What Is Career English?

Brevard County School Board, Cocoa, Fla.

73

32p.

MF-$0.75 HC-$1.85 PLUS POSTAGE

English courses which involve the language arts skills and which should be incorporated into major career areas are described in this guide. The guide also describes the units, procedures, activities, supplementary materials, and evaluation tools and is keyed—by number—to the State Accreditation Standards and assessment objectives. Teaching units, divided into two phases (low-average level and average-high level), consist of three general topics for each phase—self-awareness, career choice, and self-awareness as related to job success. Lists of teaching materials include supplementary texts, films, filmstrips, and paperback books. The names of agencies and associations related to career English materials are also listed. (JM)
BREVARD COUNTY, FLORIDA

ENGLISH

WHAT IS CAREER

BEST COPY AVAILABLE

SCOPES OF INTEREST NOTICE

The ERIC Facility has assigned this document to: Brevard County, Florida, a local educational agency, as well as other public and private agencies and organizations that are interested in early or career education or career guidance. It is also of interest to teachers, students, parents, and others working with children in the education process.
Shaping Identity
Developing Values
Setting Goals

Knowing Yourself
Planning

CAREER EDUCATION IS
INTEGRATING VOCATIONAL AND ACADEMIC EDUCATION TO PREPARE STUDENTS FOR WORK OR FURTHER EDUCATION.

CAREER English is
Growth in English Skills

MAKING COMMUNICATIONS WORK FOR YOU

PROPERTY OF NIE LIBRARY

Jobs in Your Future: Who Are You?
Before You Look: What Can You Do Now?
Is There a Job Here for You?
Looking for a Job: What Are the First Steps?
You're Ready to Work: Will It Be the Right Job for You?
Your First Job: Can You Keep It?
Jobs You Can Get Now
Job Information You Can Write For

SELF AWARENESS.
EDUCATIONAL AWARENESS.
CAREER AWARENESS.
ECONOMIC AWARENESS.
DECISION MAKING.
JOB PREPARATION.
VALUE CLARIFICATION.
EMPLOYABILITY SKILLS.
CAREER ENGLISH
OVERVIEW, COURSE SUMMARIES, MATERIALS

BREVARD COUNTY, FLORIDA

PROJECT MEMBERS:

Career English Course Project Director: Margaret Heath, Secondary Language Arts
Resource Teacher

English Teachers

Hilda Ashford, Merritt Island High
Anna J. Cooksey, Melbourne High
Hilda Mayo, Cocoa High
Margaret S. Merkhofer, Cocoa High

Anna Meunier, Cocoa High
Mary Williams, Rockledge High
Ann Crews, Cocoa High (new)
Mark Panton, Rockledge High (new)

Career Education Advisors

Eleanor Richie, County Career Education, Coordinator
Pon Alford, Kennedy Junior High, Agriculture
Peggy Ashley, Satellite High, Business
Roberta Brooks, Cocoa High, Home Economics
Floris Johnson, Titusville High, Business and Typing
Doris King, Titusville High, Health
Millard Vanormer, Merritt Island High, Distributive Education, Job Entry & Placement
Richard Williams, Cocoa High, Trade-Auto Mechanics

Academic and Community Advisors

Dr. Luther Rogers, Superintendent of Public Instruction
Dr. Richard Wetherell, Assistant Superintendent for Instruction
Dr. Harry Dellinger, Director of Career Education
Dr. David Owens, Director, Elementary Instruction
Dr. Robert Paskel, Director, Secondary Instruction
Mr. Robert Blubaugh, Principal, Cocoa High
Brevard K-14 Model Career Education Project, Cocoa High, Mr. Mike Neal, Director,
Mr. Doug Necessary, Curriculum Specialist, Mr. Bob Ploeg, Career Specialist
Mr. William Hignite, Career Education Coordinator
Mr. Robert Bruton, Principal, Merritt Island High
Mr. Boyce Padgett, Principal, Rockledge High
Mrs. Alethen Rucki, Director of Special Instructional Projects
Mr. R. Jamison, Industrial Relations, Catalytic, Inc.
Monroe Center Staff and Brevard County Students

