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ABSTRACT

The curriculum guide is the fifth in a series of annotated bibliographies of adult basic and literacy education (ABLE) learner resources. It is designed to allow educators to take advantage of the growing corpus of materials for this population. An introductory section describes the guide, criteria for selection of its content, and an explanation of the system used to rate the materials. The listing of materials, primarily instructional materials, is divided into eight sections: life skills; family literacy; vocational skills; mathematics; reading; General Educational Development (GED) test and pre-GED instruction; social studies; and writing. For each resource listed, these items are identified: purpose (academic, vocational, family literacy life skills); setting (class, tutor, self-directed); format (core series, basic text, supplemental, reference); level (adult literacy, adult basic education, pre-GED, GED, multilevel); and skills targeted (critical thinking, grammar, math, reading, social studies, spelling, vocabulary). A publisher index and list of publisher's addresses are appended. (MSE) (Adjunct ERIC Clearinghouse on Literacy Education)

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ED 375 687

# A Resource Listing for ABLE Practitioners

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*A ERIC Review of Adult Basic and Literacy Education Staff Development Projects*

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# The 1994 ABE Curriculum Guide: A Resource Listing for ABE Practitioners

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## Acknowledgements

This publication would not have been possible without the adult education program directors and curriculum specialists who gave generously of their time and expertise as panel members for *The 1994 ABE Curriculum Guide: A Resource Listing for ABE Practitioners*. The time commitment necessary for a project of this nature can never be fully covered by the honorarium awarded the review team. Thanks are due to:

- Rose Brandt**, director of educational planning for The Center for Literacy (CFL), reviewed Family Literacy and Life Skills materials. Brandt, who has a Masters in Education from Antioch University, taught pre-first through 8th grade and ESL in Philadelphia schools and EFL in Columbia, South America, before serving as a counselor and then program director at CFL.
- Bonnie Klan**, an ABE instructor with the Northwest Tri-County Intermediate Unit's adult education program, reviewed ABE and life skills materials. Klan, a graduate of Edenboro University has a B.S. in elementary education.
- Kathie Kline**, coordinator of the Region 8 Staff Development Center and consulting administrator for the Chester County OIC, Inc., reviewed Pre-GED and GED material. Kline, a consulting editor and mathematics writer for Prentice Hall, has a degree in Secondary Mathematics from Clarion University of Pennsylvania. She previously held positions as an ABE and a GED instructor, and as training director for the Chester County OIC.
- Joan Leopold**, director of education for Harrisburg State Hospital, reviewed 0-4 literacy resources. Leopold, a graduate of Dickinson College with a B.A. in English and graduate courses in reading, has taught mentally retarded adults. Executive director of the Pennsylvania Association for Adult Continuing Education (PAACE) and PA Adult Educator of the Year for 1986, she is a member of the governing board of the PA State Coalition for Adult Literacy.
- Gerald Valeri**, director of federal and state programs and technology consultant for the Altoona Area School District, reviewed all workplace and computer aided instructional (CAI) programs. Valeri holds a masters in mathematics from Shippensburg University and in educational administration from Pennsylvania State University. He was previously an ABE program director, co-authored the 1982-85 Pennsylvania State Plan for Adult Education, and served as chairperson of the PDE State Advisory Council.

We wish to recognize the contributions of the publishers who willingly donated over 250 materials to this review process, and provided extra copies of the resources featured in this publication to Pennsylvania's Clearinghouse AdvancE and our Western Adult Literacy Center. Their timeliness and patient cooperation was gratefully appreciated especially when the project editor needed immediate feedback on current single unit prices before this booklet went to press. Publisher's contact information can be found on page 55.

Special thanks go to Pennsylvania Department of Education's Bureau of ABE staff and the 353 advisory panel who recognize the fact that regular review of resources is essential in a field that is forever changing to meet the needs of its adult clients as affected by the character of the times.

***Additional Copies of this publication are available from:***  
***AdvancE, 11th Floor PDE, 333 Market St., Harrisburg, PA 17126-0333.***  
***Telephone: (800) 992-2283. Out-of-State Phone: (717) 783-9541***

or

***Western Adult Literacy Center, 5347 William Penn Highway, Gibsonia, PA***  
***15044. Telephone (800) 446-5607. Fax: (412) 443-1310***

# Introduction

*The 1994 ABE Curriculum Guide* is the fifth in a series of annotated bibliographies of adult basic and literacy education (ABLE) learner resources funded by the Pennsylvania Department of Education (PDE) Bureau of ABE with 353 Special Project monies. Since 1979, over 2000 published materials have been reviewed by a panel of Pennsylvania adult educators with curriculum and staff development expertise and outstanding records in ABE program management. Over the past 15 years, the availability and the range of resources published for adult learners have reflected the changing nature of the field. Where once there was a scant selection of Adult Basic Education (ABE), General Educational Development (GED) and English-as-a-Second-Language (ESL) texts, we now have an abundance of these materials plus basic literacy, family literacy, workplace literacy and coping skills resources. There was also an growing number of videotapes and computer aided instructional (CAI) programs for our reviewers to consider.

## *A Separate ESL Resource Listing*

One of the noticeable features of the 1994 review was the abundance of ESL materials at every level produced in the past five years. To do justice to this material and in recognition of the growing ESL population served by ABE programs in Pennsylvania and throughout the nation, it was decided to publish *The 1994 ABE Curriculum Guide for ESL Practitioners* under separate cover. It must be noted, however, that some of the resources in this ABE Guide, especially in the area of Readers, are suitable for ESL adults and their listings indicate that they may be used with this population.

## *Division into Content Areas*

Another marked departure from previous years is the separation of this guide into subject matter units rather than student levels of achievement, such as literacy, ABE, and GED. There are three reasons this change was made.

1. ABE practitioners have long realized that, except for prescribed funding purposes, the division of adult learners into across-the-board grade-level categories is out-of-touch with reality. All too often, the adult reading comfortably at a 10th grade level will freeze when encountering a word problem that involves fractions.
2. Volunteer tutors are no longer consigned to working exclusively with adult new readers but are lending their energy and expertise to working one-on-one and in small group situations with adults learning math or preparing for their GED.
3. Publishers have taken the plunge and are turning out core series that are adult in interest level and range from a 3rd to an 8th grade reading level.

Taking all these factors into consideration, it was decided to divide this annotated listing of ABE resources into the following eight units: Life Skills, Family Literacy, Vocational Skills, Math, Reading, Pre-GED and GED, Social Studies, and Writing.

The term Vocational Skills was chosen because most of the materials listed under this heading are more appropriate in an employability or job preparation class than as the curricula in a workplace literacy program.

## Review of ABLE Resources

Any evaluation of ABLE resources must take into account the diverse interests and needs of adult learners.

### *Who are ABLE participants?*

The answer to that question is far more complex than it was ten years ago. There is the high school dropout, now 24 and unable to get a job, and the 45-year-old employee faced with losing his job unless he upgrades his workplace skills. There are homeless families who realize the only way out of the shelter is through education and prison inmates who see the GED as a positive step toward parole. There are teenage mothers who need parenting skills, middle-aged homemakers who need vocational and life skills, and the elderly who now have the time to achieve their lifetime goal of earning a high school diploma. Each is a unique profile of needs and strengths, academic and life skill goals. Together, with assistance from an empowering teacher or tutor they can become a powerful learning community.

### *What are the best materials for ABLE participant?*

In scanning the various catalogs and reviewing the materials recommended by the ABLE panel, it soon became clear that practitioners now have the advantage of selecting from among a wide assortment of published resources. The selections in this book are the result of careful screening but should not be considered comprehensive by any means. The bibliography on page 8 provides a listing of additional resources. Nor should we forget that some of the very best material has been developed or tailored by ABLE tutors and teachers to meet specific individual or class needs. *The best book is the one that best matches the adult learner's interests, needs and learning modality.*

## Explanation of Ratings

Each of the resources selected for this guide from among numerous materials considered scored highly on the criteria listed on page six and explained below.

### **Goals and Objectives — 15 points (HPS - Highest possible score)**

A good book has a purpose. It knows where its going and how to get there through a well-planned scope, sequence, and content. Its goals and objectives are clearly stated and defined so that the instructor and, in the best of books, the student are aware of both learning target and anticipated outcome. Suggestions for pre-assessment and post-assessment are included so that placement is accurate and progress can be measured.

### **Validity of Construction — 9 points HPS**

Are the authors of the books qualified both in terms of experience working with their subject matter and with adults? The best material has been field tested in the target setting and refined to fit the audience.

### **Content of Materials — 24 points HPS**

Is the content sequential in difficulty? Is their consistency in format and approach throughout the units? Skills should be introduced, developed fully in explanation, and practiced enough for the student to learn. Content should be taught in great depth to ensure initial mastery of the material. In the best texts, content is recycled and retaught throughout the text because students learn best through multiple treatments of material.

# MATERIALS EVALUATION FOR ABLE CURRICULUM GUIDE

## I. GENERAL INFORMATION

<b>TITLE:</b>	<b>Copyright Date:</b>
<b>PUBLISHER:</b>	<b>Price:</b>
<b>AUTHOR(S)</b>	<b>Pages:</b>

## II. USAGE

## III. Recommended as:

## IV. FORMAT

0-4	<input type="checkbox"/>	Basic	<input type="checkbox"/>	Workbook	<input type="checkbox"/>		
ESL	<input type="checkbox"/>	Supplementary	<input type="checkbox"/>	Textbook	<input type="checkbox"/>		
ABE	<input type="checkbox"/>	Reference	<input type="checkbox"/>	Teachers' Guide	<input type="checkbox"/>		
PRE-GED	<input type="checkbox"/>	Study Skills	<input type="checkbox"/>	Video Tape	<input type="checkbox"/>		
GED	<input type="checkbox"/>	Coping Skills	<input type="checkbox"/>	Cassette Tape	<input type="checkbox"/>		
Family Literacy	<input type="checkbox"/>	Instructor-Directed	<input type="checkbox"/>	CAI	<input type="checkbox"/>	IBM	APPLE
Workplace Literacy	<input type="checkbox"/>	Self-Directed	<input type="checkbox"/>	COMPUTER TYPE:	<input type="checkbox"/>		

## IV. COMMENTS:

Date Received:	<input type="text"/>		
Date Sent to Editor:	<input type="text"/>	<b>YES</b>	<b>NO</b>
Recommended for the 'ABLE CURRICULUM GUIDE		<input type="checkbox"/>	<input type="checkbox"/>

*(This evaluation form was adapted from one supplied by the VCU Adult Education Resource Center.)*

# ABLE CHECKLIST FOR EVALUATING INSTRUCTIONAL MATERIALS

(Strong = S; Adequate = A; Weak = W; Non-applicable = N/A)

	S	A	W	NA
<b>GOALS AND OBJECTIVES</b>				
1. Purpose and rationale fully explained				
2. Goals and objectives clearly identified				
3. Content directed to stated goals and objectives				
4. Procedures include ways to determine learner's readiness				
5. Assessment of student achievement included				
<b>VALIDITY</b>				
6. Authors appear to be qualified				
7. Materials have been field-tested				
8. Evaluation of materials used				
<b>CONTENT OF MATERIALS</b>				
9. Concepts well developed and sequentially developed				
10. No confusing and/or conflicting concepts				
11. Skills sequenced, introduced, and reviewed				
12. Major points clearly identified				
13. Audio-visual elements integrated				
14. Reading level is appropriate for learner in this program				
15. Materials can be worked with independently or with minimum help				
16. Content will stimulate and challenge learners				
<b>OBJECTIVITY</b>				
17. Information is factual				
18. No racial, sexual or religious bias				
19. Portrayal of racial, religious, and ethnic groups builds understanding, appreciation, & acceptance				
<b>COMPONENTS AND ORGANIZATION</b>				
20. Materials are not too large, bulky, or complex				
21. Materials are relatively easy to use				
22. Materials are well designed and packaged				
23. Materials are reasonably priced				
<b>TEACHER MATERIALS</b>				
24. Adequate teacher guides or manuals provided				
25. Special in-service training is not required				
26. Provision for teacher-learner interaction				
27. Suggestions for related learning activities are included				
28. Suggestions and instructions for meeting needs of learners				
<b>SUMMARY AND RECOMMENDATIONS</b>				
29. Materials would make a meaningful addition to the classroom				
30. Materials do what they are intended to do				
31. I recommend the purchase of these materials	8			

**EVALUATOR** \_\_\_\_\_

**DATE** \_\_\_\_\_

6

**A PENNSYLVANIA STAFF DEVELOPMENT PROJECT**

An additional critical component of a quality resource is respect and empowerment. Not only should topics be interesting, and the work challenging, but the best of books respect the learners' ability and encourage their independence. Tasks and exercises will be explained fully so that learners can do these at home with little or no teacher guidance. There should be an answer key included in the text to encourage students to move ahead at their own pace and to encourage learning independence.

When students and instructors pick up the material, is it attractive and approachable?  
*Adult learners need to like the material.*

### **Objectivity — 9 points HPS**

Respect and empowerment for the adult learner go hand-in-hand with recognition of the present role and the past, often overlooked, importance of women and minorities in American society and history. Respect for the adult learner is evident through the presentation of language, pictures, characters, and underlying philosophy. Empowerment can be seen in the author's presentation of characters that model the adult learners' resources of self and community.

### **Components and Organization — 12 points HPS**

Many adult educators work part time and find themselves limited in the time they can spend on preparation for class. Materials which are well-organized are likely to be used effectively. Therefore, the best materials were clear in their presentation and had each unit organized in a predictable manner.

The advent of good CAI programs calls into question how much money should be spent on such materials. Recognizing that not every ABE program has computer capability or the funding needed for software, this publication, nevertheless, reviewed and recommended as supplementary CAI materials reviewers felt would make a meaningful addition to the classroom.

