

LEARN Minutes for August 4, 2009 at Woodridge Library

- I. Attendance & Introductions
- II. Core List of Materials
- III. Workshop
- IV. Miscellaneous
- V. Workshop Goals to Be Completed
- VI. Next Meeting

I. ATTENDANCE & INTRODUCTIONS

1. **Joe Popowitch** (Indian Prairie Library) – Joe related how he became involved with LEARN when Jean Demas of Lisle Library started the group. He finds the recommendations and tips by other members to be very useful.
2. **Kay Kohut** (Woodridge Library) – Kay finds the LEARN meetings to be very helpful for selection and wondered if other libraries keep the TOEFL books in the ESL collection. Some libraries do shelve TOEFL items with ESL, but others have them in separate areas both for classification purposes and for space.
3. **Carmen Higgins** (Westmont Library) – Carmen is the Hispanic Outreach Coordinator at Westmont, and she has encouraged Literacy DuPage to start an ESL conversation group there on the second and fourth Saturdays of the month.
4. **Tina Viglucci** (Aurora Library) – Tina is the Spanish materials specialist at Aurora (which includes ESL) and she finds the LEARN group to be invaluable for selection.
5. **Ann Weaver** (Westchester Library) – Ann says that Westchester has a very small ESL collection, but coming to LEARN helps force her to think about the collection.
6. **Ellen Pancoe** (Glen Ellyn Library) – Ellen pointed out that Glen Ellyn is also starting an ESL conversation group moderated by Literacy DuPage. They just recently received from Recorded Books a software series called Transparent Language which is in a USB format. The USB devices can be circulated an unlimited number of times, and Glen Ellyn chooses to make them available at the Reference Desk. They plug right into your computer and you can learn languages.
7. **Barbara Drai** (Helen Plum Library) – In 2006, four different people selected for ESL at Helen Plum (Reference, AV, Fiction, and Nonfiction). Now Barb handles the entire collection and has a good budget but limited space. Most of the users of the collection live in unincorporated areas. They are currently focusing on purchasing materials that are useful with tutors.

8. **Karin Johnsey** (Project CARE at Morton College) – Karin is the program coordinator for Project CARE and an ESL instructor at Morton College.
 - Project CARE is open to anyone, but they primarily serve people in the Cicero, Berwyn, Stickney, Lyons area. The program handles people 16 years of age and up, but only until students reach a 9th grade level. Currently, they have about 44 volunteer tutors and 120 adult learners. There is not much of a waiting list for ESL instruction, but the ABE (Adult Basic Education) instruction sometimes has a wait list to get an instructor. This is partly due to the fact that teaching ABE is often more difficult and fewer people want to become ABE instructors. Students of ABE can sometimes be learning disabled, developmentally disabled, or simply lacking any fundamental education. Project CARE tutors are trained at Literary Works in Chicago.
 - **Funding** – Project CARE’s funding comes primarily from the Illinois Secretary of State.
 - Barb Draai suggested soliciting funds from the local Rotary Club or St. Vincent de Paul.
 - Ann Weaver said that Chambers of Commerce are often willing to donate if solicitors explain how the program will benefit the businesses in the chamber. Goodwill might also be a good fit for this type of donation, and visiting the site www.donorsforum.org might prove helpful. Furthermore, Hispanic organizations in the area might have a vested interest in helping with Project CARE.
 - Diane Collins said that they receive money from the Friends of the Library, to which Ann Weaver added that the Morton College Alumni Association might be willing to do the same.
 - Debbie Bradt said that the Kiwanis Club is a possible source, and someone else suggested the Jaycees, too. Banks will also sometimes donate, but less so in recent months.
 - Bonnie Reid suggested posing the question to the Reference Desk at the Morton College Library.
 - Karin thought that creating flyers might help in soliciting.
9. **Bonnie Reid** (Downers Grove Library) – Bonnie is the Head of Reference at Downers Grove, and because she is recently in charge of the 400s, she is struggling with selection and hopes to get some ideas from LEARN.
10. **Cheryl Diane Collins** (Forest Park Library) – Forest Park has two rooms for tutors which are conveniently adjacent to the ESL collection. She has a \$2000 budget and is currently working to replace the videos and cassettes with DVDs and CDs.
11. **Debbie Bradt** (School on Wheels) – Debbie is the head of School on Wheels.

