



Basic Literacy  
English as a Second Language  
ESL classes

Dear Friend of Literacy:

Thank you for your interest in becoming a volunteer with the Literacy Council of Montgomery County. The enclosed materials will introduce you to our purpose and program. They also include a schedule of upcoming Orientation Sessions and Tutor Workshops, along with registration information.

During a typical year, over 1,000 Montgomery County residents are receiving tutoring in our program. Many others are on our waiting list hoping for a tutor who will give them the opportunity to learn how to read, write, and speak English. The need is great, and the enthusiasm of the students is inspiring.

I hope that you will register for one of the Orientation Sessions and a Workshop. Our staff and workshop trainers are eager to answer your questions and assist you in getting started. As a tutor, you will play a critical role in promoting literacy and language in Montgomery County.

I look forward to meeting and working with you.

Sincerely,

Martha E. Stephens  
Executive Director

Enclosure

*In service to Montgomery County since 1963*

21 Maryland Avenue, Suite 320, Rockville, MD 20850

Phone: 301/610-0030 Fax: 301/610-0034

E-mail: [info@literacycouncilmcmd.org](mailto:info@literacycouncilmcmd.org) Website: [www.literacycouncilmcmd.org](http://www.literacycouncilmcmd.org)



**Tutor Orientations & Workshops  
January 2011 – June 2011**

**Orientations (select ONE)**

<b>Date</b>	<b>Time</b>	<b>Place</b>	<b>Address</b>	<b>Registration deadline</b>
Thursday, January 6	7:30 pm - 9:00 pm	Rockville Library, 2 <sup>nd</sup> Floor Meeting Room	21 Maryland Ave.	Tuesday, January 4
Monday, January 31	7:30 pm - 9:00 pm	Rockville Library, 2 <sup>nd</sup> Floor Meeting Room	21 Maryland Ave.	Friday, January 28
Tuesday, April 5	7:30 pm - 9:00 pm	Rockville Library, 2 <sup>nd</sup> Floor Meeting Room	21 Maryland Ave.	Monday, April 4

**Workshops**

Sessions #1 and #2 are required for tutor certification. Sessions must be taken in order, but can be selected from different workshop series.

<b>Date</b>	<b>Session</b>	<b>Time</b>	<b>Place</b>	<b>Address</b>
Sat., January 15	#1	10:30 am – 4:00 pm	Rockville Library, 2 <sup>nd</sup> Floor Meeting Room	21 Maryland Ave.
Sat., January 29	#2	10:30 am – 4:15 pm	Rockville Library, 2 <sup>nd</sup> Floor Meeting Room	21 Maryland Ave.
Sat., February 12	#1	10:30 am – 4:00 pm	Rockville Library, 2 <sup>nd</sup> Floor Meeting Room	21 Maryland Ave.
Sat., February 26	#2	10:30 am – 4:15 pm	Rockville Library, 2 <sup>nd</sup> Floor Meeting Room	21 Maryland Ave.
Sat., April 16	#1	10:30 am – 4:00 pm	Rockville Library, 2 <sup>nd</sup> Floor Meeting Room	21 Maryland Ave.
Sat., April 30	#2	10:30 am – 4:15 pm	Rockville Library, 2 <sup>nd</sup> Floor Meeting Room	21 Maryland Ave.

- To register for an orientation, call 301-610-0030 or email [info@literacycouncilmcmd.org](mailto:info@literacycouncilmcmd.org)
- We request a \$25 registration fee (check or cash) at the time of Workshop registration to defray the cost of materials and to reserve your place at the Workshop. REGISTRATION FILLS QUICKLY...PAYMENT AT ORIENTATION IS STRONGLY ADVISED.
- Please bring material for taking notes.
- Workshop participants: please bring a bag lunch.

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Literacy Council of Montgomery County, MD, Inc.  
21 Maryland Avenue, Suite 320 Rockville, Maryland 20850  
[info@literacycouncilmcmd.org](mailto:info@literacycouncilmcmd.org)  
[www.literacycouncilmcmd.org](http://www.literacycouncilmcmd.org)

## Answers to your questions about... **TUTORING**

➤ **WHO CAN BECOME A TUTOR?**

Any adult who can read, write, and speak English fluently may become a tutor. No teaching experience or knowledge of a foreign language is necessary. All lessons are conducted in English.

➤ **WHAT COMMITMENT IS REQUIRED OF A TUTOR?**

Tutors should make a minimum commitment to teach 2 hours a week (plus additional time for preparation, travel to tutoring site, and reporting) for one year.

