

March 3, 1998

MEMORANDUM

TO: English as a Second Language Staff  
Basic Skills/ESL Directors

FROM: Florence Taylor, Ed.D.  
Coordinator  
Adult Basic Education and English as a Second Language

SUBJECT: ESL Institute  
April 20-23, 1998

We are pleased to announce the 1998 ESL Institute. Dr. Melvin Clark of the Clarkheller Education Center of Texas will be the facilitator. He will allow sufficient time for participants to experience and experiment with ESL strategies and techniques that are guaranteed to enhance teaching skills and student achievement. Dr. Clark's presentations always leave the audiences with renewed commitment for the work that they do.

Please refer to the attached sheet for additional information and registration information. Remember to register early since space is limited.

If you have questions, please call me at (919) 733-7051, ext. 720.

Attachment

pc:Presidents

CC-98-075