MATERIALS FOR ADULT BASIC EDUCATION--AN ANNOTATED BIBLIOGRAPHY.
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THIS ANNOTATED BIBLIOGRAPHY REFERS TO MATERIALS PARTICULARLY USEFUL TO TEACHERS AND ADMINISTRATORS INTERESTED IN DEVELOPING SPECIALIZED PROGRAMS FOR ADULT BASIC EDUCATION AND LITERACY SITUATIONS. INCLUDED ARE PROFESSIONAL AND PRACTICAL REFERENCES TO ORAL AND WRITTEN COMMUNICATION, ARITHMETIC AND MATHEMATICS, CITIZENSHIP, AND PERSONAL ADJUSTMENT. FOR EACH ITEM A SERIES OF DESCRIPTORS PINPOINTS THE CONTENT COVERED AND THE MAJOR AREAS OF USE FOR PRIMARY, INTERMEDIATE, AND BEGINNING HIGH-SCHOOL LEVELS. THE BIBLIOGRAPHY LISTS 101 REFERENCES. (MC)
Materials for Adult Basic Education: An Annotated Bibliography

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March, 1967
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Occasional Papers in Reading is issued on a non-regular basis eight to twelve times per year. Papers can deal with any aspect of reading including articles describing research projects, theoretical speculation on reading, reports and evaluations on innovative program developments, reviews of tests and instructional materials, annotated or analytical bibliographies, and other general or specialized papers of current interest to the reading researcher or practitioner. Manuscripts for inclusion are invited and should be submitted to Dr. Leo Fay, Editor, Occasional Papers in Reading, School of Education, Indiana University, 220 Pine Hall, Bloomington, Indiana 47401. All submitted papers are evaluated by the Editorial Advisory Board, Dr. Edward G. Summers, Chairman.
Materials for Adult Basic Education:

An Annotated Bibliography

Materials for adult basic education and literacy training are available from widely scattered sources. This bibliography lists materials which have been evaluated and found to be particularly useful. Appraisals of the materials are not absolute but can serve as a starting point for teachers and administrators developing programs. The listing is by no means exhaustive. Other sources are available which include comprehensive lists for various levels of instruction. A number of these are included in the section on professional references.

No one set of materials currently available could be considered a total instructional system applicable in all adult learning situations. It is doubtful whether such materials will ever be marketed. The population of adults in need of basic education and literacy training is extremely diverse and their interrelated problems are not amenable to easy solution. Thus, any piece of material included in the bibliography will very likely need to be supplemented by the teacher including:

- Additional prepared lessons for skill building;
- Informal measures to evaluate student needs and progress;
- Extensive opportunities for purposeful reading.

Caution should be exercised in selecting and using the materials listed.

The bibliography is divided into four sections listing instructional material in reading, written and oral communication, arithmetic, citizenship and personal adjustment. A fifth section includes a brief listing of professional references for the teacher. Materials for arithmetic and mathematics are listed separately although they are also often found as constituent parts of materials designed for other uses. Instructional materials are organized under three somewhat arbitrary levels: Beginning, Intermediate and Advanced. These correspond roughly to primary, intermediate, and beginning high school levels. Only material which could be considered basic material in the usual definition of the term is included. Supplementary reading materials corresponding to the three levels exist in vast quantities and are not easily categorized. For each item in the bibliography a brief series of descriptors is given to pinpoint the content covered and the major areas of use.
I. BEGINNING LEVEL


   English for foreign born, whole word approach, basic vocabulary of 600 words taken from Cass' Adult Elementary Word List, units on getting a job, social security, driving a car, lower socio-economic groups in urban settings -- reading, personal adjustment, citizenship


   Spelling, grammatical usage, provides vocabulary used in various situations such as home, employment, etc., source of vocabulary for lessons -- reading, personal adjustment, handwriting


   First year text, English for foreign born, practice exercises, check tests, content related to adult interests -- reading, handwriting, citizenship


