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# The RCCUP Reader

Newsletter of the Renfrew County Community Upgrading Program

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Issue #41

March 2005

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## Superior Propane Fill-Up & BBQ

Mark your calendars! Superior Propane's annual Fill-Up for Literacy Fundraiser will take place on Saturday, May 14 from 10 a.m. until 2 p.m. This year's event will be bigger and better than ever, with propane tank refills, our giant used-book sale, barbequed hot dogs and hamburgers, and face-painting to delight children. Refilling a 20 litre propane tank will cost only \$10, of which \$2 will be donated by Superior Propane to support Literacy Plus' adult literacy programs.

You can help! We need book donations for the sale, and volunteers to help out on that day—setting up and taking down, barbequing hot dogs and hamburgers, sorting and selling used books. Please call the office to offer your help. Be sure to bring your friends and fill up for literacy on May 14.

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## Calendar



April 17-23 - National Volunteer Week  
April 23 - Tutor Training  
April 27 - Board Meeting  
May 11 - Barbara Hehner:  
Golden Oak author at Pembroke Library  
May 14 - Fill-Up for Literacy & BBQ  
May 25 - Board Meeting  
June 15 - AGM & Potluck Dinner  
July 5 - 26 - Literary Tuesdays in July  
Sept. 6 - Golf Tournament

## Literacy Plus Receives Grant

Literacy Plus has received a \$4,500 grant from *The Ottawa Citizen Literacy Foundation* and a donation of software from Microsoft to adapt a series of literacy and essential skills workshops to an on-line and web-based format for rural learners. The workshops will be mounted on Literacy Plus's new website [www.literacyplus-renfrewcounty.ca](http://www.literacyplus-renfrewcounty.ca) and will be available free to any Literacy Plus student who has access to a computer and has some basic computer skills.

Our instructor and creator of the workshops, Diane Litchfield, has started to adapt the materials from her *Workready* workshop and plans to offer a fully online version next fall.



## Important Reminder

Tutors and Board members, please send in your monthly reports and expense claims promptly at the end of March. We have to report our statistics to the Ministry by early April. Our hours are reported to the Ministry monthly but our total hours for the year are very important—our funding depends on them. We must also reconcile our expenses and close the books on 2004/2005.

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## Annual General Meeting

Literacy Plus invites the community to our Annual General Meeting and potluck supper on Wednesday, June 15, 2005, at St. James Church in Eganville. The food is great, the entertainment is fun. Meet old friends and new. Plan to attend this event! More details will be mailed out in May. Board members are also elected at our AGM. For more information about becoming a board member, please call the office or check our website at [www.literacyplus-renfrewcounty.ca/volunt/board.htm](http://www.literacyplus-renfrewcounty.ca/volunt/board.htm)

## Spring Courses

Literacy Plus has an exciting selection of programs this spring. There are six computer skills classes taught in Eganville on Mondays, Tuesdays and Thursdays by Terrie Watson. Employment Networks in Renfrew has offered us space for a class as soon as five students register. Also our first fee-for-service classes will start in April, taught by Sue Rupert. An 8-week customer service course with instructor Leigh Wallace will begin

Friday, April 22 in Eganville; and Student-Tutor

Coordinator Diane Litchfield will be running her new online, web-based *Workready* course.



## Computer Classes

Register now for computer classes in Eganville and Renfrew. Classes are three hours long and will be held on Mondays, Tuesdays, and Thursdays. If you are an adult without a high school diploma, if you are looking for a job or promotion, or if you are planning to take a course, you may need computer skills to get there. Join our computer class!

## Fee For Service Classes

Literacy Plus is starting something new! We regularly receive requests for computer courses from people who do not fit into the Literacy and Basic Skills program. We will now be able to refer those people to our fee-for-service course. The first course will start on Tuesday, April 5. *Introduction to Computers* is an 8-week course on Tuesdays from 6:30 p.m. until 8:30 p.m. It costs \$110.

## Customer Service Course

Leigh Wallace will teach this course on Fridays 9 a.m. to 12 p.m. from April 22 to June 10.

During this 8-week course students will develop the essential skills for working with the public.



Communication Skills:

- Speaking with customers
- Dealing with difficult customers
- Using the telephone for business
- Writing messages, notices, work schedules, work orders, invoices, receipts, letters, basic reports
- Keeping records

Personal Management Skills:

- Working effectively as part of a team
- Solving problems
- Behaving as a professional: essential etiquette for the workplace

Technical Skills:

- Using fax machines, photocopiers, cash registers, adding machines

Mathematics:

- Calculating tax, tips
- Basic budgeting: calculating costs

**Please call the office at 1-800-387-4712 or 628-1720 to register or to get more details about any of these courses.**

## Workready: Personal Management Skills

Are you Workready? To get and to keep a job, a worker needs many skills. A worker needs to be able to:

- set goals
- make decisions
- think critically
- be self-confident
- manage time
- manage personal stress
- communicate effectively
- demonstrate positive work habits

In this online and web-based workshop, Workready, you will work on improving



personal management skills. These skills are more important than some other job-related skills, which you can learn on the job. If you don't have good personal management skills, many employers won't hire you or they may not promote you.

