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**AUTHOR** Kelly, Michael G.; And Others  
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**IDENTIFIERS** Waubonsee Community College IL

**ABSTRACT**

A project was conducted to develop and compare two vocational education programs--a bilingual instructional model and an English core language instructional model--for limited English proficient (LEP) students in vocational education at Waubonsee Community College (Illinois). During the project, information and referral services and support services to more than 100 LEP students were provided; inservice workshops concerning the problems of LEP students were presented for Waubonsee personnel and the community; and inservice and preservice training for planning and implementing vocational training for LEP students were offered to administrators and vocational and language instructors in Illinois. The major accomplishments of the LEP project were in the areas of materials development. Instructional materials for students and instructors in machine shop fundamentals and a secretarial science instructor's manual in vocational English as a second language were developed. A comparison of the bilingual and non-bilingual English core language instructional models were implemented during the project. The project demonstrated that with support services, courses in vocational English as a second language and appropriate English core vocational curricula and materials both helped limited English proficient students succeed. The project concluded that a high priority be placed on English language skills in all vocational courses. The materials developed by the project are expected to be used by more than 150 community colleges. (KC)

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**Final Report FY82  
A Plan to Develop  
and Compare Two  
Vocational Education  
Models For  
Limited English  
Proficiency Students**

Illinois  
State Board of  
Education

Department of  
Adult  
Vocational and  
Technical Education

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Waubonsee  
Community  
College

Edward Copeland  
Chairman

Research and  
Development Section

Project Staff

Donald G. Gill  
State Superintendent  
of Education

July, 1982

Administrative:

Kenneth Shibata  
Executive Vice-President

Leland Thompson  
Dean of Social/Economic  
Sciences and Technologies

Dan Griffin  
Director of Planning  
and Research

Developers:

Michael G. Kelly  
Project Director

Patricia A. Menges  
Curriculum Developer

Kebir Marti-Lambert  
Information and Referral  
Person/Counselor

Mary Diaz  
Secretary

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- a. DAVTE Funding Agreement: R-32-32-J-2106-407
- b. Official Project Title: A Plan to Develop and Compare Two Vocational Education Models for Limited English Proficiency Students
- c. Project Director: Michael G. Kelly
- d. Funded Agency: Waubensee Community College
- e. Location: Route 47 at Harter Road  
Sugar Grove, IL 60554  
(312) 466-4811
- f. Time Period: July 1, 1981, to June 30, 1982

9: Final Report Abstract

Title of the Project: A Plan to Develop and Compare Two Vocational Education Programs for Limited English Proficiency Students

Funding Agreement Number: R-32-32-J-2106-407

Principal Investigators: Michael G. Kelly, Patricia A. Menges, Kebir Marti-Lambert

Institution: Waubonsee Community College  
Location: Route 47 at Harter Road, Sugar Grove, IL 60554

Time Period Covered: July 1, 1981 to June 30, 1982

Objectives of the Project:

- I. Implement the bilingual instructional model in vocational education for LEP students in the Fall Semester of FY82 and implement and fieldtest an English core language instructional model in vocational education for LEP students in the Spring of FY82.
- II. Provide information and referral services and support services to a minimum of 100 LEP adults in FY82.
- III. Present in-service workshops addressing the problems and concerns of LEP adults for Waubonsee Community College administrators, faculty, staff, and the community in FY82.
- IV. Offer pre-service and in-service training on planning and implementing vocational training for LEP students to administrators and vocational and language instructors in Illinois in FY82.
- V. Evaluate the project and its components on an on-going basis, in quarterly reports, and in the FY82 final report.
- VI. Compare the bilingual and the English core language models in May and June, 1982, and include the comparison in the final report.

Summary of the Final Report:

The major accomplishments of the FY82 Waubonsee LEP Project lie in the areas of materials development and the comparison of the bilingual and (non-bilingual) English core language instructional models that were implemented in FY82. These accomplishments, keyed to the six Project Objectives, are discussed in Part 2, the main body of the Final Report. Also presented in Part 2 are data on the LEP student population and an analysis of the materials developed by the Project. Conclusions and recommendations are offered for other vocational programs serving LEP persons. Parts 1 and 3 contain background information and appendices.

Expected Contribution or Potential Impact on Vocational Education:

The information contained in this Final Report will assist local and state educational agencies and their staffs in planning and implementing vocational education programs for limited English proficiency students.

Products Delivered:

Twelve copies of the FY81 Final Report will be delivered to the Research and Development Section, Department of Adult, Vocational and Technical Education, in July, 1982.

h.

Expenditure of Funds

The Project expended \$77,451 of the approved budget.

Approved Budget	DAVTE \$77,879	LOCAL \$21,372	TOTAL \$99,251
Actual Expenditures	\$77,451	\$18,786	\$96,237

# Illinois State Board of Education

## Department of Adult, Vocational and Technical Education Research and Development Section

### Product Abstract FY82 FINAL REPORT:

1. Title of material A Plan to Develop and Compare Two Models of Vocational Education for Limited English Proficiency Students
2. Date material was completed July, 1982
3. Please check one: New material  Revised material
4. Originating agency Waubonsee Community College  
Address Rt. 47 at Harter Road, Sugar Grove, IL Zip Code 60554
5. Name(s) of developer(s) Michael G. Kelly, Patricia A. Menges, Kebir Marti-Lambert  
Address Waubonsee Community College Zip Code 60554
6. Developed pursuant to Contract Number R32-32-J-2106-407

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### 9. Intended for Use By:

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| <input type="checkbox"/> Student                     | <input type="checkbox"/> Classroom Teacher         | <input checked="" type="checkbox"/> Local Administrator |
| <input checked="" type="checkbox"/> Teacher Educator | <input checked="" type="checkbox"/> Guidance Staff | <input checked="" type="checkbox"/> State Personnel     |
| <input type="checkbox"/> Other (Specify) _____       |  |   |

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16. General Description (State the general objective and suggested method of use. Summarize the content and tell how it is organized. Continue on back of this sheet or on another sheet, if necessary.):

The major accomplishments of the FY82 Waubensee LEP Project lie in the areas of materials development and the comparison of the bilingual and (non-bilingual) English core language ins-ructional models that were implemented in FY82. These accomplishments, keyed to the six Project Objectives, are discussed in Part 2, the main body of the Final Report. Also presented in Part 2 are data on the LEP student population and an analysis of the materials developed by the Project. Conclusions and recommendations are offered for other vocational programs serving LEP persons. Parts 1 and 3 contain background information and appendices.

17. Person Completing this Abstract: Michael G. Kelly

Full Address:

Waubensee Community College

Illinois Route 47 at Harter Road

Sugar Grove, IL

Zip 60554



PART TWO

OBJECTIVE I. Implement the bilingual instructional model in vocational education for LEP students in the Fall Semester of FY82 and implement and fieldtest an English core language instructional model in vocational education for LEP students in the Spring of FY82. Both instructional models will utilize the basic program design and English instructional materials developed, field tested and revised in FY81.

As outlined in the FY82 proposal, the Project implemented bilingual model vocational and VESL courses in the areas of Machine Tool and Secretarial Science during the fall semester, and English core language (non-bilingual) model courses during the spring semester. In each semester, the Project recruited and enrolled LEP students in two Machine Tool Laboratory I courses and one Secretarial Science course, finalized curricula and instructional materials, completed the courses, and provided support services to those students and other LEP clients.

All the vocational courses were sixteen weeks in length for a total of 96 contact hours. The corresponding VESL courses met for 8 to 10 hours per week.

The Project has aimed at making the content covered in its courses parallel to that covered in existing courses at the College for three reasons: the LEP courses should be able to mainstream into regular college programs; the LEP courses should be able to continue after the special Project terminates; and they should be as economical as possible. When the LEP Project's courses parallel existing ones, their students are enrolling in regular college credit courses and the institution can utilize other reimbursements and funding resources to pay the instructors.

The major objective of the Project is to compare a bilingual and an English core language (non-bilingual) instructional model in vocational education for LEP adults. The key factor differentiating the models is the use of the native language by instructors and in materials. To make a valid comparison of the two instructional models, all factors other than native language use should be as equal as possible. These factors include:

- Operational framework, i.e., start-up time, staffing, institutional adjustments, recruitment procedures, establishment of linkages with social service agencies, state offices, business and industry.
- Instructional program development, i.e., appropriate curricula and English vocational materials, and scheduling, especially of available shop time.

The Project profited greatly in FY82 from the foundations of operational framework and materials development that were laid in its first year. An effective vocational program for LEP students does not spring from a vacuum. For a continuing Project, problems associated with start-up time, staffing, and institutional adjustments are minimal. Recruitment procedures are established, as are linkages with social agencies, state offices, business and industry. Furthermore, the cornerstone of any vocational program for LEP students in the United States is the existence of appropriate curricula and vocational materials in English. These English vocational materials are the main instructional model, and it is evident that their development must precede that of effective bilingual vocational materials. Appropriate bilingual instructional materials must be closely coordinated with the main English vocational materials in organization, format, and language level.

In essence, the first drafts of the Machine Tool curriculum and instructional materials as well as corresponding VESL materials were field tested and revised from August to December, 1980. The second drafts were field tested and revised from January to May, 1981. The final versions of the Machine Tool curriculum and instructional materials and corresponding VESL materials were completed in FY82. These instructional materials include a Machine Tool Curriculum, the Machine Shop Fundamentals textbooks Parts I and II, the Machine Shop Fundamentals Workbooks I and II (Study Questions, Review Questions, and Worksheets), the Machine Shop Fundamentals Vocational Instructor's Manuals I and II, student native language supplements I and II (Spanish, Lao, and Vietnamese), and VESL

Instructor's Manuals I and II including Technical and Sub-Technical Vocabularies.

In Secretarial Science, the Project field tested existing typing textbooks and Business English VESL textbooks for two semesters in FY81. Additionally, the Project developed, field tested, and revised vocational and VESL curricula and materials. The final versions of the Secretarial Science curriculum and instructional materials and corresponding VESL materials were completed in FY82. These instructional materials will include a Secretarial Science curriculum, a corresponding Business English VESL curriculum, and a VESL Instructor's Manual with an annotated bibliography of typing and Business English (VESL) textbooks and supplementary VESL instructional materials.

The investment of time and monies in materials development has been great, but thus far the results definitely justify this investment. This investment has been a key factor in the successful development of appropriate vocational curricula and instructional materials for LEP students. The materials developed by the Waubensee LEP Project, especially Machine Shop Fundamentals, have been used by various other LEP vocational and VESL programs in Illinois as well as out-of-state, and have generated enthusiastic responses. (See section S, Statement of Impact, and section W, Materials Developed.)

OBJECTIVE II. Provide information and referral services and support services to a minimum of 100 LEP adults in FY82.

The support services component is a vital link between the LEP community, the Project, and other institutions and agencies. In FY82, the Project provided support services to over 300 participants (non-students) and students, far surpassing its original target and thus demonstrating the need for these kinds of services for LEP persons in the Aurora area. It is evident that many LEP persons have difficulties utilizing existing resources and services. The support services provided by the Information and Referral Person/Bilingual Counselor and other Project staff are divided into 3 main categories:

1) Direct services

Those services that were provided directly by the Counselor/Referral Person and other LEP Project staff, without referrals to any other agencies. They fall into the following categories:

- a) Intake
- b) Assessment
- c) Orientation
- d) Counseling
- e) Translation
- f) Transportation
- g) Job Development
- h) Job Referrals
- i) Follow-Up

2) Referral to Educational Resources

Referring participants that did not meet the entrance requirements for our program, or those with different educational or vocational interests or needs, to other programs available in the area, especially those offered by Waubensee Community College.

3) Referral to Services

Referring students and participants to the outside agencies and offices best suited to provide the services they need. The most common areas of services required include:

- a) Emergency Food
- b) Food Stamps
- c) Public Aid
- d) Emergency Rent

- e) Medical Services
- f) Housing
- g) Legal Services
- h) Immigration
- i) Child and Dependent Care
- j) Other Miscellaneous Services

For recordkeeping and documentation, the Project divided LEP persons served by the support services component into two groups: students and participants. Students were those persons who received support services, were referred to the project's courses, and attended eight or more classes. Participants were non-students who received support services. (LEP persons who received support services, were referred to the Project's courses, but attended less than eight classes, have been counted as participants.)

The Project utilized various materials and techniques to inform LEP adults and the community about the Project and its services and to recruit students. The dissemination of information and student recruitment must start the first day of a project and be on-going activities. Contacts with local business and industry were made, to evaluate employer/employee training needs, to recruit students, and for job development activities.

Those LEP persons who indicated interest in the Project's courses were assessed and those who met the entrance requirements were given written referral forms to enter and enroll in the courses. Once participants were referred to the LEP Project's vocational courses, support services to aid these students were intensified. During the year, the Information and Referral Person/Counselor continued to counsel students, assess their progress, identify concerns and problems, make referrals, provide support services, develop jobs, make follow-ups, and act as a liaison to CETA, the Illinois Migrant Council, Public Aid, the Department of Vocational Rehabilitation and other agencies providing financial assistance.

These Support Services, provided by the full-time Information and Referral

Person/Bilingual Counselor and other LEP staff, have been essential in the successful development, field testing and implementation of instructional models and materials for LEP students. In many cases, the availability of Support Services and on-going counseling and follow-up activities has been critical in enabling LEP students to complete the courses. While many difficulties faced by students were beyond the resources of the Project and its staff, they did everything humanly possible to resolve these difficulties. It is evident that the Support Services component of a successful Project serves as a visible commitment and link between this institution and the LEP community, and that it plays a vital role in the recruitment and retention of LEP students.

OBJECTIVE III. Present in-service workshops addressing the problems and concerns of LEP adults for Waubensee Community College administrators, faculty, staff, and the community in FY82.

In FY82, Project staff participated in three in-service activities:

On October 1, 1981, the Bilingual Counselor made a presentation about the LEP Project to the Board of Directors of El Centro Pan-Americano and 7 representatives of Aurora's District 131 Bilingual Education Programs.

On November 18, 1981, the Project Director and the Bilingual Counselor conducted an in-service workshop for the Waubensee Community College English as a Second Language/Adult Basic Education staff at Waubensee's Aurora Center.

On March 11, 1982, the newly revised Advisory Council met for the first time since October, 1980. Two former members and eight new members were present. (See Appendix I.) The Project Director provided an explanation and update of the program.



OBJECTIVE IV. Offer pre-service and in-service training on planning and implementing vocational training for LEP students to administrators and vocational and language instructors in Illinois in FY82.

A pre-service workshop was given at Waubensee Community College on August 10, 1981, by the Project Director and Curriculum Developer for administrators, and vocational and language instructors planning to use the Project's FY81 curricula and materials for Machine Tool and/or Secretarial Science.

This workshop was extremely successful, judging from the participants' reactions. Their very positive response justified the Project staff's choice of an in-depth materials workshop in early August, in time for participants to utilize the materials in their fall semester courses. (See section k.)

During FY82, the Project Director, the Curriculum Developer, and the Bilingual Counselor gave presentations at numerous conferences and workshops at regional, statewide and local levels. (See section k.)

The time and energy devoted to these conferences and workshops by Project staff has benefited other educators serving LEP students.

OBJECTIVE V. Evaluate the project and its components on an on-going basis, in quarterly reports, and in the FY82 final report.

Program and student files and monthly claim forms have been monitored by the Project Director to insure accuracy of information and accountability. Periodic staff meetings and monthly staff reports evaluated the day-to-day operations of the Project. Progress toward achieving the objectives of the Project was outlined in Quarterly Progress Reports to DAVTE.

The Project has been fortunate to have the active support of the Waubensee Community College administration which has also assisted in the evaluation of the Project. Furthermore, the services of the staff of the Waubensee Audio Visual Department have been instrumental in the development of high quality illustrations and technical drawings for the Machine Tool instructional materials.

The instructional component of the Project was evaluated by the Project Director, Curriculum Developer, bilingual vocational and VESL instructors, consultants, and the students. (See OBJECTIVES I and VI in this section; section r, Summations of Evaluation Data; section w, Materials Developed; and section t, Conclusions and Recommendations.

The support services component was evaluated by local agencies, the Project Director, Information and Referral Person/Counselor, and the students. (See OBJECTIVE II in this section; section r, Summations of Evaluation Data; and section t, Conclusions and Recommendations.) The major results of evaluations of all phases of this Project are included in this Final Report.

OBJECTIVE VI. Compare the bilingual and the English core language models in May and June, 1982, and include the comparison in the final report.

The Waubensee Project's major goal is to provide data for statewide/local planning and implementation of vocational programs for LEP students, based upon the development and implementation of two instructional models-- a bilingual one and a non-bilingual one--and upon a comparative evaluation of each model's adoptability. Both models relied on English as the primary language of instruction and use vocational materials in English as their core. In the bilingual instructional model, however, the instructors and certain materials were bilingual (English-Spanish/Lao/Vietnamese).

Introduction: LEP Students in Vocational Education

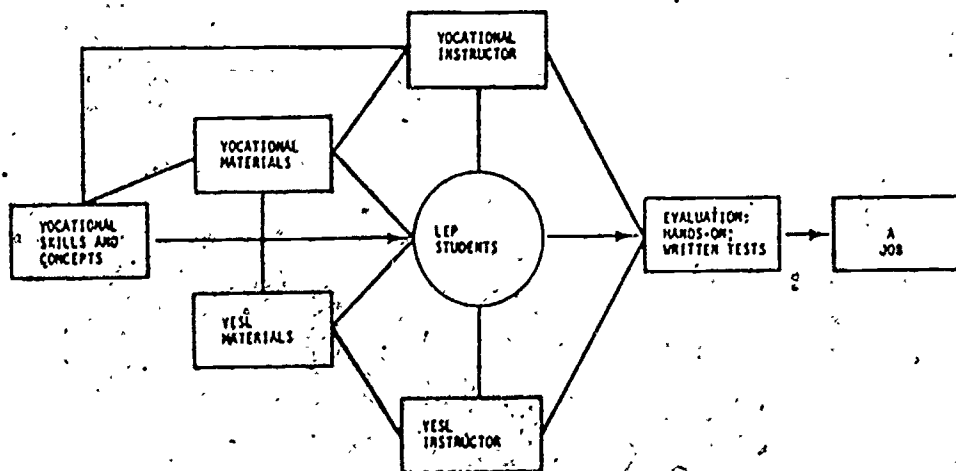
In our highly industrialized society, marketable technical skills and experience are mandatory for a good job. In addition, to obtain and retain employment, a prospective employee must be able to communicate adequately with his/her supervisors and fellow workers. Vocational education programs directly prepare people for employment by providing them with technical training and practical experience. Limited English proficiency (LEP) persons have the same technical training needs and range of abilities as everyone else. However, language and traditional instructional materials and delivery systems present major obstacles to LEP students' participation in regular vocational education programs. While these programs offer excellent opportunities to acquire technical skills, they do not have the resources needed to overcome the obstacles faced by LEP students. To become employable, LEP students must learn not only technical skills, but also general and job-specific communication skills in English. A person with good technical skills but inadequate English is not very employable, nor is one with good English but inadequate technical skills.

As part of its effort to meet the community's employment training needs, Waubensee Community College developed its programs for LEP students in Machine Tool and Secretarial Science, with corresponding vocational ESL (VESL) courses. The Waubensee LEP Project for Vocational Education offered short-term, part-time training aimed at providing students with skills for entry-level employment, job upgrading and/or further education. The Project was based on the premise that LEP students can be taught the same vocational skills and concepts as native English speakers, but that in order to accomplish this, instructional delivery systems and vocational materials must be adapted in format and language. The most obvious necessary addition to traditional vocational education delivery systems is a Vocational ESL (VESL) course. The role of the VESL course is assist LEP students with the oral and written English language skills necessary to succeed in the vocational course and to function on the job.

For LEP students in vocational education, there are four elements in the instructional component, with the first two naturally taking priority:

- Vocational Instructor
- Vocational Materials
- Vocational English as a Second Language (VESL) Instructor
- VESL Materials

### VOCATIONAL EDUCATION FOR LEP STUDENTS



The students' native language(s) may be used together with English by either instructor, and/or in either set of materials. Lectures, book work, and shop work will probably all be part of the vocational course, and the LEP student will have to demonstrate his/her acquisition of vocational skills and concepts by hands-on performance and in written tests which are generally in English. To get and keep a job, the LEP person must be able to demonstrate his/her technical skills and English skills to an employer. It must be emphasized that the goal of vocational education and its participants is employment, and that English communication ability is generally required for employment in the U.S.

The appropriateness of an instructional model for a specific vocational area in a particular institution or project, as well as how and how much the native language(s) will be used with English, will depend upon a complex set of interrelated factors:

- (a) The vocational area: how language-bound the skills acquisition and job performance is;
- (b) The commitment and resources of the institution or project;
- (c) The goals, length and scope of the vocational training program: entry-level employability or a stepping-stone to mainstream training; a few weeks or a year; part-time or full time;
- (d) The scope of vocational ESL support training;
- (e) The LEP target student population: how many native languages are involved; the students' levels of oral and written proficiency in English and in their native language;
- (f) The target student population's educational and vocational backgrounds in their native country and in the U.S.
- (g) The English vocational materials to be used in the program;
- (h) The availability of qualified bilingual instructors in the vocational area;
- (i) The availability of native language vocational materials for the vocational area which are appropriate for the target LEP student population;
- (j) The available funding for program development, including necessary materials development.

When adopting an instructional model for LEP students vocational education, each institution or project must evaluate the interplay of these factors in its own situation:

### The Two Instructional Models: An Overview

#### Bilingual Models

Within the practical constraints of a given program, the question of language use arises primarily with regard to the instructional staff and the materials used. The key element in any bilingual instructional model is the use of both English and the students' native language(s) as the media of instruction. Bilingual vocational education utilizes the LEP students' native language(s) together with English to remove the language barriers to skills acquisition that are presented by instructors and vocational materials using only English.

In a bilingual vocational program, the demands of the vocational area being taught will affect the use of the two languages, working toward the goals of student success in the technical training itself, and student employability after training. How much or how little an individual instructor will choose to rely upon the native language in the classroom will depend upon his/her perceptions of individual students' needs and of his/her role as a bilingual instructor in a particular vocational area. There are also numerous alternative ways of using the native language in instructional materials of a bilingual vocational program, ranging from complete translations of traditional English textbooks to native language supplements to bilingual glossaries.

Unfortunately, there is a popular misconception about bilingual vocational education which credits any proportion of native language use to English use with the magic ability to produce technically skilled, highly employable LEP persons in any technical area, regardless of the students' English proficiency--or lack thereof--and previous educational background. However, bilingual means two languages, and, while many different ways of combining them are possible, not all combinations will work with all LEP students in all vocational areas. In any case, if the goal is a job in the U.S., English should be the primary medium of instruction, with the native language playing a supporting role.

Although English should be the primary language of instruction in vocational programs in the U.S., the native language is sometimes the most efficient means of explaining key technical and particularly sub-technical concepts and terms. A bilingual instructor, especially if he/she has appropriate materials, can utilize the native language whenever necessary in order to get meaning across to students who are having trouble. The use of the native language can mean the difference between success or failure in the training program, especially for a student whose English proficiency is low.

A bilingual instructional model has great potential for helping the instructor to evaluate accurately the student's acquisition of technical knowledge and skills. A serious problem for LEP students in non-bilingual vocational courses is that the instructor may evaluate student performance in the lab or classroom as poor, but be unable to judge to what extent this is due to the student's difficulties with English.

Being able to express themselves in their own language and thus perform in the shop or classroom free from the frustrating handicap of their limited English increases not only their chances of success but also their belief in their ability to learn. Language and academic barriers are especially discouraging for most LEP students in vocational training, because of the pressing nature of their economic needs. A bilingual instructional model plays a vital role in bolstering the self-confidence of LEP students and building empathy between teachers and students. This is most important for LEP adults who have had little previous experience and/or success in academic situations, but also for LEP students of relatively high English proficiency and academic sophistication. The success of the latter students in a bilingual program can be the stepping stone they need in order to feel able to mainstream into regular vocational courses of further training, with native English speaking classmates.

A program wishing to adopt a bilingual instructional model frequently encounters difficulty in finding qualified bilingual vocational instructors, in obtaining funds for bilingual teacher's aides/tutors, and in finding qualified bilingual VESL instructors (if these are part of the model). It also faces the scarcity of appropriate bilingual instructional materials in most vocational areas, coupled with the difficulty of finding staff members with the vocational and ESL qualifications necessary for adapting or writing such materials and the difficulty of funding the staff time necessary for materials development. Logically enough, such practical difficulties in finding bilingual staff and materials are compounded in multilingual classes.



Besides these practical problems, use of the native language may work against the students' improving their job-related English skills. In the eagerness of LEP students to acquire vocational skills and of their bilingual instructor to facilitate this skills acquisition, it is quite possible to use too little English. This can lead to technically capable graduates whose English proficiency is too low to allow them to get or keep a job. Methods for lessening this danger that the Waubensee LEP Project has found to be effective include: discussion with instructor and student, ESL entrance requirements that are realistic for the vocational area and the scope of the training program, a strong VESL component, and encouragement of students to take a concurrent ESL course. This problem becomes much more serious if a bilingual course is in fact multilingual due to the presence of students from more than one native language background.

Another potential weakness of a bilingual instructional model of vocational education surfaces if technical vocabulary is taught in both English and the native language. In the first place, too much emphasis on native language technical terms will slow the acquisition of the English technical terms. In the second place, to learn new technical terms in both languages is doubly difficult for students, and in many cases is unnecessary. Most students will not be familiar with the technical terms in their native language, and in nearly all situations they will only need to use the English ones. This point is frequently brought up by students themselves, especially those with work experience in the U.S., and it is a strong argument against heavy reliance on bilingual technical glossaries.

A further complication is the fact that LEP students vary in the levels of their proficiency in their native language. Unless they have been well educated in their native language, their reading and writing skills and their

skills in the more formal social registers of this language will probably be low, sometimes lower than in English. This of course depends upon an individual student's educational background and experience in the U.S. and in his/her native country.

Finally, the use of the native language(s) in vocational instruction does not always affect student attitudes favorably. LEP students of all English proficiency levels realize that improving their English will greatly improve their employability. They often articulate their awareness of the dangers of too much native language use, and demand that a high priority be placed on English. The higher a student's English level is, the more likely it is that he/she will strongly prefer English.

#### Non-Bilingual English Core Models

In a non-bilingual instructional model of vocational education for LEP students, only English is used by the instructor and in the materials, i.e., the students are simply mainstreamed with no native language support. In an English core language model, special efforts are made to adapt the language to LEP students' needs essentially by limiting and standardizing the vocabulary and sentence structures.

The concept and rationale of an English core language model for LEP students in vocational training programs makes sense and has great appeal. This is especially true for LEP persons who do not have years and years to master the English language and be "mainstreamed" into existing vocational programs. There is a wide range of English core language approaches.

At one end of the spectrum we find the Caterpillar Fundamental English (CFE) Service Training Manuals of Caterpillar Tractor Company which feature an English core language vocabulary of 800 words. As Caterpillar does not

make their materials available to the general public, people have tended to make "universal" assumptions about them with little basis other than hearsay. As result, many partial truths and misconceptions have been formulated about the materials and their application in other instructional situations and areas.

First and foremost, the Caterpillar Fundamental English course is not a vocational training course. The student must have technical skills before entering Caterpillar's English course (CFE Instructor's Guide, Prerequisites, page 1). The CFE course and materials have a single very concentrated objective: to enable non-English-speaking servicemen (i.e., mechanics) in countries outside the United States to read and understand Caterpillar service literature (i.e., maintenance and repair manuals). The CFE course focuses exclusively on reading skills and deliberately omits listening, speaking and writing skills. While this is well suited to the needs of Caterpillar servicemen abroad, it would obviously be a grave error to adopt this objective for LEP students in vocational programs in the United States. Unlike the Caterpillar servicemen abroad, the LEP students do not already possess the necessary technical knowledge and skills.

In the second place, the English language skills needed by a Caterpillar serviceman in a foreign country as demonstrated by the objective of the CFE course and materials, and those of an LEP student/employee are worlds apart. Listening, speaking, and writing skills in English are not all necessary for the target population of the CFE materials, i.e., for trained Caterpillar servicemen who work in their own country with fellow employees speaking the same native language, and who need English only in order to read and understand the Caterpillar service literature which is written using only the

800 CFE vocabulary words and nomenclature. However, listening, speaking, and writing English skills are of paramount importance for LEP students/employees in the United States. The Caterpillar Company does not use the CFE course for training in the United States; the CFE course is only used in foreign countries. To succeed in vocational training programs and on the job, LEP students need at least basic listening, speaking, reading, and writing skills in English. The levels of skill proficiency will of course depend on the vocational area.

In the third place, the CFE course is designed to be taught by a specific kind of instructor, as is stated in the CFE Instructor's Manual, page 1. The CFE instructor must be fluent in the native language of the students, has some proficiency in English, and has a technical background. Thus, he/she can translate sub-technical and technical vocabulary, grammar rules, etc., for the students. With such an emphasis on the native language of the students, this course could definitely not be taught by a monolingual (English) instructor.

The CFE course with its materials represent a very specific approach to establishing an English core vocabulary for non-native English speakers in foreign countries who must use English for a very specific purpose and in a very special way. The English core vocabulary is restricted to a reading of 800 words. Technical nomenclature in English is not taught; the CFE students are all experienced servicemen who already have the training in their native language and they identify components, parts, etc., from the Caterpillar Illustrated Parts Book and Basic Product Nomenclature Book, which rely on numbered photographs rather than language.

After a careful examination of the objective and prerequisites of the CFE course and instructional materials, the application of the mystical, magical 800 Caterpillar Fundamental English core language words for the vocational training of LEP students/employees in a variety of vocational areas and for

employment in the United States can be seen for the myth that it is. The 800 Caterpillar Fundamental English core language words and the CFE course are designed only for the Caterpillar Tractor Company and their servicemen and products in foreign countries.

At the opposite end of the spectrum from the very specific CFE course and materials, there is school of thought which proposes to select a mystical, magical universal English core language for all vocational areas. The draft of a monograph prepared by Development Associates, Inc., and its 300 Word Core Vocabulary for bilingual vocational training programs supports this approach to training LEP students for the employment in the United States.

The Waubensee LEP Project investigated the concept and application of a universal English core vocabulary. As part of its 1980 research, the Project staff cross-referenced the Dolch Reading List, Ogden's 850 Basic Word List, the CFE vocabulary list, and the "Core" list of Development Associates, Inc. This cross-referencing produced 183 very general, high frequency words which appear in at least three of the four word lists. There are few, if any, sub-technical words (See Appendix I ). Comparing these 183 words and almost any vocabulary list from beginning general purpose English as a Second Language (ESL) textbooks will yield a high correlation.

Any research who carries out a selection process relying on word frequency will produce a basic, general purpose list of English words like that found by the Waubensee LEP Project. These words are the keys to learning to use the English language in any situation, and to call them "The English Core" for vocational training is deceptive. It implies that a student needs to know only these words in order to be able to learn the technical terms for any vocational area and to succeed in any vocational course. In our experience, the greatest obstacle for LEP students is sub-technical vocabulary (not to mention syntactic

structures, and math). Sub-technical words, such as adjust, tighten, set, length, width, etc., are not high frequency words or general purpose words but nonetheless vital vocabulary for many vocational areas. Of the four "core" word lists cross-referenced by the Waubensee LEP Project, only the CFE list contains many real sub-technical words.

The concept of one "core" English vocabulary for all vocational areas is attractive, but its application is impossible. The development of such a list is an unnecessary duplication of what already exists in general purpose ESL textbooks and materials. Furthermore, words cannot be taught in isolation; they must be taught in a relevant context which includes syntactic structures and social functions. ESL textbooks and teachers provide such a context, while words lists do not.

The Caterpillar Tractor Company is well known for its excellent employee training programs and courses. Given the worldwide distribution of Caterpillar products, the CFE course and materials meet the needs of foreign dealerships and servicemen. Like most training programs developed by industry, the objectives and instructional materials are specific to employer/employee needs. On the other hand, the Development Associates, Inc., objectives and 300 word core vocabulary are broad and very general. The CFE course and materials and "A Basic 'Core' vocabulary for Bilingual Vocational Training Programs," from Development Associates, Inc., are two extremes of the possible applications of the English core language idea. We believe that practical conclusions concerning vocational training for LEP students in the United States can be made.

First, appropriate vocational and language instructional materials can be developed for LEP students, and the idea of using an English core language as the basis for these materials makes good sense. The difficulty lies in the selection of the elements of this core language. Too many materials developers

think that a word list or glossary is sufficient for LEP students in vocational programs. However, a vocational English "core" language for LEP students, like any language, must consist of much more than isolated vocabulary words. Sentence structures, word formation, different registers and social functions are at least equally important to using a language. A truly effective English "core" language should limit and standardize not only vocabulary but also these other elements.

Another factor critical to the effectiveness of a vocational English core language for LEP students is its focus. The language needs for training and employment can differ greatly from one vocational area to another, for example, from machine tool technology to secretarial science. At the same time, some vocational areas share many similar language needs, for example machine tool technology and welding. The effectiveness of a vocational English core language in instructional materials for LEP students will hinge upon its being specific in the first place to a particular vocational cluster, and its being specific in the second place to a particular vocational area within that cluster.

The foundations of English for general purposes (vocabulary, sentence structures, etc.) should be and can be taught in ESL programs and/or learned independently, and a certain level of proficiency should be required of an LEP student before entry into a pre-vocational or vocational program. ("Pre-vocational" should not be confused with "pre-employment" job finding skills.)

It is at the sub-technical level that the application of the English "core" language concept can be most effective. At this level, the English "core" language should concentrate on the sub-technical vocabulary required in a vocational cluster. This sub-technical vocabulary is later used in specific vocational courses to teach technical concepts and vocabulary. Additional sub-technical vocabulary can then be taught as needed.

In conclusion, there is no mystical or magical list of English words which will meet the needs of all LEP students in every vocational area, although the concept of an English core language to assist LEP students in a specific vocational training program can be effectively applied in the development of vocational instructional materials. This application should be one component in the overall materials development. We feel the Waubensee LEP Project's Machine Shop Fundamentals demonstrates the integration of the English core language concept with other adaptation/development techniques to produce appropriate vocational and language instructional materials for LEP students in Machine Tool Laboratory I. Thus, after an investigation of and experimentation with the English core language and its application, we can see its strengths and its limitations.

A Comparison of the Two Instructional Models as Implemented by the Waubensee LEP Project in FY82

Research Design

The research goal of the Project was to compare two instructional models of vocational education for LEP students: a bilingual one and a non-bilingual (English core) one. Ideally, such research would be conducted with a large number of students in each model who were similar in demographic characteristics, educational backgrounds, and English language skills. Large groups of similar subjects would allow the most valid study of the independent variable of native language use by instructors and materials.

However, due to constraints of the real-world situation in which the Project was carried out, this ideal research design could not be achieved. The Project did manipulate the independent variable as planned: the instructors and vocational materials were bilingual in the fall semester courses of the first model, but they were monolingual (English) in the spring semester courses of the second one.



A comparison of the design of the models follows.

	Bilingual	Non-Bilingual
Recruitment Procedures		same
Student Assessment Procedures		same
English Entrance Requirements		same
Student Support Services		same
Existing W.C.C. Curriculum		same
English core vocational materials		same
Schedule		same
Facilities		same
Student Evaluation Procedures		same
VESL course		same
Bilingual Vocational and VESL Instructors	x	
Bilingual Materials (Native Language Supplements)	x	
Monolingual Vocational and VESL Instructors (English only)		x

For both models, the Project utilized the same recruitment and assessment procedures, including a low but realistic English entrance requirement. A sufficient number of LEP students enrolled in the courses to allow the Project to implement both models. However, the numbers of students were small in both models, too small to yield statistically significant results. The low enrollment was due to various factors beyond the Project's control; these problems are discussed in section o, Problems.

	Bilingual Model		Non-bilingual Model	
	Machine Tool	Secretarial Science	Machine Tool	Secretarial Science
Enrolled	17	10	19	5
Completed	14	6	19	3

Furthermore, because of the College's open door policy and because of federal and state equal opportunity regulations, the Project could not select or reject student applicants on the basis of sex or ethnic background. This factor, combined with the relatively low numbers of students recruited, made it impossible for the Project to match closely the students in the two models. Nevertheless, useful conclusions can be drawn by comparing the results of the two models.



