



LITERACYVOLUNTEERS
OF NEW JERSEY

120 Finderne Avenue, #15 | Bridgewater, New Jersey 08807
tel:908.203.4582 fax:908.203.4585

Literacy for Life

Literacy Volunteers of New Jersey

Professional Development Conference

Co-sponsored by The Department of Early Childhood, Elementary, and
Literacy Education in the College of Education and Human Services,
Montclair State University

April 24, 2010

The Conference Center, Montclair State University
Montclair, NJ



LITERACY VOLUNTEERS
OF NEW JERSEY

Literacy for Life

Annual Conference ~ April 24, 2010

The Conference Center, Montclair State University
Montclair, NJ

This year's Literacy for Life conference will provide 20 workshops designed for participants involved in every aspect of adult literacy education. We look forward to bringing together adult learners, tutors, instructors, staff, and board members from programs throughout NJ.

Please review the workshop descriptions. After selecting your workshop choices, mail your registration form and fee. We will send you a letter confirming your registration and workshop selections. Professional Development certificates will be provided on request at the conference.

Registration must be received by LVNJ no later than March 29th.

Conference at a Glance

8:00—9:00	Registration & Continental Breakfast
9:00—9:20	Welcome
9:30—11:00	Workshop Session 1
11:15—12:45	Workshop Session 2
12:45—2:30	Awards Luncheon
2:45—4:15	Workshop Session 3

\$45 Tutors, Trainers, Staff and Board Members of LVNJ affiliated programs (after 3/29 \$50)

\$90 Non members (after 3/29 \$95)

\$20 Students

Questions? Call LVNJ at (908) 203-4582.

Directions to Montclair State University

The Conference Center is located on the 7th Floor of:
University Hall – The College of Education and Human Services

*Please note, when using online or GPS mapping systems, use 30 East Normal Avenue, Montclair, (directly across from the main entrance) as your destination.

- **Bloomfield Avenue, Montclair:** North on Valley Road, 3.3 miles to Normal Avenue light, turn left. The main entrance to the campus is on the right.
- **Route 46 (East):** Approaching Rt 3 intersection stay to the right. Take exit for Valley Road Montclair/Paterson. At Stop sign (bottom of exit ramp) make a right turn onto Valley Road heading south. Travel on Valley Road to first traffic light (1mile). Make a right turn at light onto Normal Avenue. The main entrance to the campus is on the right.
- **Route 46 (West):** Take exit for Valley Road Montclair/Paterson. Stay to the right. At Stop sign turn right and move to the left lane to make an immediate left into a U-Turn section. Follow the U-Turn section's signs to Montclair. At the U-Turn's Stop sign make a right turn onto Valley Road heading south. Travel on Valley Road to first traffic light (1mile). Make a right turn at light onto Normal Avenue. The main entrance to the campus is on the right.
- **Route 3 (West):** At the Route 46 junction, bear left to merge onto Route 46 west. Upon merging, stay in the right lane. Take the first exit - Valley Road/Montclair. Traveling the exit, stay to your right to turn onto Valley Road south. Travel on Valley Road to first traffic light (1mile). Make a right turn at light onto Normal Avenue. The main entrance to the campus is on the right.
- **Garden State Parkway North:** Exit 153B (left lane) to Route 3 West follow directions for Route 3 West.
- **Garden State Parkway South:** Exit 154 to Route 46 West. Follow directions for Route 46 West.
- **New Jersey Turnpike:** Exit 16W to Route 3 west. Follow direction for Route 3 West. (NOTE: Motorists traveling on the Turnpike south of Exit 11 may exit there to Garden State Parkway North to Route 3 west. Then Follow Route 3 West directions.)
- **Lincoln Tunnel:** Follow to Route 3 West. Follow directions for Route 3 West.
- **George Washington Bridge:** Route 80 West to Garden State Parkway south. Follow Garden State Parkway South directions.

Parking and Directions on Campus

Red Hawk Deck Guest Parking:

- From Normal Avenue – take the College Avenue Entrance
- Turn onto College Avenue (directly across from 30 East Normal Avenue), College Avenue will bend to the left and the parking garage is on the right.
- Parking for guests is available in the **Red Hawk Deck Parking Garage**, adjacent to the Alexander Kasser Theater.
- Park in the garage and **exit the garage** from the **Fifth Floor**. Follow the path for approximately 150 yards directly to **University Hall/The College of Education and Human Services** (It is a Spanish Mission Style building; it is also the largest building on campus). Go through the lobby and take the elevators at the North end of the building to the seventh floor; conference center.