In Workready, you will also improve your reading, writing, computer, and internet skills. These are also valuable work skills.

Each topic will be available for two weeks. You will read materials and respond to them online. As well, you will participate in discussions with other people taking Workready.

To participate in Workready, you need:

- access to a computer and printer (at home, at Literacy Plus, at the local library, or at a friend's)
- access to the Internet. You need to know how to find a website.
- an email account. You need to know how to send and receive emails with attachments.

Call the office to register.

## Students with Computer Skills—Your Help is Needed...

You can be the first to try our new online, web-based workshops. Your comments and suggestions are essential to the project's success. We are looking for students with basic computer skills to participate in a trial-run of *Workready* online. If you have basic computer skills and want to help, please call Sue to sign up.

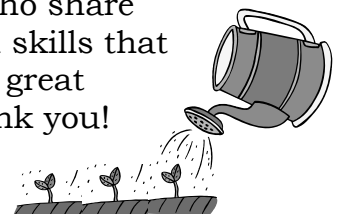
## National Volunteer Week

April 17 to 23, 2005 is National Volunteer Week. It is a week set aside each year to acknowledge the time and energy contributed by Canada's 6.5 MILLION volunteers. (Source: *Volunteer Canada*)

Volunteers strengthen our communities. They aspire to make life better for others and we honour them for doing so.

From January 1 to December 31, 2004, 50 volunteers donated 2,197 hours to Literacy Plus, tutoring adults across Renfrew County and serving on Literacy Plus's board and committees. Literacy Plus volunteers also help with other important jobs like office work, evaluation and recording of resources and more.

The staff of Literacy Plus asks students and the community to join us in recognizing the tutors, Board members and other volunteers who share their valuable time and skills that make Literacy Plus the great program that it is. Thank you!



*Praise to a human being represents what sunlight, water and soil are to a plant—the climate in which one grows best.*

## Thanks also to...

In addition to our volunteer tutors and board members, many individuals and organizations support Literacy Plus. Space for classes, one-to-one meetings and tutor support has been provided by Algonquin College, Pembroke; the Community Resource Centre, Barry's Bay; the DACA Centre, Dacre; Employment Networks, Renfrew; Rural Outreach Employment Services, Barry's Bay; St. James Church, Eganville; Wesley United Church, Pembroke; the Whitewater Region Community Health Centre, Beachburg; and libraries throughout the county. Jess Jellen, Gerry Torvi, and the North Renfrew Telephone Company have donated equipment and technical support. Thank you all!

Thanks also go to our generous corporate sponsors:

**Superior Propane** in Pembroke which sponsors an annual **Fill-Up for Literacy** day.

**The Rotary Club of Petawawa** (Mark Branecki, President) is a new sponsor for Literacy Plus. The Rotary Club of Petawawa has supported Literacy Plus by donating funds to support our educational services, books to enhance our resource library, and volunteer tutors to expand our work with learners in Renfrew County. Check out their website at <http://www.petawawarotary.ca/faqs.htm>

These donations in kind allow us to provide programming we could not afford otherwise. Thank you all.

The Literacy and Basic Skills Program  
is funded by the  
Government of Ontario.

## Tutor Training

On Saturday, April 23, 2005, Literacy Plus will offer a professional development opportunity for tutors. We will have a full day of workshops for new tutors and for experienced tutors interested in a refresher and networking.

Space is limited, so please call Sue to register at 628-1720 or 800-387-4712.

### Where:

**Literacy Plus** office

131 Queen Street, Unit 1

Eganville (in the mini plaza near the Country Rose restaurant)

### When:

Saturday, April 23, 2005

9:30 a.m. – 4:00 p.m.

### What:



**Keep on Moving: How to Motivate our Learners and Ourselves**

- Working with Adult Learners
- Planning Lessons for Success
- Helping Learners Evaluate Progress
- Selecting Materials for Portfolios
- Other



**Using the Computer for Lesson Ideas**

- Communications Websites
- Math Websites
- Other

### Who:

tutors who have not yet attended an introductory tutor training session

experienced tutors who would like an opportunity for a refresher and to network with other tutors

### Bring:

- your lunch - Literacy Plus will provide coffee, tea, and sweets.
- your tutor manual
- your ideas
- your questions

## Literary Tuesdays in July

Literacy Plus is delighted to announce our third annual authors' festival. We are grateful to these renowned authors for giving their time and talent to support this literacy fundraiser. This year's event has grown to include one afternoon especially for children, sponsored by the Bonnechere Union Public Library. This schedule and list of novels will give you time to prepare for the event:

July 5 - **Catherine Bush**

Minus Time

Rules of Engagement

July 12 - **Diane Schoemperlen**

Names of the Dead

Our Lady of the Lost and Found

July 19 - **Alan Cumyn**

Burridge Unbound

Losing It

July 26 - **Janet Lunn**

(children's author, at 2:00 p.m.)