- She brought a series of books to share by the publisher Fearon. The series is old (1980s) but very helpful. The text is easy to read and looks like poetry. There are questions at the end of the book. One of the titles was *Take Away Three* by Tana Reiff. The age of the series prompted a discussion of older materials. Barb Drai mentioned that *101 American Idioms* was just updated in 2006. Debbie Bradt said that they still have very old materials from Laubach but that English is still English, and people still have the same problems. Laubach was phonics based.
- School on Wheels also uses *Side by Side* with its tutors, and the books include listening scripts that are usually accompanied by a CD. The tutors do not have the CDs, nor would the set up of the bus readily allow for listening to the CDs. This circumstance makes it confusing for some tutors to effectively use the books.
- Debbie wanted to know what groups in the area, besides hers, help with citizenship. I do not think that this question was answered, but someone mentioned that from the United States Citizenship & Immigration Service Web site (www.uscis.gov) you can request a free citizenship package with DVDs. The books, DVDs, and other resources can be circulated together in a kit. Tina Viglucci said that they got their first set free but had to purchase additional copies. Barb Drai noted that flashcards can be printed off the Web site.
- Barb sent this email on citizenship: Organizations serving immigrants can get a free government toolkit for the new citizenship test. The toolkit includes a set of flash cards. If you don't already have a copy in your collection, go to www.citizenshiptoolkit.gov. You can also get an electronic copy of the materials by following a link on the Web site.
- **Tutors on Wheels** is a division of School on Wheels which does not use the bus. It serves Naperville, Wheaton, Glendale Heights, and Addison. The **Program Director is Jeanie Jadran at 708-354-9200, Ext. 5035.**
- The population School on Wheels focuses on helping has low economic status and no transportation.

II. CORE LIST OF MATERIALS

A sample “Core List of Materials” was provided as part of the agenda for the meeting. We decided that there does not need to be a limit on the number of titles in each category. However, we might want to have certain starred items which are “must haves” to be clearly marked.

1. **Changes to Core List** - I have added the suggested titles from other LEARN members to the revised “Core List of Materials” (BELOW). The revised list also incorporates the following changes:
 - “Business” is now “Work” and includes business, jobs & careers, and resumes. It might also include vocabulary for a safe workplace.
 - There should be a new category for Family Literacy.

- “Culture” should be “American Culture and Customs,” including holidays.
- “ESL” is now “General.”
- “Geography,” “History,” and “Government” have been combined into “Geography, History, and Government.”
- “Reading Improvement” is changed to “Reading Skills.”
- It was suggested that “Speaking” be “Speaking and Listening,” including phonics. Another suggestion was that “Listening” have its own category. I will leave it as “Speaking & Listening” until we have enough titles to open a separate “Listening” category.
- “Tutors” will be “How to Tutor.” It should include resources on lesson planning and literature strategies.
- Add a section for “Study Skills.”
- Core List might be better titled Recommended or Good Resources.

2. Questions Answered

- **Should different formats like DVD or CD have their own recommendations?**
No, the different formats do not necessarily have to be separated into a stand-alone category, but we might want to include symbols next to titles in different formats.
- **Is it all right to have more than one example by a particular publisher in any one category?**
Yes.
- **Do we want our list to only include what is still in print? Do we want to consider price, too?**
We can list items that are out of print, but indicate with a symbol to that effect. (These out-of-print titles might be available through interlibrary loan). Price should not be a prerequisite for inclusion on the list.
- **Originally I had a category for tutors. Would it make more sense to have one to three tutor recommendations at the end of each category?**
No, because any title might potentially be helpful to a tutor.

