

**ROUTING AND TRANSMITTAL SLIP**

1/23/85

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**EXECUTIVE SECRETARIAT**  
ROUTING SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/TRAINING AND EDUCATION		
2.		
3.		
4.		

<b>Action</b>	<b>File</b>	<b>Note and Return</b>
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	<input checked="" type="checkbox"/> For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

TO:

	ACTION	INFO	DATE	INITIAL
1	DCI			
2	DDCI			
3	EXDIR			
4	D/ICS			
5	DDI			
6	DDA	X		
7	DDO			
8	DDS&T			
9	Chm/NIC			
10	GC			
11	IG			
12	Compt*			
13	D/Pers			
14	D/OLL			
15	D/PAO			
16	SA/IA			
17	AO/DCI			
18	C/IPD/OIS			
19	NIO			
20				
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22				

SUSPENSE \_\_\_\_\_ Date \_\_\_\_\_

Remarks

Executive Secretary  
22 Jan 85  
Date

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DDA SUBJECT FILE COPY

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☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)  
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FPMR (41 CFR) 101-11.206

DD/A Registry  
85-0263



THE  
GEORGE  
WASHINGTON  
UNIVERSITY

*School of Education & Human Development / Reading Center*

Suite 429  
2201 G Street, N.W.  
Washington, D.C. 20052  
(202) 676-6286

Executive Registry  
85- 217

1985

Dear Educational Representative or Work Supervisor:

Your own responsible employees may be impeding the efficiency of your workplace because their literacy skills cannot rise to meet increasingly complex communication tasks. Limitations - perhaps unacknowledged or undetected - in reading, writing, listening, speaking, and/or computing may interfere with job effectiveness and retraining or promotion efforts. These deficits diminish an individual's pride and self-reliance. Resulting frustrations can occur at all career levels and can change worker potential into worker stagnation.

The George Washington University Reading Center's unique series of courses for adults addresses inadequate literacy skills at all levels. Rather than tailor the instruction to meet specified job requirements, the teachers focus on the literacy needs of those adults who enroll. Because the learning is personally relevant, the students gain confidence to learn and to change their language competencies. As they experience success and enjoyment while learning, their frustrations, fears, and self-defeating attitudes evaporate. Their increased sense of motivation and potential is reflected in significant contributions to their work.

The Adult Language Enrichment Program (ALERT) includes eleven non-credit courses from developmental to post-graduate levels: five levels of reading, two levels of English for non-native speakers, two levels of writing, and one level each of spelling and oral communication skills. Please encourage your valued employees, associates, and students whom you feel are not living up to their potential to consider ALERT enrollment. Courses are scheduled year around during mornings, afternoons, and evenings.

For further information about ALERT, contact me at The Reading Center.

Sincerely yours,

Nancy Goudreau  
Coordinator of the Adult Language Enrichment Program

676-6286

Enclosures: 1



# Stand by...

# LIGHTS!

# CAMERA!

## FOCUS ON CLASSES FOR ADULTS AT The G.W.U. Reading Center

COURSES AND TUTORING  
TO MEET INDIVIDUAL NEEDS IN  
READING, WRITING, SPELLING,  
STUDY SKILLS, LANGUAGE ENRICHMENT

# ACTION!

CALL NOW FOR INFORMATION  
Night Classes