

1<sup>st</sup> Assessment due 3-28-12

Los Angeles City College

February 6, 2012

Dear Associates,

Most importantly I want to thank you for opening your organization up to my students. It brings great happiness to me; I can offer my student's services to help you fulfill your company mission statements.

I am the organizer of the program and instructor of the Speech 71 & 72 classes. I have run this program over 6 years. I am offering my English as Second Language students enrolled in my Pronunciation and Listening Class an opportunity to strengthen their English skill while learning a workplace skill. **Students are required to do at least 15 hours of volunteer service in your organization**

Everyone today is extremely busy. Thus, you will probably receive this email and maybe one follow up call from me at the end. Please don't hesitate to contact me if there is any problem.

**I am asking you to complete two tasks:**

**Log of Volunteer Hours**

Please complete the time sheet from my student hours or create a sign-in sheet on your company stationary where the student signs in each week and a staff member initials it. The time sheet will be collected conclusion on May 9, 2012.

**Pre and Post evaluation of English abilities**

Please evaluate your volunteer on a scale of six being the lowest ranking and ten being the highest ranking rate the English speaking abilities and then the comprehension abilities. Also include some written comments to illustrate their progress The attached form will show the significance of these different ratings. Please send the pre-evaluation form in no later than 3/28/12. The post evaluation is due at the end on **5-9-12**.

Feel free to send me a progress report in about four weeks. Please contact me at [kahn.rosalyn@gmail.com](mailto:kahn.rosalyn@gmail.com) to discuss the success or if your student fails to show up or is creating any other problem. Be sure to include name of your organization and your volunteer's name for the Service Learning at LA City College in the subject. I am here to help you out. Thank you again!

Sincerely,

Rosalyn Kahn, Associate Adjunct Faculty, Speech Department  
Instructor Speech 71 - Los Angeles City College  
Instructor Speech 72 – Los Angeles City College

