



CLAN's New Resource Base

Later this month, we are opening CLAN's new multimedia resource centre for literacy and numeracy practitioners in Edinburgh.

CLAN Edinburgh has established the Resource Base to give practitioners the opportunity to use and borrow resources so that learners in the city benefit from a high quality learning experience. In addition, practitioners will have access to resources they need for their own professional development.

The Resource Base is open to lecturers, project workers, tutors, assistant tutors and workers from over 40 learning organisations who are designing and delivering courses and projects with literacy and numeracy content.

We have over 700 books, packs and software programmes on teaching and learning and on professional issues. Topics covered are language (including ESOL), literacy, numeracy, skills in context, inclusion, organising provision, programme types and research and theory.

To support practitioners preparing learning and teaching materials and producing posters, leaflets, flyers and booklets, we have

- Windows and Mac based PCs
- a suite of laptops with broadband Internet access
- colour and black and white printing, scanning and photocopying facilities
- other tools: laminator, punches, guillotine and binder.

To allow practitioners to use a range of learning and teaching methods, we have ICT equipment and tools

- laptops, printers and combined printer-copier-scanners
- calculators, spell checkers, reading pens
- digital cameras and camcorders
- wire-free mice and keyboards

and presentation and groupwork equipment

- digital projectors
- TV/Video combination
- interactive whiteboard.



To enable practitioners to meet the needs of learners with disabilities, we have additional ICT tools and software: keyboards, pointing devices, switches and adapters, screen reader and magnifier, text-to-speech and voice recognition software.

We can discuss courses and projects that practitioners are planning and give advice on the resources that will match learners' needs and interests. Items can be loaned for one, three or six week(s) and loans can be renewed.

Membership For information on how to become a CLAN Resource Base member, contact Catherine Macrae, ICT & Literacies Officer, at CLAN. Email: catherine@clanedinburgh.org

The Resource Base is located at McDonald Road Library, 2 McDonald Road, Edinburgh EH7 4LU (*middle of Leith Walk*). Tel: 0131 652 3938.

Assessment & Resources Workshop

A workshop session for practitioners who have recently become involved in adult literacies work will run on Thursday 19 August, 10am-12.45 pm at the CLAN Resource Base, McDonald Road Library.

- Topics include
- assessment materials & approaches
 - literacies resources
 - how the CLAN borrowing system works.

Please arrive at 10am for the start at 10.15am. If you are interested in this session, contact Gillian Lawrence at CLAN by **Friday 2 July**. Email: gillian@clanedinburgh.org

The Welcoming



THERE WILL ALWAYS BE PEOPLE COMING TO SCOTLAND from troubled areas of the world. In addition, we live in an increasingly multicultural society, so we can recognise this and respond positively in the areas where we work.

In February 2003, the Adult Learning Project (ALP) in partnership with the Minority Ethnic Health Inclusion Project (MEHIP), set up a health and literacies pilot project to bring together refugees, asylum seekers, Scottish and local minority ethnic communities. The aim was to socialise, share cultures and learn together. Newcomers to the society wanted to learn about Scots society and culture and also practise their English.

Finishing in July 2003, the pilot project was successful and funding has been secured from Communities Scotland to continue the project as a literacies Pathfinder Project. ALP continues to work with MEHIP and has a further partner, Canmore Housing enabling people to access further services. These organisations all work in the Dalry area which has a high proportion of both refugees and people from minority ethnic groups but the project attracts people from across the city.

The Welcoming takes place each Thursday from 1pm – 4pm at New Dalry House, Orwell Place, Haymarket. The sessions involve lunch from 1pm – 2pm, a main discussion around a theme and then more detailed work including writing in small groups. The lunch has proved very popular as people can relax and talk informally. For those on a limited budget, this is a healthy, nutritious meal.

The themes for the sessions have been chosen by the participants and are universal so everyone can relate to them. They have included topics such as festivals, marriage, education and personal safety. As is traditional with ALP, there is also a celebratory element to the day with some music, singing or dancing. This has been warmly welcomed with great appreciation of diverse traditions and skills.

The benefits are the enriching experience of meeting people from different cultures, contributing to a project working against racism and supporting refugees, sharing Scots culture, as well as further practise in literacy, both reading and writing. We have a newsletter that features writings from The Welcoming sessions and serves as an outlet for expressing opinions. In addition, there are outings and in July we plan to have four!

At present there are two language workers with the project. Both have ESOL training and have also worked with Scots literacy students. One worker concentrates on writing, the other on speaking and reading. We have employed three bilingual outreach workers who have proved invaluable in enabling participants to understand spoken and written English.

Whilst we work in groups at The Welcoming session, individual literacy work is done by the various workers outside the sessions. Most of this is related to accessing services. With regard to language, we can be seen as an additional support to the classes run by CLAN literacy tutors or ESOL workers, providing students with a wider opportunity to practice.