Handicap Accessible / Drop Off Directions:

- From Normal Avenue
- Turn right onto College Avenue (main entrance to campus). College Avenue will bend to the left (the parking garage will be on the right).
- Continue past the garage and make a right at the bottom of the hill onto Carlisle Road (police station will be on your left).
- Continue .4 miles and bear to the right up the hill onto Webster Road.
- The large building on the right is University Hall.
- There are eight handicap spots on the side of the building. This is also an area to drop off/pick up.

- The entrance is in the front of the building. Take the elevators in the north lobby (to the right of the door) to the 7th floor.

For Parking: LVNJ will pay for your parking. Take a parking ticket at the garage. You will get a voucher at the registration table.



Workshop Descriptions

9:30—12:45

This workshop is three hours long. **Please fill in both morning time slots on your registration.**

Assisting Struggling Readers (Double Session): Using Research-based Resources to Support Adult Learners

Target Audience: ESOL/Basic Literacy Tutors & Trainers

This 3-hour workshop will focus on the needs of struggling readers. Participants will learn about resources from the National Institute for Literacy's LINCS Collections. Breaking into small groups, we will delve into elements of reading particular to your students. Each group will examine findings from resources and see how they translate into their own practice, asking questions such as: What would this look like in my program? How would I implement it? How would I monitor its success? Participants will discuss how materials are relevant to their setting and begin to develop a plan to enhance practice using LINCS resources and share ideas with colleagues from other programs.

Blaire Willson Toso, Literacy Specialist, Institute for the Study of Adult Literacy and the Goodling Institute for Research in Family Literacy

Dianna Baycich, Literacy Projects Coordinator, Ohio Literacy Resource Center

9:30– 11:00

50 Asks in 50 Weeks: How to Jumpstart Your Small Development Office

Target Audience: Board & Staff

Most development directors are so busy doing day to day tasks of fundraising, including writing thank you notes, grant reports and newsletters; managing databases; creating budgets; and more, they don't have time for or forget to do the most important thing – asking! This session will help participants create a basic development plan which ensures a diverse funding stream, a system for asking for gifts in smarter, more efficient ways, and a plan to ask for gifts all year long. Brief discussions on event planning, grant writing, individual solicitations, and direct mail will be included.

Amy M. Eisenstein, MPA, CFRE, Principal and Owner, Tri Point Resources

Health Literacy—What Is It and Why Don't We Have It?

General Audience: Adult Learners, ESOL/Basic Literacy Tutors, Trainers, Board & Staff

The literacy demands of our healthcare system far exceed the literacy skills of most Americans. That's why almost all of us face challenges when trying to understand health information or navigate our complex healthcare system. This workshop will review the changing definitions of health literacy, examine the relationship between literacy and health outcomes, and identify skills from which individuals must draw to effectively promote, protect, and manage their own or a family member's health. We'll conclude by deconstructing a common health literacy activity to discover the many tasks, tools, and literacy skills that are needed to accomplish this one activity successfully.

Elissa Director, Health Literacy Consultant & LVNJ Master Trainer

11:15-12:45

Showcasing Tutor Support and Recognition—What Encourages our Volunteers (and What to Never Try Again!)

Target Audience: Board & Staff, Trainers

Literacy Volunteers know that a great affiliate balances its energy and resources between tutor intake and tutor support. Come to this participatory session to share how your group has successfully recognized the efforts of one of your most treasured resources, your tutors. You may want share strategies or sit back and learn from others how to add some sparkle to your tried and true recognition formula.

Connie Schwein, LVNJ Master Trainer

Susan Lilly, LV-Burlington Board Member

Public Speaking

General Audience: Adult Learners, ESOL/Basic Literacy Tutors, Trainers, Board & Staff

As tutors and trainers, we are always speaking to an audience. It is important that we communicate and present ourselves as professionals. This fun-filled interactive workshop will cover instructional techniques on how to become a better speaker. Learn strategies that will help you eliminate the “ahs” and “ums” to improve the effectiveness of your communication. Participants will practice giving timed speeches and feedback. You will leave this workshop feeling more confident about your ability to get your message across to any type of audience.