   , Group Organization

   , Banking

   Duley, Alvin J., *Our Family*

   Williamson, Vera, *I Am A Good Citizen*

   Daily, Tonita, *My Garden*

   Chillico Teaching Staff, *Campus Behavior*

   Best, Mary, *Catching Sickness*

   Hill, Jessie L. *I Can Tell Time*
Hill, Jessie L., *Budget Stretcher*

Illustrated, some vocabulary control, published for use with Bureau of Indian Affairs classes -- reading, arithmetic, personal adjustment


Oral language, alphabet, sight vocabulary, phonetic and structural analysis, content built around work and recreational activities of adults -- reading, handwriting, arithmetic, personal adjustment


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<th>Level</th>
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<tr>
<td>Level I</td>
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Well graded, exercises and check tests included -- reading

12 Book Series of Adult Readers

- **Second Chance** -- 1964 (1-2)
- **Mystery of the Mountains** -- 1964 (1-2)
- **Send for Red** -- 1964 (1-2)
- **Workers in the Sky** -- 1964 (1-2)
- **Men Who Dare the Sea** -- 1965 (2-3)
- **Santa Fe Traders** -- 1965 (2-3)
- **Valley of 10,000 Smokes** -- 1965 (2-3)
- **A Race to Remember** -- 1965 (2-3)

Excellent adult content, exercises included at end of each story, emphasis on word recognition by sight and context, structural analysis, comprehension -- reading

7. Federal Textbooks on Citizenship


Written for naturalization classes, readily adapted, companion volume for helper, controlled vocabulary and sentence length — reading, personal adjustment, citizenship.


Basic vocabulary of 144 words, English for foreign born, introductory level — reading, personal adjustment


Emphasis on grapheme-phoneme relationship, teacher's manual, sight words, consonants, vowels, phonetic and structural analysis, adult interest good — reading, handwriting, personal adjustment, arithmetic


"Family" phonics approach, capitalization, punctuation, abbreviations, sentence structure, writing letters, completing application forms — reading, arithmetic

11. Home and Family Life Series


Manuscript and cursive writing, alphabet, dictionary skills, whole word approach, illustrations, some vocabulary control, family situations -- reading, handwriting, personal adjustment, citizenship


Reading Laboratory I (word games)
" " Ia
" " Ib
" " Ic
" " IIa
" " IIb
" " IIc

Written for regular school populations, has application for adult training, self pacing, well sequenced, good skill coverage -- reading


Series of six programmed workbooks, phonics approach -- reading, handwriting


Thirty lessons using the Laubach method, each lesson introduces a new sound, phonics, picture association technique, reading, handwriting, basic vocabulary of approximately 1,100 words -- reading, handwriting.


100 lessons designed to accompany the home T. V. course, may be used independently, reading and manuscript writing, illustrated, sight vocabulary, needs supplementation -- reading, handwriting, personal adjustment.


Literacy Reader, the Day Family, Book II, Washington: Superintendent of Documents, 1943.


Moves from simple word level to sentence and paragraph reading, written for naturalization programs -- reading, personal adjustment, citizenship.


Weekly adult newspaper, elements of basic reading skills emphasized, functional use of reading -- reading, personal adjustment.


Workbook-text, vocabulary development -- reading, personal adjustment.


   500 basic words with meanings illustrated through pictures, English as a foreign language -- reading, oral language development


   Work type exercises, vocabulary review, whole word approach, based on events in one family's daily life, rural orientation -- reading, handwriting, personal adjustment


   Basic vocabulary of 206 words, systematic program of word-attack in 24 lessons, workbook exercises, check tests, controlled vocabulary, word attack skills, basic sight vocabulary -- reading, handwriting, personal adjustment, citizenship


   Basic vocabulary of 291 words from basic readers and words used to express adult needs, rural-suburban orientation, sight vocabulary, phonics and structural analysis, some teaching suggestions -- reading, handwriting, personal adjustment


   Text-workbook, readiness exercises followed by comprehension -- vocabulary test, reading


   Written primarily for children, pre-primer level, requires tutor in initial stages, phonics, basic words -- reading
25. TMI — Grolier, Spelling — Vols 1, 2 and 3, New York: Teaching Materials Corporation, A Division of Grolier Inc., 1962. (programmed materials)

Pre and post tests, self pacing, requires beginning reading ability -- reading, spelling

26. U. S. Armed Forces Institute Materials


Study Cards for Use with MB001, MB001.2, MB001.3.