3. Other Additions

- Smaller libraries may not want an exhaustive list of materials, while larger libraries might find a larger list helpful. To accommodate both large and small libraries, we will create a larger list with symbols indicating resources we find particularly helpful. These include symbols for:
 - Starred resources or “must haves.”
 - Out of print but available through interlibrary loan.
 - Format symbols for DVD, CD-ROM, etc.
- Diane suggested that it might also be helpful to list the materials by Dewey number (or maybe include a Dewey number).
- The core list will include brief descriptions of each product.

- As the Core List of Materials becomes more developed, we may even want to include breakdowns for different user levels (beginner, intermediate, advanced). However, I do not know if there is time before the workshop.
- Karin suggested that the list include vocabulary books for certain trades (medical workers, police, etc.).
- We will post the core list of materials online (after the workshop).

REVISED CORE LIST OF MATERIALS

1. American Culture & Customs (including Holidays)

- *Living in the United States* by Ani Hawkinson (Pro Lingua Associates), 2006.
- *Guide for Internationals: Culture, Communication and ESL* by Sana Reynolds (Pearson Prentice Hall), 2006.

2. Citizenship

- *Citizenship Interactive DVDs...bilingual overview of the United States history and government* by California Language Laboratories (in Arabic, Cantonese, Mandarin, Russian, Spanish).
- *US100.org Your Road to Passing the U.S. Citizenship Test* DVD by Kyle Day. It covers the exact 100 questions for which students will need to prepare for the test. <http://www.us100.org/>
- *Citizenship: Passing the Test* by Lynne Weintraub (New Readers Press), 2009.

3. Dictionaries (e.g. Oxford Picture Dictionaries)

- *Oxford Picture Dictionaries* – Bilingual, illustrated dictionaries in various languages.
- *Merriam-Webster's Advanced Learner's English Dictionary*, 2008 with study guide.
- *Longman Photo Dictionary of American English* with CDs, 2006.
- *English for Everyday Activities: A Picture Process Dictionary* by Lawrence Zwier (New Readers Press), 1999.
- *The American Heritage Dictionary for Learners of English*. Houghton Mifflin, 2002.
- *The American Heritage Thesaurus for Learners of English*. Houghton Mifflin, 2002.

4. Family Literacy

ANY SUGGESTIONS?

5. General

- *English No Problem!* By New Readers Press, 2004.
- *Stand Out* by Thomson/Heinle, 2002.
- *Crossroad Café* DVD, 1996.
- Transparent Language USB products for English as well as French, German, Italian and Spanish.

- *Jazz Chants* by Carolyn Graham – I love Small Talk: More Jazz Chants by her. I have started using Small Talk Chants in my ESL classes that I teach and the students love them! By Oxford Press USA.
 - *Crossroads Café*. This is a Telenovela that has photo stories, workbooks, teacher's guide, reproducible handouts, and off course the DVD/VCR of the series that includes Culture Clips. This is published by Heinle/Cengage and INTELECOM. http://www.intelecom.org/course_info.asp?id=10
6. Geography, Government & History
- *Our United States Geography: Our Regions and People* by Beverly Vaillancourt, 1994
<http://www.peopleseducation.com/products/backcatalog/socialstudies/ss013.php>
 - *AGS United States Government* 2001 <http://www.pearsonschool.com/>
 - *AGS United States History* by John Napp, 2001 <http://www.pearsonschool.com/>
7. Grammar
- *Grammar Links: A Theme-Based Course for Reference and Practice* by Houghton Mifflin, 2000.
 - *Fundamentals of English Grammar* by Betty Azar (Pearson Education), 2003.
 - *Basic English Grammar: Full Student Book with Audio CD and Answer Key* by Betty Azar (Pearson Longman), 2005.
 - *Fun with Grammar: Communicative Activities for the Azar Grammar Series* by Betty Azar (Prentice Hall), 1997.
 - *English Verbs* by Loretta Gray. Practice Makes Perfect series. McGraw Hill, 2004.
 - *English Grammar for ESL Learners, Beginner Level*. Practice Makes perfect series. McGraw Hill, 2005.
 - *Intermediate English Grammar for ESL Learners*. Practice Makes Perfect series. McGraw Hill, 2008.
 - *Learners 50 Common Errors* by Bob Marsden. Merriam-Webster, 2008.
8. Health
ANY SUGGESTIONS?
9. Idioms
- *The Slangman Guide to Street Speak* by David Burke, 2000.
 - *Essential Idioms in English: Phrasal Verbs and Collocations* by Robert Dixon (Pearson ESL), 2003.
 - *Handbook of Commonly Used American Idioms* by Adam Makkai (Barron's), 2004.
 - *Can You Believe It? Stories and Idioms from Real Life* by Jann Huizenga (Oxford University Press), 2000.
10. Life Skills (Getting a drivers license, using a check book, etc.)

