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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Language and Area School

DATE: 11 June 1959

FROM : Deputy Chief, Plans, Research and Administration

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report

B. OTHER ACTIVITIES

1. The final report and recommended course outline on Personal Effectiveness Overseas was completed and sent forward on Tuesday. [redacted] are now putting into motion plans for the first offering of the Introduction to Overseas Effectiveness (IOE) for September.

2. On 4 June [redacted] held a conference to discuss certain questions concerning the Chinese and Japanese tests. [redacted] of FDD attended, as well as [redacted]. [redacted] The testing of abbreviated characters and of different styles of language was discussed. [redacted] also had some interesting ideas on the language development program as a whole which he was invited to put in writing for consideration by the Language Advisory Committee.

3. Fifty-nine people reported for written tests last week in French, German and Spanish.

4. Seven Certifications for Language Award certificates were sent to the Registrar last week.

5. Forty-one oral tests were conducted during the past week.

6. [redacted] has been reassigned to the Office of Security, effective Monday, 15 June.



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