The key characteristics of the two student populations are outlined below. This discussion will focus on the Machine Tool students, because the Secretarial Science enrollment was very low. Detailed data on these LEP student populations (both Machine Tool and Secretarial Science) is presented in section r, Summations of Evaluation Data Collected, Tables I-XXb.

Machine Tool LEP Students

General Characteristics	Bilingual Model (n=17)	Non-bilingual Model (n=19)
Age	59% in 25-35 range	63% in 25-35 range
Sex	94% male, 4% female	67% male, 33% female
Ethnic Background	100% Hispanic	42% Hispanic 53% Indochinese 4% Other
Marital Status	88% married	74% married
Family Status (See Tables V and VI.)	82% family head	63% family head
Education	24% secondary diploma and up 47% some secondary 29% none - 6 years	37% secondary diploma and up 21% some secondary 42% none - 6 years
Math Skills	Majority very low	Majority very low
Employment Status	76% unemployed 24% employed	95% unemployed 5% employed

In terms of age and marital, family and employment status, the students enrolled in the two models were very similar. They differed somewhat with regard to sex, ethnic background and education.

Machine Tool LEP Students

Language Test Scores (Completing Students only)	Bilingual Model (n=14)		Non-bilingual Model (n=19)	
	Pre-test	Post-test	Pre-test	Post-test
Ilyin Oral Interview advanced 500/600	14.3%	50%	21%	21%

intermediate 300/400	50%	14.3%	15.8%	31.6%
beginning 100/200	35.7%	35.7%	63.2%	47.4%
ABLE Reading Test (English)	Pre-test	Post-test	Pre-test	Post-test
grade level 5-6	35.7%	50%	5.2%	15.8%
3-4.9	14.3%	35.7%	31.6%	42.1%
1-2.9	50%	14.3%	63.2%	42.1%
English-Second-Language Placement Test (multiple choice grammar)	Pre-test	Post-test	Pre-test	Post-test
advanced 500/600	28.6%	57.2%	21%	21%
intermediate 300/400	28.6%	7.1%	15.8%	31.6%
beginning 100/200	42.8%	35.7%	63.2%	47.4%

Because oral and reading skills in English are the primary language skills necessary for the machine tool course, we will focus on the students' scores on the Ilyin Oral Interview and the ABLE Reading test. At this point, let us look only at the students' pre-test scores, to compare the student population of the two models. We will examine the post-test scores below, in our comparison of the results of the two models.

Almost two-thirds of the bilingual model students started with oral English skills at the intermediate or advanced levels, compared with only a little over one-third of the non-bilingual model students. Half the bilingual model students read English above the third grade level, compared with only a little over one-third of the non-bilingual model students. Both models contained a high percentage of beginning level students. While the percentage of bilingual model students at the beginning level ranged from 35.7 to 50% in all three pre-tests, the percentage of beginning students in the non-bilingual model stayed constant at 63.2%.

As indicated by the above outline of general characteristics and English language pre-test scores, the two LEP student populations were similar in some aspects and different in others. However, the differences between them become,

in our opinion, far less important when they are compared to non-LEP students in the "regular" Machine Tool Laboratory I course. As shown in Tables XXI-XXIII of section r, nearly all the non-LEP students are under 20 years of age, single, high graduates, besides being native English speakers.

## Results

### Acquisition of English Skills

The beginning level students in the non-bilingual model improved their oral skills more than did their counterparts in the bilingual model. This is probably due to the greater exposure to spoken English in both the vocational and VESL classes of the non-bilingual model, as well as to the absolute necessity of using English to communicate with the instructors and with classmates of other ethnic backgrounds. However, the beginning level students in the bilingual model improved their reading skills more than did their counterparts in the non-bilingual model. The usefulness of the native language supplements is apparent here, as well as the benefit of being able to use the native language to ask for clarification while reading the English lessons. In both models, we found the English-Second-Language Placement Test, unlike the Ilyin Oral Interview and the ABLE Reading Test, to be of little use in predicting a student's performance in the course.

### Acquisition of Math Skills

A non-linguistic factor in both models was the math skills that the students brought with them. The Project's Math Pre-tests showed the vast majority of students in both models to be very poor at math. Because math is crucial to success in the machine shop, it was taught in both models. Students of both models improved greatly in math. However, the instructors found that teaching math bilingually took less time and effort.

### Acquisition of Vocational Skills: Classwork

For the students who came into the course with high intermediate to advanced English skills, the use of the native language seemed to offer no particular advantage in terms of success in the homework and self-tests. These students consistently did well in both models.

However, there was considerable difference between the two models in the performance of the beginning ESL level students on homework and self-tests, particularly during the first six weeks of the semester. The bilingual model beginning ESL level students scored much higher on the self-tests and clearly found it easier to understand the lessons and to do the homework than did their counterparts in the non-bilingual model. This demonstrates the advantages of bilingual instructors and vocational materials supplementing the English core ones. Students in the bilingual model were more quickly able to understand what was expected of them (objectives and procedures), to understand the subject matter, and to specify their requests for clarification. While the students in the non-bilingual model did not do as well during the first part of the course, their test and homework performance did improve. By the end of the course there was little difference in the two groups:

#### Acquisition of Vocational Skills: Shop Work

Skill in operating machine tools--which is the real goal of this training course--involves safety, accuracy, speed, and the ability to work independently, transferring theoretical (classwork) knowledge into practical applications on the various machine tools.

The Project found safety to be of such importance that an exception was made in teaching the lesson on Safety Rules in the non-bilingual model: the students were given the native language supplement for this lesson, and this helped them.

Overall, the LEP students in both models progressed more slowly in their

shop work than did non-LEP students in the "regular" Machine Tool I course. The Project staff believes that this is not due to any linguistic factors, but to the LEP students' low math skills and lack of previous machine shop experience/training.

Generally speaking, the LEP students in the bilingual model were able to achieve more speed, accuracy, and independence in their shop work than the LEP students in the non-bilingual one. This was clearest in the case of the students with lower English skills. In our opinion, the native language supplements helped the bilingual model students to make the necessary connections between the technical information in the lessons and the applications of this information in the shop. More importantly, the use of the native language by the bilingual vocational instructors during shop work enabled the students to understand instructions more fully and quickly, to ask more sophisticated questions, and to understand the answers and explanations they received. Again, this is matters most for the lower ESL level students.

Despite the disadvantages of the non-bilingual model in vocational skills acquisition, it is important to remember that these disadvantages did not prove insurmountable. The students of both models did succeed in their vocational courses. A vital factor in this success was the appropriateness and high quality of the English core vocational materials developed by the Project staff, Machine Shop Fundamentals.

#### Attitudes

Some of the most important insights into the two models came the students and instructors themselves. A copy of the evaluation questionnaires forms given to the Machine Tool students and instructors are in Appendix II.

#### Students' Attitudes: Machine Tool

The students of both models were remarkably similar in their responses to

key items on the evaluation questionnaires that dealt with use of the native language by instructors and materials. Generally speaking, they were acutely aware of: (a) their need to learn English for employment, (b) their difficulties with English (c) how much easier a bilingual class is/would be for them.

Of the students in the bilingual model, half said they would not have taken the course if it had been English-only. All the students but one said it would have been much more difficult. Of the students in the non-bilingual model, more than half thought that more people would have taken the course if it had been bilingual. Two-thirds said they had wanted the course to be bilingual. All the students but two said the course would have been easier if it had been bilingual.

Nearly all of the students in both models indicated that the traditional vocational textbook was too hard for them to read, but that Machine Shop Fundamentals was good to read. More than half of the students thought that native language supplements were/would be helpful to them.

Almost all of the students in both models thought that a bilingual shop teacher was/would be a definite advantage for them. However, the non-bilingual model students were satisfied with their monolingual shop teachers. About half of the students in both models thought a bilingual VESL teacher was/would be an advantage for them in learning vocabulary and math. All agreed, however, that English should be the primary language of instruction, especially in the VESL class.

#### Instructor's Attitudes: Machine Tool

The bilingual instructors all agreed that the native language greatly helped them to communicate with the students, even while using primarily English. There was a general temptation to rely a little too much on the native language.

The monolingual instructors had some reservations at first about teaching

LEP students: They agreed that it worked out better than they had expected, but this had a lot to do with Machine Shop Fundamental materials. When things got beyond the basics or outside the MSF lessons however, they wished that the students understood more English or that they themselves were bilingual/multilingual.

All instructors felt that English was essential.

#### Students' and Instructors' Attitudes: Secretarial Science

The Secretarial Science students and instructors in both models preferred to have the option of native language use in explaining very difficult and complicated points and for some vocabulary translations. However, they were all acutely aware of the crucial role of oral and written English for secretarial careers in the United States.



n- Major Activities and Events

July 1, 1981

Funding Year 1982 begins for LEP Project.

Development of first drafts of curricula and instructional materials continues.

August 10, 1981

LEP Project Pre-Service Workshop:  
Using Vocational and VESL Materials  
Developed for LEP Students  
Waubensee Community College

August 17-December 18, 1981

Implementation of LEP Project courses following the bilingual model.

January 11-May 13, 1982

Implementation of LEP Project courses following the non-bilingual model.

March 31, 1982

ISBE/DAVTE LEP Dissemination Workshop,  
Joliet

June 30, 1982

Funding Year 1982 ends for LEP Project.

o. Problems

Finding a qualified part-time bilingual vocational instructor can be a difficult task. The requirements include knowledge and skills in the technical area, in teaching, and in two languages, as well as part-time availability and a personal schedule matching that of the classes/shop.

The bilingual Machine Tool instructor originally slated for the Project's fall semester day class was forced to withdraw two weeks before the start of classes, due to pressures from his business. Although the Project advertised twice, as well as utilizing contacts in industry, it proved to be impossible to identify and hire a part-time bilingual Machine Tool vocational instructor for the day class. Three good candidates were found, but in all cases the schedule and number of hours were insurmountable barriers.

As a result, the Project Director had to teach the Machine Tool vocational daytime class (6 hours per week plus preparation time). Although these duties were incorporated into his full-time position, they took him away from his other responsibilities and this is a luxury most projects do not have. Needless to say, these extra obligations affected the Project's time lines, causing inevitable delays in the finalization of the Machine Shop Fundamentals (MSF) materials.

The production of technical illustrations for MSF remained behind schedule for most of the year. Since the graphic artists' time in FY82 was a local contribution, their work on the MSF illustrations had to be fit into their regular schedules as time permitted.

We wish to point out that the LEP Project staff continually put in a great deal of extra time and effort to complete Machine Shop Fundamentals and accomplish the objectives of the Project. The Project's own fieldtesting continually pointed out the need to expand the scope of these materials. The quality of the materials proves the validity of this decision.

In both semesters, enrollment in the Project's Machine Tool courses was lower than expected. The Aurora area has been hit hard by the current economic recession and this has affected LEP participation in the Project's courses. Education/training, which requires an investment of time and money for tuition and transportation, often takes a backseat to immediate economic needs. Jobs are increasingly scarce. While the Project offered and provided many essential support services, such as counseling, referrals, job development and follow-ups, student stipends were beyond the scope and resources of the Project. First and foremost, most unemployed students needed financial assistance for stipends, tuition, transportation, materials, and childcare.

In the fall semester, 76 per cent of the Project's Machine Tool students were unemployed; this figure rose to 95 per cent in the Spring Semester (See Tables XIII and XIV.

Without the financial aid obtained from CETA, the Illinois Migrant Council, and TITLE XX (Public Aid), three of the four Machine Tool courses would have had, at best, only two or three students.

Transportation has been a continual problem. The College's location 10 miles from Aurora and the absence of public transportation as a result of the RTA crises in the Fall posed a serious obstacle for participation by some LEP students.

While recruitment efforts for Machine Tool and Secretarial Science course have been the same, obtaining LEP students for the Secretarial Science courses has been a persistent problem.

Many prospective LEP students who were interviewed were not interested in Secretarial Science and gave 2 main reasons: the high English language skills required for clerical positions and the low pay offered. Although the enrollment considerations discussed above do mean that the comparison of the two instructional models will be based upon smaller numbers of students than originally desired, the Project staff believes that a valuable comparison can nevertheless be made.

j. Products

The Project's FY82 products include this Final Report and the following instructional materials:

Machine Shop Fundamentals: Part I (Vocational Textbook)

Machine Shop Fundamentals: Part I, Student Workbook

Machine Shop Fundamentals: Part II (Vocational Textbook)

Machine Shop Fundamentals: Part II, Student Workbook

Machine Shop Fundamentals: Vocational Instructor's Manual

Machine Shop Fundamentals: Native Language Supplements to Vocational Textbook: Spanish, Lao, Vietnamese

Machine Shop Fundamentals VESL Instructor's Manual

Secretarial Science VESL Instructor's Manual

Appendix III presents a composite of evaluations of Machine Shop Fundamentals done by Caterpillar Tractor Company training specialists, vocational instructors, and VESL/ESL instructors.

# Illinois State Board of Education

## Department of Adult, Vocational and Technical Education Research and Development Section

### Product Abstract

1. Title of material Machine Shop Fundamentals: Part I
2. Date material was completed February, 1982
3. Please check one: New material  Revised material
4. Originating agency Waubonsee Community College  
Address Route 47 at Harter Road, Sugar Grove, IL Zip Code 60554
5. Name(s) of developer(s) Michael G. Kelly, Patricia Menges, Kebir Marti-Lambert  
Address Waubonsee Community College (Same as above) Zip Code 60554
6. Developed pursuant to Contract Number R-31-21-J-2106-407 and R32-32-J-2106-407

### 7. Subject Matter (Check only one according to USOE Code):

#### USOE Code

- |   |   |
|---|---|
| <input type="checkbox"/> 01 Agricultural Education        | <input type="checkbox"/> 10 Industrial Art Education                  |
| <input type="checkbox"/> 03 Business and Office Education | <input type="checkbox"/> 16 Technical Education                       |
| <input type="checkbox"/> 04 Distributive Education        | <input checked="" type="checkbox"/> 17 Trade and Industrial Education |
| <input type="checkbox"/> 07 Health Occupations Education  | <input type="checkbox"/> 22 Cooperative Education                     |
| <input type="checkbox"/> 09 Home Economics Education      | <input type="checkbox"/> Career Education                             |
|   | <input type="checkbox"/> Other (Specify) _____                        |

### 8. Education Level:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Pre-K Thru 6                | <input checked="" type="checkbox"/> 7-8   | <input checked="" type="checkbox"/> 9-10       | <input checked="" type="checkbox"/> 11-12 |
| <input type="checkbox"/> Post-Secondary              | <input checked="" type="checkbox"/> Adult | <input type="checkbox"/> Teacher (Pre-service) |   |
| <input type="checkbox"/> Administrator (Pre-Service) |   | <input type="checkbox"/> Other (Specify) _____ |   |

### 9. Intended for Use By:

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Student    | <input checked="" type="checkbox"/> Classroom Teacher | <input type="checkbox"/> Local Administrator |
| <input type="checkbox"/> Teacher Educator      | <input type="checkbox"/> Guidance Staff               | <input type="checkbox"/> State Personnel     |
| <input type="checkbox"/> Other (Specify) _____ |   |  |

### 10. Student Type:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Regular                                | <input checked="" type="checkbox"/> Disadvantaged | <input checked="" type="checkbox"/> Handicapped |
| <input checked="" type="checkbox"/> Limited English Proficiency |   | <input type="checkbox"/> Other (Specify) _____  |

### 11. Medium and Format of Materials:

- |  |                                    |                                |                                     |
|--|------------------------------------|--------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> HARDCOPY               | <input type="checkbox"/> VIDEOTAPE | <input type="checkbox"/> FILM  | <input type="checkbox"/> MICROFICHE |
| No. of pages <u>142</u>                                    | _____ Minutes                      | _____ Minutes                  | <input type="checkbox"/> B & W      |
| <input type="checkbox"/> Paper bound                       | <input type="checkbox"/> B & W     | <input type="checkbox"/> B & W | <input type="checkbox"/> Color      |
| <input type="checkbox"/> Hard bond                         | <input type="checkbox"/> Color     | <input type="checkbox"/> Color |                                     |
| <input checked="" type="checkbox"/> Loose-leaf             | _____ inches                       | _____ mm                       |                                     |
| Photos: Yes <input checked="" type="checkbox"/> No _____   | No _____                           |                                |                                     |
| Diagrams: Yes <input checked="" type="checkbox"/> No _____ | No _____                           |                                |                                     |

\_\_\_ SLIDES

\_\_\_ FILM STRIPS

\_\_\_ AUDIO

\_\_\_ OTHER

No. of frames \_\_\_\_\_

No. of frames \_\_\_\_\_

\_\_\_ Automatic synch

Specify: \_\_\_\_\_

\_\_\_ B & W

\_\_\_ B & W

\_\_\_ \_\_\_\_\_ Hz

\_\_\_ Color

\_\_\_ Color

\_\_\_ Manual cue

\_\_\_ Audio

\_\_\_ Audio

\_\_\_ Reel

\_\_\_ Carousel provided

\_\_\_ Cassette

\_\_\_ Other packaging used

\_\_\_ Cartridge

(Specify) \_\_\_\_\_

12. Availability:

One copy free

For sale @ \$ \_\_\_\_\_ per copy

\_\_\_ Not available

\_\_\_ In ERIC system (No. \_\_\_\_\_)

\_\_\_ Loan copy available

Contact:

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Address 100 North First Street, Springfield, IL

Zip Code 62777

13. Copyright Restrictions:

Contact:

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Phone (217) 782-4620

Address 100 North First Street, Springfield, IL

Zip Code 62777

14. Is Training Required for Optimum Use of These Materials? Yes  No

15. Are Consultive/Training Services Available? Yes  No

Contact:

Illinois State Board of Education  
Department of Adult, Vocational and Technical Education  
Research and Development Section, E-426  
100 North First Street  
Springfield, IL 62777  
(217) 782-4620

16. General Description (State the general objective and suggested method of use. Summarize the content and tell how it is organized. Continue on back of this sheet or on another sheet, if necessary.):

(See attached General Description on the next page.)

17. Person Completing this Abstract: Michael G. Kelly

Full Address:

Waubensee Community College

Route 47 at Harter Road

Sugar Grove, IL

Zip 60554

# Illinois State Board of Education

## Department of Adult, Vocational and Technical Education Research and Development Section

### Product Abstract

1. Title of material Machine Shop Fundamentals: Part II
2. Date material was completed July, 1982
3. Please check one: New material  Revised material
4. Originating agency Waubonsee Community College  
Address Rt. 47 at Harter Road, Sugar Grove, IL Zip Code 60554
5. Name(s) of developer(s) Michael G. Kelly, Patricia A. Menges, Kebir Marti-Lambert  
Address Waubonsee Community College (same as above) Zip Code 60554
6. Developed pursuant to Contract Number R-31-21-J-2106-407 and R32-32-J-2106-407

7. Subject Matter (Check only one according to USOE Code):

USOE Code

- |   |   |
|---|---|
| <input type="checkbox"/> 01 Agricultural Education        | <input type="checkbox"/> 10 Industrial Art Education                  |
| <input type="checkbox"/> 03 Business and Office Education | <input type="checkbox"/> 16 Technical Education                       |
| <input type="checkbox"/> 04 Distributive Education        | <input checked="" type="checkbox"/> 17 Trade and Industrial Education |
| <input type="checkbox"/> 07 Health Occupations Education  | <input type="checkbox"/> 22 Cooperative Education                     |
| <input type="checkbox"/> 09 Home Economics Education      | <input type="checkbox"/> Career Education                             |
|   | <input type="checkbox"/> Other (Specify) _____                        |

8. Education Level:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Pre-K Thru 6                | <input checked="" type="checkbox"/> 7-8   | <input checked="" type="checkbox"/> 9-10       | <input checked="" type="checkbox"/> 11-12 |
| <input type="checkbox"/> Post-Secondary              | <input checked="" type="checkbox"/> Adult | <input type="checkbox"/> Teacher (Pre-service) |   |
| <input type="checkbox"/> Administrator (Pre-Service) |   | <input type="checkbox"/> Other (Specify) _____ |   |

9. Intended for Use By:

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Student    | <input checked="" type="checkbox"/> Classroom Teacher | <input type="checkbox"/> Local Administrator |
| <input type="checkbox"/> Teacher Educator      | <input type="checkbox"/> Guidance Staff               | <input type="checkbox"/> State Personnel     |
| <input type="checkbox"/> Other (Specify) _____ |   |  |

10. Student Type:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Regular                                | <input checked="" type="checkbox"/> Disadvantaged | <input checked="" type="checkbox"/> Handicapped |
| <input checked="" type="checkbox"/> Limited English Proficiency |   | <input type="checkbox"/> Other (Specify) _____  |

11. Medium and Format of Materials:

- |   |                                    |                               |                                     |
|---|------------------------------------|-------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> HARDCOPY      | <input type="checkbox"/> VIDEOTAPE | <input type="checkbox"/> FILM | <input type="checkbox"/> MICROFICHE |
| No. of pages _____                                | _____ Minutes                      | _____ Minutes                 | _____ B & W                         |
| <input type="checkbox"/> Paper bound              | _____ B & W                        | _____ B & W                   | _____ Color                         |
| <input type="checkbox"/> Hard bond                | _____ Color                        | _____ Color                   |                                     |
| <input checked="" type="checkbox"/> Loose-leaf    | _____ inches                       | _____ mm                      |                                     |
| Photos: Yes <input checked="" type="checkbox"/>   | No _____                           |                               |                                     |
| Diagrams: Yes <input checked="" type="checkbox"/> | No _____                           |                               |                                     |

\_\_\_ SLIDES

\_\_\_ FILM STRIPS

\_\_\_ AUDIO

\_\_\_ OTHER

No. of frames \_\_\_\_\_

No. of frames \_\_\_\_\_

\_\_\_ Automatic synch

Specify: \_\_\_\_\_

\_\_\_ B & W

\_\_\_ B & W

\_\_\_ Hz

\_\_\_ Color

\_\_\_ Color

\_\_\_ Manual cue

\_\_\_ Audio

\_\_\_ Audio

\_\_\_ Reel

\_\_\_ Carousel provided

\_\_\_ Cassette

\_\_\_ Other packaging used

\_\_\_ Cartridge

(Specify) \_\_\_\_\_

12. Availability:

One copy free

For sale @ \$ \_\_\_\_\_ per copy

\_\_\_ Not available

\_\_\_ In ERIC system (No. \_\_\_\_\_)

\_\_\_ Loan copy available

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Address 100 N. First St., Springfield, IL

Zip Code 62777

13. Copyright Restrictions:

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Phone (217) 782-4620

Address 100 N. First St., Springfield, IL

Zip Code 62777

14. Is Training Required for Optimum Use of These Materials? Yes  No \_\_\_\_\_

15. Are Consultive/Training Services Available? Yes  No \_\_\_\_\_

Contact:

Illinois State Board of Education  
Department of Adult, Vocational and Technical Education  
Research and Development Section, E-426  
100 North First Street  
Springfield, IL 62777  
(217) 782-4620

16 General Description (State the general objective and suggested method of use. Summarize the content and tell how it is organized. Continue on back of this sheet or on another sheet, if necessary.):

(See attached General Description on the next page.)

17 Person Completing this Abstract: Michael G. Kelly

Full Address:

Waubensee Community College

Route 47 at Harter Road

Sugar Grove, IL

Zip 60554



# Illinois State Board of Education

## Department of Adult, Vocational and Technical Education Research and Development Section

### Product Abstract

1. Title of material Machine Shop Fundamentals: Part I - Student Workbook
2. Date material was completed May, 1982
3. Please check one: New material  Revised material
4. Originating agency Waubonsee Community College  
Address Route 47 at Harter Road, Sugar Grove, IL Zip Code 60554
5. Name(s) of developer(s) Michael G. Kelly, Patricia Menges, Kebir Marti-Lambert  
Address Waubonsee Community College (Same as above) Zip Code 60554
6. Developed pursuant to Contract Number R-31-21-J-2106-407 and R32-32-J-2106-407

### 7. Subject Matter (Check only one, according to USOE Code):

#### USOE Code

- |   |   |
|---|---|
| <input type="checkbox"/> 01 Agricultural Education              | <input type="checkbox"/> 10 Industrial Art Education                  |
| <input type="checkbox"/> 03 Business and Office Education       | <input type="checkbox"/> 16 Technical Education                       |
| <input type="checkbox"/> 04 Distributive Education              | <input checked="" type="checkbox"/> 17 Trade and Industrial Education |
| <input type="checkbox"/> 07 Health Occupations Education        | <input type="checkbox"/> 22 Cooperative Education                     |
| <input checked="" type="checkbox"/> 09 Home Economics Education | <input type="checkbox"/> Career Education                             |
|   | <input type="checkbox"/> Other (Specify) _____                        |

### 8. Education Level:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Pre-K Thru 6                | <input checked="" type="checkbox"/> 7-8   | <input checked="" type="checkbox"/> 9-10       | <input checked="" type="checkbox"/> 11-12 |
| <input type="checkbox"/> Post-Secondary              | <input checked="" type="checkbox"/> Adult | <input type="checkbox"/> Teacher (Pre service) |   |
| <input type="checkbox"/> Administrator (Pre-Service) |   | <input type="checkbox"/> Other (Specify) _____ |   |

### 9. Intended for Use By:

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Student    | <input checked="" type="checkbox"/> Classroom Teacher | <input type="checkbox"/> Local Administrator |
| <input type="checkbox"/> Teacher Educator      | <input type="checkbox"/> Guidance Staff               | <input type="checkbox"/> State Personnel     |
| <input type="checkbox"/> Other (Specify) _____ |   |  |

### 10. Student Type:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Regular                                | <input checked="" type="checkbox"/> Disadvantaged | <input checked="" type="checkbox"/> Handicapped |
| <input checked="" type="checkbox"/> Limited English Proficiency |   | <input type="checkbox"/> Other (Specify) _____  |

### 11. Medium and Format of Materials.

- |   |                                    |                                  |                                     |
|---|------------------------------------|----------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> HARDCOPY                                  | <input type="checkbox"/> VIDEOTAPE | <input type="checkbox"/> FILM    | <input type="checkbox"/> MICROFICHE |
| No. of pages <u>200</u>   | <input type="checkbox"/> Minutes   | <input type="checkbox"/> Minutes | <input type="checkbox"/> B & W      |
| <input type="checkbox"/> Paper bound  | <input type="checkbox"/> B & W     | <input type="checkbox"/> B & W   | <input type="checkbox"/> Color      |
| <input type="checkbox"/> Hard bond  | <input type="checkbox"/> Color     | <input type="checkbox"/> Color   |                                     |
| <input checked="" type="checkbox"/> Loose-leaf                                | <input type="checkbox"/> inches    | <input type="checkbox"/> mm      |                                     |
| Photos: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |                                    |                                  |                                     |
| Diagrams: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |                                    |                                  |                                     |

\_\_\_ SLIDES

\_\_\_ FILM STRIPS

\_\_\_ AUDIO

\_\_\_ OTHER

No. of frames \_\_\_\_\_

No. of frames \_\_\_\_\_

\_\_\_ Automatic synch \_\_\_\_\_ Hz

Specify: \_\_\_\_\_

\_\_\_ B & W

\_\_\_ B & W

\_\_\_ Manual cue

\_\_\_ Color

\_\_\_ Color

\_\_\_ Reel

\_\_\_ Audio

\_\_\_ Audio

\_\_\_ Cassette

\_\_\_ Carousel provided

\_\_\_ Cartridge

\_\_\_ Other packaging used

(Specify) \_\_\_\_\_

12. Availability:

One copy free

For sale @ \$ \_\_\_\_\_ per copy

\_\_\_ Not available

\_\_\_ In ERIC system (No. \_\_\_\_\_)

\_\_\_ Loan copy available

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Address 100 N. First St., Springfield, IL

Zip Code 62777

13. Copyright Restrictions:

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Phone (217) 782-4620

Address 100 N. First St., Springfield, IL

Zip Code 62777

14. Is Training Required for Optimum Use of These Materials? Yes  No \_\_\_\_\_

15. Are Consultive/Training Services Available? Yes  No \_\_\_\_\_

Contact: Illinois State Board of Education  
Department of Adult, Vocational and Technical Education  
Research and Development Section, E-426  
100 North First Street  
Springfield, IL 62777  
(217) 782-4620

16. General Description (State the general objective and suggested method of use. Summarize the content and tell how it is organized. Continue on back of this sheet or on another sheet, if necessary.):

Machine Shop Fundamentals: Part I - Student Workbook corresponds to the student textbook of Machine Shop Fundamentals: Part I.

The student workbook includes for each lesson Study Questions, Review Questions, and Worksheets.

17. Person Completing this Abstract: Michael G. Kelly

Full Address:

Waubensee Community College

Route 47 at Harter Road

Sugar Grove, IL

Zip 60554

# Illinois State Board of Education

## Department of Adult, Vocational and Technical Education Research and Development Section

### Product Abstract

1. Title of material Machine Shop Fundamentals: Part II - Student Workbook
2. Date material was completed July, 1982
3. Please check one: New material  Revised material
4. Originating agency Waubonsee Community College  
Address Rt. 47 at Harter Road, Sugar Grove, IL Zip Code 60554
5. Name(s) of developer(s) Michael G. Kelly, Patricia Menges, Kebir Marti-Lambert  
Address Waubonsee Community College (Same as above) Zip Code 60554
6. Developed pursuant to Contract Number R-31-21-J-2106-407 and R32-32-J-2106-407

7. Subject Matter (Check only one according to USOE Code)

USOE Code

- |   |   |
|---|---|
| <input type="checkbox"/> 01 Agricultural Education        | <input type="checkbox"/> 10 Industrial Art Education                  |
| <input type="checkbox"/> 03 Business and Office Education | <input type="checkbox"/> 16 Technical Education                       |
| <input type="checkbox"/> 04 Distributive Education        | <input checked="" type="checkbox"/> 17 Trade and Industrial Education |
| <input type="checkbox"/> 07 Health Occupations Education  | <input type="checkbox"/> 22 Cooperative Education                     |
| <input type="checkbox"/> 09 Home Economics Education      | <input type="checkbox"/> Career Education                             |
|   | <input type="checkbox"/> Other (Specify) _____                        |

8. Education Level:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Pre-K Thru 6                | <input checked="" type="checkbox"/> 7-8   | <input checked="" type="checkbox"/> 9-10       | <input checked="" type="checkbox"/> 11-12 |
| <input type="checkbox"/> Post-Secondary              | <input checked="" type="checkbox"/> Adult | <input type="checkbox"/> Teacher (Pre-service) |   |
| <input type="checkbox"/> Administrator (Pre-Service) |   | <input type="checkbox"/> Other (Specify) _____ |   |

9. Intended for Use By:

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Student    | <input checked="" type="checkbox"/> Classroom Teacher | <input type="checkbox"/> Local Administrator |
| <input type="checkbox"/> Teacher Educator      | <input type="checkbox"/> Guidance Staff               | <input type="checkbox"/> State Personnel     |
| <input type="checkbox"/> Other (Specify) _____ |   |  |

10. Student Type:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Regular                                | <input checked="" type="checkbox"/> Disadvantaged | <input checked="" type="checkbox"/> Handicapped |
| <input checked="" type="checkbox"/> Limited English Proficiency |   | <input type="checkbox"/> Other (Specify) _____  |

11. Medium and Format of Materials:

- |   |                                    |                                |                                     |
|---|------------------------------------|--------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> HARDCOPY                                  | <input type="checkbox"/> VIDEOTAPE | <input type="checkbox"/> FILM  | <input type="checkbox"/> MICROFICHE |
| No. of pages _____  | _____ Minutes                      | _____ Minutes                  | <input type="checkbox"/> B & W      |
| <input type="checkbox"/> Paper bound  | <input type="checkbox"/> B & W     | <input type="checkbox"/> B & W | <input type="checkbox"/> Color      |
| <input type="checkbox"/> Hard bond  | <input type="checkbox"/> Color     | <input type="checkbox"/> Color |                                     |
| <input checked="" type="checkbox"/> Loose-leaf                                | _____ inches                       | _____ mm                       |                                     |
| Photos: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |                                    |                                |                                     |
| Diagrams: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |                                    |                                |                                     |

<u>    </u> SLIDES	<u>    </u> FILM STRIPS	<u>    </u> AUDIO	<u>    </u> OTHER
No. of frames _____	No. of frames _____	Automatic synch _____ Hz	Specify: _____
<u>    </u> B & W	<u>    </u> B & W	<u>    </u> Manual cue	_____
<u>    </u> Color	<u>    </u> Color	<u>    </u> Reel	_____
<u>    </u> Audio	<u>    </u> Audio	<u>    </u> Cassette	_____
<u>    </u> Carousel provided		<u>    </u> Cartridge	
<u>    </u> Other packaging used. (Specify) _____			

12. Availability:

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In ERIC system (No. \_\_\_\_\_)                       Loan copy available

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Address 100 N. First St. Zip Code 62777

13. Copyright Restrictions:

Contact: Name Illinois State Board of Education/DAVTE Phone (217) 782-4620

Address 100 N. First St. Zip Code 62777

14. Is Training Required for Optimum Use of These Materials? Yes  No

15. Are Consultive/Training Services Available? Yes  No

Contact: Illinois State Board of Education  
 Department of Adult, Vocational and Technical Education  
 Research and Development Section, E-426  
 100 North First Street  
 Springfield, IL 62777  
 (217) 782-4620

16. General Description (State the general objective and suggested method of use. Summarize the content and tell how it is organized. Continue on back of this sheet or on another sheet, if necessary):

Machine Shop Fundamentals: Part II - Student Workbook corresponds to the student textbook of Machine Shop Fundamentals: Part II

The student workbook includes for each lesson Study Questions, Review Questions, and Worksheets.