➤ **WHAT ARE THE REQUIREMENTS FOR BECOMING A TUTOR?**

After attending a general orientation, a prospective tutor registers for a two day, 11- hour training workshop. There is a \$25 registration fee to reserve a place in the workshop and to defray the cost of materials. A \$40 registration fee is charged to those who do not intend to tutor an LCMC student.

➤ **WHEN AND WHERE ARE WORKSHOPS HELD?**

Literacy Council workshops are scheduled throughout the year. The 11- hour workshops are taught by experienced tutor trainers who are volunteers. Workshops are usually held on two Saturdays.

➤ **HOW ARE TUTORS AND STUDENTS MATCHED?**

During the workshop series, each newly-trained tutor is assigned a student from LCMC's waiting list. Tutors are matched with students according to schedule, availability, location, and tutor preferences.

➤ **ARE STUDENTS EVER TAUGHT IN SMALL GROUPS?**

The Literacy Council program was originally designed for individual instruction, but also works very well with small groups. Because so many people are in need of our services, we are encouraging and training our tutors to take small groups, as well as individual students.

➤ **WHEN AND WHERE ARE THE STUDENTS TAUGHT?**

Lessons are held at any time and place mutually convenient for tutor and student – sometimes at the student's place of employment, a library, or other public place of your choice.

➤ **WHO ARE THE STUDENTS IN THE TUTORING PROGRAM?**

Twenty-one percent of our students already speak English, and participate in the Basic Literacy program. Seventy-nine percent participate in the ESL program (English as a Second Language). Our students represent 90 different countries: 37% are from Asia, 34% are from Central and South America, 7% are from Africa, 6% are American-born.

➤ **WHAT DO THE STUDENTS LEARN?**

We teach basic reading and writing skills. The planned lesson sequence starts with learning the sounds and the names of the alphabet letters and progresses to reading and writing at a fifth grade level. We also teach spoken English. Beginning emphasis is on learning common conversational patterns and survival vocabulary.

➤ **WHAT ON-GOING SUPPORT IS PROVIDED TO TUTORS AFTER WORKSHOPS ARE COMPLETED?**

Each tutor has a tutor contact and staff coordinator with whom to consult and report. Tutors receive an e-newsletter that keeps them up-to-date on literacy happenings and tutoring suggestions, as well as email notices of useful resources and events. The Literacy Council maintains a lending library of all core curriculum and supplementary materials for tutors and students. Periodic in-service trainings (CTE's – Continuing Tutor Education) are offered free of charge on a variety of subjects. LCMC also holds regular Tutor Drop-In sessions at locations around the county, which are informal gatherings to discuss issues and share ideas.

➤ **HOW DOES LCMC FIND STUDENTS?**

They find LCMC! Some call directly. Others are referred by county agencies, churches, friends, or other students. Over 200 students are on our waiting list.

➤ **HOW DO I REGISTER FOR THE ORIENTATION AND WORKSHOPS?**

Prospective tutors may register by phone (301-610-0030, weekdays between 9:30 am and 5:00 pm); email [info@literacycouncilmcmd.org](mailto:info@literacycouncilmcmd.org); or on our website at <http://www.literacycouncilmcmd.org/volujump.html#orientation>

➤ **IS THERE ANY OTHER WAY TO SUPPORT LCMC BESIDES TUTORING?**

Volunteers can help the LCMC with general office work, fundraising, serving on our Executive Board, or assisting with specific activities throughout the year. In-kind donations of goods and services and financial support are always welcome. Please call our office at 301-610-0030 for information about other volunteer opportunities.

**Literacy is more than just reading!** Literacy and English skills help people: *Be better parents and stronger advocates for their children...Participate actively in the education of their children...Get a job or a better job...Be more productive at work and stay safe on the job...Participate in community and civic life...Stay up-to-date on important safety, health, and emergency information...Be smarter, less vulnerable consumers.*

## Meet a few of our students...

### A Changed World: Milton's Story



"I was born and raised in this country, but I feel like a prisoner here." Those were the words spoken by **Milton Whitley** during his first tutoring session. Fifty-three years old and functionally illiterate, Milton believed he was "unteachable." As Milton progressed through the basic literacy program, he became more confident; more committed to learning; more excited about the possibilities that lay ahead; and more inspired to help others seeking to become literate. Learning how to read has changed his world. "When I go to the grocery store now, I know I have a choice of whole, skim, or fat-free milk! I can buy detergent with bleach or without bleach! I can read the road signs. It's easier to understand things. I know how to look words up in the dictionary. I can balance a checkbook and write a check." Milton says he once felt fear when confronted with the written word. "Now when I see a word I know, I smile." In March 2010 Milton received the Ruth J. Colvin and Frank C. Laubach Award for Student Excellence from ProLiteracy and he is currently writing his autobiography.