### **Teacher Materials — 15 points HPS**

The scope and quality of teacher support materials such as manuals and answer keys varied widely. In some cases, such as enrichment readers, there was no real need for them. Each instructor should consider the personal value of such support when examining and selecting material.

## **ANNOTATED LISTINGS**

Each resource listed in this publication is identified as to **Purpose** (academic, vocational, family literacy, life skills); **Setting** (Class, tutor, or self-directed); **Format** (core series, basic text, supplemental, reference); **Level** (Adult Literacy, ABE, Pre-GED, GED or Multilevel) and **Skills** (Critical Thinking, Grammar, Math, Reading, Social Studies, Spelling and Vocabulary).

### **PRICE OF MATERIALS**

Every effort has been made to publish accurate prices as of June 1, 1994. But they are not guaranteed by the publishers. Please be aware that (for purposes of comparison) the prices quoted are single item prices. When ordering in quantity, you will find in nearly every instance that the cost for multiple copies is much less than the prices

## BIBLIOGRAPHY OF Teacher Resources and Learner Materials

The following references are particularly helpful in reviewing additional ABLE learner resources, designing curricula, and making decisions about materials for individual students.

- Collins, Vickie L. (1990). Reader development bibliography. Books recommended for adult new readers. Philadelphia, PA: Free Library of Philadelphia.
- Guglielmino, Lucy M. & Byran, Valerie C. (1990). Workplace literacy: A Resource book. Boca Raton, FL: Florida Atlantic University.
- Lane, Martha A. and others. (1991). Workforce literacy. Employment and workplace materials. A guide to recent and recommended books. Philadelphia, PA: Free Library of Philadelphia.
- McCullough, James (1988). A beginning core collection of literacy/ESL/L1/ABE resource materials for collection development in a literacy library. Boston, MA: Adult Literacy Resource Institute.
- Nunes, Evelyn H. (1992). Learning resources evaluations manual. Richmond, VA: Virginia Commonwealth University, Virginia Adult Education and Literacy Resource Center.
- Ossolinski, Lynn. (1989). Reading can you dig it: Resources for adult new readers. Carson City, NE: Nevada Literacy Coalition, Nevada State Library.
- Pursell, Frances J. (1994). Books for adult new readers. Cleveland, OH: Project Learn.
- Rice, Gail (1990) Preparing your own adult basic education reading materials. Glenview, IL: Foresman and Company.
- Royce, Sherry (1991). The ABLE sampler: A professional development guide for adult literacy practitioners. Harrisburg, PA: AdvancE-The Pennsylvania Department of Education.
- Staff. (1992). Empowering learners project bibliography. Saint Paul, MN: United Way of Saint Paul. Annotated bibliography listing computer software and other media materials that support acquisition of basic and literacy skills and familiarize adult learners with new technologies.

## Life Skills

TITLE	FORMAT	PAGE
Adult Learner, The	Learning Strategies	10
Life Skills for Today's World	Core Series	12
Reading Skills for Daily Living	Core Series CAI	14
Social and Functional Skills Curriculum Kit	Core Series Kit	15
Budgeting Your Time and Money	Supplemental	10
Decision-Making	Supplemental	11
Introduction to Personal Banking	Supplemental	11
Listening Skills; Speaking Skills	Supplemental	12
Making Major Financial Decisions	Supplemental	13
Math in the Supermarket	Supplemental	13
Problem-Solving	Supplemental	14
Understanding Your Income Tax	Supplemental	15

## Family Literacy

TITLE	FORMAT	PAGE
Childbearing Year, The; A Good Beginning	Basic Text	16
Let's Work It Out	Core Series	18
Save Your Life Glossary, The	Reference	18
I Can Do It	Supplemental	16
I Wanna Be the Kinda Father	Supplemental	17
Let's Read Together	Supplemental	17
You and Your Child's Teacher	Supplemental	19
Your Home is a Learning Place	Supplemental	19

## Vocational Skills

TITLE	FORMAT	PAGE
Career Planning and Development	Basic Text	20
Mastering Reading Skills for Success	Core Series	21
Workplace Dynamics	Learning Package	24
Employment for Individuals with Disabilities	Reference	20
Reading for Employment; Reading for Daily Living	Supplemental	22
Math in the Workplace	Supplemental	21
More Than a Job Anthology	Supplemental	22
Reading in the Workplace (CAI)	Supplemental	23
Spelling the 100 Most Used Words	Supplemental	23
Writing for Employment; Grammar & Writing for Job & Personal Use	Supplemental	24

**Adult Learner, The**

1993

Publisher Crisp Publications

Author(s) Bob Steinbach

**SETTING:** Class; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic	Text	\$8.95
Life Skills	Workbook	
Workplace	Teacher's Guide	
	Audio Tape	

**READING LEVEL:** 7+

FORMAT	LEVEL	RATING
Supplemental	Pre-GED	Objectives 13
	GED	Validity 9
	Life Skills	Content 19
		Objectivity 8
		Organization 14
		Teacher Support 14
		<b>TOTAL 77</b>

**SKILLS**Reading  
Writing**Life Skills: Learning**

*The Adult Learner*, subtitled *Strategies for Success*, could be used in any life skills, workplace, or GED program. It provides readers with self-assessments, exercises, case studies and tips that can help adults develop their learning skills and master new ways to acquire and remember information.

This excellent text was designed to be self-directed but seems to be better suited to small group instructor-directed situations.

**Budgeting Your Time and Money**

1993

Publisher South-Western

Author(s) Ransbottom &amp; Moreland Nichol

**SETTING:** Class; Tutor

PURPOSE	COMPONENTS	PRICE
Academic	Text	
Life Skills	Workbook	\$6.25
	Teacher's Guide	Free
	Audio Tapes	

**READING LEVEL:** 4+

FORMAT	LEVEL	RATING
LS Basic Text	ABE	Objectives 15
	Pre-GED	Validity: 9
Supplemental		Content 26
		Objectivity 9
		Organization 12
		Teacher Support 10
		<b>TOTAL 81</b>

**SKILLS**Writing Reading  
Math**Life Skills**

*Budgeting Your Time and Money* uses real life issues and strengthens the adult learner's ability to manage his or her income and reduce expenses.

It would have to be read to adults reading below 4th grade level. The content is relevant enough for teacher or tutor to make this adaptation and the graphs, charts, and examples would be meaningful to beginning ABE students.

This book would be an excellent resource in a tutor setting. The directions are very clear and it would be easy for anyone to follow. It covers the topic of cutting daily costs in a concise and very practical manner.

## Decision-Making

1993

Publisher South-Western  
Author(s) Barbara J. Braham

**SETTING:** Class

### PURPOSE:

Academic  
Life Skills  
Workplace  
Family Literacy

### COMPONENTS

Text  
Workbook  
Teacher's Guide  
Audio Tape

### PRICE

\_\_\_\_\_ \$6.25  
\_\_\_\_\_ Free  
\_\_\_\_\_

**READING LEVEL:** 4+

### FORMAT

### LEVEL

Basic Text

Multilevel

### RATING

Objectives	15
Validity	9
Content	18
Objectivity	9
Organization	12
Teacher Support	12
<b>TOTAL</b>	<b>75</b>

### SKILLS

Reading  
Writing

Critical Thinking

## Life Skills

In this book decision-making is addressed as a skill to be learned. I like that! Adult learners need a 4+ reading level to handle the material. They are led through exercises that help them learn how to make intelligent decisions.

The starting unit deals with why people have a difficult time deciding. This is very interesting and causes students to think about their own situation. The questions are often open-ended and could lead to good group discussion.

This book is better used in the classroom than in independent work or in a tutor/ client situation.

## Introduction to Personal Banking

1993

Publisher South-Western  
Author(s) Ransbottom & Moreland Nichol

**SETTING:** Class; Tutor

### PURPOSE

Life Skills

### COMPONENTS

Text  
Workbook  
Teacher's Guide  
Audio Tapes

### PRICE

\_\_\_\_\_ \$6.25  
\_\_\_\_\_ Free  
\_\_\_\_\_

**READING LEVEL:** 4+

### FORMAT

### LEVEL

Supplemental  
Reference

Literacy  
ABE

### RATING

Objectives	15
Validity:	9
Content	26
Objectivity	9
Organization	12
Teacher Support	12
<b>TOTAL</b>	<b>83</b>

### SKILLS

Consumer Math

Reading

## Life Skills

*Introduction to Personal Banking* is a well put together lifeskills book. It presents a thorough overview of establishing and using a checking account, including making deposits and endorsements and using the checkbook register.

The charts, graphs and visual aids are well done and make the material clear even to a lower level reader. This is a good book for tutors.

Since many adult education students do not have checking accounts, you will have to determine your students' level of interest and decide whether this material is appropriate for them.

## Life Skills for Today's World

1994

Publisher Steck Vaughn  
 Author(s) Vivian Bernstein

**SETTING:** Class; Tutor; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Life Skills	Text	_____
	Workbook	_____ \$6.64
	Teacher's Guide	_____
	Audio Tape	_____

**READING LEVEL:** 3-4

FORMAT	LEVEL	RATING
Core Series	Literacy	Objectives Validity Content Objectivity Organization Teacher Support <b>TOTAL</b>
Reference	ABE	
Supplemental	Life Skills	
<b>SKILLS</b>		
Math	Reading	
Writing		

## Life Skills

This life skills series offers high adult interest, comprehensive *how-to* information, and critical thinking activities at a third grade reading level. The workbooks cover: *Money and Consumers*, *The World of Work*, *Your Own Home*, *Personal Health*, and *Community and Government*.

Each chapter begins with introductory questions setting the instructional framework followed by photos and descriptive passages about characters facing familiar situations. New words are defined in the text or page margins as well as in a glossary at the back. Writing is encouraged by having students complete *Workshop Practice* blank forms and by responding to lesson topics in a personal journal.

## Listening Skills and Speaking Skills

1993

Publisher South-Western  
 Author(s) L. Ann Masters

**SETTING:** Class; Tutor; Self-Directed

PURPOSE	COMPONENTS	PRICE
Life Skills Workplace	Text	_____
	Workbook	_____ \$6.25
	Teacher's Guide	_____ Free
	Audio Tapes	_____

**READING LEVEL:** 5-6

FORMAT	LEVEL	RATING
Supplemental	Life Skills	Objectives 15 Validity: 8 Content 18 Objectivity 9 Organization 15 Teacher Support 14 <b>TOTAL 79</b>
	ABE	
	Pre-GED	
<b>SKILLS</b>		

## Life Skills

These two self-paced workbooks are designed to help students learn how to listen and to improve their basic speaking skills at home and on the job.

The books are subdivided into three sections. The *Listening Skills* book takes a look at the process of listening and then focuses in on specific listening skills, particularly those needed in the workplace.

The *Speaking Skills* workbook covers communicating with others, speaking in the workplace, and improving your general speaking skills. These would be helpful for job clubs or employability training.

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**Making Major Financial Decisions**

1993

Publisher South-Western

Author(s) Ransbottom &amp; Moreland Nichol

**SETTING:****PURPOSE:**

Life Skills

**COMPONENTS**Text  
Workbook  
Teacher's Guide  
Audio Tape**PRICE**

\$6.25

Free

**READING LEVEL:** 4-5**FORMAT****LEVEL****RATING**

Supplemental

Multilevel

Life Skills

Objectives 15

Validity 9

Content 21

Objectivity 9

Organization 12

Teacher Support 11

**TOTAL 77****SKILLS**

Math

Reading

Writing

**Life Skills**

This book, part of South-Western's *ABE Financial Series*, is appropriate for higher level ABE students and could possibly be used as a supplement for GED classes.

It could also be used by lower level ABE classes if it was read by the teacher. Here, the reading not the math would be the major problem.

The units on understanding credit and understanding housing choices are extremely well done.

**Math in the Supermarket**

Publisher Educational Design, Inc.

1992

Author(s) Larry Parsky

**SETTING:** Class; Tutor**PURPOSE**

Life Skills

Consumer Math

**COMPONENTS**Text  
Workbook  
Teacher's Guide  
Audio Tapes**PRICE**

\$7.75

Free

**READING LEVEL:** 4+**FORMAT****LEVEL****RATING**

Supplemental

Literacy

ABE

Objectives 14

Validity: 7

Content 21

Objectivity 9

Organization 12

Teacher Support 13

**TOTAL 76****SKILLS**

Consumer Math

Reading

**Life Skills**

*The Math in the Supermarket* workbook is part of Educational Design's *Life Skills Math Series* which includes *Math for the World of Work*, *Math for Food Service Occupations* and *Math for Employment*.

It teaches basic math skills as well as consumer math and is recommended for a lifeskills class or for any class where students have failed with traditional math.

The concrete shopping experiences are excellent and students will find the charts, graphs and other visual cues very helpful. The teacher's guide is equally good. The supplementary projects listed in the guide are lessons in themselves.

**Problem-Solving**

1993

Publisher South-Western  
 Author(s) Barbara J. Braham

**SETTING:** Class; Tutor

PURPOSE:	COMPONENTS	PRICE
Academic LifeSkills	Text	_____
	Workbook	\$6.95
	Teacher's Guide	Free
	Audio Tape	_____

**READING LEVEL:** 4+

FORMAT	LEVEL	RATING	
Supplemental	Multilevel	Objectives	12
		Validity	9
		Content	20
		Objectivity	9
		Organization	12
		Teacher Support	10
		<b>TOTAL</b>	<b>72</b>

**SKILLS**

Language Arts Reading  
 Writing Critical Thinking

*Life Skills*

*Problem-Solving*, the companion book to South-Western's *Decision-Making* focuses on the problem-solving process: defining a problem, identifying the problem's cause and effect, and using a variety of problem-solving skills.