17. Person Completing this Abstract: Michael G. Kelly

Full Address:

Waubonsee Community College

Route 47 at Harter Road

Sugar Grove, IL Zip 60554

# Illinois State Board of Education

## Department of Adult, Vocational and Technical Education Research and Development Section

### Product Abstract

- 1 Title of material Machine Shop Fundamentals: Vocational Instructor's Manual
- 2 Date material was completed July, 1982
- 3 Please check one: New material  Revised material
- 4 Originating agency Waubonsee Community College  
Address Rt. 47 at Harter Road, Sugar Grove, IL Zip Code 60554
- 5 Name(s) of developer(s) Michael G. Kelly, Patricia Menges, Kebir Marti-Lambert  
Address Waubonsee Community College (Same as above) Zip Code 60554
- 6 Developed pursuant to Contract Number R-31-21-J-2106-407 and R32-32-J-2106-407

7. Subject Matter (Check only one according to USOE Code):

USOE Code

- |   |   |
|---|---|
| <input type="checkbox"/> 01 Agricultural Education        | <input type="checkbox"/> 10 Industrial Art Education                  |
| <input type="checkbox"/> 03 Business and Office Education | <input type="checkbox"/> 16 Technical Education                       |
| <input type="checkbox"/> 04 Distributive Education        | <input checked="" type="checkbox"/> 17 Trade and Industrial Education |
| <input type="checkbox"/> 07 Health Occupations Education  | <input type="checkbox"/> 22 Cooperative Education                     |
| <input type="checkbox"/> 09 Home Economics Education      | <input type="checkbox"/> Career Education                             |
|   | <input type="checkbox"/> Other (Specify) _____                        |

8. Education Level:

- |  |                                |  |                                |
|--|--------------------------------|--|--------------------------------|
| <input type="checkbox"/> Pre-K Thru 6                | <input type="checkbox"/> 7-8   | <input type="checkbox"/> 9-10  | <input type="checkbox"/> 11-12 |
| <input type="checkbox"/> Post-Secondary              | <input type="checkbox"/> Adult | <input type="checkbox"/> Teacher (Pre-service)                                 |                                |
| <input type="checkbox"/> Administrator (Pre-Service) |                                | <input checked="" type="checkbox"/> Other (Specify) <u>Instructor's Manual</u> |                                |

9. Intended for Use By:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Student               | <input checked="" type="checkbox"/> Classroom Teacher | <input type="checkbox"/> Local Administrator |
| <input type="checkbox"/> Teacher Educator      | <input type="checkbox"/> Guidance Staff               | <input type="checkbox"/> State Personnel     |
| <input type="checkbox"/> Other (Specify) _____ |   |  |

10. Student Type:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Regular                                | <input checked="" type="checkbox"/> Disadvantaged | <input checked="" type="checkbox"/> Handicapped |
| <input checked="" type="checkbox"/> Limited English Proficiency |   | <input type="checkbox"/> Other (Specify) _____  |

11. Medium and Format of Materials:

- |  |                                    |                                |                                     |
|--|------------------------------------|--------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> HARDCOPY   | <input type="checkbox"/> VIDEOTAPE | <input type="checkbox"/> FILM  | <input type="checkbox"/> MICROFICHE |
| No. of pages _____                             | _____ Minutes                      | _____ Minutes                  | <input type="checkbox"/> B & W      |
| <input type="checkbox"/> Paper bound           | <input type="checkbox"/> B & W     | <input type="checkbox"/> B & W | <input type="checkbox"/> Color      |
| <input type="checkbox"/> Hard bond             | <input type="checkbox"/> Color     | <input type="checkbox"/> Color |                                     |
| <input checked="" type="checkbox"/> Loose-leaf | _____ inches                       | _____ mm                       |                                     |
| Photos: Yes _____                              | No _____                           |                                |                                     |
| Diagrams: Yes _____                            | No _____                           |                                |                                     |

<input type="checkbox"/> SLIDES	<input type="checkbox"/> FILM STRIPS	<input type="checkbox"/> AUDIO	<input type="checkbox"/> OTHER
No. of frames _____	No. of frames _____	Automatic synch _____	Specify _____
<input type="checkbox"/> B & W	<input type="checkbox"/> B & W	<input type="checkbox"/> _____ Hz	_____
<input type="checkbox"/> Color	<input type="checkbox"/> Color	<input type="checkbox"/> Manual cue	_____
<input type="checkbox"/> Audio	<input type="checkbox"/> Audio	<input type="checkbox"/> Reel	_____
<input type="checkbox"/> Carousel provided		<input type="checkbox"/> Cassette	_____
<input type="checkbox"/> Other packaging used (Specify) _____		<input type="checkbox"/> Cartridge	_____

12. Availability:

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 In ERIC system (No. \_\_\_\_\_)                       Loan copy available

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13. Copyright Restrictions:

Contact: Name Illinois State Board of Education/DAVTE Phone 217) 782-462  
Address 100 N. First St., Springfield, IL Zip Code 62777

14. Is Training Required for Optimum Use of These Materials? Yes  No

15. Are Consultive/Training Services Available? Yes  No

Contact: Illinois State Board of Education  
Department of Adult, Vocational and Technical Education  
Research and Development Section, E-426  
100 North First Street  
Springfield, IL 62777  
(217) 782-4620

16. General Description (State the general objective and suggested method of use. Summarize the content and tell how it is organized. Continue on back of this sheet or on another sheet, if necessary.):

This is the Vocational Instructor's Manual for Machine Shop Fundamentals: Part I and Part II and includes notes, teaching strategies, and a Self-Test for each lesson.

17. Person Completing this Abstract: Michael G. Kelly

Full Address:

Waubonsee Community College  
Route 47 at Harter Road  
Sugar Grove, IL Zip 60554

# Illinois State Board of Education

## Department of Adult, Vocational and Technical Education Research and Development Section

### Product Abstract

1. Title of material Machine Shop Fundamentals: Native Language Supplements

2. Date material was completed July, 1982

3. Please check one: New material  Revised material

4. Originating agency Waubonsee Community College

Address Rt. 47 at Harter Road, Sugar Grove, IL Zip Code 60554

5. Name(s) of developer(s) Michael G. Kelly, Patricia Menges, Kebir Marti-Lambert

Address Waubonsee Community College (Same as above) Zip Code 60554

6. Developed pursuant to Contract Number R-31-21-J-2106-407 and R32-32-J-2106-407

7. Subject Matter (Check only one according to USOE Code):

#### USOE Code

- |   |   |
|---|---|
| <input type="checkbox"/> 01 Agricultural Education        | <input type="checkbox"/> 10 Industrial Art Education                  |
| <input type="checkbox"/> 03 Business and Office Education | <input type="checkbox"/> 16 Technical Education                       |
| <input type="checkbox"/> 04 Distributive Education        | <input checked="" type="checkbox"/> 17 Trade and Industrial Education |
| <input type="checkbox"/> 07 Health Occupations Education  | <input type="checkbox"/> 22 Cooperative Education                     |
| <input type="checkbox"/> 09 Home Economics Education      | <input type="checkbox"/> Career Education                             |
|   | <input type="checkbox"/> Other (Specify) _____                        |

8. Education Level:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Pre-K Thru 6                | <input checked="" type="checkbox"/> 7-8   | <input checked="" type="checkbox"/> 9-10       | <input checked="" type="checkbox"/> 11-12 |
| <input type="checkbox"/> Post-Secondary              | <input checked="" type="checkbox"/> Adult | <input type="checkbox"/> Teacher (Pre-service) |   |
| <input type="checkbox"/> Administrator (Pre-Service) |   | <input type="checkbox"/> Other (Specify) _____ |   |

9. Intended for Use By:

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Student    | <input checked="" type="checkbox"/> Classroom Teacher | <input type="checkbox"/> Local Administrator |
| <input type="checkbox"/> Teacher Educator      | <input type="checkbox"/> Guidance Staff               | <input type="checkbox"/> State Personnel     |
| <input type="checkbox"/> Other (Specify) _____ |   |  |

10. Student Type:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Regular                                | <input type="checkbox"/> Disadvantaged | <input type="checkbox"/> Handicapped           |
| <input checked="" type="checkbox"/> Limited English Proficiency |  | <input type="checkbox"/> Other (Specify) _____ |

11. Medium and Format of Materials:

- |   |                                    |                                |                                     |
|---|------------------------------------|--------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> HARDCOPY <u>517</u> | <input type="checkbox"/> VIDEOTAPE | <input type="checkbox"/> FILM  | <input type="checkbox"/> MICROFICHE |
| No. of pages _____                                      | _____ Minutes                      | _____ Minutes                  | _____ B & W                         |
| <input type="checkbox"/> Paper bound                    | <input type="checkbox"/> B & W     | <input type="checkbox"/> B & W | <input type="checkbox"/> Color      |
| <input type="checkbox"/> Hard bound                     | <input type="checkbox"/> Color     | <input type="checkbox"/> Color |                                     |
| <input checked="" type="checkbox"/> Loose-leaf          | _____ inches                       | _____ mm                       |                                     |
| Photos: Yes _____                                       | No _____                           |                                |                                     |
| Diagrams: Yes _____                                     | No _____                           |                                |                                     |

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FILM STRIPS

AUDIO

OTHER

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No. of frames \_\_\_\_\_

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\_\_\_\_\_ Hz

Color

Color

Manual cue \_\_\_\_\_

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Cassette \_\_\_\_\_

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Cartridge \_\_\_\_\_

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12. Availability:

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Contact: Illinois State Board of Education  
Department of Adult, Vocational and Technical Education  
Research and Development Section, E-426  
100 North First Street  
Springfield, IL 62777  
(217) 782-4620

16. General Description (State the general objective and suggested method of use. Summarize the content and tell how it is organized. Continue on back of this sheet or on another sheet, if necessary.)

This book includes vocational supplements in Spanish, Lao, and Vietnamese for the lessons in Machine Shop Fundamentals: Part I and Part II.

17. Person Completing this Abstract: Michael G. Kelly

Full Address:

Waubensee Community College

Route 47 at Harter Road

Sugar Grove, IL

Zip 60554



# Illinois State Board of Education

## Department of Adult, Vocational and Technical Education Research and Development Section

### Product Abstract

1. Title of material Machine Shop Fundamentals: VESL Instructor's Manual
2. Date material was completed July, 1982
3. Please check one: New material  Revised material
4. Originating agency Waubensee Community College  
Address Rt. 47 at Harter Road, Sugar Grove, IL Zip Code 60554
5. Name(s) of developer(s) Patricia Menges, Michael G Kelly, Kebir Marti-Lambert  
Address Waubensee Community College (Same as above) Zip Code 60554
6. Developed pursuant to Contract Number R-31-21-J-2106-407 and R32-32-J-2106-407

7. Subject Matter (Check only one according to USOE Code):

USOE Code

- |   |   |
|---|---|
| <input type="checkbox"/> 01 Agricultural Education        | <input type="checkbox"/> 10 Industrial Art Education                  |
| <input type="checkbox"/> 03 Business and Office Education | <input type="checkbox"/> 16 Technical Education                       |
| <input type="checkbox"/> 04 Distributive Education        | <input checked="" type="checkbox"/> 17 Trade and Industrial Education |
| <input type="checkbox"/> 07 Health Occupations Education  | <input type="checkbox"/> 22 Cooperative Education                     |
| <input type="checkbox"/> 09 Home Economics Education      | <input type="checkbox"/> Career Education                             |
|   | <input type="checkbox"/> Other (Specify) _____                        |

8. Education Level.

- |  |                                |  |                                |
|--|--------------------------------|--|--------------------------------|
| <input type="checkbox"/> Pre-K Thru 6                | <input type="checkbox"/> 7-8   | <input type="checkbox"/> 9-10  | <input type="checkbox"/> 11-12 |
| <input type="checkbox"/> Post-Secondary              | <input type="checkbox"/> Adult | <input type="checkbox"/> Teacher (Pre-service)                                 |                                |
| <input type="checkbox"/> Administrator (Pre-Service) |                                | <input checked="" type="checkbox"/> Other (Specify) <u>Instructor's Manual</u> |                                |

9. Intended for Use By:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Student               | <input checked="" type="checkbox"/> Classroom Teacher | <input type="checkbox"/> Local Administrator |
| <input type="checkbox"/> Teacher Educator      | <input type="checkbox"/> Guidance Staff               | <input type="checkbox"/> State Personnel     |
| <input type="checkbox"/> Other (Specify) _____ |   |  |

10. Student Type:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Regular                                | <input checked="" type="checkbox"/> Disadvantaged | <input checked="" type="checkbox"/> Handicapped |
| <input checked="" type="checkbox"/> Limited English Proficiency |   | <input type="checkbox"/> Other (Specify) _____  |

11. Medium and Format of Materials:

- |   |                                    |                                |                                     |
|---|------------------------------------|--------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> HARDCOPY      | <input type="checkbox"/> VIDEOTAPE | <input type="checkbox"/> FILM  | <input type="checkbox"/> MICROFICHE |
| No. of pages _____                                | _____ Minutes                      | _____ Minutes                  | _____ B & W                         |
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| <input type="checkbox"/> Hard bond                | <input type="checkbox"/> Color     | <input type="checkbox"/> Color |                                     |
| <input checked="" type="checkbox"/> Loose-leaf    | _____ inches                       | _____ mm                       |                                     |
| Photos: Yes <input checked="" type="checkbox"/>   | No _____                           |                                |                                     |
| Diagrams: Yes <input checked="" type="checkbox"/> | No _____                           |                                |                                     |

<input type="checkbox"/> SLIDES	<input type="checkbox"/> FILM STRIPS	<input type="checkbox"/> AUDIO	<input type="checkbox"/> OTHER
No. of frames _____	No. of frames _____	<input type="checkbox"/> Automatic synch	Specify: _____
<input type="checkbox"/> B & W	<input type="checkbox"/> B & W	<input type="checkbox"/> _____ Hz	_____
<input type="checkbox"/> Color	<input type="checkbox"/> Color	<input type="checkbox"/> Manual cue	_____
<input type="checkbox"/> Audio	<input type="checkbox"/> Audio	<input type="checkbox"/> Reel	_____
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(Specify) _____			

12 Availability:

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Contact: Illinois State Board of Education  
 Department of Adult, Vocational and Technical Education  
 Research and Development Section, E-426  
 100 North First Street  
 Springfield, IL 62777  
 (217) 782-4620

16. General Description (State the general objective and suggested method of use. Summarize the content and tell how it is organized. Continue on back of this sheet or on another sheet, if necessary.):

The Machine Shop Fundamentals VESL Instructor's Manual is designed primarily to provide focused VESL materials and practical teaching suggestions to VESL instructors of LEP students who are using Machine Shop Fundamentals vocational materials in their Machine Tool vocational course, either as their main textbook or as supplements to another text. VESL teachers of LEP students in other vocational areas will also be able to use the techniques and sample worksheets presented here as a resource in developing their own curricula and materials.

17. Person Completing this Abstract: Michael G. Kelly

Full Address:

Waubonsee Community College

Route 47 at Harter Road

Sugar Grove, IL Zip 60554



# Illinois State Board of Education

## Department of Adult, Vocational and Technical Education Research and Development Section

### Product Abstract

1. Title of material Secretarial Science VESL Instructor's Manual

2. Date material was completed July, 1982

3. Please check one: New material  Revised material

4. Originating agency Waubonsee Community College  
Address Rt. 47 at Harter Road, Sugar Grove, IL Zip Code 60554

5. Name(s) of developer(s) Patricia Menges, Kathy A. Johnson, Michael G. Kelly  
Address Waubonsee Community College (Same as above) Zip Code 60554

6. Developed pursuant to Contract Number R-31-21-J-2106-407 and R32-32-J-2106-407

7. Subject Matter (Check only one according to USOE Code):  
USOE Code

<input type="checkbox"/> 01 Agricultural Education	<input type="checkbox"/> 10 Industrial Art Education
<input checked="" type="checkbox"/> 03 Business and Office Education	<input type="checkbox"/> 16 Technical Education
<input type="checkbox"/> 04 Distributive Education	<input type="checkbox"/> 17 Trade and Industrial Education
<input type="checkbox"/> 07 Health Occupations Education	<input type="checkbox"/> 22 Cooperative Education
<input type="checkbox"/> 09 Home Economics Education	<input type="checkbox"/> Career Education
	<input type="checkbox"/> Other (Specify) _____

8. Education Level:

<input type="checkbox"/> Pre-K Thru 6	<input type="checkbox"/> 7-8	<input type="checkbox"/> 9-10	<input type="checkbox"/> 11-12
<input type="checkbox"/> Post-Secondary	<input type="checkbox"/> Adult	<input type="checkbox"/> Teacher (Pre-service)	
<input type="checkbox"/> Administrator (Pre-Service)		<input checked="" type="checkbox"/> Other (Specify) <u>Instructor's Manual</u>	

9. Intended for Use By:

<input type="checkbox"/> Student	<input checked="" type="checkbox"/> Classroom Teacher	<input type="checkbox"/> Local Administrator
<input type="checkbox"/> Teacher Educator	<input type="checkbox"/> Guidance Staff	<input type="checkbox"/> State Personnel
<input type="checkbox"/> Other (Specify) _____		

10. Student Type:

<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Disadvantaged	<input checked="" type="checkbox"/> Handicapped
<input checked="" type="checkbox"/> Limited English Proficiency		<input type="checkbox"/> Other (Specify) _____

11. Medium and Format of Materials:

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No. of pages <u>171</u>	<input type="checkbox"/> Minutes	<input type="checkbox"/> Minutes	<input type="checkbox"/> B & W
<input type="checkbox"/> Paper bound	<input type="checkbox"/> B & W	<input type="checkbox"/> B & W	<input type="checkbox"/> Color
<input type="checkbox"/> Hard bond	<input type="checkbox"/> Color	<input type="checkbox"/> Color	
<input checked="" type="checkbox"/> Loose-leaf	<input type="checkbox"/> inches	<input type="checkbox"/> mm	
Photos: Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Diagrams: Yes <input type="checkbox"/>	No <input type="checkbox"/>		



# Machine Shop Fundamentals: Part I

Machine Shop Fundamentals  
4C

**TECHNICAL VOCABULARY**

(nouns)

precision measurement

a precision measurement tool

a precision measurement

a thousandth

a ten-thousandth

a micrometer

(page) (example)

2 Precision measurement is the measurement of to within .001 of an inch or smaller.

2 The machinist uses precision measurement to make precision measurements.

2 The machinist uses precision measurement measure-thousandths (.001; .002, .003) inch and ten-thousandths (.0001, .0002) of an inch.

Machine Shop Fundamentals  
4C

Name \_\_\_\_\_  
Date \_\_\_\_\_

**STUDY QUESTIONS**

DIRECTIONS: Read each sentence. Write the correct word or words in each blank.

Introduction

- For \_\_\_\_\_ the machinist uses precision measurement and precision measurement tools.
- \_\_\_\_\_ inch or smaller, \_\_\_\_\_ is the measurement of parts to within .001 of an inch.
- The machinist uses precision measurement tools to measure \_\_\_\_\_ (.001, .002, .003, ...) of an inch and \_\_\_\_\_ (.0001, .0002, .0003, ...) of an inch.

Machine Shop Fundamentals  
4C

UNIT 4: Measurement

LESSON 4C: Precision Measurement with Micrometers

OBJECTIVES:

- The student will write the correct definition of measurement.
- The student will match the outside micrometer, and the depth micrometer to that measurement tool.
- The student will match the names of the parts to a picture of a micrometer.
- The student will write the steps to use a micrometer.
- The student will write the correct names of a micrometer reading.
- The student will choose the correct micrometers.

PROCEDURES:

- Read the Objectives.
- Read the Lesson.
- Watch the Slide Show.
- Watch the teacher's demonstration.
- Do the Study Questions.
- Do the Worksheets.
- Do the Review Questions.
- Do the Self-Test.

REFERENCES:

EXAMPLE A

START HERE

Step 1 → .100  
Step 2 → .025  
Step 3 → .005  
Step 4 → .130

The machinist always starts at 0.000" on the left side of the sleeve. He/she reads the outside micrometer and the inside micrometer from left to right (from the sleeve to the thimble).

STEP 1. Read the .100", .200", .300", ..., .900" line on the sleeve.

STEP 2. Read the .025", .050", or .075" line on the sleeve.

STEP 3. Read the .001", .002", .003", ..., .024" line on the thimble.

STEP 4. Add the readings from Step 1, Step 2, and Step 3. This is the dimension of the part.

EXAMPLE B

Step 1 → .200  
Step 2 → .050  
Step 3 → .015  
Step 4 → .265

## t. Conclusions and Recommendations

The foundation of the LEP Project has always been the premise that LEP students can learn the same vocational concepts and skills as native English-speaking students, given the necessary support services and appropriate instructional materials and strategies, both vocational and Vocational English as a Second Language (VESL). From the Project's work in FY81-FY82, a number of conclusions may be drawn.

### Bilingual and Non-Bilingual Instructional Models

1. In a vocational program aimed at training LEP students for employment in the United States, English should be the main language of instruction, and appropriate English vocational materials are the key to the students' success in training and ultimately on the job. This is equally true for both bilingual and non-bilingual instructional models.
2. Realistic English proficiency entrance requirements must be established for a special project's vocational courses. LEP students need to have certain basic competencies in English in order to profit from vocational training aimed at employability in the U.S. Exactly what constitutes these basic competencies depends on the vocational area and the scope of a particular training program, especially the scope of its VESL component.
3. Vocational English as a Second Language (VESL) courses play a vital role in the success of LEP students in vocational education, especially in the case of students with less than advanced English proficiency. An effective VESL course will be closely coordinated with a particular vocational course. Due to its specialized nature, VESL should not and cannot replace ESL for general purposes.
4. Since math skills are necessary for training in many vocational areas an LEP program should assess its students' math skills and be prepared to address their needs.

5. During the development and implementation of its bilingual instructional model in FY82, the Project found that the use of the LEP students' native languages(s) carries with it certain very important strengths, particularly the following:

- (a) potential for insuring student comprehension;
- (b) potential for helping the vocational instructor to evaluate accurately a student's acquisition of technical knowledge and skills;
- (c) bolstering of students' self-confidence.

The evaluations done by the Project's instructors and students indicate that (a) and (c) are especially great advantages for LEP students in vocational education.

6. The Project encountered practical difficulties in implementing its bilingual instructional model in FY82, namely the scarcity of qualified bilingual vocational and VESL instructors and the scarcity of appropriate bilingual and/or native-language-only materials.

7. Besides these practical problems, the Project found it necessary to try to minimize the effects of certain potential weaknesses of the use of the students' native language(s), particularly the following:

- (a) the possibility that the use of their native language(s) may work against the students' improving their job-related and general purpose English skills
- (b) the fact that the more native languages are involved in the multi-lingual classroom of a "bilingual" model, the less time there is for using English
- (c) the double difficulty for students if the new technical vocabulary is taught bilingually
- (d) the variety of the students' native language proficiency levels

(e) the students' demands that English be the primary language of instruction

8. English vocational materials that are appropriate for LEP students should be the basis for any native language materials used in the vocational and/or VESL courses. Native language support for the English core vocational materials enhances their effectiveness.
9. After considerable experimentation with various formats and levels of bilingual Machine Tool materials, the Project found the least effective ones to be bilingual technical glossaries and straight translations of traditional vocational textbooks. The results of the Project's field testing showed the most effective bilingual Machine Tool materials to be native language supplements to the English Machine Tool vocational materials developed by the Project.
10. In evaluating the adaptability of a bilingual instructional model for vocational education, a project must take a hard look at its resources, its students' English and native language proficiencies, how many native languages are involved, the vocational areas(s) and the availability of qualified bilingual staff and materials in that area. It is important to remember that the use of LEP students' native language(s) in vocational education is one of many instructional tools. We believe that English should be the primary medium of instruction. Bilingual vocational education is not a magic cure-all, however, its strengths seem to outweigh its weaknesses.
11. The Waubensee LEP Project has demonstrated that, given support services, VESL courses, and appropriate English core vocational curricula and materials, both a bilingual and non-bilingual instructional model can work. It is not a question of which is best, but rather which will work best for a



particular project and its students. In any case, a project must maximize the strengths and minimize the weaknesses of its chosen model.

#### Appropriate Materials for LEP Students in Vocational Education

12. The LEP Project has shown that appropriate comprehensive vocational and VESL materials for LEP students can be adapted, written, and/or selected from existing resources.

It is evident that many traditional vocational materials and techniques presuppose high language and academic skills the majority of LEP students do not possess. Even the few existing materials targeted for LEP students are not usable because most of them are designed for the small minority who possess advanced English skills, rather than the majority of LEP students, i.e., those at beginning and low intermediate ESL levels. (See section r, Summations of Evaluation Data Collected.)

Extensive adapting and rewriting of these vocational materials is thus necessary. Both vocational and language expertise must be applied to the development of vocational materials for LEP students. As demonstrated by the Machine Tool instructional materials developed by the Project, the necessary adaptations of organization, format, and layout of concepts, and the necessary language simplification (structures and vocabulary) can be done without diluting the technical content.

13. The high language and academic skills presupposed by traditional vocational textbooks present similar barriers to LEP students and to other special needs students. Like LEP students, many disadvantaged and handicapped students have difficulty in reading and using such traditional textbooks. The Project believes that adapted/developed English vocational materials which are appropriate for LEP students can also be effectively utilized by these other special needs students.
14. The appropriateness of materials depends on:

- language and technical skills necessary for employment in a particular vocational area
- the needs and resources of the student population
- the scope of the vocational training and its VESL support

The extent of materials adaptation necessary will be determined by accurate student assessment, realistic training and employment goals, and the demands of acceptable performance on the job.

15. The Project found that having two semesters of field testing in FY81 with real LEP students of diverse ethnic and educational backgrounds was extremely valuable in the development of curricula and instructional materials for both Machine Tool and Secretarial Science. The value of time for materials development cannot be overstated: time for planning, initial development, fieldtesting with real students--preferably with the developer(s) doing some or all of the fieldtesting and teaching--revisions, and final drafts.

#### Programmatic Concerns

16. The preliminary designing of an effective project will follow these steps:
- (1) make a realistic needs assessment of the LEP community, industry, business, and the institution
  - (2) make a realistic resource assessment, especially of the LEP community and the institution
  - (3) evaluate the feasibility of alternative kinds of programs and choose the best one(s) for the situation
  - (4) allow time and monies for planning, with realistic time lines for staffing and materials development
17. In a project goal setting, both a needs assessment and resource assessment are necessary. However, when it comes to program implementation, it is the extent and the accuracy of the resource assessment that counts most. The needs assessment helps you decide what you want to do, while the resource assessment helps you discover what you can do.

18. After outlining its goals in the planning phase, a project must fill in the details of who, what, when and how. This requires monies for qualified staff members with sufficient time to establish and maintain the necessary operational framework within the institution and the community. There must also be staff members and time to develop the instructional component.
19. In a research and development project such as the Waubensee LEP Project, the development must come first in order to insure valid and usable research data. During FY81, a number of factors combined in the Project to make the amount of time necessary to establish the operation framework and fully develop the instructional component much greater than originally planned. The approved revisions in the Project's FY82 Proposal reflect this reality. (See section m, Accomplishments, Objective I.)
20. In vocational content and number of contact hours, special LEP courses should parallel existing "regular" ones as far as possible, although of course VESL courses will continue to be special. Such parallelism is important because vocational content need not and should not be diluted for LEP students although language will need to be adapted/simplified, and additional training time will be necessary. Parallel LEP courses will permit them to continue after the end of a special project, and will allow the institution to utilize various funding sources to pay instructors' salaries.
21. In terms of adoptability and adaptability of an effective vocational program for LEP students, the two most critical factors, besides operational framework, are:
  - a. Support Services and Bilingual/Bicultural Counselors
  - b. Instructional Materials (vocational and VESL)

These factors work hand in hand to meet the needs of LEP students by utilizing the resources of institutions that provide vocational training.

22. The Support Services component, with its many diverse facets, is vital to recruitment and retention of LEP students, especially adults.
23. The data collected by the Project on its student population point to major differences, e.g., English language skills, general educational background, age and family status, economic status, previous vocational education and experience, between the Waubensee LEP students and the Waubensee "regular" vocational students. These differences combine to prevent most LEP adults from successful participation in traditional vocational programs. An effective program must directly address these differences.

s. Statement of Impact

The major impact of this Project will come through the classroom materials, both vocational and VESL, that have been developed. The Project's Machine Shop Fundamentals has already been utilized in draft form by 11 different LEP vocational training programs in FY82, and another 50 requests have been received to date. Among these requests are a few from programs for disadvantaged and handicapped students, who like LEP students have difficulty in reading traditional textbooks. It is expected that in FY83 Machine Shop Fundamentals will be utilized by over 150 community colleges, area vocational centers, high schools, and other vocational training programs serving LEP and handicapped/disadvantaged students.

The great demand for Machine Shop Fundamentals clearly demonstrates how much teachers and students need comprehensive LEP vocational and VESL classroom materials of this kind. This is further articulated in the Evaluations of Machine Shop Fundamentals (Appendix III) and the Letters of Support which the Project has received (Appendix IV).

The major research goals of this Project in FY 82 are: (1) a detailed analysis of the advantages and disadvantages of the bilingual and the English core language vocational instructional models; and (2) the comparison of these instructional models. As a result of this project, administrators and instructors on both state and local levels who are interested in vocational education for LEP adults will have access to data which will greatly aid them in planning, implementing, and improving their vocational training programs.

It is expected that 70% of all LEP students who complete the project's training program will become employed, receive a job upgrading, and/or continue to further their education as a result of the program. Due to the current economic climate, fewer LEP students than anticipated have obtained employment. However, the majority have continued their education.

In addition to providing LEP students with entry-level technical skills, the Project has clearly helped LEP persons to better utilize the services and resources of Waubonsee by making them more aware of these services and resources and by offering needed individual counseling and encouragement.

Through LEP students' progress in the Project's own training program as well as their further progress in other Waubonsee courses, and through the Project's in-service workshops, Waubonsee Community College administrators, faculty and staff will become more aware of the needs and abilities of LEP adults.

Since its inception in FY80, the Project, especially its Support Services Component, has formed an important link between the LEP community, Waubonsee Community College's main campus and its Aurora Adult Center, and other service providers. In the past, very few members of the large LEP community in Waubonsee's district have taken advantage of the training opportunities offered by the college at its main campus, because most LEP adults either are not aware of these opportunities, and/or they feel unable to take part in them due to language barriers and economic difficulties.

While Waubonsee's excellent ESL/ABE/GED programs do attract large numbers of LEP students, the Project has helped these programs to reach many other LEP adults who would not otherwise have taken courses. The ESL/ABE Director and his instructional staff have been very supportive of the LEP Project, and their referrals have greatly aided the Project's recruitment efforts.

**Conference/Workshop Title:** PRE-SERVICE WORKSHOP USING VOCATIONAL AND VESL MATERIALS DEVELOPED FOR LEP STUDENTS

**Organizer:** Limited English Proficiency Program for Vocational Education, Waubonsee Community College

**Presentation Title:** The workshop agenda is attached

**Presenter(s):** Michael G. Kelly, Project Director  
Patricia Menges, Curriculum Developer  
(with Kathy Johnson, Secretarial Science VESL Instructor  
and Guadalupe Lambert, Secretarial Science Instructor)

1. **Summary of Subject Matter Covered:** The workshop agenda is attached.

2. **Conference/Workshop Particulars:**

a. **Place:** Waubonsee Community College, Sugar Grove, Illinois

b. **Date:** August 10, 1981

c. **Contact Hours of Workshop:** 9:00 - 4:30

d. **Promotional Brochure:** Letters and brochure are attached.

3. **Participants:** 18 instructors and administrators of 9 LEP Projects for Vocational Education.

4/5. **Evaluation:** A composite of the evaluation instruments completed by the participants is attached.

6. **Summary of Conference/Workshop Presentation's Strengths and Weaknesses:**

The participants particularly appreciated this workshop because:

It gave an in-depth treatment of vocational and corresponding VESL instructional materials that were developed for LEP students.

It focused on practical ways to address the needs of instructors and LEP students in vocational classrooms. It took place in time for them to use the materials from the start of their fall semester classes.

7. **Materials Developed for Presentation:**

The presentation outline that was distributed to the participants is attached. Other materials, too numerous to include here, were also used to support various points of the presentation.

August 10, 1981

AGENDA

- 9:00 - 10:00 Individual consultations (Optional)
- 10:00 Introduction
- 10:15 Waubonsee's Machine Tool materials: The "WHAT"  
- Curriculum of Machine Tool Lab I  
- Curriculum of Technical English for Machine Tool Lab I  
- Machine Shop Fundamentals: Part I
- 11:15 Waubonsee's Machine Tool materials: The "HOW"
- 11:45 Technical English for Machine Shop Fundamentals
- 12:30 - 1:30 Lunch by Ouankeo
- 1:30 Practical methods of developing vocational and VESL materials for LEP students
- 2:30 Concurrent sessions:
- |   |   |
|---|---|
| <p>A. Waubonsee's Secretarial Science vocational and VESL curricula and materials</p> | <p>B. Now it's your turn: Adapting vocational and VESL materials for LEP students in other technical fields</p> |
|---|---|
- 3:30
- |   |                       |
|---|-----------------------|
| <p>A. Now it's your turn: Assessing and adapting vocational and VESL curricula and materials for LEP students in clerical training programs</p> | <p>B. (continued)</p> |
|---|-----------------------|
- 4:15 Evaluation of materials and workshop
- Designed for: Instructors (vocational and/or VESL) and administrators serving LEP students in vocational training programs.
- Instructors who wish to use in their classes the Machine Tool and/or Secretarial Science instructional materials developed by the Waubonsee LEP Project.
- Goals:
- To provide participants with the opportunity to examine the Waubonsee LEP vocational and VESL curricula and materials and to prepare to use them in their program.
- To present the participants with the various teaching techniques keyed to these materials.
- To demonstrate to the participants practical ways to develop vocational and VESL materials for their LEP students.



Limited English Proficiency Program for  
Vocational Education

During the 1980-81 school year, our project at Waubensee Community College developed and field-tested vocational training programs for Limited English Proficiency (LEP) students in the areas of Machine Tool and Secretarial Science. This field-testing has resulted in a considerable amount of vocational curricula and instructional materials and corresponding Vocational English as a Second Language (VESL) curricula and materials. Our materials have been designed for real classroom use as the main instructional texts of a course, or as supplements to some other text. They incorporate the experiences of a year's pilot-testing with LEP students, primarily Hispanic and Indochinese, and include native language supplements.

Vocational teachers and language teachers in secondary schools and Adult Education programs are in great need of appropriate vocational and VESL instructional materials for their LEP students. We would like to share what we have. The Waubensee materials will be available during the coming 1981-82 school year. We are planning to offer in-service workshops for instructors who want to use our materials either as main or supplementary texts in the classroom, or as a springboard to developing their own materials in other technical areas.

If you and/or other staff members of your school or program are interested in attending such a workshop, or would like more information, please fill out the attached form and return it to us as soon as possible.

We look forward to working with you in the near future.

Sincerely,

Michael G. Kelly  
Project Director

Patricia A. Menges  
Curriculum Developer/  
VESL Instructor

IN-SERVICE WORKSHOP  
LIMITED ENGLISH PROFICIENCY PROGRAM  
FOR VOCATIONAL EDUCATION  
WAUBONSEE COMMUNITY COLLEGE

If you are interested in an in-service workshop on the Waubonsee LEP vocational and vocational ESL (VESL) curricula and materials, please fill out this form and return it as soon as possible to:

Patricia Menges  
Waubonsee Community College, Bldg. B  
Illinois Route 47 at Harter Road  
Sugar Grove, IL 60554  
Tel. (312) 466-4811 Ext. 344

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Institution \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Mailing address June 15-August 15, if different from above address:

The following information will help us in planning workshop activities.

1. Are you primarily \_\_\_\_\_ a vocational teacher  
\_\_\_\_\_ a VESL or ESL teacher  
\_\_\_\_\_ an administrator/coordinator
2. What is (are) your technical area(s)? \_\_\_\_\_
3. Are you involved in \_\_\_\_\_ vocational curricula and materials  
\_\_\_\_\_ VESL curricula and materials
4. Do you work with \_\_\_\_\_ Hispanics \_\_\_\_\_ Indochinese \_\_\_\_\_ other language groups
5. Are you interested in \_\_\_\_\_ Waubonsee Machine Tool curricula and materials  
\_\_\_\_\_ measurement and blueprint reading for manufacturing trades  
(a part of Waubonsee Machine Tool)  
\_\_\_\_\_ Waubonsee Secretarial Science curricula and materials  
\_\_\_\_\_ practical methods of developing vocational and VESL materials
6. We have been considering early August for the workshop.  
What time would be most convenient for you?  
Please rank from 1(most) to 4(least).  
\_\_\_\_\_ early August \_\_\_\_\_ early September  
\_\_\_\_\_ mid August \_\_\_\_\_ mid September  
\_\_\_\_\_ late August \_\_\_\_\_ other (when? \_\_\_\_\_)



**Waubonsee  
Community  
College**

Illinois Route 47 at Harter Road • Sugar Grove, Illinois 60554 • Phone (312) 466-4811

**Limited English Proficiency Program for  
Vocational Education**

Dear

You are invited to attend an in-service workshop for instructors and other staff members of LEP Vocational Education programs who wish to use the vocational and/or VESL (vocational ESL) curricula and materials developed and field-tested last year by the Waubonsee LEP Project.

Early last month we contacted various instructors and administrators who had expressed interest in our materials. The majority of the respondents indicated that either early or mid-August would be the most convenient time for such a workshop, although a number of others found it difficult or impossible to attend a workshop in August.

Therefore we have decided to offer a workshop on Tuesday, August 11, 10:00 a.m. - 4:30 p.m., here at Waubonsee Sugar Grove campus. Our main emphasis will be very practical and specific, that is, what our materials are and how to use them as the main instructional materials of your program or how to integrate them as supplements to the other materials you use. If you are interested in using our materials as supplements, please bring to the workshop your program's textbook(s), course outline, shop project prints, etc., as resource materials. A working agenda and information on how to get to Waubonsee are enclosed. The workshop will not actually begin until 10:00 a.m. in order to allow people time to get here:

PLEASE CALL US AT (312) 466-4811, ext. 344 or 226 BY JULY 29 TO LET US KNOW IF YOU ARE COMING, and to tell us if we should count you in for lunch (approximately \$3.00 per person).

