



MLC Training Catalog

MINNESOTA
Literacy
COUNCIL

Sharing the Power of Learning

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For access to a broad array of cutting-edge online courses, including topics (aimed at teachers and/or volunteers) such as: ABE/GED Classroom Volunteer Training, Understanding CASAS for Student Success, Citizenship Tutor Training, ESL Classroom Volunteer Training, Fundamentals of Curriculum Development, Literacy Level ESL Instruction, Research-based Beginning Reading Instruction for Adults, Multilevel English Language Instruction, Reading Assessments for Adult Basic Education, and ABE Discussion Boards (forums for teachers and other professionals to discuss topics related to their practice), **go to: online.theMLC.org** (no www before the address).

Please note: MLC has five staff trainers with varied areas of expertise. Therefore, if you desire a range of in-service topics, there will most likely need to be more than one MLC trainer at your event.

Adult Reading, Writing, and ESL Instruction

Pre-service Tutor Training:

ESL Tutor Pre-service Training - 12 hours

For tutors who will be teaching ESL students in a 1-1 or small group setting. Topics include culture, assessment and accountability, teaching listening and speaking skills, teaching reading and writing skills, and lesson planning. The training meets the Minnesota ABE standards for volunteer tutor training.

Length: 12 hours

Primary audience: ESL tutors

ESL Tutor Pre-service Training - 6 hours

For tutors who will be teaching ESL students in a one-to-one or small group setting. Workshop focuses on activities for teaching listening, speaking, reading and writing.

Length: 6 hours

Primary audience: ESL tutors

Reading, Writing and GED Tutor Pre-Service Training - 12 hours

For tutors who will be teaching reading, writing, math or GED to native-born or advanced ESL students in a one-to-one or small group setting. Topics include assessment, goal setting, accountability, working with textbooks, teaching decoding skills, teaching comprehension, teaching spelling, process writing, teaching math, and GED overview. The training meets the Minnesota ABE standards for volunteer tutor training.

Length: 12 hours

Primary audience: Literacy tutors

Reading, Writing and GED Tutor Pre-Service Training - 6 hours

For tutors who will be teaching reading, writing, math or GED to native-born or advanced ESL students. students in a 1-1 or small group setting. Workshop focuses on activities for teaching reading, writing, and math.

Length: 6 hours

Primary audience: Literacy tutors

Volunteering the ESL Classroom

For tutors who will be working as classroom assistants in an ESL classroom. Workshop covers common ESL classroom activities, how to be a "floater," leading a reading group, error correction, and working with ESL teachers.

Length: 3 hours

Primary audience: ESL Classroom assistants

Volunteering the ABE/GED Classroom

For tutors who will be working as classroom assistants in an ABE or GED classroom. Topics include how to "float," helping with reading comprehension assignments, helping with math assignments, GED overview, and working effectively with the classroom teacher.

Length: 3 hours

Primary audience: ABE/GED Classroom assistants

Adult Reading, Writing, and ESL Instruction

In-service Training (Reading):

Reading Comprehension

Length: 2 hours

Primary Audience: Volunteer Tutors

Learn a variety of strategies for helping students improve their reading comprehension skills. Emphasis in on developing good reading-for-comprehension and study skills

Primary Audience: Volunteer Tutors

GED Prep

Many students have passing the GED Test as one of their short- or long-term goals. Come get an overview of the history and philosophy of the test and learn some concrete ways to help learners prepare for it.

Length: 2-3 hours

Primary Audience: Volunteer Tutors

In-service Training (Writing):

Teaching Writing to Lower-Level Students

Learn a variety of strategies to help learners build fluency and accuracy in writing. Emphasis will be on strategies for lower-level students.

Length: 2 hours

Primary Audience: Volunteer Tutors

Teaching Writing to Intermediate and Advanced Students

Learn a variety of strategies to help learners build fluency and accuracy in writing. Emphasis will be on activities for higher-level students

Length: 2 hours

Primary Audience: Volunteer Tutors

Teaching Writing with Poetry

Poems can be a great writing activity for your students. Come explore a variety of poetry formats that will get your ESL or reading student writing easily.