Darnelle Richardson, Program Coordinator, Jersey City Library Literacy Program & LVNJ Master Trainer

Planning to Save

Target Audience: Adult Learners

How do you decide what to spend your money on, and how much to save? Learn the benefits of making a plan for your hard earned money and how to keep it safe. We will talk about how to use a savings plan to help you set financial goals for your future. We will also talk about using bank accounts to keep your money safe. Practice how to get your money from a bank account, such as by writing checks and using an ATM machine.

Chris Vecere, LV-Monmouth Board Member & LVNJ Master Trainer

Exciting Students about the Writing Process

Target Audience: ESOL/Basic Literacy Tutors, Trainers, Adult Learners

When students write, they reinforce their reading skills and can dramatically increase their reading gains. However, many students either don't like to write or are afraid of writing. Trying to put one's thoughts down in a way that makes sense, and at the same time trying to remember all of the rules of grammar and spelling, can be daunting to anyone, especially a new writer. In this workshop participants will learn how to teach students process writing, how to analyze model essays, and how to produce student written materials. In this hands-on workshop, the presenter will explain process writing and then participants will use a model essay and process writing to write an essay of their own. This process is appropriate for basic literacy and ESL students and can be adapted for all levels.

Todd Evans, Technology and Product Training Coordinator, ProLiteracy



11:15—12:45, continued

From Classroom to “Chat” Room: Ideas for your Conversation Group

Target Audience: ESOL Tutors & Trainers

As ESL teachers, our job is to find creative and meaningful ways to stimulate conversation among our students. We want to provide opportunities to help students with various components of the English language while offering them valuable practice they can apply in their daily lives. In order to accomplish these goals, our groups should include a variety of structures and materials. This workshop will provide you with numerous tools for facilitating active conversation in your group. We will explore activities that promote interaction and help create a comfortable learning environment, including different types of exercises, discussion topics/questions, and games that will support your students' oral fluency.

Daniel Scibienski, ESOL Coordinator, Greater Brunswick Charter School & LVNJ Master Trainer

Digital Literacies & DIY Moviemaking

Target Audience: ESOL/Basic Literacy Tutors & Trainers

This workshop focuses on defining and exploring digital literacies as social practices, and what this might mean for adult literacy learners and educators alike. Digital movie making/editing will be the practical focus of this session. Participants will create a movie using free software and still pictures. A key aim of this workshop is to move beyond approaching digital movie making only in terms of “digital storytelling”—which tends to focus on personal narratives—to engage with popular culture and other shared interests. Participants will be given online access to a downloadable how-to digital video-making guide. Participants should bring a flash-drive or CD-ROM of favorite images and music.

Michele Knobel, Professor, Montclair State University



2:45-4:15

Board Talk

Target Audience: Board & Staff

In this workshop, we will discuss the affiliates' relationship with LVNJ, the role of ProLiteracy, and the importance of volunteers at all levels of our organization. New board members will improve their understanding of how a board works and the respective roles of board members and staff. We will discuss the most pressing issues currently facing LV programs. Participants will have the chance to share ideas with their peers. This workshop will take the place of the April Affiliate Advisory Committee meeting. Board members who are not on the Committee are encouraged to attend.

Henry Goldsmith, LVNJ Board Member

Sondra Fishinger, LV-Union & LVNJ Board Member

2:45—4:15, continued

Becoming a Citizen

General Audience: Adult Learners, ESOL/Basic Literacy Tutors, Trainers, Board & Staff



Learn important information on the basics of the naturalization process, such as who is eligible to become an American citizen; grounds of ineligibility or bars to becoming a citizen; the necessary forms and documents to file with the Department of Homeland Security; and information about the new testing requirements. Participants will have the opportunity to ask questions about becoming a citizen or helping students through this process.

Laurie Woog, Esq., Woog Law Office, LLC

Writing Can Be Fun

Target Audience: ESOL/Basic Literacy Tutors, Trainers, Adult Learners

Writing is important for any student trying to develop his or her language skills. However, tutors and teachers often have a difficult time getting students to write. In this workshop participants will learn activities that will help students with vocabulary development, adding details to writing, and revising and editing. In this hands-on workshop, the presenter will explain the writing activity and then conduct the activity with the participants. Participants will have an opportunity to discuss the activity, including why it is effective and how it might be used or adapted for their instructional setting. Writing activities presented in this workshop are appropriate for basic literacy and ESL students and can be adapted for all levels.