We regret being unable to accommodate everyone's needs with respect to an optimum workshop date. However, we plan to participate in a materials use workshop to be held by the Bilingual Vocational Education Project in Arlington Heights in late September or early October, where several Illinois LEP Vocational Education projects will discuss the materials they have developed with people interested in using and pilot-testing them. Jeanne Lopez-Valadez, BVEP Director, will be contacting you about that workshop. If we do not see you here in August, we look forward to seeing you then, and we wish you success in gearing up for Fall classes.

Sincerely,

*Michael G. Kelly*

Michael-G. Kelly  
Project Director

*Patricia Menges*  
Patricia Menges  
Curriculum Developer

MGK/lm

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Enclosure

USING VOCATIONAL AND VESL MATERIALS DEVELOPED FOR  
LIMITED ENGLISH PROFICIENCY STUDENTS

Limited English Proficiency Program  
for Vocational Education

Waubonsee Community College  
Sugar Grove, Illinois

August 10, 1981

WORKSHOP EVALUATION FORM

Please rate the workshop by placing an X along the continuum for each question.

1. How clear were the objectives of this workshop?  
very clear 10 2 \_\_\_\_\_ not clear
2. How appropriate was this presentation for vocational education for LEP students?  
very appropriate 11 1 \_\_\_\_\_ not appropriate
3. How relevant was the content for you?  
very relevant 8 3 \_\_\_\_\_ not relevant
4. How much do you feel you learned?  
more than anticipated 6 4 2 \_\_\_\_\_ less than anticipated
5. Do you plan to use the information in your program teaching/coordination?  
Definitely 8 2 2 \_\_\_\_\_ never
6. Were the handout materials supportive of the content?  
very supportive 12 \_\_\_\_\_ not very supportive
7. How would you rate the presentors?  
Excellent 10 2 \_\_\_\_\_ poor
8. How would you rate this workshop overall?  
Excellent 8 4 \_\_\_\_\_ unsatisfactory
9. Are you primarily: Total No. Participants: 12  
\_\_\_\_\_ a vocational instructor 4 an administrator  
5 a VESL or ESL instructor 3 an administrator/instructor

Comments:

I thought this was one of the best workshops I've ever attended in terms of organization and quantity of information/I was impressed/Thank you/You two did a masterful job. Your presentation and materials were clear and right on target/Yours was by far the best and most practical workshop I've ever attended. I hope you'll have another one soon and I will be first in line to attend/I'm anxiously awaiting the rest of your good material, and can't wait to use it/Keep up the good work!

Conference/Workshop Title: ILLINOIS TESOL/BE SEPTEMBER WORKSHOP

Organizer: ILLINOIS TESOL/BE

Presentation Title: Issues of Testing in Vocational Education for LEP students

Presenter(s): Patricia Menges, Curriculum Developer

1. Summary of Subject Matter Covered: The presentation outline handout is attached.
2. Conference/Workshop Particulars:
  - a. Place: Northeastern University, Chicago, Illinois
  - b. Date: September 19, 1981
  - c. Contact Hours of Presentation: 10:30-11:15
  - d. Promotional Brochure: Available from Conference/Workshop organizer.
3. Participants: 11 instructors and administrators of ESL/VESL Programs.
- 4/5. Evaluation: A composite of the evaluation instruments completed by the participants is attached.
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses:

This presentation took a thorough look at the major questions of testing (assessment and evaluation) of LEP students in vocational education.

7. Materials Developed for Presentation:

The presentation outline that was distributed to the participants is attached. Other materials, too numerous to include here, were also used to support various points of the presentation.

ISSUES OF TESTING IN VOCATIONAL EDUCATION  
FOR LIMITED ENGLISH PROFICIENCY STUDENTS

Patricia Menges  
Curriculum Developer/VESL Instructor  
Waubensee Community College  
Sugar Grove, Illinois 60554

- (1) Vocational Education for LEP Students: An Introduction
- (2) Basic Issues of Testing
  - (2a) What
  - (2b) Why
  - (2b) How
- (3) Phases of testing in Vocational Education for LEP Students:  
What and Why
  - (3a) Initial assessment testing of LEP persons
    - What
      - English language skills
        - Oral and written
        - General purpose English
        - Some consideration of vocational area(s)
      - Why
        - Realistic entrance requirements for LEP courses and ultimately for jobs in the vocational area(s)
        - Data basis for appropriate referrals
    - (3b) Pre-test:  
Preliminary skills testing of LEP Project students  
(at the start of the courses)
      - What
        - English language skills
          - Oral (listening and speaking) and written (primarily comprehension)
          - General purpose English (results of (3a) can be used)
          - Sub-technical vocabulary (comprehension)
          - Specific to vocational area

-- Reading skills

English

Native language if possible (important if bilingual vocational instructors and/or materials are to be used)

-- Math

Specific to vocational area

Why

-- Diagnosis of areas of strength and weakness

-- Aid for instructors' planning of courses

(3c) On-going Assessment:  
Assessment of skills acquisition by LEP Project students during the courses

What

-- Vocational skills

Hands-on skills in shop or lab

Technical theory

-- English language skills

Specific to vocational course and vocational area jobs

Why

-- Evaluation and adaptation of instructional strategies to promote student success

-- Evaluation and adaptation of instructional materials

(3d) Post-Tests:  
Final assessment of students' skills acquisition at the end of the LEP Project's courses

What

-- Vocational skills (see (3c) above)

-- English language skills (see (3a)-(3c) above)

-- Reading (see (3b) above)

-- Math (see (3b) above)

Why

- Job development
- Referrals to further training
- Improvement of Project's instructional strategies/materials

(4) Testing in Vocational Education for LEP students:  
How

(4a) Initial assessment testing/entrance exams

- English language skills

Waubonsee LEP Project : Ilyin Oral Interview

English-second-language Placement  
Test (EPT) (written, grammar; published  
as Ilyin & Best, STEL)

Cutoff for entrance depends on language requirements of vocational  
area.

(4b) Pre-tests

- English language skills

General purpose English: results of (4a)

Sub-technical vocabulary:

Waubonsee LEP Project VESL Test I (Machine Shop Fundamentals)

- Reading skills

Waubonsee LEP Project: Guidance Testing Associates, Inc.  
Inter-American Series of Reading Tests

English & Spanish  
Vocabulary & comprehension  
Level II; 2nd-4th grade

- Math

Waubonsee LEP Project: Project developed 3-part Math Test

Whole numbers, fractions, decimals  
+ - x - for Machine Shop Fundamentals

(4c) On-going assessment

- Vocational skills: Machine Tool

Hands-on: Shop quizzes; practical sections of lesson self-test

Theory: Waubonsee LEP Project developed self-test for lessons of  
its Machine Shop Fundamentals textbook



Multiple-choice, write-in, closely keyed to MSF lessons; and their competency-based objectives; technically accurate and complete, but "simplified" English language and many drawings

-- Vocational skills: Secretarial Science

Hands-on: Typing timings; Office skills application tasks

Theory: Office skills application tasks and explanations

-- VESL (Machine Tool and Secretarial Science)

Periodic quizzes; worksheets

Evaluation by instructors

(4d) Post-Tests

-- Vocational skills: Machine Tool

Hands-on: Shop project evaluation

Theory: Average of Self-test grades

-- English language skills

Alternate forms of the Ilyin Oral Interview, the ETP, and the VESL Test I

-- Math

Alternate forms of the three parts of the Math test (4b)

(5) Conclusions

Illinois TESOL/BE September 19th Workshop, 1981  
ISSUES OF TESTING IN VOCATIONAL EDUCATION FOR  
LIMITED ENGLISH PROFICIENCY STUDENTS

EVALUATION FORM

Please rate the presentation by placing an X along the continuum for each question.

1. How clear were the objectives of this presentation?  
 very clear 7    3    1    \_\_\_\_\_    not clear
2. How appropriate was this presentation for vocational education for LEP students?  
 very appropriate 7    4    \_\_\_\_\_    not appropriate
3. How relevant was the content for you?  
 very relevant 4    3    2    1    1    not relevant
4. How much do you feel you learned?  
 more than anticipated 3    3    4    1    \_\_\_\_\_    less than anticipated
5. Were the handout materials supportive of the content?  
 very much 8    3    \_\_\_\_\_    not very much
6. How would you rate the presenter?  
 Excellent 5    5    1    \_\_\_\_\_    poor
7. How would you rate this presentation overall?  
 Excellent 4    6    1    \_\_\_\_\_    unsatisfactory
8. Are you primarily:    Total No. Participants: 11    Do you work in:  
 \_\_\_\_\_ a vocational teacher    3    an administrator    0 elementary school  
7 a VESL or ESL teacher    \_\_\_\_\_ a bilingual teacher    1 secondary school.  
1 an Admin/VESL teacher    \_\_\_\_\_ 10 adult education

9. Comments:  
 Well done/As a result of this excellent presentation, I was able to get many good ideas for organizing and presenting a talk and learn about vocational English relevant to my program/ Well organized. I like the handout of the outline: provided a good focus/The details were excellent/I didn't quite understand the "big picture" (broad outlines)/Limited time did not allow for an adequate discussion of relevant questions/Make transparencies of a "sample page" from each test/People often don't recognize the name of a test but will recognize an excerpt/ I would like to see samples of materials to understand concepts better.

Conference/Workshop Title: FIELD TESTING WORKSHOP

Organizer: Bilingual Vocational Education Project

Presentation Title: Introduction to the Waubensee LEP Project's  
Machine Shop Fundamentals materials

Presenter(s): Michael G. Kelly, Project Director

1. Summary of Subject Matter Covered: The presentation covered Machine Shop Fundamentals: Parts I and II. (Vocational textbook, workbook, native language supplements, instructor's manuals)
2. Conference/Workshop Particulars:
  - a. Place: Center for Urban Education, Chicago, Illinois
  - b. Date: October 21, 1981
  - c. Contact Hours of Presentation: 1:00-3:00
  - d. Promotional Brochure: Available from Conference/Workshop organizer.
3. Participants: 8 Vocational instructors, ESL instructors, and administrators from LEP Projects in Illinois, Indiana and Iowa.
- 4/5. Evaluation: A composite of the evaluation instruments completed by the participants is attached.
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses:  
This presentation provided an opportunity to introduce a few more people to Machine Shop Fundamentals. Unfortunately, the workshop itself was poorly organized and publicized. It attracted very few vocational instructors, and tried to do too much at one time.
7. Materials Developed for Presentation:  
The presentation outline that was distributed to the participants is attached. ~~Other materials, too numerous to include here, were also used to support various points of the presentation.~~

INTRODUCTION TO THE WAUBONSEE LEP PROJECT'S  
MACHINE SHOP FUNDAMENTALS MATERIALS

EVALUATION FORM

Please rate the presentation by placing an X along the continuum for each question.

1. How clear were the objectives of this presentation?

very clear 5 2 1 \_\_\_\_\_ not clear

2. How appropriate was this presentation for vocational education for LEP students?

very appropriate 6 2 \_\_\_\_\_ not appropriate

3. How relevant was the content for you?

very relevant 5 2 1 \_\_\_\_\_ not relevant

4. How much do you feel you learned?

more than anticipated 5 1 1 1 \_\_\_\_\_ less than anticipated

5. Were the handout materials supportive of the content?

very much 6 1 1 \_\_\_\_\_ not very much

6. How would you rate the presenter?

Excellent 5 2 1 \_\_\_\_\_ poor

7. How would you rate this presentation overall?

Excellent 5 2 1 \_\_\_\_\_ unsatisfactory

8. Are you primarily: Total No. Participants: 8 Do you work in:

2 a vocational teacher 4 an administrator \_\_\_\_\_ elementary school

2 a VFSL teacher \_\_\_\_\_ a bilingual teacher 2 secondary school

\_\_\_\_\_ an ESL teacher \_\_\_\_\_ 6 adult education

9. Comments:

Thanks/Great stuff/Everything was impressive and a good alternative for many particular situations.

Conference/Workshop Title: FIELD TESTING WORKSHOP

Organizer: Bilingual Vocational Education Project

Presentation Title: VESL for Clerical Careers, Data Processing,  
Accounting and Drafting

Presenter(s): Patricia Menges, Curriculum Developer

1. Summary of Subject Matter Covered: The presentation outline handout is attached.
2. Conference/Workshop Particulars:
  - a. Place: Center for Urban Education, Chicago, Illinois
  - b. Date: October 21, 1981
  - c. Contact Hours of Presentation: 1:00-3:00
  - d. Promotional Brochure: Available from Conference/Workshop organizer.
3. Participants: 12 instructors, administrators, and counselors of LEP Vocational and ESL programs
- 4/5. Evaluation: A composite of the evaluation instruments completed by the participants is attached.
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses:

This presentation gave the participants a good overview of VESL as it relates to the 4 areas chosen by the workshop organizer. However, the basis for putting these 4 areas together, i.e. all 4 were the subjects of Truman College VESL manuals, was not a solid one. Therefore, it was difficult to include specific points. Moreover, the workshop itself was poorly organized.
7. Materials Developed for Presentation:

The presentation outline that was distributed to the participants is attached. Other materials, too numerous to include here, were also used to support various points of the presentation.

VESL FOR CLERICAL CAREERS,  
DATA PROCESSING, ACCOUNTING,  
AND DRAFTING

Patricia Menges  
Curriculum Developer/  
VESL Instructor  
Waubensee Community College  
Sugar Grove, Illinois

(1) VESL and Vocational Education

- Language skill requirements specific to a vocational area
- Coordination of VESL curriculum and materials with those of the vocational course
- VESL and "remedial voc. ed."
- VESL and "pre-voc." ed.

(2) VESL and ESL

- English proficiency entrance requirements
- VESL not to replace ESL, but to build on it, specialize
- VESL and pre-employment skills

(3) VESL curriculum, materials, methods

- Selecting vocabulary and structures
- Balancing vocabulary, structures, and social interaction/functions

(4) VESL for Clerical Careers

(5) VESL for Data Processing

(6) VESL for Accounting

(7) VESL for Drafting

Conference/Workshop Title: VOCATIONAL INSERVICE WORKSHOP

Organizer: Bilingual Vocational Education Project (BVEP)  
and the Chicago Board of Education

Presentation Title: Session 1 of a 3-session course

Presenter(s): Jeanne Lopez-Valadez, BVEP Director  
Patricia Menges, Curriculum Developer

1. Summary of Subject Matter Covered: Second language learning and teaching; ESL and VESL; Coordination between ESL/VESL and vocational teachers; how ESL/VESL can aid vocational education; VESL vocabulary selection
2. Conference/Workshop Particulars:
  - a. Place: Benito Juarez High School, Chicago, Illinois
  - b. Date: October 21, 1981
  - c. Contact Hours of Presentation: 6:00-9:00 P.M.
  - d. Promotional Brochure: Available from BVEP.
3. Participants: 20 vocational instructors from several Chicago high schools
- 4/5. Evaluation: Available from BVEP.
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses:

It was good to meet with so many vocational instructors. However, this session was planned to cover too many different topics, and at too theoretical a level.
7. Materials Developed for Presentation: Available from BVEP.

VESL FOR CLERICAL CAREERS, DATA PROCESSING, ACCOUNTING, AND DRAFTING

EVALUATION FORM

Please rate the presentation by placing an X along the continuum for each question.

1. How clear were the objectives of this presentation?

very clear 6 4 1 1 not clear

2. How appropriate was this presentation for vocational education for LEP students?

very appropriate 7 4 1 1 not appropriate

3. How relevant was the content for you?

very relevant 4 5 2 1 not relevant

4. How much do you feel you learned?

more than anticipated 2 4 4 2 less than anticipated

5. Were the handout materials supportive of the content?

very much 7 4 1 1 not very much

6. How would you rate the presenter?

Excellent 6 5 1 1 poor

7. How would you rate this presentation overall?

Excellent 5 6 1 1 unsatisfactory

8. Are you primarily:

Total No. Participants 12

Do you work in:

1 a vocational teacher 3 an administrator 1 elementary school

1 a VESL teacher 2 a bilingual teacher 5 secondary school

5 an ESL teacher 1 a counselor 7 adult education

9. Comments: Organized well/Ideas are good can be used



Conference/Workshop Title: STATE-WIDE CONFERENCE ON INCREASING  
MINORITIES IN VOCATIONAL EDUCATION

Organizer: City Colleges of Chicago, ISBE/DAVTE, Ill. Assn. for  
Advancement of BlackAmericans in Voc. Ed.

Presentation Title: Alternative Materials and Delivery Systems for  
LEP Students in Vocational Education

Presenter(s): Patricia Menges, Curriculum Developer  
Michael G. Kelly, Project Director

1. Summary of Subject Matter Covered: The presentation outline handout is attached.
2. Conference/Workshop Particulars:
  - a. Place: Radisson Hotel, Chicago, Illinois
  - b. Date: October 30, 1981
  - c. Contact Hours of Presentation: 2:00-3:30
  - d. Promotional Brochure: Available from Conference/Workshop organizer.
3. Participants: 14 instructors, administrators and counselors of ESL  
and Vocational programs for LEP students
- 4/5. Evaluation: A composite of the evaluation instruments completed by the  
participants is attached.
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses:  
  
This presentation gave a good general introduction to the topic.
7. Materials Developed for Presentation:  
  
The presentation outline that was distributed to the participants is  
attached. Other materials, too numerous to include here, were also  
used to support various points of the presentation.

State-Wide Conference on Increasing  
Minorities in Vocational Education

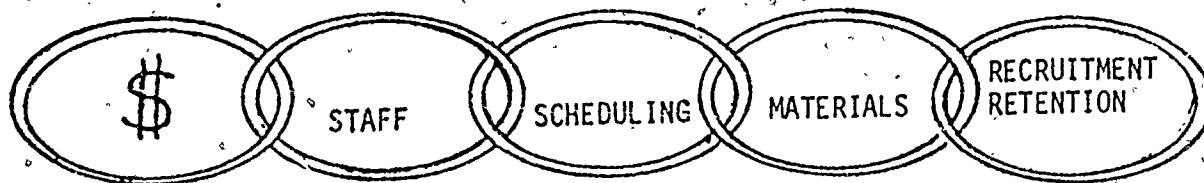
ALTERNATIVE MATERIALS AND DELIVERY SYSTEMS  
FOR LIMITED ENGLISH PROFICIENCY STUDENTS  
IN VOCATIONAL EDUCATION

(1) The gap between the Limited English Proficiency (LEP) students and traditional vocational education programs

(1a) LEP students. numbers, job needs and opportunities, skills, resources

(1b) Vocational education programs

(2) Program development and implementation



(3) Alternative delivery systems for LEP students in vocational education

(3a) Support services

Assessment of needs, interests, skills, and resources

Counseling

Information and referral

(3b) Language skills support

English as a Second Language (ESL)

Pre-employment ESL

Pre-vocational ESL

Vocational ESL (VESL)

Bilingual materials and/or staff

(3c) Skills support (not specifically language)

Study skills

85

90

Math

(4) Alternative instructional materials and strategies for LEP students in vocational education

(4a) Vocational materials

Bilingual vocational materials

Simplified English materials

(4b) Vocational instructional strategies

(4c) VESL materials

(4d) VESL instructional strategies

(5) Conclusions

ALTERNATIVE MATERIALS AND DELIVERY SYSTEMS  
 FOR LEP STUDENTS IN VOCATIONAL EDUCATION

EVALUATION FORM

Please rate the presentation by placing an X along the continuum for each question.

1. How clear were the objectives of this presentation?

very clear 7 4 3 \_\_\_\_\_ not clear

2. How appropriate was this presentation for vocational education for LEP students?

very appropriate 8 4 1 1 \_\_\_\_\_ not appropriate

3. How relevant was the content for you?

very relevant 5 5 4 \_\_\_\_\_ not relevant

4. How much do you feel you learned?

more than anticipated 2 6 5 1 \_\_\_\_\_ less than anticipated

5. Were the handout materials supportive of the content?

very much 7 4 3 \_\_\_\_\_ not very much

6. How would you rate the presentors?

Excellent 9 3 1 1 \_\_\_\_\_ poor

7. How would you rate this presentation overall?

Excellent 6 5 3 \_\_\_\_\_ unsatisfactory

8. Are you primarily: Total No. of Participants 14 Do you work in:

       a vocational teacher 10 an administrator        elementary school

1 a VESL teacher        a bilingual teacher 2 secondary school

2 an ESL teacher 1 a counselor 12 adult education

9. Comments: They know their stuff/Excellent resource/Practical and thorough, but needed twice as much time/I felt that this was good for the teachers but being from an agency, I expected to find more resources/Need to bring more samples of the materials you're using

Conference/Workshop Title: VOCATIONAL INSERVICE WORKSHOP

Organizer: Bilingual Vocational Education Project (BVEP) and the Chicago Board of Education

Presentation Title: Session 3 of a 3-session course

Presenter(s): Jeanne Lopez-Valadez, BVEP Director  
Michael G. Kelly, Project Director

1. Summary of Subject Matter Covered: The need for adapting the concept organization and language level of vocational materials for LEP students; methods of developing vocational materials for LEP students.
2. Conference/Workshop Particulars:
  - a. Place: Benito Juarez High School, Chicago, Illinois
  - b. Date: November 4, 1981
  - c. Contact Hours of Presentation: 5:00-8:00 P.M.
  - d. Promotional Brochure: Available from Conference/Workshop organizer.
3. Participants: 20 vocational instructors from several Chicago high schools
- 4/5. Evaluation: Available from BVEP
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses: Although useful ideas and techniques for LEP vocational materials adaptation were presented, many of them were not very feasible within the framework of the Chicago public school system.
7. Materials Developed for Presentation: Available from BVEP

Conference/Workshop Title: GREAT LAKES REGIONAL CONFERENCE

Organizer: American Technical Education Association

Presentation Title: Developing Vocational Materials for LEP Students

Presenter(s): Michael G. Kelly, Project Director

1. Summary of Subject Matter Covered:  
Vocational materials for LEP students.
2. Conference/Workshop Particulars:
  - a. Place: Southern Illinois University, Carbondale, IL
  - b. Date: November 6, 1981
  - c. Contact Hours of Presentation: 10:00-11:30
  - d. Promotional Brochure: Available from Conference/Workshop organizer
3. Participants: 8 vocational educators.
- 4/5. Evaluation: Available from the organizer.
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses:  
Useful ideas were presented and exchanged; however, attendance was low.
7. Materials Developed for Presentation: N/A

Conference/Workshop Title: VOCATIONAL INSERVICE WORKSHOP

Organizer: Bilingual Vocational Education Project (BVEP) and the Chicago Board of Education.

Presentation Title: Session 2 of a 3-session course

Presenter(s): Jeanne Lopez-Valadez, BVEP Director  
Michael G. Kelly, Project Director

1. Summary of Subject Matter Covered: The need for adapting the concept organization and language level of vocational materials for LEP students; methods of developing vocational materials for LEP students.
2. Conference/Workshop Particulars:
  - a. Place: Clemente High School, Chicago, Illinois
  - b. Date: November 17, 1981
  - c. Contact Hours of Presentation: 5:00-8:00 P.M.
  - d. Promotional Brochure: Available from BVEP.
3. Participants: 20 Vocational instructors from several Chicago high schools
- 4/5. Evaluation: Available from BVEP.
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses: Although useful ideas and techniques for LEP vocational materials adaptation were presented, many of them were not very feasible within the framework of the Chicago public school system.
7. Materials Developed for Presentation: Available from BVEP.

Conference/Workshop Title: BILINGUAL VOCATIONAL EDUCATION WORKSHOP: USING VOCATIONAL AND VESL MATERIALS DEVELOPED FOR LEP STUDENTS

Organizer: LEP Project for Vocational Education at Waubensee Community College and Chicago Urban Skills Institute (CUSI)

Presentation Title: The workshop agenda is attached.

Presenter(s): Michael G. Kelly, Project Director  
Patricia Menges, Curriculum Developer  
Kebir Marti-Lambert, Bilingual Counselor

1. Summary of Subject Matter Covered: The workshop agenda is attached
2. Conference/Workshop Particulars:
  - a. Place: Dawson Skill Center, Chicago, Illinois
  - b. Date: November 20, 1981
  - c. Contact Hours of Presentation: 9:00-3:30
  - d. Promotional Brochure: See attached brochure/agenda.
3. Participants: 44 vocational training specialists, administrators, and instructors, primarily of CUSI but including several from other LEP programs.
- 4/5 Evaluation: A composite of the evaluation instruments completed by the participants is attached.
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses:

This workshop was practical and dealt with the realities of vocational education for LEP students. Although many of the instructors did not yet have LEP students in their programs, all were very receptive. This workshop was given in response to a request made by the Dawson Skill Center, asking that the Waubensee LEP Project staff repeat much of their August 10 workshop, i.e., using LEP vocational and VESL materials in Machine Tool and Secretarial Science, plus a session on Counseling LEP Students in Vocational Educ.
7. Materials Developed for Presentation:

The workshop agenda that was distributed to the participants is attached. Other materials, too numerous to include here, were also used to support various points of the presentation.



# WILLIAM L. DAWSON SKILL CENTER

3901 South State Street  
Chicago, Illinois 60609

(312) 624-7300



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## BILINGUAL VOCATIONAL EDUCATION WORKSHOP USING VOCATIONAL AND VESL MATERIALS DEVELOPED FOR LIMITED ENGLISH PROFICIENCY STUDENTS

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SPONSORED BY:

CITY COLLEGES OF CHICAGO  
WILLIAM L. DAWSON SKILL CENTER AND  
WAUBONSEE COMMUNITY COLLEGE  
LIMITED ENGLISH PROFICIENCY PROJECT

PLACE:

DAWSON SKILL CENTER  
3901 South State Street  
Chicago, IL 60609

DATE:

November 20, 1981

TIME:

9:00 a.m. - 3:30 p.m.

DESIGNED FOR:

Instructors (vocational and/or VESL-Vocational English as a Second Language), administrators, and counselors serving LEP students in vocational training programs.

GOALS:

Instructors who wish to use in their classes the MACHINE TOOL or SECRETARIAL SCIENCE instructional materials developed by the Waubonsee LEP Project.

To provide participants with the opportunity to examine the Waubonsee LEP vocational and VESL curricula and materials, and to prepare to use them in their programs.

To present various teaching techniques keyed to these materials.

To examine important aspects of assessment and counseling of LEP students in vocational education.

If you have any questions, please call Arnold Bradford (DSC) 312-624-7300, Ext. 255  
or Michael G. Kelly (WCC) 312-466-4811, Ext. 344

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cut on dotted line and return by mail

IF YOU ARE PLANNING TO ATTEND THE DAWSON/WAUBONSEE BILINGUAL VOCATIONAL EDUCATION WORKSHOP ON USING VOCATIONAL AND VESL MATERIALS DEVELOPED FOR LIMITED ENGLISH PROFICIENCY STUDENTS ON FRIDAY, NOVEMBER 20, PLEASE FILL OUT THE PRE-REGISTRATION FORM BELOW AND RETURN IT BY NOVEMBER 3. MAIL TO:

Michael G. Kelly, LEP Project  
Waubonsee Community College  
Route 47 at Harter Road  
Sugar Grove, IL 60554

Name \_\_\_\_\_ Title/Position \_\_\_\_\_

Program/School \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Are you primarily:

- a vocational instructor
- an ESL instructor
- a VESL instructor
- an administrator
- a counselor

Do you work in:

- adult education
- secondary level
- post-secondary level

BILINGUAL VOCATIONAL EDUCATION WORKSHOP:  
USING VOCATIONAL AND VESL MATERIALS  
DEVELOPED FOR LIMITED ENGLISH  
PROFICIENCY STUDENTS

William L. Dawson Skill Center  
City Colleges of Chicago  
Chicago, Illinois

and

Limited English Proficiency Project  
for Vocational Education  
Waubensee Community College  
Sugar Grove, Illinois

November 20, 1981

AGENDA

- 9:00 - 10:15 Vocational Education for Limited English Proficiency Students:  
The Issues and Some of the Answers
- 10:15 - 10:30 Curriculum of Machine Tool Lab I for LEP Students  
Curriculum of Technical English (VESL) for Machine Tool Lab I
- 10:30 - 10:45 Time for looking through Waubensee Machine Shop Fundamentals  
materials (student textbook; Spanish, Lao, and Vietnamese  
native language supplements; student workbook; instructor's  
manual.)
- 10:45 - 12:00 Machine Shop Fundamentals: What and How
- 12:00 - 12:30 Technical English for Machine Shop Fundamentals:  
(Vocational English as a Second Language, or VESL)
- 12:30 - 1:30 Lunch
- 1:30 - 3:15 — Concurrent Sessions:

A. Secretarial Science for LEP  
Students: Vocational and  
VESL Curricula  
Materials  
Teaching Techniques

B. Instructional  
Strategies for LEP  
Students in Machine  
Tool Lab I

C. Assessment,  
Counseling, and  
other Support Services  
for LEP Students in  
Vocational Education

3:15 - 3:30 Evaluation

BILINGUAL VOCATIONAL EDUCATION WORKSHOP: USING VOCATIONAL AND VESL MATERIALS  
DEVELOPED FOR LIMITED ENGLISH PROFICIENCY STUDENTS

EVALUATION FORM

Please rate this workshop by placing an X along the continuum for each question.

1. How clear were the objectives of this workshop?

very clear 20 9 11 4 not clear

2. How appropriate was this workshop for vocational education for LEP students?

very appropriate 24 9 9 3 not appropriate

3. How relevant was the content for you?

very relevant 17 11 10 4 2 not relevant

4. How much do you feel you learned?

more than anticipated 11 17 11 3 2 less than anticipated

5. Were the handout materials supportive of the content?

very much 23 9 6 5 not very much

6. How would you rate the presentors?

Excellent 19 13 8 3 poor

7. How would you rate this workshop overall?

Excellent 17 12 9 5 1 unsatisfactory

8. Are you primarily: TOTAL NO. PARTICIPANT EVALUATORS 44 Do you work in:

24 a vocational teacher 12 an administrator 3 a community agency

1 a VESL teacher 2 a bilingual teacher 3 secondary school

3 an ESL teacher 4 counselor 8 adult education

9. Comments: Good presentation/ Very well organized/Good practical presentation/One of the few workshops I've gone to where I didn't feel any time was wasted/Interesting and enjoyable/ Every little bit helps/Thanks/Thank you/Relationship to my vocational area is too vague/Not relative to population I serve at this time, but interesting anyhow.

Conference/Workshop Title: ILLINOIS TESOL/BE 10th ANNUAL STATE CONVENTION

Organizer: Illinois TESOL/BE

Presentation Title: Effective Use of the Native Language with English in Vocational Education for LEP Students

Presenter(s): Patricia Menges, Curriculum Developer  
Michael G. Kelly, Project Director

1. Summary of Subject Matter Covered: The presentation outline handout is attached.
2. Conference/Workshop Particulars:
  - a. Place: Americana Congress Hotel, Chicago, Illinois
  - b. Date: February 26, 1982
  - c. Contact Hours of Presentation: 10:15-11:45
  - d. Promotional Brochure: Available from Conference/Workshop organizer.
3. Participants: 14 instructors, administrators and counselors in ESL and vocational programs for LEP Students.
- 4/5. Evaluation: A composite of the evaluation instruments completed by the participants is attached.
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses:

The strength of this presentation lay in its focus on specific techniques of native language use in vocational education, and in its evaluation of advantages and disadvantages of bilingual vocational programs.
7. Materials Developed for Presentation:

The presentation outline that was distributed to the participants is attached. Other materials, too numerous to include here, were also used to support various points of the presentation.

Effective Use of the Native Language with English in Vocational  
Education for Limited English Proficiency Students

Patricia Menges, Curriculum  
Developer  
Michael G. Kelly, Project  
Director

- (1) LEP students in vocational education
- (2) Bilingual vocational education
- (3) English and native language use in a vocational education program for LEP students depends on:
  - (3a) vocational area
  - (3b) goals of program
  - (3c) length and scope of program
  - (3d) students' educational backgrounds in native language and in English
  - (3e) students' vocational backgrounds in native country and US
  - (3f) English vocational materials used in program
  - (3g) availability of native language vocational area
- (4) Language use
  - (4a) by instructors
  - (4b) in materials.
- (5) Instructional materials
  - (5a) Traditional textbooks and glossaries
    - English
    - native language translations
  - (5b) Materials adapted or developed for LEP students
    - English core.
    - native language supplements to English core

(6) Instructors

(6a) Bilingual instructors

(6b) Monolingual instructors

(7) Vocational English as a second language (VESL)

(8) Strengths and Weaknesses of native language use in vocational education for LEP students

(8a) Strengths

- potential for insuring student comprehension
- potential for quick clarification of subtechnical vocabulary
- potential for helping instructors to evaluate students
- bolstering students' self-confidence

(8b) Weaknesses

- scarcity of qualified bilingual instructors
- scarcity of appropriate bilingual materials
- the possibility that the use of their native language(s) may work against the students' improving their job-related and general purpose English skills
- the fact that the more native languages are involved in the multilingual classroom of a "bilingual" model, the less time there is for using English
- the double difficulty for students if the new technical vocabulary is taught bilingually
- the variety of students' native language proficiency levels
- the students' desire that English be the primary language of instruction.

(9) Conclusions

Effective Use of the Native Language with English in Vocational  
Education for Limited English Proficiency Students

EVALUATION FORM

Please rate the presentation by placing an X along the continuum for each question.

1. How clear were the objectives of this presentation?

very clear 6 7 1 \_\_\_\_\_ not clear

2. How appropriate was this presentation for vocational education for LEP students?

very appropriate 8 6 \_\_\_\_\_ not appropriate

3. How relevant was the content for you?

very relevant 6 7 1 \_\_\_\_\_ not relevant

4. How much do you feel you learned?

more than anticipated 4 5 3 2 \_\_\_\_\_ less than anticipated

5. Were the handout materials supportive of the content?

very much 8 5 1 \_\_\_\_\_ not very much

6. How would you rate the presenter?

Excellent 7 5 2 \_\_\_\_\_ poor

7. How would you rate this presentation overall?

Excellent 6 6 1 1 \_\_\_\_\_ unsatisfactory

8. Are you primarily: Total No. Participants 14 Do you work in:

1 a vocational teacher 3 an administrator \_\_\_\_\_ a community agency

1 a VESL teacher 1 a bilingual teacher \_\_\_\_\_ secondary school

7 an ESL teacher 1 a counselor 6 adult education

9. Comments: Overall the presentation was effective/Very good - helpful/Keep up the good work - need more Vocational VESL/material development part was very helpful/Excellent visual materials.



Conference/Workshop Title: ILLINOIS TESOL/BE 10th ANNUAL STATE CONVENTION

Organizer: ILLINOIS TESOL/BE

Presentation Title: Assessment and Counseling of ESL/ABE Students in Vocational Education

Presenter(s): Kebir Marti-Lambert, Bilingual Counselor

1. Summary of Subject Matter Covered: The presentation outline handout is attached.
2. Conference/Workshop Particulars:
  - a. Place: American Congress Hotel, Chicago, Illinois
  - b. Date: February 27, 1982
  - c. Contact Hours of Presentation: 10:30-12:00
  - d. Promotional Brochure: Available from Conference/Workshop organizer.
3. Participants: 15 Counselors, instructors and administrators of ESL/ABE programs
- 4/5. Evaluation: A composite of the evaluation instruments completed by the participants is attached.
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses:

This presentation was very well received, because it offered concrete and relevant approaches to many of the most common problems that counselors face in working with ESL/ABE students.
7. Materials Developed for Presentation:

The presentation outline that was distributed to the participants is attached. Other materials, too numerous to include here, were also used to support various points of the presentation.

ASSESSMENT AND COUNSELING  
OF ESL/ABE STUDENTS IN VOCATIONAL EDUCATION

Kebir Marti-Lambert, Counselor

- I. ESL/ABE Programs
  - A. Effective in meeting LEP students' short-term language needs
  - B. Less able to address LEP students' long term needs, especially employment training needs
  - C. Primary difficulty: how to best implement comprehensive student assessment and counseling, including an effective system of information and referral
- II. Need for practical methods of assessment and counseling to assist ESL/ABE students in integrating their long-term and short-term goals, especially in vocational education.
  - A. Student's own coping skills.
  - B. Recruitment
  - C. Comprehensive Intake and Assessment
    1. Language skills
    2. Math skills
    3. Work experience
    4. Interests
    5. Economic status
    6. Family obligations
    7. Testing
  - D. Counselor needs  
Knowledge of available educational and social service providers, and of their regulations.
  - E. Counselor needs  
Good linkages with personnel in educational institutions and social agencies.

