

Scéalta Chiarraí

Adult Literacy
Pilot Programme
October 2025

INFORMATION PACK



Project Co-Ordinator:
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Kerry Writers' Museum

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Scéalta Chiarraí About the Project



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About Scéalta Chiarraí

Scéalta Chiarraí is a 12-week adult literacy pilot programme at Kerry Writers' Museum, supported by Kerry ETB and NEWKD. The programme uses storytelling, creative writing, illustration, and digital tools to help adults build literacy skills in a fun, supportive, and cultural setting.

Programme details:

-  Dates: 1 October – 17 December 2025.
-  Time: Wednesday, 11am – 1pm.
-  Venue: Kerry Writers' Museum, Listowel.

By the end of the programme, participants will:

- Build confidence in reading, writing, speaking, and digital skills.
- Learn through storytelling, art, and local history.
- Share their work in a public showcase at the Museum.
- Meet new people and enjoy learning together in a safe space.

This project is supported by the Collaboration and Innovation Fund as part of the Adult Literacy for Life strategy. Adult Literacy is co-funded by the Government of Ireland and the European Union.



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Scéalta Chiarraí Programme Objectives



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Programme Objectives

- Support adults to improve reading, writing, and confidence.
- Use storytelling and creativity to make literacy fun and engaging.
- Encourage group learning and peer support.
- Connect literacy with Kerry's culture and history.
- Provide digital and media literacy skills.

Outcomes for Learners

By taking part, learners will:

- Improve writing skills.
-
- Gain confidence speaking in groups.
-
- Use digital tools for stories.
-
- Build personal expression.
-
- Strengthen reading and understanding.
-
- Connect with community and culture.



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Scéalta Chiarraí

Weekly Session Outline



Weeks 1–4: Building Confidence & Foundational Literacy

Week 1 – Welcome & Storytelling Basics.

Week 2 – Exploring Personal & Community Stories.

Week 3 – Developing Descriptive Writing & Observational Skills.

Week 4 – Storytelling through Objects.

Weeks 5–8: Expanding Writing & Digital Expression

Week 5 – Writing with Emotion & Dialogue.

Week 6 – Writing for an Audience (letters, blogs, reviews).

Week 7 – Digital & Visual Storytelling (writing to video & illustration).

Week 8 – Public Speaking & Performance.

Weeks 9–12: Creating & Sharing Learner Work

Week 9 – Editing & Polishing Writing.

Week 10 – Publishing & Sharing Work Digitally.

Week 11 – Preparing for a Museum Showcase Event.

Week 12 – Celebration & Public Showcase.

Sessions may be adapted depending on learner needs.



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Scéalta Chiarraí Roles & Responsibilities



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Project Co-ordinator (Louise Lynch)

- Organises programme, paperwork, and reports.
- Keeps contact with Museum, ETB, and NEWKD.
- Provides facilitators with materials and admin support.
- Collects and stores paperwork securely (GDPR).
- Ensures programme runs smoothly.

Facilitators (Marian Relihan, Godfrey Coppinger, Sonia Elston)

- Deliver weekly workshops.
- Plan and adapt sessions to learner needs.
- Support learners with paperwork in class.
- Give feedback and observations.
- Create a safe and welcoming space.

Working Together

- Shared goal: To support learners in a respectful and engaging way.
- Co-ordinator: Creates the structure.
- Facilitators: Bring learning to life.
- Together: We adapt, support, and celebrate learners' progress.



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Scéalta Chiarraí Workshop Paperwork



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Workshop Paperwork

The following documents will be provided to support the programme:

- Participant Registration Form.
- Attendance Sheet.
- Group Agreement (Ground Rules).
- Consent Forms.
- Evaluation Forms (at the end of the programme).
- Project Summary for participants.



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Scéalta Chiarraí

Participant Registration Form



Participant Registration

Please fill in the details below. Ask for help if you need it.

Your name: _____

Phone number: _____

Email (if you have one): _____

Emergency contact name: _____

Emergency contact phone: _____

Preferred contact
(phone/text/email/WhatsApp) _____

Do you have any health needs we should know about?
(For example: allergies, mobility needs)



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Scéalta Chiarraí Attendance Sheet



Scealta Chiarrai Attendance Sheet

SEANCHAÍ
Kerry Writers'
MUSEUM

NO	NAME	1	2	3	4	5	6	7	8	9	10	11	12
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													



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Scéalta Chiarraí

Group Agreement (1 of 2)



This is our shared promise for working together. It helps make the workshops safe, friendly, and fun for everyone.

Respect each other

- Listen when someone is speaking.
- Everyone's ideas matter.

Use clear words

- Keep language simple.
- Ask if something is hard to understand.

Support each other

- Encourage, don't criticise.
- Be patient with different learning styles.

Take part

- Join in at your own pace.
- Share only if you feel comfortable.
- Take a break if you need to.

Keep it private

- What is said in the room, stays in the room.
- Respect personal stories.

Be on time

- Arrive promptly.
- Let someone know if you cannot attend.

Enjoy the process

- Celebrate all progress, big or small.
- Have fun learning together.



