information on **resources** including new websites for practitioners starting on *page thirteen*.

Happy Reading!

Come Celebrate Family Literacy Day!

The Ottawa Public Library will kick off Family Literacy Day 2012 at a special event featuring children's entertainer, Doug Barr, on Sunday, January 22 at 2:00 p.m. Suzanne Pinel herself will present book awards named in her honour to three winners for 2012.

This event will be free. It will take place at the Main Branch - 120 Metcalfe Street. ASL interpreting will be provided.

To read more about Family Literacy Day see *page five*.

The OCCL office will be closed for the holidays from:

Thursday, December 22 to
Monday January 2

The office will re-open on:
Tuesday, January 3

Best wishes for a happy and harmonious holiday season!

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DATES TO REMEMBER

Ottawa Community Coalition for Literacy

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

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Local Planning & Coordination Committee

Co-Chairs: Jan Goatcher
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Members:
Lynn Desjardins Louise Lalonde
Nicole Dupuis Maria Makrakis
Brenda Gaitens Kim Oastler
Chris Girard Carol McMurchy
 Simone Edwards - Forde

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

December 14 - Board & LPCC Meetings
Heartwood House
153 Chapel Street

January 11 - LPCC Meeting
Heartwood House
153 Chapel Street

January 18 - Family Literacy Day Committee
Heartwood House
153 Chapel Street

January 22 - Family Literacy Day Kick-Off
Ottawa Public Library
Main Branch - 120 Metcalfe Street

January 27 - Family Literacy Day

February 8 - LPCC Meeting
Location to be announced

Come and Celebrate
Family Literacy Day 2012

Main Branch
Ottawa Public Library
120 Metcalfe Street
with entertainer, Doug Barr

Date: Sunday, January 22

Time: 2:00 p.m.



NATIONAL AND PROVINCIAL...cont'd

News from ABC Life Literacy

Blog Posts Cover Essential Skills Must-Knows

The Office of Literacy and Essential Skills has partnered with Canada Business Network to develop a series of guest blog posts on essential skills. The first post was featured on Essential Skills Day on September 23 and covered the basics on using the essential skills model. Visit the Canadian Business Blog (www.canadabusiness.ca/eng/blog/) for upcoming posts:

December 14, 2011

Dispelling the Myths of Essential Skills

February 8, 2012

Taking Action on Essential Skills in your Workplace

March 28, 2012

Celebrating International Adult Learners' Week and Spotlight on Employer-Focused Tools

The Great-West Life, London Life and Canada Life Literacy Innovation Award

The *Great-West Life, London Life and Canada Life Literacy Innovation Award* honours innovation in the creation and delivery (or in the development, implementation and delivery) of adult literacy or adult-integrated family literacy programs delivered by a community organization in Canada.

There will be one top award of \$20,000. In addition, there will be up to four honourable mention awards in the amount of \$5,000 each.

Award applications are being accepted until **5:00 PM on June 1, 2012**.

For more information, go to:

<http://abclifeliteracy.ca/life-literacy-awards>



e-CHANNEL

What is e-Channel?

e-Channel is Ontario's online literacy initiative aimed to reach literacy learners across the province who require literacy support and/or employability and training opportunities to help them reach their personal and professional literacy goals. e-Channel services are provided by Contact North /Contact Nord as part of the provincial initiative funded by the Literacy and Basic Skills Branch of the Ontario Ministry of Training, Colleges and Universities (MTCU) to extend opportunities for remote or isolated learners to gain access to literacy and essential skills programming at a distance.

During real time classroom sessions learners can:

- speak with each other
- see written information, photos, diagrams, graphs, etc. on their computer
- use a whiteboard
- visit websites
- share computer software applications

As well as providing access to programming for learners, e-Channel allows literacy practitioners to participate in professional development and training workshops. Literacy agencies, networks and provincial organizations can host conferences and special events on e-channel too.