Come to the sessions

The project is for everyone and we want to encourage Scottish literacy students interested in sharing their culture and working with other cultures, to come to The Welcoming sessions. ALP would appreciate a phone call to let them know who is coming as they have found that this helps to make sure people feel welcomed.

Further information can be obtained from Stan Reeves, Project Co-ordinator, at the Adult Learning Project, 184 Dalry Road, Edinburgh EH11 2EP. Tel: 0131 337 5442.

OR

Pol Yates, Organiser and Literacy Worker. Tel: 0131 347 1450. Office mobile: 07867658530.

In this edition, we are looking at software programmes which you can take a look at on the Web and then download or request a trial version.

Inspiration is a tool for mapping out ideas and concepts visually. It encourages students to develop their ability to think and learn visually and is particularly useful for students with dyslexia.

Inspiration has two main ways of presenting ideas: as a Diagram or as an Outline. Diagrams show ideas or concepts arranged as a group of interconnected symbols. An Outline shows the same information presented hierarchically, working as a plan for a piece of writing or other task. The process of creating a diagram requires students to organise their thoughts and so develops their thinking skills. The visual maps can be used as memory aids for spellings or numerical processes that students have difficulty retaining. Price: from £59.95.

For more information go to www.inspiration.com where you can download a free trial version.

Read & Write is software designed to support learners by helping them to construct words and sentences and through reading text aloud. Read & Write can be used with Microsoft Word and appear as an additional toolbar. The set of utilities includes:

Word prediction – offers suggestions for mis-spelt and incomplete words and can also predict ahead. The utility can learn from typing and from analysing text files.

Dictionary – gives definitions and finds alternative words with the same or similar meaning to the ones the learner has used.

Word wizard – offers alternative words and phrases as well as searching for words using opposites and other relationships.

Spell checker – the speaking spell checker checks selected words or paragraphs or as the learner types. The spell checker analyses errors and puts previous corrections at the top of its word lists.

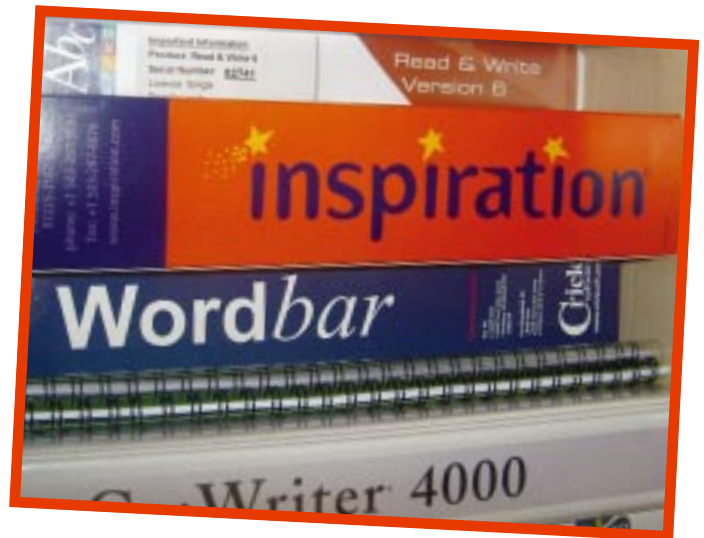
Homophones editor – in Microsoft Word homophones will be highlighted and this utility allows the learner to see a list of homophones and meaning in a list in order to check they have used the right one.

Speech options – allow the learner to hear their text read out as they type, reading each letter, each word or each sentence. Students can also request reading of facilities such as menus, lists, icons, buttons, etc.

Text reader – allows learners to have text read aloud from several sources: text files, PDF files and text from the clipboard.

Standard calculator – can be used with speech and also has an 'audit trail' window showing the details of calculations made. Price: from £140.

Visit www.texthelp.com/rw7.asp?q1=products&q2=rw7
The company produces a trial version, available on request via the web site or their freephone number 0800 328 7910.



Wordbar is software which helps to support students' writing. It is used together with a word processing package such as Word and appears at the bottom of the screen. This area is organised into tabs and grids which contain relevant words, phrases and/or sentences. Choices can be made from existing options or prepared in advance by the tutor or students. It is transferred by the learner into their own text with a simple point and click and has built-in speech.

The programme is very useful for dyslexic students and group work projects like creating a newsletter or researching a topic. Grids can be set up for specific writing purposes (e.g. letters, computer words, email messages) or using applications such as a spreadsheet or database. There is a range of free, ready-made materials on Crick's Learning Grids website at www.learninggrids.com

Price: from £60. A free 30-day trial version is available from Crick Software on 0845 121 1691. For further information visit www.cricksoft.com/uk/products/wordbar/default.asp

Mathsbook Plus helps students to practice written methods for the four rules of addition, subtraction, multiplication and division.

