

OFFICE MEMORANDUM

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

From : Isao Kumabe, Business Education Advisor

Subject: Monthly Report for November, 1973
Area: Business Education

Problems:

1. To date no teacher for business at Savannakhet.
2. Difficulty in finding translators to translate accounting and general business terms from English to Lao language.

Activities/Accomplishments:

1. Help prepare instructional materials for the office practice class.
2. Discussed with Mr. Somsak, upon his request, the arrangements to be made for the use of the Fa Ngum School Lao typewriters by the students of the Lao Technical School. Approval was given by Mr. Phou
 - a. Machines were made available to them from 3:30 to 5:00 P.M. on Mondays, Wednesdays, and Fridays. Tuesday and Thursday afternoons were left open for students of Fa Ngum School to practice their typing.
 - b. Room is to be cleaned and machines put in order before leaving.
 - c. All instructional supplies to be self-furnished except typewriter ribbons and textbooks. A new supply of ribbons to be given to Fa Ngum School at the end of each six months.
 - d. A closet with lock to be made available to teacher.
 - e. Machine maintenance to be strictly observed.

Briefly observed the first class. Teacher and students appear to be satisfactory.

3. Textbook production

- a. Ten-Key Adding Machine (revised) is ready for printing.
- b. Translation from English to Lao is satisfactorily progressing on Alphabetic Filing (book) and instructional materials: How to Maintain an Office Equipment. How to Teach the Operational Parts of a Typewriter. The instructional materials were written by advisor.
- c. Follow-ups were made on other textbook being written in business Law, Economics, and Business Correspondence. Progress in each instance was not too encouraging. The teachers appear to be very busy.

4. One set of used Encyclopedia Britannica was sent to Luang Prabang library with other books, and a Junior Britannica Encyclopedia and many other easy English language story books, both fiction and non-fiction, to Phone Hong library. All of them were donated by Mr. Richard Smith.

Cooperative Activities:

1. Worked with business teacher on the problem of instructional materials for the Office Practice class.
2. Discussed with Mr. Somsak on the use of the Lao typewriters at the Fa Ngum School by the students of the French Technical School.

Recommendation:

Teach Lac typing in all outlying Fa Ngum Schools after school for an hour-- 3:30 to 4:45 P.M. for the teachers and office workers at the schools.

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