To help you understand e-Channel and how to refer learners, "An Information and Referral Guide for Ontario's Online e-Channel Program" was produced by the Avon Maitland District School Board in conjunction with the e-Channel leads and MTCU. You can download it in French and English at:

www.learninghub.ca/current_news.aspx

To take an audio tour about e-Channel go to:

www.e-channel.ca

Employment Ontario Partners Gateway (EOPG)

For up-to-date developments and news at Employment Ontario, visit the EOPG website:

www.tcu.gov.on.ca/eng/eopg/newpostings

Look for the latest postings under Literacy and Basic Skills:

- Literacy and Basic Skills Service Provider Guidelines (effective April 2012)
- Business Planning for LBS Service Providers
- 2012-2013 LBS Service Provider Site Business Plan Instructions & Template



Family Literacy Day 2012

On Sunday, January 22, at 2:00 p.m., the Ottawa Public Library is holding a kick-off event for Family Literacy Day 2012. It will take place at the Main Branch, 120 Metcalfe Street and feature entertainer, Doug Barr. Suzanne Pinel herself will present three Suzanne Pine Awards to programs serving children at risk.

Once again, the Family Literacy Day Committee is holding a Family Literacy Day Challenge. Programs serving children from 0 to 6 years of age are invited to register their family literacy activities at the Coalition for Literacy. Participants will be entered into a draw to win one of several book gift certificates from Kaleidoscope Kids Books.

Programs can email abcline@occl.ca to receive forms for the Challenge (available in English and French) or visit www.occl.ca.

Family Literacy Day Activity Book

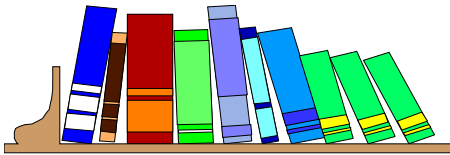
Thanks to the support of HSBC Bank Canada, ABC Life Literacy Canada will offer fun learning activities for the whole family with a brand new *Family Literacy Day Activity Book*. Parents can download the activity book for free at www.FamilyLiteracyDay.ca. The activity book, which includes a colouring page, crossword puzzle, word find and recipe, provides a perfect opportunity for learning on the go.

Owlkids offers discount on subscriptions

From December 1, 2011 until January 27, 2012, **Owlkids** will offer discounted magazine subscriptions at up to 50% off the cover price .

Owlkids offers three different publications, *Chirp*, *ChickaDEE* and *OWL*. To find out more about each publication and/or to subscribe, visit:

www.owlkids.com



Greenboro Branch

363 Lorry Greenberg Drive

Homework Help

Mondays - 5:00-6:30

(beginning January 9, 2012)

Students in Grades 1-8 can get help with homework in English and French. For more information and/or to register call the branch at 613-580-2957 Ext. 3.

North Gloucester Branch

2036 Ogilvie Road

Computer and Internet Tutorials

Ongoing

Computer basics, Internet, or e-mail. Register for a one-on-one hour-long session. Please call 613-748-4208 x 227 or visit the branch to book an appointment.

Formation aux ordinateurs et à Internet. Apprenez les rudiments de l'ordinateur, d'Internet, ou de courriel. Inscrivez vous pour une session d'une heure en composant le 613-748-4208 poste 227 ou informez-vous au comptoir d'Info.

Did you know that you can download music for free if you have an Ottawa Public Library card?

Anyone with an Ottawa Public Library card has the keys to a trove of free digital music downloads.

The library's "Freegal" service offers access to the entire digital catalogues of the Sony Music Entertainment and Columbia labels.

Hundreds of thousands of recordings are available through dozens of music genres that can be browsed via the library's website. Unlike with other library materials, these tunes aren't on loan, but are for patrons to keep for as long as they'd like to.

All it takes is a click of a button for patrons, said Diana Pepall, the library's program manager for collection management at the library. "And then you have it. You have it forever," she said. "It's a departure for the library because what we're doing is giving people access to material they don't have to return," Pepall said.

While the mp3 files won't cost library members a cent, the library will be paying for a certain number of downloads a year. The Ottawa Public Library subscribes to the service through the U.S. new-media company Library Ideas.

Pepall said patrons will have to be limited to downloading three songs a week.

"This is a way to download material legally" she said. The name "Freegal" itself is a portmanteau of "free" and "legal."

Nick Tylor, who's packed his iPod with thousands of songs, leaving only a few gigabytes of space left, plans to take advantage of the new service.

"I do like the idea of libraries evolving with the times," Tylor said.



The 2012 Golden Oak Awards

Ontario Library Association Announces 2012 Golden Oak Nominees

The Forest of Reading® Program has announced this year's books nominated for the Golden Oak™ Award.

The Golden Oak reading program provides a unique opportunity to introduce adult learners to interesting and entertaining books that are not too difficult to read. Participants in the program can choose to read on their own, with their tutors, or as part of a reading group.