Brevard County School Board Members

Robert A. Anderson, Chairman
Winston W. Gardner, Jr.
Mrs. Louise M. Taylor

Clark Maxwell, Jr.
Mrs. Margaret B. Senne
OVERVIEW

SECONDARY LANGUAGE ARTS--CAREER ENGLISH

AN EXPLORATORY APPROACH

BACKGROUND

1. In 1971, the Federal Government designated Career Education as a prime area for development, research and funding. During 1971-73, the Florida State Department of Education selected Career Education as the prime target for curriculum expansion at all grade levels and offered encouragement to include it as part of a total comprehensive education program. During 1972-73, Brevard County School Board recognized the State and Federal interest and supported an expansion of Career Education programs. State and County educators have agreed that the content-skills subjects, such as English, must become involved in and contribute to the Career Education program. Brevard County students now working, as well as Brevard adults have expressed in a survey taken in 1973 the feeling that students are often inadequately prepared in language arts skills which seriously affects their success and advancement in future occupations and/or advanced career-preparatory education.

2. After considering all background factors carefully, the following immediate objectives were established: 1) To develop two one-semester Career English courses for high school students—one for low achieving students and one for students with average to high achievement rates. 2) To incorporate all language arts skills, competencies, and objectives into the major Career Education program objectives. These skills and objectives have been identified by Federal agencies, Florida State Department of Education, Brevard County and numerous educational institutions and projects.

PROJECT DESCRIPTION

With these factors in mind, a Career English task force was formed (which includes teachers from each career field and language arts). During the spring and summer of 1973, NEW sequential instructional units were designated, including objectives and evaluation tools, multi-media materials and texts. All language arts skills are being incorporated into the major career areas identified by the Career Education teachers and the State Department Specialists. This guide describes the units, procedures, activities, supplementary materials, evaluation tools, and is keyed, by number, to the State Accreditation Standards and assessment objectives. In 1974, Brevard County will likely select product (student performance) oriented standards for evaluation and assessment. For accreditation purposes this English Guide should meet all present
and projected requirements of those standards. We plan these English courses to be a totally new, stimulating experience for any student and to have immediate and long-range practical transfer value. It is intended that these courses will contribute to the school system's effort to implement an integrated Career Education concept.

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<tr>
<th>Elements of Career Education</th>
<th>Language Arts Skills</th>
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<td>Non-Verbal Communication</td>
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<td>Value Clarification (Choice making re: loyalties, etc.)</td>
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**STATUS 1973-74**

The guide and materials for the Phase 1-2 Career English Course are being field tested during the Fall Semester, 1973, in three high schools—Merritt Island High School, Rockledge High School, and Cocoa High School. Cocoa High School is also participating in the Brevard K-14 Model Career Education Project under a Federal grant. Its objective is to restructure school programs to provide sequential Career Education for all students. In this capacity, the Cocoa High English faculty is also developing independently of this Career English course, several nine-week English courses (units) primarily aimed at special occupational areas—example: English on Wheels (automotive). Further curriculum development and evaluation of these and additional units will continue during 1973-74. By field testing both approaches/courses at the same school, evaluation and revision will be facilitated.

The average-high level Career English course (phase 3-5) will be field tested in several high schools beginning with the second semester, 1973-1974. It is possible that portions of the courses will be included in some of the Adult Education English program.

Both "rough" copy course guides for Career English contain over one hundred sequential and independent units. It is possible that a one-semester course crowds the materials, presentation, and activities too much. In their final form, they may be used as a semester or year course, primarily recommended for juniors and seniors.
After field testing the units and revising where necessary, the final guides will be printed in the spring, 1974.

The following course overview-summary and materials lists are presented for your information. The materials list contains only those items integrated into the course presently. Other materials are available commercially and new materials continue to be released. Hence, this list should remain open-ended and continually be updated.
UNIT I: Know About Yourself (Lessons 1-2)

This unit is introduced by the awareness film, "Adolescent Experience/Shaping Identity", followed by class discussions and individualized reading appropriate to the students' family backgrounds, cultures, traditions, peer groups, recreation, and jobs. Students will interview their families and complete the Parent Interview forms. Using this information, students will write personal reports which will later be compiled into a class Who's Who.

