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ABSTRACT

This booklet describes educational materials (developed by special projects funded under Section 309 of the Adult Education Act) which may be especially useful to adult education programs that are being developed around Adult Performance Level objectives. The products listed may be utilized or adapted by teachers without requiring special training and are free or of minimal cost to adult education programs. Some of the product titles are "Career Decision-Making Guide," "Occupationally Related Instructional Packets," and "Learning Activity Packages" which cover the areas of community resources, consumer education, government and law, health and safety, occupational information, and transportation. (MKM)

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ADULT PERFORMANCE LEVEL RELATED
EDUCATIONAL PRODUCTS DEVELOPED
BY SECTION 309 SPECIAL PROJECTS

DIVISION OF ADULT EDUCATION
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION
U. S. OFFICE OF EDUCATION

OCTOBER 1975

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INTRODUCTION

The purpose of this booklet is to describe educational products developed by special projects funded under Section 309 of the Adult Education Act which may prove especially useful to adult education programs that are being developed around Adult Performance Level objectives.

The projects identified have developed materials that are readily available, that may be utilized or adapted without requiring special training, and that are free or of minimal cost to adult education programs.

Another project was funded to develop a system of instruction that may be useful to APL related efforts. The Life Skills Program developed by Dr. Winthrop Adkins of Teachers College, Columbia University, includes complete sets of instructional materials in Career Education and Employability Skills and a training workshop for instructors. For further information contact:

Dr. Winthrop Adkins
Teachers College
Columbia University
Division of Health Services, Science and Education
525 West 120th Street
New York, New York 10027
Phone: (212) 678-3181

PRODUCT:

Career Decision-Making Guide was developed to help adults make realistic career decisions based on their personal value systems. The guide contains a career decision-making chart, counseling techniques, annotated bibliography on occupational materials and a list of tests. 57 pages.

DISSEMINATOR:

Dr. James Mason
Adult Learning Center
2627 Hall Avenue, N. W.
Huntsville, Alabama 35805
Phone: (205) 536-5328 or 534-7639

POTENTIAL USERS:

Designed for use by Adult Basic Education teachers.

AVAILABILITY:

A limited number of copies are available free. Other copies are available at cost (approximately \$2.00 per copy, depending on demand).

PRODUCT:

Occupationally Related Instructional Packets are materials developed to meet occupational information needs of municipal government, health service, construction and manufacturing employees. General occupational areas are also covered. Subject areas include measurement, equipment, safety and forms, charts, graphs and labels related to specific jobs. Developed by the Bureau of Adult and Continuing Education, packets also include techniques needed to develop additional teaching materials which relate to jobs in the user's own community.

DISSEMINATORS:

Mrs. LaVerne Knotts
Louisiana Department of Education
P.O. Box 44064, Capitol Station
Baton Rouge, Louisiana 70804
Phone: (504) 389-5806

or

Mr. Robert Arceneaux
Vocational School
P.O. Box 2158
Lafayette, Louisiana 70501
Phone: (318) 232-3849

POTENTIAL USERS:

ABE teachers can use the packets to relate education programs to academic skills of employed participants. Supervisors can use them to assist in the development of programs in cooperation with local business and industry.

AVAILABILITY:

Packets will be available at no charge in early December, 1975.

PRODUCT:

Project ERA/COPE Learning Activity Packages are learning modules developed around APL objectives from all Knowledge Areas. Each of the packages includes a listing of general and specific objectives, a teaching strategy, materials identification and evaluation indicators. Stories, dialogues, vocabulary and computational exercises (if applicable), comprehension and grammatical exercises, games or puzzles make up the instructional component of the packages. Packages average 20-30 pages each.

DISSEMINATOR:

Dr. Mary Mulvey
Providence Adult Education
Providence School Department
396 Smith Street
Providence, Rhode Island 02908
Phone: (401) 272-4900

POTENTIAL USERS:

Designed for use by Adult Basic Education and ESL teachers.

AVAILABILITY:

Packages are available for \$.50 per copy (stapled) and \$1.00 per copy (bound). Orders of 60 packages or more are \$.40 per copy (stapled) and \$.80 per copy (bound). See attached listings and order form.

LEARNING ACTIVITY PACKAGES: APPROXIMATE LEVELS

ESL 1 (BEGINNER)

The Adult Learning Center
 Banking Your Money
 Clothing: Identifying Articles
 Coughs and Colds
 Dentist
 Drugstore
 Electrical Appliances
 Fire Department
 Foods and Household Items
 Kitchen Know-How
 Money, Money
 Parts of the Body
 Police Department, Your
 Rooms and Furniture
 Safety in the Home
 Signs of the Times
 Tools
 Weather

ESL 2 (INTERMEDIATE)

Airport
 Buying Used Furniture
 Carpentry
 Finding a Job
 First Aid
 Fixing Your Car
 Go By Bus
 Holidays
 Housing
 Immunization
 Keeping Clothes Clean
 Outside an Apartment
 Painting
 Post Office
 Restaurants
 Saving Energy in Your Home
 Saving Gasoline
 Small Claims Court
 Social Security
 Telephone
 Understanding Your Paycheck
 Your Yearly Checkup

ESL 3 (ADVANCED)

A Balanced Meal
 Buying a Car
 Buying by Mail
 Car Insurance
 Comparative Shopping
 Electronics
 Entertainment
 Food Stamps
 Getting around Your City
 Getting Your Citizenship
 Getting Your Driver's License
 Health Insurance
 Heart Attack
 How To Use the Library
 How To Vote
 It's Sew Easy
 Personal Hygiene
 Providence Health Centers
 Public School System
 Reading Your Newspaper
 Simple Plumbing Repairs
 Smoking
 Understanding Your Utility Bills
 Unions
 Your 1040A Form

ABE/HSE (some also listed under ESL)

Banking Your Money
 Food Stamps
 Getting Your Driver's License
 Health Security Program
 Heart Attack
 How To Use the Dictionary
 How To Use the Library
 Planning Your Career
 Providence Health Centers
 Public School Department
 Reading Your Newspaper
 Recreation Areas
 Saving Energy in Your Home
 Saving Gasoline
 Smoking
 Understanding Your Paycheck
 Understanding Your Utility Bills
 Unions
 Writing a Will

NOTE: All materials may be easily adapted to the levels of ESL or ABE students involved.

