

UNIVERSITY OF HAWAII

Monthly Report for October 1973

Name: Iwao Kumabe

Area: Business Education

Problems

Many minor problems during the month. Most of them resolved.

Problems such as:

1. Textbooks for Luang Prabang: English Year I, Ten Key Adding Machine, Abacus.
2. Additional abacus for Phone Hong.
3. Stop watch for Phone Hong.
4. Instructional materials in Office Practice for Viet.
5. Business teacher shortage at Viet (to be investigated).
6. Security preparation for Phone Hong adding machines.
7. Teacher training for Luang Prabang (to be investigated).

Activities, Accomplishments

1. Textbook production

- a. Secretarial Handbook: Revised and corrected. Discovered many errors and corrections to be added.
- b. Ten Key Adding Machine: (part) - 90% completed.
- c. Business Mathematics: Revised for printing.

2. Received 45 English keyboard typewriters, 36 machines to be sent to Luang Prabang; 1, 15" carriage. (3 for Luang Prabang)

5 typewriters still on hand for distribution

3. Textbooks sent: English Year I, Abacus, Luang Prabang after mailing.

4. Duplicated parts of textbooks for instruction in Office Practice in Luang Prabang.

5. 3 additional abacus and 1 abacus (for Phone Hong)

6. Discussed briefly with Mr. ... Director for Fa Ngum Schools to be distributed from Luang Prabang in June 1974. He stated that the program that he obtain at least 100 more students.

7. Phone Hong visitation

Besides other things done, I briefly:

1. How to prepare lesson plan
2. How to schedule typing instruction
3. How to manage the school

4. How to arrange typing tables and chairs in the classroom for more effective instruction.

The amount of time was very limited. Would have to make another trip soon.

#### Cooperative Activities

1. Lao language teachers were used to pre-read all business textbooks.
2. Discussed with Miss Manopha about her office practice instruction.
3. Working with Mr. Somsak on the teacher training for business instruction in the future.
4. Working with Mr. Dorn, Director, on business needs of schools, inventing of equipment for Fa Ngum Schools and textbook distribution.

#### Recommendations

1. Begin extra-curricular Lao and English typing classes for Fa Ngum Schools teachers and office workers very soon. Minimal typing equipment has already begun according to the Foreign Office. Typing is ready. There are at least 25 applicants for training there.
2. Workshop in teaching methods in business during the month of 1971 for beginning teachers from Thailand and other countries. This workshop should be conducted by Lao teachers as well as Thai teachers, advisors.

Suggestion made by Mr. Somsak, Director, to make a list of...