The adult learner needs to be able to read on at least a 4th grade level in order to work independently. A good coping skills book; it would also serve as an excellent supplement to a GED class.

**Reading Skills for Daily Living (CAI Program)**

Publisher Merit Audio Visual  
 Author(s) Group  
 1992

**SETTING:** Class; Self-Directed

PURPOSE	COMPONENTS	PRICE
Academic Life Skills	Text	_____
	Workbook	_____
	Teacher's Guide	_____
	Computer Disks	\$199.00 per set
	4 Sets of 3 disks each IBM or Apple	_____

**READING LEVEL:** 4-7

FORMAT	LEVEL	RATING	
Supplemental	ABE	Objectives	12
	Pre-GED	Validity:	9
		Content	24
		Objectivity	9
		Organization	7
		Teacher Support	10
		<b>TOTAL</b>	<b>71</b>

**SKILLS**

Reading

*Life Skills*

This CAI program addresses adult topics such as jobs, money management, the environment, government, health care and shopping.

Designed for use with English-As-A-Second-Language or Adult Basic Education students, the four sets of data disks are classified as low beginner, high beginner, low intermediate and high intermediate. Each set contains 2 data disks and a teacher's key disk.

The reading activities deal with recognizing central thoughts, recalling facts, sequencing, drawing inferences and conclusions.

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## Social & Functional Skills Curriculum Kit 1994

Publisher Philip Roy

Author(s) Group

**SETTING:** Class

PURPOSE:	COMPONENTS	PRICE
Academic	Includes 175	_____
LifeSkills	Duplicable Worktexts	_____
Workplace	Teacher's Guide	Free
Family Literacy	Audio Tapes included	_____
	Complete Kit	\$995.00

### READING LEVEL:

FORMAT	LEVEL	RATING
Core Series	Multilevel	Objectives 15
		Validity 9
		Content 27
		Objectivity 9
		Organization 12
		Teacher Support 15
		<b>TOTAL 87</b>

### SKILLS

Writing	Reading
Math	Critical Thinking

## Life Skills

This multi-purpose curriculum covers 11 areas of functional skills and eight areas of personal skills, citizenship, and life skills. Packaged in 14 separate looseleaf binders, it has 175 duplicable worktexts and audiotapes.

The subject matter includes units on career awareness; consumer awareness; document literacy; applying arithmetic operations; learning to learn; family literacy; health & wellness; decision making and self-management.

This kit can stand alone or be used with a curriculum already in place. The teacher's manual is clear on objectives and outcomes; the audio cassettes are most beneficial. It is one of the most complete curriculum reviewed -- a year's worth of teaching.

## Understanding Your Income Tax

Publisher South-Western

1993

Author(s) Ransbottom & Moreland Nichol

**SETTING:** Class

PURPOSE	COMPONENTS	PRICE
Life Skills	Text	_____
Consumer Math	Workbook	\$6.25
	Teacher's Guide	Free
	Audio Tapes	_____

### READING LEVEL:

FORMAT	LEVEL	RATING
Supplemental	ABE	Objectives 15
		Validity: 9
		Content 21
		Objectivity 9
		Organization 12
		Teacher Support 10
		<b>TOTAL 76</b>

### SKILLS

Consumer Math	Reading
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## Life Skills

*Understanding Your Income Tax* provides the explanations and hands-on practice that can help students develop the skills to handle their personal taxes. Topics include keeping personal records, understanding your taxes and preparing your tax return.

The sequencing of the material presented is very logical and the use of pictures helps to make a boring but important topic interesting. For students reading at a 4+ level, the content makes the material useful for independent work.

The teacher's guide is helpful for novices and challenging for the experienced ABE teacher.

**Childbearing Year; A Good Beginning 1990**

Publisher New Readers Press  
 Author(s) Barbara Holstein; Barbara Lewis  
**SETTING:** Class; Tutor; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Family Literacy Life Skills	Childbearing Year	\$7.75
	A Good Beginning	\$6.95
	Teacher's Guide	
	Audio Tapes included	

**READING LEVEL:** 3-6

FORMAT	LEVEL	RATING
Basic Text - F, Lit.	Multilevel	Objectives
		Validity 9
Reference		Content 26
		Objectivity 8
<b>SKILLS</b>		Organization 12
		Teacher Support
		<b>TOTAL</b> 55

**Family Literacy**

These two booklets take the mystery out of pregnancy and childbirth, and provide information on a child's development in its first year.

*The Childbearing Year* explains measures mothers-to-be can take to keep themselves and their baby healthy during pregnancy. *A Good Beginning* is laid out in calendar-format and provides brief information on baby's first year. Each section tells what babies like to do at each stage and suggests activities to do with the child and things to make as toys. There is space for brief notes.

Both books are a great resource for fathers and prospective fathers as well as first-time mother

**I Can Do It Books**

Publisher Curriculum Associates 1993  
 Author(s) Linda Miller  
**SETTING:** Class; Self-directed

PURPOSE	COMPONENTS	PRICE
Family	Text	
	Workbook (1 book)	\$3.95
	Teacher's Guide	
	Audio Tape	
	10-pack for \$14.90	

**READING LEVEL:** 4-6

FORMAT	LEVEL	RATING
Supplemental	Multilevel	Objectives 12
		Validity: 6
<b>SKILLS</b>	Communication	Content 22
		Objectivity 8
Reading		Organization 12
		Teacher Support 13
		<b>TOTAL</b> 73

**Family Literacy**

This six-workbook series is available in English and Spanish. It provides activities for parents and children organized around the months of the year. In addition to holiday experiences that parents can share at home with their children, the booklets focus on thematic activities and learning experiences.

When children go back to school in September, the booklet for that month features traffic lights. Other activities include working with colors, numbers, shapes, sizes, weather, animals, meal preparation and shopping experiences. The activities are practical and the books provide good support for parent/child learning.

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**I Wanna Be The Kinda Father**

1993

Publisher: New Readers Press

Author(s) Omanii Abdullah

**SETTING:** Class**PURPOSE:**

Family

**COMPONENTS**Text  
Workbook  
Teacher's Guide  
Audio Tapes**PRICE**\$3.95\$10.00**READING LEVEL:** 4-12**FORMAT****LEVEL****RATING**

Basic Text

ABE

Reference

ESL

Objectives

Validity 9

Content 24

Objectivity 9

Organization 11

Teacher Support

**TOTAL****SKILLS**

Reading

Critical Thinking

**Family Literacy**

This collection of 21 poems by Omanii Abdullah is wonderful for family literacy in the African American community.

The author states his purpose as attacking negative stereotypes of black males and his forceful blend of joy and despair, loneliness and love, the personal and the political do much to carry out this mission.

There is an accompanying audio tape of Mr. Abdullah reading his poems.

**Let's Read Together**

1991

Publisher Contemporary

Author(s) Clarence Feagin

**SETTING:** Class; Tutor; Home**PURPOSE**

Family

**COMPONENTS**Books (each)  
Workbook  
Teacher's Guide  
Audio Tapes**PRICE**\$5.27**READING LEVEL:** 2-3**FORMAT****LEVEL****RATING**

Supplemental

Multilevel

Objectives

Validity: 9

Content 21

Objectivity 9

Organization 12

Teacher Support

**TOTAL****SKILLS**

Reading

**Family Literacy**

*Lets Read Together* is a series of three low-level readers. Each reader contains two stories - one for parents to read alone, and one for parents and children to read together. They address the diverse perspectives of parent and child.

*What Will School be Like, and Why is Daddy Leaving?* take a sensitive and insightful approach to situations which some parents encounter and would be helpful to adults with these concerns. They would probably lead to interesting discussions.

The factual information provided in *Safe at Home* could be secured from the fire department and might be as effective.

## Let's Work It Out

1990

Publisher New Readers Press

Author(s) Group

**SETTING:** Class; Tutor; Self-Directed

### PURPOSE:

Life Skills  
Family Literacy

### COMPONENTS

Books (each)	\$2.25
Workbook	
Teacher's Guide	\$14.25
Audio Tapes	

### PRICE

**READING LEVEL:** 3-6

### FORMAT

### LEVEL

Basic Text	Literacy
Supplemental	ABE ESL

### RATING

Objectives	
Validity	3
Content	17
Objectivity	9
Organization	12
Teacher Support	
<b>TOTAL</b>	

### SKILLS

Reading

## Family Literacy

This family literacy series of eight booklets can be used in an ABE class or as an eight-week parenting program. Having the material presented at two levels allows a wide range of students to use these booklets independently as well as in class discussion.

Subject matter includes *Talking about Sex; Coping With School; Discipline; Problem Solving; and Family Crisis*. The materials are positive in looking for and validating the information parents' possess. In some, they are weak in presenting additional information.

Generally, the books are very practical, brief, and to the point. They would make a good introduction to a discussion of individual issues or a good study program when used as a series.

## Save Your Life Glossary, The

Publisher Curriculum Associates

1993

Author(s) Deborah Adcock

**SETTING:** Class; Tutor; Self-Directed

### PURPOSE

Life Skills  
Family

### COMPONENTS

Text	\$14.95
Workbook	
Teacher's Guide	\$1.95
Audio Tape	

### PRICE

**READING LEVEL:** 5-8

### FORMAT

### LEVEL

Supplemental	Multilevel
Reference	

### RATING

Objectives	11
Validity:	9
Content	22
Objectivity	8
Organization	12
Teacher Support	12
<b>TOTAL</b>	74

### SKILLS

Reading

## Family Literacy

This 40-page manual is a good resource for adults, especially parents interested in understanding drugs. It includes a glossary of AIDs-related terms and definitions relevant to alcohol, tobacco and drugs.

There are *Alert Sections* dealing with issues; a *Focus Section*, that charts information about families of drugs; and an *Information Section*, listing organizations and agencies that offer help and treatment.

This book can be used successfully with adults reading at 5+ grade level; as a reference on drugs and drug vocabulary; as a self-assessment for parents to determine if they understand some key issues; and to promote discussion between parents and children.

**You and Your Child's Teacher**

1990

Publisher New Readers Press  
 Author(s) Pamela Weinberg

**SETTING:** Class; Tutor

PURPOSE:	COMPONENTS	PRICE
Family Literacy	Text	\$6.25
	Workbook	
	Teacher's Guide	
	Audio Tapes	

**READING LEVEL:** 3+

FORMAT	LEVEL	RATING
Basic Text	Multilevel	Objectives
Supplemental		Validity 9
		Content 23
		Objectivity 9
		Organization 12
		Teacher Support
		<b>TOTAL</b>

**SKILLS**

Reading

**Family Literacy**

*You and Your Child's Teacher*, written at a 3+ grade level, is a great resource for parents on how to work with their children's school. It covers day to day planning and offers suggestions on problem solving.

Chapter titles include: *Making Phone Calls; Sending Notes; Meeting Face to Face; Keeping a Home File; Returning Papers and Forms; and Working with Teachers.*

**Your Home is a Learning Place**

1993

Publisher New Readers Press  
 Author(s) Pamela Weinberg

**SETTING:** Class; Tutor; Self-Directed

PURPOSE	COMPONENTS	PRICE
Family	Text	\$6.25
	Workbook	
	Teacher's Guide	
	Audio Tapes	

**READING LEVEL:** 3+

FORMAT	LEVEL	RATING
Reference	Multilevel	Objectives
		Validity: 9
		Content 25
		Objectivity 9
		Organization 12
		Teacher Support
		<b>TOTAL</b>

**SKILLS**

**Family Literacy**

*Your Home is a Learning Place* is an excellent resource book to help parents support their children's learning. It suggests how parents or grandparents can use an everyday activity, such as cooking, as the basis for enjoyable learning.

This book is practical with just enough information to help parents understand why a particular activity is helpful and what can be learned by doing it. Activities are grouped as follows: *Observe and Remember; Reading; Writing; Listening and Speaking; Math; Putting Skills Together; and Drama and Art.*



**Career Planning and Development**

1992

Publisher South-Western

Author(s) L. Ann Masters

**SETTING:** Class; Tutor**PURPOSE:**

Vocational

**COMPONENTS**Text  
Workbook  
Teacher's Guide  
Audio Tapes**PRICE**            
           \$9.50  
            
          **READING LEVEL:** 5-6**FORMAT****LEVEL****RATING**Basic Text  
Supplemental

Multilevel

Objectives	14
Validity	9
Content	20
Objectivity	9
Organization	12
Teacher Support	15
<b>TOTAL</b>	<b>79</b>

**SKILLS**

Critical Thinking

**Vocational**

*Career Planning and Development* is the latest addition to South-Western's *Life Skills Series*. A self-paced, competency-based program for developing basic skills for jobs and personal use, this nicely-formatted book helps adults examine the skills they possess and identify the skills they need for employment.

It specifically addresses the process of preparing for a job interview and completing a job application. The objectives for each unit are shown and evaluations are given. There is an answer key at the back of the book.

**Employment for Individuals with Disabilities**

Publisher Phillip Roy

1994

Author(s) Ruth Bragman

**SETTING:** Class; Tutor**PURPOSE**

Employability

**COMPONENTS**Text  
Workbook  
Teacher's Guide  
Audio Tape**PRICE**            
           \$95.00  
            
          **READING LEVEL:** Teacher/Tutor Resource**FORMAT****LEVEL****RATING**

Reference

Objectives	
Validity:	
Content	
Objectivity	9
Organization	8
Teacher Support	
<b>TOTAL</b>	

**SKILLS****Vocational**

This 600-page reference provides teachers and students with up-to-date information about the employment rights of individuals with disabilities.

There are suggestions as to how to identify job requirements, conduct interviews and match individuals with appropriate occupations. The book covers physical demands, intellectual and communications skills, work situations and environmental concerns.

It has a good reference section that identifies Centers for Independent Living, Regional and State Federal Programs and lists offices that can be called for assistance.