### Rebuilding A Life: Bei En's Story

**Bei En Shen** arrived in the United States from China five years ago. Although her grammar and reading skills were relatively strong, conversation was extremely difficult. After a year and a half of tutoring, she has made amazing progress. In addition to improving her vocabulary and communication skills, Bei En worked very hard to become a U.S. citizen and passed the test easily. She subsequently registered to vote, and says "I love China, but I love America, too." A former biology teacher, Bei En currently works as a home health care aide. Because her clients are primarily Chinese, Bei En has limited opportunities to speak English on the job. Nevertheless, she is determined to achieve English fluency, and her lively conversations with her tutor indicate that she is well on her way to meeting this goal.



### A New Independence: Shahla's story



**Shahla Arvand** arrived in the United States from Iran in 1991, with "a little bit of English," and was motivated to learn more. "I like to be independent, and language helps me do things for myself and not need a translator." Shahla worked with a tutor for twelve years, and credits him with helping her steadily improve her English language skills. Shahla's fondness for National Public Radio, CNN and other television programs has assisted with her language development AND kept her well-informed! She has become a frequent patron of her local library, and as an avid gardener, is now able to read gardening books in English. One of the most important gadgets she owns is an electronic dictionary, which helps her learn new vocabulary. "But I also try to find synonyms, not just the definition," says Shahla, "and I also like to know about idioms."

**Literacy Council**  
of Montgomery County

(over)

## Meet a few of our volunteers...

### **“What’s not to love?”: Mary-Ellen Friedland**



“When people hear I’m a volunteer tutor at the Literacy Council they often say, ‘Oh, that’s so nice of you!’ In truth, it’s quite selfish. Teaching incredibly motivated adults to read and write has been among the most satisfying, enriching, and fun things I’ve ever done. Students look forward to class. They actively participate. They do their homework. What’s not to love? While my students have learned how to read and write, I too have learned. I’ve learned patience. I’ve learned the power of persistence. I’ve learned the power of literacy. The pleasure is, truly, mine.”

### **Helping parents achieve: Ed Isaacs**

“I became an original member of the team that developed the Literacy Council’s English for Daily Living program, which sponsors classes in Montgomery County schools for parents of elementary school students. I volunteered in the classes as a teacher assistant and site coordinator, sponsored summer school conversation clubs, and then initiated a “next steps” program that helped students identify additional learning opportunities. My maternal grandparents came from Russia to a world in which there was no LCMC and yet they had to succeed. Maybe my family has come full cycle by me helping current-day immigrants succeed as well. I am proud that in two generations we went from being immigrants to helping today’s immigrants.”



### **Improving life through language: Barbara Degler**

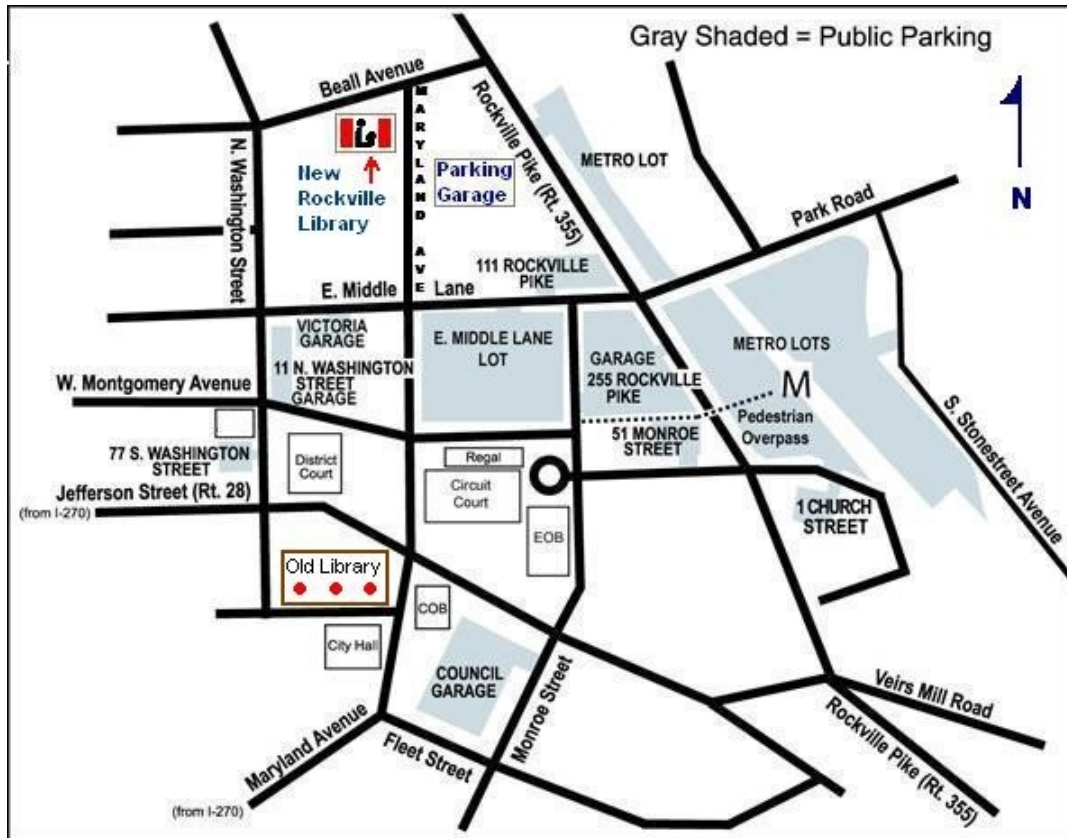
“Having lived and worked in France, Russia and the Balkans I have learned the value of having an acquaintance with the local languages. The more I learned, the less frustrated I felt and the more independent I became. People who are served by Literacy Council tutors have similar needs and, often, complicated personal lives as well. Sincere as they are about wanting to improve their English language abilities, they must juggle family matters; housing situations; and jobs, or the lack of one. Therefore, my role has been, not just as language teacher, but to give support through being a considerate listener; supplying information; and, occasionally advising. If I can improve life for any of these people through helping them improve their language skills, I will feel my time well spent. “



