



# TOWNSHIP HIGH SCHOOL DISTRICT 113

## Adult Education Newsletter

December 2020

New Classes in 2021

Career Tips / Résumé Writing

Meet The Teachers

### High School Equivalency/GED Preparation (English & Spanish) & High School Credit Recovery with Lake County Adult Education



#### Mundelein High School Credit Recovery

PROGRAM TYPE: Open Enrollment Policy  
ENROLLMENT 2021: Begins January 5

**SCHEDULE:** Monday, Tuesday, Wednesday & Thursday: 6:30 – 9:30 pm  
**REQUIREMENTS:** Students under the age of 21 who are able to complete all credit requirements prior to 21<sup>st</sup> birthday.  
To inquire: YULI CORDOVA – 847-949-2200 ext.1399 or  
[ycordova@d120.org](mailto:ycordova@d120.org)



#### College of Lake County Clases GRATIS de Equivalencia a la High School (GED) en español

Las clases se ofrecen en la mañana, en la tarde y los sábados.  
Las clases comienzan el 19 de enero del 2021 y más tarde en febrero del 2021.  
La Registración es fácil:  
Llame (847) 543-2485  
Mande un correo electrónico a: [adulthoodtestino@clcillinois.edu](mailto:adulthoodtestino@clcillinois.edu)  
Entre a Zoom para más información  
Enlace de Zoom: <https://bit.ly/3fcZXw9>  
Contraseña: CLC  
Horas de Zoom: Lunes al Jueves de 8am a 1pm, 4pm a 8pm  
Las clases están disponibles en línea por medio de Zoom.



#### Township High School District 113 Adult Education GED Preparation Program

Classes meet ONLINE via ZOOM and I-PATHWAYS  
**SCHEDULE:** Tuesday & Thursday, 7:00 - 9:00 pm  
Start Date: January 5, 2021  
Registration: OPEN

To Register: <https://form.jotform.com/200726688757166>



**WHAT EMPLOYERS LOOK FOR**

- ❖ First and foremost, can you do the job?
- ❖ Are you going to be easy to work with?
- ❖ Will you be satisfied with the job or will you be looking to leave within six months?
- ❖ Are you reasonably likeable?
- ❖ Do you seem like you can put up with whatever the negatives of the job are?
- ❖ Will you fit in with the company culture?
- ❖ Do you have a strong work ethic?
- ❖ How enthusiastic are you about the job?

**SOFT vs HARD SKILLS**

**Hard Skills** refer to technical skills or abilities that can be quantified or measured.

**Examples:**

- Software proficiency
- Speaking a foreign language
- A degree or certificate
- Typing speed
- Machine operation
- Computer programming

**Soft Skills** focus more on your social ability and how you relate with other people.

**Examples:**

- Teamwork
- Communication
- Flexibility
- Time Management
- Motivation
- Collaboration
- Leadership

**Click on Link to access WIOA (Workforce Innovation and Opportunity Act) services.**

Here is a virtual information session (available in both English and Spanish)

[Lake County – Careers](#)

**Tips on Career Advancement – Take Your Career to the Next Level!**

If you're starting to feel unchallenged in your present position, you may be ready for a promotion to the next level. If there aren't many career advancement opportunities where you work, the best next job may be waiting for you elsewhere.

**Talk to Your Boss** – Sit down and have a very direct and pointed conversation with your boss about your future in the company. Stress that you want your job performance to meet the company's goals. Share your own career goals. Your boss will respect this display of confidence and maturity.

**Sharpen Your People Skills** – Strong interpersonal skills play a crucial role in gaining the respect of your boss and co-workers. Be friendly, outgoing, and personable. Listen carefully to people, and practice being a clear and effective communicator.

**Find a Mentor** – Develop mentoring relationships, either inside or outside your company. Recent studies have shown that four out of five promotions are influenced by a mentor higher up in the company. Mentors are also great sources of information and career guidance.



Link for the current job postings for the month of December:  
<https://www.lakecountyil.gov/Jobs>



<https://www.lakecountyil.gov/393/Calendars>

Link for current workshops

## A TEACHER Takes A Hand, Opens a Mind & Touches a HEART



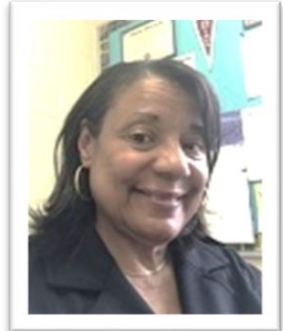
Meet The  
Teachers!

**Arlene Davis** has been teaching low to high intermediate ESL for our program for the last three years yet brings a wealth of education experience to her classes and our program. She is a retired elementary school teacher having taught for 21 years. She grew up in Gary, Indiana and attended Indiana University and Concordia University. She currently lives in Waukegan. She has two sons, David and Anthony, a daughter-in-law, Adrian, and a 1-year-old grandson, Jaxson, who keeps her quite busy!

Having been a teacher for 16 years at Alexander School in North Chicago, she knows many of the families in this community and has enjoyed attending Baptisms, Communion, and family events with them. She loves teaching her students and truly admires their effort and determination to learn English and work hard to provide a better standard of living for themselves and their families

The advice she gives her students is to watch TV programs in English, read simple books to increase their vocabulary, and find friends to have conversations with so they can improve their English by practicing. It makes her very proud when her students greet her with "Good Evening, teacher".

When not teaching, she enjoys gardening and reading. One of her new hobbies during Covid-19 has been watching Netflix movies. The piece of advice her kids are always giving her is to "Answer your phone, Mom!"



Quote:

"Be the change  
you wish to see in  
the world"  
-Mahatma Gandhi

**Vicki Ettelson** has been teaching ESL and ABE in our program for 11 years. She teaches ABE and ASE this year. She was born in Evanston and attended DePaul University and Lewis University. She currently lives in Glenview with her husband, Steve, and her dog Rosie, a 7-yr. old Portuguese Water dog. She has 2 sons and one daughter, along with a daughter and son-in-law, 2 granddaughters and a grandson. She loves having a growing family! During Co-vid, she has slowed down and really enjoyed seeing the world through her granddaughter's eyes by spending more time with her. When she isn't busy teaching, she enjoys reading, gardening, bike riding, kayaking, hiking, traveling and exercise.

She loves teaching because she learns something new from her students every day. They come to her class ready to eat the large buffet of subjects that she puts before them. She has discovered that they all have a lot in common and enjoy learning and sharing their cultural experiences with each other. It really makes her proud when her students "get it" or have a "lightbulb moment", whether it be the correct pronunciation of a word, understanding difficult concepts, or asking for bigger challenges. It makes her "teacher heart" sing!

The advice she gives her students on learning English is to be patient and slow down. She thinks that sometimes their intellectual abilities are ahead of their verbal capabilities and it trips them up. She reminds them to recall the acronym KISS—Keep It Simple Sam. The best piece of advice she has received is to do what you love and love what you do. There are no boundaries for a creative mind.



Quote:

"I have always  
thirsted for  
knowledge. I have  
always been full of  
questions."  
--Hermann Hesse,  
Siddhartha

\*\*\* For more information or if you have any questions, please contact one of the  
District 113 Adult Guidance/Transition Coordinators \*\*\*

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