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# The RCCUP Reader

## Newsletter of the Renfrew County Community Upgrading Program

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Issue #46

June 2006

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### New Fall Program

Literacy Plus is growing! Come September, the office will have a new resource centre and the resources to offer an expanded Adult Basic Skills and Training program.

The new program is for people who want to spend more time on learning the skills they need. On Tuesdays, Wednesdays and Thursdays, the new resource centre will be their classroom. The program will include computer skills for the world of work or for further education. It will include *Workready*, to provide training in skills such as thinking critically, setting goals, managing time, managing personal stress, and communicating effectively. And it will also include the reading, writing and math needed for specific jobs or for other goals.



Adults who want to prepare for work will enjoy some of the new course materials for several specific kinds of jobs. The lessons cover these jobs: retail sales, call centres, the hospitality sector, skilled trades helper, food counter attendant, and health care provider. Students can also work independently with many of these materials, with some help from the instructors.

The program will be set up for continuous intake and those who want to come part

time only are also welcome. Students can move at their own pace, with checkpoints at 12-week intervals to assess progress and revisit goals.

If you want to upgrade your skills, or know someone else who does, give us a call in September.

### Summer Hours

The Literacy Plus office will close for the summer after Friday, June 30. It will reopen with regular hours Tuesday, September 5. Sue will be in through the summer to pick up mail and messages. Tutors **please continue to send in your tutor reports right after your last meeting each month.** Sue will need your hours for the statistics reports. Diane will be available until August 15 to review and respond to email reports.



### Calendar

- July 4 - Erika Ritter reads
  - July 11 - Maggie Wheeler reads
  - July 18 - Frances Itani reads
  - July 25 - Jenifer McVaugh reads
  - Sept. 5 - Swing for Literacy
  - Sept. 8 - International Literacy Day
  - Sept. 18 - fall computer classes start
  - Sept. 25 - *Workready Online* begins
  - Sept. 22 - Harvest Crafts workshop
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## Literary Tuesdays in July

Don't forget our 4<sup>th</sup> Annual Literary Tuesdays in July at St. James Church Hall in Eganville. Erika Ritter reads July 4, followed by Maggie Wheeler July 11, Frances Itani July 18, and Jenifer McVaugh July 25.

A series pass is \$50 for all four nights; a single reading is \$15. Advance tickets are available at Serendipity on the River in Eganville, 628-9559. The Hummdinger will have the authors' books for sale—get them autographed that evening.

Come at 7:30 p.m. for coffee and desserts, generously provided by The Granary, Magelly's, Frisco's and Stephano's Bakery. Readings are at 8:00 p.m.

## Swing for Literacy



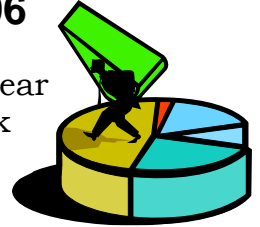
Tuesday, September 5, is the date for this year's Swing for Literacy. The 18-hole, best ball golf tournament will be held at Oaks of Cobden. Registration is at 11:15 a.m., with a shotgun start at 12:00 p.m.

The fee for the tournament plus a great turkey dinner is \$60. Charitable receipts will be issued for the \$15 donation portion of this fee. There will be draws for prizes, and Air Canada/The National Post will sponsor a special hole-in-one prize of a trip for two anywhere in North America that Air Canada flies—including Hawaii.

We're looking for golfers! We'd like to field the maximum of 110 this year. If you are a golfer, or know golfers, please plan to participate and plug this event with your friends. For more information and to register, contact Gilles Doth (613-628-1812), Phil Butler (613-628-2730), Dave Fisher (613-628-6862) or Rosemary Cammaert [cammaert@nrtco.net](mailto:cammaert@nrtco.net).

## Statistics for 2005/2006

At the end of each funding year we step back and take a look at the students we have served and the services we have provided over the year.



- In 2005/2006, Literacy Plus delivered 6,943 hours of service to 199 people.
- Three quarters of our students were women. Seventy-eight percent were in their working years, age 25 to 65. Sixty-seven percent gave employment as their goal for learning.
- In our volunteer program, 36 students worked one-to-one with 33 volunteer tutors for a total of nearly 1,000 hours. Another 8 students spent 221 hours in two volunteer-led classes, one in Barry's Bay and one in Killaloe.
- Sixty-five students took part in 8 computer classes, 7 in Eganville and one in Renfrew, in partnership with Employment Networks. Overall, they spent 2,984 hours in class.
- Eight students completed the 10-lesson *Workready Online* course, spending 210 hours researching topics on the Internet, reflecting, and e-mailing written responses to Diane.
- In March we offered Hire Value, a new 5-week, 90-hour course to help those who need skills for work in the hospitality and tourism sector. Three students completed the full set of course modules, while another 8 participated in the half-day Smart Serve and WHIMS workshops. Overall these students got 417 hours of training.
- Two student volunteers spent 546 hours gaining new skills while assisting in a variety of office activities through work-and-learning placements.
- Thirteen people spent 93 hours participating in 5 craft workshops, four of which were taught by a student volunteer.