Length: 2 hours

Primary Audience: Teachers and Volunteer Tutors

In-service Training (ESL):

Teaching Low-Level Learners

Teaching learners who have limited English skills and also have low literacy levels in their first language can be a special challenge. This workshop will focus on techniques and activities the tutor can utilize to best serve learners with both low English oral skills and low literacy levels.

Length: 2 hours

Primary Audience: Volunteer Tutors

Beginning Reading and Writing for ESL Students

This training focuses on strategies and activities for working with students who have limited or no literacy in their first language. Participants will learn about the special challenges low-literacy learners contend with, the general learning styles particular to low-literacy individuals, and reading and writing readiness activities and tasks to use in the classroom.

Length: 2 hours

Primary Audience: Volunteer Tutors

Pronunciation: Teaching Vowel and Consonant Sounds

Learn how to evaluate your students' pronunciation challenges and explore techniques and activities for helping them communicate more clearly. This session will provide participants with an overview of the stages of pronunciation lessons and effective types of activities for each stage. Fun and helpful tricks for assisting learners in discovering sound differences will also be covered. This session will focus on individual sounds – for trainings related to intonation, stress, and/or connected speech, see below.

Length: 2 hours

Primary Audience: Volunteer Tutors

Pronunciation: Connected Speech

Learn how to evaluate your students' pronunciation problems and explore techniques and activities for helping them communicate more clearly. Connected speech can be especially challenging for the English language learner. Discover how to assist learners with both the production *and* comprehension of the stress and rhythmic patterns inherent to spoken English, as well as connected speech adjustments, such as reductions and linking. This session will provide participants with an overview of the stages of pronunciation lessons and effective types of activities for each stage.

Length: 2 hours

Primary Audience: Volunteer Tutors

Pronunciation: Sentence Stress

Stress patterns in spoken language can be especially problematic for non-native speakers. In this workshop, participants will discover the basic stress pattern used in North American English, how it differs from most other languages, and why that is a challenge to our learners. We will work on activities that help students tackle this stress pattern and have fun doing it! This session will also provide participants with an overview of the stages of pronunciation lessons and effective types of activities for each stage.

Length: 2 hours

Primary Audience: Volunteer Tutors

Pronunciation: Intonation

Intonation is the rise and fall in pitch of the voice in speech to convey meaning. When this pattern is off, so is the intended meaning of the message, which in turn has a deleterious affect on our learners' comprehensibility. This workshop focuses on teaching intonation, thought groups and prominence to ESL learners using fun, effective techniques and activities.

Length: 2 hours

Primary Audience: Volunteer Tutors

ESL In-services (continued)

Overview of Grammar for Tutors

Should I know what a modal is? If I don't know what the conditional tense is, can I still tutor? This quick overview will identify basic English grammar terms that are typically used with ESL learners. We will identify examples for a range of verb tenses, adverbs, adjectives and parts of speech.

Length: 2 hours

Primary Audience: Volunteer Tutors

Teaching Basic Grammar to ESL Students

How do you integrate grammar into your lesson plans? What are effective strategies for teaching grammar? Come to this hands-on workshop to practice several sample grammar lessons and learn how to modify them to fit your learners. This session will cover grammar concepts such as present tense, simple past, question formation, pronouns, prepositions and adjectives.

Length: 2 hours

Primary Audience: Volunteer Tutors

Teaching Intermediate Grammar to ESL Students

How do you integrate grammar into your lesson plans? What are effective strategies for teaching grammar? Come to this hands-on workshop to practice several sample grammar lessons and learn how to modify them to fit your learners. This session will cover grammar concepts such as modals, progressive and perfect tenses, and comparatives and superlatives.

Length: 2 hours

Primary Audience: Volunteer Tutors

Grammar Overview for Tutors Part 2

In this session we will look at grammar structures used with more advanced ESL learners, including different types of clauses and more complex aspects of verbs and their patterns. We will look at the role these structures play in conditionals, reported speech and other grammatical context.

Length: 2 hours

Primary Audience: Volunteer Tutors

Teaching Higher-Level Grammar to ESL Students

How can you keep your learners interested in learning the more complex aspects of grammar? In this session we will practice some different strategies to help students become more aware of the richness of the English language and to keep them motivated to learn.

