

September 16, 1998

**MEMORANDUM**

TO: Basic Skills Directors

FROM: Delane F. Boyer, Ed.D  
Coordinator GED/AHS/Workplace Literacy

SUBJECT: Basic Skills in the Workplace

Your assistance is requested to up-date the Basic Skills In The Workplace publication for program year 1997-1998.

Please complete the attached form for each work site where you conducted basic skills classes from July 1, 1997 through June 30, 1998. Request that you mail or FAX the completed forms to this office by August 24, 1998.

The attached form was the format that was used for the 1995-96 publication. Duplicate the form for as many as you need. Please refer to the 1995-96 Basic Skills In The Workplace publication for reference.

Thank you for your assistance. If you have any suggestions to improve the form or format, please let me know. Should you have any questions on this matter, please contact me at 919/ 733-7051, extension 722 or FAX 919/ 715-5796.

Attachment

c: Presidents

CC-98-210