## Office Angels

Our students are wonderful. Three of them in particular deserve special thanks for all they do to keep our Eganville program running smoothly: Maxine Golden, Joyce Gutzeit and Colleen Yuke. Whether it is helping to run special events, giving craft workshops, lending a hand in the office, or reupholstering chairs—and much, much more—they generously give their time, talent and enthusiasm. They are much appreciated.

## Annual General Meeting

Forty people attended Literacy Plus's Annual General Meeting and potluck supper on June 7.

Guest speaker Rev. Catherine Bromell spoke about the difficulties she had as young student trying to learn to read. Although she says she is still not great at writing, she is good at speaking. She was accepted to university as a mature student, after being discouraged as a young woman who barely got through high school. It was hard work, and she taped lectures because she wasn't good at note taking. However, she persevered, graduated, and has realized her dream to become a minister. Her advice to people with learning problems is to be an active learner, to "tell people about your problem and ask for what you need—help to learn."

Before dinner, Marion Malone gave a guided tour of the computer class blog site and blogs the students had created on specific topics. Students Mary Anne Measor and Maxine Golden put on an entertaining Abbott and Costello-style skit in which the clueless "Costello" tries to buy a computer. Inie McQuirter was the lucky winner of the draw for Maxine's watercolour painting. Phyllis Buelow and Sheila Barr won the doorstops.

The business of the meeting included the auditor's report, reports from Board Chair Doyne Ahern, and a report from Coordinators Lee Torvi, Peggy Bridgland and Diane Litchfield. Sharon Bond then introduced the nominees for 2006/2007. The members approved the following Board of Directors:

Doyne Ahern (Chair)  
 Rosemary Cammaert  
 Barbara Dubé (Secretary)  
 Charlotte Gebhart (Vice-Chair)  
 Brenda Jolicoeur  
 Michele Joyce (Treasurer)  
 Marie Lehman  
 Linda McLaren  
 Ethel Ryan  
 Gwen Storie



We thank outgoing members Reg Gatenby, Helen Dixon, and Sharon Bond for the energy and talents they have contributed to the Board.

Next year's AGM will be held on Wednesday, June 6. Copies of this year's report are available at the office.



## Good-bye and Thanks

Good-bye to Inez McQuirter. We thank her for the skills and energy she brought to our classes this year and wish her good luck in future.

## Teach Your Children

Do you know what the single most important learning tool is for a child? The human face. Faces teach language, emotion, imitation and turn-taking. Faces that are responsive to children teach far more than any game, toy or expensive equipment.

- Susan Ramsey, Early Literacy Specialist

## Workready

Literacy Plus has been offering *Workready* both in class and on our website. Many people have expressed an interest in knowing what folks have been learning and what they think about *Workready*. Following are some students' remarks.

Students who have been doing *Workready* on our website have to improve/consolidate their computer skills. Some of the students have said:

- I feel more competent and less stressed when trying to operate my computer and the Internet.
- I find it much easier to solve problems I might have using the computer and/or the Internet due to taking the *Workready* course.

Students have also commented on how *Workready* has improved their thinking and writing skills.

- When I first started *Workready*, I felt like I was always writing the wrong thing. Now I feel like my brain is starting to warm up.
- It is definitely getting easier and I also find that I am writing a lot longer answers.



*Workready* covers a wide variety of personal management skills that employers are looking for in new hires. Here are statements made by some *Workready* students about the knowledge and skills they are acquiring.

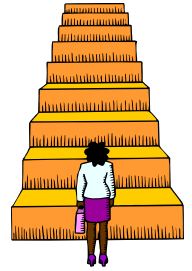
On managing stress:

- Slowly but surely, I can see myself beginning to improve how I handle everyday stress in my life.
- I have really learned a lot about the stress in my life. There are so many different types of stress... Now each day I am aware all the time of stress factors.
- I'm starting to watch how I react to

stressors and think if there is a better way of dealing with them

On coping with change:

- I think that learning the change-making process has really helped me to move forward in making my changes.
- I have learned a lot about making changes. I have also been able to clarify where I get stuck and to watch out for this.
- When I'm making a change, I am trying to take one step at a time and learn what I can from each step.
- I plan on breaking each of the steps into small baby steps so that I can manage that step before I move on.



On achieving personal goals:

- I have learned that I need to know how to set goals for myself and move towards those goals.
- I know in my life that I almost always put others' needs before my own goals. I need to work on a compromise so that I am not always losing out.

## Fall Programs

- **Computer classes** will start the week of September 18. Please call the week of September 5 to register.
- **Workready Online** workshops will start the week of September 25 and run through November 27, with course evaluations the week of December 4.
- **Adult Basic Skills and Training** starts September 12 with continuous intake, new students can start at any time.

*Twenty years from now you will be more disappointed by the things you didn't do than by the ones you did do...  
Explore. Dream. Discover.*

- Mark Twain

## Student Writing



My first computer class I was very hesitant about using a computer due to the fact I didn't want to erase any programs or ruin the computer. As time went on I learned about the basics of a computer, such as what is the hardware, what is software, and what is a taskbar, what is the menu bar? The list goes on and on.