- *Studying for a Driver's License* by Frank Kenel (New Readers Press), 1994.
- *Control Your Money* by New Readers Press, 1997.
- *Health Stories* by New Readers Press, 2007.
- *Look Again Pictures: For Language Development and Lifeskills* by Judy Olsen (Alta Book Center Publisher), 1998
<http://www.altaesl.com/Detail.cfm?CatalogID=401>

11. Math

- *ESL: Mathematics for Standardized Tests* by Catherine Price (Research and Education Association), 2007.
- *Number Sense* by Allan D. Suter (formerly Contemporary's Number Sense, now by McGraw-Hill), 2003.
- *Teach Yourself Basic Mathematics* by Alan Graham (McGraw-Hill), 2008.

12. Newspapers

- *News for You* by New Readers Press.
- *Easy English News* available at <http://www.elizabethclaire.com>.
- *Reflejo* is a bilingual newspaper serving the Chicago area and available at <http://www.reflejos.com>.

13. Reading Skills

- *Stories Worth Reading, Skills Worth Learning* by Betsy Casriel (Thomson/Heinle), 2006.
- *LifeStories* by Roseanne Keller (New Readers Press), 2003.
- *Very Easy True Stories: A Picture Based First Reader* by Sandra Heyer (Addison-Wesley Publishing), 1998.
- *Stories Plus: Readings and Activities for Language Skills* by Ann Gianola (New Readers Press), 2000.
- *Discovering Fiction* by Judith Kay and Rosemary Gelshenen. Cambridge University Press, 2001. student and teacher's editions.
- Literature for English McGraw Hill Contemporary, 2003. Beginning, intermediate 1 and 2 and advanced 1 and 2.
- *True Stories in the News* series by Sandra Heyer. It is published by Pearson/Longman and there are multiple levels for this series. These are fun true leveled stories with dialogue, vocabulary, and writing prompts. I would buy them more often for my literacy program, but they get a bit pricey for us.

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14. Reading Selections (Penguin Reader, Oxford Bookworms, etc.)

- *Penguin Readers* by Pearson Education.
- *Oxford Bookworms Library* by Oxford University Press.
- *SmartReader* series on CD by Recorded Books, recorded at slower speed.

15. Speaking & Listening (including Pronunciation and Phonics)

- *Clear Speech from the Start* by Judy Gilbert (Cambridge University Press), 2005.
- *Pronunciation Pairs: Student Book with Audio CD* by Ann Baker (Cambridge University Press), 2007. This has dialogues and minimal pair groupings for pronunciation work.
- *Pronunciation Power* CD-ROMs at <http://www.englishlearning.com/>
- *Games for Language Learning* by Andrew Wright (Cambridge University Press), 1996.

16. Study Skills

- *Study Skills for Speakers of English as a Second Language* by Marilyn Lewis and Hayo Reinders.
- *The Study Skills Handbook* by Stella Cottrell.
- *Como Estudiar* by Elena Moreira is part of a series, "Guias Practicas" by Longseller, which includes other useful titles on how to make presentations, plan events, etc.

17. TOEFL

- *The Official Guide to the TOEFL Test* by McGraw-Hill.
- *Cracking the TOEFL (Princeton Review)* by Random House.
- *Kaplan TOEFL* by Simon & Schuster.