Length: 2 hours

Primary Audience: Volunteer Tutors

Teaching Vocabulary

Learning vocabulary can be more than just drilling lists of spelling words. Learners retain more when vocabulary is presented and applied in meaningful, context-rich methods – and a little fun never hurt either! Explore a variety of activities to help students learn and practice English vocabulary.

Length: 2 hours

Primary Audience: Volunteer Tutors

ESL In-services (continued)

Conversation

Ask your learners what they'd like to work on and the majority of them will say, "conversation". In order for our learners to feel comfortable engaging in conversation outside the classroom, we need to give them ample time to try using language in a genuine, yet safe atmosphere. Learn fun, interactive ways to help your students build fluency in English conversation.

Length: 2 hours

Primary Audience: Volunteer Tutors

Using Learners' Culture in the Classroom

Language lessons are most effective when the content is familiar to the learners. Your learners' culture is a rich context that can provide the familiarity needed to increase learner comprehension. Come learn how to use your learners' culture as a tool to develop meaningful lessons.

Length: 2 hours

Primary Audience: Volunteer Tutors

Teaching Multi-Level Classes

It can be very challenging to teach students of varying abilities. Yet nearly all ESL classes are multilevel in some way, whether the students differ in oral skills, literacy skills or language backgrounds. Come learn effective strategies and activities for working with mixed-ability ESL groups.

Length: 2 hours

Primary Audience: Volunteer Tutors

Low-Prep Activities

Sometimes lessons go more quickly than anticipated. For these occasions, it's a good idea to have a file of low- or no-prep activities at the ready. In this session you'll get some great ideas that will help you in a pinch.

Length: 2 hours

Primary Audience: Volunteer Tutors

Out of Your Seats!

Do your learners easily tire while working with pen and paper at their desks? Do you have students who learn best with active, physical and communicative activities? Activities demonstrated in this session will enhance the enjoyment of language learning while also increasing learner understanding.

Length: 2 hours

Primary Audience: Volunteer Tutors

Using Real-Life Materials

What real-life materials can you use with your students to improve their language skills? At this hands-on workshop we will look at how to use real-life materials, such as newspapers, phone messages, menus and bus schedules, to teach survival skills to your ESL learners.

Length: 2 hours

Primary Audience: Volunteer Tutors

Using Video in the Classroom

Video can be an engaging, useful tool in your classroom. Enhance any type of lesson you may be planning – whether it's teaching grammar, vocabulary, listening, discussion or comprehension, video is incredibly versatile, a helpful medium that's also a welcome change of pace for your learners.

Length: 2 hours

Primary Audience: Volunteer Tutors

ESL In-services (continued)

Using Authentic Listening Materials

Want to prepare your learners to understand language outside the classroom? Of course! One extremely valuable way to do this is to use authentic materials as practice in the classroom. This workshop will explore using materials such as radio and TV recordings, music, advertisements and interviews to help learners train their ears to listen to and understand genuine occurrences of language.

Length: 2 hours

Primary Audience: Volunteer Tutors

Using Comics to Teach ESL

Comics can be used to learn new vocabulary, idioms and cultural information. Come to this hands-on presentation to see samples of ESL handouts made using comics. Help brainstorm ideas on how best to use comics to improve English skills.

Length: 2 hours

Primary Audience: Volunteer Tutors

Here's Your Lesson Plan—Now What?

Not sure what the next step is after you read a lesson plan? Which materials should you use? How can you make the plan more flexible to meet the needs of students with varied abilities? This in-service will address how to select materials, add some flexibility to a plan, explain directions for activities, and considerations when introducing new language.

Length: 2 hours

Primary Audience: Volunteer Tutors

Give Your Worksheets a Workout

Worksheets and workbooks are a part of almost any classroom. But are you and your students getting the most out of these pages? Learn strategies for using conventional worksheets in ways that get students talking, moving, and creating with the language. From simple routines and activities to real-life projects, give your worksheets a workout!

