alphalernberatung
AWO Bielefeld • WWU Münster

Portfolio for

Alphalernberatung

Community oriented learning councelling for low literalized adults with/without migration background

GEFÖRDERT VOM
AlphaDekade 2016 – 2026
Bundesministerium für Bildung und Forschung
WWU MÜNSTER
AWO ARBEITERWOHLFAHRT Kreisverband Bielefeld e.V.

alphalernberatung
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Materials in

English

for learning counceling

AlphaDekade 2016 – 2026

GEFÖRDERT VOM
Bundesministerium für Bildung und Forschung

WWU MÜNSTER

AWO ARBEITERWOHLFAHRT Kreisverband Bielefeld e.V.

Counselling: What is it all about?

1

I have a problem.

<u>The counsellor and I:</u>

We speak about my problem.

We speak in the consultation.

I will find my solution!

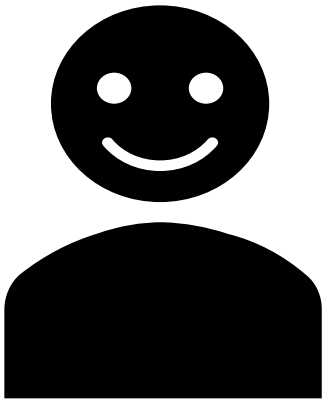
_ _ · _ _ · _ _ _ _ ✓

Counselling: What are our Tasks?

1

I want to find a solution.

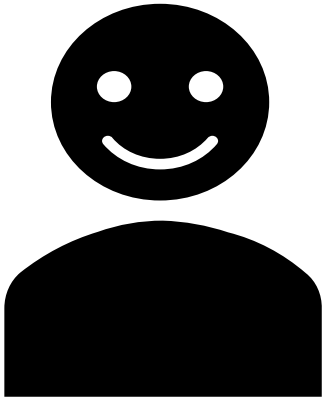
I will put a solution to the test.



ME

I make suggestions.

I ask a lot.
I offer to help.



COUNCELLOR

We will find a solution.

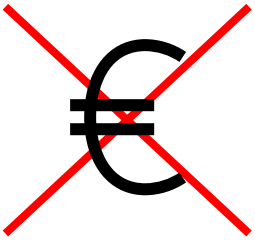
_ _ · _ _ · _ _ _ _ ✓

Agreement: Are we looking for solutions?

1

No tuition

Voluntary



for free

Together

I want to solve my problem.

yes ❑

no ❑

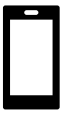
_____

Meeting: Who and where?

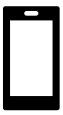
1

Who?

me



counsellor



Where?

Important:

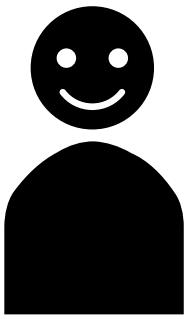
_ _ . _ _ . _ _ _ _ ✓

Appointments: When do we meet?

_ _ . _ _ . _ _ _ _	_ _ : _ _
_ _ . _ _ . _ _ _ _	_ _ : _ _
_ _ . _ _ . _ _ _ _	_ _ : _ _
_ _ . _ _ . _ _ _ _	_ _ : _ _
_ _ . _ _ . _ _ _ _	_ _ : _ _
_ _ . _ _ . _ _ _ _	_ _ : _ _
_ _ . _ _ . _ _ _ _	_ _ : _ _

My person: Who am I?

2



ME

My first name is

_____.

My family name is

_____.

I am_____years old.

I am from

_____.

I live in

_____.

Places: Where have I been to?

2

I have been to:

_____.

I have been to:

_____.

I have been to:

_____.

Places: Where have I been to?

Places: Where have I been to?

2

My life: What is important?

2

When? _____

What? _____

When? _____

What? _____

When? _____

What? _____

When? _____

What? _____

When? _____

What? _____

PRESENT DAY

My life: What is important?

2

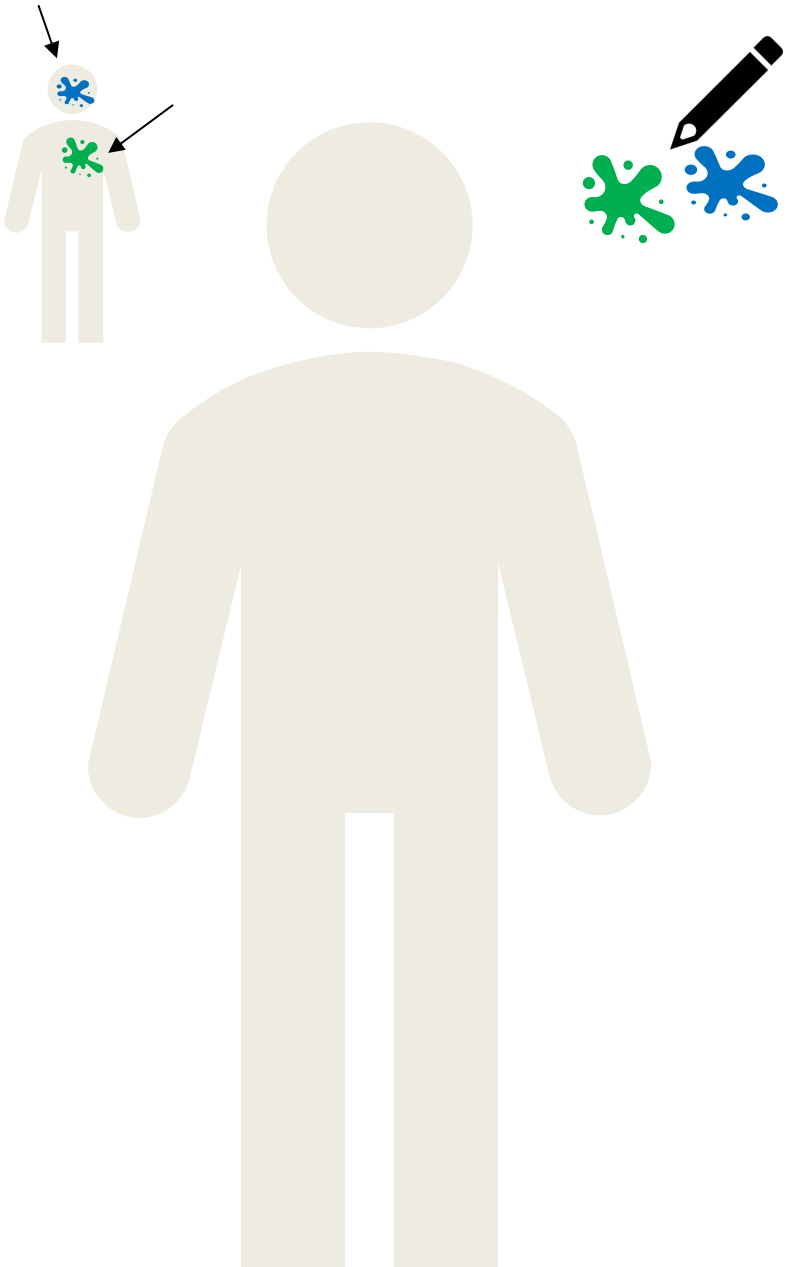
PRESENT DAY

My life: What is important?

