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WHO WE ARE: Library-based Adult Literacy Program

WHAT WE DO: Provide one-to-one no-cost reading, writing, and spelling instruction to adults to meet everyday life and job needs

WHO WE SERVE: Adults who --

- are at least 16, not currently in high school
- speak English
- want to improve reading, writing or spelling skills
- can dedicate time each week to meet with a tutor

HOW WE SERVE: Assess literacy needs of the client
Assist in setting and achieving individualized goals
Make a plan and choose materials for instruction
Assign the client a tutor to meet one-to-one, privately, and confidentially and to work at the individual's pace

WHAT YOU CAN DO: Let your clients know about the adult literacy programs in your area.

How do you know if your clients need reading/writing assistance?

Sometimes your clients may share this with you when asked to fill out a form or read some material. Most often, they won't. Consider that the client may benefit from one-to-one literacy tutoring if you observe any of the following classic signs. Consider making a referral if the client:

- forgot their glasses or says the print is too small to read.
- brings along a friend.
- asks to take forms home to fill out.
- avoids reading or signing forms.
- is too busy to read or complete forms.
- asks for verbal instructions or directions.
- writes little, and misspells.
- indicates he or she is happy at current job level.
- avoids classroom situations.