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Scéalta Chiarraí Group Agreement (2 of 2)



Signed by everyone in the group on Day 1

Participants:

1	-----
2	-----
3	-----
4	-----
5	-----
6	-----
7	-----
8	-----
9	-----
10	-----
11	-----
12	-----

Facilitators & Project Co-Ordinator

1	-----
2	-----
3	-----
4	-----



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Scéalta Chiarraí Consent Form – GDPR



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Scéalta Chiarraí – Consent Form

I understand that:

- This programme is part of an Adult Literacy Pilot Project.
- I can choose how much I want to take part in activities.
- I can leave the programme at any time.
- My personal information will be kept private.
- Photos or recordings will only be taken if I give extra permission.
- You can ask to see or remove your information at any time.

I agree to take part in the Scéalta Chiarraí programme.

Your Details



Your Name: _____



Signature: _____



Date: _____



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Consent Form – Photos & Videos



Scéalta Chiarraí Photo & Video Consent Form

We may take photos or videos during the Scéalta Chiarraí project. These may be used by:

- Kerry Writers' Museum 
- Kerry ETB 
- NEWKD 

They may appear in:

-  Reports
-  Websites & social media
-  Local news

You can still take part in the project if you say no.

Do you agree?

- ☐  YES – I agree to photos/videos of me being used
- ☐  NO – I do not want photos/videos of me being used

Your Details

 Your Name: _____

 Signature: _____

 Date: _____



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Scéalta Chiarraí Evaluation Form (1 of 2)



Scéalta Chiarraí – End of Course Feedback

We would like to know what you think about the Scéalta Chiarraí Adult Literacy Pilot Programme.

This will help us improve and plan for the future.

1. How do you feel about the programme overall?

- 😊 Very good
- 🙂 Good
- 😐 Okay
- 😞 Not so good

2. What did you enjoy most?

- ✍️ Writing my own stories.
 - 🎨 Drawing/illustration.
 - 🎤 Sharing stories with others.
 - 📱 Using digital tools.
 - 🏛️ Museum visits and objects.
 - 👥 Meeting people and working together.
- (Please tick all that apply)..

3. Was there anything you found difficult?





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Scéalta Chiarraí Evaluation Form (2 of 2)



4. Did the programme help you with:

- Reading 📖 ☐ Yes ☐ A little ☐ Not sure ☐ No
- Writing ✍️ ☐ Yes ☐ A little ☐ Not sure ☐ No
- Confidence 💪 ☐ Yes ☐ A little ☐ Not sure ☐ No
- Digital skills 💻 ☐ Yes ☐ A little ☐ Not sure ☐ No
- Speaking in groups 🗣️ ☐ Yes ☐ A little ☐ Not sure ☐ No

5. What would you change or add to make the programme better?



6. Would you recommend this programme to others?

- ☒ Yes
☐ No
☐ Not sure

7. Any other comments?



Thank you for taking part and sharing your views! 🙏

This form is confidential. Your answers will only be used by Kerry Writers' Museum, Kerry ETB, and NEWKD to improve the programme and report on its impact.



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Scéalta Chiarraí Project Summary (1 of 2)



Welcome

You are very welcome to Scéalta Chiarraí. Over the next 12 weeks we will:
Build confidence in reading, writing and sharing stories.

- Enjoy learning together in a friendly space.
- Use the museum's stories and objects for inspiration.
- Try new ways of creating, including writing, art and digital tools.

At the end, we will celebrate your work with a small showcase here in the museum.

When and Where

Day: Every Wednesday..

Time: 11.00 am – 1.00 pm.

Place: Kerry Writers' Museum.

We will have a short tea/coffee break each week.

What to Expect

Each session will include:

- A short activity in the museum.
- A writing or creative exercise.
- Time to share ideas in a group.
- A digital activity (such as using a laptop or phone).



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Scéalta Chiarraí Project Summary (2 of 2)



Weekly Themes

- Weeks 1–4: Telling stories and building confidence.
- Weeks 5–8: Writing and digital storytelling.
- Weeks 9–12: Preparing, sharing and celebrating your work.

Housekeeping

- Toilets are located on the ground floor, down the steps and straight ahead.
- Phones on silent if possible.
- **Join in as much or as little as you like.**
- This is a safe space. What is shared here stays here.



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Workshop Paperwork

The following documents will be provided to support the programme:

- Participant Information Summary.
- Project Timeline & Key Dates.
- NALA Plain English Guidelines & Writing & Design Checklist.
- Contact Sheet

Facilitators will help participants fill in forms in class. Louise, the Co-ordinator, will keep them safe.



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Participant Information Summary



Confidential – for facilitators. This sheet gives a quick overview of participants. Please use it to sessions and support learners.