III. How to use this information to make appropriate referrals

IV. Coordination of ESL/ABE with referrals to vocational job training programs

V. Counseling and job development

A. Counseling

B. Pre-employment training

C. Job Development

ASSESSMENT AND COUNSELING  
OF ESL/ABE STUDENTS IN VOCATIONAL EDUCATION

EVALUATION FORM

Please rate the presentation by placing an X along the continuum for each question.

1. How clear were the objectives of this presentation?

very clear 8 6 1 \_\_\_\_\_ not clear

2. How appropriate was this presentation for vocational education for LEP students?

very appropriate 8 6 \_\_\_\_\_ 1 \_\_\_\_\_ not appropriate

3. How relevant was the content for you?

very relevant 7 4 3 \_\_\_\_\_ 1 not relevant

4. How much do you feel you learned?

more than anticipated 9 5 1 \_\_\_\_\_ less than anticipated

5. Were the handout materials supportive of the content?

very much 15 \_\_\_\_\_ not very much

6. How would you rate the presenter?

Excellent 8 7 \_\_\_\_\_ poor

7. How would you rate this presentation overall?

Excellent 7 8 \_\_\_\_\_ unsatisfactory

8. Are you primarily: Total No. Participants 15 Do you work in:

\_\_\_\_\_ a vocational teacher 2 an administrator 1 a community-agency  
\_\_\_\_\_ a VESL teacher \_\_\_\_\_ a bilingual teacher 1 secondary school  
7 an ESL teacher 6 a counselor 13 adult education

9. Comments: Excellent/Need more time and more presentations like this/Your advice was so relevant and specific/handouts were extremely effective and provided me with something concrete to work with and better my position and effectiveness at my program/Thank you for giving this presentation/Great/I overheard some of the session your advice was so relevant/Title should say Agency-Job Placement rather than Vocational Education/Handouts should be collated in order of presentation for easier reference.

Conference/Workshop Title: LEP DISSEMINATION CONFERENCE

Organizer: ISBE/DAVTE

Presentation Title: Bilingual Vocational Programs for Adults

Presenter(s): Michael G. Kelly, Project Director  
Sarah Bingaman, Triton Community College  
Elizabeth Maschwitz, Truman College

1. Summary of Subject Matter Covered: Each of the presenters discussed issues of bilingual vocational education for adults and how his/her project had dealt with them.
2. Conference/Workshop Particulars:
  - a. Place: Joliet Renaissance Center, Joliet, Illinois
  - b. Date: March 31, 1982
  - c. Contact Hours of Presentation: 10:45-11:45
  - d. Promotional Brochure: Available from DAVTE
3. Participants: Approximately 50 instructors and administrators of VESL/ESL/vocational programs
- 4/5. Evaluation: Available from DAVTE.
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses:

These presentations gave participants many interesting ideas, but were at the same time too general and too specific for the audience.
7. Materials Developed for Presentation: N/A

Conference/Workshop Title: LEP DISSEMINATION CONFERENCE

Organizer: ISBE/DAVTE

Presentation Title: VESL in the Secondary Schools and Adult Programs

Presenter(s): Patricia Menges, Curriculum Developer  
Ken Wright, Elgin High School

1. Summary of Subject Matter Covered: The two presenters discussed similarities and differences in ways of planning and implementing VESL programs for adults and for secondary school students.
2. Conference/Workshop Particulars:
  - a. Place: Joliet Renaissance Center, Joliet, Illinois
  - b. Date: March 31, 1982
  - c. Contact Hours of Presentation: 12:45-1:45
  - d. Promotional Brochure: Available from DAVTE
3. Participants: 15-18 instructors and administrators of VESL/ESL/vocational programs
- 4/5. Evaluation: Available from DAVTE
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses:

These presentations gave participants many interesting ideas, but were at the same time too general and too specific for the audience.
7. Materials Developed for Presentation: N/A

Conference/Workshop Title: LEP DISSEMINATION CONFERENCE

Organizer: ISBE/DAVTE

Presentation Title: VESL Materials for Machine Tool and for Typing/General Clerical

Presenter(s): Patricia Menges, Curriculum Developer

1. Summary of Subject Matter Covered: Techniques of developing VESL materials for Machine Tool and Secretarial Programs, rooted strongly in the vocational component. The Waubensee LEP Project's VESL Materials were used as examples.
2. Conference/Workshop Particulars:
  - a. Place: Joliet Renaissance Center, Joliet, Illinois
  - b. Date: March 31, 1982
  - c. Contact Hours of Presentation: 1:50-2:20
  - d. Promotional Brochure: Available from DAVTE.
3. Participants: 12-15 instructors and administrators of VESL/ESL/Vocational programs
- 4/5. Evaluation: Available from DAVTE
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses:

This discussion was useful, and there was much interest in the Project's VESL materials. Participants asked that Machine Tool vocational sessions (see following presentation) not be scheduled back to back with Machine Tool VESL in the future.
7. Materials Developed for Presentation: Samples of VESL materials developed by the Waubensee LEP Project were distributed.

Conference/Workshop Title: LEP DISSEMINATION CONFERENCE

Organizer: ISBE/DAVTE

Presentation Title: Vocational Materials for LEP Machine Tool Students:  
Waubonsee's Machine Shop Fundamentals

Presenter(s): Michael G. Kelly, Project Director

1. Summary of Subject Matter Covered: Machine Shop Fundamentals: What it is and how to use it.
2. Conference/Workshop Particulars:
  - a. Place: Joliet Renaissance Center, Joliet, Illinois
  - b. Date: March 31, 1982
  - c. Contact Hours of Presentation: 1:50-2:20
  - d. Promotional Brochure: Available from DAVTE
3. Participants: 10 vocational instructors and administrators of LEP programs.
- 4/5. Evaluation: Available from DAVTE
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses:

The materials were well received, but there was too little time to permit in-depth treatment. Participants asked that future workshops not schedule vocational and VESL presentations for the same vocational area in the same time slot. (See preceding presentation.)
7. Materials Developed for Presentation: The student textbook of Machine Shop Fundamentals was disseminated to the participants, (Fifteen others had signed the request list earlier in the conference)



Conference/Workshop Title: 2nd MIDWEST REGIONAL TESOL CONFERENCE

Organizer: INDIANA TESOL/BE

Presentation Title: Techniques of Writing Effective Vocational ESL  
Curricula and Materials

Presenter(s): Patricia Menges, Curriculum Developer  
Michael G. Kelly, Project Director

1. Summary of Subject Matter Covered: The presentation outline handout is attached.
2. Conference/Workshop Particulars:
  - a. Place: Convention Center, Indianapolis, Indiana
  - b. Date: April 3, 1982
  - c. Contact Hours of Presentation: 3:00-4:30
  - d. Promotional Brochure: Available from Conference/Workshop organizer.
3. Participants: 12 ESL/VESL instructors and administrators from Illinois, Indiana, Minnesota, Wisconsin, Michigan.
- 4/5. Evaluation: A composite of the evaluation instruments completed by the participants is attached.
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses:

Participants appreciated the practical focus of this presentation. The only real problem was its late time slot (the last session on the last day).
7. Materials Developed for Presentation:

The presentation outline that was distributed to the participants is attached. Other materials, too numerous to include here, were also used to support various points of the presentation.

TECHNIQUES OF WRITING EFFECTIVE  
VOCATIONAL ESL CURRICULA AND MATERIALS

Patricia A. Menges, Curriculum Developer  
Michael G. Kelly, Project Director

- (1) Introduction: LEP Students in Voc. Ed.
  - (1a) Need for technical training for jobs
  - (1b) Special barriers:
    - language
    - traditional materials and delivery systems
  - (1c) Relationship of voc. ed. - ESL - VESL
- (2) Vocational ESL (VESL)
  - (2a) What is VESL?
  - (2b) Coordination with a voc. course and voc. materials
- (3) Possible Components of VESL.
  - (3a) Language support for voc. course
    - vocabulary
    - structures
    - communicative functions
  - (3b) Math
  - (3c) Study skills
  - (3d) Pre-employment skills and job development

(4) General Techniques for Developing Vocational and VESL Curricula and Materials for LEP Students in Voc. Ed.

(4a) Identification and reorganization of key vocational concepts (and language)

(4b) Decisions on format

(4c) Language simplification and standardization

(5) Techniques for Writing VESL Materials:

MACHINE TOOL samples

(6) Techniques for Writing VESL Materials:

SECRETARIAL SCIENCE samples

TECHNIQUES OF WRITING EFFECTIVE  
VOCATIONAL ESL CURRICULA AND MATERIALS

EVALUATION FORM

Please rate the presentation by placing an X along the continuum for each question.

1. How clear were the objectives of this presentation?

very clear 6 5 1 \_\_\_\_\_ not clear

2. How appropriate was this presentation for vocational education for LEP students?

very appropriate 8 3 \_\_\_\_\_ not appropriate

3. How relevant was the content for you?

very relevant 3 3 6 \_\_\_\_\_ not relevant

4. How much do you feel you learned?

more than anticipated 5 3 4 \_\_\_\_\_ less than anticipated

5. Were the handout materials supportive of the content?

very much 10 2 \_\_\_\_\_ not very much

6. How would you rate the presenter?

Excellent 7 5 \_\_\_\_\_ poor

7. How would you rate this presentation overall?

Excellent 5 7 \_\_\_\_\_ unsatisfactory

8. Are you primarily:

Total No. Participants 12

Do you work in:

    a vocational teacher 5 an administrator 1 a community agency

2 a VESL teacher     a bilingual teacher     secondary school

5 an ESL teacher     a counselor 11 adult education

9. Comments: Superb presentation/Well-thought out, well based in experience/I expected a lot and got more/Clear/practical, excellent, thanks/You know your stuff/Do not argue the question of VESL validity while attempting to explain it. Your explanation is excellent and pointing out existing deficiencies in available materials, you argue your point most effectively/Although I am not in vocational education, the content was relevant as far as ESL was concerned.

Conference/Workshop Title: ILLINOIS ADULT AND CONTINUING EDUCATORS  
ASSOCIATION CONFERENCE

Organizer: Illinois Adult and Continuing Educators Association

Presentation Title: Issues in Vocational Education for ESL/ABE Students

Presenter(s): Michael G. Kelly, Project Director  
Patricia Menges, Curriculum Developer

1. Summary of Subject Matter Covered: The presentation outline handout is attached.
2. Conference/Workshop Particulars:
  - a. Place: Holiday Inn East, Springfield, Illinois
  - b. Date: April 15, 1982
  - c. Contact Hours of Presentation: 9:45-11:15
  - d. Promotional Brochure: Available from Conference/Workshop organizer.
3. Participants: 13 vocational, VESL and ESL instructors, administrators and counselors from LEP programs in community colleges, correctional centers and community agencies.
- 4/5. Evaluation: A composite of the evaluation instruments completed by the participants is attached.
6. Summary of Conference/Workshop Presentation's Strengths and Weaknesses:

A good general survey of the issues was presented, bolstered by attention to specific techniques. Participants were especially interested in the latter.
7. Materials Developed for Presentation:

The presentation outline that was distributed to the participants is attached. Other materials, too numerous to include here, were also used to support various points of the presentation.

ISSUES IN VOCATIONAL EDUCATION FOR ESL/ABE STUDENTS

- (1) Introduction
  - (1a) ESL/ABE students' needs, goals, and resources
  - (1b) Relationships among ESL, ABE, and Vocational Education programs
- (2) Support services
  - (2a) Assessment: Interests, needs, skills
  - (2b) Counseling and referrals
- (3) Obstacles for ESL/ABE students in vocational education
  - (3a) Traditional delivery systems
  - (3b) Language/reading/math
  - (3c) Instructional materials
- (4) Traditional delivery systems
- (5) Language
- (6) Reading
- (7) Math
- (8) Instructional materials
- (9) Conclusions

Issues in Vocational Education for ESL/ABE Students

EVALUATION FORM

Please rate the presentation by placing an X along the continuum for each question.

1. How clear were the objectives of this presentation?

very clear 5 4 3 1 not clear

2. How appropriate was this presentation for vocational education for LEP students?

very appropriate 6 4 2 1 not appropriate

3. How relevant was the content for you?

very relevant 5 6 2 1 not relevant

4. How much do you feel you learned?

more than anticipated 5 4 1 3 less than anticipated

5. Were the handout materials supportive of the content?

very much 6 3 3 1 not very much

6. How would you rate the presenter?

Excellent 6 3 2 2 poor

7. How would you rate this presentation overall?

Excellent 7 2 1 3 unsatisfactory

8. Are you primarily: Total No. Participants 13 Do you work in:

<u>2</u> a vocational teacher,	<u>3</u> an administrator	<u>6</u> a correctional Ctr.
<u>1</u> a VESL teacher	<u>   </u> a bilingual teacher	<u>1</u> a community agency
<u>5</u> an ESL teacher	<u>2</u> a counselor	<u>1</u> secondary school
		<u>5</u> adult education

9. Comments: Great session/Presenters were obviously knowledgeable and committed/Good presentation!/I liked the discussion; it led away from the handout but that worked out fine/You did well/Thanks for some innovative ideas/ Things presented were good but strayed from "points" sometimes; could have been a little more organized/As usual we need concrete items good examples, etc./I was looking for more concrete info, "how to" stuff/How about the Math Curriculum?

PART THREE

120



TABLE I. Bilingual Model  
Machine Tool LEP students: Age, Sex, and Ethnic Background  
(n=17)

	HISPANIC												TOTALS	
	MEXICAN		MEXICAN-AMERICAN		PUERTO RICAN		OTHER HISPANIC <sup>1</sup>		ASIAN		OTHERS			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
UNDER 18														
18-20			1		1								2	
21-24	2				1								3	
25-35	7		1		1		1						10	
36-45		1												1
46-55	1												1	
OVER 55														
TOTAL	10	1	2		3		1						16	1

<sup>1</sup> One Cuban.

TOTAL HISPANIC	TOTAL ASIAN	TOTAL OTHER
17	0	0

TABLE II. Non-bilingual Model  
Machine Tool LEP students: Age, Sex and Ethnic Background  
(n=19)

	HISPANIC													
	MEXICAN		MEXICAN-AMERICAN		PUERTO RICAN		OTHER HISPANIC <sup>3</sup>		ASIAN <sup>1</sup>		OTHERS <sup>2</sup>		TOTALS	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
UNDER 18														
18-20									1				1	
21-24	1									1			1	1
25-35	3	2					1		3	2	1		8	4
36-45	1								2	1			3	1
46-55														
OVER 55														
TOTAL	5	2					1		6	4	1		13	6

<sup>1</sup> Seven Laq, three Vietnamese

<sup>2</sup> One from Curacao

<sup>3</sup> One from Ecuador

TOTAL HISPANIC	TOTAL ASIAN	TOTAL OTHER
8	10	1

TABLE III. Bilingual Model  
 Secretarial Science LEP students: Age, Sex and Ethnic Background  
 (n = 10)

	HISPANIC													
	MEXICAN		MEXICAN--AMERICAN		PUERTO RICAN		OTHER HISPANIC <sup>1</sup>		ASIAN		OTHERS		TOTALS	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
UNDER 18						1								1
18-20		3												3
21-24		2				2		1						5
25-35		1												1
36-45														
46-55														
OVER 55														
TOTAL		6				3		1						10

<sup>1</sup> One Cuban

TOTAL HISPANIC	TOTAL ASIAN	TOTAL OTHER
10	0	0

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TABLE IV. Non-bilingual Model  
 Secretarial Science LEP students: Age, Sex and Ethnic Background  
 (n=6)

	HISPANIC													
	MEXICAN		MEXICAN-AMERICAN		PUERTO RICAN		OTHER HISPANIC		ASIAN <sup>1</sup>		OTHERS		TOTALS	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
UNDER 18														
18-20		1												1
21-24		1								2				3
25-35				1										1
36-45			1										1	
46-55														
OVER 55														
TOTAL		2	1	1						2			1	5

<sup>1</sup> Two Vietnamese

TOTAL HISPANIC	TOTAL ASIAN	TOTAL OTHER
4	2	0

TABLE V. Bilingual Model  
Machine Tool LEP students: Marital Status, Age, and Family Status  
(n=17)

	MARITAL STATUS		FAMILY STATUS <sup>1</sup>		
	MARRIED	SINGLE	FAMILY <sup>2</sup> HEAD	FAMILY <sup>3</sup> MEMBER	UNRELATED <sup>4</sup>
UNDER 18					
18-20	2				2
21-24	2	1	3		
25-35	10		9		1
36-45		1	1		
46-55	1				
OVER 55					
TOTAL	15	2	14		3

1. Department of Labor classifications.
2. Family Head: An individual who is the main provider for one or more dependents.
3. Family Member: An individual who is a dependent.
4. Unrelated: An individual who is not a dependent, and who has no dependents.

TABLE VI. Non-bilingual Model  
Machine Tool LEP students: Marital Status, Age, and Family Status  
(n=19)

	MARITAL STATUS		FAMILY STATUS <sup>1</sup>		
	MARRIED	SINGLE	FAMILY <sup>2</sup> HEAD	FAMILY <sup>3</sup> MEMBER	UNRELATED <sup>4</sup>
UNDER 18					
18-20		1			1
21-24	2		1	1	
25-35	8	4	8	2	2
36-45	4		3	1	
46-55					
OVER 55					
TOTAL	14	5	12	4	3

1. Department of Labor classifications.
2. Family Head: An individual who is the main provider for one or more dependents.
3. Family Member: An individual who is a dependent.
4. Unrelated: An individual who is not a dependent, and who has no dependents.

TABLE VII. Bilingual Model  
 Secretarial Science LEP students: Marital Status, Age, and Family Status  
 (n=10).

	MARITAL STATUS		FAMILY STATUS <sup>1</sup>		
	MARRIED	SINGLE	FAMILY <sup>2</sup> HEAD	FAMILY <sup>3</sup> MEMBER	UNRELATED <sup>4</sup>
UNDER 18		1		1	
18-20		3		2	1
21-24	3	2	1	3	1
25-35	1			1	
36-45					
46-55					
OVER 55					
TOTAL	4	6	1	7	2

1. Department of Labor classifications.
2. Family Head: An individual who is the main provider for one or more dependents.
3. Family Member: An individual who is a dependent.
4. Unrelated: An individual who is not a dependent, and who has no dependents.

TABLE VIII. Non-bilingual Model.  
 Secretarial Science LEP students: Marital Status, Age, and Family Status  
 (n=6)

	MARITAL STATUS		FAMILY STATUS <sup>1</sup>		
	MARRIED	SINGLE	FAMILY <sup>2</sup> HEAD	FAMILY <sup>3</sup> MEMBER	UNRELATED <sup>4</sup>
UNDER 18					
18-20		1		1	
21-24		3		1	2
25-35	1			1	
36-45	1		1		
46-55					
OVER 55					
TOTAL	2	4	1	3	2

1. Department of Labor classifications.
2. Family Head: An individual who is the main provider for one or more dependents.
3. Family Member: An individual who is a dependent.
4. Unrelated: An individual who is not a dependent, and who has no dependents.



TABLE IXa. Bilingual Model  
Machine Tool LEP students: Education and Age  
(n=17)

	EDUCATION					
	/	PRIMARY		SECONDARY		POST SEC.
		NONE	1-3	4-6	SOME SEC.	
UNDER 18						
18-20				1	1	
21-24				2		1
25-35			4	4	1	1
36-45			1			
46-55				1		
OVER 55						
TOTAL			5	8	2	2

TABLE IXb. Bilingual Model  
Machine Tool LEP students:  
Education and Ethnic Background  
(n=17)

	EDUCATION					
	/	PRIMARY		SECONDARY		POST SEC.
		NONE	1-3	4-6	SOME SEC.	
HISPANIC			5	8	2	2
ASIAN						
OTHER						

TABLE Xa. Non-bilingual Model  
Machine Tool LEP students: Education and Age  
(n=19)

EDUCATION

	PRIMARY			SECONDARY		POST SEC.
	NONE	1-3	4-6	SOME SEC.	GRAD.	
UNDER 18				1		
18-20			1		7	
21-24		2	3	3	2	1
25-35						
36-45						
46-55						
OVER 55						
TOTAL	1	3	4	4	5	2

TABLE Xb. Non-bilingual Model  
Machine Tool LEP students:  
Education and Ethnic Background  
(n=19)

EDUCATION

	PRIMARY			SECONDARY		POST SEC.
	NONE	1-3	4-6	SOME SEC.	GRAD.	
HISPANIC	1	2	4	1		1
ASIAN		1		3	4	1
OTHER					1	

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TABLE XIa. Bilingual Model  
 Secretarial Science LEP students: Education and Age  
 (n=10)

EDUCATION

	PRIMARY		SECONDARY		POST SEC.
	NONE	1-3	SOME SEC.	GRAD.	
UNDER 18			1		
18-20		1		2	
21-24			1	1	3
25-35			1		
36-45					
46-55					
OVER 55					
TOTAL		1	3	3	3

TABLE XIb. Bilingual Model  
 Secretarial Science LEP students:  
 Education and Ethnic Background  
 (n=10)

EDUCATION

	PRIMARY		SECONDARY		POST SEC.
	NONE	1-3	SOME SEC.	GRAD.	
HISPANIC		1	3	3	3
ASIAN					
OTHER					

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TABLE XIIa. Non-bilingual Model  
 Secretarial Science LEP students: Education and Age  
 (n=6)

	EDUCATION					
	/	PRIMARY		SECONDARY		POST SEC.
		NONE	1-3	4-6	SOME SEC.	
UNDER 18						
18-20					1	
21-24				1	1	1
25-35				1		
36-45				1		
46-55						
OVER 55						
TOTAL				3	2	1

TABLE XIIb. Non-bilingual Model  
 Secretarial Science LEP students:  
 Education and Ethnic Background  
 (n=6)

	EDUCATION					
	/	PRIMARY		SECONDARY		POST SEC.
		NONE	1-3	4-6	SOME SEC.	
HISPANIC				2	2	
ASIAN				1		1
OTHER						

TABLE XIII. Bilingual Model  
Machine Tool LEP students: Employment Status, Hourly Wage, and Age  
(n=17)

	TOTAL NUMBER UNEMPLOYED	CURRENT/ LAST HOURLY WAGE					TOTAL NUMBER EMPLOYED
		0-3.35	3.36-3.99	4.00-4.99	5.00-5.99	6.00 +	
		UNDER 18					
18-20	2	1	1				
21-24	2			1	2	1	
25-35	7	1		3	1	5	
36-45	1			1			
46-55	1					1	
OVER 55							
TOTAL	13	2	1	4	2	8	

TABLE XIV. Non-bilingual Model  
Machine Tool LEP students: Employment Status, Hourly Wage, and Age  
(n=19)

	TOTAL NUMBER UNEMPLOYED	CURRENT/ LAST HOURLY WAGE					TOTAL NUMBER EMPLOYED
		0-3.35 <sup>1</sup>	3.36-3.99 <sup>o</sup>	4.00-4.99	5.00-5.99	6.00 +	
		UNDER 18					
18-20	1	1					
21-24	2	2					
25-35	11	5	1	2	1	3	
36-45	4	1		1		2	
46-55							
OVER 55							
TOTAL	18	9	1	3	1	5	

<sup>1</sup> 3 people included in 0-3.35 range have no prior working experience (no wage)

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TABLE XV. Bilingual Model  
 Secretarial Science LEP students: Employment Status, Hourly Wage, and Age  
 (n=10)

	TOTAL NUMBER UNEMPLOYED	CURRENT/LAST HOURLY WAGE					TOTAL NUMBER EMPLOYED
		0-3.35	3.36-3.99	4.00-4.99	5.00-5.99	6.00 +	
		UNDER 18	1	1			
18-20	2	2	1			1	
21-24	3	1	2	1		1	
25-35	1	1					
36-45							
46-55							
OVER 55							
TOTAL	7	5	3	1		1	

Of the students in 0-3.35, 4 had no previous wage; one being a full-time H.S. student

TABLE XVI. Non-bilingual Model  
 Secretarial Science LEP students: Employment Status, Hourly Wage, and Age  
 (n=6)

	TOTAL NUMBER UNEMPLOYED	CURRENT/ LAST HOURLY WAGE					TOTAL NUMBER EMPLOYED
		0-3.35	3.36-3.99	4.00-4.99	5.00-5.99	6.00 +	
		UNDER 18					
18-20	1	1					
21-24	3	1	1	1			
25-35	1		1				
36-45	1			1			
46-55							
OVER 55							
TOTAL	6					0	

Both students in the 0-3.35 have no prior working experience (no wage)



TABLE XVIIa. Bilingual Model  
Machine Tool LEP students:  
Economic Status and Age  
(n=13)

	INCOME LEVEL	
	ABOVE L.L.S.I.L.	BELOW L.L.S.I.L.
UNDER 18		
18-20		2
21-24	1	1
25-35	2	5
36-45		1
46-55	1	
OVER 55		
TOTAL	4	9

<sup>1</sup>Lower Living Standard Income Level as defined by the U.S. Department of Labor.

TABLE XVIIb. Bilingual Model  
Machine Tool LEP students:  
Income Assistance  
(n=10)

SOURCE OF INCOME ASSISTANCE	
UNEMPLOYMENT INSURANCE ONLY	4
UNEMPLOYMENT INSURANCE AND CETA	
CETA ONLY	
PUBLIC AID AND CETA	
ILLINOIS MIGRANT COUNCIL	2
PUBLIC AID ONLY	4
ADULT ED. TUIT. ASSIST.	2
VETERANS ADM.	
TOTAL	12

TABLE XVIIIa. Non-bilingual Model  
Machine Tool LEP students:  
Economic Status and Age.  
(n=18)

	INCOME LEVEL	
	ABOVE L.L.S.I.L.	BELOW L.L.S.I.L.
UNDER 18		
18-20		1
21-24		2
25-35		11
36-45		4
46-55		
OVER 55		
TOTAL		18

Lower Living Standard Income Level as  
defined by the U.S. Department of Labor.

TABLE XVIIIb. Non-bilingual Model  
Machine Tool LEP students:  
Income Assistance  
(n=18)

SOURCE OF INCOME ASSISTANCE	
UNEMPLOYMENT INSURANCE ONLY	1
UNEMPLOYMENT INSURANCE AND CETA	1
CETA ONLY	1
PUBLIC AID AND CETA	8
ILLINOIS MIGRANT COUNCIL	1
PUBLIC AID ONLY	4
ADULT ED. TUITION ASSIST.	6
VETERANS ADM.	1
TOTAL	23

TABLE XIXa. Bilingual Model  
Secretarial Science LEP students:  
Economic Status and Age  
(n=7)

	INCOME LEVEL	
	ABOVE L.L.S.I.L.	BELOW L.L.S.I.L.
UNDER 18	1	
18-20		2
21-24	2	1
25-35		1
36-45		
46-55		
OVER 55		
TOTAL	3	4

<sup>1</sup>Lower Living Standard Income Level as defined by the U.S. Department of Labor.

TABLE XIXb. Bilingual Model  
Secretarial Science LEP students:  
Income Assistance  
(n=4)

SOURCE OF INCOME ASSISTANCE	
UNEMPLOYMENT INSURANCE ONLY	
UNEMPLOYMENT INSURANCE AND CETA	
CETA ONLY	1
PUBLIC AID AND CETA	
ILLINOIS MIGRANT COUNCIL	
PUBLIC AID ONLY	1
TOTAL	2
ADULT ED. TUIT. ASSIST.	
VETERANS ADM.	

TABLE XXa. Non-bilingual Model  
Secretarial Science LEP students:  
Economic Status and Age  
(n=6)

	INCOME LEVEL	
	ABOVE L.L.S.I.L.	BELOW L.L.S.I.L.
UNDER 18		
18-20	1	
21-24	1	2
25-35		1
36-45		1
46-55		
OVER 55		
TOTAL	2	4

1 Lower Living Standard Income Level as defined by the U.S. Department of Labor.

TABLE XXb. Non-bilingual Model  
Secretarial Science LEP students:  
Income Assistance  
(n=3)

SOURCE OF INCOME ASSISTANCE	
UNEMPLOYMENT INSURANCE ONLY	
UNEMPLOYMENT INSURANCE AND CETA	
CETA ONLY	
PUBLIC AID AND CETA	
ILLINOIS MIGRANT COUNCIL	
PUBLIC AID ONLY	3
TOTAL	3
ADULT ED. TUIT. ASSIST:	3
VETERANS ADM.	

i. Paid Participants in Activity

Full-time

- (1) Michael G. Kelly  
249 North Walnut Street  
Hinckley, IL 60520
- (2) Project Director
- (3) Waubensee Community College
- (4) See Staff Resumes in Appendix VI
  
- (1) Patricia Menges  
5544 Lyman  
Downers Grove, IL 60516
- (2) Curriculum Developer/VESL Instructor
- (3) Waubensee Community College
- (4) See Staff Resumes in Appendix VI
  
- (1) Kebir Marti-Lambert  
326 Grant Place  
Aurora, IL 60505
- (2) Information and Referral Person/Bilingual Counselor  
(75% ISBE, 25% local)
- (3) Waubensee Community College
- (4) See Staff Resumes in Appendix VI
  
- (1) Mary Diaz  
1440 Westwood Drive, Apt. 42  
Aurora, IL 60506
- (2) Secretary (7/1/81 - 5/11/82)
- (3) Waubensee Community College
- (4) See Staff Resumes in Appendix VI

Part-time Staff (Paid by Project)

- (1) Jeanne Norris  
567 Smith Blvd.  
Aurora, IL 60505
- (2) VESL Instructor, Machine Tool
- (3) Waubensee Community College
- (4) ESL Instructor, Illinois Migrant Council, 1 year  
Northern Illinois University, B.S.
  
- (1) Brenda Phousongphouang  
304 Mulhern Ct.  
Yorkville, IL 60560
- (2) VESL Instructor, Machine Tool
- (3) Waubensee Community College
- (4) ESL Instructor, Illinois Migrant Council, 2 years  
Attended Otterbien College
  
- (1) Barbara Hoffman
- (2) Secretary (5/11/82 - 6/30/82)

- (3) Waubensee Community College
- (4) 3 years secretarial experience  
Attended University of Illinois, Aurora College,  
and Waubensee Community College

- (1) Tanya Moore
- (2) Secretary (5/11/82 - 6/30/82)
- (3) Waubensee Community College
- (4) 2 years secretarial experience  
Working on Associate Degree at Waubensee Community College

Part-time Staff (Paid with Local Contributions)

- (1) Kenneth E. Shibata  
321 John Street  
North Aurora, IL 60542
  - (2) Executive Vice President  
(5% time for LEP Project)
  - (3) Waubensee Community College
  - (4) Dean of Instruction (WCC), 8 years  
Executive Vice President, 3 years  
BA, Kearney State College, 1950  
ME, University of Nebraska, 1965  
MEd, University of Nebraska, 1965
- 
- (1) Leland R. Thompson  
Route 1, Box 106 L  
Sugar Grove, IL 60554
  - (2) Dean of Social/Economic Sciences and Technologies  
LEP Project Administrator (5% time)
  - (3) Waubensee Community College
  - (4) Assistant Dean of Instruction,  
Occupational Education (WCC), 10 years  
Dean of Social/Economic Sciences and Technologies, 3 years  
BS, Northern Illinois University, 1958  
MS, Northern Illinois University, 1962
- (1) Daniel J. Griffin  
713 Marion  
Joliet, IL 60436
  - (2) Director of Research and Development  
(5% time for LEP Project)
  - (3) Waubensee Community College
  - (4) Village Administrator, Village of New Lenox, 3 years  
Grant Coordinator, City of Joliet, 2 years  
Director of Research and Development (WCC), 1 year  
BA, Lewis University, 1970  
MA, Purdue University, 1973  
MS, Governors State University, 1975
- (1) Enrique Torres, Jr.  
134 Neil Road  
Sugar Grove, IL 60554

- (2) Vocational Instructor, Machine Tool
- (3) Waubonsee Community College
- (4) Assembly Foreman, Caterpillar Company, 2 1/2 years  
LEP Project Machine Tool Instructor, FY81  
Training Instructor/Machine Operator, Caterpillar Company, 10 years  
Bilingual/Bicultural  
San Benito High School

- (1) Richard Nielsen  
618 Grand  
Aurora, IL 60506
- (2) Vocational Instructor, Machine Tool
- (3) Waubonsee Community College
- (4) Tool and Die Maker, 8 years  
Roosevelt University and University of Illinois, BA

- (1) Don Tesch  
1352 Crestwood Dr.  
Aurora, IL 60506
- (2) Vocational Instructor, Machine Tool
- (3) Waubonsee Community College
- (4) Tool and Cutter Grinder, 17 years  
Attended Waubonsee Community College

- (1) Guadalupe A. Lambert  
804 Superior Street  
Aurora, IL 60505
- (2) Vocational Instructor, Secretarial Science
- (3) Waubonsee Community College
- (4) Secretarial  
LEP Project Secretarial Science Instructor FY81  
Bilingual teaching experience, 2 years  
Bilingual/Bicultural  
High School Business Diploma

- (1) Kathy A. Johnson  
350 North Lincolnway  
North Aurora, IL 60542
- (2) VESL Instructor, Secretarial Science
- (3) Waubonsee Community College
- (4) ESL/ABE/GED Instructor at various institutions,  
including Waubonsee Community College, 6 years part-time  
LEP Project VESL Instructor FY81  
Curriculum and materials development,  
East High School, Aurora, 2 years  
Several presentations at in-service ESL workshops  
Office experience  
BA Archeology

- (1) Carolyn M. Carter  
22 N. Fordhom Ave.  
Aurora, IL 60506
- (2) Consultant, Graphic Artist

- (3) Waubonsee Community College
- (4) Assistant Art Director  
Harry Schneiderman Inc., 6 years  
Graphic Artist, Channel 60,  
WLXT TV, 4 years  
Graphic Artist, Waubonsee Community College, 10 years  
Chicago Academy of Fine Arts  
Commercial Art Program
- (1) Alfredo J. Rodriguez  
206 East Arrowhead St.  
N. Aurora, IL 60542
- (2) Consultant, Graphic Artist
- (3) Waubonsee Community College
- (4) Commercial Artist, Supervisor, Director  
National Institute of Combustibles, Alcohol and Portland, 17 years  
Specialized courses, University of Uruguay, 8 years

#### Consultants

- (1) Tom Boyle
- (2) Consultant, Evaluation of Machine Shop Fundamentals: Part I
- (3) Elgin High School  
Elgin, IL
- (4) Machine Tool Instructor, 4 years  
Northern Illinois University, BA
- (1) Kathy A. Johnson  
(see above)
- (2) Consultant Business English VESL Curriculum
- (3) Waubonsee Community College
- (4) (see above)
- (1) S. Ouankeo  
451 Weston Ave.  
Aurora, IL 60505
- (2) Consultant, English-Lao Translator
- (3) Waubonsee Community College
- (4) English-Lao Translator/Interpreter for Laos-Phillippine Operation  
Brotherhood, 2 years  
Police Officer, liason to United States Embassy, 14 years  
High School Diploma from Laos  
Agricultural College in Chiangmai, Thailand, 3 years  
Intensive English at Lao-American, Association in Vientiane, Laos, 2 years  
Machine Tool I and II, Waubonsee Community College  
Police Intelligence training in Malaysia, 4 months
- (1) Sang Ly Tsan  
1179 East Wilson St., Apt. 201  
Batavia, IL
- (2) Consultant, English-Vietnamese Translator
- (3) Waubonsee Community College
- (4) English-Vietnamese Translator/Interpreter



in Vietnamese Army, 7 years  
Machine Operator, 2 years  
G.E.D. graduate (United States)  
High School Diploma from Vietnam  
Machine Tool Laboratory I, II, and III, and Welding at  
Waubonsee Community College

- (1) K. Phousongphouang  
304 Mulhern Ct.  
Yorkville, IL 60560
- (2) Consultant, English-Lao Translator
- (3) Waubonsee Community College
- (4) Machine I, II, and III  
Waubonsee Community College  
Attending G.E.D. classes  
High School Diploma from Laos

q. Resource Persons

Bilingual/Bicultural Advisory Committee

Mr. Homero Balsadua  
El Centro Pan-Americano  
52 N. Broadway  
Aurora, IL 60505

Ms. Irene Carr  
Centro for Latino & Latin  
American Affairs  
Northern Illinois University  
DeKalb, IL 60115

Mr. David Errington  
Burgess-Norton Manufacturing Co.  
737 Peyton Street  
Geneva, IL 60134

Mr. Robert Fisher  
Aurora Chamber of Commerce  
40 W. Downer Place  
Aurora, IL 60506

Mr. Robert Glenney  
Aurora Industries Inc.  
1002 Greenfield Avenue  
Montgomery, IL 60538

Mr. Joseph Hernandez  
822 Garfield Avenue  
Aurora, IL 60506

Ms. Diana Jasso  
CETA Job Factory  
49 E. Downer Place  
Aurora, IL 60505

Mr. Jim Johnson  
Valley Industrial Association  
Suite 201 Aetna Building  
2111 Plum Street  
Aurora, IL 60506

Mr. Jesus Lozano  
961 Second Avenue  
Aurora, IL 60505

Mr. John Marion  
Local Electrician's Union #461  
218 East Galena Blvd.  
Aurora, IL 60505

Mr. Alberto Meza  
Route 1, Box 221  
Sugar Grove, IL 60554

Ms. Cynthia Miller  
CETA Services  
30 S. Stop Avenue  
Aurora, IL 60506

Mr. Gerald Schmidt  
Caterpillar Tractor Co.  
Box 348  
Aurora, IL 60507

Mr. Ernesto Ybarra  
National Metalwares Inc.  
900 N. Russell Avenue  
Aurora, IL 60506

u. Staff Development

In addition to giving presentations at numerous professional conferences (see section k, Conference/Workshop Summaries), Michael G. Kelly, Patricia A. Menges, and Kebir Marti-Lambert attended various sessions at these professional meetings.

p. Publicity

Throughout FY82 the Project utilized various techniques to inform LEP adults and the community of the project and its services. Bilingual posters and brochures were distributed to local ethnic churches, grocery stores, restaurants, and businesses, in addition to state offices and social service agencies. Individuals in these agencies, in business, industry, in parishes, and in the private sector were sent letters and brochures informing them of the Project and its classes. News releases to local media were also made. An interview with the Bilingual Counselor was aired on WOJO FM105 on 9/15/81.

