

Appendix E. Consultation Protocols

November 17, 1992

Dear colleague,

We are writing to ask for your input to a project we are currently conducting for TESL Canada and Employment and Immigration Canada to prepare a *LINC-Specific Annotated Bibliography of Second Language Teaching and Learning Materials*. As a resource guide, this bibliography will list, describe, and provide distribution and purchasing information on teaching and learning materials suitable for adult participants in levels 1, 2, and 3 of Employment and Immigration Canada's LINC (language instruction for newcomers to Canada) programs. Of particular interest are educational materials appropriate for this population's acquisition of English as a Second Language (ESL) and their orientation to, settlement in, and participation in Canadian society. The final version of the bibliography will be distributed widely throughout Canada in the coming year for use by instructors, program administrators, adult students, and other persons associated with the LINC program.

We are asking for your assistance as part of a nation-wide consultation strategy in preparing the bibliography. Your name was identified through TESL Canada's Directory as a person who is well-informed about adult ESL education in your region of the country. We are particularly interested in asking you to help us identify:

1. in the first phase of consultations (Nov. 18 to Dec. 1), particular concerns of adult newcomers in your region of Canada that you consider should be addressed in the contents and organization of the bibliography and
2. specific teaching or learning materials that you think should be included in the bibliography, then
3. in the second phase of consultations (Jan. 4 to 15, 1993), revisions you think would help to improve the contents of our initial draft of the bibliography.

Our schedule to complete these consultations is very tight; Employment and Immigration Canada would like a completed version of the bibliography by the end of January. We would therefore like to arrange a time to interview you by telephone in the final week of November as the first phase of consultation. The interview will take no more than 30 minutes. On the basis of these consultations and our library research, we will prepare an initial draft of the bibliography and mail it to you in late December. We will then contact you by telephone in early January to arrange a time for a follow-up telephone interview in mid-January as the second phase of consultation. This follow-up interview will probably last for 15 to 30 minutes.

If you are willing to allow us to consult with you, could you kindly complete the attached *consent form*, tear it off of this letter, and mail it to us in the enclosed, stamped envelope. Please retain a copy of this letter and the two *survey forms* for our later consultations. You are of course not under any obligation to participate in this consultation; you may decide to withdraw your participation at any point. If you do choose to participate, Employment and Immigration Canada has asked us to list the names, addresses, and telephone numbers of all persons contacted for this consultation. If you do agree to assist us, your name will be cited on this list. But any

information you provide will be strictly confidential. None of the specific information or remarks you provide us will be related to you personally in our final report, nor will they be identifiable in the contents of the bibliography. None of the information being collected in this project will be used to evaluate your knowledge or any educational programs you are associated with.

Thank you very much for your cooperation,

Sincerely,

Alistair Cumming	Barbara Burnaby
Associate Professor	Associate Professor
Modern Language Centre	Dept. of Adult Education
416-923-6641, ext. 2538	416-923-6641, ext. 2341

Stephanie Paulauskas & Susanne Holunga
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Consent Form

Dear Drs. Cumming and Burnaby,

I have read your letter of November 17 describing the consultations for preparation of a *LINC-specific Annotated Bibliography of Teaching and Learning Materials* and kept a copy of the letter for my records.

I am / am not (please circle one) willing to participate. I do / do not (please circle one) agree to have my name and address listed as a person consulted for this project.

Name: _____

Signature: _____

Address: _____

Telephone: _____ FAX: _____

Survey Form #1, Initial Consultation

We will contact you by phone to arrange a convenient time to interview you between Nov. 18 and Dec. 1. Please have this form ready, along with any specific materials or information you are able to gather to answer the two questions below. We will collect information from you by interview over the telephone so you need not write out your answers to these questions to transmit them to us.

1. Could you advise us on local concerns of teachers and learners in LINC programs that you think the bibliography ought to address? In addition to categorization of materials by LINC levels 1, 2 and 3, how else might the contents of the bibliography be organized or displayed to be most useful for LINC participants? What kinds of information would be most useful and appropriate to include in this bibliography?

2. Can you suggest specific teaching or learning materials for inclusion in the bibliography? Relevant materials appearing in Alister Cumming's Annotated Bibliography of Canadian ESL Materials, TESL Canada Journal, Special Issue #2 (1990) are already being included. Are you aware of appropriate materials that have been produced more recently or were not included in this earlier bibliography? Could you inform us of the publishers or distributors? (All relevant materials are being considered if a specific distributor for the materials can be identified.)

Thank you for your input and advice.

Survey Form #2, Follow-up Consultation

We will contact you by phone to arrange a convenient time to interview you in mid-January. Please have this form ready, along with any specific materials or information you are able to gather to answer the questions below. We will collect information from you by interview over the telephone so you need not write out your answers to these questions to transmit them to us.

Given the draft of the LINC-Specific Annotated Bibliography of Second Language Teaching and Learning Materials you have received, can you make specific suggestions to improve the:

1. contents of the bibliography?

2. organization or visual display of the bibliography?

3. usefulness of the bibliography for its intended audiences (e.g., teachers, students, and others in the LINC program)?

Thank you for your input and advice.