# Directions

Located in the Rockville Library, 21 Maryland Ave., Rockville, MD 20850

Parking is available in the 355 Parking Garage, located on Maryland Ave. opposite the Rockville Library (entrances on Maryland Ave., Route 355, and Beall St.). Regular rates are \$1.00/hour, Monday – Friday, 7:00 a.m. to 7:00 p.m.; there is a flat fee of \$1.00 from 7:00 p.m. to 10:00 p.m., Monday – Friday. There is a \$1.00 flat fee on Saturdays; Sundays are free.



By Metro (Red Line)

Metro to Rockville stop. Cross Route 355 at East Middle Lane, or you may take the Pedestrian bridge at the Metro stop. (If you take the Pedestrian Overpass, turn right on Monroe Street and continue to East Middle Lane.) Continue on East Middle Lane to Maryland Avenue. Turn right onto Maryland Avenue. The library is on the plaza on your left at 21 Maryland Avenue.



By car from:

### North (Gaithersburg Area)

South on Route 355 to East Middle Lane. Turn right on Middle Lane and right on Maryland Ave. The garage entrance will be on your right. The library will be on the left.

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Alternative: South on I-270 to Falls Road exit (#5 to Rockville Town Center.) Follow Maryland Avenue arrows. Go straight through the first traffic light after you cross back over I-270. You will be on Maryland Ave. Continue on Maryland Ave. past East Middle Lane. The garage entrance will be on your right. The library will be on your left.

**South (Bethesda Area)**

North on Route 355 to East Middle Lane. Left on Middle Lane and right onto Maryland Ave. The garage entrance will be on your right. The library will be on your left.

Alternative: North on I-270 to Falls Road exit (#5 to Rockville Town Center.) Follow Maryland Avenue arrows. Go straight through the first traffic light after you leave I-270. You will be on Maryland Ave. Continue on Maryland Ave. past East Middle Lane. The garage entrance will be on your right. The library will be on your left.

**West (Potomac Area)**

Take Falls Road toward Rockville. Go straight through the first traffic light after you cross I-270. You will be on Maryland Ave. Continue on Maryland Ave. past East Middle Lane. The garage will be on your right. The library will be on your left.

**East (Wheaton Area)**

West on Randolph Road to Veirs Mill. Turn right on Veirs Mill. When Veirs Mill crosses Rockville Pike(355), take Rockville Pike to East Middle Lane. Left on East Middle Lane and right on Maryland Avenue. The garage entrance will be on your right. The library will be on your left.

**West (Virginia)**

Take the Beltway I-495 across the American Legion Bridge at Cabin John to Route I-270. Go north on I-270 to the Falls Road exit (#5 to Rockville Town Center.) Go straight through the first traffic light after you leave I-270. You will be on Maryland Ave. Continue on Maryland Ave. past East Middle Lane. The garage entrance will be on your right. The library will be on your left.

**East (Prince George's County)**

Take the beltway I-495 west toward I-270. Take I-270 to the Falls Road exit (#5 to the Rockville Town Center.) Go straight through the first traffic light after your leave I-270. You will be on Maryland Ave. Continue on Maryland Ave. past East Middle Lane. The garage entrance will be on your right. The library will be on your left.