Readers who participate in the Golden Oak program get to vote for their favourite book in the month of May and the winner will be announced June 7, 2012 at the Learners' Conference at Toronto Public Library.

For more information about the Golden Oak books and program, talk to staff at your local library branch or visit:

www.accessola.com/forest

And now here are the eight books for 2012:

Viola Desmond Won't Be Budged
by Judy Nyasha Warner

In Nova Scotia, in 1946, Viola Desmond refuses to move from her seat, when an usher in a movie theatre tells her to sit in the balcony with all the other black people. A true account of African Canadian heritage.

The Highway of Heroes
By Kathy Stenson

A fictional account of one family's journey along the Highway of Heroes in Ontario, Canada. Provides facts describing the story behind the creation of this symbol of Canadian patriotism.



Descriptions of 2012 Golden Oak Books

The Second Wife

by Brenda Chapman

Gwen Lake is a forty-five-year-old police officer with a desk job, an ex-husband and a future not even close to the American dream. A year after her divorce, and more out of boredom and curiosity than anything else, she agrees to a meeting with her ex's new wife. She has no idea that the encounter will lead to murder. And she has decidedly mixed emotions when her ex-husband is arrested for the crime. Instead of accepting the lead detective's advice to book a Club Med vacation and leave the investigation to the professionals, Gwen decides to work the case on her own. Her life is about to get a lot less predictable and a lot more dangerous.

No Safe Place

By Deborah Ellis

Fifteen-year-old Abdul, having lost everyone he loves, journeys from Baghdad to a migrant community in Calais where he sneaks aboard a boat bound for England, not knowing it carries a cargo of heroin, and when the vessel is involved in a skirmish and the pilot killed, it is up to Abdul and three other young stowaways to complete the journey.

Our Earth: How Kids are Saving the Planet

by Janet Wilson

From the author of *One Peace* comes a new book of beautiful portraits and exciting profiles of 10 young environmental activists from around the world. Janet Wilson's art captures the spirit of adventure, determination and hope that each of these children possess. They include Canadian Severn Cullis-Suzuki, who pioneered "pester power" - the idea that children must keep reminding their parents of what is at stake, and who at age twelve made one of the most rousing speeches at the 1992 Earth Summit in Rio. And fourteen-year-old William Kamkwamba from Malawi, who realized that the strong winds in his country could be put to good use and so borrowed a book from his library, taught himself how to build a working windmill, and brought electricity to his village. And thirteen-year-old Sam Levin from the USA who helped found the organization Project Sprout, planting an organic vegetable garden that would eventually help feed an entire community. Full of environmental facts and advice, this book will inspire budding young eco-activists everywhere to start making a difference for their planet

continued on next page.....



Descriptions of 2012 Golden Oak Books.....continued

Fatty Legs: A True Story

By Christy Jordan-Fenton and Margariet Pokiak-Fenton

A first-person telling of one young girl's experience with the residential school system. Told in her own words, we experience Margaret's intense longing to read, her willingness to endure many difficulties and injustices to achieve her goal. A victim of humiliating treatment at the hands of one of the nuns, Margaret's triumph is that her spirit is not broken.

Canadian Railroad Trilogy

By Gordon Lightfoot

This lavishly illustrated book brings Gordon Lightfoot's heart-stirring song to readers young and old. Commissioned by the CBC in 1967 to mark Canada's centennial year it eloquently describes the construction of the transcontinental railway - "an iron road runnin' from the sea to the sea" - a great feat of nation building that changed Canada forever. Award-winning illustrator Ian Wallace brings the song to visual life with his sweeping landscapes and evocative portrayals of the people who lived the building of the railroad. The book includes Gordon Lightfoot's music and lyrics, a brief history of the railroad and notes on the illustrations.

Out of Darkness: The Jeff Healey Story

by Cindy Watson

From the moment three-year-old Jeff Healey first laid a guitar across his lap in what was to become his signature style, it was clear he was no ordinary kid. Losing both eyes to retinoblastoma, a rare form of cancer, opened a door to another world for Jeff, a newly adopted infant. Out of darkness he created music, becoming one of the most influential blues-rock and jazz performers of our time, beginning with his first hit album, "See the Light". In this up-close and personal account, loaded with never-before-seen photographs, memorabilia, and intimate recollections of family, friends, and fellow musicians, we discover this unique music icon's dynamic career, which saw him collaborate with everyone from George Harrison and Eric Clapton to B.B. King and Stevie Ray Vaughan. From Jeff's lonely start one snowy night at St. Joseph's Hospital in Toronto to his untimely end in the same building, we come away with a potent message of empowerment and a renewed sense of hope.