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**Mastering Reading Skills for Success 1991**

Publisher South-Western  
 Author(s) R.Ventre Assoc. & Contemporary  
**SETTING:** Class

PURPOSE:	COMPONENTS	PRICE
Employability Workplace	Text (each)	\$8.45
	Workbook	
	Teacher's Guide	Free
	Audio Tapes	

**READING LEVEL:** 3-7

FORMAT	LEVEL	RATING
Core Series	Multilevel	Objectives 15
Supplemental		Validity 8
		Content 22
		Objectivity 9
		Organization 9
		Teacher Support 13
		<b>TOTAL 76</b>

**SKILLS**

Reading

**Vocational**

This core series for pre-employment or, possibly, workplace programs provides information about working in *Health Care, Manufacturing, Food Service, Office Work, Commercial Truck Driving* and develops reading and vocabulary skills essential to jobs in these areas.

Each area has four *Mastering Reading: Skills for Success* workbooks that progress from 3rd to 7th grade reading level. The material is well-presented and the format is good. The free teacher's guide has lots of ideas for presentation of the material.

**Math in the Workplace (CAI Program)**

Publisher Educational Activities 1991  
 Author(s) Lynn Geoffrey

**SETTING:** Class; Self-Directed

PURPOSE	COMPONENTS	PRICE
Employability Workplace	Text	
	Activity Masters	Included in pkg.
	Teacher's Guide	Free
	Audio Tapes	
	6 Disks IBM / Apple	

**READING LEVEL:** 9+

FORMAT	LEVEL	RATING
Supplemental	GED	Objectives 13
		Validity: 9
		Content 24
		Objectivity 9
		Organization 12
		Teacher Support 15
		<b>TOTAL 82</b>

**SKILLS**

Math

**Vocational**

**— CHARTS, GRAPHS, TABLES —**

This practical job-related math software allows students to chose math activities in their area of interest, whether it be agriculture, agribusiness, building trades, business and marketing, health occupations, home economics or industrial technology.

An introductory tutorial is followed by six sets of questions in each area. Reproducible masters are provided so the teacher can supplement the CAI program with student worksheets. Adults operating at a 9+ level can identify five different kinds of graphs, interpret and compare two sets of data, create their own graphs from tables of data, and choose the appropriate graph for the job.

**More Than A Job Anthology**

1991

Publisher New Readers Press

Author(s) Compiled by John Gordon

**SETTING:** Class**PURPOSE:**Employability  
Workplace**COMPONENTS**

Text (each)	\$7.35
Workbook	
Teacher's Guide	\$11.00
Audio Tapes	\$15.75
Photocopy Masters	\$33.50

**PRICE****READING LEVEL:** 8+**FORMAT****LEVEL****RATING**

Supplemental

Multilevel

Objectives	13
Validity	9
Content	27
Objectivity	9
Organization	12
Teacher Support	7
<b>TOTAL</b>	<b>77</b>

**SKILLS**

Reading

Critical Thinking

**Vocational**

A great book for follow-up discussion, the *More Than A Job Anthology* encourages people to think about their lives and the lives of others. It uses short readings by famous and not so famous people, young and old, living and dead, to help students to develop analytical skills.

This anthology contains short stories, oral histories, newspaper articles and quotations. There are read-along tapes and photocopy masters as well as a teacher's guide with detailed plans and activities for five units.

**Reading for Employment; Reading for Daily Living**

Publisher South-Western

1992

Author(s) Joyce Hing-McGowan

**SETTING:** Class; Tutor**PURPOSE**Employability  
Life Skills**COMPONENTS**

Text	
Workbook (each)	\$6.25
Teacher's Guide	Free
Audio Tape	

**PRICE****READING LEVEL:** 5-6**FORMAT****LEVEL****RATING**

Supplemental

ABE

Reference

Pre-GED

Objectives	15
Validity	8
Content	22
Objectivity	9
Organization	8
Teacher Support	14
<b>TOTAL</b>	<b>76</b>

**SKILLS**

Reading

**Vocational**

*Reading for Employment* provides practice in the reading resources needed to seek employment and be hired for a job, such as want ads, job applications, forms, benefits, employee handbooks, etc.

*Reading for Daily Living* covers the materials needed to make everyday decisions, such as locating information in the newspaper and comparing the cost of products.

The teacher's manuals include pre-tests and post-tests, supplementary exercises and a certificate of completion.

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## Reading in the Workplace (CAI Series)

Publisher Educational Activities **1990**  
 Author(s) Davis, Meng and Reese  
**SETTING:** Class; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Vocational	Text	
Academic	Activity Masters	Included in pkg.
	Teacher's Guide	Free
	Audio Tapes	
	Set of 6 IBM/Apple	\$295.00 per Level

**READING LEVEL:** 3-5; 5-7; 7-9

FORMAT	LEVEL	RATING
Supplemental	Multilevel	Objectives 13
		Validity 6
		Content 20
		Objectivity 7
		Organization 8
		Teacher Support 11
		<b>TOTAL 65</b>

### SKILLS

Reading Critical Thinking

## Vocational

This job-based reading program features languages arts development skills. Students read passages related to the automotive, health care, clerical, and construction industries; then complete activities that call for critical thinking, recognizing problems, making inferences, determining cause and effect, identifying main ideas and drawing conclusions. There is a built-in dictionary which is very useful.

Each of the four job-specific topics containing levels 3-5; 5-7 and 7-9 is sold as a Complete Set. This set includes six disks, management documentation and supplemental worksheets.

## Spelling the 100 Most Used Words

Publisher South-Western **1993**  
 Author(s) Merle Wood  
**SETTING:** Class; Tutor

PURPOSE	COMPONENTS	PRICE
Academic	Text	
Vocational	Workbook	\$6.25
Life Skills	Teacher's Guide	Free
	Audio Tapes	

**READING LEVEL:** 3-4

FORMAT	LEVEL	RATING
Supplemental	ABE	Objectives 13
Reference	Pre-GED	Validity: 9
		Content 20
		Objectivity 9
		Organization 12
		Teacher Support 15
		<b>TOTAL 78</b>

### SKILLS

Spelling

## Vocational

This workbook with the accompanying teacher's guide takes a basic subject and treats it in an adult manner. It is very helpful in learning how to spell the 100 most used words in business communication today.

The exercises in the workbook as well as the bonus exercises in the teacher's manual help students to use common words again and again in order to spell them correctly. It should prove useful in ABE, employability, and workplace classes.

## Workplace Dynamics

Publisher New Readers Press 1992  
 Author(s) McVey and Associates, Inc.

**SETTING:** Class

PURPOSE:	COMPONENTS	PRICE
Workplace Academic	Text	
	Activity Masters	Included in pkg.
	Teacher's Guide	Free
	Audio Tapes	
	Learning Package	\$199.00

**READING LEVEL:** NA

FORMAT	LEVEL	RATING
WP Core Series	Multilevel	
		Objectives 13
		Validity 12
		Content 20
		Objectivity 9
		Organization 10
		Teacher Support 15
		<b>TOTAL 79</b>

### SKILLS

Language Arts Critical Thinking  
 Math Math

## Vocational

This field-developed learning package provides role playing and simulations that build basic skills plus the *new skills* needed in today's workplace: analysis, evaluation, problem-solving, brainstorming, collaboration, and conflict resolution.

The *Workplace Dynamics Learning* package includes reproducible materials for participants. The teacher's guide provides strategies for simulations and role plays. A great chart, *Workplace Dynamics at a Glance*, lists each activity, whether it's a role play or simulation and if it's adaptable. The guide covers any question that might arise.

## Writing for Employment: Grammar & Writing for Job & Personal Use

Publisher South-Western 1993  
 Author(s) Joyce Hing Mc-Gowan

**SETTING:**

PURPOSE	COMPONENTS	PRICE
Vocational; Academic Employability Life Skills	WFE Workbook	\$6.50
	GWJPU Workbook	\$9.50
	Teacher's Guide	Free
	Audio Tape	

**READING LEVEL:** 5-6

FORMAT	LEVEL	RATING
Basic Text	Life Skills	
Supplemental	ABE	
Reference	Pre-GED	
		Objectives 15
		Validity 7
		Content 21
		Objectivity 9
		Organization 10
		Teacher Support 13
		<b>TOTAL 75</b>

### SKILLS

Grammar Reading  
 Writing

## Vocational

These two workbooks cover basic English Grammar and writing with a special emphasis on getting and keeping a job.

*Grammar and Writing for Job and Personal Use* has pre-tests and post-tests, check points and analysis charts. It begins with writing sentences and paragraphs and progresses to writing memos and letters.

*Writing for Employment* focuses on preparing a personal profile and resume as well as completing job applications.

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## Math

TITLE	FORMAT	PAGE
Arithmetic Skills Assessment Test	Assessment - CAI	26
Math Diagnostic Inventory	Assessment - CAI	28
Math Matters for Adults	Core Series	28
Real Numbers: Developmental Thinking in Math	Core Series	29
Basic Math Competency Skill Building	Supplemental CAI	26
Fraction Action	Supplemental CAI	27
Math Exercises	Supplemental	27
MathWord Problems	Supplemental Video	29

## Reading

TITLE	FORMAT	PAGE
Adult Skills: Learning Styles Inventory	Assessment - CAI	30
Food for Thought: Reading & Thinking Critically	Core Series	33
Multicultural Reading Series, Books 1-4	Core Series	34
Readers Choice Series	Core Series	36
Stories of America	Core Series	37
Basic Cloze Reading	Supplemental CAI	30
Bridges to Critical Thinking	Supplemental	31
Core Reading and Vocabulary Development Program	Supplemental CAI	31
Diagnostic Prescriptive Reading	Supplemental CAI	32
Diascriptive Reading Program	Supplemental CAI	32
Kaleidoscope; Sets A & B	Supplemental	33
Laubach Way to Reading Software	Supplemental CAI	34
More Stories Set and Tapes	Supplemental	35
Power Vocabulary: Basic Word Strategies for Adults	Supplemental	35
Sports Books and Tapes	Supplemental	36
Spotlight Series	Supplemental	37
Timeless Tales	Supplemental	38
Winners Series	Supplemental	38

### Arithmetic Skills Assessment Test (CAI Program)

Publisher Educational Activities **1991**  
 Author(s) Howard Behrns

**SETTING:** Class; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic	Text	_____
	Reproducible masters	Included in pkg.
	Teacher's Guide	Free
	Audio Tapes	_____
	2 Disks IBM/Apple	\$89.00

**READING LEVEL:**

FORMAT	LEVEL	RATING	
Supplemental	GED	Objectives	13
		Validity	9
Math		Content	20
		Objectivity	9
		Organization	12
		Teacher Support	15
		<b>TOTAL</b>	<b>78</b>

### Basic Math Competency Skill Building

Publisher Educational Activities  
 Author(s) Michael P. Conlon w Gilmore & Dow

**SETTING:** Class; Self-Directed

PURPOSE	COMPONENTS	PRICE
Academic Academic Life Skills	Text	_____
	Workbook	_____
	Teacher's Guide	Free
	Audio Tape	_____
	8 IBM/Apple disk in a set	\$349.00

**READING LEVEL:**

FORMAT	LEVEL	RATING	
Supplemental	Multilevel	Objectives	14
		Validity:	9
Math		Content	23
		Objectivity	7
		Organization	9
		Teacher Support	12
		<b>TOTAL</b>	<b>74</b>

### Math

This comprehensive CAI test determines the approximate math ability of students with unknown math skills. Two disks cover whole numbers, fractions, and decimals. The teacher can select options for the program through a management disk.

The test determines strengths and weaknesses and the results may be printed or viewed on-screen. Students can take the test independently, exit at any time, and begin where they left off. There are reproducible worksheets on which to work out the problems and enter the solutions into the computer.

### Math

#### — CAI PROGRAM —

Best used for practice and drill, this interactive math program consists of 8 modules covering the entire range of 0-12th grade math skills.

A classification system allows for exact placement of students who can thereafter control the pace in all tutorials, practices and quizzes. Correct answers get immediate responses and incorrect answers are led into instructional review.

Problems are randomly generated so that lessons can be repeated providing extra practice until students achieve mastery. Each lesson ends with a quiz. If students score below 70%, they return to the tutorial and more practice.

### Fraction Action (CAI Program)

Publisher Educational Activities

1990

Author(s) Jason A. Dylan

SETTING: Class; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic	Text	_____
	Reproducible masters	Included in pkg.
	Teacher's Guide	Free
	Audio Tapes	_____
	8 Disks IBM/Apple	\$295.00

READING LEVEL: 4-6

FORMAT	LEVEL	RATING	
Supplemental	ABE	Objectives	15
	Pre-GED	Validity	9
SKILLS	Math	Content	24
		Objectivity	9
		Organization	12
		Teacher Support	15
		<b>TOTAL</b>	<b>84</b>

### Math Diagnostic Inventory-Word Problems

Publisher Merit Audio Visual

1990

Author(s) Group

SETTING: Class

PURPOSE	COMPONENTS	PRICE
Academic	Text	_____
	Workbooks	_____
	Teacher's Guide	_____
	Audio Tapes	_____
	2 Disks IBM or Apple	\$199.00

READING LEVEL: 2.5-8 Math

FORMAT	LEVEL	RATING	
Assessment	ABE	Objectives	12
	Pre-GED	Validity:	9
	GED	Content	22
SKILLS	Math	Objectivity	9
		Organization	7
		Teacher Support	10
		<b>TOTAL</b>	<b>69</b>

### Math

Great for remediation at the ABE - Pre-GED level, this highly graphic approach teaches the concept of fractions in a way that students should enjoy as well as understand.

The CAI program is student-directed and excellent worksheets are provided for each lesson in the form of reproducible masters.