_ _ · _ _ · _ _ _ _ ✓

My languages: What do I speak?

2



ME

My education, my profession:
Where have I been to?

2

School

Where? _____

How long? _____

That was good: _____

Training

Where? _____

What did I learn? _____

_____

That was good: _____

My profession: What do I do?

Right now I work as: _____

_____

I like? _____

I do not like? _____

2

I read that at work:

_____

_____

_____

I write that at work:

_____

_____

_____

Reading and writing: **Where did I learn that**

	At home	❑
	In school	❑
	At work	❑

2

With whom?

	teachers	❑
	all by myself	❑
	family and friends	❑
	coworkers	❑
	_____	❑

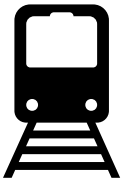
Problem: Why am I here?

2

		✓
	letters e-mails	
	timetables	
	bills	
	to help children	
	work	
	contracts	
	doctors	

Problem: Why am I here?

2

	letters e-mails
	timetables
	bills
	to help children
	work

Problem: Why am I here?

2

	contracs
	doctors

Problem: Why am I here?

2

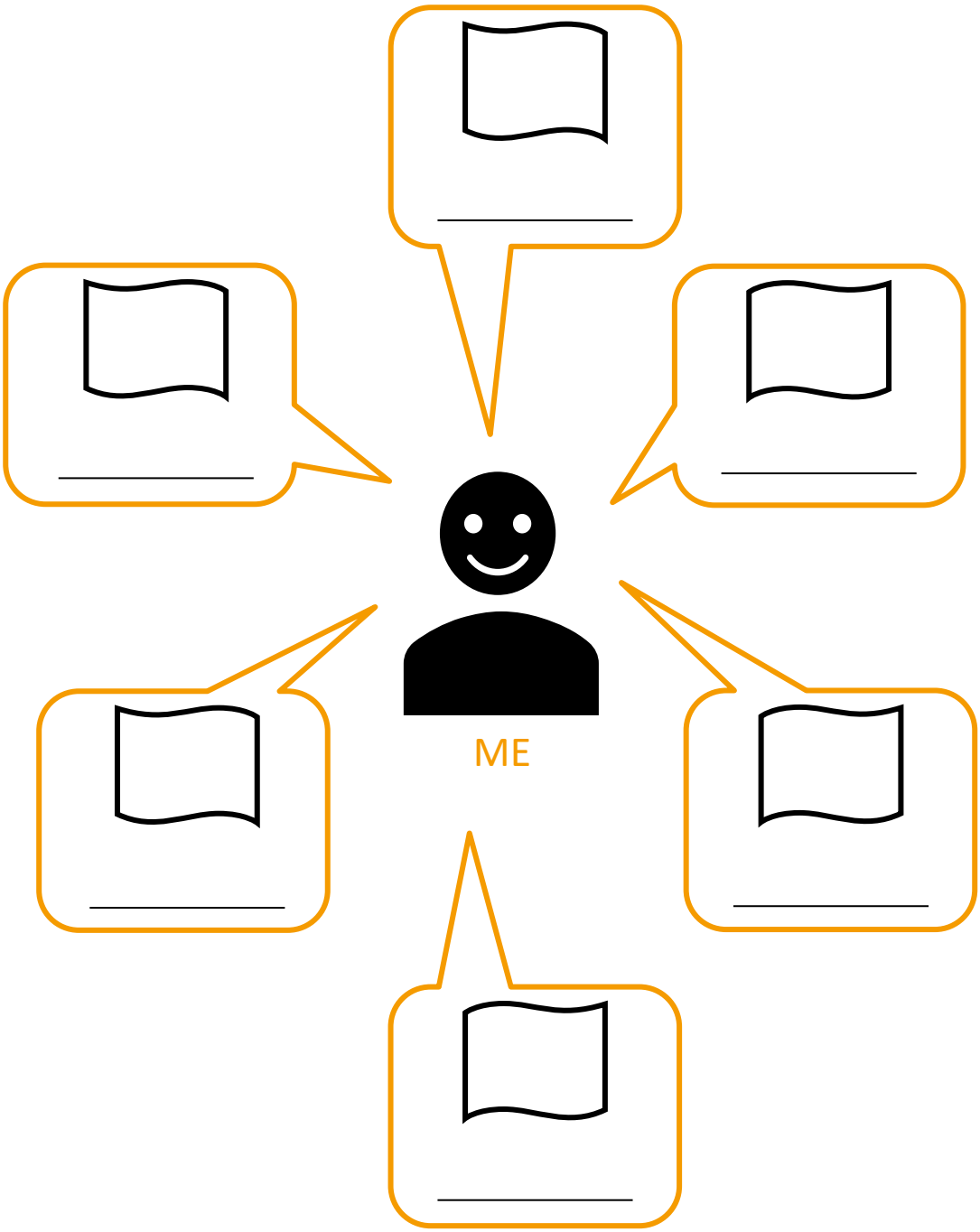
I am here because of:

I want to change that!

yes ☐

no ☐

My languages: What do I speak?



My languages: What can I do well?

My language is: _____

I am able to

3

	understand					
	speak					
	read					
	write					

Reading: How well do I read?

I can read single words.

house car food train	

I can read sentences.

This is a sentence.	

3

I can read texts.

This is a text. A text contains multiple sentenes. This text consists of four sentences. There are 22 words in this text.	

Reading out loud: How good am I at it?

I can read single words.

house car food train	

I can read sentences.

