**Adapting Resource Handbooks for L2 Learners’ University Orientation**

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**Procedure**

This project was a joint collaboration between Basic Speaking & Listening teaching staff and the program administrators.

***Phase One*** *– Gather Feedback*

* Students were taught a lesson using the existing orientation manual (see Figure 1). Feedback was gathered regarding relevancy of information, word- level difficulty, and readability.
* Students were taken on field trips to visit and collect information about:
  + the student center
  + the health center
  + the library
  + the recreation center
  + the police station
  + the transit center

***Phase Two-*** *Handbook Revisions*

* Subsequent revisions were made based on collaboration with Academic English coordinators, the basic curriculum supervisor, and the classroom teacher to recreate the campus resource orientation material to approximate the K2 word list level (see Figure 2).
* All words beyond the K2 level were scaffolded using:
  + Captions
  + Pictures
  + Diagrams
  + Definitions
* Handbooks were piloted with diverse groups of students.

**References**

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