


22 AUG 1980

MEMORANDUM FOR: ML Careerists


STAT

FROM:

  
Training Officer, Office of Logistics

SUBJECT:

Reading Improvement Course  
20 October - 7 November 1980

1. We have arranged for the Office of Training to conduct the Reading Improvement Course in Room . The class will meet on Mondays, Wednesdays, and Fridays of each week from 9 a.m. to 11 a.m. for a total of 18 hours of instruction.

STAT

2. The Reading Improvement Course has three objectives:

- a. To increase the student's reading speed
- b. To maintain or increase the student's percentage of comprehension
- c. To improve the student's vocabulary

Students will be tested at the beginning and end of the course to measure these three areas. As a general rule, speed usually doubles from the initial testing without appreciable loss in comprehension. There is frequently a gain in comprehension and an improvement in the vocabulary percentile.

3. The maximum number of students who can be accommodated in this course is 20. Since there may be more interest than we can handle, Division/Staff Chiefs will designate participants from their areas.

4. If you are interested in participating in this course, please give your name to your Division/Staff training representative by close of business Friday, 19 September 1980. Division/Staff training representatives are asked to report the number of interested employees from their area to me. Those who are selected to attend will be notified prior to the beginning of the course. Those selected will be expected to attend all classes, so please check your availability before indicating your interest.

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*Official file*

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