A variety of personality tests is explained and administered to students to make them aware of which careers they may be best suited for. Students are required to record their personal feelings in diaries or journals.

Poetry, tapes, records, guest speakers, films, and games are used in this unit to help students become aware of how they see themselves and others.

The activities in this unit are designed to encourage students to improve their self-image and awareness as well as basic communication skills.

UNIT II: Choose for Yourself (Lessons 1 - 5)

The Kuder Preference Test is administered and all eight career areas are explained. Students then research their areas of interest, compiling legible vocabulary lists of correctly spelled words as related to business. Research materials include SRA Work: Widening Occupational Roles kit, SRA Career Exploration films, Scholastic's Discovery kit, and technical magazines.

Students are taught sentence construction and paragraph writing, and by the end of this unit are required to write a report on their career interests, fill out application and social security forms, write a letter of application and a resume.

The activities in this unit are designed to encourage students to improve these skills:

Speaking (role-playing, speech, job interviews, telephone etiquette, taping, discussions, oral evaluations)
Career English  
Phase 1 - 2  
(continued)

Reading (poetry, Kuder Preference Survey, articles on careers, work briefs, technical magazines, Readers' Guide, plays, want-ads, diaries, short stories)

Writing (vocabulary lists, complete and incomplete sentences, paragraphs, reports, job applications, worksheets, letters of applications, worksheets, letters of applications, questionnaires, resumes, short story reports, personal evaluations, handwriting and printing, social security forms, letters requesting information, job descriptions)

Listening (discussions, filmstrips, films, cassettes, oral quizzes)

Unit III: Work for Yourself (Lessons 1 - 11)

This unit is introduced by a study of laws about jobs. Availability of jobs, job qualifications, work permits, applications, letters of reference, fringe benefits, and unions are explained by guest speakers, such as representatives of private and state employment agencies and unions.

The unit concludes with the students' completing Self-Inventory and Occupational Survey Forms, referring to materials that have been compiled in their individual folders. A requirement of the course is a post-test given to determine the students' reading levels. Reading for Understanding or the Zip Scale Reading Test is recommended.

The activities in this unit are designed to encourage students to improve these skills:

Speaking (discussions)

Reading (career pamphlet, career comic books, articles on careers, social security pamphlets, reading tests)

Writing (work permits, quizzes, note-taking, survey forms)

Listening (guest speakers)
CAREER ENGLISH - A Summary Overview

Phase 3-5  (average-high level)

Unit 1: Awareness of Self (Lesson 1 - 18)

In this unit activities are designed to develop a greater awareness of self, past and present, and of others, as well as to improve communication skills.

Written assignments include word association reactions; responses to given categories, such as likes and dislikes or interests related to pets, television, clothing, famous personalities, etc.; and a self profile based on Kuder Preference Test scores. A written resume or data sheet is the final product of the self-study. Basic grammatical skills stressed include complete sentences, eliminating fragments and run-ons, possessives, pronoun case and reference, spelling, and punctuation.

Readings include poetry with themes of personal identity, general information on personality and interpretation of personality tests, and a novel chosen by the student.

Listening and viewing activities to be discussed and evaluated include the filmstrip "Shaping Identity," Bill Cosby's "My Brother" (on tape), and speakers from local personnel departments relating personality to success in business.

Speaking activities include group and class discussion of speakers, filmstrips, and literature (including a novel), as well as role-playing activities.

Unit 2: Choice of Career  (Lesson 19 - 62)

The major purpose of this unit is to develop the student's awareness of career opportunities and their respective requirements and guide him in the process of selecting appropriate careers.

The student will use the classroom reference materials, write letters, interview persons working in the fields, and discuss filmstrips and topics presented by guest speakers. The culminating activity of his individual career research is a written summary-analysis essay and oral report.