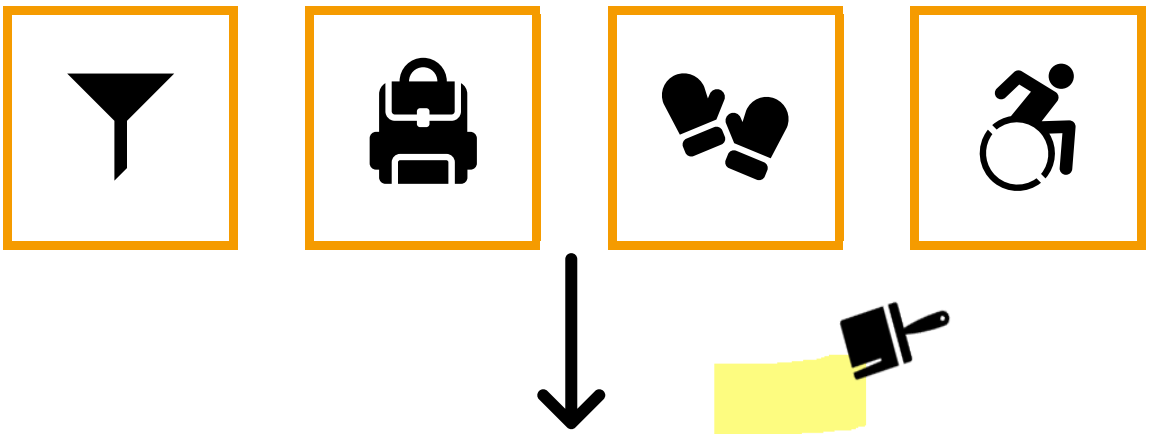
This is a sentence.	

I can read texts.

This is a text. A text contains multiple sentenes. This text consists of four sentences. There are 22 words in this text.	

_ _ · _ _ · _ _ _ _ ✓

Reading words **How good am I at it?**



3

The funnel costs $2,50.

I lost my backpack.

I wear my gloves during winter.

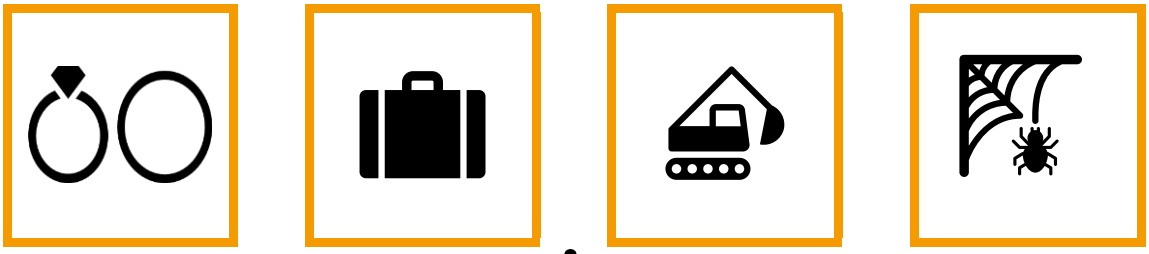
I acquired a new wheelchair.

How did I do?

funnel, backpack, gloves, wheelchair

_ _ · _ _ · _ _ _ _ ✓

Reading texts How good am I at it?



3

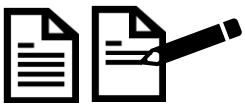
I am getting married next year. Although it is rather early, I want to prepare everything already. Where does it take place? We also need to choose our rings. I need to write a guest list too. How many people can I invite?
During the summer I am going to go to Greece. I also spend last summer there backpacking, but I don´t want to do that anymore. I rather get a quiet hotel and bring my suitcase along. I am going to stay there for two weeks.
My daughter loves construction sites. I don´t know why. But she is in love with excavators and cranes. I like to walk with her to construction sites. Sometimes she also tells me where she´s seen a new site. Then we go for a walk and have a look at it.
I haven´t cleaned my basement for months. Yesterday I went downstairs looking for the toolbox. It was kind of scary. Everything was covered in cobwebs. I´ll do a little bit of cleaning this weekend. You want to join?

How did I do?

alliance, suitcase, excavator, cobwebs

_ _ · _ _ · _ _ _ _ ✓

Copying: How good am I at it?



I can copy words.

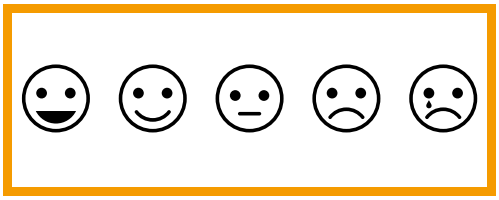
house	_____
car	_____
food	_____
train	_____

3

I can copy sentences.

This is a sentence.

_____



I can copy texts.

This is a text. A text contains multipleSentenes. This text consists of four sentences. There are 22 words in this text.

_____

_____

_____

_____

_____

_____

_____

_ _ · _ _ · _ _ _ _ ✓

Writing: How good am I at it?

I can write words.

_____

_____

_____

_____

3

I can write sentences.

_____

_____

I can write texts.