Local Program News

Friends of Literacy Luncheon

(In fond memory of Colleen Cooneya dear friend and literacy colleague)

“When I opened a book I was able to travel wherever I wanted to go.”

No one knows the power of books better than James Bartleman. And he shared his passion eloquently as the keynote speaker at the annual Friends of Literacy Luncheon on October 21.

The Ottawa Community Coalition for Literacy has sponsored the luncheon for more than a decade at Restaurant International, the amazing facility that enables students in Algonquin College’s Hospitality Program to showcase their skills. The event celebrates literacy in all its facets and provides a wonderful opportunity for staff and volunteers from literacy programs to network with supporters and partners from many parts of the community including employment services, elected officials, the Ottawa Public Library mental health services and the business sector.

It is a tradition to encourage the keynote speaker at the luncheon to talk about literacy on their own terms and in relation to their own experiences.

Mr. Bartleman grew up in meagre circumstances amid the luxurious resorts and splendid vacation homes of the Muskoka Lakes. His mother, Maureen, was born into the Chippewa (now Anishnabwe) nation. His father Percy only had a grade four education but liked to read; he did whatever work he could to support his family. Neither parent had been able to finish elementary school.

At one point, the family lived in a shack near the village dump in Port Carling where they experienced the racism that too often typified small-town Ontario in the 1950s. Mr. Bartleman was kept back in Grade 2, and by today’s standards, he says, he would have been considered a child at risk.

But a comic book he found in the dump sparked a love of reading. Mr. Bartleman remembers following his father to the local library, where the librarian gave him a card and encouraged him to read. He read many of the volumes over and over again.

“My ticket out of a life of poverty was reading. It opened up a world of imagination and new possibilities. With reading, I began to do well in school. I was prepared to take advantage of opportunities as I went along.”

When he was a teenager, Mr. Bartleman tended lawns in Port Carling to earn extra money. One of his customers was an American named Robert Clause who was an executive with Pittsburgh Paints. He noticed the young man’s love for books and his strong work ethic, and offered to subsidize the cost of his post-secondary education.

Mr. Bartleman knew an opportunity when it presented itself. In 1963, he earned a Bachelor of Arts degree in History from the University of Western Ontario. He later joined Canada’s foreign service and became Foreign Policy Advisor to Prime Minister, Jean Chretien, in 1994.



Local Program News

After a long and distinguished diplomatic career, Mr. Bartleman became the 27th Lieutenant Governor of Ontario, in 2002. During his tenure, he used his position to spearhead three initiatives close to his heart. As Lieutenant Governor he sought to:

1. Reduce the stigma of mental illness
2. Fight racism and discrimination
3. Promote literacy among First Nations children.

Mr. Bartleman launched several literacy initiatives during his tenure as lieutenant governor which ended in 2007. Over 1.2 million books were donated from all corners of the province by both institutions and individuals, to stock school libraries in First Nations communities, particularly in Northern Ontario. To further promote literacy and bridge building, Mr. Bartleman initiated a program to pair up Native and non-Native schools in Ontario and Nunavut, and set up summer camps for literacy development in five northern First Nations communities.

Thousands of First Nations children benefited.

Mr. Bartleman is also a prize-winning author. His books include *Raisin Wine*, a memoir of his boyhood years. At the luncheon he read from his first novel, *As Long as the Rivers Flow*. It is the devastating and inspiring story of a First Nation woman who gives up her daughter to try and find her son while also coming to terms with her past.

The Lieutenant Governor's Aboriginal Literacy Summer Camps are going strong, thanks in large part to a phenomenal fund-raising effort by Mr. Bartleman that netted \$7.5 million. In addition, he donates the proceeds from his books in an effort to give First Nations children, in Northern Ontario, the same sorts of learning opportunities that supported him on his road to success.

Mary Wiggin

Feedback on OCCL's Website

OCCL invites you to take one of our brief website surveys:

- **First time Visitor**
- **Repeat/Frequent Visitor**

You'll find them posted on the home page of our website - www.occl.ca

The surveys will be up until December 23 so we encourage you to fill out whichever one is appropriate for you. This will help us to improve the information we share with you.