I have gone from knowing very little to knowing how the operation of a computer works. Everyone in Terrie's classes has been gifted with being in her class! She has taught us all exceptionally extensive traits that will benefit each individual! Terrie has made me feel like I belong in her class. She makes sure I understand what I am doing as well as being patient with me every step of the way. She never rushes me nor does she make me feel pressured. Every individual in her class is also very joyful to be around; this is like one big family. Everyone offers interesting information for class. Terrie's very calm while dealing with every individual, which makes learning very fun and interesting.

I know that I have a better knowledge of the computer. I can do more software programs as well as Internet research, which I never thought I would ever get the hang of.

Joining the Literacy Plus computer upgrading class is the best gift I gave myself! Each individual that makes Literacy Plus available should be very satisfied with their accomplishments with this establishment and should be proud. This is the best gift you individuals could offer people in our community. Thank you Literacy Plus for this wonderful opportunity.

Thank you Terrie for the valuable tools you have taught us; my most favourite

tool that you have taught me from class and life is: "There is always a solution to any problem, you just need to take one step at a time. If you are patient enough and don't rush, your answer will come to you when it is time." This lesson is my most valuable one, but it is not always easy to do.

- Lucy

## Workshops and Activities

Our computer students are an active group who take on many things. On May 12, students held a **perennial plant exchange**, and on May 25, a **yard sale**. On April 28, Maxine Golden gave a workshop on **making doorstops**. Starting with 2-litre pop bottles and purchased "heads," students each dressed and decorated a doll or a clown doorstop.

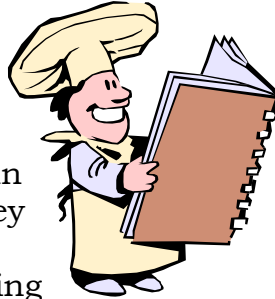
On June 15, Wendy Sarazin gave a workshop on **scrapbooking**. Ten participants each brought a selection of personal snapshots on a chosen theme. Using templates, they cut these pictures to highlight the parts they wanted. The pictures were then applied to a page, captioned, and decorated with stickers and other materials. Everyone left with a page or two ready for insertion in a scrapbook, and lots of ideas and plans to do more. A draw was held: Patricia Zohr won a scrapbook and Mary Anne Measor and Joyce Gutzeit won pocket photo albums.



Literacy Plus gratefully acknowledges its funder, the Ontario Ministry of Training, Colleges and Universities.

## Student Cookbook

Inie's classes of beginner students both from Eganville and Renfrew have completed a cookbook as their project for this year. Some of Terrie Watson's students also took part. Each student provided 10 recipes, in whatever category they wanted, and came to class prepared to type them all in a pre-designed format. They used spell check, indent, tabs, shading and formatting along with their typing skills. All the recipes were printed and put into categories such as main dishes, snacks, desserts, etc. These recipes were then put into alphabetical order in each category. For the divider pages, the students used WordArt and Clipart to produce images related to each category.



The students and Inie photocopied the entire recipe collection and inserted the copies into coloured binders. The total number of recipes in the cookbook is 214. The cookbooks sell for \$10 each; all proceeds go to Literacy Plus. Thirty-one copies were made and sold as of mid-June. A special recipe opens the book:

### ***Recipe for Happiness***

<i>Yield:</i>	A heartful
<i>Cooking Time:</i>	A lifetime
<i>Ingredients:</i>	
Patience	2 heaping cups
Love	1 heartful
Generosity	2 handfals
Laughter	a dash
Understanding	1 headful

#### *Instructions:*

Sprinkle generously with kindness. Add plenty of faith and mix well. Spread over a period of a lifetime and serve to everyone you meet.

## E-mail Tip of the Year

This tip is for everyone over 45 whose eyesight isn't what it used to be. It's very useful when trying to read small e-mail print (especially in the early hours).

If you hold down the Ctrl key on your keyboard and turn the small wheel in the middle of your mouse, the print size will change—it will get either larger or smaller, depending on which way you turn the wheel.

## Signs of Intelligent Life?



- Did I read that sign right?  
TOILET OUT OF ORDER PLEASE  
USE FLOOR BELOW
- Spotted in a safari park:  
ELEPHANTS PLEASE STAY IN YOUR CAR
- In an office:  
AFTER TEA BREAK STAFF SHOULD EMPTY  
TEAPOT AND STAND UPSIDE DOWN  
ON THE DRAINBOARD
- In a London department store:  
BARGAIN BASEMENT UPSTAIRS
- Notice in a farmer's field:  
THE FARMER ALLOWS WALKERS  
TO CROSS THE FIELD FOR FREE BUT  
THE BULL CHARGES
- Notice in health food shop window:  
CLOSED DUE TO ILLNESS
- Message on a leaflet:  
IF YOU CANNOT READ, THIS LEAFLET  
WILL TELL YOU HOW TO GET LESSONS

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