_____

_____

_____

_____

_____

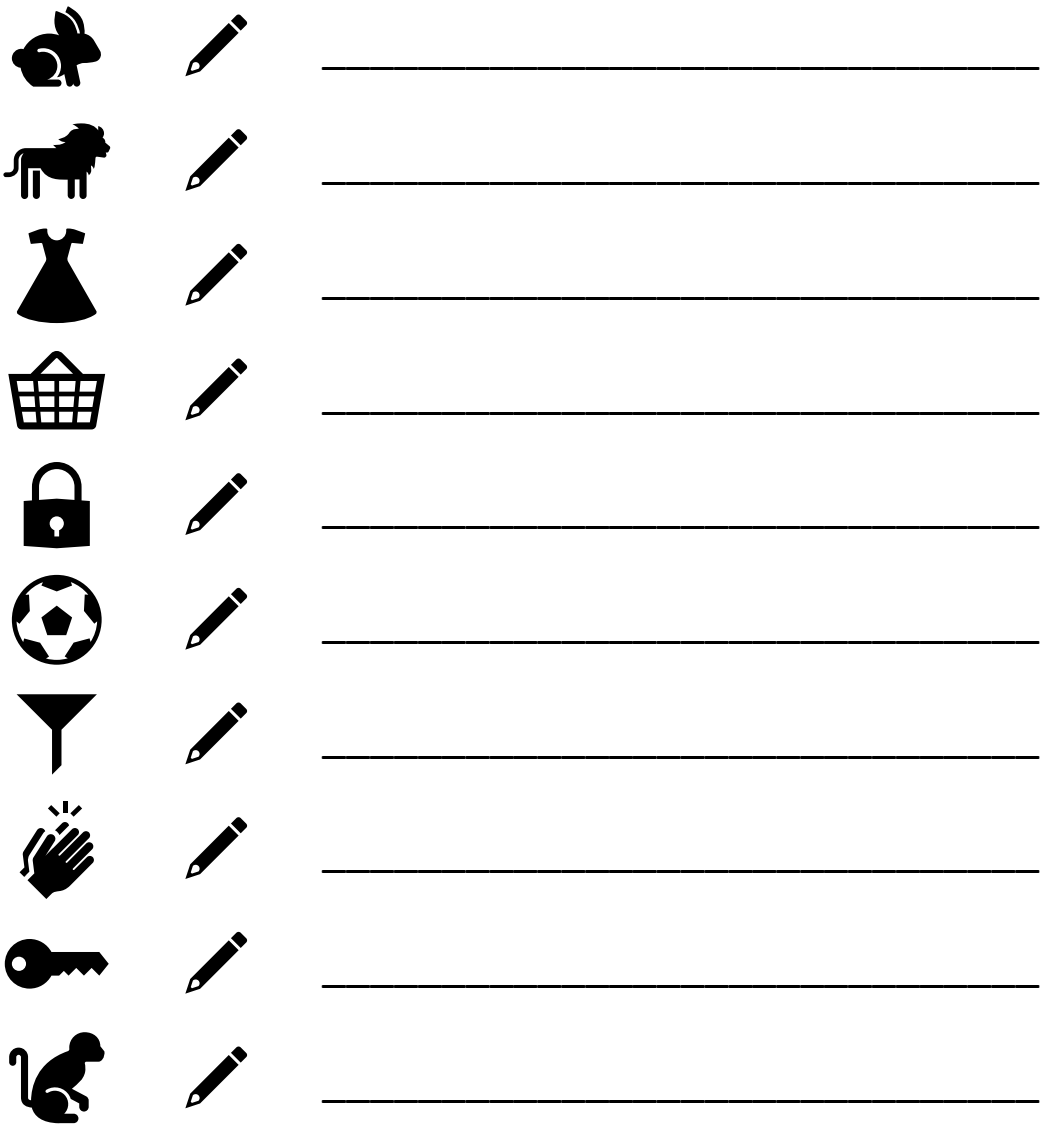
_____

_____

_____

_ _ · _ _ · _ _ _ _ ✓

Writing words: How good am I at it?



3

How did I do?

rabbit, lion, dress, basket, lock, ball, funnel, clap, key, monkey
Hase, Löwe, Kleid, Korb, Schloss, Ball, Trichter, klatschen, Schlüssel, Affe

_ _ · _ _ · _ _ _ _ ✓

Writing words: How good am I at it?

_____

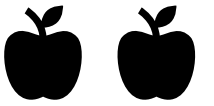
_____

_____

_____

_____

_____



_____

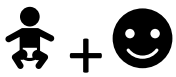
How did I do?

grow up, cookies, teacher, basket, balance, houses, apples
wachsen, Kekse, Lehrer, Korb, Waage, Häuser, Äpfel

_ _ · _ _ · _ _ _ _ ✓

Writing words and short sentences:

How good am I at it?

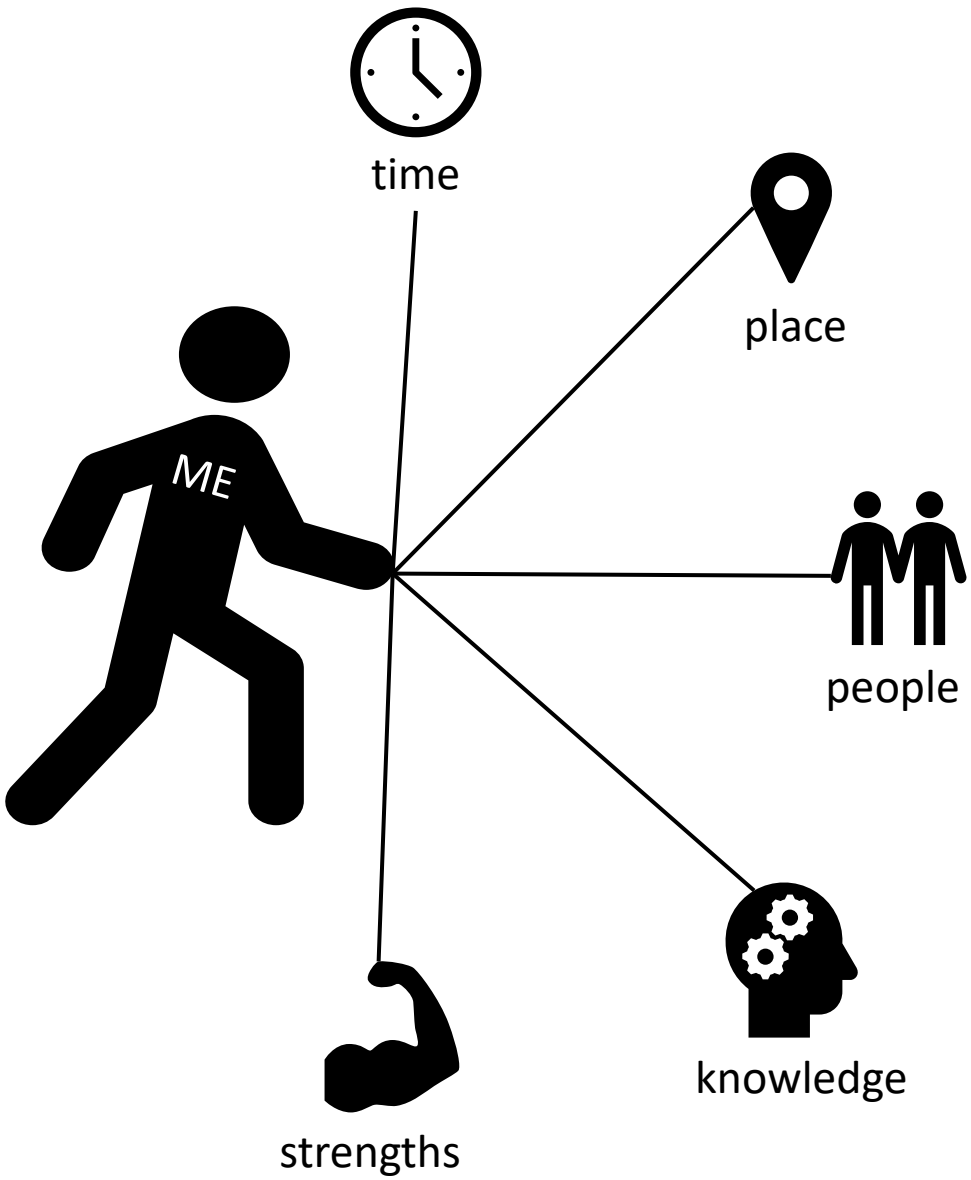


How did I do?