Length: 2 hours

Primary Audience: Volunteer Tutors

Student-Centered Classrooms

Do you feel exhausted by the end of class? Maybe you are doing too much of the work! In a student centered class the students do most of the work: they discuss, read, write, and they might even take attendance. Increasing student involvement is motivating and it gives them more opportunities for language practice. Come and learn ways to make your class more student-centered.

Length: 2 hours

Primary Audience: Volunteer Tutors

Assessing Student Understanding

Do your learners "get it"? How do you know if they understand the directions you just explained or the reading passage they just read? Or the new vocabulary they are supposed to have learned this week? We will look at different ways tutors can check for comprehension in the ESL classroom.

Length: 2 hours

Primary Audience: Volunteer Tutors

Help! My Low and Intermediate Level Students Need Writing Practice

Motivating students to write can be a challenge. When they do write, all of the issues they have in their writing can be overwhelming for their teachers. In this in-service learn about focused writing goals and activities that are not only motivating, but also result in improvements. This in-service will focus on writing activities for high-beginning to intermediate level students.

Length: 2 hours

Primary Audience: Volunteer Tutors

ESL In-services (continued)

Music and Chants

Learn how you can use music and chants to teach grammar, vocabulary and culture as part of your overall ESL lesson. Come to this hands-on in-service to get lesson ideas and handouts on how to use music *and chants* to enhance your ESL lessons.

Length: 2 hours

Primary Audience: Volunteer Tutors

In-service Training (Other):

Teaching Citizenship

Learn about the citizenship process, how to fill out the forms with your students and the usual timeline for becoming a citizen. Teaching materials, including a copy of the 100 history and government test questions, a list of citizenship resources, and reproducible worksheets will be provided.

Length: 2-3 hours

Primary Audience: Teachers and Volunteer Tutors

Teaching Math

Learn strategies for helping students with math. Emphasis is on how to use math curricula effectively as well how to teach real-life math skills.

Length: 2 hours

Primary Audience: Volunteer Tutors

Academic Skills at Any Level

Academic skills aren't just for advanced English language learners. Students at any level can practice critical thinking and become more independent learners. These skills improve the retention of information, and they transfer to workplace environments. By gaining academic readiness in earlier levels, students who choose to obtain postsecondary education will be all the more prepared. Come learn about activities and mini-lessons to foster academic readiness at any level.

Length: 2 hours

Primary Audience: Volunteer Tutors

Understanding the Dimensions of Performance: Building Knowledge Base, Fluency, Range, and Independence

Simply cramming information into our (or our students') heads isn't enough. We need to be able to access and use it. Get a quick overview of the dimensions of performance research from the "Equipped for the Future" project and begin thinking about how it impacts your teaching and learning."

Length: 2 hours

Primary Audience: Teachers and Volunteer Tutors

Teaching CASAS Competencies

Many of our learners regularly take the CASAS test, an assessment measuring language skills. How can volunteer tutors help learners improve their CASAS scores and test-taking skills while still meeting the learners' communication needs? This workshop will introduce CASAS competencies to volunteer tutors, explain how the test works, and suggest how to best incorporate learners' test results into instruction.

Length: 2 hours

Primary Audience: Teachers and Volunteer Tutors

Using Volunteers in the ABE/ESL Classroom

Explore best practices in effectively integrating volunteers into the classroom. Learn some concrete activities that volunteers can do to help with student achievement. Review strategies for communication and recognition.

Length: 2-3 hours

Primary Audience: Teachers and volunteer coordinators

Educational Technology In-Service Training

Here is a sampling of the educational technology trainings MLC staff can provide at your next regional training. All trainings are 2-3 hours in length and aimed at ESL/ABE teachers and volunteers.

Social Networking Resources

Facebook, My Space, YouTube, Podcasting and others are all the rage among students. Find out about these social networking tools and how elements from them can be used in a positive manner to help teach your students.

Intro to Video Editing for ESL/ABE Classrooms

Video, video everywhere, what to do with all of it? You finally got that video camera and took lots of footage but now what to do with it. Don't be intimidated by the video editing process. This training will teach you to make useable projects for your classroom.

