



December 2018

Organizing a Rotary Project?

Think about upscaling your project's goals by including literacy and numeracy.

It's easier than you think. How often do participants just stand around and watch your team work? Just investing your money and time into a project is not enough.

Remember: If your club wants to apply for a global grant, you will need to scale up your project beyond merely providing materials. Global grants do not support projects that just consist exclusively of equipment purchases. Consider working with the focus community to identify other activities that will help to meet their educational goals in addition to providing resources.

What could your participants gain by enhancing their literacy and numeracy skills?

Do they want to qualify for better jobs, to learn a new language such as English, to develop financial literacy or learn how to help their children with schoolwork? If so, you can tailor your project with an approach which meets other goals and needs that your participants might have.



Any Rotarian or Rotaractor can encourage community participants to be involved. By giving participants activities, you can engage them, include them in the project and give them some self-satisfaction and pride. At the same time, you can develop their literacy and numeracy skills. Adults tend to be more motivated to learn when they understand the practical outcomes that they can gain.

Rotary clubs across the world are taking action to enhance basic education, literacy and numeracy in their communities.

What is literacy?

Literacy is the ability to read and write for the purpose of managing daily living and employment tasks, and to engage in critical thought, understand spoken and nonverbal communication and use dominant symbols appropriately. It also includes digital and online media use to communicate with others and to gather, evaluate and synthesize information.

What is numeracy?

Numeracy is the ability to identify and apply simple numeric concepts, including comprehending basic mathematics (addition, subtraction, multiplication and division).

Research on learning has shown that literacy and numeracy instruction is most likely to lead to durable, transferable learning if it incorporates real-world activities, tasks and tools. So, by incorporating literacy and numeracy into your Rotary project, you can support effective learning.

Left: Inspired by USA Rtn Kulbir Dodd's literacy mission, Indian schoolgirls use Multimedia Knowledge Delivery tablets with the support of the Rotary Club of Poona North, RID-131.

Think carefully about the participants and how the age of adult learners also has implications for instruction. Older adults do experience declines in areas affected by visual perception and speed of processing — such changes might need consideration when planning instruction and practice.

Other age-related shifts can occur. Older readers tend to rely more on recognizing a whole word as a unit instead of decoding it using phonics skills (which one does when reading new words). In both spoken and written communication, older learners may increasingly rely on the context to recognize and understand individual words.

Older adults might find it helpful to use such strategies as making notes and rereading parts of texts to support their learning. Remember too that the knowledge which adults accumulate over their lifetimes will assist comprehension.

Here are some suggestions to embellish your project:

- Integrate literacy and numeracy instruction with functional training.
- Use materials from the participants' everyday life.
- Use interactive methods that engage different ways of learning (e.g. oral communication).
- Show the participants how to measure and calculate (addition and multiplication). Ask your participants to **measure** lengths of timber or **measure** the height, width and depth of a room or area of land on which you intend to erect a room or shed.
- Demonstrate what is needed, such as how to calculate in tens or by multiplying length by breadth. Ask your participants to **calculate** how many bricks, tiles, nails, screws, windows, etc. are needed to build the construction that you are working on.
- Ask a participant to **describe** how they will use the construction you are erecting or an item in it. Listen to their ideas and analyze them with the participant. Discuss possibilities.
- Pair participants together to encourage one another and to develop ideas or answers so that one person does not feel threatened by getting something wrong.
- In many cultures there is traditional knowledge about plants, recipes, genealogy, history, traditions and the reasons for festivities. Ask participants to have an older person explain aspects of their culture to them and then write it down for younger participants (or future generations) to understand. Knowledge about

local plant use (leaves, flowers, bark or roots) can aid nutrition and health.

- Give participants materials to **read** about the project (e.g. water health) in both print and digital methods of communication.
- Ask participants to **use basic office software** to generate texts and multimedia documents, including writing documents, taking notes and preparing reports or displays to support oral presentations.
- Remember to develop a literacy and numeracy **teaching plan** before you begin the actual project. What teaching materials will you need? Do the materials focus on topics that are interesting and important to the learners — female and male? Do the materials include the components identified for the specific learning?
- **Children's futures** depend on their ability to master the basics of reading, science, math and computers. How will your project feature this awareness?
- Remember to **evaluate** your literacy and numeracy program to report back to the members of your Club, to assess its effectiveness and to inform/advise future projects.
- Why not appoint a club **literacy project coordinator** to work with your district coordinator?

To support your work, there is a very useful, clear and practical document created by UNESCO is *Manual for Developing Literacy and Adult Education Programmes in Minority Language Communities*.

