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Relocation

Yes, it's true! We've moved!

Centre FORA is now located in the Hanmer district of the Greater City of Sudbury.

You can now reach us at the following address:

**C.P. 56 Hanmer STN Main
Hanmer (Ontario) P3P 1S9**

Our telephone number and email addresses remain the same.

Telephone: 705 524-3672

Toll-free: 1 888 524-8569


Fax: 705 524-8535

Orders : info@centrefora.on.ca

Updated documents and websites

Check out our website!

We've just added a wide array of resources to help you in your training preparation.

All you have to do is click on the  Tab at www.centrefora.on.ca to gain access to instructional material on a variety of subjects, including:

- *Webinar: Emploicom and General Skills*
- 3 new booklets in the *How to: Work* collection
- 3 interactive bite-size segments aimed at office assistants
- *Communicate with ease* – Online and printable modules for newcomers
- 4 issues of the *INFOFORA* newsletter (in English and French)
- 3 volumes of *My Journal*, *My Interactive Journal* and *Expressions*
- *Research on resources for young Franco-Ontarian adults*

Don't forget to fill out your evaluation forms and send them over to Sophie Lemieux by email at slemieux@centrefora.on.ca. By filling out these evaluations, you are helping us improve the quality of our products.



Centre FORA's products

The skills and know-how gained in one career can be applied in many others. For example, the skills gained as an administrative assistant can also be useful as a hotel receptionist, medical secretary, customer service representative, etc. In order to bridge the gap between existing resources and certain careers, the Centre FORA team has put together a list of versatile products.

Click on the titles to access the resources.

Office clerk



Online resources:

- Microsoft Word tips and tricks
- Serving clients with disabilities ([article](#)) ([activity](#))

Print resources:

- Hotel receptionist
- Office clerk

Interactive resources:

- Office clerk
- Customer service
- Anglicisms
- Learning the right tools for the job
- Admitting clerk
- Insurance clerk
- Personnel clerk

Tasks:

- General office support workers
- Travel counsellors

Bricklayer



Online resources:

- Construction sector careers ([article](#)) ([activity](#))

Print resources:

- Bricklayer

Interactive resources:

- The surface area of a rectangular prism
- The area of a triangle
- Square feet
- Construction trades helpers and labourers

Tasks:

- Roofers and shinglers
- Contractors and supervisors, carpentry trades
- Bricklayer

Needs expressed

Centre FORA is often asked to recommend resources to assist learners with special needs and reading difficulties. Many products can help learners read at a beginner level.

1

Assessment Kit to Rate Adult Learners

The assessment kit's main purpose is to get an accurate overview of a learner's reading and writing abilities before they begin their training. This overview is obtained through standardized testing, which makes it possible to determine to what extent an individual masters the concepts delivered at various intervals in a sequence. Their successes and failures enlighten us on what they have yet to learn to master the fundamentals of written French, and where they should begin their work in this sequence.

2

Level 1 Training French – Reading and Writing

New edition of the "Basics training - FRA Series" Collection

New features:

- A more educational approach based on the workplace
- Reflects the new French grammar
- Inspired by the *Reading intervention program for adults* approach for booklets 1 to 3 of the *Reading and Writing* series
- Content engages essential reading, writing and computer skills

Each series is made up of 18 workbooks and 18 revision workbooks, along with the answer keys.

The Level 1 Training collection is based on New Brunswick's revised academic curriculum for Kindergarten to Grade 6 (French).

- FRA 1011 (Kindergarten to Grade 2)
- FRA 1021 (Grades 3 and 4)
- FRA 1031 (Grades 5 and 6)

For more information regarding price, availability and content, please contact Monique at info@centrefora.on.ca.

3

How to: Work collection

The booklets in the *How to: Work* collection showcase occupations found in the National Occupation Classification. They aim to improve reading abilities, knowledge of the workplace and general skills through tools designed for weak readers, including newcomers to this country. The booklets are written in simple, accessible language and list the skills and requirements for each occupation presented.

- Hotel receptionist
- Custodian and building superintendent
- Mail and postal clerk
- Public works maintenance equipment operator
- Bricklayer
- Office clerk
- Nurses aides
- Transport truck driver

4

My Interactif Journal

My Interactive Journal is a digital version of *My Journal*. Adapted for Level 1 learning, it features short articles with audio support. The featured articles deal with subjects that interest adults, such as health, safety, work, and more. This digital version of *My Journal* allows instructors to respect each beginning reader's pace and learning style.

5

Reading strategies... to Understand What You Read

When reading, learners must be able to use strategies to help them understand the text, find the meaning of an unknown word, and get a sense of the author's intention. This document presents 33 learning strategies concerning the author's style, words and ideas. Instructors should use this tool to guide the learners in adopting reading strategies. It can be presented on the computer, the whiteboard or a sheet of paper.

6

Se le lire (Read It To Yourself) Collection

The collection features 27 booklets intended for beginning adult readers, each accompanied by an activity sheet. Relying on the RIPA, the booklets allow adults to read a book very early on in their learning process.

7

Reading Intervention Program For Adults (RIPA)

The RIPA aims to help learners make the connection between letters and sounds. The only one of its kind in French Canada, this program for entry level adult readers is focused on a decoding system based on sounds. Thanks to the RIPA, readers can gain a solid understanding of the relationships between letters (graphemes) and spoken sounds (phonemes).



CENTRE FORA

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