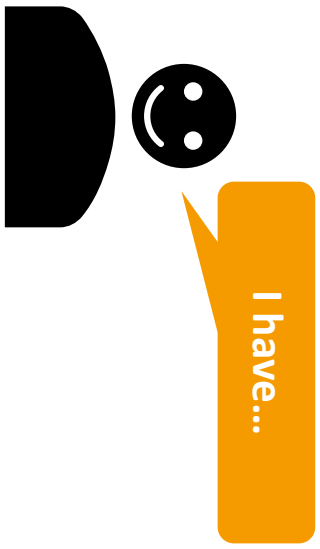
motorcycle, bicycle, forbidden, married, christmas tree, shopping cart, the baby laughs,the man listens to music

Motorrad, Fahrrad, verboten, verheiratet, Weihnachtsbaum, Einkaufswagen, Das Baby lacht, Der Mann hört Musik

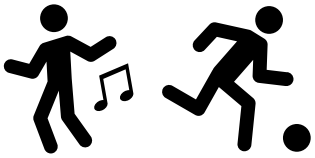
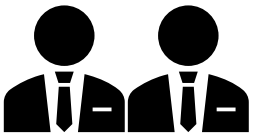
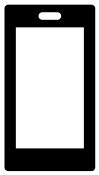
Possibilities: What are my resources?



Possibilities: What are my resources?



Possibilities: What are my resources?

Possibilities: What are my resources?

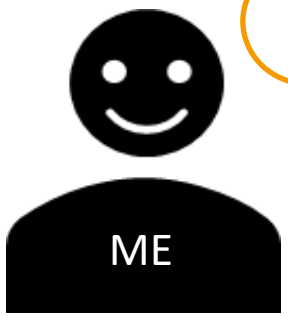
time	knowledge	interests
family	goals	friends
strengths	coworkers	motivation
places	successes	role models
Fellow students	teachers	abilities

Strengths: How am I?

curious

motivated

concentrated



creative

helpful

independent

disciplined

talkative

4

Strengths: What can I do well?

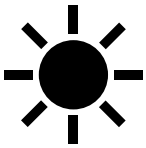
4

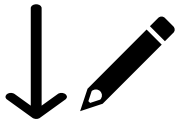
Strengths: What can I do well?

4

_ _ · _ _ · _ _ _ _ ✓

Time: When do I study best?

	in the morning	
	in the afternoon	
	in the evening	
	at night	

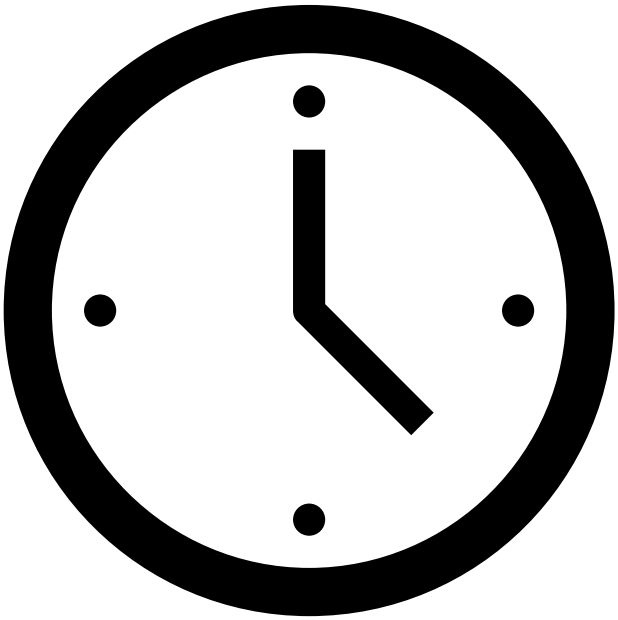


When do I study best? _ _:_ _ to _ _:_ _

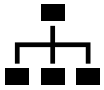
_ _:_ _ to _ _:_ _

Time: When do I study best?

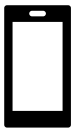
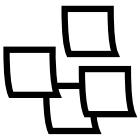
I study	in the morning	❑
	in the afternoon	❑
	in the evening	❑



Studying: How do I study?

	with an aim	☺ 😐 ☹
	structured	☺ 😐 ☹
	on my own	☺ 😐 ☹
	with help	☺ 😐 ☹
	in groups	☺ 😐 ☹
	with a to do list	☺ 😐 ☹
	without a to do list	☺ 😐 ☹
		☺ 😐 ☹

Materials: What is helpful?

	books	☺ 😐 ☹
	apps	☺ 😐 ☹
	the internet	☺ 😐 ☹
	pictures	☺ 😐 ☹
	post its	☺ 😐 ☹
	videos	☺ 😐 ☹

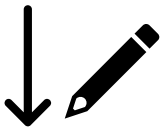
Places Where do I study?

at home ☺ 😐 ☹

in class ☺ 😐 ☹

at public transportation ☺ 😐 ☹

outside ☺ 😐 ☹



Where do I learn best?

