

OFFICE MEMORANDUM

To : Dr. Robert M. Martin, Chief of Party, UH Team

(signed in draft)

From : Iwao Kumabe, Business Education Advisor

Subject: Monthly Report for November, 1973
Area: Curriculum Center and Textbook Production

Problems:

1. Student typists are not readily available due to the lightness of the study schedule. They are only available after 3:30 p.m. each day and on Saturdays.
2. Shortage of running water for toilet. No running water at Center the greater part of last week.

Activities/Accomplishments:

1. Two textbooks to be turned in for printing before the end of month. They are: Poultry and Ten-Key Adding Machine (revised).
2. Home Economics, 5th year, Science Glossary and Electricity textbooks are progressing satisfactorily. They should be ready for printing within a few weeks.
3. Numerous instructional materials were mimeographed and collated in science and Lao Literature. In Lao language, one hundred twenty five copies of 125 pages per copy are now being collated after being mimeographed for Lao language and Literature course.
4. The typing of the English section of the curriculum handbook is now completed on photo-sheets and mimeograph stencils.
5. Worked on textbook list with each advisor. Hope to complete list soon.

Cooperative Activities:

Lao personnel are used in all areas of textbook production. In the business area one translator is working at ADO and other attending school at Dong Dok.

Recommendation:

Train a capable Lao to supervise and manage the activities of the Curriculum Center in preparation for the future.

Summary:

The Center appears to be progressing satisfactorily inspite its many minor problems. Recently the production of textbooks has slowed down considerably due to:

1. The immediate demands for the curriculum advisors in all of the Fa Ngum Schools.
2. Instructional materials are being requested for classroom use.
3. Greater emphasis on better quality books.
4. Demands for help in areas other than preparation of textbooks and other instructional materials.

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