NO	PARTICIPANT NAME	LITERACY LEVEL (BEGINNER / INTERMEDIATE / ADVANCED)	WORKSHOP EXPERIENCE	NOTES (INTERESTS, SUPPORT NEEDS)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				



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Project Timeline & Key Dates



WEEK NO	DATE	MARIAN RELIHAN	SONIA ELSTON	GODFREY COPPINGER
1	Wednesday 1 st October			
2	Wednesday 8th October			
3	Wednesday 15th October			
4	Wednesday 22nd October			
5	Wednesday 29th October			
6	Wednesday 5th November			
7	Wednesday 12th November			
8	Wednesday 19th November			
9	Wednesday 26th November			
10	Wednesday 3rd December			
11	Wednesday 10th December			
12	Wednesday 17th December			



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Scéalta Chiarraí NALA Guidelines



Plain English guidelines at a glance

Think of the person reading your information.

Make it clear whom you are writing to or about by using 'I', 'we' and 'you' where you can.

Be direct and use the active voice most of the time.

Try to put the person, group or thing doing the action at the start of the sentence as much as possible. For example, say, "We will decide on your application soon" instead of "A decision on your application will be made soon".

Avoid unnecessary jargon.

Aim to replace technical terms with their plainer alternatives. If you cannot do this, at least define the terms plainly.

Define unfamiliar abbreviations and acronyms.

As with technical terms, try to keep these to a minimum. If you even suspect they might not be familiar to your reader, spell them out.

Avoid Latin and French expressions.

Since people can confuse e.g., i.e. and etc., try to use the full, English equivalents 'for example', 'that is' and 'and so on' – or try rewriting your sentence. Similarly, use the English equivalent of phrases such as 'in lieu' and 'inter alia' to avoid confusion.

Have an average of 15 to 20 words in each sentence.

Keep sentences manageable. It is acceptable to mix longer, well-punctuated, sentences with shorter, snappier ones for variety.

Remove unnecessary words and phrases.

Only use as many words as you need to get your message across clearly. For example, use 'before' instead of 'in advance of', 'because' instead of 'owing to the fact that' and 'if' instead of 'in the event that'.



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NALA Guidelines



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Avoid using nouns made from verbs (nominalisations).

Try to make actions concrete. For example, use 'consider' instead of 'consideration', 'establish' instead of 'establishment' and 'discuss' instead of 'discussion'.

Be consistent with terms.

To avoid confusing your reader, use the same term for the same concept or thing throughout your document. For example, if you call something a standard, avoid later calling it a benchmark, a guideline or a norm.

Break up dense text.

Aim to use informative sub-headings, question-and-answer formats and bulleted lists to break up text and help your reader find their way through your document.

Use any colour and images appropriately.

If you use colour, make sure it's easy on the eye and has a clear purpose. If using images and charts, make sure they genuinely help explain the text. Most importantly, avoid busy background images, which can be distracting.

Use space to help your text stand out.

Use 1.5 line spacing so the eye can easily move from one line to the next. Align your text to the left to avoid large gaps between words, which can happen when text is justified.

Use a clear, readable font.

Use a clear, unfussy, font such as Arial, Verdana or Tahoma and aim for 12 point as standard. Try not to have more than three distinct fonts in a document.

Emphasise text carefully.

Only use **bold** to emphasise text. Keep capital letters to a minimum to avoid SHOUTING AT YOUR READER! Avoid underlining and putting phrases in italics, as these types of formatting tend to make text harder to read.

Visit nala.ie/plain-english more tips and information on the National Adult Literacy Agency (NALA) plain English editing and training services.

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NALA Guidelines



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Writing and design checklist

This checklist offers a quick way for you to review a letter, leaflet, booklet, short report or text on a website page to see if it uses **plain English** and is easy to follow. Not all questions will apply to every document but try to answer 'yes' as much as possible to the questions that do apply.

Language, punctuation and grammar

	Yes	No
1. Does the document use 'you' and 'we', where possible?	☐	☐
2. Does it use the active voice most of the time?	☐	☐
3. Does it keep technical terms and abbreviations to a minimum?	☐	☐
4. Does it define any necessary terms and abbreviations clearly?	☐	☐
5. Does it keep 'corporate jargon' to a minimum?	☐	☐
6. Does it avoid Latin and French phrases and Latin abbreviations?	☐	☐
7. Does it use the same term for the same concept throughout?	☐	☐
8. Does it have an average of 15 to 20 words in each sentence?	☐	☐
9. Does it use the simplest verb tense possible?	☐	☐
10. Does it avoid abstract nouns where possible?	☐	☐
11. Does it use correct punctuation?	☐	☐
12. Do nouns and verbs agree (singular noun with singular verb, for example)?	☐	☐

Structure

13. Does it organise information according to the reader's needs and interests?	☐	☐
14. Does it use informative headings or questions to break up text?	☐	☐
15. Does it include a natural flow from one point to the next?	☐	☐
16. Are paragraphs relatively short?	☐	☐
17. Does it use bullet point lists for detailed or complicated information?	☐	☐

Page design

18. Does it avoid underlining, groups of italics and unnecessary capital letters?	☐	☐
19. Is text in a readable typeface (font), aligned to the left and 1.5 spaced?	☐	☐
20. Are images, charts or blocks of colour, if any, clear and relevant to the text?	☐	☐

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Contact Information



For further information about the Scéalta Chiarraí Adult Literacy Pilot Programme, with Kerry Writers' Museum and in partnership with Kerry ETB & NEWKD, contact:

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