Its main advantages over pen and paper are that as students work on a sum, the programme offers help (e.g. reminding them to carry in addition or take the bottom number from the top in subtraction) and the programme tracks learners' progress. The tracking tool keeps a record of errors so that any pattern that might be due to a misunderstanding of the process can be spotted. The level of help or difficulty can be set by the student or tutor as can the appearance (from a 'younger' to an 'older' style). Price: from £34.95.

For more information go to www.topologika.com where you can download a free trial version (as two separate files).

Please note that all of the software described above is among the packages available to browse at the new CLAN Resource Base (see article on front page).

Carers Voice

At the end of 2003 the CA(I)RE Project faced closure due to lack of funding. In response to this situation, CLAN developed a short course called the Carers Voice, in partnership with CA(I)RE and Care for Carers.

Carers were invited to join a group to make their voices heard, using a range of communication tools including: letter writing, phone calls, emails, using the Internet for research, questioning. Creative writing as a form of expression was also offered as an option.

After discussions a tutor and venue were made available and course information was sent out to carers about the risk of closure of the project. This encouraged carers to come to the first session and plan what they wanted to do about the project's plight. The course ran for 8 weeks. 6 learners enrolled; however, due to caring commitments only two learners were able to attend regularly for the duration of the course.

The group wanted to fight the cause of the CA(I)RE Project and decided that they would work together to compose a collective letter, research statistical information and people to send the letter to and also try some creative writing, if time permitted.

After a lot of planning, negotiation, researching, soul searching and hard work, the final draft of the letter was produced and dispatched. Included was a poem written by a group member, emphasising the effect that caring for loved ones, full-time, had on their physical, mental and social well being.

At the final session we received positive and supportive correspondence from the Chief Executive of Edinburgh City Council and MSPs. The Evening News also showed interest in writing an article. The learners felt a great sense of achievement and accomplishment.

The following week, we discovered that CA(I)RE had secured funding and can now continue. We would like to think that the learners played a large part in this positive outcome.

Group members showed their anger at the possible closure and their determination produced a powerful letter. Although it was a lot of hard work, it was also a great deal of fun! The group's success can be clearly seen with the positive responses to the letter and funding being secured.

Rita's Lament

*I woke up one morning and what did I see
That I had been chosen a carer to be
Nobody told me, nobody said
What the future would hold as I rolled out of bed.*

*My daughter, Annette has MS you see
And now in a wheelchair, she relies on me
I am no spring chicken, as those who know me will tell
But as long as I'm able I'll look after her well
Although I'd wish it was different there's nowt I can do
But roll up my sleeves and just follow through.*

Ricky Karoyan, 2nd Chance to Learn

ESOL Literacy Award

Stevenson College held an Awards Ceremony at the Odeon Cinema Wester Hailes on Friday 4 June 2004. One of the Award winners was Miriam Gallander who attends the CLAN funded ESOL Literacy group held on Tuesday afternoons at Leith Library. Miriam won the ESOL Literacy Award and puts in her own words how she feels about her learning experience:



" I am a nursery nurse and I like and enjoy my job. Arabic is my first language but speaking English doesn't worry me - but writing English is my nightmare! My job now requires more paperwork - forms, notices and reports.

I tried different ways to overcome this... going to ESOL classes ... but they were too general. What I like about my class is the time in the afternoon which doesn't affect my family's routine. We are all treated as individuals and I feel I have a say in what I need to work on, the teacher plays a great part in directing my learning.

I now get assistance with my reports that I have to do for work. There is no pressure so I find the learning atmosphere very relaxing, we are a small group and get on very well. The nice cup of tea at our quick breaktimes keeps me enthusiastic as well. Coming to this class has helped my self-esteem and I have regained my confidence."

Integrating Numeracy

This training workshop for adult literacy and numeracy workers will run on Tuesday 6 July, 9.30am - 12.30pm. Practitioners will have the opportunity to

- discuss possible contexts, partners and content of numeracy learning
- consider how to apply critical approaches
- hear an example from The Number Shop.

There will be a pack of ideas for developing numeracy within a variety of activities such as sewing, music, food, pub games and IT.

If you're interested, register giving your name, email address and where you work by **Friday 25 June** to Gillian Lawrence at CLAN. Tel: 0131 270 6070. Email: gillian@clanedinburgh.org

If you would like to contribute to future issues of 'Beans', please send your contribution to Fiona Holmes, CLAN Edinburgh, 1-3 Canon Street, Edinburgh EH3 5HE. Tel: 0131 270 6073. Fax: 0131 270 6074. Email: fiona@clanedinburgh.org Web: www.clanedinburgh.org

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