No iPod, No Problem: Podcasting for the Classroom

IPods and MP3 players abound but of what use are they in the classroom? This training will teach you to find, use and create your own podcasts for your own use without having to purchase MP3 players.

Authentic Internet for Adult ESL

The Internet has the potential to link adult learners with vital information and resources directly applicable to their everyday lives, but many adults are Internet novices, overwhelmed by the vast amount of information and unsure even where to begin. You can help your learners get started on the Internet by directing them to helpful web sites, guiding them through their first Internet experiences, and helping them learn how to navigate the web. In this hands-on workshop, visit web sites of interest to adult learners (such as MapQuest.com, Weather.com, snow emergency parking info, MetroTransit.org, USCIS.gov) and learn how to be an effective Internet tour guide for your learners.

Minnesota Curriculum Development Showcase

Many new products come out each year for teachers but did you know that some are developed by Minnesota ABE teachers? This hands-on training will give you a look at some of the newest FREE resources available to you including: Job Interview Practice, Adult Computer Training, Filling out Forms, Pre-Literate Curriculum Materials and a search engine just for ABE/ESL teachers.

Enhancing Your Lessons with Digital Images

Use a digital camera to enhance your classroom materials. Learn how to share your images online and insert and format images in Word documents. Browse through lesson handouts enhanced by digital images.

Creating Program Newsletters

Creating a print or online newsletter for students or for teachers at your own program is easy to do. Learn how to use templates, images, and design to help communicate your message to the right audience.

Basic Computer Skills Curriculum

ESL students need basic computer skills literacy. Come to this online in-service to see different lessons and curricula on how to teach basic computer skills to your ESL learners.

Teacher Web

Come see how Minnesota teachers create class or program websites with a user-friendly online tool. *Teacher Web* provides a class template where teachers can easily link to online exercises or news articles, create calendars, upload class photos and make quizzes. Direction sheets provided.

Educational Technology In-services (continued)

Teaching with ESL Websites

Visit a range of excellent ESL websites you can use with your learners. Pick and choose the best exercises for your classroom curriculum. Websites will include low level literacy practice to intermediate instruction. We'll view websites with reading, writing, listening and vocabulary skills practice.

Online Tools for Workplace English

What types of online resources are particularly useful for teaching Workplace English? This hands on in-service will give you a tour of online exercises, resume-building resources and employment websites to bolster employment activities with your own ESL curriculum.

Teaching with PowerPoint

How can PowerPoint be used to create class projects and enhance language learning? This in-service will provide a tour of sample project activities and then walk you through basic instructions on using PowerPoint with learners.

Teaching with Blogs & Wikis

Blogs are online journaling web sites and wikis provide collaborative writing space online. Participants will tour several educational blogs and wikis and then create their own blog.

Connecting to Communities of Practice

Learn to use Blogs, Wikis and other online tools to connect with other educators around the country. Create your Blog or Wiki, share experiences, find teaching tips, and discover links to great online resources. Available live or as a online class.

Computer Confidence for Educators

Learn how to troubleshoot basic computer problems with this hands-on in-service, which will walk you through some practical ways to maintain your personal computer.

ESL Software Practice

This in-service will provide hands-on practice with a number of ESL software programs; such as English for All, Rosetta Stone, Live Action English, Side by Side Interactive and Ultimate Phonics.

Teaching with eFolio

This hands-on workshop will show you, step-by-step, how to enhance your learners' writing and vocabulary skills as they prepare materials to set up free online portfolios using eFolio.

Evaluating Educational Software

Get hands-on experience with current ESL software titles. Use evaluation guidelines provided to determine which ones are most appropriate for your program and learner needs.

Creating Online Exercises

Learn how to use online resources like Quia, Trackstar and Hot Potatoes to create and organize classroom websites and make interactive exercises.

Teaching ESL Grammar Skills – Online Workshop

Learn approaches and activities for integrating grammar into ESL instruction. This online in-service will focus on teaching basic grammar activities and concepts. Sample lesson handouts and a short list of grammar terms will be provided.

Author Your Own RealeBooks

What are RealeBooks? Use free RealeWriter software to create your own printable picture e-books. RealeBooks allow students and teachers to share the most relevant personalized stories: their own!