18. Tutoring – How to Tutor

- *I Speak English: a guide to teaching English to speakers of other languages-- listening, speaking, reading, writing* by Ruth Colvin, Literacy Volunteers of America, 1997.
- *The Interactive Tutorial: An Activity Parade: Photocopyable Activities for the ESL/SFL Student* by Karen Sanders (Pro Lingua Associates), 1998.
- *Teaching Adults: An ESL Resource Book* by Laubach Literacy (New Readers Press), 1996.
- *New Ways in Using Authentic Materials in the Classroom* by Ruth Larimer (Teachers of English to Speakers of Other Languages), 1999.

19. Vocabulary

- *Words for Students of English* by Holly Deemer Rogerson (University of Michigan Press), 1992.
- *Word Strategies (High Beginning or Low Intermediate)* by Janet Giannotti (New Readers Press), 2007.
- *Totally True: Building Vocabulary through Reading* with CD by Jann Huizenga, (Oxford University Press), 2005.

20. Work (Includes Business & Business English, Jobs & Careers, Resumes, etc.)

- *Conversations for Work* (Student Workbook, Teachers Guide with CD, 2007) by Ellen Vacco (New Readers Press).
- *Business English* CD by Living Language, 2005.

- *Power English: Scripts for Winning Jobs* by Natasha Cooper, 2007
<http://www.englishskills.com/>
- *Five Minute Activities for Business English* by Paul Emmerson (Cambridge University Press), 2005.
- *English for the Workplace* by Stephen E. Brown and Ceil Lucas. McGraw Hill, 2009. (book and CD)
- *Speak Business English like an American* by Amy Gillet. Language Success Press, 2006. (book and CD)
- *English for the Real World* by Living Language, 2004.
- *Get that Job!* by Jack Bernstein. Interlingua Publishing, 2009. (book and CD) Available in English, Spanish and bilingual.

21. Writing

- *ESL, English as a Second Language: Writing, Intermediate & Advanced* by Mary Ellen Munoz (Research and Education Association), 2007.
- *Advanced Composition for ESL Students* by Bryan Ryan (Carolina Academic Press), 2004.
- *Writing Workout: A Program for New Students of English* by Jann Huizenga (Heinle), 1990.
- *Write for You: Creative Activities for Building Writing Skills*, by Janet Morey (Pro Lingua Associates), 2001.

III. WORKSHOP

1. **Which publishers and how many should we invite?**

The publisher representatives will not speak, but will rather have materials on tables in the back of the room for viewing before the meeting, at the intermission and at the end. List of potential publishers to invite:

- New Readers Press
- McGraw-Hill
- Heinle
- Barron's
- Pearson Longman
- Cambridge
- MacMillan
- Saddleback

Since the meeting Jean sent the following message: "I have a commitment from the Rep. at Alta publishers, who is local in the area. I am sure that Carol Larsen, New Readers Press, will also be there or send her associate. I am waiting for word from McGraw Hill, Pearson (local rep), Lexicon Learning Solutions and a few others. I contacted eight publishers with hopes that we get 4-5 to be there."

2. **OUR GUEST SPEAKER** for the March 2010 workshop will be Dale Lipshultz, Ph.D., Literacy Officer, Office for Literacy and Outreach Services, American Library Association. [800-545-2433](tel:800-545-2433), ext. 3275, dlipshultz@ala.org. *Major Areas of*

Responsibility:

- Advisory questions on literacy
 - Verizon Literacy project
 - Lila Wallace Literacy project
 - Literacy programming
 - ALA liaison to Build Literacy @ your library
 - National Coalition for Literacy
3. Workshop details
- Ann said the workshop should discuss tailoring your services for your community and describe “best practices.”
 - Barb said we should emphasize resources. We want to present library staff with the resources available to decipher the mystery of ESL.
 - **Questions** – We could try to have 15 minutes for questions and contributions at the end of each segment.
 - Make sure to include the areas that each group or entity serves. Community colleges should not have boundaries when it comes to ESL.
4. **Sequence of Presentation:** Ann suggested that we lead with our guest speaker followed by a panel discussion. Then, because we have already introduced our speaker, Ms. Lipshultz can add valuable feedback to each segment of our presentation. The discussion would include how to do a reference interview, networking, how to apply Web sites, etc.
- **Outside Speaker:** Dale Lipshultz, Ph.D., Literacy Officer, Office for Literacy and Outreach Services, American Library Association.
 - **Panel Discussion**
 - **Flowchart of ESL Reference Interview (15 minutes):** Esther has created a flowchart for handling a reference interview with an ESL patron. It includes asking if the patron is the student or someone acting on his or her behalf, asking if the patron has had classes before (to determine level of ability), etc.
 - **Tutoring Groups (45 minutes):** One of our main goals is to effectively direct patrons to non-profit organizations when there is a need beyond the resources we have available. We could have representatives from some of the tutoring groups walk us through the process of what happens when they are contacted by a prospective new ESL student. This would include showing how each tutoring agency works, offering typical profiles of students, describing the needs that are being addressed (e.g. conversation groups), and identify ways that libraries can help (including offering tutoring space).
 - **Core List of Materials:** We could describe a few of the resources from this list.

- **Recommended Resources** – This would include all the resources that LEARN group members have recommended at meetings. It would also include the recommended lists from Literacy Dupage and Literacy Volunteers of Western Cook County.

IV. Miscellaneous

1. Deb suggested using President Obama's volunteer site <http://www.serve.gov> to recruit volunteers for ESL and libraries.
2. Sept. 8 is International Literacy Day. Diane related how every year Forest Park Library receives free flowers from local flower shops to hand out (with a press release giving the local florist credit for the donation). They also hand out bookmarks to promote the library and literacy.
3. **Supplementary Online Sources** – Many online sources are available to supplement learning from the resources available at libraries. The LEARN Web site links to the College of Dupage Web site's list of ESL links. A few sites were discussed at the meeting:
 - Heinle has a product called *Facts and Figures* which uses actual CNN-based video clips.
 - Deb recommended the Web site <http://a4esl.org/> for learning English with instructions in numerous foreign languages.
 - USAlearns.org was recommended as a good site for learning English.
 - Karin recommended the Web site tesol.org for conversation groups and said it has lots of questions.
4. Woodridge Library has *Rosetta Stone* loaded on a laptop for use.
5. Someone described how at their library they give local ESL classes from People's Resource Center a tour of the library. It includes coffee, allows for questions and answers, and makes a point to show learners how to get a library card. Another librarian described how they do something similar for community college ESL students.
6. Tina described the reading group she moderates at Aurora Library. She took a survey, and all her students want to read out loud in class. They will read excerpts from authors like Sandra Cisneros and then listen to a recording of the same book.
7. The local community colleges often disseminate flyers on GED and ESL classes which could be displayed near the ESL collection.
8. We want to let tutors and learners know some of the various support activities available to them:
 - Literacy Volunteers offers conversation groups.
 - Titles that students can use easily on their own.
 - Reproducible materials (for tutors).
 - Different formats (DVDs, CD-ROMs, CDs, books, etc.).
 - Online subscription databases like *Learning Express*.

- Web sites like *Mango Languages* <http://www.mangolanguages.com/>.
9. Literacy Volunteers will sometimes set up a table at a library during the week before tutor training will be happening at that library to try to recruit tutors and talk about their organization.
 10. The Web site <http://www.polytalk.info/> was mentioned. Polytalk is a growing network of volunteer interpreters who help librarians and patrons communicate with one another. Nearly one in five Illinois residents speaks a language other than English. PolyTalk volunteers bridge these language barriers to make the resources of all Illinois libraries available to all patrons. Your library might want to participate.

V. Workshop Goals to Be Completed

1. **Create committees** of 3-4 people to facilitate completion of the projects necessary for the presentation (e.g. Marketing Committee, Core List Committee, etc.).
2. **Handout** – Create a template for the handouts so that they have a uniform look.

VI. Next Meeting

Tuesday, February 9, at Indian Prairie Library from 2:00-4:00 p.m.