Social Media

From Community Literacy Ontario

Community Literacy Ontario's (CLO) "Fireside Chat on Facebook"

Would you like to learn and share about how Facebook and other social media tools can be effectively used in literacy programs to teach learners, promote your agency or interact with supporters?

If your answer is 'yes', then come and join CLO for their very first "Fireside Chat on Facebook". This event will be hosted on CLO's Facebook page by literacy instructor and CLO board member, Keith Harford. They will be using Facebook's FORUM feature (a threaded discussion group).

Keith will host several guests who will share their insights on effective uses of Facebook and other social media tools for learning, promotion and stakeholder engagement. They've picked the coldest part of the winter to host their first "Fireside Chat": **January 17 to 25, 2012.**

To participate in the discussion go to -

www.facebook.com/CommunityLiteracyOntario.

Sample Customer Complaint and Resolution Process

CLO has created a sample customer complaint and resolution process template. It's available in word format so that it can be adapted to individual program needs. If you would like to receive a copy, send an email with a request to maureenmccgovern@occl.ca.

People, Words & Change - " Make the Call For Literacy"

People, Words & Change has made an inspirational video called "Make the Call for Literacy". Six learners share their stories of courage and the importance of learning. You can see the video at:

<http://pwc-ottawa.ca>



RESOURCES

From Grass Roots Press

Famous Firsts Series

Many adult learners might enjoy reading about people who risked their lives to achieve their dreams. What forces shaped these risk-takers? What motivated them? What dangers did they face? What kept them going in spite of setbacks and failures along the way? The stories and adventures of these unique personalities will keep learners turning the page.

Edmund Hillary & Tenzing Norgay First Women in Space
Charles Lindberg Amelia Earheart
Matthew Hensen and Robert Peary

For descriptions and information on how to order the Famous Firsts books, visit:

www.grassrootsbooks.net

Grass Roots Press is now providing customers with free workbooks to accompany their biography series. Simply choose a biography, click on the photo, and download the accompanying workbook. In the new year they will provide workbooks for the Maple Leaf series. There are also extension activities to download for the Good Reads and the Active Reader Series.

It's now possible to purchase Ebooks from the Good Reads series on Kindle. In December, Ebooks for the Good Reads series will be available on Kobo and iTunes.

The Ontario Literacy Coalition (OLC) releases paper suggesting that 'low-skilled' jobs now have 'high skill' ability

The OLC has released a paper called *Menial No More: A Discussion Paper on Advancing our Workplace Through Digital Skills*. The premise is that through new technology, jobs often perceived as 'low skilled' or 'entry level' now require new higher level skills. The paper proposes that in order for Ontario's economy and the current labour market to thrive, radical steps must be taken to enhance the skills of workers in these positions.

To download a copy of *Menial No More*, please visit:

www.on.literacy.ca/whatwedo/lfw/menial_no_more



RESOURCES

Online Dictionaries

For those who have access to the Internet, online dictionaries offer some features that you can't get in traditional print dictionaries. Many have an audio component that allows you to hear the words being spoken, a real advantage if you've never heard the word before. Another helpful feature addresses the question of "How can you look up a word if you don't know how to spell it?" by offering suggestions if the word you enter isn't in the dictionary.

Dictionary.com - <http://dictionary.reference.com>

The Free Dictionary - www.thefreedictionary.com/dictionary.htm

Merriam Webster Online - www.merriam-webster.com

Community Literacy of Ontario (CLO) presents the following online resource:

Guide to Effective Technologies & Tools for Providing Online Staff Development & Training

The guide is available in English and French. It covers:

- An overview of common technologies used to provide online training to staff
- Examples of these technologies in action in various organizations across Ontario
- A summary of the benefits and challenges of delivering online training to staff

English Guide - www.nald.ca/clo/resource/guide_to_online_staff_training.pdf

French Guide - www.nald.ca/clo/resource/guide_des_technologies_et_des_outils.pdf

Apprenticeship Goal Path - Essential Skills Resource

Literacy Link Eastern Ontario has a new curriculum, available on CD, for learners to explore called *Apprenticeship: Essential Skills for the Trades*. The curriculum enables learners to develop the Essential Skills required to be successful in the Apprenticeship program while exploring a variety of trades.