Visit: <http://unesdoc.unesco.org/>

Below: Mothers have been taught how to support and encourage their children while using Multimedia Knowledge Delivery tablets with the guidance from the Rotary Club of Poona North, RID-131.





Good Manners in Rotary



Why Bother with Manners?

Having good manners will give a person confidence as it means **knowing how to act in a manner that is socially acceptable and respectful.**

Excellent manners can help you to have better relationships with people you know and those you will meet or encounter whether in your Rotary Club, in the workplace or in society in general.

The Kindle eBook, [Good Manners in Rotary](#), is a concise, clear guide and strong model for Rotarians to develop their social prowess, awareness and skills. It provides the essentials of sound protocol and etiquette with hints on being business-like in Rotary, leading to more effective meetings and interactions. By drawing on a strong skill set of good manners will make any employee more effective in the workplace and therefore the workplace itself will become more productive.

The first version of this guide was written in 2004 and following four sell-out paper editions, has been reworked as a digital edition – expanded and enhanced to meet the needs of current social issues.

The cost of about \$3 is minimal and **all proceeds go to The Rotary Foundation.**



News from LitRAG Administration

Winners of the 2018 Literacy Awards: Congratulations are extended to the **Rotary Club of Nassau Sunrise** (see p. 4) and the **Rotary Club of St Catherine's Lakeshore.**

The LitRAG Executive Committee and Directors wish to thank the many contributors for their support during 2018 and wish all members a very joyous Festive Season and a prosperous, healthy 2019.



Reading for life

LitRAG Office-Bearers

LitRAG Executive Committee:

- Chair: John Thorne, PRID (Australia)
- Vice-Chair: Carolyn Johnson, PDG (USA)
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LitRAG Advisors to the Board:

- Bill Boyd, Past RI President (New Zealand)
- Noraseth Pathmanand, PRID (Thailand)
- William Stumbaugh, Rotarian (Ecuador)

Website: www.litrag.org

Facebook: <https://www.facebook.com/Reading.Rotary/>

Contact John Thorne or Carolyn Johnson: info@litrag.org

The Literacy Rotarian Action Group is a recognised Rotarian Action Group and operates in accordance with Rotary International Policy but is not an agency of or controlled by Rotary International. Note: Rotarian Action Groups are a resource to Rotary clubs and districts in their speciality but are not an agency of RI and may not act on behalf of RI as part of all agreements.

**LitRAG Award Winner:
The Rotary Club of Nassau Sunrise,
Bahamas D-7020**

In the Bahamas, only 50% of students graduate from high school. What can 57 people in the Bahamas do to impact this literacy crisis?

Since they are Rotarians, plenty!

The Rotary Club of Nassau Sunrise has been awarded First Place in the inaugural 2018 Rotary International Literacy Action Group Literacy Project Award.

They formed partnerships to launch five literacy initiatives, all designed to educate and empower Club Members, New Generations Clubs and the public at large on the importance literacy and to provide literacy experiences for children and adults. These activities were:

- Presentations about literacy in the Bahamas to Rotary Clubs in the Nassau area as well as to the community at large. Specifically, they shared information about a program called **'Get Fit with Lit' Project** which utilizes technology, reading software, resource booklets and motivational coaching to enable at-risk students to improve reading and critical thinking skills.
- Launched an **annual speech competition** with the theme, 'Literacy and Skill'. In partnership with Toastmasters International, this event for Interact members further expanded the awareness of the importance of literacy.
- **Set up partnerships** with the Brighter Bahamas Foundation, The Bahamas Literacy Association, New Generations Clubs and the Interact Club at Government High School, leading to a greater appreciation of literacy among Youth Organizations.

Below: Children are totally immersed in the reading session at the Willard Patton Pre-School.



- Implemented a **SuperReader Program** designed to encourage people of all ages to read at least one book per month. Within the Rotary Club, one member initiated the **Pass it and Read it Book Initiative**. The selected book is passed from one member to another to read. The cycle will continue until the Rotary year ends.
- Implemented a **'Reading in the Mall'** program with the goal of getting parents and their children to read a book a month (- see below). Each participating parent took home a set of books to read to their children, an activity which helps children develop fluency, listening and comprehension skills.



According to the Rotarians in Nassau, the community benefitted immensely through forged partnerships with other organizations in the Bahamas. Through these partnerships, literacy projects were initiated and future literacy projects have been planned. Out of 57 members, 45 actively supported the events. Social media sites and word of mouth advertising promoted and highlighted the events. And, this is just the beginning. The club is already actively planning more literacy actions for 2019.

For more information about this valuable project, contact: PDG Felix Stubbs at felixstubbs@gmail.com