ALPHABETICAL LISTING OF LEARNING ACTIVITY PACKAGES BY AREA (OCT. 1975)

PROVIDENCE ADULT EDUCATION * 396 SMITH STREET * PROVIDENCE, R.I. 02908
DR. MARY C. MULVEY, SUPERVISOR

COMMUNITY RESOURCES

ADULT LEARNING CENTER.....	50
ENTERTAINMENT.....	55
FIRE DEPARTMENT, YOUR.....	56
HOLIDAYS.....	52
HOW TO USE THE DICTIONARY.....	70
HOW TO USE THE LIBRARY.....	51
PUBLIC SCHOOL SYSTEM.....	58
READING YOUR NEWSPAPER.....	57
RECREATION AREAS.....	59
RESTAURANT, THE.....	49
TELEPHONE, THE.....	53
WEATHER.....	54

CONSUMER EDUCATION

NO.

BANKING YOUR MONEY.....	37
BUYING A CAR.....	38
BUYING BY MAIL.....	46
BUYING USED FURNITURE AND APPLIANCES.....	39
CLOTHING: IDENTIFYING ARTICLES.....	41
COMPARATIVE SHOPPING.....	33
ELECTRICAL APPLIANCES.....	43
FOODS AND HOUSEHOLD ITEMS.....	32
KEEPING CLOTHES CLEAN.....	42
KITCHEN KNOW-HOW.....	40
MONEY, MONEY.....	34
OUTSIDE AN APARTMENT.....	35
ROOMS AND FURNITURE.....	36
SAVING ENERGY IN YOUR HOME.....	48
SIMPLE PLUMBING REPAIRS.....	44
UNDERSTANDING YOUR UTILITY BILLS.....	47

GOVERNMENT AND LAW

NO.

FOOD STAMPS.....	23
GETTING YOUR CITIZENSHIP.....	30
HOUSING.....	26
HOW TO VOTE.....	31
POLICE DEPARTMENT, YOUR.....	24
POST OFFICE, THE.....	25
SMALL CLAIMS COURT.....	29
SOCIAL SECURITY.....	27
WRITING A WILL.....	72
YOUR 1040A FORM.....	28

HEALTH AND SAFETY

A BALANCED MEAL.....	19
COUGHS AND COLDS.....	15
DENTIST, THE.....	12
DRUGSTORE, THE.....	9
FIRST AID.....	14
GARDENING.....	68
HEALTH INSURANCE.....	18
HEALTH SECURITY PROGRAM.....	71
HEART ATTACK.....	22
IMMUNIZATION.....	17
PARTS OF THE BODY.....	11
PERSONAL HYGIENE.....	10
PROVIDENCE HEALTH CENTERS.....	16
SAFETY IN THE HOME.....	13
SMOKING.....	21
YOUR YEARLY CHECKUP.....	20

OCCUPATIONAL INFORMATION

CARPENTRY.....	6
ELECTRONICS.....	7
FINDING A JOB.....	2
IT'S SEW EASY.....	8
PAINTING.....	5
PLANNING YOUR CAREER.....	1
TOOLS.....	4
UNDERSTANDING YOUR PAYCHECK.....	3
UNIONS.....	69

TRANSPORTATION

AIRPORT, THE.....	60
CAR INSURANCE.....	63
FIXING YOUR CAR.....	64
GETTING AROUND YOUR CITY.....	65
GETTING YOUR DRIVER'S LICENSE.....	66
GO BY BUS.....	61
SAVING GASOLINE.....	67
SIGNS OF THE TIMES.....	62

LAPs IN PROCESS

HOW TO BUY CLOTHES.....	45
THE METRIC SYSTEM.....	73
SPORTS.....	74



ADULT EDUCATION DEPARTMENT

PROVIDENCE PUBLIC SCHOOLS

396 SMITH STREET • PROVIDENCE, RHODE ISLAND 02908

AREA CODE 401 • 272-4900, EXT. 241-242

MARY C. MULVEY, Ed.D.
SUPERVISOR

Dear

Enclosed please find a sample copy of the Learning Activity Packages developed by Adult Basic Education along the guidelines of the Adult Performance Level Study of the University of Texas. These LAPs are written on several different levels suitable for Adult Basic Education, High School Equivalency, and English as a Second Language students, and can be adapted to fit the needs of your program. Each package contains dialogues and/or reading selections, comprehension and grammatical exercises, vocabulary, computational exercises (if applicable) and games or puzzles.

We regret that we are unable to send you a complimentary set; however, we are enclosing an up-to-date list of available Learning Activity Packages so that you may order those most useful to your program.

The LAPs are available at 50¢ per copy (stapled) and \$1.00 per copy (bound) to cover production and postage costs. Please use the order form below when requesting additional copies.

Thank you for your interest in Adult Basic Education.

Sincerely,

Mary C. Mulvey, Ed.D.
Supervisor, Adult Education

Name _____

Agency _____

Address _____ Zip _____

Titles requested	No. of copies	S=Stapled	Total
		B=Bound	
_____	_____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Order			\$ _____

Please make checks payable to Adult Basic Education. Use Additional sheets if required.