To order a copy, print the order form at www.lleo.ca/LLEO_assets/pdfs/cd_order.pdf, complete it and fax it to Literacy Link Eastern Ontario. The cost for the CD is \$15.00 plus shipping and handling.

For easy access to information on the Essential Skills, bookmark the page on OCCL's website:

Understanding Essential Skills

www.occl.ca/eskills.htm



Websites for LBS Practitioners

A Social and Holistic Approach to Numeracy

Why a social and holistic approach?

There is a consensus among literacy practitioners involved with the workforce and the workplace that there is a numeracy gap and that innovative approaches to numeracy lag behind those for literacy.

A social and holistic approach sees numeracy as a part of life, for the whole person, within a social context. It emphasizes context rather than content, processes rather than skills, change in identity not just behaviour. It is a holistic approach, giving prominence to context, meaning, relationships and identity.

This approach to numeracy coincides with and strengthens a worker-centred educational process which:

- is participatory, inclusive and deeply democratic in both its aims and objectives
- acknowledges and builds on the experiences and skills of workers
- involves hearts as well as minds
- promotes solidarity and respect among workers
- enhances workers' capacities for critical reflection and action
- links education with action in the world

For more information go to:

www.socialnumeracy.ca/index.htm

Online Essential Skills Tool for Red Seal Trades

The College Sector Committee has developed a free interactive Essential Skills website that helps existing and soon-to-be apprentices succeed at their training. Colleges, employers and other training providers can set up individual classroom cohorts where instructors manage how the tool is used by their learners. Workers and learners can self-register and use the website too. To read about the features and/or to register, visit:

www.csc.essentialskillsgroup.com



Writing Woes

The following information originally appeared in the Financial Post and the Vancouver Sun this fall.

Poorly Written Emails are a Common Workplace Irritant

Sandra Folk, a business communications expert, trains groups in business writing and is constantly amazed when people tell her they either don't understand the emails they receive because they contain run on sentences or grammatical problems, or the tone of the email comes across as being offensive or annoying.

The most common mistakes are:

1. rambling
2. run on sentences
3. careless use of "reply all," "forward," "to" "cc" and "bcc"
4. inappropriate tone

To find out how to fix these common errors, visit

www.working.com/vancouver_sun/irritating_email_habits_them/5408094/story.html

The following article was written by Leslie Ayres and posted on Life Goes Strong (www.lifegoesstrong.com)

Common Grammar Mistakes

Many brilliant people have some communication weak spots. Unfortunately, the reality is that written communication is usually an important part of our lives, and how you write reflects on you.

Even if your job doesn't require much business writing, you'll still have emails to send and notes to write. And if you're looking for a job, your cover letters and resumés will likely mean the difference between getting the interview or not.

Bad grammar and spelling make a bad impression. Don't let yourself lose an opportunity over a simple spelling or grammar mistake.

Here are four simple grammatical errors that are found consistently in emails, cover letters and resumés.

Tip: *Make yourself a little card cheat sheet and keep it in your wallet for easy reference.*

You're/Your

- You're = if you mean "you are" then use the apostrophe
- Your = belonging to you

continued on next page...



Grammar Mistakes

It's / Its

This one is confusing, because generally in addition to being used in contractions, an apostrophe indicates ownership, as in “Dad’s new car.” But, “it’s” is actually the short version of “it is” or “it has.” “Its” with no apostrophe means belonging to it.

- It’s = it is
- Its = belonging to it

They’re / Their / There

“They’re” is a contraction of “they are.” “Their” means belonging to them. “There” refers to a place (notice that the word “here” is part of it, which is also a place – so if it says here and there, it’s a place). There = a place

- They’re = they are
- Their = belonging to them

Between you and I

This one is widely misused, even by TV news anchors who should know better

In English, we use a different pronoun depending on whether it’s the subject or the object of the sentence: I/me, she/her, he/him, they/them. This becomes second nature for us and we rarely make mistakes with the glaring exception of when we have to choose between “you and I” or “you and me.”

The easy rule of thumb is to replace the “you and I” or “you and me” with either “we” or “us” and you’ll quickly see which form is right. If “us” works, then use “you and me” and if “we” works, then use “you and I.”

For an interesting article about the effects of technology on reading, visit :

www.educationnews.org/technology/how-will-we-read-the-book-given/