Articles about the LEP Project and its materials appeared in the following publications:

FOX VALLEY SUBURBAN TRIB, Sunday, October 11, 1981.

"Educational Services for Business and Industry", Waubensee Community College

THE NETWORK NEWS, Vol. 4, No. 2, Fall 1981, ISU/DAVTE

ILLINOIS COMMUNITY COLLEGE NEWSLETTER No. 3, March 1982

KEEPING PACE, Illinois Adult and Continuing Educators Association Newsletter, Vol. 3, No. 4, April 1982.

ENGLISH FOR SPECIAL PURPOSES, Issue #61, April, 1982

TEXTESOL V NEWSLETTER, June, 1982

TESOL NEWSLETTER, Volume XVI, No. 3, June, 1982

ILLINOIS TESOL/BE NEWSLETTER, Volume 10, No. 3, June, 1982

The Project developed a cover letter and flyer to assist in promoting the ISBE/DAVTE Dissemination Workshop in Joliet on March 31, 1982, and the Project's Machine Tool vocational materials, Machine Shop Fundamentals. Using ISBE/DAVTE mailing labels and the Project's mailing lists, the Project sent this cover letter and flyer to Area Vocational Center Directors, Deans of Vocational Education (community colleges), Trade and Industry Departments (Secondary Schools), Indo-chinese Refugee Projects in Illinois, vocational educators, ESL/ABE instructors,

and interested parties.

Copies of the publicity materials mentioned above have been included in  
Appendix

1. Resource Listing

The LEP Project did not purchase any resource materials in FY82.

The Project maintained its FY81 Resource Collection.

v. Other Activities

Project Visits

The following visits were made to the Project in FY82:

July 1, 1981

Judith Diamond  
Machine Tool VESL Instructor  
Elgin YWCA Indochinese Project  
Elgin

July 23, 1981

Dave Caswell  
Educational Coordinator  
Illinois Migrant Council  
Aurora

August 27, 1981

Arlene Ruttenberg  
Blueprint Reading VESL Instructor  
Truman College Indochinese Project  
Chicago

November 3, 1981

Dave Caswell  
Educational Coordinator  
Illinois Migrant Council  
Aurora

March 30, 1982

C. J. Mufich  
Department Chairman  
Rockford Area Vocational Center

Leta Tuetkin  
Interpreter/Instructor  
Hearing Impaired Department  
West High School  
Rockford

April 29, 1982

Mary Ann Anthony  
Title XX Coordinator  
Waubensee Community College

May 3, 1982

Maria Macic  
Counselor  
Kendall County CETA  
Yorkville

May 6, 1982

Peggy Giraldo  
Counselor  
Aurora CETA

## Technical Assistance

Several other institutions and Projects, among them Southern Illinois University, University of Illinois at Champaign-Urbana, the Bilingual Vocational Project, Sauk Valley College, the Rockford Area Vocational Center, Elgin Community College, and Triton College, requested technical assistance from the Project Director and Curriculum Developer in FY82.

Their needs included in-service workshops, materials evaluation, program evaluation and on-site consultations at the Chicago Urban Skills Institute, April 27, 1982, and Menard Correctional Center, June 3, 1982.



APPENDIX I

DOLCH  
READING  
LIST

OGDEN'S  
BASIC  
WORD LIST

CATERPILLAR  
TRAINING  
LIST

RESEARCH  
DEVELOPMENT  
ASSO. LIST

a, an

x

x

x

x

about

x

x

x

x

across

x

x

x

x

after

x

x

x

x

again

x

x

x

x

all

x

x

x

x

almost

x

x

x

and

x

x

x

x

any

x

x

x

x

as

x

x

x

x

at

x

x

x

x

back

x

x

x

bad, badly

x

x

x

be

x

x

x

x

because

x

x

x

x

before

x

x

x

x

between

x

x

x

black

x

x

x

blue

x

x

x

both

x

x

x

but

x

x

x

x

by

x

x

x

x

can

x

x

x

change-d

x

x

x

cleaned

x

x

x

cold-er-est

x

x

x

Kelly 9/80

Waubensee Community College

DOLCH  
READING  
LIST

OGDEN'S  
BASIC  
WORD LIST

CATERPILLAR  
TRAINING  
LIST

RESEARCH  
DEVELOPMENT  
ASSO. LIST

come, came	x	x	x	x
complete-ly		x	x	x
cut	x	x	x	x
day		x	x	x
do, done	x	x	x	x
down	x	x	x	x
early-ier-iest		x	x	x
end		x	x	x
enough	x	x	x	x
even-ly	x	x	x	
every	x	x	x	x
far-ther-theft	x	x	x	x
fast-er-est	x		x	x
find, found	x		x	x
first	x	x	x	x
five	x		x	x
for	x	x	x	x
four	x		x	x
from	x		x	x
front		x	x	x
full-y	x	x	x	x
get, get	x	x	x	x
give, gave, given	x	x	x	x
go, gone	x	x	x	x
good	x	x	x	x
green	x	x	x	

DOLCH  
READING  
LIST

OGDEN'S  
BASIC  
WORDLIST

CATERPILLAR  
TRAINING  
LIST

RESEARCH  
DEVELOPMENT  
ASSO. LIST

harder-est	x	x	x	x
have, had, has	x		x	x
he	x	x	x	x
hear, heard	x	x	x	x
help	x	x		x
here	x	x	x	x
high-er-ly	x	x	x	x
hold, held	x		x	x
hour		x	x	x
how	x	x	x	x
I	x	x	x	x
if	x	x	x	x
important		x	x	x
in	x	x	x	x
into	x		x	x
it-s	x		x	x
just	x		x	x
keep, kept	x	x	x	x
kind	x	x		x
know, knew, known	x		x	x
last	x	x	x	
late-r-st		x	x	x
learn-ed		x	x	x
left	x	x	x	
let-s	x	x	x	x
light-er-est	x	x	x	x
like	x	x	x	x

DOLCH  
READING  
LIST

OGDEN'S  
BASIC  
WORDLIST

CATERPILLAR  
TRAINING  
LIST

RESEARCH  
DEVELOPMENT  
ASSO. LIST

little

x

x

x

x

long-er-est

x

x

x

x

look-ed

x

x

x

x

low-er-est

x

x

x

x

make, made

x

x

x

man, men

x

x

x

x

many

x

x

x

x

minute

x

x

x

x

month

x

x

x

x

more, most

x

x

x

x

much

x

x

x

x

move, moved

x

x

x

x

must

x

x

x

x

name

x

x

x

x

near-er-est

x

x

x

x

necessary-ily

x

x

x

x

need-ed

x

x

x

x

never

x

x

x

x

new-er-est

x

x

x

x

next

x

x

x

x

no

x

x

x

x

not

x

x

x

x

now

x

x

x

x

number

x

x

x

x

of

x

x

x

x

off

x

x

x

x

older

x

x

x

x

DOLCH  
READING  
LIST

UGDEN'S  
BASIC  
WORD LIST

CATERPILLAR  
TRAINING  
LIST

RESEARCH  
DEVELOPMENT  
ASSO. LIST

on	x	x	x	x
only	x	x	x	x
open-ed-ing	x	x	x	x
or	x	x	x	x
other	x	x	x	x
out	x	x	x	x
over	x		x	x
paper		x	x	x
part		x	x	x
person		x	x	x
place		x	x	x
play	x	x	x	
possible-y		x	x	x
pull-ed-er		x	x	x
push-ed		x	x	x
put	x	x	x	x
read	x	x	x	x
ready		x	x	x
red	x	x	x	
right	x	x	x	x
round	x	x	x	
run, ran		x	x	x
same	x	x	x	x
say, said	x	x	x	x
second		x	x	x

DOLCH  
READING  
LIST

OGDEN'S  
BASIC  
WORDLIST

CATERPILLAR  
TRAINING  
LIST

RESEARCH  
DEVELOPMENT  
ASSO. LIST

see, seen	x	x	x	x
send, sent		x	x	x
short-er-est	x	x	x	x
slow-ly-est		x	x	x
small-er-est	x	x	x	x
so	x	x	x	x
some	x	x	x	x
start-ed	x		x	x
still	x	x	x	x
stop-ped	x	x	x	x
take, took	x	x	x	x
tell, told	x		x	x
than	x	x	x	x
that, those	x	x	x	x
the	x	x	x	x
then	x	x	x	x
there	x	x	x	x
this, these	x	x	x	x
three	x		x	x
through (thru)	x	x	x	x
time-s-ing		x	x	x
to	x	x	x	x
together	x	x	x	x
too,	x		x	x
top		x	x	x
turn-ed	x	x	x	x

DOLCH  
READING  
LIST

OGDEN'S  
BASIC  
WORDLIST

CATERPIELAR  
TRAINING  
LIST

RESEARCH  
DEVELOPMENT  
ASSO. LIST

two	x		x	x
under	x	x	x	x
up		x	x	x
use-d-r	x	x	x	x
very	x		x	x
warm-er	x	x	x	
way		x	x	x
we	x		x	x
week		x	x	x
well	x	x		x
what	x		x	x
when	x	x	x	x
where	x	x	x	x
which	x		x	x
while	x	x	x	x
white	x	x	x	
who	x	x	x	x
why	x	x	x	x
will	x	x	x	x
with	x	x	x	x
work-ed	x	x	x	x
write, wrote		x	x	x
year		x	x	x
yes	x	x		x
yet	x		x	x
you	x		x	x



APPENDIX II:  
STUDENTS' AND INSTRUCTORS'  
EVALUATION FORMS

MATERIALS EVALUATION

We want you to help us evaluate different Machine Tool books, in English and in Spanish/Lao/Vietnamese.  
Please tell us what you really think, to help us make our books better.

ALL    MOST    SOME    ONLY A LITTLE    NOTHING

EXAMPLE 1-ENGLISH

1a. How much of EXAMPLE 1 can you read and understand?

\_\_\_\_\_

1b. Is EXAMPLE 1 good for Spanish/Lao/Vietnamese students like your class  
\_\_\_\_\_ good    \_\_\_\_\_ not good  
Why?

\_\_\_\_\_  
\_\_\_\_\_

EXAMPLE 2-SPANISH

2a. How much of EXAMPLE 2 can you read and understand?

\_\_\_\_\_

2b. Is EXAMPLE 2 good for Spanish students like your class?  
\_\_\_\_\_ good    \_\_\_\_\_ not good  
Why?

\_\_\_\_\_  
\_\_\_\_\_

EXAMPLE 3-ENGLISH

3a. How much of EXAMPLE 3 can you read and understand?

\_\_\_\_\_

3b. Is EXAMPLE 3 good for Spanish/Lao/Vietnamese students like your class?  
\_\_\_\_\_ good    \_\_\_\_\_ not good  
Why?

\_\_\_\_\_  
\_\_\_\_\_

ALL    MOST    SOME    ONLY A LITTLE    NOTHING

EXAMPLE 4-SPANISH

4a. How much of EXAMPLE 4 can you read and understand?

\_\_\_\_\_

4b. Is EXAMPLE 4 good for Spanish students like your class?

\_\_\_\_\_ good    \_\_\_\_\_ not good

Why?

\_\_\_\_\_  
\_\_\_\_\_

EXAMPLE 5-ENGLISH

5a. How much of EXAMPLE 5 can you read and understand?

\_\_\_\_\_

5b. Is EXAMPLE 5 good for Spanish/Lao/Vietnamese students like your class?

\_\_\_\_\_ good    \_\_\_\_\_ not good

Why?

\_\_\_\_\_  
\_\_\_\_\_

EXAMPLE 6-SPANISH

6a. How much of EXAMPLE 6 can you read and understand?

\_\_\_\_\_

6b. Is EXAMPLE 6 good for Spanish/Lao/Vietnamese students like your class?

\_\_\_\_\_ good    \_\_\_\_\_ not good

Why?

\_\_\_\_\_  
\_\_\_\_\_

ALL    MOST    SOME    ONLY A  
LITTLE    NOTHING

EXAMPLE 7-LAO

7a. How much of EXAMPLE 7 can you read and understand?

\_\_\_\_\_

7b. Is EXAMPLE 7 good for Lao students like your class?  
\_\_\_\_\_ good    \_\_\_\_\_ not good

Why?

\_\_\_\_\_  
\_\_\_\_\_

EXAMPLE 8-VIETNAMESE

8a. How much of EXAMPLE 8 can you read and understand?

\_\_\_\_\_

8b. Is EXAMPLE 8 good for Vietnamese students like your class?  
\_\_\_\_\_ good    \_\_\_\_\_ not good

Why?

\_\_\_\_\_  
\_\_\_\_\_

Lascoe, O.D. et al. *Machine Shop Operations and Setups*, Chicago: American Technical Society, 1973.

The variety of operations the engine lathe can perform make it one of the most useful and necessary machines in the shop. The major function of the engine lathe is to change the size, shape, or finish of a revolving workpiece by one cut or a series of cuts into the workpiece with an adjustable cutting tool. The type of engine lathe and its auxiliary equipment will determine the extent or variety of operations for which the machine is adapted. With proper attachments and adjustments, a lathe can also drill, ream, tap and thread.

**Lathe Fundamentals**

The metal-cutting action of the lathe is the basic principle in any machining operation. This action involves the formation of a chip from the metal workpiece by the tool and the movement of the chip across the face of the tool, called

chip-removal process. In all metal-cutting operations, whether it is turning, drilling, milling, or sawing. When the tool cuts into the metal, it exerts a pressure of about twenty tons to the square inch. This heavy force stretches and deforms the material and in turn creates heat. The movement of the chip across the face of the tool creates friction. Friction, along with the heat created when the metal is deformed, are the common factors in all chip-removal processes.

**Basic Forces.** The three basic forces which act upon the cutting tool are identified as: *longitudinal feed force*, *radial force*, and *tangential force*. These forces are all influenced by the cutting velocity. See the insert illustrating these three forces on Trans-Vision, Page 2.

The *longitudinal feed force*,  $F_{long}$  on Page 2, is parallel to the axis of turning and is in the direction

P.151

**Unit 36**

**METAL LATHE**

Walker, John R. *Modern Metalworking*, South Holland, IIT Goodheart - Willcox, 1976.

A lathe is a machine tool in which the work is held and rotated, while being shaped by a cutting tool that is fed against the work. See Fig. 36-1, and 36-2.

**LATHE SIZE**

Lathe size is determined by the **SWING** and **BED LENGTH**, Fig. 36-1. The swing indicates the largest diameter of work that can be turned. The bed length is the entire length of the ways, and should not be mistaken for the maximum length of metal piece that can be turned.

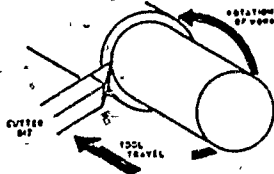


Fig. 36-2. The operating principle of the lathe.

36-1

Krer, S.F. and J.E. St. Akend. *Entrenamiento en el taller mecánico*, Mexico: McGraw-Hill de México, 1977.

**10 EL TORNO**

El torno fue una de las primeras máquinas herramientas construidas. Durante los últimos 180 años ha avanzado en diseño, de un torno impulsado entre dos árboles, a una máquina motorizada cortadora de torallas. El progreso de su diseño ha hecho posible el desarrollo y la producción de cientos de cosas que nunca con gusto.

circunferencia. La figura 10-1b nos muestra la acción cortante de la herramienta sobre el trabajo que se está maquinando en el torno. Algunas de las operaciones más comunes que se efectúan en el torno son: Refrentada, torneado exterior, torneado paralelo, corte de ranuras, roscado, estrizado, perforado y taladrado. El torno es la espina dorsal del taller mecánico y su conocimiento es esencial para el maquinista.

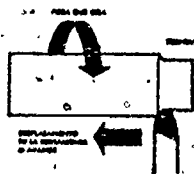


Figura 10-1a. Acción cortante de un torno

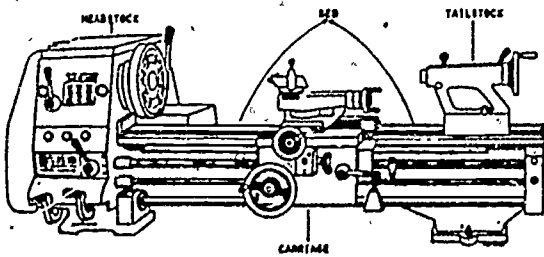


Fig. 10-1b. Pasa de trabajo rápido sobre los cambios para torneado, acero.

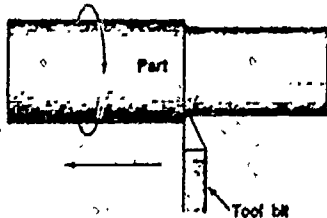
La función principal del torno es torneear metales (Fig. 10-1a). Esto se hace girando el metal fijo en una pieza de sujeción, mientras la herramienta cortante es forzada contra su

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**LATHE**



This is a **LATHE**.  
The machinist uses a lathe to make round parts.  
The machinist turns round parts on a lathe.  
Many times in the machine shop, a round part means a cylindrical part.



The cutter of a lathe cuts metal chips to make round parts.  
The cutter of a lathe is called a **TOOL BIT**.  
The lathe revolves the part.

Figura 5

Esto es un lathe (torno).  
El operador usa el lathe para hacer partes redondeadas.  
El operador turns (tornea) partes redondeadas con el lathe.  
Muchas veces en el taller las partes redondeadas son partes cilíndricas.

Figura 6

La herramienta de cortar del lathe corta chips (virutas de metal) para hacer partes redondeadas (cilíndricas, cónicas etc.)  
La herramienta de cortar del lathe es llamada un tool bit.  
(MORIL o CUCHILLA DE TORNEAR).  
El torno hace girar a la parte.

Figura 7

Esto es un horizontal mill (fresadora horizontal).  
El operador usa un horizontal mill para hacer superficies planas y lisas o para hacer ranuras en las partes.

Figura 8

La herramienta de cortar de un horizontal mill es llamada un milling cutter (FRESA o HERRAMIENTA DE FREAR).  
El horizontal mill hace girar al milling cutter.

Figura 9

**INTRODUCTION**

For precision accuracy, the machinist uses precision measurement and precision measurement tools.

What is precision measurement?

PRECISION MEASUREMENT is the measurement of parts to within .001 of an inch or smaller.

The machinist uses precision measurement tools to measure thousandths (.001, .002, .003, ...) of an inch and ten-thousandths (.0001, .0002, .0003, ...) of an inch.

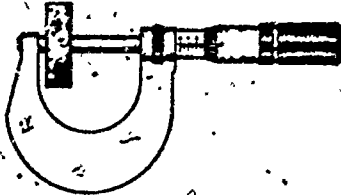
**MICROMETERS**

The machinist uses precision measurement tools to make precision measurements. In Lesson 4C, you will learn to measure parts with these precision measurement tools:

1. The outside micrometer
2. The inside micrometer
3. The depth micrometer

There are many kinds and sizes of micrometers.

**1. THE OUTSIDE MICROMETER**



The machinist uses the outside micrometer to measure the outside dimensions of parts.

On round (cylindrical) parts, he/she measures the diameter and length. On other parts, he/she measures the length, width, and thickness. He/she reads measurements on the outside micrometer.

The machinist uses this 1" outside micrometer to measure dimensions from 0.000" to 1.000". He/she uses a 2" outside micrometer to measure dimensions from 1.000" to 2.000". He/she uses a 3" outside micrometer to measure dimensions from 2.000" to 3.000". There are many other sizes of outside micrometers.



**INTRODUCTION**

Quando un alto grado de precisión es necesario, el operador usa medición de precisión e instrumentos de medir de precisión.

¿Que es medición de precisión?

MEJICION DE PRECISION es medir partes a una tolerancia de .001 de pulgada o menos.

Un operador usa instrumentos de medir de precisión para medir milésimas (.001, .002, .003, ...) de pulgada y diezmilésimas (.0001, .0002, .0003, ...) de pulgada.

**VOCABULARIO IMPORTANTE**

**PAGINA EJEMPLO**

thousandths	2	milésimas (.001, .002, .003, ...)
ten-thousandths	2	diezmilésimas (.0001, .0002, .0003, ...)
micrometers	2	Los micrómetros son instrumentos de medir de precisión hay muchas clases y tamaños diferentes de micrómetros
dimension	2	una dimensión es una medida exacta en una parte la mayoría de las partes tienen varias dimensiones
outside dimension	2	dimensión externa
cylindrical	2	en partes cilíndricas el operador mide el diámetro y la longitud de la parte
diameter	2	diámetro
length	2	longitud
width	2	anchura
thickness	2	espesor; grosura



**INTRODUCTION**

สำหรับความแม่นยำสูงจำเป็นต้องใช้ Precision. อุปกรณ์ที่ใช้วัดความแม่นยำสูง Precision. การวัดที่ละเอียดกว่าความแม่นยำสูง Precision.

ความแม่นยำสูง ความแม่นยำสูง (precision) Precision MEASUREMENT คือการวัดที่ละเอียดกว่าความแม่นยำสูง

ความแม่นยำสูง .001 นิ้ว หรือ 2,54 ไมครอน (0.001, .002, .003...) หรือ 0.0254 มม. หรือ 25.4 ไมครอน (0.001, .002, .003...) หรือ 0.0254 มม. หรือ 25.4 ไมครอน (0.001, .002, .003...) หรือ 0.0254 มม. หรือ 25.4 ไมครอน.

**Important Vocabulary.**

Important Vocabulary.	Page	EXAMPLE.
thousandths	2	ความแม่นยำสูง .001, .002, .003, ...
ten-thousandths	2	ความแม่นยำสูง .0001, .0002, .0003, ...
micrometer	2	เครื่องมือวัดที่ละเอียดกว่าความแม่นยำสูง
dimension	2	การวัดที่แน่นอน เช่น ความยาว, ความกว้าง, ความสูง, ความหนา, ความลึก, ความหนาแน่น, ...
outside dimensions.	2	การวัดที่แน่นอน (นอก) เช่น ความยาว, ความกว้าง, ...



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**INTRODUCTION (GIỚI THIỆU)**

Vì yêu cầu chính xác, thợ máy dùng sự đo lường chính xác và dụng cụ đo lường chính xác.

Sự đo lường chính xác là gì?

SỰ ĐO LƯỜNG CHÍNH XÁC là việc đo đơn hàng chính xác trong vòng .001 của một inch hoặc nhỏ hơn.

Thợ máy dùng dụng cụ đo lường chính xác để đo phần ngàn (.001, .002, .003, ...) của một inch và phần mười ngàn (.0001, .0002, .0003, ...) của một inch.

**HỒI VẤN QUAN TRỌNG**

**TRANG**

**VI DỤ**

Thousandths	2	Phần ngàn, .001, .002, .003, ...
Ten-thousandths	2	Phần mười ngàn, .0001, .0002, .0003, ...
Micrometer	2	Những thước trắc-vĩ là những dụng cụ đo lường chính xác. Có nhiều loại và có thước khác nhau.
Dimension	2	Một kích thước (chiều) là số lượng của một đơn hàng. Hầu như mọi đơn hàng đều có vài chiều khác nhau.
Outside dimensions	2	Kích thước bề ngoài.
Cylindrical	2	Trên đơn hàng ống tròn, thợ máy đo lường kính và chiều dài.
Diameter	2	Đường kính.
Length	2	Chiều dài.
Width	2	Chiều rộng.
Thickness	2	Độ dày.
Inside dimensions	3	Kích thước bề trong.



INSTRUCTOR'S EVALUATION OF NATIVE LANGUAGE USE

Name \_\_\_\_\_

I. BACKGROUND INFORMATION

A. \_\_\_\_\_ Machine Shop Instructor \_\_\_\_\_ VESL Instructor

B. \_\_\_\_\_ Bilingual, taught this course Bilingually \_\_\_\_\_ Not Bilingual

\_\_\_\_\_ Bilingual, but taught this course English-only

C. \_\_\_\_\_ Taught Spring 82 \_\_\_\_\_ Taught Fall 80/Spring 81

\_\_\_\_\_ Taught Fall 81

D. Previous classroom teaching experience (of any kind)

\_\_\_\_\_ Yes \_\_\_\_\_ No

E. About what percentage of your Limited English Proficiency (LEP) students in this course were

\_\_\_\_\_ % Hispanic \_\_\_\_\_ % Indochinese \_\_\_\_\_ % Other nationality (Lao, Vietnamese)

F. In your opinion, what percentages of your LEP students were at what English levels? (If it's easier, you may estimate actual numbers instead of percentages.)

	Low English	Intermediate	High English
When course started	_____ %	_____ %	_____ %
When course ended	_____ %	_____ %	_____ %

Comments: \_\_\_\_\_

G. In your opinion, what percentages of your LEP students were at what Basic Math levels? (If it's easier, you may estimate actual numbers instead of percentages.)

	Low English	Intermediate	High English
When course started	_____ %	_____ %	_____ %

When course ended \_\_\_\_\_ % \_\_\_\_\_ % \_\_\_\_\_ % \_\_\_\_\_ % \_\_\_\_\_ %

Comments: \_\_\_\_\_  
\_\_\_\_\_

## II. INSTRUCTIONAL METHODS

A. How did you divide your teaching time (roughly)?

Machine Shop Instructor

\_\_\_\_\_ % Lectures

\_\_\_\_\_ % Going over student's bookwork

\_\_\_\_\_ % Demo/Shop work

\_\_\_\_\_ % Audio-visual (slides)

VESL Instructor

\_\_\_\_\_ % Basic Math

\_\_\_\_\_ % VESL for shop lessons  
(Technical Vocabularies, etc.)

\_\_\_\_\_ % More general VESL/ESL

Of all the VESL/ESL time only:  
(Not the math time)

\_\_\_\_\_ % Oral activities

\_\_\_\_\_ % Written activities

Comments: \_\_\_\_\_  
\_\_\_\_\_

B. If you were to teach this course again, would you like to be able to divide your time somewhat differently? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, how? \_\_\_\_\_  
\_\_\_\_\_

C. Do you think it would have helped you to be able to speak one of the students' native languages? \_\_\_\_\_ Yes \_\_\_\_\_ No

Advantages \_\_\_\_\_

Disadvantages \_\_\_\_\_

D. Would it have helped you to have bilingual tutors to translate in the shop? \_\_\_\_\_ Yes \_\_\_\_\_ No

Advantages \_\_\_\_\_

Disadvantages \_\_\_\_\_

E. In which areas of instruction would being able to use the students' native language(s) have been most helpful? Please rank these from 1 (most helpful) to 6 (least helpful).



\_\_\_ Lectures explaining lessons

\_\_\_ Shop safety

\_\_\_ Shop projects

\_\_\_ Shop math

\_\_\_ Measurement

\_\_\_ Other: \_\_\_\_\_

F. In which areas of instruction did you find that individual students helped other students the most? Please rank 1 (most) to 6 (least).

\_\_\_ Lessons

\_\_\_ Measurement

\_\_\_ Study/Review questions

\_\_\_ Math

\_\_\_ Shop projects

\_\_\_ Other: \_\_\_\_\_

Comments: \_\_\_\_\_

G. When the students helped each other, did they help primarily those of the same native language background as themselves? \_\_\_ Yes  
\_\_\_ No; there was "crossover"

Comments: \_\_\_\_\_

### III. INSTRUCTIONAL MATERIALS

A. Do you think most of your LEP students could have read and understood the "regular" machine shop textbook, at the start of the course?

\_\_\_ Yes \_\_\_ No

Comments: \_\_\_\_\_

B. Could most of your LEP students read and understand the Machine Shop Fundamentals lessons we used, at the start of the course?

\_\_\_ Yes \_\_\_ No

Comments: \_\_\_\_\_

C. How do you think the classes would have been if you had had to use only the "regular" machine shop textbook, without Machine Shop Fundamentals lessons?

\_\_\_\_\_

\_\_\_\_\_

IV. GENERAL IDEAS

A. In general, do you think it is better to teach Machine Tool I to LEP students bilingually or English-only?

\_\_\_ Bilingually

\_\_\_ English-only

Comments: \_\_\_\_\_  
\_\_\_\_\_

B. Before you taught this course, how did you think it would work out to teach LEP students Machine Tool Shop/VESL? What did you think might be difficult?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. How did it turn out? Was it different from what you expected?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. LEP students can learn the same technical concepts as native English speakers can.

Strongly  
Disagree

Disagree

Neutral

Agree

Strongly  
Agree

\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

E. What special needs do you think LEP students in vocational education have? Rank in order of importance.

\_\_\_ More time

\_\_\_ Native language materials

\_\_\_ Simplified English materials

\_\_\_ Basic math

\_\_\_ A preparatory "pre-vocational" course

\_\_\_ Vocational English

Comments: \_\_\_\_\_  
\_\_\_\_\_

F. For LEP students in vocational educational (industrial), there should be some entry-level English requirement.

Strongly Disagree      Disagree      Neutral      Agree      Strongly Agree

\_\_\_\_\_  
Comments: \_\_\_\_\_

G. For LEP students in vocational education (industrial), there should be some entry-level math requirements.

Strongly Disagree      Disagree      Neutral      Agree      Strongly Agree

\_\_\_\_\_  
Comments: \_\_\_\_\_

H. For LEP students in vocational education (industrial), VESL classes are important.

Strongly Disagree      Disagree      Neutral      Agree      Strongly Agree

\_\_\_\_\_  
Comments: \_\_\_\_\_

I. My LEP students would have benefited from a (short?) pre-vocational course to prepare them for the Machine Tool course. The pre-voc could have introduced to them, for example, basic math, reading a 6" rule, what a machine tool is in general and what a machinist does (Lesson 1).

Strongly Disagree      Disagree      Neutral      Agree      Strongly Agree

\_\_\_\_\_  
Comments: \_\_\_\_\_

J. For starting this machine tool course, the minimum English language level that an LEP student should have in order to complete the work adequately, is:

Low Beginning High Low Intermediate High Low Advanced  
Begin. Eng. Begin. Inter. Eng. Intern. Adv.  
Eng. Eng. Eng. Eng. Eng. Eng.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

K. Do you think that LEP students who know almost no English ("0-Level") can be successful in any vocational course as long as there is a VESL course with it?  Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_

APPENDIX III:

EVALUATIONS OF MACHINE SHOP FUNDAMENTALS MATERIALS

**MATERIALS EVALUATION FORM<sup>1</sup>**

**Machine Shop Fundamentals: Part I**

**INDICATE YOUR LEVEL OF AGREEMENT WITH THE FOLLOWING STATEMENTS BY CIRCLING YOUR RESPONSE. CIRCLE THE NA (NOT APPLICABLE) WHEN THE ITEM DOES NOT APPLY TO THE MATERIALS OR THE EVALUATOR.**

**I. PHYSICAL APPEARANCE AND FORMAT OF MATERIALS**

A) General Appearance: Materials are attractive, easy to use and/or read.

strongly agree	agree	neutral	disagree	strongly disagree	
<u>3*, 8</u>	<u>4*, 5</u>	_____	_____	_____	NA

B) Appropriateness of illustration: Illustrations reflect and clarify content of materials.

strongly agree	agree	neutral	disagree	strongly disagree	
<u>2*, 9</u>	<u>5*, 4</u>	_____	_____	_____	NA

C) Format appropriateness: The format of materials is appropriate for the content.

strongly agree	agree	neutral	disagree	strongly disagree	
<u>2*, 5</u>	<u>5*, 7</u>	_____	_____	_____	NA

D) Organization: There is a logical progression within the materials.

strongly agree	agree	neutral	disagree	strongly disagree	
<u>2*, 9</u>	<u>5*, 4</u>	_____	_____	_____	NA

\* Evaluations of Machine Tool Vocational Instructors

<sup>1</sup> Adapted from Evaluation of Supplemental Learning Aids (SLA) by E. Jeanne Lopez-Valadez, Bilingual Vocational Education Project, June, 1981.

## I. Comments on Physical Appearance and Format

### 1. Comments of Machine Tool Vocational Instructors

- This material looks good, is extremely well organized and above all it works. Four-color offset printing would improve its appearance. This would be too expensive in small quantities however.
- Well put together.
- Organization of format is close to what I am presently doing.
- The appearance is presentable, without being unnecessarily "slick". I thought the quality and clarity of illustrations was somewhat inconsistent. The format and organization are good because they allow the individual instructor to tailor the material to the needs of different groups.

### 2. Comments of VESL Instructors and Administrators

- The breakdown into small sequential steps for practical teaching is particularly good.
- The format in general is excellent, the pictures are especially clear and precise.
- Clear, uncluttered presentation.
- Clear, strong print appropriate for LEP students. Professional appearance.
- Visuals easy to understand by LEP students. Print is easy to see - words stand out.
- Attractive and neat.
- Visuals are excellent - large and easy to see.
- Backsides to reduce size!! Since pink sheets generally do not explain concepts further but are primarily for use in language component, these could be intergrated into VESL curriculum. Join Study & Review questions to lesson. Too many pieces to collate. Provide complete lessons with key points, study & review questions (with answers) and tests together in binder for teacher. To shorten length, consider reduction of illustrations, particularly of small tools or simple items ex Lesson 5A, 7 pages 3-6, vs. 2!!
- The use of titles, subtitles, and numerical arrangements makes the content, or the structure of the content, easy to grasp at a glance.

**II. CONTENT**

A) Accuracy: Technical concepts and terminology are up to date and correct.

strongly agree	agree	neutral	disagree	strongly disagree	
<u>2*, 6</u>	<u>5*, 4</u>	<u>1</u>			NA
					<u>2</u>

B) Appropriateness: Important and relevant information is provided.

strongly agree	agree	neutral	disagree	strongly disagree	
<u>3*, 7</u>	<u>4*, 4</u>				NA
					<u>2</u>

C) Clarity: Information is well written and easy to understand.

strongly agree	agree	neutral	disagree	strongly disagree	
<u>4*, 8</u>	<u>3*, 3</u>	<u>2</u>			NA

FOR ITEMS D AND E IN THIS SECTION, PLEASE SEE THE ATTACHED MACHINE TOOL LABORATORY I COURSE SYLLABUS.