*Fraction Action* can easily be used to supplement any basic math text. It is a good program with excellent fraction remediation for those learners who need fractions presented *just one more way*.

### Math

#### — CAI Assessment Program —

This math inventory takes 40 minutes to diagnose weaknesses in doing application problems so that teachers can provide help where it is needed. It also has a feedback option for students.

This CAI assessment of word problems for math levels 2.5-8 covers numbers and numeration, number operations, fractions, percents and decimals, geometry, measurement, integers, algebra, probability and statistics, and word problem techniques.

While this software quickly determines students levels in math, a TABE test will provide the same information.

### Math Exercises

Publisher Contemporary  
 Author(s) Robert P. Mitchel

1993

**SETTING:** Class; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic	Text 4 Workbooks Teacher's Guide Audio Tapes Each 10-pack	<u>                    </u> <u>                    </u> <u>                    </u> <u>                    </u> \$19.95

**READING LEVEL:** 5-8

FORMAT	LEVEL	RATING
Supplemental	Literacy	Objectives 8
	ABE	Validity 10
	Pre-GED	Content 18
SKILLS	Math	Objectivity 8
		Organization 15
		Teacher Support 9
		<b>TOTAL</b> 68

### Math

For adult learners who need that extra drill, the *Math Exercises* Series provides four inexpensive workbooks (less than \$2 for 32 pages sold in packs of 10.)

Topics covered include: *Whole Numbers and Money*, which is excellent for upper 0-4, upper ESL and lower ABE students; *Fractions* which is a good supplemental drill book; *Decimals* which includes calculator skill practice; and *Percents* where word problems are explained with a little too much memorizing of formulas.

The single skill per page format makes this workbook easy to individualize and hand out as homework.

### Math Matters for Adults

Publisher Steck-Vaughn  
 Author(s) Karen Lassiter

1993

**SETTING:** Class; Tutor

PURPOSE	COMPONENTS	PRICE
Academic Employability Life Skills	Text Workbook Teacher's Guide Audio Tape	<u>                    </u> <u>                    </u> <u>                    </u> <u>                    </u> \$7.96

**READING LEVEL:** 4-

FORMAT	LEVEL	RATING
Basic Text	ABE	Objectives 14
		Validity 9
SKILLS	Math	Content 26
		Objectivity 9
		Organization 12
		Teacher Support 15
		<b>TOTAL</b> 85

### Math

*Math Matters for Adults* covers instruction and practice in basic mathematics from whole numbers through measurement, geometry and algebra. The four workbooks reflect different workplace settings and recreational settings.

These are traditional workbooks but place a real emphasis on areas that tend to give adults a great deal of trouble: fractions and measurement.

A nice feature is the *Putting Your Skills to Work* section of each book which applies taught concepts to solving real-life problems. The area *Being A Consumer*, which features pertinent charts and multi-step word problems, should be of interest and value to adult learners.

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### Math Word Problems (Video Series)

Publisher Educational Design **1993**  
 Author(s) Group  
**SETTING:** Class; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic	Text	_____
	Workbooks	_____
	Teacher's Guide	_____ Free
	5 Video Tapes	_____ \$199.00
	Blackline Masters included in package	_____

**READING LEVEL:** NA

FORMAT	LEVEL	RATING
Supplemental	Pre-GED	Objectives Validity Content Objectivity Organization Teacher Support <b>TOTAL</b>
	GED	
<b>SKILLS</b>		
Math		

### Math

This five-part videotape series reviews the skills needed to solve one and two-step problems. The tapes teach: *Problem Solving Strategies; Fractions and Decimals; Percents, Ratios and Proportions; Measurement, and Graphs, Charts and Tables.*

Learners can pause the video at any time and do the math exercises on their own. They can then compare their answers with the solutions on the videotape. The program is particularly appealing because it not only uses creative graphics to help explain key elements of math problems but goes on to apply the skills learned to real life problems.

### Real Numbers: Developmental Thinking in Math

Publisher Contemporary **1991**  
 Author(s) Allan D. Suter  
**SETTING:** Class; Self-Directed

PURPOSE	COMPONENTS	PRICE
Academic Workplace	Text	_____
	5 Workbooks	_____ \$7.33
	Teacher's Guide	_____
	Audio Tapes	_____

**READING LEVEL:** 4-6

FORMAT	LEVEL	RATING
Supplemental	ABE	Objectives 8 Validity: 9 Content 18 Objectivity 9 Organization 9 Teacher Support 11 <b>TOTAL 64</b>
	Pre-GED	
<b>SKILLS</b>		
Math	Thinking Skills	

### Math

This five-book series is designed to help students develop thinking skills in math. It can be used with upper level literacy students, ABE, Pre-GED, and Workplace classes where the measurement text would be helpful for programs needing ruler and scale skills.

The *Estimating Books* contain good practice in determining which answers do and do not make sense. They also provide good test-taking strategies.

The *Algebra Book* uses excellent visual aids to teach basic equations and signed numbers and the *Geometry Workbook* provides a good transition from text learning to real-life situations.

### Adult Skills: Learning Styles Inventory (CAI)

Publisher Educational Activities 1990  
 Author(s) Jerry Brown & Richard Cooper

**SETTING:** Class

PURPOSE:	COMPONENTS	PRICE
Academic	Text	_____
Life Skills	Replicable Masters	Included in pkg.
Workplace	Teacher's Guide	Free
Family Literacy	Audio Tapes	_____
	2 disks IBM/Apple/MAC	\$98.00

**READING LEVEL:**

FORMAT	LEVEL	RATING
Assessment	Multilevel	Objectives 13
		Validity 9
		Content 23
		Objectivity 9
		Organization 11
		Teacher Support 13
		<b>TOTAL 78</b>

**SKILLS**

Learning Styles

### Reading: Learning Styles

Recommended for all ABE classes with access to a computer, this learning styles inventory helps teachers discover each student's preferred mode of learning and provides prescriptive information that enables instructors to select resources that match each learner's strengths.

Students rate 45 statements on a 4-point Lickert Scale. Tabulation of the responses results in a graph that identifies cognitive preferences. This CAI instrument can also calculate a learning style for the whole class so instructors can compare their own learning/teaching modality against the preferred class style.

### Basic Cloze Reading (CAI Program)

Publisher Merit Audio Visual 1993  
 Author(s) Group

**SETTING:** Class, self-directed

PURPOSE	COMPONENTS	PRICE
Academic	Text	_____
	Workbook	_____
	Teacher's Guide	_____
	Audio Tape	_____
	3 disks IBM/Apple	\$149.95

**READING LEVEL:** 3-4

FORMAT	LEVEL	RATING
Supplemental	ABE	Objectives 15
	Pre-GED	Validity 9
	GED	Content 16
	ESL	Objectivity 9
Reading		Organization 9
		Teacher Support 12
		<b>TOTAL 70</b>

### Reading

This CAI reading program can be used with a wide variety of ABE and ESL learners. Students read short passages about job-related and leisure time activities and then fill in the blanks using context clues. Designed to help learners improve their vocabulary and use of idioms, it includes activities such as multiple choice, missing letters and scrambled words.

The *Basic Cloze Reading Program* is self-directed and self-correcting. Performance is evaluated at every level and students get their scores immediately. A teacher key allows the instructor to modify material, keep records and print worksheets.

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## Bridges to Critical Thinking

Publisher Contemporary 1991  
 Author(s) Bonnie Tivenan

**SETTING:** Class; Tutor; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic	Text	
Life Skills	Workbook (each)	\$7.50
Workplace	Teacher's Guide	
Family Literacy	Audio Tapes	

**READING LEVEL:** 4-6

FORMAT	LEVEL	RATING
Basic Text	ABE	Objectives 10
Reference	Pre-GED	Validity 8
		Content 20
		Objectivity 9
		Organization 9
		Teacher Support 12
		<b>TOTAL 68</b>

### SKILLS

Critical Thinking Reading

## Reading

The *Bridges to Critical Thinking* Series addresses the fact that the way we approach reading (the strategies we use) depends upon what we are reading and our purpose in doing so.

In the *Fiction Workbook*, the focus is on understanding the basic elements in fiction and developing literal and interpretive reading skills. *Reading Nonfiction* prepares students for reading in the content areas and introduces them to outlining and note-taking skills. The *Mind-Stretcher* activities in *Reading for Decision Making* are enjoyable and help learners develop their problem-solving skills. Altogether, a challenging series for learner and teacher.

## Core Reading & Vocabulary Development

Publisher Educational Activities  
 Author(s) Priscilla Hamilton & Barbara Hombs

**SETTING:** Class; Self-Directed

PURPOSE	COMPONENTS	PRICE
Academic	Text	
	Replicable Masters	Included in pkg.
	Teacher's Guide	Free
	Audio Tapes	
	4 Disks IBM/Apple	\$159.00 per level

**READING LEVEL:**

FORMAT	LEVEL	RATING
Basic Text	Literacy	Objectives 10
Supplemental		Validity 9
Reference		Content 17
		Objectivity 6
		Organization 7
		Teacher Support 10
		<b>TOTAL 59</b>

### SKILLS

Reading Writing

## Reading

### — CAI Program —

Designed for older students, this CAI basic reading program will hold the interest of adult new readers as they progress from a beginning level that introduces 35 basic words to a third grade level. Each lesson consists of nine different activities which can be completed in about 45 minutes.

Accompanying worksheets can be used for delayed recall practice. The program is designed to exercise different learning modalities and to integrate reading, writing, memory training, and visual perception.

### Diagnostic Prescriptive Reading (CAI Program)

Publisher Merit Audio Visual 1990-93  
 Author(s) Group

**SETTING:** Class; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic	Text	_____
Life Skills	Workbook (each)	_____
Workplace	Teacher's Guide	_____
Family Literacy	Audio Tapes	_____
	7 Disks IBM/Apple	\$365.00

**READING LEVEL:** 3-8

FORMAT	LEVEL	RATING
Supplemental	ABE	Objectives 15
	Pre-GED	Validity 9
		Content 23
		Objectivity 9
		Organization 8
		Teacher Support 11
		<b>TOTAL 75</b>

#### SKILLS

Reading

### Reading

The *Diagnostic Prescriptive Reading* program uses six diagnostic tests to determine the student's reading level and suggest placement. There are 36 individualized and flexible reading lessons that focus on developmental skills such as main idea, sequencing, vocabulary development, fact or opinion, factual recall and inference.

This program provides good supplemental activities for ABE or ESL students. Self-directed and self-correcting, this program teaches one skill at six levels of difficulty. Performance is evaluated and students directed to a higher or lower level according to their scores.

### Diascriptive Reading Programs (Level III Reviewed)

Publisher Educational Activities 1990  
 Author(s) Carol Buchter

**SETTING:** Class; Self-directed

PURPOSE	COMPONENTS	PRICE
Academic	Text	_____
	Workbook	Masters
	Teacher's Guide	Free
	Audio Tape	_____
	6 Disks IBM/Apple/MAC	\$335.00 per Level

**READING LEVEL:** 4 Levels Available

FORMAT	LEVEL	RATING
Supplemental	Multilevel	Objectives 14
		Validity: 9
		Content 21
		Objectivity 8
		Organization 12
		Teacher Support 12
		<b>TOTAL 76</b>

#### SKILLS

Reading

### Reading

#### — CAI PROGRAM —

There are four levels of this diagnostic, prescriptive and developmental CAI tutorial reading program. The readability for Level I is 1.5- 4.5; Level II covers 2.5-7.5; and Level IV is at 7-11.5. All provide individualized instruction with immediate feedback and positive reinforcement.

Level III (5-9), which was reviewed, addresses details, inference, main idea, vocabulary and sequence. Each lesson concentrates on one reading skill and is self-directing and self-correcting. The interest level applies to adults.

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## Food for Thought: Reading & Thinking Critically

Publisher South-Western 1992  
 Author(s) Esta de Fossard

**SETTING:** Class; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic	Text	
Life Skills	Workbook (each)	\$22.95
Workplace	Teacher's Guide	Free
Family Literacy	Audio Tapes	
	Test Package	

**READING LEVEL:** 4-7; 7-10; 10-14

FORMAT	LEVEL	RATING
Supplemental	ABE	Objectives 15
	Pre-GED	Validity 8
	GED	Content 23
<b>SKILLS</b>	Reading	Objectivity 6
		Organization 9
		Teacher Support 14
		<b>TOTAL</b> 75
Critical Thinking		
Writing		

## Kaleidoscope: Sets A & B

Publisher New Readers Press 1991  
 Author(s) Sara H. Frommer

**SETTING:** Class; Tutor; Self-Directed

PURPOSE	COMPONENTS	PRICE
Academic	Readers (each)	\$2.25
Enrichment	Workbooks	
Family Literacy	Teacher's Guide	
	Audio Tapes (4)	\$20.00

**READING LEVEL:** 1-3

FORMAT	LEVEL	RATING
Supplemental	Literacy	Objectives
	ABE	Validity: 3
	ESL	Content 21
<b>SKILLS</b>	Reading	Objectivity 9
		Organization 12
		Teacher Support
		<b>TOTAL</b>

## Reading

This critical thinking series is designed to be used at three reading levels and contains placement, mid-tests, and post-tests. It covers topics such as human rights, ethics, and gun control. *Food for Thought* expands adult learners' vocabulary and challenges their thinking skills.

This program can be used for 45 minutes a day as part of a class or independently. The three levels have the same information which allows all students to work on the same material and engage in group discussions about the content.

## Reading

*Kaleidoscope: Sets A & B* provides adult new readers with a choice of 16 short stories and read-along tapes. Ranging in pages from 24 to 31, they deal with adult characters and treat their lives, trials, and successes with humor and compassion.

The reader, *Hi Doll*, for example, deals with harassment on the job so the topics are timely and new readers could possibly relate to some of the stories.

