

UNITED STATES GOVERNMENT

Memorandum

DATE: 2 February 1965

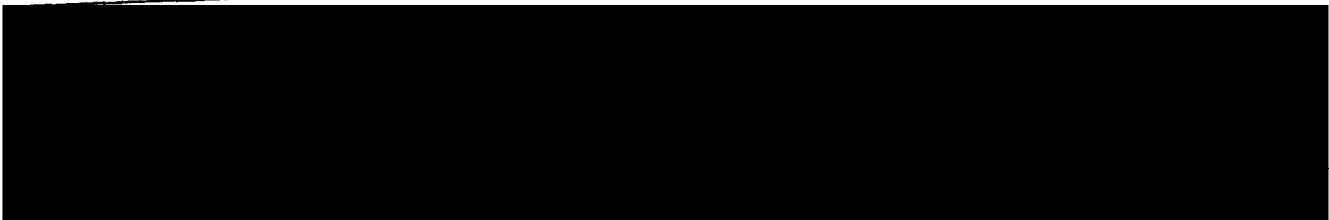
TO : Director of Training

FROM : Plans and Policy Staff

SUBJECT: Bi-weekly Activities Report
13 January - 2 February 1965

Educational Specialist

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As requested by the Chief, [redacted], the usual 40-hour ITC offering was enriched by a short session on Use of Interpreters in Training and a session on Programed Instruction. Each ITC student made four presentations -- short talk, guided discussion, training demonstration, and final lesson.

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With the exception of the newly assigned [redacted] the group members are seasoned OTR instructors with overseas experience, much of it in South Vietnam. The general class discussions and the training discussion led by each student resulted in fruitful exchanges of personal experiences (domestic and foreign) and the pooling of diverse instructional techniques, practices, and the like. These interchanges were pertinent, enlightening, constructive and often spontaneous.

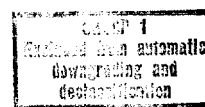
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To complement the valuable admixture of backgrounds, this ITC enabled each participant to refresh and reinforce his acquired instructional techniques and practices as well as attain competence with other methods and newer media. All seemed to be receptive and eager to learn more. Each member made good progress during the ITC, and the overall proficiency of [redacted] deserves special mention.

The usual follow-up on these ITC students will be accomplished in a few months by ES/PPS/TR, provided arrangements can be made.

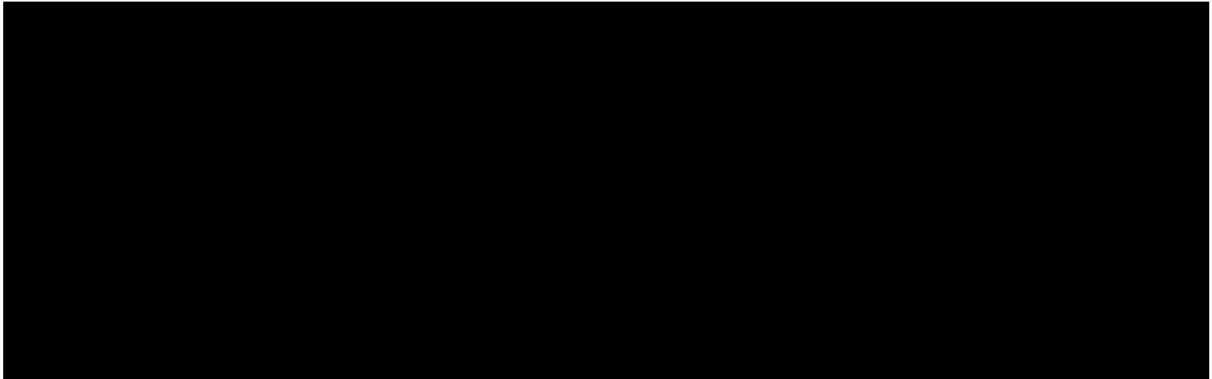
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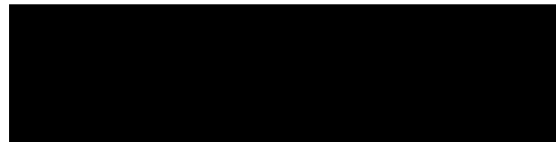
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As requested by Chief, [REDACTED] conducted two Test Construction Workshops at [REDACTED] on 27 and 28 Jan 1965. The afternoon session on 27 January was attended by five [REDACTED] instructors and the morning session on 28 January was attended by four [REDACTED] instructors. Each session of approximately 3 1/2 hours consisted of a discussion of the characteristics and uses of objective and subjective tests, an illustrated lecture on the construction of objective test items of various types, and a practical exercise for all students. During the practical exercise, each student wrote several objective test items, applying previous instruction. Thereafter, the work of each student was critiqued by the group under [REDACTED] leadership. Both workshops were well received.

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