

USING YOUR MICROWAVE OVEN

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AGENT GUIDE

Purpose

The purpose of this course is to explain basic microwave oven operation. It will help consumers who have recently acquired microwave ovens and encourage extensive, yet practical, use of this appliance.

Audience

This course is designed for those who are at the beginning level of microwave cooking -- or novices. Please stress this in your publicity for the series to avoid disappointing individuals who are too advanced for the information.

Components of the Course

There are six lessons in this series: 1) Microwave Basics, 356-060; 2) Microwave Techniques, 356-061; 3) Microwaving Vegetables and Fruits, 356-062; 4) Microwaving Meats, Poultry, and Fish, 356-063; 5) Microwaving Eggs, Milk, and Cheese; Sauces and Casseroles; Breads and Cereals, 356-064; and 6) Microwave Oven Management, 356-065.

One of the changes in the lessons has been the incorporation of the "Fact Sheet on Adapting Conventional Recipes to Microwave Cooking" into Lesson 6.

Mechanics of Distribution

This course has been designed for mail distribution over a six-week period. You should send the lessons to participants in consecutive order, one per week. Unlike some learn-by-mail courses, this series does not include any worksheets which must be mailed back to you before the next lesson can be sent out. Each lesson simply ends with questions for self-review.

Individualized instruction such as learn-by-mail courses offer participants the opportunity to study at their own rate and time at home. A disadvantage of this method of teaching is the lack of opportunity to ask the instructor questions. To compensate for this disadvantage, a tear-out sheet has been included in the first lesson which participants can use to ask questions unanswered by the series. Participants should mail this sheet back to you at the conclusion of the series if they take advantage of this feature. When participants have questions, please respond with a phone call or letter. I'll be glad to help you answer any question you can't handle.

A cover letter explaining the mechanics of the series should be sent with the first lesson. A suggested letter is enclosed. However, you should feel free to adapt it to your situation. You will need to use your enclosure slip and/or cover letter for the remaining lessons to comply with the penalty mail regulations.

Each lesson is a self-mailer so that no envelope is needed. Be sure to include the cover letter and/or enclosure slip in such a way as to retain the self-mailing feature. Each lesson should be folded to $8\frac{1}{2}$ X $5\frac{1}{2}$ inch size before being mailed. Mail which is $8\frac{1}{2}$ X 11 inches exceeds the usual first class postage rate. There is a surcharge for such mail; not paying this surcharge results in participants receiving postage-due mail.

Note: The flyer and the evaluation form have been designed with space for you to add your name and address with a stamp. Please take advantage of this space so that participants return the evaluation forms to the proper place.

Signing Up Participants

In developing a mailing list for this course, please make a note of the address and telephone number of interested participants. You will want to keep your mailing list on file as part of your "All Reasonable Efforts" records.

You may want to consider using some volunteers to help answer the phones during the process of signing up participants.

You will need to decide how many participants your office can manage. If you decide to establish a maximum number of persons to be enrolled, be sure to make this clear in your publicity. Likewise if you establish a deadline for enrolling, make this clear in your publicity.

In the first year of the course, many units were surprised with the popularity of the course.

Evaluation

Following the distribution of this course, participants should be sent the Evaluation Form, 356-066. Please send a cover letter with this form. A suggested letter is enclosed.

Plan to send the form the week after you send Lesson 6 to allow participants a chance to study the final lesson. Consider establishing a realistic deadline for participants to return the forms to you. This will help maximize the returns.

Please number the evaluation forms before you send them out. The first three numbers in the ID number should be your Extension unit three-digit number. The last two or three numbers should be the ID numbers for the participants (known only to you). One way to establish the participants' numbers is to number the persons on the mailing list. The advantage of pre-numbering the evaluation forms is to be able to contact the persons who have not returned the evaluation forms without bothering the persons who have returned the forms.

Note: If you have 500 or more enrolled in the course, you need only send evaluation forms to 75% of the participants. Please contact the specialist for details.

If you add any information to the evaluation form, please remember that a participant's signature should be an optional matter since we are asking him/her to indicate his/her race, sex and other personal information.

Please send the completed evaluation forms to the specialist when you have completed the evaluation process.

Publicity

To help you in publicizing this learn-by-mail course, a suggested flyer, 356-059, and news release are enclosed. You may order copies of the flyer from the Distribution Center. Be sure that you promote this course in such a way that all consumers including minority persons are made aware of its availability.