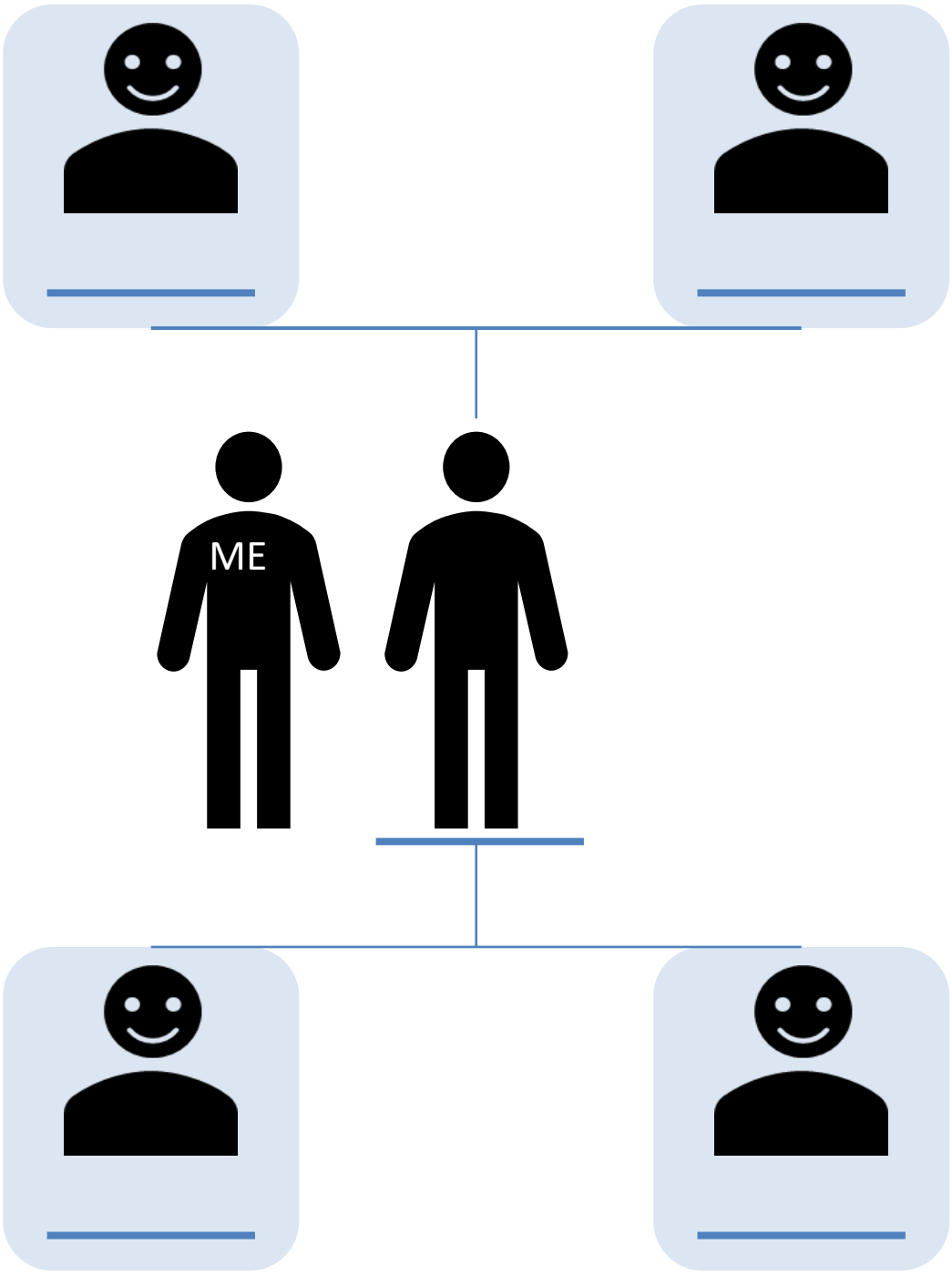
_____

_____

People: Who is helping?

	✓
family	
friends	
coworkers	
students	
study buddies	
teachers	
neighbors	

People: Who is most helpful?



4

My place to study: Where do I study best?

4

This is my place to study.

Places to study: Where do we meet?

I live here:

_____

My partner lives here:

_____

4

We study here:

_____

Or over there:

_____

_ _ · _ _ · _ _ _ _ ✓

Possibilities and assistance:

What am I good at? What is helping?

This is how I am:

_____

_____

This is how I study:

_____

_____

I study well here:

_____

_____

I lstudy well at:

_____

_____

These are my study buddies:

_____

_____

This is helping:

_____

_____

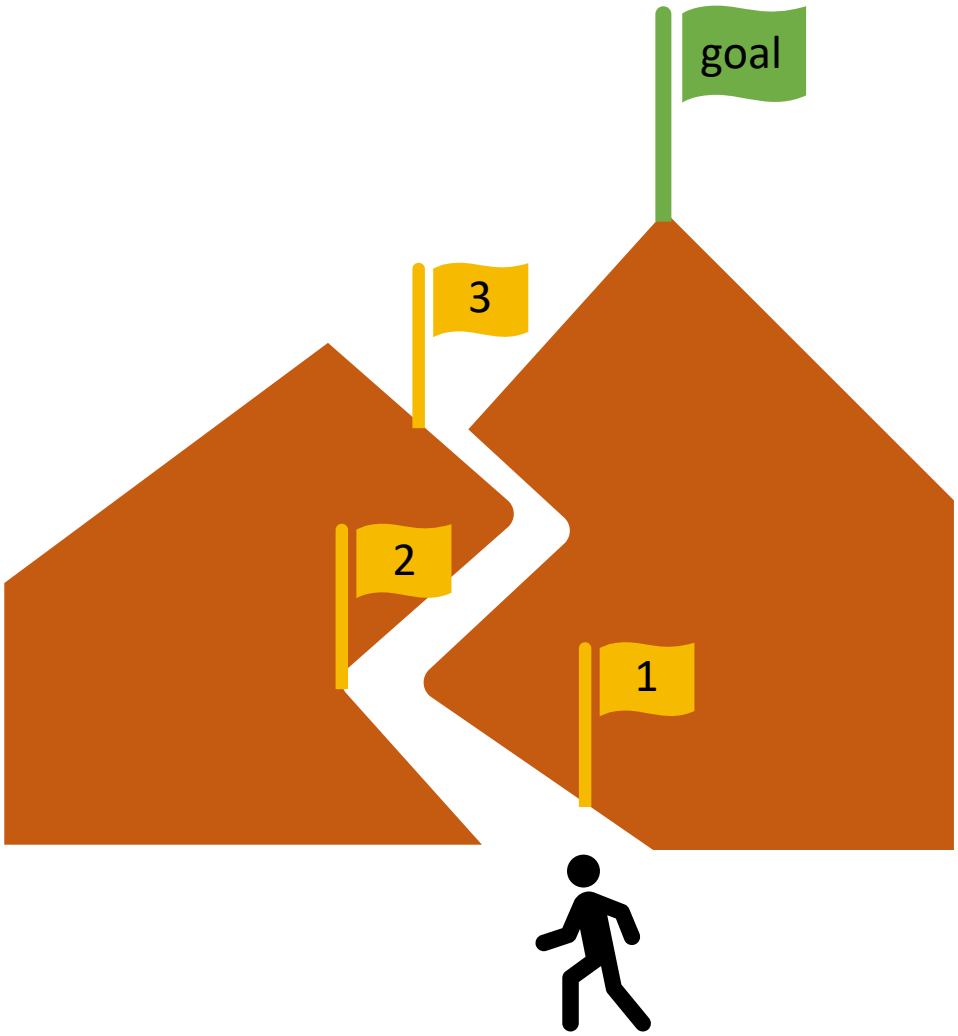
4

Studying: That is how I do it!

	When do I study? _____
	Where do I study? _____
	Who is helping? _____
	What is helpful? _____
	What can I do well? _____
	How do I learn? _____

_ _ · _ _ · _ _ _ _ ✓

My goals: How do I reach them?



5

What is my goal?

How do I reach it?

My goals: How do I learn reading and writing?

