



DATE: August 17, 2009
TO: **All Faculty**
FROM: Olivia Veloz, Director of Academic Support Programs and Services
SUBJECT: Skills Center Services for Fall 2009

Welcome!

The Skills Center staff welcomes you to the fall 2009 semester! If you are not yet familiar with our services, let me help you discover how the Skills Center can **help your students succeed!** We have a wide range of software, audio, and print materials to improve many academic skills. We also have professional and knowledgeable staff that look forward to working with you to provide **supplemental assistance or materials and activities** your students need for your course this term.

What We Offer!

Your Students can improve all these academic skills in the Skills Center:

- **READING:** Speed, comprehension, vocabulary
- **LEARNING STRATEGIES:** Note-taking, time-management, study behavior
- **CRITICAL THINKING:** Logic, analysis, interpretation
- **WRITING:** Correctness, prewriting, organization, development, research format, keyboarding skills.
- **TEST-TAKING:** Preparation, task analysis, test-wiseness.
- **LANGUAGE:** Foreign languages and ESL (read, spoken and written)

You can use the Skills Center for these services:

- **REFERRALS:** Refer your students for improvement in academic skills to help them pass your class.
- **MAKE-UP-TESTS:** We will administer make-up exams for students who missed your in-class test. See website for more information: skillscenter.fullcoll.edu
- **STUDY BEHAVIOR INVENTORY:** Helps students see how to study smarter, eliminating the pitfalls that often prevent academic success.
- **MONTHLY STUDENT LAB USE REPORTS:** For all classes with required lab attendance (and for any other class at your request), we will provide a monthly list of students and their accumulated lab time.
- **STRUCTURED ACTIVITIES:** The ASC staff works with the faculty to select and populate a blank template with the ASC resources that will most benefit their students. This is providing to be an extremely successful project.

Now Available!
The ESL Pronunciation Lab
The Reading Corner

New to Our Center!

With the increased interest in serving Basic Skills students, we have acquired many new software titles for ESL students and all students who want to practice and improve their grammar, vocabulary, spelling, listening, and reading comprehension skills.

- **Oxford Picture Dictionary, Library Sets** enables students to learn and practice new vocabulary and phrases; primarily used for ESL 80, 81 and 36. Students can explore the dictionary, hear the words, say the words, spell the words, put them into their own vocabulary file, practice them in many different ways, and take quizzes. The words are grouped by topic, so it is easy to learn a whole group of words at one time.
- **Oxford Collocations Dictionary** can look up a word and find other words that are commonly used together with that word including prepositions, nouns, verbs, and modifiers. This type of dictionary is especially useful for Generation 1.5 students in English classes as well as ESL students in ESL 186, English 100, and beyond.

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- **National Geographic’s Readers** (aka Footprint Readers) are a 8-level series consisting of single topic booklets on a wide variety of high interest topics. The booklets resemble a magazine in format and are easy and fun to read. They come with an audio CD which plays the text so you can hear how it is pronounced.
- **The Writer’s Resources CD-ROM** may be used by ESL and Developmental English classes. It is an interactive multimedia program that teaches all aspects of grammar and writing.
- **Penguin Active Reading and CD-ROMs** have been purchased to enhance our current collection. We have added 18 new Penguin Active Reading books that are supported by an interactive CD-Rom containing additional activities and the complete audio recording.
- **Tell Me More ESL Program** covers all of the basic skills used in learning English: not only reading, writing, listening, and speaking, but also grammar, vocabulary, and culture.
- **WordSmart Software Program** is vocabulary building software to improve reading, writing, speaking and comprehension of the English Language.
- **New Monthly Newsletter Subscriptions** have been purchased for your students reading enjoyment: “*Easy English Times*” and “*News for You*” are monthly publications that encompass worldwide current events for English language learners and include comprehension learning activities for your students to complete during their lab visits.
- **Advanced Listening** is a strategy-based listening software for advanced ESL/EFL students built around authentic lectures from Stanford University.

Most Commonly Asked Questions and Answers

How can my students use the lab?

- They can drop in whenever we are open. (Student I.D. is required.) You can access the “Skills Center Lab Requirements” form on our website (under “All Students Lab”) at skillscenter.fullcoll.edu .
- Why not make Skills Center lab use a class requirement? We have many programs and activities that can improve one or more of your students’ academic skills. We can work with you to arrange student tasks and your periodic reports of lab use. Simply call us at ext. 27144.
- See our online orientation. You and your students can access the Skills Center web site (under “Orientation.”) at skillscenter.fullcoll.edu .

Where are we located?

On the Ground floor, west side of the Library and Learning Resource Center.

When are we open?

MONDAY - THURSDAY	FRIDAY	SATURDAY
7:30 a.m. - 9:00 p.m.	7:30 a.m.-4:00 p.m.	10:00 a.m.-2:00 p.m.

How can you contact us?

Call us at 992-7144, stop by the Skills Center, or email us at skillscenter@fullcoll.edu.