Comprehension checks, service oriented content, sentence and whole word approach -- reading, handwriting, personal adjustment


Consumable, exercises on word study, comprehension questions, illustrated -- reading, personal adjustment
II. INTERMEDIATE LEVEL

   - Word lists, comprehension checks, outlining, main idea, vocabulary development -- reading, citizenship

   - English as a second language -- reading, personal adjustment, citizenship

   - English as a second language, primarily vocabulary development, mechanics and practice in writing business and social letters, filling out business forms -- reading, handwriting, personal adjustment

   - English as a second language -- reading

   - Reading Skill Builders
     - Level IV
     - Book 1
     - Book 2
     - Book 3
6. Federal Textbooks on Citizenship


On the Way to Democracy Book 2. (Form M-11)

Rights of the People Book 2. (Form M-15)

The Business of Our Government Book 2. (Form M-19)

Laws for the Nation Book 2. (Form M-23)

Our Constitution Lives and Grows Book 2. (Form M-27)

See I-17


Vocabulary review, taking tests, how to study, reading rate, see I-23 -- reading


Word analysis and meaning, main idea, reading interpretation, written for adolescents -- reading


Reading Laboratory (Elementary Education)

II
 IIIa
 IIIa (1964)

IIIb

Reading for Understanding -- General Edition
Reading for Understanding -- Junior Edition
Spelling Word Power  IIb
 IIc

IIIa

New Rochester Occupational Reading Series, Level I, Level II, and Level III.

See I-12


Word analysis, dictionary, experience in test taking, glossary, comprehension and vocabulary checks, developed for regular school populations -- reading, handwriting


Sec I-17


Cursive writing of letters and numbers, dictionary skills, includes over 100 rules and generalizations, alphabet, punctuation, grammar, oral language -- reading, handwriting, personal adjustment


Vocabulary development, interesting to adults, family, community, getting a job, taxes, citizenship, etc. -- reading, personal adjustment, handwriting, arithmetic

Workbook exercises on vocabulary building, following directions, interpretation, practice in taking tests, biographical sketches, history, science and folk tales -- reading, handwriting


Intended to follow I-22, basic communication skills, written and oral language, dictionary -- reading, handwriting

16. U.S. Armed Forces Institute Materials


Instructor's Course Outline Fifth Grade Reading and Other Language Skills, MC003.4 Washington: Superintendent of Documents, 1955.


Comprehension checks, word lists, reading and language skills, spelling, variety of exercises -- reading, handwriting, personal adjustment.

Basic instruction in American English, language skills, sentence structure, punctuation, writing letters, vocabulary -- reading, writing
III. ADVANCED LEVEL


   The Constitution, Unit 2, 1963.
   
   
   The Change and Crisis in American Life, Unit 4, 1800-1861, 1963.
   
   The Civil War and Reconstruction, Unit 5, 1963.
   
   Changing America Since 1865, Unit 6, 1963.
   
   
   American Foreign Policy, Unit 8, 1963.
   
   Problems of American Democracy, Unit 9, 1963.

   Vocabulary, comprehension, reading rate, content reading skills -- reading, personal adjustment, citizenship


   *Declaration of Independence and Bill of Rights*, 1964.

