



**Narre Community
Learning Centre**
developing community through learning & support



Reading, Writing and Communication Skills

This class assists adults to develop basic reading, writing, communication and numeracy skills for everyday life.

An overview of this course:

In this course, students can learn and develop skills which will help with everyday life activities, looking for employment and doing further training.

What you can expect to learn from this course:

Develop reading skills for purposes such as reading signs, directions, instructions and labels.

- Develop reading skills for enjoyment such as reading magazines, books, websites and news articles.
- Develop writing skills for everyday life which can be used for filling in forms, diary writing and writing notes.
- Develop knowledge of and skills in spelling, grammar, punctuation and vocabulary.
- Develop computer skills such as emailing, internet research and word processing.
- Develop basic maths skills for everyday purposes such as shopping, bill paying, banking, budgeting, measuring and map reading.
- Develop language skills for conversation, communication and discussion.
- Improve confidence in a relaxed, friendly classroom environment.
- Develop confidence to increase education and employment opportunities

For further information or to arrange an appointment for a pre-course assessment, call Clea on 9704 7388

3 x 5 hours per week over Term 4

Date/Time: Mon, Tue & Fri 9:15am – 2:45pm

Course dates: Mon 3rd October 2016 – Fri 9th December 2016

Cost: \$189.00 (full fee), \$50.00 (concession)
\$85.00 (materials)