D) Relevancy: Materials are well coordinated and relevant to course content and/or main text.

strongly agree	agree	neutral	disagree	strongly disagree	
<u>4*, 7</u>	<u>3*, 6</u>				NA

E) Correspondence: Content corresponds to course outline objective(s)

strongly agree	agree	neutral	disagree	strongly disagree	
<u>4*, 6</u>	<u>3*, 5</u>	<u>2</u>			NA

\* Evaluations of Machine Tool Vocational Instructors



## II. Comments on Content

### 1. Machine Tool Vocational Instructors

- Content is correct for a first Machine Tool Course.  
I have successfully used this content for 10 years.  
It stands up to employers' expectations.

- I found the syllabus a pleasant surprise.

- I have no complaints about content.

### 2. VESL Instructors and Administrators

- We were able to draw out information easily and used material to supplement and reinforce our materials.

- Very practical and pertinent for our Machine Shop Students.

- In my opinion, the material is written in the "simplest possible" language. It's super!

### III. LINGUISTIC ASPECTS OF ENGLISH MATERIALS

A) Difficulty of language: Grammar

These materials are appropriate for LEP students whose proficiency in reading/listening English is:

← 2-3th-grade	----- 5-7th-grade -----	----- 3-4th-grade →	reading/listening
Advanced	Intermediate	Beginning	NA
3    1    1	2*, 6    1*, 1    1*, 1	_____	2*

B) Difficulty of language: Sub-technical Vocabulary

These materials are appropriate for LEP students whose proficiency in English is:

Advanced	Intermediate	Beginning	NA
2    1    2	2*, 8    1*    1*	_____	2*

C) Difficulty of language: Appropriate Register

The linguistic register (from formal register to colloquial register) is appropriate for LEP students in a Machine Tool course.

strongly agree	agree	neutral	disagree	strongly disagree	NA
1*, 2	3*, 6	1    1*, 3	_____	_____	2*

D) Relevancy of language: English language

These materials can be understood by students without native language supplements.

strongly agree	agree	neutral	disagree	strongly disagree	NA
3	2*, 6	2 1* depends on student's level	2*, 1	_____	2*, 1

E) Difficulty of language: English language: English language can be best used by students whose proficiency in English is

advanced	intermediate	beginning
3	1    2*, 6	1    2*, 1
_____	_____	3*

F) Difficulty of language: Materials are appropriate and useful by native English speakers who have had little experience/success in formal education.

strongly agree	agree	neutral	disagree	strongly disagree	NA
3*, 3	1*, 4	3	_____	✓	3*, 3

\*Evaluations of Machine Tool Vocational Instructors

### III. Comments on Linguistic Aspects of English Materials

#### 1. Machine Tool Vocational Instructors

- I have used this format and find it better than anything else available. I have also used this specific material on a selective basis with my regular college students who have low reading ability. Those students like this material and have advanced rapidly.
- Question "D" seems to be a loaded question. What level are they in their own language or how far are they in beginning English? Granted the material is easy but the supplement Lao, or Spanish cannot be read by someone who speaks English and doesn't have any idea about any other language. As far as the linguistics of MSF, I find them very good. I have used them already in 2 languages and this has made it easy for my students to comprehend machine tool operations.
- These materials are well suited to students English Proficiency what I would label high-beginning. The limited use of native-language supplements could serve to lower those requirements somewhat, and I suppose more technical supplements could, conversely, raise the proficiency required. I have had no experience teaching the group described in Sect. F. Prior to this, I had gained no experience in teaching LEP students. I found these materials to be quite useful and well organized. I would have been absolutely lost without them. I highly recommend them.

#### 2. VESL Instructors and Administrators

- Fills the language needs very practically without emphasis on grammar.
- The material is easy to understand and logically presented. It sometimes proceeds a little slowly for the more advanced English students - but, perhaps, these students should be mainstreamed anyway!
- Any student - even native speaker - must have certain reading skills to use these materials. The materials are excellent, but the student must be equipped to use them.
- What I am judging here is a little higher than we consider "intermediate" at Senn. H.S., but that seems appropriate to me on the community college level. We, after all, are the "common" school and accept students on the basis of age only even if academically they are primary or pre-primary in both math and literacy skills.
- (D & F) I am assuming VESL instruction with the materials. I don't feel D or F would be applicable as marked (2) if the materials are used in an independent study situation. Native language supplements would be essential in an independent study for D and as long as native English speakers were literate, the materials would be useful.

- F applicable only when interpreter used. Our classes were 1/2 Beginning Basic.
- Vocabulary (see first page of Lesson 2) could be clarified by more pictures; also, words should be simple and clearly defined, not just used in a sentence. (See oil); sometimes they are well defined. H of 8 seems clearly written.
- Technical Voc-like the division of key words by nouns, adjs, verbs, etc. However, having word in the same context does not clarify term any further. Might consider just underlining these words in student textbook and including pink sheets in VESL and vocational instructor's manuals. Try to diversify sentence format a little. Gets tiring to read.

**IV. LINGUISTIC ASPECTS OF NATIVE LANGUAGE SUPPLEMENTS**  
**SUPPLEMENTS EVALUATED: SPANISH LAO VIETNAMESE**

SEE PAGE 6 OF THE INSTRUCTOR'S MANUAL.

**A) Quality of translations: Translations are grammatically correct.**

strongly agree	agree	neutral	disagree	strongly disagree	NA
<u>(1)V, (1)S</u>	<u>(2)S, (1)L</u>				<u>4*, 12</u>

**B) Quality of translations: Translations are technically correct.**

strongly agree	agree	neutral	disagree	strongly disagree	NA
<u>(1)V, (1)S</u>	<u>(2)S, (1)L</u>				<u>4*, 12</u>

**C) Relevancy of language: Language can be understood by speakers of different dialects.**

strongly agree	agree	neutral	disagree	strongly disagree	NA
<u>(1)V</u>	<u>(2)S, (1)L</u>	<u>(1)S</u>			<u>4*, 12</u>

**D) Difficulty of language: These materials are appropriate for students whose proficiency in their native language is at least**

highly literate and proficient	orally proficient but moderate literacy skills	limited oral and written proficiency
<u>(1)V</u> 2	<u>(2)S, (1)V</u> 4	<u>(1)S, (1)L</u> 5

<sup>2</sup> One evaluator is bilingual (Spanish-English); however, several other evaluators consulted bilingual aides or staff for this section.

#### IV. Comments on Linguistic Aspects of Native Language Supplements

##### 1. Machine Tool Vocational Instructors

- The only comment I can make here is that the LEP students have advanced quite rapidly compared to the Beginning Levels of these students. It has gained student acceptance and seems to be enjoyed.
- This section was looked over by my Lao & Spanish aides. Ratings are consensus view.
- Not being bilingual, I am not qualified to evaluate these texts.

##### 2. VESL Instructors and Administrators

- Our students are happy to have materials written in their own language.
- Based on my knowledge of literate Spanish which, though not native speaker, is high. I had some help from a native speaker. I understand Mexican Spanish best.
- We have a Vietnamese translation. Our Vietnamese have read it and completed this section of the evaluation.
- In Spanish version - obj's - use debera instead of ha de, observar instead of mirar in procedures, also completar instead of hacer. Some incorrect words such as portahojas (binder) vs cuaderno for notebook; cuestionario (questionnaires vs. guia de estudio (study guide)). In Vietnamese, students would have to have a high school level of literacy and language development; very formal words.

V. USEFULNESS OF MATERIALS

A. Are the materials designed in such a way as to allow for independent use by learner?

19 Yes      1 It depends\*      - No

1. Machine Tool Vocational Instructors

- This written material, when used together with supportive A-V media and lab work will work well for independent (Individualized) instruction.
- This "programmed" aspect makes the materials especially useful.

2. VESL Instructors and Administrators

- The clear illustrations and explanations reinforce and reteach what the student have seen and done in class.
- They are a good supplement for the slower learner who needs to review.
- The materials should be very helpful to understand the basics of Machine Shop.
- The materials could be used in independent study - especially with the use of Tapes for vocabulary pronunciation and/or listening while reading for those with lower literacy skills. Also should have native language supplements.
- To a certain extent: study questions, maybe. But the teacher will probably have to give some help in comprehension.
- If student has both advanced native and second language skills.
- If you indicate in study and review questions where to find the answer. You could put the page on which the answer is found in ( ) after each question.
- \*I am a great believer in directed learning Academic motivation is often lacking in the type of student who might be studying these materials. I feel a student needs a teacher. However, material is sequentially presented.

B. Would you recommend the use of these materials to other vocational programs?

20 Yes      - No

1. Machine Tool Vocational Instructors

- Will work well for Hearing Impaired Students and others who have limited command of English, either spoken and/or written.

- I have used the materials since late 1981 and they have been very helpful

## 2. VESL Instructors and Administrators

- With no text used by the Machine Shop Instructor, these materials have been invaluable for my VESL class.
- They are not only accurate and fairly complete as well as easy to follow - they are also very flexible in their use.
- The materials are very thorough and well done and though they may need to be adapted to suit a particular program's need, as supplemental materials they are invaluable.
- The materials should be helpful to other projects.
- Though our text materials are being developed on the "pre-vocational and career awareness" level we are using the Waubensee materials as models of format practicality.
- Usable with LEP and low reading level students. Independent units allows for adaptation to local curriculums.



VI. Overall evaluation of components of materials:

	excellent				poor	not evaluated
A. Student textbook	<u>2*,11</u>	<u>5*,2</u>	_____	_____	_____	N/E
B. Student workbook: Study and Review Questions	<u>2*,8</u>	<u>5*,5</u>	_____	_____	_____	N/E
C. Student workbook: Technical Vocabulary lists	<u>2*,9</u>	<u>5*,2</u>	<u>2</u>	_____	_____	N/E
D. Instructor's Manual	<u>2*,3</u> <u>1*</u>	<u>3*,5</u>	<u>1</u>	_____	_____	N/E <u>4</u>
E. Visuals	<u>1*,9</u>	<u>6*</u> <u>2*,3</u>	_____	_____	_____	N/E <u>1</u>
F. VESL Curriculum (Draft)	<u>1*,5</u>	<u>1*,2</u>	_____	_____	_____	N/E <u>5*</u> <u>2*,6</u>

\* Evaluations of Machine Tool Vocational Instructors

## VII. GENERAL COMMENTS

Please comment on strengths, weakness, appropriateness, usefulness, etc. Be specific, and whenever possible identify page numbers or other key parts of materials.

### 1. Machine Tool Vocational Instructors

- I find this material to be excellent in every way. While it may on the surface seem to be written too simply, I know from my experience that it does match the reading level and language levels of many senior high and freshman college students today. This format is flexible. It can be used on general or prescriptive bases. The outline is strong, builds from simple to complex, and is educationally sound from all education psychology aspects. Behaviorally stated objectives have been applied to many curricular areas over the past 15 years. Their utility in technical courses has a very good track record. The straight-forward design of this material and its objectives makes it much easier for the student to see exactly what is expected and forces the instructor into highly valid evaluative devices. Second-guessing what the instructor really wants is virtually eliminated. This is a great help and encouragement to all students, especially those with limited language and/or reading ability.
- I like it! I am presently teaching 50 LEP students in machine shop. These materials have bailed me out of some tight situations where my explanations of subject areas were going no place, fast. I am looking forward to being able to use the books from the beginning and not just from the middle of a semester.
- Machine shop materials well done. The blueprint reading should be a separate section and more detailed to cover the subject so that a machine shop person will get a higher level of understanding. Blueprint reading section needs upgrading in these respects.
- All study, Objectives, review questions, study questions and worksheets were very good.
- You may want to look at the need for metrics to be brought into the dimensioning and measuring aspect as this is becoming more and more used as a standard.
- TEXTBOOK  
Lesson 5B Pages 10 and 15  
Cylindrical parts - these would normally show only (2) views. Front and right side.
- Lesson 6C Page 4  
"Jo" Block - did not locate term in vocabulary

THANK YOU!

## 2. VESL Instructors and Administrators

- We have used these materials all year and have benefited by them. They have been used by the whole class as introductory materials, by small groups for independent study, and by individuals for review. I would recommend them for any Machine Tool VESL program.
- The whole concept seems ideally written, designed, and aimed for our students. The content is right to the point and easy to follow. I look forward to using the entire student textbook. I feel it is a must for my classes. And--what took you so long? We've needed this for a long time. (I did find the lesson and page numbering system confusing using the Drafts; however, this should improve with using a bound text.)
- To answer this evaluation I have consulted knowledgeable subject specialists. Our vocational teachers feel your materials could be useful in their classes, especially the visuals, vocabulary and worksheets. Some of the blueprint materials are being used by a native speaker to teach blueprinting to Laos factory workers. I'm using your Math ideas for a Math class. ESL teachers are using your visuals to help students in the Machining class. We must educate vocational teachers in our college to teach the refugees. Some adapt easily to VESL methods, others not. We need to sell your materials.
- Our Lao, H'mong, and Vietnamese men are interested in vocational classes, but there is very little material available for them. Books written in English are too difficult. Most of the VESL material is written for banking, accounting, engineering and other fields that our students are not ready for. They need more practical material such as MACHINE SHOP FUNDAMENTALS. Thank you for working on this project and sharing your materials with us.
- Machine Shop Fundamentals has been very helpful as a resource to our Machine Tool I and II students. Those in Machine Tool I were able to identify the illustrations and titles and, as a result, were more secure in their lab experience.
- Even though I personally did not use your materials, my program's Machine Tool VESL teacher did; we support your project and congratulate you on your product!
- Illustrations in units should be numbered so that students reading native language supplements know what to refer to. Study questions and review questions for lessons 1, 2, and 3A are weaker than the others. Seem to ask language questions vs. information/content, for example Lesson 1, p.3, question 45, Math is very important for the machinist, or p.1, question 4, A person can get technical skills... Like the way most study questions are tied to review questions, show their importance. Differences between study and review questions should be clarified. Suggest students use study questions after reading or while reading and use review questions with class after complete lesson has been taught, demonstrated and practiced. The instructor's manual needs some reorganization. Consider this; intro, program components, then course

syllabus, target population and testing used, materials available, acknowledgements (see manual draft for additional comments). Why are there no objectives regarding shop project? If material aimed at intermediate student, then only translation of sub-technical terms may be necessary with simplified English materials. In instructor's manual you might want to correlate mode of instruction (bilingual, monolingual) with student's proficiency level and use of native language supplements.

- On the whole, the materials are very carefully and thoroughly prepared. The language is simple and clear and the illustrations are nice and big. To split hair though, some improvements can be made on the "Technical Vocabulary". Instead of giving the word and the usage, we can give the definition or explanation one more time before giving the usage. As a matter of fact, repetitions of concepts and definitions throughout the MSF is a commendable feature. Such repetitions as "a round part means a cylindrical part" and such sentences beginning with "remember ... are excellent.



**Waubonsee  
Community  
College**

Limited English Proficiency Program for  
Vocational Education

Illinois Route 47 at Harter Road • Sugar Grove, Illinois 60554 • Phone (312) 466-4811

COMPOSITE OF EVALUATIONS OF  
MACHINE SHOP FUNDAMENTALS: PART I

June 30, 1982

List of Evaluators

7 Machine Tool Vocational Instructors  
13 VESL Instructors and Administrators  
of LEP Vocational Programs  
20 Total

Machine Tool Vocational Instructors/Machine Shop Training Specialists

- Tom Boyle  
Machine Tool Vocational Instructor (Hispanic and Indochinese LEP students)  
Elgin High School, Elgin, IL
- Lee E. Scheidenhelm  
Machine Tool Vocational Instructor ("regular" non-LEP and hearing impaired students)  
Waubonsee Community College, Sugar Grove, IL
- Charles H. Wickhorst  
Machine Tool Vocational Instructor (Indochinese LEP students)  
Rockford Adult High School with  
Rock Valley Community College, Rockford, IL
- Gail Thornton  
Machine Shop Training Instructor  
Caterpillar Tractor Co.  
Aurora, IL
- Melvin W. Canty  
Machine Shop Training Instructor  
Caterpillar Tractor Co.  
Aurora, IL
- Richard Nielson  
Machine Tool Instructor for LEP Project  
Waubonsee Community College  
Sugar Grove, IL

- Donald Tesch  
Machine Tool Instructor LEP Project  
Sugar Grove, IL

#### VESL Instructors and Administrators

- Martha Cies  
Co-Coordinator, Indochinese Project  
Sauk Valley College, Dixon, IL
- Jerri Crabtree  
Teacher Coordinator, Indochinese Project  
Black Hawk College, Moline, IL
- Judith Diamond  
Machine Tool VESL Instructor, Indochinese Project YWCA with  
Elgin Community College, Elgin, IL
- Lynda Krueger  
Coordinator, Indochinese Project  
Catholic Social Service Refugee Resettlement, Peoria
- Luann Lamp  
Instructional Services Coordinator, Indochinese Project  
YWCA with Elgin Community College, Elgin, IL
- Jean C. Lennon  
Director  
Bilingual Vocational Education Project, Arlington Heights, IL
- Miriam Lykke  
TESOL Program Director  
Senn High School, Chicago, IL
- Arlene Ruttenberg  
Educational Coordinator  
Lutheran Child & Family Services  
Haitian Resettlement Program, Chicago, IL
- Nell Sudikatus  
Machine Tool VESL Instructor, Indochinese Project  
Dr. King Center, Kankakee
- Judy Vecamudi  
VESL Instructor, Indochinese Project  
Sauk Valley College, Dixon, IL
- Judy Williamson  
Co-Coordinator, Indochinese Project  
Sauk Valley College, Dixon, IL
- Grace L. Kwong  
English as a Second Language Instructor  
Kishwaukee College, Malta, IL

APPENDIX IV:  
LETTERS OF SUPPORT



Triton College

2000 Fifth Avenue  
River Grove, Illinois 60171  
(312) 456-0300

March 2, 1982

Mr. Peter Siedman  
Administrator, ISBE/DAVTE  
Illinois State Board of Education  
100 N. First Street  
Springfield, Illinois 62777

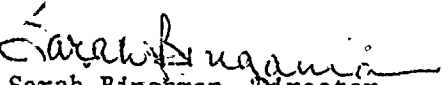
Dear Mr. Seidman:

It has come to my attention that the Waubensee Community College Limited English Proficiency Student Program is re-applying for DAVTE funding for FY 83. As the Director of Nuevos Horizontes, an educational center for Hispanic adults sponsored by Triton Community College, I would like to take this opportunity to express my full support for the Waubensee program.

Throughout the planning and initiation of Nuevos Horizontes, Mike Kelly and Pat Mengus were most helpful in giving insight into the special problems faced by Hispanic adults, and in sharing their expertise in writing vocational materials. Both Mr. Martínez, the Assistant Director of Nuevos Horizontes, and I have attended several formal presentations given by Mike Kelly and Pat Mengus and have always found them to be useful and informative.

The Waubensee program represents the state of the art in writing and implementing VESL and bilingual vocational materials. It would be a great loss to those of us who work with LEP adults if the program would be discontinued. I strongly urge that the Waubensee program be re-funded.

Sincerely,

  
Sarah Bingaman, Director  
Nuevos Horizontes



**Nicholas Senn High School** 5900 N. GLENWOOD AVENUE • CHICAGO, IL 60660

John T. Martin  
Principal

Assistant Principals  
William Borgstrom  
James Pasterski  
Inez L. Thomas

April 2, 1982

Dr. Peter Seidman  
Contract Administrator  
Illinois State Board of Education  
DAVTE  
100 North First Street  
Springfield, Illinois 62777

Dear Dr. Seidman:

It must have been about three years ago that faculty members of Senn High School first became aware of the fact that we needed special Vocational Education programs for LEP students and that there were pilot programs in the state of Illinois concentrating on what we identified as our needs. Three staff members in particular, the coordinators of both the TESOL and Multilingual Programs and the person who has since become the coordinator of our Vocational Education for LEP Students Program, started attending all workshops and conferences that we heard about where we could get information and ideas about funding and designing and adapting course materials. By now, we are familiar with various faces, names and programs in Chicago and Illinois.

We learned that we could apply for a State Planning grant of \$5,000. last summer. So we did it at the same time as we wrote a proposal for Title VII Funds. We received both fundings. Last summer we assigned a text for a Sewing class and adapted Clerical Bookkeeping materials. September, 1982, we put both of those classes into place along with a typing class for which we are adapting materials now. At present, we're also designing a class in Health Service Occupations and adapting the Chicago Board of Education Drafting materials and modifying course materials for a Building Maintenance Mechanics class -- all with personnel services provided by the Title VII Funds.

The program, people and materials that have served as models for us to the greatest extent have been those at Waubensee Community College. Since the first time we met Mike Kelly and Patricia Menges, we've felt free to ask for help in developing ideas as well as

Dr. Peter Seidman

materials. They have sent copies of lessons and teachers' guides as developed. (I remember especially a presentation they made at the Dawson Skills Center. It was really relevant for those who attended and I believe one of the best ways for sharing ideas and materials.)

As you know, high schools have become the "common" school and we take students at any level of preparedness from 14 - 18 years old. We therefore, cannot use the Waubensee materials per se, but are developing pre-vocational materials. We are delighted that we have had the Machine Shop Fundamentals and Secretarial Skills and Typing materials from Waubensee to use as models in developing our materials.

We have found the Waubensee instructional materials extremely practical:

- emphasizing concepts and processes
- teaching ESL as a support of skill instruction rather than as content area
- developing format which eases the reading process
- arranging information and skill acquisition in developmental, sequential order
- using illustrations in a meaningful way
- giving directions one at a time and breaking processes into small steps
- identifying ESL levels necessary for the acquisition of particular vocational skills
- indicating scores on particular tests which will in general predict success in the various vocational courses.

I'm hoping that Waubensee continues to be funded in its efforts to serve the LEP student who needs Vocational Education and in its efforts to help other schools spread the process to their students in need.

Sincerely yours,

*Miriam C. Lykke*

Miriam C. Lykke, Director  
TESOL Program

cc: Mike Kelly  
Patricia Menges

MCL:ae

220 East Chicago Street  
Elgin, Illinois 60120  
April 5, 1982

Mr. Peter Seidman  
Illinois State Board of Education  
Department of Adult Vocational & Technical Education  
100 North First Street  
Springfield, Illinois 62777

Dear Mr. Seidman:

During the past year, I have had the pleasure of field testing Machine Shop Fundamentals developed by Michael Kelly and Patricia Menges of Waubesa Community College.

It has been very helpful to me in teaching a Machine Tool Course to a group of Indochinese students. The pictures are excellent. They really bring the lab into the classroom. The language is clear and easy to understand even for a limited speaker. However, the text covers the major areas of machining quite satisfactorily. With the instructor's guide, the workbook and the vocabulary sheets, each section can be used equally easily in series or adapted for the needs of the individual student.

My only difficulty with the material was not having all of it available when I needed it. Now, with most of the text completed, I look forward to using it next August when my next class begins.

Thank you.

Sincerely,

*Judith Diamond*

Judith Diamond (Machine Tool/English--YWCA/ECC)

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**ILLINOIS  
DEPARTMENT  
OF  
CORRECTIONS**

**MICHAEL P. LANE  
DIRECTOR**

SCHOOL DISTRICT 428 / MENARD, ILLINOIS 62259 / (618) 826-5071 121

April 6, 1982

Mr. Peter Seidman  
Contract Administrator  
DAVTE  
IL State Board of Education  
100 N. First St.  
Springfield, IL 62777

Dear Mr. Seidman:

The purpose of this letter is to encourage DAVTE's continued support of the work being done by Mike Kelly and Patricia Menges at Wabonsee Community College.

For the last several years, we have worked with the limited English proficiency population at Menard Correctional Center. In the past year, we have been working specifically with LEP's in vocational areas. It is with this background that we are impressed with the materials that have been developed at Wabonsee.

There's a pressing need for materials such as those that Kelly and Menges have developed. The VESL and vocational lessons are unique in both their scope (they are thorough and provide enough practice to be useful) and their simplicity (unlike most currently available materials, they do not assume a high degree of English competence prior to use).

The Wabonsee project is, judging from the materials developed to date, exploring new strategies in VESL curriculum development. We are concerned that if the project is not continued, curricula of this quality and depth will not be created in the other vocational and pre-vocational areas that are so needed by our limited English speaking ability population in order to move toward employability, economic independence, and English competence.

It should also be noted that the workshops and presentations and Kelly and Menges have given have provided practical and helpful advice concerning the use of their own and other vocational and VESL materials.

We sincerely hope that DAVTE will continue support of the Wabonsee project.

Thank you.

Sincerely,

*M E Helgesen*  
Marc E. Helgesen  
ESL/VESL Instructor  
Menard Correctional Center

*Mary Ann Kluge*  
Mary Ann Kluge  
Cooperative Work Training Coordinator  
Menard Correctional Center

cc: Mike Kelly

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William Rainey Harper College

Algonquin and Roselle Roads

Palatine, Illinois 60067

312-397-3000

→ CC: Patricia Menges

April 6, 1982

Mr. Peter Seidman  
Contract Administrator  
Department of Adult, Vocational,  
and Technical Education  
Illinois State Board of Education  
100 North First Street  
Springfield, IL 62777

Dear Mr. Seidman:

This letter is in support of the continuation of the LEP project for vocational education currently being conducted at Waubensee Community College.

This project has been of great value to the field both for its extensive materials development and for its technical assistance to other programs. Additionally, Michael Kelly and Patricia Menges have been very active as presenters at a number of conferences and workshops. Having heard them several times, I can testify to their effectiveness in presenting.

I applaud the efforts of DAVTE in encouraging vocational education for individuals of limited English proficiency. I hope that you will give thorough consideration to the continued funding of the Waubensee program.

Sincerely,

*Jean Chapman*

Jean B. Chapman  
Assistant Professor/Coordinator  
English as a Second Language

be



# Eastern Michigan University

Ypsilanti, Michigan 48197

6 April 1982

Mr. Michael G. Kelly, Project Director  
LEP Project  
Waubonsee Community College  
Illinois Route 47 at Harter Road  
Sugar Grove, IL 60554

Dear Mike:

First, let me congratulate you and Patricia on your presentation at the Midwest Regional TESOL meeting in Indianapolis. As always, it was well-prepared, informative, worthwhile, and, of course, enjoyable.

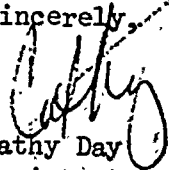
After seeing the presentation, and reading the announcement in the March '82 IVA Newsletter, I would like to request a copy of the Machine Shop Fundamentals: Part I for use in the Vocational English as a Second Language class which I'm teaching for the TESOL Summer Institute in Chicago this year.

As you know, students will consist of both new teachers to the field of ESL and teachers currently working in ESL, and will be representative of the 50 states as well as foreign countries. Your materials will be an example of extremely well-researched, field-tested, and highly rated VESL lessons for the students in the Summer Institute.

I would also like to invite you and Patricia to come to the class one day, probably the second week of the three week intensive class, in order to share with the class some of the hints you have for working with vocational teachers, and ways of avoiding some of the problems you encountered in developing these materials. I do hope that you will be able to come, as a representative of the ongoing activity in the state of Illinois where the conference is being held.

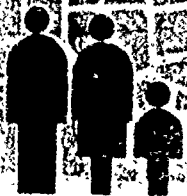
It was good seeing you both in Indianapolis. I continue to think that your project at Waubonsee is one of the best investments that ISBE-DAVTE has made in terms of improving Vocational Education for LEP students in Illinois. Keep up the good work! Not only is the need evident for your materials in Illinois, but I have heard teachers here in Michigan also crying for similar lessons. Saludos a ti y a Patricia.

Sincerely,

  
Cathy Day  
Assistant Professor  
Foreign Languages and  
Bilingual Studies

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CD:nh Department of Foreign Languages and Bilingual Studies  
(313) 487-0130



# LUTHERAN CHILD & FAMILY SERVICES

STATE OFFICE, 7620 Madison Street, River Forest, Illinois  
Mailing Address: P.O. Box 186, River Forest, Illinois 60305

Telephones. 312/287-4848 & 771-7180

Gene L. Svebakken, ACSW  
Executive Director

Thursday, April 8, 1982

Mr. Peter Seidman  
Contract Administrator  
ISBE / DAVTE  
100 N. First St.  
Springfield, Il. 62777

Dear Mr. Seidman;

I am writing in support of the work that Michael G. Kelly and Patricia Menges are doing in Voc-Ed for LEP students at Waubensee College. The kind of extensive classroom materials that they have developed are just what vocational teachers need to help their LEP students.

My program offers pre-vocational, V/ESL and math classes and we use the Waubensee material for the general manufacturing cluster. Beside sharing drafts of their material, Mike and Patricia have been generous in answering my questions and offering suggestions. I visited their program last fall and have attended presentation which they've given at various professional conferences.

The workshop that they gave at Dawson Skill Center Center, Chicago, last November, was one of the most practical that I've ever gone to. The Workshop also included an excellent presentation by Kobir Marti-Lambert, the Waubensee LEP Project counselor. The topic was on assessing and counselling LEP students in Voc-Ed.

I know I'm not the only one in the field looking forward to working with the Waubensee LEP Project staff in the coming year. I hope the FY 83 budget cuts do not upset this project.

Sincerely;

*Arlene Ruttenberg*  
Arlene Ruttenberg  
Educational Coordinator  
Lutheran Child & Fmly Servcs.  
Haitian Resettlmt Prog.

CC: Mike G. Kelly  
Patricia Menges

Please respond to:

Lutheran Children's Center  
343 W. Lake Street  
Addison, Illinois 60101  
Telephone 312 543 6900

Chicago Loop  
6 N. Michigan Avenue  
Chicago, Illinois 60602  
Telephone 312 782 6271

#### Branch Locations

Chicago South  
1555 W. 79th  
Chicago, Illinois 60620  
Telephone 312 846 1900

Central Illinois Office  
1229 S. Sixth Street  
Springfield, Illinois 62703  
Telephone 217-544 4631

Southern Illinois Office  
2408 Lebanon  
Belleville, Illinois 62221  
Telephone 618 234 8904



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ILLINOIS  
DEPARTMENT  
OF  
CORRECTIONS

*Mike*  
MICHAEL P. LANS  
Director

Graham Correctional Center / P.O. Box 499 / Highway 185 / Hillsboro, Illinois 62049 / Telephone (217) 532-6961

April 13, 1982

Mr. Peter Seidman  
Contract Administrator  
DAVTE  
ISBE  
100 N. First Street  
Springfield, IL 62777

Dear Mr. Seidman:

I am writing to support the refunding of the Limited English Proficiency Project for Vocational Education of Waubensee Community College.

I am an Adult Basic Educator working with men whose educational levels range from grade level 0 - 4. Over 30% of my class is Hispanic. Most of my students are (realistically) trying to develop their basic skills to the point where they can begin vocational classes.

The LEP Project of Waubensee College has already developed materials which will be most useful to LEP students entering vocational classes. These materials are also useful as pre-vocational resources. I hope that this project will be able to continue to be a resource for teachers involved in Vocational English as a Second Language. They have also been very good about sending people like Michael Kelly and Patricia Menges to do workshops, do consulting, etc. This is the kind of field support that teachers in the field need more of.

Thank you.

Sincerely,

Brad Hinchcliff  
Educator  
Education Dept.

BH:jw

cc: Michael Kelly

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ILLINOIS  
DEPARTMENT  
OF  
CORRECTIONS

*Mike*

MICHAEL P. LANE  
Director

Graham Correctional Center / P.O. Box 499 / Highway 185 / Hillsboro, Illinois 62049 / Telephone (217) 532-6961

April 13, 1982

Mr. Peter Seidman  
Contract Administrator  
DAVTE  
ISBE  
100 N. First St.  
Springfield, IL 62777

Dear Mr. Seidman:

I wish to give my full support for the continued funding of the Waubonsee Community College Limited English Proficiency Project for Vocational Education.

At Graham Correctional Center, we have been directing our efforts in Adult Basic Education to assisting our LEP students, both in basic skills and in building pre-vocational skills. The Waubonsee LEP Project is exactly the type of project we need for assistance in resources and expertise assistance. I have enclosed a letter from Mike Kelly, Project Director, which details materials which they have developed and field-tested. This type of support work is going to be needed more in the future in education; we have seen a rise in LEP populations in School District #428 and expect this trend to continue for some time.

Mike Kelly and Patricia Menges have also been very helpful by offering workshops and being resource people for teachers involved in VESL. I hope that this kind of performance can be encouraged with continued funding.

There are a wide variety of vocational areas being offered in the Department of Corrections alone. Statewide, I see a need for more of the kind of resources listed in the copy of Mike's letter.

Thank you for your consideration in this matter.

Sincerely,

Andrew J. Schumacher  
Assistant Principal  
Education Department

enc.

cc.: Michael G. Kelly

217



3901 South State Street  
Chicago, Illinois 60609

(312) 624-7300

OFFICE OF THE ASSISTANT  
TO THE VICE CHANCELLOR

May 5, 1982

Mr. Michael Kelly  
Waubensee Community College  
Illinois Route 47 at Harter Road  
Sugar Grove, Illinois 60554

Dear Mr. Kelly:

I want to take this opportunity to thank you for the fine consultation session you and Ms. Menges gave April 27, 1982 at the Institute.

The staff members in attendance felt they benefited from your presentation and are looking forward to their next in-service. The session was very helpful to me. I will be able to continue my work on our LEP grant with more certainty.

I will be calling you in the near future as agreed, to arrange a date for our next in-service.

Sincerely yours,

*Miriam Lugo-Gonzalez*  
Miriam Lugo-Gonzalez  
Assistant to the Vice Chancellor

MLG:gd

CC: Dr. Edward Mapp

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CHICAGO URBAN SKILLS INSTITUTE  
One of the City Colleges of Chicago



3901 South State Street  
Chicago, Illinois 60609

(312) 624-7300

OFFICE OF THE ASSISTANT  
TO THE VICE CHANCELLOR

May 5, 1982

Ms. Patricia Menges  
Waubensee Community College  
Illinois Route 47 at Harter Road  
Sugar Grove, Illinois 60554

Dear Ms. Menges:

I want to take this opportunity to thank you for the fine consultation session you and Mr. Kelly gave April 27, 1982 at the Institute.

The staff members in attendance felt they benefited from your presentation and are looking forward to their next in-service. The session was very helpful to me. I will be able to continue my work on our LEP grant with more certainty.

I will be calling you in the near future as agreed, to arrange a date for our next in-service.

Sincerely yours,

Miriam Lugo-Gonzalez  
Assistant to the Vice Chancellor

MLG:gd

CC: Dr. Edward Mapp

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CHICAGO URBAN SKILLS INSTITUTE  
One of the City Colleges of Chicago



3301 NORTH MULFORD ROAD / ROCKFORD, ILLINOIS 61101 / (815)654-4250

ROCK VALLEY COLLEGE INDOCHINESE REFUGEE TRAINING PROGRAM

May 5, 1982

Mr. Peter Seidman  
Illinois State Board of Education  
DAVTE  
100 North First Street  
Springfield, IL 62777

Dear Mr. Seidman,

As educational coordinator of our Indoch-Chinese program, I've had opportunity to work with the Machine Shop VESL materials prepared by Patricia Menges and Michael Kelly of Waubonsee.

I was very pleased with the content of the course. Most of our students have limited English and were able to successfully do the required written work. I'd be very glad to recommend these materials to any other vocational training programs for people with limited English proficiency.

Sincerely,

*Mary Lofquist*

Mary Lofquist, Educational Coordinator  
RVC Indochinese Refugee Training Program

ML/jv

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**Waubonsee  
Community  
College**

Illinois Route 47 at Harter Road • Sugar Grove, Illinois 60554 • Phone (312) 466-4811

June 9, 1982.

To whom it may concern:

The purpose of this letter is to provide support to the Vocational English as a Second Language program hosted by Waubonsee Community College.

I have been fortunate to work with the program in the capacity of Director of the Learning Assistance Laboratory. Over the past year this program has provided instruction and support services for the college's limited English speaking population. It has been my observation that the success of the program has been chiefly the results of the efforts of Misters Mike Kelly and Kebir Marti-Lambert and Ms. Patricia Menges. Through the efforts of these people, the limited English speaking population has been able to avail themselves to additional educational programs of the college. The adults served by this program were previously barred from success in educational programming because of their limited ability in the English language. I feel that the aforementioned people have developed a particular expertise in serving the limited English speaking adult.

