

**“I can hardly wait to get my career started so I can provide a better life for my family. This is just the beginning of my success story.”**

***- Paulette Hiltz***



**As her children got older, Paulette Hiltz felt pressure to go back to school to upgrade her skills so she could find paid work.** “The biggest motivator for me was that I wanted to set a good example for my children.” She searched the internet for GED and found the Bedford Sackville Learning Network. Paulette’s excellent time management skills allowed her to integrate GED classes into her already hectic life. “I went to school three days a week while taking care of my family and my parents. I was never late and my homework was always done!”

**Paulette says that continuing her education has made her a happier, more confident and more complete person.** “I always wanted to do secretarial work. I’ll be good at it because I’m organized. I will need financial assistance to continue my learning, but I’ll do it. I’m focused on completing my GED first. I’m taking one step at a time.”



***Literacy and Essential Skills:  
Making a Difference in the Lives  
of Nova Scotians***

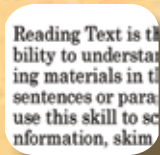
# Literacy Nova Scotia works to ensure that literacy and essential skills learning opportunities are available wherever and whenever there is a need or interest.

Literacy and essential skills provide the foundation for learning all other skills. They enable us to succeed in our jobs and adapt to workplace change; they also enable us to evolve in our personal lives and contribute to our communities.

## Nine Essential Skills are needed for work, learning and life.

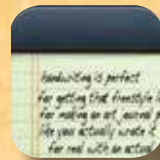
### Reading

- Read emails from coworkers
- Read a recipe; read letters from your doctor, landlord, friend
- Read newspapers, billboards, signs, menus



### Writing

- Take notes at a meeting; send emails
- Write letters to friends, relatives, your child's teacher
- Share your opinion by writing letters to the editor of your local newspaper



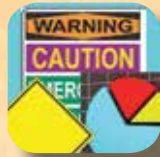
### Working with Others

- Listen to and support your boss and coworkers; get your part of the job done
- Create a supportive home environment by listening and caring
- Become a community volunteer



### Document Use

- Fill out a job application
- Read nutritional labels on food packaging
- Read bus schedules



### Oral Communication

- Give directions to your customers
- Order items by phone
- Discuss health concerns with your doctor



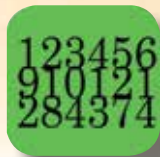
### Thinking Skills

- Organize your weekly work schedule
- Plan a family reunion
- Plan a fundraising event at your local school or church



### Numeracy

- Keep track of office expenses
- Make a household budget; create a plan to save money for your child's education
- Count out correct change when making a payment



### Computer Use

- Send pdf files to a coworker via email
- Use the Internet to shop online
- Use an ATM machine



### Continuous Learning

- Take an online course
- Learn how to use new tools for household repairs
- Learn how to play bridge or do yoga at your community recreation centre



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**Become a member of Literacy Nova Scotia.** Add your voice to the wide membership calling for the advancement of all levels of adult literacy and essential skills in this province and beyond. Read more: [www.literacyns.ca/membership.htm](http://www.literacyns.ca/membership.htm)

**Membership Fees:**  
Individual \$10/year | Organizational \$75/year

Send your cheque with your name, complete mailing address, phone number and email to:  
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