Then more specific direction is given to prepare the student for obtaining a job in that field. Students start with sources for obtaining jobs, such as classified ads, and write letters of application, role play telephone inquiries and the job interview, complete many different application forms, and write follow-up thank you
Unit 2: Choice of Career (Fall '83-84)

letters. Speakers from state employment and local personnel discuss interview techniques and local employment opportunities. Local community college representatives outline two-year programs, cooperative programs with industries, and vocational programs.

Students are given words commonly used in their career and are responsible for developing a vocabulary for their chosen career. Periodically they take timed developmental readings on career research materials.

A second novel is read and reported on individually or in small groups according to a given outline, stressing an evaluation of the protagonist and his values, choices, and success or failure. Students will then evaluate reports of others according to a checklist.

While all students are required to perform various reading, writing, speaking, and listening tasks, more personalized attention can be given as the students work on their research projects.

Unit 3

Emphasis is placed in this unit on developing awareness of self and others and potential for success on the job. Values clarification and employability skills are also primary concerns.

Students react to and role play work situations presented in film-strips, such as "Your First Week on the Job," and study employer-employee relations and resolution of conflicts, analyzing the roles of organized labor unions and management. Panels consisting of labor and management representatives from the community are a key source of information.

Employability skills or human relations are stressed as well as basic communication forms and procedures, such as personnel packet forms, inter-office memos, telephone activities dealing with orders, complaints, inquiries, etc. Further oral skills are developed through demonstration and sales speeches.

The report on the third novel read is an essay analyzing three main priorities or values of the main character. Arthur Miller's Death of a Salesman is read aloud in parts and discussed in groups before the student writes an essay about goals, success, and values of the characters.

As a final project each student chooses to write an autobiography summarizing himself, an essay of self-analysis or a letter of recommendation for himself. Each student prepares an identity collage from pictures collected during the semester.

Many filmstrips from Guidance Associates and Scholastic act as springboards for discussion of employability skills and personal goals.
Supplementary texts and materials to be purchased--Number recommended for one class

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<th>Phase</th>
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<td>1-2</td>
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1. Allied Education Council, Distribution Center  
P. O. Box 78, Galien, Michigan 49113

5 15 Career Education: Vocational-Technical Series - Appliances

5 15 Career Education: Vocational-Technical Series - Automotive

40 1 2. Cities Service Oil Co. Business and Education Dept.  
60 Wall Street, N.Y.C. Words Often Used in Business.

3. Delmar Publication, Mountain View Avenue, Albany, N.Y. 12205

5 1 Industrial Labor and Community Relations  
(Merle E. Strong)

5 Start in the Right Direction  (1970)
5 Choosing Your Job  (1970)
5 Find and holding a Job (1970)

4. Educational Services, Northeast Missouri State University,  
Kirksville, Mo. 63501

40 30 Choosing Your Career $1.50

5 5 How to Get Your Job (American Youth Guidance Series)

47 West 13th Street, New York 10011

1 ERD-301 World of Work 2: Getting a Job (less tape player)  
Note: This may be available through the DE Coordinator in your school) $131. Cassettes.

6. J. C. Penney Educational and Consumer Relations  
1301 Avenue of Americas, New York 10019
Phase

3-5 1-2

3 2
Awareness Game (Insight Into People Series)
Forum - Spring, Summer 1972
30 (to be duplicated) Getting and Holding a Job.
(Gernard Schneider)

175 Fifth Avenue, New York, N.Y. 10010
30 Searching for Identity (Pathways to the World of English) 2.40

8. King Features, 235 E. 45th Street, New York, N.Y. 10017
3 sets 3 sets
Popeye Career's Comic Books (total 15 books)
(Printed by Carlton Press, Division Street, Derby, Conn. 06418)

1 x 9. National Career Information Center, Career - 75¢ for each area
Resource Bibliography and one subscription (year) 15.00
(Check on membership)