## Laubach Way to Reading Software

Publisher New Readers Press 1992  
 Author(s) Group

**SETTING:** Class; Tutor

PURPOSE:	COMPONENTS	PRICE
Academic	Text	_____
	Workbook	_____
	Teacher's Guide	_____
	Audio Tapes	_____
	IBM/Apple II	\$185.00

**READING LEVEL:** Laubach 1-4

FORMAT	LEVEL	RATING
Supplemental	Literacy	Objectives 10
	ABE	Validity 7
SKILLS	Reading	Content 26
		Objectivity 9
		Organization 9
		Teacher Support 10
		<b>TOTAL</b> 71

## Reading - CAI

This latest addition to the *Laubach Way To Reading* program consists of software providing modified cloze exercises corresponding to lessons in *LWR Readers*.

Designed to be used after instruction in the readers, the software is easy to use and the learner might feel good about being able to operate a computer. The student doesn't need to know typing since there are four choices and the student can arrow up and down or *mouse* the answer. The exercises may be repeated at any time and the scores upgraded and retrieved by the teacher.

The manual covers everything needed to know to run the program. Nicely presented!

## More Stories Set and Tapes

Publisher New Readers Press 1992  
 Author(s) Group

**SETTING:** Class; Tutor

PURPOSE	COMPONENTS	PRICE
Academic	Readers (set)	\$11.95
	Workbook	_____
	Teacher's Guide	_____
	Audio Tapes (set 4)	\$56.00

**READING LEVEL:** Laubach 1-4

FORMAT	LEVEL	RATING
Supplemental	Literacy	Objectives 14
	ABE	Validity: 9
	ESL	Content 26
SKILLS	Reading	Objectivity 9
		Organization 12
		Teacher Support 10
		<b>TOTAL</b> 80

## Reading

A series of read-along tapes is now available to accompany *More Stories 1-4*, a complement to the *Laubach Way To Reading Series*. These readers and tapes are correlated to Laubach levels and reinforce the vocabulary learned in the *Laubach Way To Reading*.

Many of the stories deal with characters introduced in the series which provides for reader continuity and interest. The tapes are well done, very slow and deliberate for the new reader. At the beginning of each story, the new words for that story are given, which is very helpful.

These books would be excellent for ESL as well as for new readers.

### Multicultural Reading Series, Books 1-4

Publisher Educational Design, Inc. **1992,19**  
 Author(s) Hodges & Margulies  
**SETTING:** Class; Tutor; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic; Life Skills	Text	
	Workbook (each)	\$7.75
	Teacher's Guide	Free
	Audio Tapes	

**READING LEVEL:** 4-8

FORMAT	LEVEL	RATING
Supplemental	ABE	Objectives 13
	Pre-GED	Validity 8
<b>SKILLS</b> Reading		Content 22
		Objectivity 9
		Organization 12
		Teacher Support 13
		<b>TOTAL 77</b>

### Reading

Each workbook in the *Multicultural Reading Series* contains 20 stories written at 4-8th grade level. The selections are of high interest to adults and would be a very good supplement to ABE classes. They would also be good for tutors to use.

After reading the stories, learners must answer critical thinking and comprehension questions as well as complete vocabulary, study skills and writing exercises.

The workbooks are good for building self-esteem for minority students and for teaching cultural diversities. The teacher's guide is easy to read and follow. It has clearly stated objectives for each lesson and contains an answer key.

### Power Vocabulary: Basic Word Strategies for Adults

Publisher Cambridge Adult Education **1992**  
 Author(s) Dorothy Rubin

**SETTING:** Class; Tutor

PURPOSE	COMPONENTS	PRICE
Academic	Text	
	Workbooks (each)	\$5.25
	Teacher's Guide	
	Audio Tapes	
	Locator Test Booklet	\$1.75

**READING LEVEL:** 3-5

FORMAT	LEVEL	RATING
Basic Text	Multilevel	Objectives 10
		Validity: 9
Supplemental		Content 20
		Objectivity 9
		Organization 9
		Teacher Support 10
		<b>TOTAL 67</b>

**SKILLS**  
 Vocabulary Development Reading

### Reading

This well-paced five-book series encourages the fast acquisition of a basic vocabulary that can be used in the community as well as in the classroom. It begins at a 3rd grade reading level and would be useful in a classroom or tutorial setting or as a GED class supplement.

*Power Vocabulary* relies on a knowledge of phonics although it does include contextual strategies for increasing vocabulary such as scanning sentences for clues and using synonyms and antonyms. There is a separate locator test. The books provide pre-tests and post-tests. The unit reviews are excellent and offer systematic coverage of previous materials taught.

## Readers Choice Series

Publisher Contemporary

1992

Author(s) Sarah Schmidt

**SETTING:** Class; Tutor

### PURPOSE:

Academic  
Family Literacy

### COMPONENTS

Text	_____
Workbook (each)	\$7.00
Teacher's Guide	\$5.25
Audio Tapes	_____
(5 Pack) Pre-Post Test	\$11.50

### PRICE

**READING LEVEL:** 4-6

### FORMAT

### LEVEL

### RATING

Core Series

ABE  
Pre-GED

Objectives	12
Validity	9
Content	27
Objectivity	9
Organization	12
Teacher Support	12
<b>TOTAL</b>	<b>81</b>

### SKILLS

Reading Critical Thinking  
Writing

## Reading

The Reader's Choice Series combines reading and critical thinking skills. The three workbooks are specifically designed for students reading at an ABE (4-6) level. They can, however, be used successfully by creative tutors and teachers with adults in literacy, ESL or pre-GED programs.

High-interest selections make this an enjoyable series packed with quality reading skills. The teacher's guide provides additional discussion and writing activities as well as defining teaching objectives and suggesting instructional strategies.

## Sports Books and Tapes

Publisher New Readers Press

1993

Author(s) Mel Cebulash

**SETTING:** Class; Tutor; Self-Directed

### PURPOSE

Academic  
Enrichment

### COMPONENTS

Readers (each)	\$4.25
Workbook	_____
Teacher's Guide	_____
4 Audio Tapes (each)	\$12.00

### PRICE

**READING LEVEL:** 3-5

### FORMAT

### LEVEL

### RATING

Supplemental

ABE  
Pre-GED  
GED

Objectives	14
Validity:	9
Content	20
Objectivity	9
Organization	8
Teacher Support	15
<b>TOTAL</b>	<b>75</b>

### SKILLS

Reading

## Reading

These four tapes and 64-page books on baseball, football, basketball and prize fights provide very high interest material for reading and discussion. They are great for sports enthusiasts, especially for male new readers.

Narrated by Phil Rizzuto, Frank Gifford, Dick Vitale and Sean O'Grady, the tapes are good, well-paced, enthusiastic, and easy-to-understand. The stories can be reread or read following the use of the tapes. They are great sports stories of the 20th Century and they are excellent.

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## Spotlight Series

Publisher Steck-Vaughn

1993

Author(s) Randal C. Hill

**SETTING:** Class; Tutor; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic	Text	
Enrichment	Workbook (each)	\$6.12
	Teacher's Guide	
	Audio Tapes	

**READING LEVEL:** 2-4

FORMAT	LEVEL	RATING
Supplemental	ABE	Objectives 11
	Pre-GED	Validity 8
		Content 18
		Objectivity 9
		Organization 12
		Teacher Support
		<b>TOTAL 58</b>

### SKILLS

Reading Critical Thinking  
Writing

## Reading

The *Spotlight Series* features six full-color magazine-type readers that contain short stories about today's celebrities: *Spotlight on Movie Stars, TV Stars, Sports Stars I and II, Music Stars and Rock Stars*.

Seemingly geared to high school students, it nevertheless is very high interest for adults. Each reader contains eight 4-page stories. There is a good variety of review activities at the end of each story: true and false questions; fill in the blanks, drawing conclusions, etc.

The glossary at the end of each book is excellent, enabling the student to review and return.

## Stories of America

Publisher Steck-Vaughn

1993

Author(s) Group

**SETTING:** Class; Tutor; Tutor

PURPOSE	COMPONENTS	PRICE
Academic	Readers Level 3 & 4	\$4.40
Life Skills	Readers Level 5 & 6	\$5.32
Enrichment	Teacher's Guide	\$4.45
	Audio Tapes	

**READING LEVEL:** 3-5

FORMAT	LEVEL	RATING
Core Series	Literacy	Objectives 15
	ABE	Validity: 7
Supplemental	Pre-GED	Content 27
		Objectivity 9
		Organization 12
		Teacher Support 14
		<b>TOTAL 84</b>

### SKILLS

Reading Critical Thinking

## Reading

This series of basic readers at 3-5th grade level is very nicely done. It presents 22 stories of America that provide the adult learner with representative multicultural vignettes of our national experience. The artwork is excellent and the idea that well-known authors are represented is good.

The lower level (3) might be difficult for higher level literacy students but the series has such excellent illustrations that visual cues would provide needed support. These are high interest books and they have an outstanding teacher's guide full of strategies and enrichment activities. The objectives are clearly stated and could be used to develop an individual client plan.

## Timeless Tales

Publisher New Readers Press 1993  
 Author(s) Retold by Tana Reiff

**SETTING:** Class; Tutor; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic	Reader (each)	\$4.25
Family Literacy	Workbook	
Enrichment	Teacher's Guide	
	Audio Tapes (each)	\$10.50

**READING LEVEL:** 2-3

FORMAT	LEVEL	RATING
Supplemental	Literacy	Objectives 13
	ABE	Validity 9
SKILLS	Reading	Content 19
		Objectivity 9
		Organization 12
		Teacher Support 14
		<b>TOTAL</b> 76

## Reading

*Timeless Tales* is a series of tall tales, fables, classic adventure and love stories that have been rewritten at a second to third grade reading level by Pennsylvania's own Tana Reiff. Accompanied by read-along tapes, they will appeal to adults reading at every level. The illustrations are excellent and the stories are truly timeless.

The introduction to each book tells what to expect. A very new reader might not be able to grasp the point without some direction from the teacher. The stories should also appeal to children, and once mastered, will make great material for parents reading to their children.

## Winners Series

Publisher Steck-Vaughn 1993  
 Author(s) Melissa & Henry Billings

**SETTING:** Class; Tutor; Self-Directed

PURPOSE	COMPONENTS	PRICE
Academic	Readers (each)	\$6.95
Enrichment	Workbook	
	Teacher's Guide	
	Audio Tapes	

**READING LEVEL:** 2-4

FORMAT	LEVEL	RATING
Supplemental	Literacy	Objectives 11
	ABE	Validity: 9
SKILLS	Writing	Content 20
		Objectivity 9
		Organization 15
		Teacher Support
		<b>TOTAL</b> 58

## Reading

*The Winners Series* is comprised of four two-color magazine-format readers that feature adult achievers who won Nobel Prizes and Congressional Medals of Honor, who were winners in the Olympic Games and who are honored in Halls of Fame.

An exceptional series for the adult learner, it could be used to build self-esteem as the stories are about ordinary people who accomplished extraordinary things. The review at the end of each story enables the learner to try a variety of skills and then complete an evaluation at the end of the book. This is a real winner!

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## Pre-GED & GED

TITLE	FORMAT	PAGE
Contemporary Foundations Series	Core Series	40
Steck-Vaughn Pre-Ged Series	Core Series	43
Threshold: Cambridge Pre-GED Series	Core Series	44
GED Essay, The	Basic Text	41
GED Math Problem Solver	Basic Text	41
Number Power Review: Whole Numbers to Algebra	Basic Text	42
Algebra Made Painless	Supplemental CAI	40
Pre-GED Exercise Book	Supplemental	43
Pre-GED 2000	Supplemental CAI	42
Writing & Reading the Essay	Supplemental	44

## Social Studies

TITLE	FORMAT	PAGE
Amazing Century Series	Core Series	45
History of Multicultural America	Supplemental	45
It's Yours: The Bill of Rights	Supplemental	46
Map Skills: The U.S. & Map Skills: The World	Supplemental	46
Maps, Globes & Graphs	Supplemental	47
One People; One Constitution	Supplemental	47

## Language Arts

TITLE	FORMAT	PAGE
Cambridge Writing Series	Core Series	48
Expressions and Viewpoints	Whole Language Series	50
Basics of Writing	Basic Text	48
Teaching Writing to Adults	Resource Video	52
Diascriptive Language Arts Development	Supplemental CAI	49
Easy English	Supplemental	49
Handwriting	Supplemental	50
Punctuation: Capitalization	Supplemental	51
Spelling for Job & Personal Use	Supplemental	51
Using the Dictionary	Supplemental	52

### Algebra Made Painless (CAI Program)

Publisher Educational Activities, Inc. 1987  
 Author(s) Jason A. Dylan

**SETTING:** Class; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic	Text	_____
	Workbooks	_____
	Teacher's Guide	Free
	Video Tapes	_____
	6 Disks IBM/Apple	\$295.00

**READING LEVEL:**

FORMAT	LEVEL	RATING
Supplemental	GED	
		Objectives 15
		Validity 9
		Content 27
		Objectivity 9
		Organization 12
		Teacher Support 15
		<b>TOTAL 87</b>

**SKILLS**

Math

### GED: Math

This 6-disk series provides interactive self-paced instruction that is the equivalent of any Algebra text. The units cover *Signed Numbers, Number Properties and Variables; One-Step Equations; Equations Requiring More Than One Operation; Linear Equations and Solving Algebraic Word Problems.*

Each unit provides tutorial lessons and reviews of correct answers or detailed solutions for incorrect answers. Each of the four lessons in a unit ends with a five-item quiz. The 5th lesson combines all previously studied lessons.

The menu can be set so the program need not be done sequentially but can be chosen from a menu. I would love to have it in my ABE classroom!

