

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 16 April 1959

FROM : Deputy for Language Training

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. A draft of a Special Bulletin announcing the change-over of the VLTP from a 15 week trimester to a 21 week semester schedule and changes resulting in this summer's schedule has been sent to the Registrar for publication.

25X1 2. [ ] met with [ ] and with [ ] on Contract Personnel Division to discuss some adjustments in the method of computing the ceiling on contract employees. An agreement was reached whereby full-time employees would be counted as full-time and all part-time employees would be counted as half-time.

25X1 25X1 25X1 3. The first VLTP "living language" exercise of the current trimester was held at [ ] the weekend of 11-12 April. [ ] French 301 seminar and [ ] French 202 class spent the weekend together with [ ] (now teaching French 303) and his wife. A good time was had by all in spite of the unseasonable weather. The three instructors concurred in recommending the inclusion of more native speaking guests to help avoid the silences which result where most of the students are still feeling their way in spoken French.

25X1 25X1 4. On the evening of 10 April [ ] one of our VLTP German 101 instructors, gave an excellent hour and a half showing of colored slides on Berlin for all the German 101 classes and instructors. [ ] represented the VLTP. [ ] was formerly a free lance photographer and he has upwards of 800 to 1000 slides on Germany and Italy. Arrangements were made for a showing of slides on Tuesday to the German Intermediate Full-Time class.

25X1 25X1 5. EE informs us that they have lost the room which they had been letting [ ] use for his Greek and Turkish classes. They have found another room for the time being, but it appears that we will shortly have to bring [ ] back to the fold in Quarters Eye for all his activities. We are working on the problem of finding suitable space in Quarters Eye.

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6. A special arrangement has been made for [redacted]  
[redacted] of PP Senior Staff, whereby he has a daily hour and a  
half of private Greek instruction from [redacted] from 0745 until  
0915. [redacted]

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7. Two French RSW classes - Basic I and Basic III started  
this week with a total enrollment of 15, as well as two French  
Reading classes - Basic and Workshop - with a total enrollment of  
15. A Spanish class, Basic RSW III, also started with three stu-  
dents. [redacted] is taking most of the load for French Reading.  
Although the teaching load is heavy, it will become normal upon  
termination of the Intermediate Full-Time class on 8 May.

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8. Attendance at the new noontime foreign language movie  
program has been good. A total of 30 persons attended the French  
movie on 1 April, while the Russian feature on 8 April attracted  
12 persons. Newsreels are being included in the programs which  
are announced in each issue of the OTR Bulletin.

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9. [redacted] of CI Staff has begun to type, on an  
overtime basis, the Polish Area Reader, prepared by our school. Mr.  
[redacted] office secured a Polish typewriter on loan from Logistics.

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