Double Spell

The Story of Canada

July 26 - **Rick Mofina**

Be Mine

Cold Fear



Each evening begins with desserts, served at 7:30 p.m. at St. James Roman Catholic Church, Eganville. The authors will be introduced shortly before 8:00p.m. Ticket prices remain \$10, purchased in advance, or \$15 at the door. You may purchase tickets from Literacy Plus, Eganville; Coles, in the Pembroke Mall; The Arnprior Book Shop.

## Watercolour Raffle

A beautiful watercolour, painted by Maxine Golden, is now decorating our office. On May 26, however, the lucky winner of a draw will take the painting home. Tickets, 50¢, are available in the office. Thank you, Maxine.

## Golden Oak author visit

Barbara Hehner, author of *The Tunnel King*, will visit Pembroke on Wednesday, May 11. Her exciting book tells "the true story of Wally Flood", the Canadian who was a key figure in one of the most daring prisoner-of-war breakouts of the Second World War, the event that we know as "The Great Escape". All students, tutors, and the general public are invited to hear Barbara read from her book and answer questions about it. To enjoy this free special event, come to the Pembroke Public Library, 237 Victoria Street at 1 p.m. on May 11. Please invite your friends and join us.

Barbara Hehner's *The Tunnel King* is one of the selections for the Golden Oak book club. The Golden Oak book club, sponsored by the Ontario Library Association, aims to encourage a love of reading in adult students in literacy and basic skills classes. Resource materials are available for each of the Golden Oaks books and online activities also allow students to share their thoughts over the Internet. The Literacy Plus book club has met once a month since October and is looking forward to meeting the author of one of their favourite stories. Call the office to borrow this book.



## Resources

*The Learning Edge* is an online, interactive newsletter for adult literacy learners. The fifth in a series produced by the Wellington County Learning Centre has just been posted. This issue focuses on the skills adults need when looking for work. Go to <http://thewclc.ca/edge> to find these interesting, useful activities.

*April is made of such wonderful things  
Sunbeams and tulips and butterfly wings.*



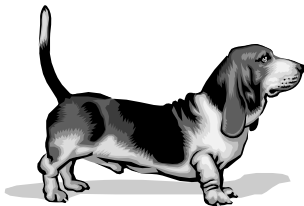
## Student Writing

### All About Me

I was born in a year of the dog. I think it means I am supposed to have qualities of a dog or dogs.

Now let's see about that. When I was about 9 years old, my father and his friends rented a bus and took their families for a picnic. On the way there, one of the games we played in the bus was mimicking a sound of an animal of your choice. When my turn came, I barked like a dog into the microphone and the bus driver was so startled he put the brakes on, thinking he hit a dog. Everyone had a good laugh and we continued on. For a dog, barking is a tool to communicate its feelings. With different barks, growls and howls, dogs communicate. I like to do that by singing. They communicate with their body like wagging their tails or jumping around. I am like that when I'm dancing. As a matter of fact, one of my dreams was to be a rock star! One time in my childhood my friends at school gave me a nickname "French poodle" for being small and fast on my feet. I could've been a female Mick Jagger! Hahaha...

I like to fall asleep reading in my bed with a few pillows under and around me while ignoring everything and time of the day, like the basset hound I once had (except he couldn't read). When I think about it the basset hound resembles me quite a bit. It's got short legs and a big head, likes to howl, likes to be lazy and looked after, got a mind of its own..... Hmmmmmm... Life may not be too bad as a basset hound! Except I cannot be creative!



- Laura Cooper

## OSPCA Workshop

On Wednesday March 2, 2005, Erin Norris a Humane Educator from the Ontario SPCA, which is located in Petawawa and her friend Panda, a Heinz 57 dog came to Literacy Plus to give a workshop on the OSPCA and on approaching dogs safely. Ten people attended the workshop.

The workshop included a video *Approaching Dogs Safely*. From the video we learned that if you are frightened when you meet a strange dog you should stand still like a tree or lie down on the ground like a log and put your arms on your neck. And be very quiet. If you are on your bike and meet a dog, get off the bike and put the bike between you and the dog. Then slowly walk away. Do the same thing if you go into someone's yard and a dog comes running and barking at you. If you have an object like your backpack or your coat, put it between you and the dog and walk slowly backwards. Don't stare at the dog. When you meet a person walking a dog and you want to pet it, you ask their permission. Let the dog sniff your hands first then pat them underneath their chin.

When the video was over, we all had a turn approaching Panda and Erin and practising these steps. Sue, our receptionist, failed the approach test by going up to the dog and started petting him without asking Erin first. Shame on her. Everyone else passed. Then Lee thanked Erin and Panda for coming.

- Colleen Yuke

### Newsletter Production

#### Editors for this issue:

Diane Litchfield, Sue Rupert & Lee Torvi

#### Layout & Design:

Sue Rupert

#### Contributors:

Laura Cooper, Diane Litchfield, Lee Torvi,  
Terrie Watson, Colleen Yuke