### Foundations Series

Publisher Contemporary 1993  
 Author(s) Group

**SETTING:** Class; Self-Directed

PURPOSE	COMPONENTS	PRICE
Academic	Text	_____
	Workbooks (each)	\$9.66
	Teacher's Guide	_____
	Audio Tape	_____

**READING LEVEL:** 4-6

FORMAT	LEVEL	RATING
Core Series	ABE	
	Pre-GED	
		Objectives 11
		Validity: 9
		Content 22
		Objectivity 7
		Organization 12
		Teacher Support 13
		<b>TOTAL 74</b>

**SKILLS**

All GED Areas Critical Thinking

### Pre-GED Series

The *Foundations Series* takes a basic competency approach to Pre-GED instruction that integrates critical thinking, reading and writing in all content areas.

There is an excellent sequencing of topics in the *Math Workbook* with decimals presented before fractions. There is good continuity between the *Social Studies and Science Workbooks* as topic areas stress the same higher order thinking skills.

The *Reading Workbook* has an excellent presentation of poetry topics. The writing workbook contains good sample essays before the learner has to write that style of essay. All the books have Strategy boxes that restate the theories learned.

## GED Essay, The

Publisher Contemporary  
 Author(s) Ellen Frechette

1993

**SETTING:** Class

### PURPOSE:

Academic

### COMPONENTS

Text	_____
Workbook	_____ \$7.00
Teacher's Guide	_____
Video Tapes	_____

### PRICE

**READING LEVEL:** 7+

### FORMAT

### LEVEL

Basic Text GED

### RATING

Objectives	13
Validity	9
Content	21
Objectivity	7
Organization	12
Teacher Support	12
<b>TOTAL</b>	<b>74</b>

### SKILLS

Writing

## GED: Writing

This workbook offers GED learners and instructors a very concise step-by-step procedure for writing the GED essay.

After an introduction on understanding the GED essay, there are examples of strong and weak essays, followed by activities designed to help learners to analyze a topic, and to plan, write and revise an essay.

The *Checklist For Revisions* is helpful in rewriting and editing. The book also contains a section on test-taking strategies. The unit that compares general essay topics to the more specific GED prompts is excellent.

## GED Math Problem Solver

Publisher Contemporary  
 Author(s) Myrna Manly

1992

**SETTING:** Class; Self-Directed

### PURPOSE

Academic

### COMPONENTS

Text	_____
Workbook	_____ \$9.66
Teacher's Guide	_____ \$7.25
Audio Tapes	_____

### PRICE

**READING LEVEL:** 7-12

### FORMAT

### LEVEL

Supplemental GED

### RATING

Objectives	10
Validity:	9
Content	19
Objectivity	8
Organization	7
Teacher Support	13
<b>TOTAL</b>	<b>66</b>

### SKILLS

Math

## GED Math

The *GED Math Problem Solver* is an excellent text that integrates algebra and geometry with basic math skills. The workbook, which can be used alone as well with teacher direction, stresses early application of math reasoning skills such as estimating, and mental arithmetic.

The teacher's guide is well-organized, with dozens of classroom activities. It is especially useful for non-math teachers who need additional guidance to blend algebra and geometry with basic math skills.

## Number Power Review: Whole Numbers to Algebra

Publisher Contemporary 1993  
 Author(s) Robert Mitchell

**SETTING:** Class; Tutor; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic	Text	_____
	Workbook	_____ 58.60
	Teacher's Guide	_____
	Video Tapes	_____

**READING LEVEL:** 5-7

FORMAT	LEVEL	RATING
Basic Text	ABE	Objectives 14
	Pre-GED	Validity 9
SKILLS	Math	Content 23
		Objectivity 8
		Organization 8
		Teacher Support 10
		<b>TOTAL</b> 72

## Pre-GED Math

This comprehensive review of math principles and applications includes problem-solving strategies, estimating, and calculator skills. There is a good ordering of instructional material by introducing decimal topics before fractions.

The *Test-Readiness Checkups* found at the end of each chapter are excellent to assist teachers or tutors determine if adult learners are able to translate their skills to a test situation.

There is an answer key in the workbook and a 56-item post-test and corresponding evaluation chart for assessment of the student's mastery of the subject.

## Pre-GED 2000 Program

Publisher Steck-Vaughn 1993  
 Author(s) Larry Dale Hodge

**SETTING:** Class

PURPOSE	COMPONENTS	PRICE
Academic	Text	_____
	Workbook	_____
	Teacher's Guide	_____
	Audio Tape	_____
	1 Computer Use: IBM/Apple \$1995.00	

**READING LEVEL:** 5-8

FORMAT	LEVEL	RATING
Core Series	Pre-GED	Objectives 15
		Validity: 8
SKILLS	All GED Areas	Content 22
		Objectivity 8
		Organization 8
		Teacher Support 12
		<b>TOTAL</b> 73

## Pre-GED: CAI Program

This CAI program serves as a self-contained companion to *Steck-Vaughn's Pre-GED Series*. Available for IBM or Apple, it builds reading and writing skills at 5-8th grade level.

Practice in reading in the subject areas of literature, social studies, and science are included in the reading component. The writing module has a separate grammar segment, and an on-screen dictionary is included.

The management component tracks learners enrollment and progress and provides control over access to testing answers. *Pre-GED 2000* is a very good program and if there is sufficient money to purchase a CAI program, this would be an excellent choice.

**Pre-GED Exercise Books**

Publisher Contemporary  
 Author(s) Group

1992

**SETTING:** Class

PURPOSE:	COMPONENTS	PRICE
Academic	Text	_____
	Workbook (each)	_____ \$6.60
	Teacher's Guide	_____
	Video Tapes	_____

**READING LEVEL:** 5-8

FORMAT	LEVEL	RATING
Supplemental	Pre-GED	Objectives 9
		Validity 8
		Content 16
		Objectivity 7
		Organization 8
		Teacher Support 8
		<b>TOTAL 56</b>

**SKILLS**  
 All GED Areas Critical Thinking

**Pre-GED Series**

This workbook series correlated to *Contemporary's Pre-GED Series*, offers adult learners additional practice in grammar, writing, reading, critical thinking, basic math, problem-solving and the interpretation of visual data.

The *Social Studies* and *Science Workbooks* review basic strategies for answering multiple-choice questions based on charting, graphs, and main ideas. Post-tests use multiple-choice format, but not GED test question format.

*Reading* covers inference, main idea and literature questions. *Writing Skills* provides practice in grammar skills and the *Math Workbook* presents problem-solving skills in a very simple step-by-step process.

**Steck-Vaughn Pre-GED Series**

Publisher Steck-Vaughn  
 Author(s) Group

1992

**SETTING:** Class; Tutor; Self-Directed

PURPOSE	COMPONENTS	PRICE
Academic	Text	_____
	Workbooks (each)	_____ \$6.99
	Teacher's Guide	_____
	Audio Tapes	_____

**READING LEVEL:** 6-8

FORMAT	LEVEL	RATING
Core Series	Pre-GED	Objectives 15
		Validity: 8
		Content 19
		Objectivity 6
		Organization 8
		Teacher Support 11
		<b>TOTAL 67</b>

**SKILLS**  
 All GED Areas

**Pre-GED Series**

This five book series is a thorough, organized, comprehensive presentation of basic Pre-GED materials. Each of the texts on *Social Studies*, *Science*, *Literature*, and *Writing* includes activities to do prior to reading.

There is a good consistency between the workbooks. The *Math Workbook* is comprehensive and takes the student up to signed numbers. This leads to a good transition into GED math.



**Threshold: Cambridge Pre-GED Series**

Publisher Cambridge Adult Education 1993

Author(s) Group

**SETTING:** Class

PURPOSE:	COMPONENTS	PRICE
Academic	Text	_____
	Workbook (each)	\$6.50
	Teacher's Guide	_____
	Video Tapes	_____

**READING LEVEL:** 6-8

FORMAT	LEVEL	RATING
Core Series	Pre-GED	Objectives 14
		Validity 8
		Content 20
		Objectivity 8
		Organization 11
		Teacher Support 8
		<b>TOTAL 69</b>

**SKILLS**

All GED Areas

**GED Series**

The Threshold Pre-GED Series has two math books: Book 1 covers whole numbers and decimals; Book 2 introduces fractions and percent

There are three reading workbooks in the content areas of literature, social studies, and science. All texts offer GED practice exercises, a pre-test and a post-test.

This series could serve as a basic text for Pre-GED/ABE classes. The sample GED questions offer excellent preparation for the GED test.

**Writing & Reading the Essay**

Publisher Contemporary 1993

Author(s) Pat Fiene

**SETTING:** Class; Self-Directed

PURPOSE	COMPONENTS	PRICE
Academic	Text	_____
	Workbook	\$9.66
	Teacher's Guide	_____
	Audio Tape	_____

**READING LEVEL:** 6+

FORMAT	LEVEL	RATING
Basic Text	GED	Objectives 14
Supplemental		Validity: 8
Reference		Content 27
		Objectivity 8
		Organization 10
		Teacher Support 14
		<b>TOTAL 81</b>

**SKILLS**

Writing Grammar

**GED : Writing**

*Writing and Reading the Essay* is a very comprehensive tool to aid GED students to acquire basic writing skills. It accentuates essential grammar skills such as irregular verbs, adjectives, punctuation, etc.

This workbook could be used alone or with instructor direction. It could serve as a basic text or as a supplemental workbook.

Part I presents basic writing skills. Part II can be used as a grammar resource handbook as well as a language skills handbook.

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### Amazing Century Series

Publisher Contemporary 1992  
 Author(s) Group

**SETTING:** Class; Tutor; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic	Text	
	Workbook (each)	\$8.45
	Teacher's Guide	\$2.50
	Video Tapes	

**READING LEVEL:** 5-6

FORMAT	LEVEL	RATING
Core Series	Pre-GED	Objectives 14
	GED	Validity 9
SKILLS	Reading	Content 25
		Objectivity 12
		Organization 12
		Teacher Support 12
		TOTAL 84

Social Studies  
 Writing

### Social Studies

This five-volume multipurpose series is truly amazing. Its high-interest stories in magazine-format read like *People Magazine*.

The *Amazing Century Series* can be used to teach reading or social studies and its hundreds of photos and multicultural information base makes it equally valuable in an ABE, GED, ESL or multilevel class. The *Then and Now* features which link the present with the past are an excellent framework for class discussion and group writing.

### History of Multicultural America

Publisher Steck-Vaughn 1993  
 Author(s) Group

**SETTING:** Class

PURPOSE	COMPONENTS	PRICE
Academic Enrichment	Texts (each)	\$5.32
	Workbooks	
	Teacher's Guide	\$4.45
	Audio Tapes	
	8 books & guide	\$39.95

**READING LEVEL:** 7-8

FORMAT	LEVEL	RATING
Core Series	ABE	Objectives 15
	Pre-GED	Validity 8
SKILLS	Reading	Content 22
		Objectivity 9
		Organization 12
		Teacher Support 14
		TOTAL 80

Social Studies

### Social Studies

This 8-volume series features the stories of immigrants, minorities, and women as they played their part in the making of our multicultural American history.

The teacher's guide is excellent. The followup activities and enrichment resources would give a creative teacher enough material for many additional multi-sensory lessons.

The books are easy to read for levels 7-8. A lively account is given of all ethnic and cultural groups in the U.S.A. The photos are interesting and help lower level readers.

By using the photos and ideas from the enrichment section of the teacher's guide, to develop a curriculum, this series could be sampled in ABE and even literacy level classes.

### It's Yours: The Bill of Rights

Publisher Steck-Vaughn

1993

Author(s) Brady, Pereira and Hess

**SETTING:** Class; Tutor; Tutor; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic	Text	_____
	Workbook	\$7.20
	Teacher's Guide	\$5.45
	Video Tapes	_____

**READING LEVEL:** 5-6

FORMAT	LEVEL	RATING	
Supplemental	ABE	Objectives	5
	Pre-GED	Validity	10
	ESL	Content	14
<b>SKILLS</b>	Social Studies	Objectivity	8
		Organization	9
		Teacher Support	14
		<b>TOTAL</b>	<b>60</b>
		Reading	

### Social Studies

*It's Yours: The Bill of Rights* teaches individual rights and responsibilities under U.S. law. Although no goals or objectives are specifically stated, the overall presentation is good.

For ABE and Pre-GED students, and especially ESL adults at intermediate level, this workbook presents the Bill of Rights in a complete and easy-to-understand manner

### Map Skills: The U.S. and Map Skills: The World

Publisher Steck Vaughn

1993

Author(s) Elspeth Leacock

**SETTING:** Class; Tutor

PURPOSE	COMPONENTS	PRICE
Academic	Text	_____
	Workbook	\$3.96
	Teacher's Guide	\$3.45
	Audio Tape	_____

**READING LEVEL:** 2-4

FORMAT	LEVEL	RATING	
Supplemental	ABE	Objectives	6
		Validity:	10
<b>SKILLS</b>	Social Studies	Content	16
		Objectivity	8
		Organization	10
		Teacher Support	12
		<b>TOTAL</b>	<b>62</b>

### Social Studies

Both *Map Skills: The U.S.* and *Map Skills: The World* provide simple explanations, colorful presentations and practical demonstrations of map skills. They could be used as a supplement to social studies lessons.

This is a good basic approach and moves at a nice pace for low level ABE students who have little or no map experience. (It could be insulting to pre-GED and GED students).

Paired together, *Map Skills: The U.S.* and *Map Skills: The World* are very easy to read and follow although there are no answers to student-assigned problems in the student books.

