

Arlington County Training

ARLINGTON COUNTY TRAINING REGISTRATION FORM



PLEASE TYPE OR PRINT CLEARLY AND FIRMLY

Name: Minh-Tho Khuc

Social Security No.: [REDACTED]

Phone: 703- 358-5154

Department: Human Services

Division: Mental Health (MHMRAS)

Course Title: English for the Foreign-Born (A20393 210)

1st Choice CODE October 7, 1992 Date(s) Wednesdays & Friday Time: 2:00pm - 5:00pm

2nd Choice CODE Date(s) Time:

Location: National Graduate University, 1101 North Highland Street

(Training Office: 1 Registration Confirmed On Waiting List)

The specific skills I hope to gain from taking this course are: English proficiency

Taking this course will help me do my job better by: Improving my communication skills.

Your Signature: [Signature] Date: August 21, 1992

Make sure the above is completely filled out, have your supervisor sign below

and then give the ENTIRE form to your Department Training Representative.

Supervisor's
Signature: [Signature]

Department's Training
Representative's Initials: AB

S F
R A

PROFESSIONAL DEVELOPMENT CURRICULUM (PDC)

* English for the Foreign-Born (A20393 210)

The English language as a means of communication is a crucial element in determining job success and advancement. This course is specifically designed for non-native speakers of English to build on current language abilities. Reading, writing and speaking English are all included in the curriculum. Topics covered will be closely related to work needs.

Specific Objectives: During the course of instruction, participants will:

- Review basic English grammatical patterns.
- Review proper use of verb tenses.
- Practice standard pronunciation of words with special emphasis on endings.
- Practice developing sentences from simple to complex.
- Practice sentence structure and paragraph development.

Target Audience: County employees, especially those who have responsibility for meeting and greeting the public and for whom English is a second language. This is an opportunity to improve communication skills in English. This is a beginning level course.

Course Length: Fourteen 3-hour sessions.
Dates, Time: Participants must attend all sessions.
Wednesdays & Fridays
October 7, 9, 14, 16, 21,
23, 28, 30, November 4, 8,
13, 18, 20 & 25, 1992
2:00 pm - 5:00 pm

Instructor: Peter Ruffner
National Graduate University

Location: National Graduate University
1101 North Highland Street

Problem Solving Techniques (P10193 210)

Whether concerning the work group or the client population, solving problems often becomes a major, if not the primary concern of any employee. In this course, participants will distinguish between problem solving and decision making and concentrate on problem solving as an individual rather than a group process.

Specific Objectives: At the conclusion of this course, participants will be able to:

- Define problem solving and differentiate it from the decision making process.
- Identify various techniques for individual problem solving.
- Follow steps in the problem solving process in a case study or real life situation.
- Utilize Kurt Lewin's "Force Field Analysis" in a problem solving situation.

Target Audience: Any County employee who wishes to be able to solve work-related or personal problems in a more efficient and less stressful manner.

Course Length: One 8-hour session.
Date, Time: Tuesday
December 1, 1992
8:30 am - 4:30 pm

Instructor: Carol Emmett
Communication Applications, Inc.

Location: Long Branch Nature Center
625 South Carlin Spring Road

SPELLING LIST

accept/except	familiar	possession
- accidentally	fascinate	preference
achievement	- fourteen/forty	prefer/preferred
admit/admitted	- fourth	psychology
- advise/advice	friend	psychological
all right	government	pursue
already/all ready	- hope/hoping	quiet
apologize/apology	- hop/hopping	quite
appropriate	- immediately	quit = 5/6
assistance	intelligence	receive
- beginning	interrupt	receipt
believe	license (n.)	recommend
benefited	loneliness	- religious
- business	loose/lose	ridiculous
choose/chose	lying/laying	schedule
choice	medicine	separate
committee	necessary	society/social
competition	- occasionally	success/succeed
conscious	occur/occurred	- successful
- congratulations	occurrence	- successfully
convenient	- o'clock	until
- development	opportunity	- usually
difference	parallel	weather/whether = 10
eighth	particularly	writing/written
embarrassed	persuade	
- environment	physical	
equipment		pronounce
especially/specially	responsible	pronunciation
exaggerate	apartment	neighborhood
- excellent	- accustomed	- through
- exercise	permission	- although
experience	désert/dessert	- thought/caught
explanation	unfortunately	affect/effect

Khuc, Minh-Tho

Friday 10-16-92

I'm ^{from} Vietnam. ^{In} my country, as well as in some ^{of the} Asian Countries, there is a traditional conception which discriminates in favor of males and looks down on females.

A Vietnamese proverb states that having only one son was a real possession and having ten daughters was nothing. Furthermore, a female is not a lucky thing. Therefore, lots of views and stories arose from such a discrimination. Some of them have been excessive enough to become superstitions and funny.

At the beginning of a day, it may be unlucky for a merchant to meet a female as the first one because this merchant would not have many customers on that day. I have a friend, she is a small business merchant, and she believes that thing so much that she doesn't dare to come out of her house unless her husband has to ^{comes} go out and looks around ^{to see} if

that there ^{is} ~~was~~ no woman ^{out} ~~over~~ there. She seemed to be glad and satisfied if a man was the first one she saw when she just passed the doorstep in order to go to her store. If she didn't see any

other man, at least her husband
was one.

Fortunately, I'm ~~in~~ ^{in the} United States^{now}, ~~the~~ and
the lady is the first!

January 29, 1993

1/- ALREADY (Adverb)

Fred has already finished studying for tomorrow's test.

2/- ALL READY (Adjective):

I am so hungry. Are all ready yet?

3/- BESIDES (Preposition):

The city provides many cultural opportunities.
Besides an excellent art museum, it has a fine
symphony orchestra.

4/- BESIDE (Adverb):

I sat beside my friend

5/- AMONG (Preposition):

The letter is somewhere among these papers

6/- BETWEEN (Preposition):

There are a lot of differences between the United States
and my country.

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-Anna Mallett

Date: JUNE 10th 2008