The contributions of Mr. Kelly, Mr. Marti-Lambert, and Ms. Menges and their program have been significant. Without the continued efforts of these three people, many of the educational needs of the limited English speaking population of the college's district will go unmet.

Sincerely,

*Richard R. Healy*

Richard R. Healy,  
Director, Learning Assistance Laboratory

RRH:cak



ILLINOIS  
DEPARTMENT  
OF  
CORRECTIONS

MICHAEL P. LANE  
Director

1301 Concordia Court / Springfield, Illinois 62702 / Telephone (217) 522-2666

June 9, 1982

Mike Kelly  
Patricia Menges  
LEP Project  
Waubensee Community College  
Rt. 47 at Harter Rd.  
Sugar Grove, IL 60554

Dear Mike and Patricia:

I would like to thank you for the technical assistance you provided to our Vocational LEP project last week. You both possess a thorough knowledge of the area and an ability to suggest directions for action resulting in meaningful change.

A goodly number of your suggestions will be implemented at Menard. I feel that the Menard Project for New English-Speakers has the potential of becoming a model program for delivery of services to limited English proficiency, incarcerated individuals. Your insights will certainly facilitate our efforts.

Also, the materials you have developed are clearly among the finest available. I hope that your efforts continue.

Again, thank you.

Sincerely,

Marc E. Helgesen  
ESL/VESL Instructor  
Menard Correctional Center  
Menard, IL 62259

cc; Leland Thompson

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APPENDIX V:  
PUBLICITY MATERIALS

10-11-81

# Waubonsee testing its bilingual program

By Robin Schulberg

**FUNDING FOR** Aurora's only adult bilingual vocational education program, designed to test how to teach students' vocational skills and job-related English at the same time, will end in June.

By that time, program staff expect to have developed curriculums and materials that Waubonsee Community College will integrate into its regular vocational education program.

But the form that Waubonsee's ongoing bilingual vocational education will take next year is unclear.

"**THE IDEAL** situation would be with a bilingual instructor and a separate class, but the materials could be used in the classes that exist now," program director Michael G. Kelly said Wednesday.

If future tests show that bilingual instruction produces better results than English-only instruction, Waubonsee may hire more bilingual vocational instructors or aides for its English vocational courses, Kenneth Shibata, Waubonsee's executive vice-president, said.

Of its 20 vocational instructors, one speaks a second language — Spanish.

**THE PROGRAM** included about 85 students last year, including Hispanics, Vietnamese, and Laotians, and offered machine tool and secretarial sciences. Most students were 26 to 35 years old and worked while attending classes, program counselor Kepir Marti-Lambert said.

Of the 25 unemployed students, 22 have gotten jobs since they finished the course in June. Marti-Lambert says he is compiling figures of how many employed students upgraded their jobs.

Nine students continued at Waubonsee full time.

**ENROLLMENT IS** down to 29 this year, in part because the program discontinued its advanced machine tool course, and in part because the Aurora office of the Comprehensive Employment and Training Act (CETA) stopped sending students, Marti-Lambert said. He said he also suspects that some students couldn't afford the \$58.50 in fees.

Marti-Lambert said CETA sent 22 students to the program in 1980-81. Cynthia Miller, director of the Aurora CETA office, said six graduates didn't speak English well enough to be placed in private sector jobs.

Miller said some of the 22 CETA students dropped out.

The program developed after discussions between Waubonsee and El Centro Pap Americano, an Hispanic social service agency, about how Waubonsee could best serve Aurora's Hispanic population.

"**WE FELT** CETA and Waubonsee weren't doing enough," said Homero Basaldua, executive director of the center. "People who need job training would be referred to ESL [English as a Second Language] programs and would have to go for two or three years before they could go to the vocational course."

**WAUBONSEE DEVELOPED** a proposal

for the program and submitted it to the Illinois Board of Education for funding in February, 1980. The state supplied \$35,000 initially to develop the program, and then \$80,000 in funding for each of the last two years, with Waubonsee contributing \$20,000 a year in services, Shibata said.

Program staff used the first year for initial development and testing of materials. This year they will compare different teaching methods. In the first semester, classes will be conducted by bilingual teachers; next semester, they will be taught in English only.

With the research grant terminating in June, Kelly says his staff will submit another proposal to develop curriculums for new fields, particularly welding.

With the materials for machine tool and secretarial sciences under development now, Kelly says Waubonsee should be able to continue those programs without special funding.



# The Network News

Vocational Education Projects for  
Illinois Special Needs Populations



Volume 4 Number 2, Fall 1981

## Limited English Proficiency Students

### WAUBONSEE COMMUNITY COLLEGE

Last year, the Waubonsee Project developed and validated a vocational education program for LEP students in Machine Tool and Secretarial Science with corresponding Vocational English as a Second Language (VESL) courses. The student goals for this short-term and part-time training were entry-level employment, job upgrading and/or further education.

A major thrust of the project has been the development of appropriate curricula and instructional materials, especially in the area of Machine Tool. During 1981, a comprehensive set of vocational materials entitled *Machine Shop Fundamentals* was developed. The set included a student textbook with native language supplements in Spanish, Lao, and Vietnamese, a student workbook, and an instructor's manual.

The organization, format, and simplified language level of *Machine Shop Fundamentals* make it suitable not only for LEP students but also for other special needs students who have difficulty reading traditional textbooks.

During 1982, the project will implement a bilingual instructional model and an English core language (non-bilingual) instructional model. The Machine Tool and Secretarial Science curricula and materials will be finalized and the two instructional models will be examined and compared. The analysis of each models' strengths and weaknesses will focus on adoptability and adaptability, teaching effectiveness, student acquisition of vocational and language skills, and student attitudes.

Michael G. Kelly, Project Director  
Waubonsee Community College  
Route 47 at Harter Road  
Sugar Grove, IL 60554

312-466-4811  
ex. 344

File

El Arco Iris Musical de Chicago.



WOJO 105FM

2425 Main Street □ Evanston, Illinois 60202 □ 312/869-8900

Sept. 1, 1981

Kebir Marti-Lambert  
Illinois Rt 47 at Harder Road  
Sugar Grove, Illinois 60554

Dear Kebir:

WOJO would like to thank you for participating on TEMPO. We enjoyed talking with you and we appreciate the service you paid to the Evanston-North Shore Community. By sharing your ideas and opinions with our listeners, we hope to better inform the public of the current issues and problems in our area.

TEMPO is on Monday through Friday evenings at 11:30p.m. on 105 FM.

As you know, TEMPO is designed to explore the concerns of Evanston and the North Shore area. If you have any interests which you would like to publicize, please do not hesitate to call so that we can arrange a broadcasting time.

Thanks again for supporting and cooperating with WOJO so that TEMPO can continue to serve our North Shore listeners.

Sincerely,

Letitia Wheeler  
Director of Public Affairs



**Waubonsee  
Community  
College**

Limited English Proficiency Project for  
Vocational Education

Illinois Route 47 at Harter Road • Sugar Grove, Illinois 60554 • Phone (312) 466-4811

Dear Vocational Educator:

As part of its effort to meet the community's training needs, Waubonsee Community College has developed a vocational program for limited English proficiency (LEP) students in Machine Tool, with corresponding Vocational English as a Second Language (VESL). Funded by the Illinois State Board of Education/Department of Adult, Vocational and Technical Education (ISBE/DAVTE), the Waubonsee LEP Project for Vocational Education has offered programs to provide students with skills for entry-level employment, job upgrading and/or further education.

A comprehensive set of vocational materials entitled Machine Shop Fundamentals was developed and field-tested in 3 semesters of classes:

\* Machine Shop Fundamentals: Part I

- Twenty-four competency based lessons
- Flexible sequence
- Abundance of technical illustrations

\* Machine Shop Fundamentals: Part I  
Student Workbook

- Technical Vocabulary for each lesson
- Study Questions for each lesson
- Review Questions for each lesson
- Worksheets for most lessons

\* Machine Shop Fundamentals: Part I,  
Vocational Instructor's Manual

- Comprehensive notes and suggested teaching strategies
- Student native language supplements for each lesson in Spanish, Lao, and Vietnamese
- A Self-Test for each lesson

VESL materials are also available to assist LEP students to acquire the language skills necessary for success in the vocational course and on the job:

\* Machine Shop Fundamentals: Part I  
Technical English Instructor's Manual

- Comprehensive notes and suggested teaching techniques
- Visuals for each lesson
- Semi-Technical Vocabulary for each lesson
- Technical English Worksheets for each lesson

Traditional machine tool vocational materials presuppose high language and academic skills which the majority of LEP students do not possess. Machine Shop Fundamentals: Part I shows that the necessary adaptations of format and concept organization, as well as the necessary language simplification, can be done without diluting the technical content.

Like LEP students, many disadvantaged and handicapped students have difficulty reading traditional textbooks. English vocational materials which are appropriate for LEP students can also help these other special needs students.

The twenty-four competency based lessons of Machine Shop Fundamentals: Part I may be used as a main textbook, as a supplementary textbook, or as the basis for a pre-vocational training course in existing or bilingual training programs. The lessons are divided into the following Units:

- UNIT 1 Machine Tool Technology
- UNIT 2 Safety in the Machine Shop
- UNIT 3 Introduction to Machine Tools and Machine Operations
- UNIT 4 Measurement
- UNIT 5 Blueprint Reading
- UNIT 6 Layout
- UNIT 7 Bench Tools

Machine Shop Fundamentals: Part I will be available at an ISBE/DAVTE sponsored Dissemination Workshop in Joliet on March 31; mark this date on your calendar. Please feel free to contact me for further information.

Sincerely,

*Michael G. Kelly*

Michael G. Kelly  
Project Director

# Machine Shop Fundamentals: Part I

Machine Shop Fundamentals  
4C

## TECHNICAL VOCABULARY

(noun)	(verb)	(example)
precision measurement		1. Precision measurement is the measurement of to within .001 of an inch or smaller.
a precision measurement tool		2. The machinist uses precision measurement to make precision measurements.
a precision measurement		2. The machinist uses precision measurement to measure thousandths (.001, .002, .003) of an inch and ten-thousandths (.0001, .0002, .0003, ...) of an inch.
a thousandth		
a ten-thousandth		
a micrometer		

Machine Shop Fundamentals  
4C

## UNIT 4: Measurement

### LESSON 4C: Precision Measurement with Micrometers

- OBJECTIVES:
1. The student will write the correct definition of precision measurement.
  2. The student will match the outside micrometer, and the depth micrometer to a picture of a micrometer.
  3. The student will match the names of a micrometer to a picture of a micrometer reading.
  4. The student will write the correct names of a micrometer reading.
  5. The student will choose the correct micrometers.

- PROCEDURES:
1. Read the Objectives.
  2. Read the Lesson.
  3. Watch the Slide Show.
  4. Match the teacher's Demonstration to the pictures.
  5. Do the Worksheets.
  6. Do the Review Questions.
  7. Do the Self-Test.

REFERENCES:

Machine Shop Fundamentals  
4C

Name \_\_\_\_\_  
Date \_\_\_\_\_

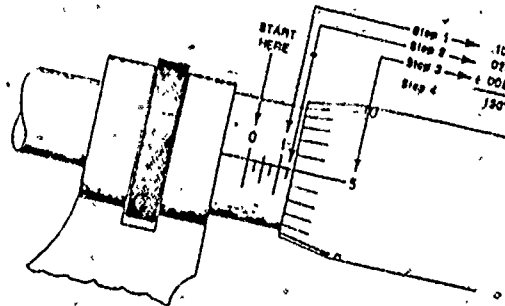
## STUDY QUESTIONS

DIRECTIONS: Read each sentence. Write the correct word or words in each blank.

### Introduction

1. For precision measurement, the machinist uses precision measurement and \_\_\_\_\_ inch or smaller.
2. \_\_\_\_\_ is the measurement of parts to within .001 of an inch or smaller.
3. The machinist uses precision measurement tools to measure \_\_\_\_\_ (.001, .002, .003, ...) of an inch and \_\_\_\_\_ (.0001, .0002, .0003, ...) of an inch.

### EXAMPLE A

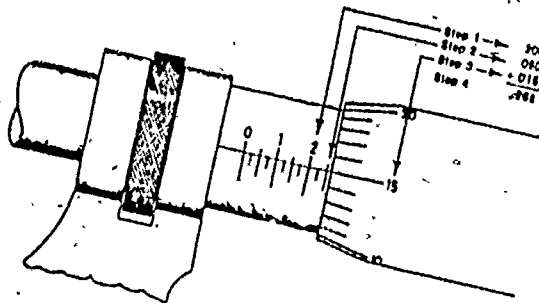


The machinist always starts at 0.000" or the left side of the sleeve. He/she reads the outside micrometer and the inside micrometer from left to right (from the sleeve to the thimble).

- STEP 1. Read the .100", .200", .300", .... .900" line on the sleeve.
- STEP 2. Read the .025", .050", or .075" line on the sleeve.
- STEP 3. Read the .001", .002", .003", .... .024" line on the thimble.

- STEP 4. Add the readings from Step 1, Step 2, and Step 3. This is the dimension of the part.

### EXAMPLE B



**REVIEW QUESTION**

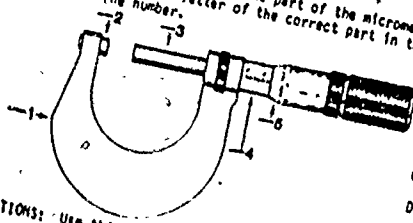
DIRECTIONS: Write the answer to each question.

1. What is precision measurement?
2. What does the machinist use to make precision measurement?
3. What does the machinist use to measure outside dimension?
4. What dimensions does the machinist measure on round work?
5. What dimensions does the machinist measure on other work?
6. What size micrometer does the machinist use to measure 1.000" to 2.000"?
7. What does the machinist use to measure inside diameter?
8. What dimension of a hole does the machinist use to measure inside diameter?

Name \_\_\_\_\_  
Date \_\_\_\_\_

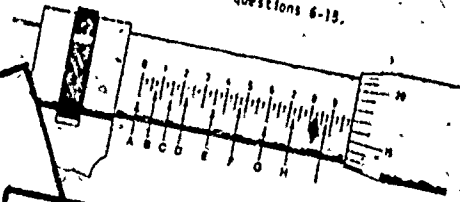
**WORKSHEETS**

DIRECTIONS: Match the name of the part of the micrometer to the picture. Write the letter of the correct part in the blank next to the number.



- A. Anvil
- B. Frame
- C. Spindle
- D. Thimble
- E. Sleeve

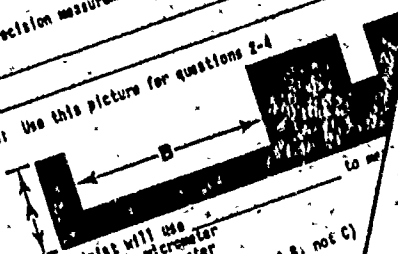
DIRECTIONS: Use this picture for questions 6-13.



**EXERCISE**

1. What is precision measurement? (Write the definition.)

DIRECTIONS: Use this picture for questions 2-4



2. The machinist will use
  - A. the outside micrometer
  - B. the inside micrometer
  - C. the depth micrometer
  - D. none of the above (not A, not B, not C)
  - E. all of the above (A, B, and C)
3. The machinist will use
  - A. the outside micrometer
  - B. the inside micrometer
  - C. the depth micrometer
  - D. none of the above (not A, not B, not C)
  - E. all of the above (A, B, and C)
4. The machinist will use
  - A. the outside micrometer
  - B. the inside micrometer
  - C. the depth micrometer
  - D. none of the above (not A, not B, not C)
  - E. all of the above (A, B, and C)

Name \_\_\_\_\_  
Date \_\_\_\_\_

UNIT 4: Measurement (Medición)

LESSON 4C: Precision Measurement with Micrometers (Medición de precisión con micrómetros)

- OBJECTIVES:
1. El estudiante ha de escribir la definición correcta de medición de precisión.
  2. El estudiante ha de comparar los nombres de tres clases de micrómetros a una descripción de esos micrómetros.
  3. El estudiante ha de comparar los nombres de las partes de un micrómetro a la figura de un micrómetro.
  4. El estudiante ha de escribir los pasos necesarios para leer una medición en un micrómetro de acuerdo a una figura de un micrómetro indicando esa medida.
  5. El estudiante ha de escoger las reglas porcias para el cuidado de los micrómetros.

- PROCEDURES:
1. Leer los objetivos.
  2. Leer la lección.
  3. Mirar la presentación de transparencias.
  4. Observar la demostración del maestro.
  5. Hacer el cuestionario.
  6. Hacer las hojas de trabajo.
  7. Hacer las preguntas de repaso.
  8. Hacer el examen.

REFERENCES:

Michael G. Kelly, Project Director  
Waubensee Community College  
Route 47 at Harter Road  
Sugar Grove, IL 60554  
(312) 466-4877 ext. 320



Ray Casey

## Need for Adult Training Centers Stressed

Ray Casey, an education specialist for the State Board of Education, recently spoke before the Advisory Board of the Cairo Egyptian Adult Center. Casey stressed the need for adult training centers and put the need, in terms of societal impact and money.

"According to an Ohio study," he said, "eighty-five percent of prison inmates are high school dropouts. Six out of every ten dropouts become involved in crime." Also, he said approximately 3½ million people in Illinois do not have a high school education. Annually, 45 thousand students drop out.

"It costs the state \$30,000 a year to keep an inmate in prison," he continued. "Dropouts pay less in taxes and take more away from taxes in terms of welfare."

The Cairo-Egyptian Adult Center is one of 95 in the state. Last year 16,986 individuals received their GED. Of that number 10,996 found jobs as a result of their experience in such a training center, according to Casey.

"Of this 10,996," he said, "together they earned, assuming they earned minimum wage, \$76,620,000 a year. Again, assuming they were taxed at 10 percent, they returned to the state \$7,660,000 in a year's time in taxes. Adult education is not a luxury. It is a necessity. It has to be if we are going to overcome our problems as a state, and as a nation. We can't make enough and pay enough taxes to support a large

# Spotlight on ...

## Waubonsee Community College



Waubonsee Community College has developed and field tested a vocational education program for Limited English Proficiency (LEP) students in Machine Tool and Secretarial Science, with corresponding Vocational-English as a Second Language (VESL) courses. Funded by ISBE/DAVTE, the Waubonsee LEP Project for Vocational Education has offered short-term, part-time training programs aimed at providing students with skills for entry-level employment, job upgrading and/or further education.

The project is based on the premise that LEP students can be taught the same vocational content and skills as native English speakers, but that in order to accomplish this, vocational materials must be adapted in format and language, and corresponding Vocational ESL courses must be offered. During 1981, a comprehensive set of vocational materials entitled **Machine Shop Fundamentals** was developed.

**Machine Shop Fundamentals: Part I**  
Twenty-four competency based lessons;

Flexible sequence,  
Abundance of technical illustrations.

volume of problems growing each year."

Casey stressed how the adult centers differ from the public schools. "Public schools get a troublemaker," he explained, "and they expel him. They solve their problem, but create one for society. We deal with the misfits. We're not betting on 100 percent success, but if we can get 10 or 15 percent, we are doing fantastic."

Submitted by  
Pat Orsburn

Editors Note. This article originally appeared in the *Cairo Evening Citizen*.

**Machine Shop Fundamentals: Part I Student Workbook**

Technical vocabulary for each lesson;

Study questions for each lesson,  
Review questions for each lesson,  
Worksheets for most lessons.

**Machine Shop Fundamentals: Part I Vocational Instructor's Manual**

Comprehensive notes and suggested teaching strategies;

Student native language supplements of **Machine Shop Fundamentals: Part I** in Spanish, Lao, and Vietnamese for each lesson.

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Semi-technical vocabulary for each lesson.

Technical English worksheets for each lesson.

In a vocational program aimed at training LEP students for employment in the United States, appropriate English vocational materials are the key to the students' success in training and ultimately on the job. The necessary adaptations of format and organization of concepts, and the necessary language simplification (structures and vocabulary) can be done without diluting the technical content.

The twenty-four competency based lessons of **Machine Shop Fundamentals: Part I** may be used as a main textbook, as a supplementary textbook, or as the basis for a pre-vocational training course in bilingual and non-bilingual training programs.

**Machine Shop Fundamentals: Part I** is available this spring. For information contact, Michael G. Kelly, Waubonsee Community College, Route 47 at Harter Road, Sugar Grove, Illinois 60554. (312) 466-4811, extension 320.



## Illinois Community College Board

THE SCHOOL PROBLEMS COMMISSION MET ON FEBRUARY 10 TO CONSIDER ADULT EDUCATION LEGISLATION PROPOSED BY A SUBCOMMITTEE OF THE COMMISSION. ICCB Executive Director David Pierce presented an explanation of the proposal and expressed his support for it. However, after hearing testimony in opposition to the proposal from the State Board of Education and after receiving the State Board's alternate legislative proposal, the Commission delayed action on the subcommittee proposal. Most of the disagreement between the two proposals centers around the reimbursement formula. Representative Gene Hoffman, Chairman of the Commission, requested that State Superintendent of Education Donald Gill and ICCB Executive Director David Pierce meet to resolve the differences between the two proposals. The Commission is expected to take final action at its March meeting.

THE ILLINOIS DEPARTMENT OF COMMERCE AND COMMUNITY AFFAIRS (DCCA) IS AGGRESSIVELY SEEKING HIGH TECHNOLOGY INDUSTRIES TO LOCATE IN ILLINOIS. In the first quarter of 1982 staff will make phone solicitations to 2000 firms nationwide in 15 high-growth industrial classifications. The phone calls are designed to turn up leads on companies looking to expand. In addition, the State ran a 20-page supplement touting Illinois' scientific strengths in the September issue of Scientific American. Recently, DCCA's Division Manager for Commercial and Industrial Development, Thomas Clark, indicated that a current community profile would assist the Department in making presentations to prospective businesses wishing to locate in Illinois. Community colleges could play a very important role in developing, or coordinating the development of, such profiles. For further information concerning such profiles, contact Mike Hudspeth of DCCA at (217) 785-1997.

THE ILLINOIS STATE SCHOLARSHIP COMMISSION (ISSC) HAS RECENTLY APPOINTED A STUDY COMMITTEE TO ANALYZE AND MAKE RECOMMENDATIONS TO THE COMMISSION ON EDUCATIONAL LOANS IN ILLINOIS. The Committee is composed of the following, with additional technical representatives to be appointed by the chairman as needed: three Commissioners, three ISSC staff members, and representatives from the Governor's office, public four-year colleges and universities, public two-year colleges, the Federation of Independent Colleges and Universities, students, the Illinois Board of Higher Education, and the Bureau of the Budget. An organizational meeting was held on Monday, Feb. 22, in the Deerfield Office of the ISSC.

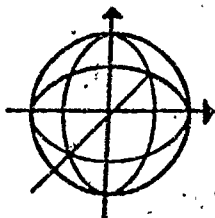
MCHENRY COUNTY COLLEGE WILL BE CO-SPONSORING WORKSHOPS WITH THE ILLINOIS DEPARTMENT OF ENERGY AND NATURAL RESOURCES TO HELP ILLINOIS HOMEOWNERS LEARN HOW TO BUILD THEIR OWN SOLAR HOT WATER HEATERS. The workshops will be conducted over two days with the first sessions held on a Friday evening, when participants will view a slide presentation explaining solar principles and outlining the construction of the system. During the full-day session on Saturday, participants will actually construct a system. Workshops will be held on the following dates: February 18, March 6, May 1 and 22, and August 5 and 25. Additional information may be obtained by contacting Mark Elmore, McHenry County Housing Authority, 329 Lake Avenue, P.O. Box 683, Woodstock, Illinois, 60098 or phone (815) 459-6521.

WAUBONSEE COMMUNITY COLLEGE HAS DEVELOPED AND FIELD TESTED A VOCATIONAL EDUCATION PROGRAM FOR LIMITED ENGLISH PROFICIENCY (LEP) STUDENTS IN BOTH MACHINE TOOL AND SECRETARIAL SCIENCE BY INCORPORATING VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL) COURSES. Funded by the Illinois State Board of Education/Department of Adult, Vocational and Technical Education, the Waubensee LEP Project for Vocational Education has offered short-term, part-time training programs aimed at providing students with skills for entry-level employment, job upgrading and/or further education. The Project is based on the premise that LEP students can be taught the same vocational content and skills as native English speakers, but that in order to accomplish this, vocational materials must be adapted in format and language, and corresponding VESL courses must be offered. During 1981, a set of vocational materials entitled "Machine Shop Fundamentals" was developed. For additional information, contact Michael G. Kelly, Project Director, Waubensee Community College, Route 47 at Harter Road, Sugar Grove, Illinois, 60554, or telephone (312) 466-4811, Ext. 320.

ICCB EXECUTIVE DIRECTOR DAVID PIERCE HAS BEEN APPOINTED TO THE DEPARTMENT OF COMMERCE AND COMMUNITY AFFAIRS' TASK FORCE ON PLANT CLOSINGS. The principle role of the community colleges will be to provide educational counseling to unemployed persons about available program opportunities as well as to design and offer such programs, if the need is demonstrated and funding can be made available. The ICCB is expected to develop a set of guidelines and suggestions which the colleges can use as a resource document when a plant closes. The first meeting of the Task Force was held on February 3 in Springfield.

THE ILLINOIS COMMUNITY COLLEGE FACULTY ASSOCIATION (ICCFA) WILL HOLD ITS SPRING CONFERENCE AT JUMER'S CASTLE LODGE IN PEORIA, ILLINOIS, ON APRIL 1, 2, AND 3, 1982. The theme of the conference will be Focus: ICCFA. For reservations please contact Jumer's Castle Lodge directly. For additional information regarding registration, contact Frank Banks, Loop College, 54 East Lake Street, Chicago, Illinois, 60601, or phone (312) 269-8000.





# English For Specific Purposes

KATHRYN MICHAELS, EDITOR  
MONICA BOJARSKY, PRODUCTION

ENGLISH LANGUAGE INST.  
OREGON STATE UNIVERSITY  
CORVALLIS, OREGON 97331  
(503) 754-2464

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### FROM THE EDITOR

A continuing concern of the Newsletter has been the need for more critical examination of ESP as a discipline, as a part of ESL, and as a member of the larger field of second language acquisition. As the Newsletter begins its sixth year, it is indeed encouraging to see that growing numbers have become involved.

Slowly, research receives increasing interest. There is renewed examination into the role of Needs Analysis in the design of ESP curriculum, in particular, and in language curriculum in general. Janice Yalden at Carleton University has just finished a book tentatively called Communicative Syllabus: Evolution, Design and Implementation (Pergamon, Spring 1982) which addresses Needs Analysis as part of a broader examination. M.A. Ibrahim and his colleagues at the Language Center of the University of Jordan are examining parts of Marby's Communicative Syllabus and would especially welcome information from those involved with the design, development and evaluation of language courses for Arab students. The CNP (syllabus) is also the subject of at least one graduate thesis about which we hope to share more in the near future.

Of special note is the presentation this month of the International Reading Award to Jan Ulijn of the University of Eindhoven for his research with reading in the field of ESP.

We highlight the increase with several articles. "LSP Conference" previews the very substantial program planned for the fourth annual International Symposium on Language for Specific Purposes to be held August 2-4 in Eindhoven. Finally, there is an update on new resources in the Clearinghouse.

This issue also focuses on new areas in need of closer scrutiny. As noted in the last issue, this sixth year will focus on ESP activities in developing countries, with particular inquiry into the way those countries are dealing with ESP design, as opposed to solutions brought by the B/A establishment within ESP (see Issue 57; Drobnic: "Some Reflections of ESP"). Two excerpts from the Working Papers of the Brazilian ESP project shed light on issues important to this nation-wide ESP effort.

Clearly, there is progress in resolving the Nine Problem Areas cited by Ewer in Issue 54. Much remains to be done, however.

### LSP CONFERENCE HIGHLIGHTS

The International Symposium on LSP will be August 2-4 at Eindhoven University of Technology. The title of the symposium is Reading for Professional Purposes in Native and Foreign Languages. There will be discussion of various aspects of this theme, mainly taking as a basis reports of experimental research. Program presentations have been divided into three topic areas. Highlights of the planned program include:

- Topic 1: Basic theory and hypothesis testing
- S. Wojnicki (University of Warsaw, Poland):  
Reading as unique skill: linguistic and pathophysiological considerations
  - E. Olshtain (Tel Aviv University, Israel):  
Reading strategies research and its applications to material development

5.2. ESP does not mean "specialist language" in the same sense of "engineering English" but can mean special skills and strategies rather than special vocabulary. In fact, for most of our students who are already well-trained in their specialism, vocabulary is the least of their problems. Consequently when we design an ESP course we can concentrate on facilitating and practising the specific skills and strategies which our students particularly need.

5.3. ESP recognises the student's abilities as an adult in learning a language. Hence we make use of our student's own knowledge of the world, his reasoning ability, and his linguistic background, even if this is only in his first language. We concentrate on the motives a student may have for learning English, and we try to concentrate on what a student knows rather than what he does not know. We can ask him questions such as:

- "How much of this text do you understand?"
- "How much of this text do you want to understand?"

#### VESEL COURSE IN MACHINE TOOL AND SECRETARIAL SCIENCE

As part of its effort to meet the community's employment training needs, Waubensee Community College has developed and field tested a vocational education program for Limited English Proficiency (LEP) students in Machine Tool and Secretarial Science, with corresponding Vocational English as a Second Language (VESL) courses. Funded by the Illinois State Board of Education/Department of Adult, Vocational and Technical Education, the Waubensee LEP Project for Vocational Education has offered short-term, part-time training programs aimed at providing students with skills for entry-level employment, job upgrading and/or further education.

The Project is based on the premise that LEP students can be taught the same vocational content and skills as native English speakers, but that in order to accomplish this, vocational materials must be adapted in format and language, and corresponding Vocational ESL courses must be offered. During 1981, a comprehensive set of vocational materials entitled Machine Shop Fundamentals was developed.

- \*Machine Shop Fundamentals: Part I
- Twenty-four competency based lessons
- Flexible sequence
- Abundance of technical illustrations

- \*Machine Shop Fundamentals: Part I Student Workbook
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- Study Questions for each lesson
- Review Questions for each lesson
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A review of traditional machine tool vocational materials and techniques showed that they presuppose high language and academic skills which the majority of LEP students do not possess. Even the few existing materials targeted for LEP students have little usefulness because most of them are designed for the small minority who possess advanced English skills.

In a vocational program aimed at training LEP students for employment in the United States, appropriate English vocational materials are the key to the students' success in training and ultimately on the job. As demonstrated by Machine Shop Fundamentals: Part I, the necessary adaptations of format and organization of concepts, and the necessary language simplification (structures and vocabulary) can be done without diluting the technical content.

The high language and academic skills presupposed by traditional vocational textbooks present barriers to LEP students and to other special needs students. Like LEP students, many disadvantaged and handicapped students have difficulty in reading and using such traditional textbooks. The Project believes that English vocational materials which are appropriate for LEP students can also be effectively utilized by these other special needs students.

The twenty-four competency based lessons of Machine Shop Fundamentals: Part I may be used as a main textbook, as a supplementary textbook, or as the basis for a pre-vocational training course in bilingual and non-bilingual training programs. These lessons are divided into the following Units:

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# NEWSLETTER

Vol. XVI No. 3

Teachers of English to Speakers of Other Languages

June 1982

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*Machine Shop Fundamentals: Part I*  
Twenty-four competency based lessons  
Flexible sequence  
Abundance of technical illustrations  
*Machine Shop Fundamentals: Part I*  
Student Workbook

*Continued on next page*

5

## ANNOUNCEMENTS

*Continued from page 5*

Technical Vocabulary for each lesson  
Study Questions for each lesson  
Review Questions for each lesson  
Worksheets for most lessons

*Machine Shop Fundamentals: Part I*  
Vocational Instructor's Manual

Comprehensive notes and suggested teaching strategies

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A Self-Test for each lesson

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UNIT 3 Introduction to Machine Tools and Machine Operations

*Continued on next page*

## ANNOUNCEMENTS

*Continued from page 6*

UNIT 4 Measurement  
UNIT 5 Blueprint Reading  
UNIT 6 Layout  
UNIT 7 Bench Tools

*Machine Shop Fundamentals: Part I* will be available in the Spring of 1982. For further information contact: Michael C. Kelly, Project Director, Wauhansee Community College, Route 47 at Hauser Road, Sugar Grove, IL 60554, (312) 466-4811, Ext. 320.

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- Semi-Technical vocabulary for each lesson
- Technical English worksheets for each lesson

A review of traditional machine tool vocational materials and techniques showed that they presuppose high language and academic skills which the majority of LEP students do not possess. Even the few existing materials targeted for LEP students have little usefulness because most of them are designed for the small minority who possess advanced English skills.

In a vocational program aimed at training LEP students for employment in the United States, appropriate English vocational materials are the key to the students' success in training and ultimately on the job. As demonstrated by *Machine Shop Fundamentals. Part I*, the necessary adaptations of format and organization of concepts, and the necessary language simplification (structures and vocabulary) can be done without diluting the technical content.

The high language and academic skills presupposed by traditional vocational textbooks present similar barriers to LEP students and to other special needs students. Like LEP students, other disadvantaged and handicapped students have difficulty in reading and using such traditional textbooks. The project believes that English vocational materials which are appropriate for LEP students can also be effectively utilized by these other special needs students.

The twenty-four competency based lessons of *Machine Shop Fundamentals: Part I* may be used as a main textbook, as a supplementary textbook, or as the basis for a pre-vocational training course in bilingual and non-bilingual training programs. These lessons are divided into the following units:

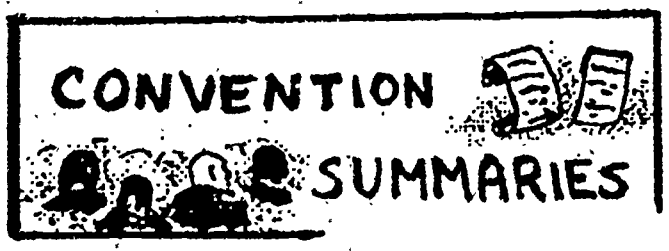
- UNIT 1 Machine Tool Technology
- UNIT 2 Safety in the Machine Shop
- UNIT 3 Introduction to Machine Tools and Machine Operations
- UNIT 4 Measurement
- UNIT 5 Blueprint Reading
- UNIT 6 Layout
- UNIT 7 Bench Tools

*Machine Shop Fundamentals: Part I* will be available in the spring of 1982. For further information contact:  
Michael G. Kelly, Project Director  
Waubonsee Community College  
Route 47 at Harter Road  
Sugar Grove, IL 60554.  
(312) 466-4811, Ext. 320

### PUBLISHERS' SCHOLARSHIPS 1982 TESOL SUMMER INSTITUTE

National Textbook Company and Regents Publishing Company will be providing scholarships for participants in the 1982 TESOL Summer Institute. National will pay the tuition for one course for an individual; Regents is offering tuition for two courses for an individual.

As always Illinois TESOL/BE appreciates this kind of support and cooperation from publishers in the field of ESL.



"You Mean I Have to Talk to Them Too!"  
Speaker: Linda Schinke-Llano

The speaker reported on her research into teacher-student interaction in the classroom. She has found that teachers address LEP speakers significantly less frequently than they do native English speakers and that the nature of those interactions is significantly different in that the majority of those to LEP speakers fall into a category of "managerial" talk rather than "instructional." She said that in a private interaction between the teacher and two students, one of whom was an LEP student, the teacher gave more detailed instructions to the latter student.

Possible reasons for this teacher behavior were given, such as, fear of taking up other students' time, fear of causing embarrassment to the LEP student, and an expectation that the teacher would not understand the student. The speaker stressed the fact that she was not critical of teachers, but wanted them to be aware of potential damage to the children's self-esteem and thus performance.

A number of possible remedies for the problems were suggested. Among these were: checking frequently on student progress—daily if possible, interacting as much as possible with the students, using numerous visual aids and gestures, and pausing to give LEP speakers a chance to respond.

Submitted by: Beth Smith



Illinois  
State Board of  
Education

100 North First Street  
Springfield, Illinois 62777

Edward Copeland  
Chairman

Donald G. Gill  
State Superintendent  
of Education

Staff resumes were removed to preserve confidentiality.