Todd Evans, Technology and Product Training Coordinator, ProLiteracy

Pronunciation and Grammar for ESOL Students

Target Audience: ESOL Tutors, Trainers

Learn materials and techniques to use with beginning level ESOL students that can be useful to English speakers who are learning to read. We will review the phonics and the pronunciation of the 44 sounds of English and words containing the most common 'silent' letters in English. Building on phonetic awareness, we will move to three simple reading rules that all readers need to be aware of. Acknowledging that students need to have a 'sight' vocabulary as well as decoding skills, we will discuss ways to work with the 100 most common sight words of English. We will focus on the basic grammar of a simple English sentence and how understanding grammar helps reading comprehension. We will close with a discussion based on participants' experiences tutoring their students. Please bring a description of a problem you have encountered in your tutoring to share with the group.

Kitty Mazarella, Instructor, Hudson County Community College



Exploring Comprehension in Adult Literacy

Target Audience: ESOL/Basic Literacy Tutors & Trainers

This presentation will review research and professional wisdom that helps us understand and support comprehension. The session will cover different conceptions of comprehension and a range of teaching strategies. We will utilize hands-on activities to aid discussion, including a sample mini-lesson that utilizes some of the strategies covered. Participants will be asked to identify questions that still need to be answered about supporting learners' development of comprehension skills.

Erik Jacobson, Assistant Professor, Montclair State University

2:45-4:15, continued

The LINCS Basic Skills Resource Collection: Reading, Writing, and Numeracy

Target Audience: ESOL/Basic Literacy Tutors & Trainers

Learn about the National Institute of Literacy's LINCS Basic Skills Collection full of *FREE* research-based resources on reading, writing and numeracy. Participants will explore selected resources and discuss how they inform and can support their own practice. Participants will have the opportunity to share ideas and brainstorm with colleagues.

Dianna Baycich, Literacy Projects Coordinator, Ohio Literacy Resource Center

Blair Willson Toso, Literacy Specialist, Institute for the Study of Adult Literacy and the Goodling Institute for Research in Family Literacy

Financial Literacy

Target Audience: ESOL/Basic Literacy Tutors & Trainers

This session highlights some of the most important topics included in LVNJ's Financial Literacy Initiative. It will address questions such as: How do we start a conversation about finances? What activities can we use to build financial literacy skills? Where can we find free resources to support financial literacy instruction? Participants in the workshop will examine how cultural and personal values affect the way we manage our money, practice activities to use with students, and learn about free resources to support financial literacy education.

Chris Vecere, LV-Monmouth Board Member & LVNJ Master Trainer

Literacy for Life 2010 Conference Sponsors



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**New Jersey
Resources**



DOLLAR GENERAL
LITERACY FOUNDATION

Literacy Volunteers of New Jersey is an organization committed to improving the basic literacy skills of adults in New Jersey by maximizing the capacity and effectiveness of LVNJ's network of affiliates, by increasing the public's awareness of the services provided by the network, and by promoting greater communication and action on the literacy needs of New Jersey.



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The Conference Center, Montclair State University

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Registration Form

Name:	
Address:	
Home Phone:	Work Phone:
Fax:	E-mail:
Name of your organization:	

Please check all that apply:

- | | | |
|----------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Tutor | <input type="checkbox"/> Staff | <input type="checkbox"/> Board Member |
| <input type="checkbox"/> Trainer | <input type="checkbox"/> LV Student | <input type="checkbox"/> Other: |

Please look over the enclosed workshop descriptions and choose two workshops per time slot. Write their titles in the appropriate spaces. You will receive a confirmation letter.

Session	First Choice	Second Choice
9:30—11:00		
11:15—12:45		
12:45—2:30	<input type="checkbox"/> Awards Luncheon—check here to confirm you will attend.	
2:45—4:15		

- _____ \$45 Tutors, Trainers, Staff and Board Members of LVNJ affiliated programs (after 3/29 \$50)
- _____ \$90 Non members (after 3/29 \$95)
- _____ \$20 Students

Please make checks payable to **Literacy Volunteers of New Jersey**. Return registration to:



120 Finderne Avenue, #15 | Bridgewater, New Jersey 08807

Deadline for Receipt of Registration Form: March 29th, 2010

Office use only: Paid _____ Enrolled _____ Confirmation _____
Contacted: _____