I am here.

start

I want to get there.

goal

at work		shopping		online		dealing with authorities		in town	
reading:	☺ 😐 ☹	reading:	☺ 😐 ☹	reading:	☺ 😐 ☹	reading:	☺ 😐 ☹	reading:	☺ 😐 ☹
writing:	☺ 😐 ☹	writing:	☺ 😐 ☹	writing:	☺ 😐 ☹	writing:	☺ 😐 ☹	writing:	☺ 😐 ☹
This is important for me:		This is important for me:		This is important for me:		This is important for me:		This is important for me:	

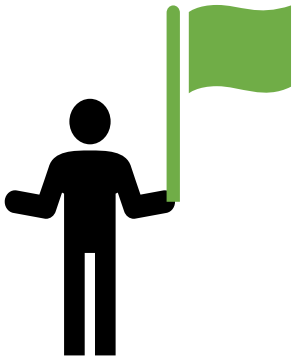
My goals:

Which goals do I have in mind?

goals	wishes

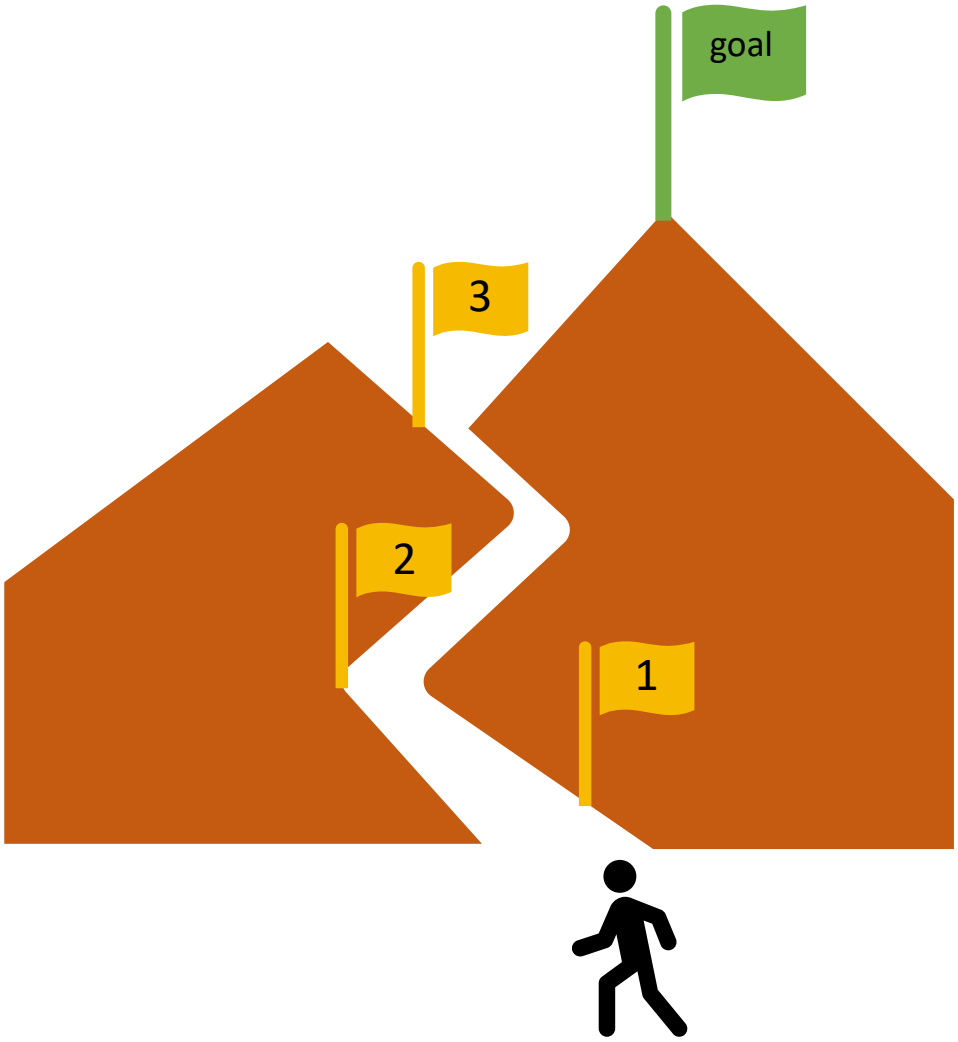
My goals: How can I assign them?

dream	impossible
my primary goal my ideal outcome	not realizable



5

me	other people
my attitude my position	my surroundings external factors



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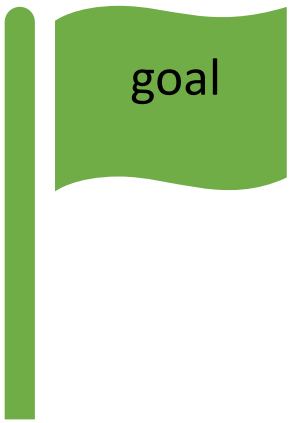


My goals:

What is my realistic goal?

_____

_____

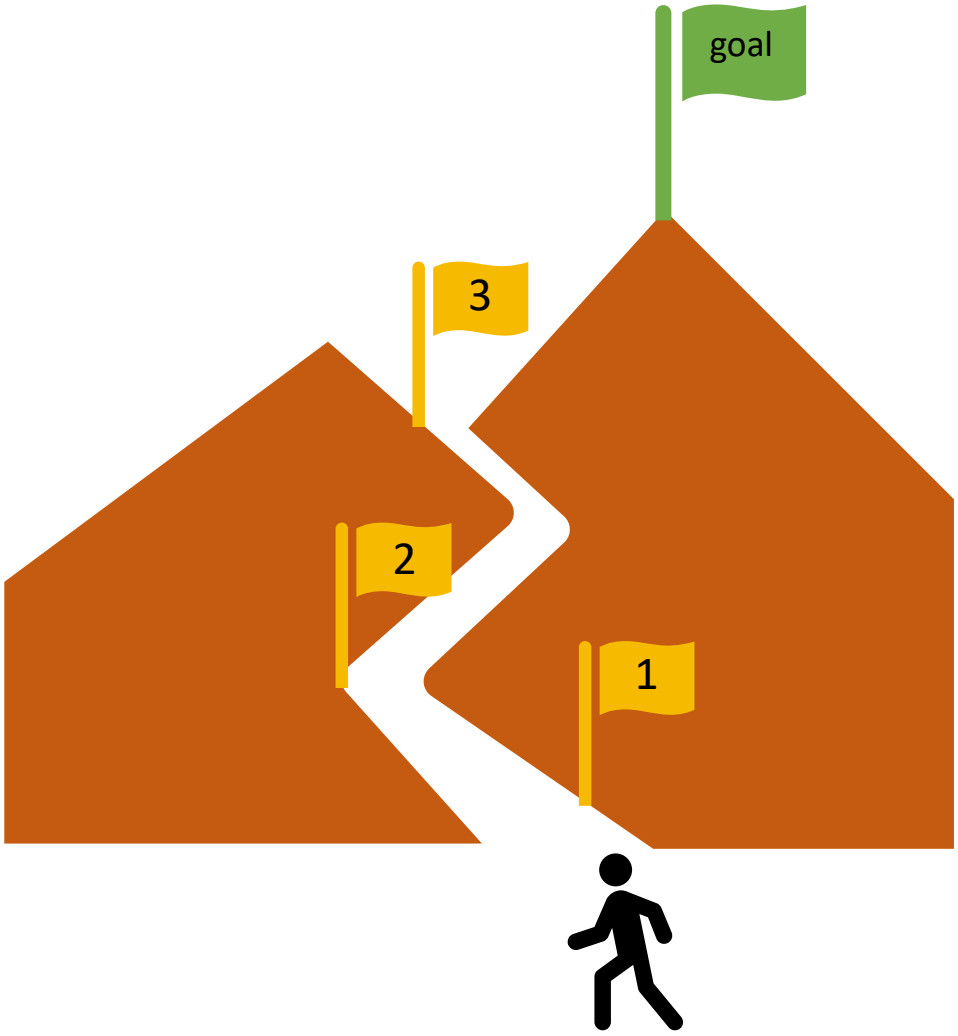
My goals: What is happening next?