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## Maps, Globes & Graphs

Publisher Steck-Vaughn

1993

Author(s) Henry Billings

**SETTING:** Class; Tutor; Self-Directed

### PURPOSE:

Academic

### COMPONENTS

Text	_____
Workbooks (each)	\$6.60
Teacher's Guide	_____
Video Tapes	_____

### PRICE

**READING LEVEL:** 4-6

### FORMAT

### LEVEL

### RATING

Supplemental Pre-GED  
GED

Objectives	10
Validity	8
Content	22
Objectivity	8
Organization	8
Teacher Support	11
<b>TOTAL</b>	<b>67</b>

### SKILLS

Social Studies Science  
Math

## Social Studies

This three-book series is a very well-organized presentation of map skills and graph skills. Students have an opportunity to become active learners as they practice activities that teach basic concepts such as scale and distance, time zones, longitude and latitude.

*Maps, Globes and Graphs* works well with Pre-GED and GED students. It presents skills that transfer from math to science to social studies and is an excellent addition as a supplemental class resource.

## One People; One Constitution

Publisher Curriculum Associates, Inc.

1991

Author(s) Barbara Mindell & R. Lee Stayton

**SETTING:** Class

### PURPOSE

Academic

### COMPONENTS

Texts	_____
Workbook	\$3.95
Teacher's Guide	\$2.95
Audio Tapes	_____
	\$14.90

### PRICE

**READING LEVEL:** 4

### FORMAT

### LEVEL

### RATING

Supplemental ABE

Objectives	11
Validity:	9
Content	18
Objectivity	9
Organization	10
Teacher Support	13
<b>TOTAL</b>	<b>70</b>

### SKILLS

Social Studies Reading

## Social Studies

This is an excellent book for teaching civics to new readers. In just 32 pages it presents important information about the Declaration of Independence, the Constitutional Convention, the Preamble and Bill of Rights, and the Founder's plans for government.

*One People; One Constitution* is not low level reading but it is interesting and at the end of each story there are different exercises; crossword puzzles, fill-in-the-blanks, dictionary study and multiple choice. The first section of each exercise checks the comprehension; the second and third sections require higher level reading and thinking skills, such as analyzing, applying sequence, and classifying.

## Basics of Writing

Publisher South-Western

1993

Author(s) Krizan & Logan

**SETTING:** Class; Tutor; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic Workplace	Text	_____
	Workbook	\$11.95
	Teacher's Guide	Free
	Video Tapes	_____

**READING LEVEL:**

FORMAT	LEVEL	RATING
Basic Text	Pre-GED	Objectives 13
	GED	Validity 8
		Content 17
		Objectivity 7
		Organization 9
Writing	Grammar	Teacher Support 14
		<b>TOTAL 68</b>

## Cambridge Writing Series

Publisher Cambridge Adult Education

1991-19

Author(s) Group

**SETTING:**

PURPOSE	COMPONENTS	PRICE
Academic LifeSkills	Text	_____
	Workbooks (each)	\$6.00
	Teacher's Guide	_____
	Audio Tape	_____

**READING LEVEL:** 6-12

FORMAT	LEVEL	RATING
Supplemental	Pre-GED	Objectives 9
	GED	Validity 8
		Content 18
		Objectivity 5
		Organization 8
Writing		Teacher Support 8
		<b>TOTAL 56</b>

## Writing

This student text includes a brief review of English grammar and usage before teaching basic writing skills. Content includes setting goals, writing to the reader, preparing outlines, composing rough copy and revising the passages.

It is as good as any other writing text. What makes it special is the teacher's guide. This includes detailed instructor guidelines and suggestions to include current relevant topics and relate writing to personal and work-related issues.

## Writing

While aimed at developing writing skills that will be useful in taking the GED test, these three texts offer different approaches to writing that will appeal to ABE and Pre-GED learners.

*Right Track Writer* (6-8 reading level) introduces writers with little or no writing experience to the writing process as a gradual approach to the GED Essay.

*Telling Stories, Writing Lives* (7-10 reading level) teaches the writing process and organization for different kinds of writing based on personal experience as a preparation for the GED essay.

*Easy Writer* (7-12 reading level) teaches the writing process with a focus on the GED essay. It includes diagnostic tests and GED model essay questions.

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## Diascriptive Language Arts Development

Publisher Educational Activities **1986**  
 Author(s) Avis Agin & Johanna Pomeroy

**SETTING:** Class; Self-Directed

PURPOSE:	COMPONENTS	PRICE
Academic	Text	_____
	Reproducible Masters	Included in Pkg.
		Free
	Teacher's Guide	_____
	7 Disks IBM/Apple	\$395.00

### READING LEVEL:

FORMAT	LEVEL
Supplemental	Multilevel

### SKILLS

Writing	Grammar
---------	---------

RATING	
Objectives	15
Validity	8
Content	22
Objectivity	6
Organization	11
Teacher Support	15
<b>TOTAL</b>	<b>77</b>

## Easy English

Publisher Crisp Publications **1993**  
 Author(s) Diana Bonet

**SETTING:** Class

PURPOSE	COMPONENTS	PRICE
Academic; workplace	Texts	\$12.95
	Workbook	_____
	Teacher's Guide	_____
	Audio Tapes	_____

### READING LEVEL: 6-8

FORMAT	LEVEL
Basic Text	ABE
Supplemental	Pre-GED
Reference	

### SKILLS

Grammar	Usage
Spelling	

RATING	
Objectives	15
Validity:	8
Content	27
Objectivity	9
Organization	12
Teacher Support	12
<b>TOTAL</b>	<b>83</b>

## Writing

### — A CAI PROGRAM—

This self-paced diagnostic and remedial program of basic grammar has a wide level of uses: ESL, ABE, Pre-GED. The interest level is good for adult students.

Diagnostic tests place the student at the correct level and remediation is given until a score of 70% is reached and maintained. Skills developed range from capitalization and punctuation to parts of speech and paragraph construction.

This is a good program and there will always be a need for language arts remediation in the adult education classroom.

## Writing: Grammar

This author obviously enjoys the English language! *Easy English* is written in a colorful manner.

Fundamental grammar and usage rules are presented in a clear, concise and enjoyable way. The book provides practical examples and exercises in grammar, punctuation, spelling and usage. The spelling and proper pronouns are especially well done.

This book is a must at least as a reference book. Students will like the quotes as well as the material in the practice sentences.

## Expressions and Viewpoints

Publisher Contemporary

1992

Author(s) Group

**SETTING:** Class

### PURPOSE:

Academic

### COMPONENTS

Text	
Workbook (each)	58.33
Teacher's Guide	56.25
AudioTapes	

### PRICE

**READING LEVEL:** 4-7

### FORMAT

### LEVEL

Core Series

ABE  
Pre-GED

### RATING

Objectives	
Validity	9
Content	
Objectivity	9
Organization	12
Teacher Support	15
<b>TOTAL</b>	

### SKILLS

Critical Thinking Reading  
Writing

## Writing

This whole-language series takes a challenging new approach to teaching reading and writing. The outstanding collection of contemporary fiction and poetry in each volume reflects the cultural and ethnic diversity of our country and our students. Adults can relate to the themes presented and draw from their own experiences to exchange ideas.

This series needs an experienced and sensitive teacher to assist learners to master the communications and thinking skills that enhance the reading and writing activities. The teacher's guide explains the whole language approach and provides detailed step-by-step lesson plans.

## Handwriting

Publisher South-Western

1993

Author(s) Renae Humburg

**SETTING:** Class; Tutor; Self-Directed

### PURPOSE

Academic  
LifeSkills

### COMPONENTS

Text	
Workbooks (each)	54.75
Teacher's Guide	Free
Audio Tape	

### PRICE

**READING LEVEL:** 5-6

### FORMAT

### LEVEL

Basic Text  
Supplemental

Multilevel

### RATING

Objectives	15
Validity	9
Content	23
Objectivity	9
Organization	12
Teacher Support	15
<b>TOTAL</b>	<b>83</b>

### SKILLS

Writing

## Writing

Although written at a 5-6 reading level, this handwriting workbook is excellent for any level of adult student since the exercises are primarily copying what is already written.

This workbook is concerned with a very elementary idea - handwriting - yet the subject is treated in a very adult way dealing with workplace issues, bank accounts, letter-writing, etc.

It is especially helpful for ESL adults. I wish I had had this workbook ten years ago when I was asked to teach a handwriting course to foreign physicians.

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## Punctuation; Capitalization

Publisher South-Western 1993  
 Author(s) Renae Humburg

SETTING: Class; Tutor

PURPOSE:	COMPONENTS	PRICE
Academic	Text	_____
	Workbook (each)	\$6.25
	Teacher's Guide	Free
	AudioTapes	_____

READING LEVEL: 5-6

FORMAT	LEVEL	RATING
Basic Text	ABE	Objectives 15 Validity 6 Content 24 Objectivity 9 Organization 12 Teacher Support 14 TOTAL 80

  

SKILLS	LEVEL
Writing	Usage

## Writing: Usage

These two texts are teacher or tutor-usable for students at a 3rd to 5th grade level. Both books use clear objectives and the content relates to real life issues.

*Capitalization* has large print and colorful pages. There is an excellent unit on abbreviations. Three chapters in the *Punctuation Book* are devoted to the comma. Ending marks, apostrophes, quotations and colons/semicolons are also taught.

In the *Did You Know* box activity, students have to use their punctuation skills to correct adult-oriented material. This is a high interest series with good self-checks for students and good assessment records.

## Spelling for Job & Personal Use

Publisher South-Western 1992  
 Author(s) Merle Wood

SETTING: Class; Tutor; Self-Directed

PURPOSE	COMPONENTS	PRICE
Academic, Work	Texts	_____
	Workbook	\$9.50
	Teacher's Guide	Free
	Audio Tapes (3)	\$236.25

READING LEVEL: 4-6

FORMAT	LEVEL	RATING
Basic Text	ABE	Objectives 15 Validity: 9 Content 7 Objectivity 9 Organization 10 Teacher Support 14 TOTAL 84
Supplemental	Pre-GED	
Reference		

  

SKILLS	LEVEL
Spelling	

## Writing: Spelling

Students completing this book should be able to spell and use 2,200 words. The material used is high-interest level for adults and the words chosen are appropriate for ABE classes. These are words adults would be called upon to use at home and on the job.

The progress checks used in addition to pre-tests and post-tests are very good. The teacher's manual would be most helpful to a beginning teacher or novice tutor. Three sets of spelling dictation tapes at grade levels 4 to 6 are available for use with the *Spelling for Job and Personal Use* workbook.

## Teaching Writing to Adults (Video)

Publisher South-Western

1991

Author(s) Dorothy Hammond

**SETTING:** Teacher/Tutor Resource

**PURPOSE:**

Academic

**COMPONENTS**

Text	_____
Workbook	_____
Teacher's Guide	Free
Video Tapes (3)	\$256.50

**PRICE**

**READING LEVEL:** NA

**FORMAT**

**LEVEL**

**RATING**

Reference CED

Objectives	13
Validity	8
Content	21
Objectivity	6
Organization	9
Teacher Support	12
<b>TOTAL</b>	<b>69</b>

**SKILLS**

Writing

## Writing

This series of three videotapes providing basic instruction in writing techniques is an excellent resource for staff development with tutors and teachers.

Tape 1 provides an excellent explanation of the holistic scoring used for the GED writing test. It gives great hands-on experience and continually refers to pages in the teacher's guide. Tape 2 integrates reading and writing skills. Tape 3 provides additional teaching tips.

## Using the Dictionary

Publisher South-Western

1993

Author(s) Wood

**SETTING:** Class; Tutors; Independent

**PURPOSE**

Academic  
LifeSkills

**COMPONENTS**

Text	_____
Workbooks (each)	\$6.25
Teacher's Guide	Free
Audio Tape	_____

**PRICE**

**READING LEVEL:**

**FORMAT**

**LEVEL**

**RATING**

Supplemental Multilevel  
Reference

Objectives	15
Validity	9
Content	24
Objectivity	9
Organization	12
Teacher Support	15
<b>TOTAL</b>	<b>84</b>

**SKILLS**

Vocabulary Reading  
Writing Grammar

## Writing: Dictionary

*Using the Dictionary* is recommended for all upper level reading classes and GED classes. The lower levels as well would find this material useful.

Using the dictionary is a very necessary skill, especially for students who may have memory problems. It is taught in a logical, clear and enjoyable fashion and there is an especially interesting section on word origins.

This is a good book for independent learning. Tutors would find it helpful, enjoyable and easy to work with.

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# 1994 ABE Curriculum Guide

## READER SURVEY FORM

Please take a few minutes to complete the following survey.  
Return it to Sherry Royce, 1938 Crooked Oak Drive, Lancaster, PA 17601 by August 5, 1994.

(circle one)

### READER'S MAIN RESPONSIBILITY:

Administration    Instruction    Counseling    Training    Curriculum Development

Other: \_\_\_\_\_

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Local Ed Agency    Literacy Council    AE Resource Center    College/University    Institution  
Business/Industry    Union    Private Sector    Community-Based Organization

Other: \_\_\_\_\_

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ABE/GED    PA ACT 143    State Funds    Foundation    JTPA    Private Sector

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### USAGE — THE 1994 ABE CURRICULUM GUIDE

I received the:  Guide for ABE Practitioners     Guide for ESL Practitioners     Both  
I intend to use the Guide(s):  as a personal reference     to give to staff members as a reference  
 as a resource to order materials     skim and discard     Other: \_\_\_\_\_

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In general the format of the Guide(s) was:

	(Circle your Rating)				
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Well packaged	5	4	3	2	1
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In the future I would be interested in: (Please check if interested)

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 A Resource Listing of Teacher/Tutor Professional Staff Development Materials.

FL 800 823

(your comments would be appreciated)

**COMMENTS:**

Thank you for participating in this survey.

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Please fold, tape or staple and return to the address given below

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**Sherry Royce, Editor  
The 1994 ABE Curriculum Guide  
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