



# *Literally Speaking*



*Washington County Literacy Council*

November – December 2008

## Please welcome our newest Tutors!



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 15<sup>th</sup> 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 25<sup>th</sup> and May 2<sup>nd</sup> 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](mailto:ItsSimplyBrenda@aol.com). Thank you!



## Board Meeting Minutes

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

- Council becoming more involved with Annual World Literacy Day on September 8<sup>th</sup>.
- 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.



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*Hagerstown MD*

*Office Hours:*

*M / T / Th / F 8:30am – noon*

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*Address Service Requested*

*Happy  
Holidays!*