**MEMORANDUM**

To: AIDB Employees

From: Dana Gilbert, Sign Communication Coordinator

Date: January 7, 2022

RE: Winter/Spring 2022 AIDB ASL Class Schedule

Happy New Year everyone! I am sending you this memo to inform you about the American Sign Language (ASL) classes. I will be teaching ASL starting Monday, January 10 – Friday, May 20, 2022. Please note that some classes will be virtual and some in-person classes. All classes are open to the employees to take and complete the units for ASL 1, 2, 3 (Classifiers), and Review. I will be using the **ASL at Work** book/DVD and some supplements from the other ASL books/DVDs. It is recommended that you buy the **ASL at Work book/DVD** for more practice in and outside the virtual/in-person class. Let me know which class/time you are interested in, I will send you a Zoom link/put your name on the class list. One class has been reserved in-person for blind employees who are interested in ASL. Please contact me for more details.

Although these classes are not a requirement, they are being offered for your benefit. By attending a class once a week, you will learn more basic ASL communication, understand our Deaf Culture, play sign language games, and scenarios. You can borrow DVDs, videotapes, and books from my office. In addition, I will have ***Silent Lunch*** on Fridays starting Friday, January 14th via Zoom from 11:45-12:45 PM. We can eat lunch and have fun practicing signing in ASL. You are welcome to join anytime during the Silent Lunch. Let me know if you are interested.

If you have any questions, you can contact me at (256) 474-0670 (Videophone/Relay), (256) 493-0376 (Text), or e-mail me at [gilbert.dana@aidb.org](mailto:gilbert.dana@aidb.org). I look forward to teaching and helping you learn ASL. I hope to see you in class and *Silent Lunch* soon! ☺

Attachment