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TO : Chief, Language and Area School

DATE: 2 April 1959

FROM : Deputy Chief, Plans, Research and Administration

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

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1. "Personal Effectiveness Abroad", LAS's experimental program being developed to prepare Agency personnel for overseas service, opened on Monday with thirteen participants, the great majority of whom are senior grades. Mr. Helms and Mr. Baird were on hand for the opening and gave us an enthusiastic send-off. The first three days have indicated perhaps that their enthusiasm was not unwarranted. Both in the way of instructor contribution and participation each day has seen a higher degree of integration and a wider area of contribution. [redacted] today, Wednesday, was invaluable in both the depth and breadth of his knowledge and the stimulation of discussion, which later was carried on through lunch in an informal session with half the class.

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2. On 25 March [redacted] went to the Civil Service Commission to confer with Margaret Buchsteiner on language testing as reported in a separate memorandum.

3. Since FDD has many people who want to take language tests it has been suggested that occasional test be held there. The first such test in French was held there on 27 March, with nineteen people taking only the written part. It is planned that oral test will also be held there.

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4. Coates made arrangements with [redacted] OGR, for transfer of seven books to LAS Library. They were grammars and dictionaries no longer needed in FDD.

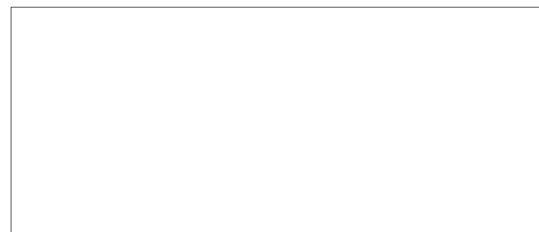
5. Fifty-two people reported for Proficiency test last week in French, Portuguese, Hungarian, Italian, Spanish and Indonesian.

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6. Seventy-five Certifications for Language Award certificates were sent to the Registrar last week.
7. Seventy-nine orals were given last week in French, Swedish, Polish Portuguese, Spanish, German and Russian.
8. Agency employees who took the written language proficiency test in French on 31 March were for the first time also given the oral test while the written examination was going on. All employees who signed up for the oral that date, 15 in number, were tested by the panel, which convened in an adjoining room. We feel that the experiment was highly successful and, insofar as possible, intend to continue this "simultaneous" testing in the future. We intend to begin with the French, Spanish, German, Italian and Russian languages and eventually expect to do all oral testing (except from the very unusual languages, where no speakers are available in the Agency) on the same day the written tests are given. Besides speeding up the oral testing and the processing of the testing results, this procedure cuts down on much of the administrative work required previously, such as the laborious scheduling of oral tests by phone calls.

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