



Literally Speaking



Washington County Literacy Council

November – December 2008

Please welcome our newest Tutors!

PHOTO IMAGE REMOVED

BACK: Caroline Gaver (trainer), Joyce Routzahn (trainer), Joe Berman, Andrea Davis, Jean Francois Ramus, Jan Manning, Bob Manning, Becky Hein (trainer).

FRONT: Jennifer Diamond, Marilyn Uchino, Eulalia Gutierrez, Priscilla Gutierrez, Robert Clark

NOT PICTURED: Mary DeSanto

The Literacy Council welcomes these new Tutors and appreciates your dedication to completing two full days of Tutor Training.

We hope you find Tutoring challenging and rewarding!

Upcoming Events



*You're invited to our next **Tutor Get-together!** We met the last time in July and it was great. Over coffee and donuts, we shared helpful ideas and suggestions with each other. Please join us from 9-11am on November 15th at Trinity Lutheran Church (15 Randolph Avenue). Just park on North Potomac Street and come into Memorial Hall. We can't wait to see you!*

Our next **Tutor Training Workshop** is tentatively planned for April 25th and May 2nd of 2009. Do you have a friend who may be interested? Or have you been inactive and need a refresher? Please call Bill (301-739-4208) to register or get more info.

Do you enjoy tutoring? Would you like to tell us about it? We're interested in hearing your stories! We're hoping that a tutor will volunteer to be interviewed for an article in the newsletter and possibly the Herald Mail newspaper. If you'd like to share your experiences, we'd love to hear from you. You can call the office at 301-739-4208 or send an email to ItsSimplyBrenda@aol.com. Thank you!



Board Meeting Minutes

The Board of Director Meetings are held the 3rd Monday of each month and are always open to the public. Minutes from September 22nd include:

- Council becoming more involved with Annual World Literacy Day on September 8th.
- Discussion of holding an orientation session for potential tutors before each tutor workshop.
- Having the next Annual Meeting at a local restaurant, with a short business meeting, and invite all Tutors to attend and share ideas.
- Debated using Bulk Mail Permit vs. First Class Stamps for newsletter mailings.
- Reinstating the Council email address and updating the website.
- Placement of flyers and ads to publicize Tutor Training Workshop.
- Interviewing a tutor for a Herald Mail article before the Spring Training Workshop.

From my "365 Stupidest Things Ever Said" Calendar:

"TUDORS NEEDED"

From Congressman Jim Bacchus (D-FL) in a letter to other Representatives looking for volunteers to tutor underachieving high school students.

Tutor Tips

"Using an ATM Card"

Purpose: To help adults develop life skills and be given the opportunity to learn how to use an ATM.

Activity 1: *Have Student read:* Many people use ATMs for their banking. ATM means "automated teller machine" and they are electronic terminals that let you do your banking almost any time. You can find ATMs at banks, and supermarkets and kiosks. If you want to use an ATM, ask your bank what fees you

will be charged and where their ATMs are located. It can be expensive to use an ATM that belongs to a different bank. To use an ATM, you need an ATM card (it looks like a credit card). Your ATM card will have a special number called a PIN (personal identification number). Only *you* should know your PIN. The ATM will give you a receipt every time you use it. Keep the receipt to record the transaction each time you make a deposit (put money in) or withdrawal (take money out) from your account.

Activity 2: Make note cards from the words below. Sort cards in different ways (nouns, verbs, one or two syllables, etc). Shuffle cards. Have Student pick a card, read the word out loud, and use in a sentence.

Balance	Inquiry	Pin	Checking account
Savings account	Withdrawal	Cancel	Select
Continue	Transaction	Error	Enter
Multiples	Insert	Receipt	Keypad

Activity 3: At ATMS you can only withdrawal money in multiples of \$20. Round up to the nearest 20.

\$16.72 _____	\$56.00 _____	\$92.15 _____
\$79.25 _____	\$32.49 _____	\$110.00 _____

Activity 4: You're going for a ride to visit a friend. You need money to pay for gas and food, so you decide to go to your ATM. Put the following events in order:

- ___ Enter your PIN.
- ___ Go to an ATM machine.
- ___ Count your money quickly to make sure you got the amount you entered.
- ___ Check your checking and savings account balance.
- ___ Take your cash from the ATM.
- ___ Slide your card into the slot.
- ___ Remove your card from the ATM.
- ___ Select Withdrawal.
- ___ Check to see that the area around the ATM looks safe.
- ___ Enter a dollar amount.
- ___ Select the account you want to withdraw money from.



Literacy Council of Washington County

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Office Hours:

M / T / Th / F 8:30am – noon

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Address Service Requested

*Happy
Holidays!*