I win…

5

I lose…

My goals: What are stages along the way?



5

goal	1	
goal	2	
goal	3	

My goals: Which steps do I have to take?

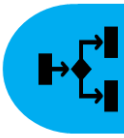
I am here

I want to get there

start

goal

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		



_ _ · _ _ · _ _ _ _ ✓

My path: How do I proceed?

step 1:

_ _ · _ _ · _ _ _ _

✓

step 2:

_ _ · _ _ · _ _ _ _

✓

step 3:

_ _ · _ _ · _ _ _ _

✓

_____

_ _ · _ _ · _ _ _ _ ✓

5

_ _ · _ _ · _ _ _ _ ✓

My goals:

What are sthe stepts towards my goal?

I am here. I want to get there.

start goal

partial goal:

1. step _____
2. step _____
3. step _____

partial goal:

1. step _____
2. step _____
3. step _____

5

partial goal:

1. step _____
2. step _____
3. step _____

partial goal:

1. step _____
2. step _____
3. step _____

My way: What are the problems?

goal	
What problems do I see?	
What do I do about it?	

5

Weekly rota: What do I learn this week? – Example

This is what it could look like.

date	What?	Togehter with?	How?	How long?	How was it?
__·__·____	writing	with the family	with a computer	10 min	
__·__·____	reading books	on my own		30 min	
__·__·____	taking a class	with others		3 hours	
__·__·____	reading words	with the children	While playing	1 hour	
__·__·____	reading notes	on my own	while shopping	1 hour	
__·__·____	writing letters	with my father		30 min	
__·__·____	repeating letters	on my own	with music	1 hour	

Weekly rota: What will I study this week?

my name _____

calendar week _____ till _____

date	what?	together with?	how?	how long?	how was it?
__·__·____					
__·__·____					
__·__·____					
__·__·____					
__·__·____					
__·__·____					
__·__·____					

6

Evaluation: How was the counselling?

my name: _____

name of counsellor: _____

What did I learn? What is useful in the future?

Of which value were the sessions to me?

Evaluation: How was the counselling?

ny name: _____

name of counsellor: _____

What was especially nice?

What did I struggle with?

Evaluation: How was the counselling?

my name: _____

name of counsellor: _____

What was in it for me?

Do I want to continue working on my goals in this way?

Feedback: How was the counselling?

I am content.

I have neutral feelings about this.

This has to improve.

elements of counselling		impression		
	The counsellor…			
	…was nice and friendly.			
	…was speaking slowly. I could comprehend everything.			
	…has helped me a lot.			
	…was talking a lot. I was not able to talk much.			
	The questions…			
	…where easy to understand.			
	…were problem related.			
	…could be answered by me.			

Feedback: How was the counselling?

I am content.

I have neutral feelings about this.

This has to improve.

elements of counselling		impression		
	The room…			
	…was quiet. We could talk in peace.			
	…was nice. I felt comfortable.			
	…was easy to find.			
	The dates…			
	…were discussed by the two of us.			
	…fitted my schedule.			
	…were nearby.			

Feedback: How was the counselling?

I am content.

I have neutral feelings about this.

This has to improve.

elements of counselling		impression		
	The conversations…			
	…have always been nice. I enjoyed coming.			
	…were all I ever wished for.			
	…were too long.			
	…were too short.			
	The solution…			
	…was found.			
	…was given by the counsellor.			
	…is sufficient. I am very happy.			

8

Feedback: How was the counselling?

☺ I am content.

😐 I have neutral feelings about this.

☹ This hast o improve.

elements of counselling	impression		
The counsellor…			
…was nice and friendly.	☺	😐	☹
… was speaking slowly. I could comprehend everything.	☺	😐	☹
… has helped me a lot.	☺	😐	☹
… was talking a lot. I wasn´t able to talk much.	☺	😐	☹
The questions…			
… were easy to understand.	☺	😐	☹
… were problem-related.	☺	😐	☹
… could be answered by me.	☺	😐	☹
The room…			
… was quiet. We could talk in peace.	☺	😐	☹
… was nice. I felt comfortable.	☺	😐	☹
… was easy to find.	☺	😐	☹
The dates…			
… were discussed by the two of us.	☺	😐	☹
… fitted my schedule.	☺	😐	☹
… were nearby.	☺	😐	☹
The conversations…			
… have always been nice. I enjoyed coming.	☺	😐	☹
… were all I ever wished for.	☺	😐	☹
… were too long.	☺	😐	☹
… were too short.	☺	😐	☹
The solution…			
… was found.	☺	😐	☹
… was given by the counsellor.	☺	😐	☹
…is sufficient. I am happy with it.	☺	😐	☹

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Nähere Informationen zum Projekt Alphalernberatung finden Sie auf den Projektseiten der Projektpartner:

- https://alphalernberatung-bielefeld.de/
- https://www.uni-muenster.de/Germanistik/alphalernberatung/

Nähere Informationen zur AlphaDekade des Bundes finden Sie unter:

- https://www.alphadekade.de/

AlphaDekade 2016 – 2026

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