

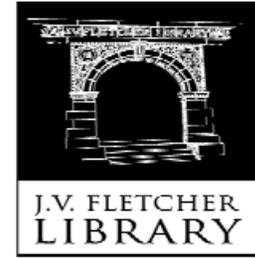
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Program Goals
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The Link to Literacy organization believes that helping people to improve their English also helps them at work, at home, and in their communities at large. LtL strives to offer insight into local culture and institutions as part of the tutoring process. While the tutors are not immigration lawyers, they can help people study for citizenship exams as well as TOEFL, SAT or others. This program is based in Westford, but non-Westford residents are welcome to participate.

History

Link to Literacy was founded in 1996 as an offshoot of a regional English as a Second Language (ESL) program. Since that time dozens of tutors have been trained, dozens of students have been taught, and several thousand volunteer hours have been logged in.

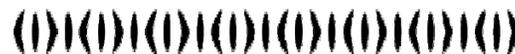
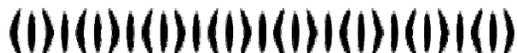
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**LINK
TO
LITERACY**
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Widening Westford's World.

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**Learning /Teaching
English as a
Second Language at the
J.V. Fletcher Library**



**J.V. Fletcher Library | 50 Main Street |
Westford, MA 01886-2599 |
978-692-5555 | www.westfordlibrary.org**



Link to Literacy

Link to Literacy is a nonprofit, volunteer-run organization devoted to enabling adults who have joined us from other cultures to read, write, and speak American English more effectively.

We do so by providing sustained individual tutoring through trained volunteers. People interested in receiving tutoring, or in volunteering to become tutors, are encouraged to sign up by filling out a student or tutor application and submitting it to the Librarian at the Reference Desk.

How the Program Works

The J. V. Fletcher Library supports the Link to Literacy (LtL) organization by providing Meeting Room space, supplies and helping maintain the LtL book collection.

The Westford LtL Program is run by a volunteer director who matches up tutors and students based on a tutor's experience/skills and a student's needs. The director is responsible for training the tutors and providing them with on-going support. Sometimes a student is placed on a waiting list until a new tutor volunteers to join the program. Students are always welcome to email or call the director for information on their waiting list status. Once a tutor is found, he/she will call the student and set-up a time for their first lesson.

Lessons are designed to meet each student's individual needs and goals. Lessons may include help with: pronunciation, grammar exercises, vocabulary practice, conversation, studying for exams, discussions of customs and culture, etc.

Students are responsible for a one-time fee of \$40.00 for book purchases to use in their lessons.

Answers to Frequently Asked Questions:

Q: How do I sign up to become a tutor or student?

A: *Fill out a student or tutor application and give it to a Librarian at the Reference Desk. Or, go to the J. V. Fletcher Library website at www.westfordlibrary.org and fill out the online form, click on the link when you are finished and it will be sent to the Director of the program.*

Q: *When will I hear from the director of LtL after I fill out the information form?*

A: *You should be contacted within 2 weeks.*

Q: How long does it take to match a tutor with a student?

A: *It usually takes about 8 weeks from the time a tutor is recruited and trained to the first meeting with a student.*

Q: How long does it take to be trained to be a tutor?

A: *A training session lasts about 2 hours. Support to tutors from the director of LtL is ongoing.*