   Comprehension, vocabulary -- reading, personal adjustment, citizenship


   Illustrated, comprehension test, glossary -- reading, personal adjustment, citizenship


   Basic economics of spending -- reading, personal adjustment

Adaptations from the Digest, consumer education topics, health, use of leisure time, etc., vocabulary and comprehension—reading, personal adjustment


Rights and responsibilities of citizenship—reading, personal adjustment, citizenship


Adapted and simplified classics, vocabulary and comprehension questions, includes House of Seven Gables, The Gold Bug, Outcasts of Poker Flats, etc. — reading


Vocabulary, comprehension — reading, personal adjustment, citizenship


Advanced Reading Skillbuilders Book 1

" " " Book 2
" " " Book 3
" " " Book 4

Help Yourself to Improve your Reading Part 1 and 2.

See I-6.

10. Federal Textbooks on Citizenship

On the Way to Democracy Book 3 (Form M-12).

Rights of the People Book 3 (Form M-16).

The Business of Our Government Book 3 (Form M-20).
Laws for the Nation Book 3 (Form M-24).

Our Constitution Lives and Grows Book 3 (Form M-28).

See I-17


Programed format -- reading, personal adjustment, citizenship


Reading Laboratory IIIa
Reading Laboratory IIIa (1964)
Reading Laboratory IIIb
Reading Laboratory IVa
Reading for Understanding -- General Edition
Reading for Understanding -- Senior Edition
Words Program
Spelling Word Power IIb
" " " IIc
" " " IIIa

See I-12


Programed -- reading, personal adjustment, citizenship


Pertinent topics, useful information, film strips also available -- reading, personal adjustment


Reference material, illustrated -- reading

   Relationship between the individual and government, tests, study exercises -- reading, citizenship


   Review of language skills, vocabulary and spelling -- reading
IV. ARITHMETIC AND MATHEMATICS

The following materials include instruction in arithmetic and mathematics from initial number concepts and arithmetical operations to seventh and eighth grade level. For the most part, the materials are built around the immediate needs of the adult involving him in situations which require that he know and use mathematical processes.


4. Home and Family Life Series
   
   
   


   Multiplication and Division Facts -- Vol's 1 and 2, 1961.


10. U. S. Armed Forces Institute Materials


V. PROFESSIONAL REFERENCES


   Includes a bibliography of professional references and basic materials for beginning level, observations and discussion of methods


   Collection of 50 articles written by linguists in Britain and the U.S. on theories and techniques of teaching English to speakers of other languages, selected and arranged according to the basic needs of the classroom teacher


   Describes site visits made to literacy and basic education programs, includes a review of pertinent literature and provides an extensive bibliography of available literacy materials with descriptive annotations and evaluation.


   Graded levels of instruction, includes methods and content


   Suggests designing materials to meet adult interests, needs and problems, examines adult psychology and the reading process, developing norms for the evaluation of reading materials, bibliographies included.


   Suggests techniques for preparation of volunteers to teach reading, writing, language structure and arithmetic.

    Identifies needs, problems, objectives, methods and practices in adult basic education


    Curriculum guide includes sight vocabulary, development of word recognition, comprehension, rate, dictionary use


    Useful annotated list of materials in the field up to 1954


    Complete description of service program including selection procedures, material preparation, evaluation, and psychological and educational characteristics


    Chapter VII deals with adult reading, includes motivating adult reading, obtaining census information, techniques and procedures of teaching, developing specific skills, assessing needs and progress.


    Brief listing of useful materials and texts for teachers


    Organizing adult classes, diagnostic techniques, sequential skills development, lesson planning, description of the Mott program.

Based on examination of 150 publications on development of language skills and subject areas, presents evaluation of each area.


Describes reading levels, evaluation of reading needs and achievement, teaching techniques and materials.


Guide for production and testing of materials including choice of subject matter, vocabulary, style and illustrations.


Bibliography of materials for reading, written and oral communication and arithmetic, outline of reading program in four levels, designates basic and supplementary materials.


Limitations and problems of the undereducated adult, philosophy and principles of teaching, teaching techniques in reading, spelling, English, arithmetic and citizenship.


Annotated bibliography provides extensive coverage of materials for U.S. and foreign literacy programs, professional leadership development and information sources.