Specialist Contact

The specialist to contact about this course is:

Janice Woodard, Extension Specialist, Home Management and Equipment
230 Wallace Hall
Virginia Tech
Blacksburg, VA 24061
Telephone: 230-4789 (Scats)

SUMMARY

What you will need to order:

1 per participant:

6 lessons--356-060, 356-061, 356-062, 356-063, 356-064 and 356-065

1 evaluation form - 356-066

As many copies as needed for promotion:

Flyer-- 356-059

VIRGINIA COOPERATIVE EXTENSION SERVICE

**VIRGINIA
TECH**

**VIRGINIA
STATE**

Dear Microwave Owner:

I am pleased to have you enrolled in the learn-by-mail course, Using Your Microwave Oven. The purpose of this course is to help you interpret microwave cooking instructions and to guide you in some hands-on experiences with your own model of microwave oven. The six lessons in the course are:

Microwave Basics
Microwave Techniques
Microwaving Vegetables and Fruits
Microwaving Meats, Poultry, and Fish
Microwaving Eggs, Milk, and Cheese; Sauces and Casseroles; Breads
and Cereals
Microwave Oven Management

You will receive one lesson per week for six weeks.

Included in the first lesson is a tear-out sheet which you may use to ask questions which are unanswered in the lessons.

After you complete the lesson series, you will receive an evaluation to help us learn whether the series was useful to you.

Sincerely,

Extension Agent

SUGGESTED COVER LETTER FOR LESSON 1

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An Educational Service of the Virginia Polytechnic Institute and State University and Virginia State University.
Virginia's Land-Grant Institutions, with U.S. Department of Agriculture and Local Governments Cooperating.

VIRGINIA COOPERATIVE EXTENSION SERVICE

**VIRGINIA
TECH**

**VIRGINIA
STATE**

Blacksburg, Virginia 24061

Dear Microwave Oven Owner:

Now that you have completed the Microwave Oven Learn-by-Mail Course, we would like to know how useful the course was for you. Your feedback is an essential component of providing meaningful Extension programs.

Please return the survey form to my office by _____.
(date)

Sincerely,

Extension Agent

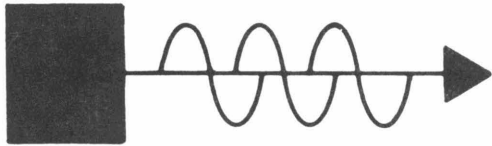
SUGGESTED COVER LETTER FOR THE EVALUATION FORM

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An Educational Service of the Virginia Polytechnic Institute and State University and Virginia State University, Virginia's Land-Grant Institutions, with U.S. Department of Agriculture and Local Governments Cooperating.

Virginia Cooperative Extension Service

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USING YOUR MICROWAVE OVEN

by

Janice Woodard

Extension Specialist, Home Management and Equipment, Virginia Tech

is

a learn-by-mail series to help you successfully launch your cooking experiences with the microwave oven. The series is designed for the novice microwave cook.

Lesson topics include:

- ... Microwave Basics
- ... Microwave Techniques
- ... Microwaving Vegetables and Fruits
- ... Microwaving Meats, Poultry, and Fish
- ... Microwaving Eggs, Milk and Cheese; Sauces and Casseroles; Breads and Cereals
- ... Microwave Oven Management

The lessons will help you interpret microwave cooking instructions and guide you in some hands-on-experiences with your own model of microwave oven. The lessons are available at no cost to you.

For more information and/or to sign up for the series contact:

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Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, and September 30, 1977, in cooperation with the U.S. Department of Agriculture. Mitchell R. Geasler, Director, Virginia Cooperative Extension Service, and Vice Provost for Extension, Virginia Polytechnic Institute and State University, Blacksburg, Virginia 24061; Clinton V. Turner, Administrator, 1890 Extension Program, Virginia State University, Petersburg, Virginia 23803

Cooperative Extension Service Offers Correspondence Course
on Use of the Microwave Oven

Making instant coffee, baking potatoes, heating soup, and warming leftovers! If this is the extent of your microwave cooking skill, you may be interested in the new learn-by-mail course on "Using the Microwave Oven" available from the Cooperative Extension Service in _____

(Unit)

This course is designed for the novice microwave cook who wants to be able to take greater advantage of the microwave oven. The lessons will help users interpret microwave cooking instructions and have some hands-on experiences with their own model of microwave oven. The lessons are available at no cost to participants.

The course consists of six lessons on the topics of: 1) Microwave Basics; 2) Microwave Techniques; 3) Microwaving Vegetables and Fruits; 4) Microwaving Meats, Poultry, and Fish; 5) Microwaving Eggs, Milk, and Cheese; Sauces and Casseroles; Breads and Cereals; and 6) Microwave Oven Management. The lessons were written by Janice Woodard, Extension Specialist, Home Management and Equipment assisted by JoAnne Barton, Extension Specialist, Foods and Nutrition. Both specialists are located at Virginia Tech.

The lessons will be mailed to participants over a six-week period. This will give participants time to study each lesson and practice the learning activities before the arrival of the next lesson. The lessons will help to supplement any demonstrations or cooking schools which participants have attended.

If you are interested in receiving this learn-by-mail series, or would like further information, please contact the _____ Extension Office at _____. Virginia Cooperative Extension Service programs, activities and employment opportunities are available to all people regardless of race, color, religion, sex, age, national origin, handicap, or political affiliation. An equal opportunity/affirmative action employer.

SUGGESTED NEWS RELEASE