Instructional Materials Center
25 Churchill Avenue, Palo Alto, Calif. 94306

2 2
11. Life Career Game
Perfection Form,
214 W. 8th Street
Logan, Iowa

12. Death of A Salesman
Portal Press, Inc., Publishers,
605 Third Avenue, New York, N.Y. 10016

1 Springboards: On the Job

13. Scholastic Magazines and Book Service
Suite 456
2970 Peachtree Road, N.W.
Atlanta, Ga. 30305
Phase
3-5 1-2

10 30 Jobs in Your Future (SCOPE: Job Skills) $ 1.00

P. O. Box 2150, Atlanta, Ga. 30301
David Tripp
1935 S. Conway, Apt. A-1, Orlando, Fla. 32806

2 sets 1 set 7-42871 Survey of Personal Values 4.85
2 sets 1 set 7-2876 Scoring Stencil .90
2 sets 1 set 7-2874 Interpretive Manual .64

2 sets 1 set 7-42760 Survey of Interpersonal Values 4.85
2 sets 1 set 7-2762 Scoring Stencil .90
2 sets 1 set 7-2761 Interpretive Manual 1.08

1 1 box SRA: WORK (Widening Occupational Roles) 159.00
1 1 book SRA: Career Exploration: Keys *5-3050) 100.00
Form E 10 filmstrips

2 1 7-43411 Kuder/Preference Survey (25 per pkg) 7.60 *
*(When ordering 20 or more pkgs.)

1 1 73408 Interpreting Kuder E. Gen. Int. Survey (1973) (Overhead transparencies) 8.64

1 1 KNOW (Knowledge Needed to Obtain Work) (1973) 159.00
Teacher/Counselor Guide - Book of Transparencies by
Thomas Jacobson

1 1 Handbook of Job Facts 5.60
1 1 About You 2.15
1 1 What to Do After High School 2.42
1 1 Where Do I Go From Here? 1.62
1 1 How to Get Into College and Stay There 2.48

1 1 15. Sears, Consumer Information Services, Dept. 703 -
Public Relations. A Department Store in the Classroom.
7401 Skokie Blvd., Skokie, Illinois 60076 1.00

15A Two new systems developed by P. K. Yonge Lab School,
Gainesville, Fla., and published Education Achievement Corp.,
P. O. Box 7310, Waco, Texas 76710.

1 kit 1. Motivation for Career Success (6th Grade level reading.
Inquiry approach - 30 lessons - cassettes, etc.)

1 kit 2. Creating Your Future (for non-academically oriented
teens and adults - 30 lessons - cassettes.)
16. South-Western Educational Company, Inc.
5101 Madison Road, Cincinnati, Ohio 45227

1 1

5-6 How To Find and Apply For A Job, 2nd Edition

1-2

35 Effective English for Business Communication (6th Ed.) and
Workbook/Study Projects for Effective English (workbook excellent)

17. U. S. Dept. of Labor - Bureau of Labor Statistics,
U. S. Government Printing Office,
Washington, D. C. 20402

1 1

Dictionary of Occupational Titles (and Training Manual)

2 1

Occupational Outlook Handbook

18. (Olson) Webster Division, McGraw-Hill Book Co.
680 Forrest Road, N.E., Atlanta, Ga. 30312

5

Your Job and Your Future, Book I (1968)
Your Job and Your Future, Book II (1968)

19. Xerox Education Publications
Education Center, Columbus, Ohio 43216

5

Work and Career

10 10

Rise of Organized Labor

10 10

Status

1010 W. Washington Blvd., Chicago, Ill. 60607

5

Success in Language/A

Unit 1 - Reflections
Unit 2 - Lend an Ear
Unit 3 - As a Matter of Fact
Unit 4 - The Sound Around Us
Unit 5 - Let's Talk It Over
Unit 6 - Say It on Paper
Unit 7 - What's Behind the Cover?
Unit 8 - The Job in Your Future

21. Steck-Vaughn, Austin, Texas

Language Exercises, Red Book .99

25 25

Language Exercises, Gold Book .99

25 25

22. Frank Richards Publishing Co., 324 1st Street, Liverpool, N. Y. 13088
I Want a Job Transparencies (rec. for Adult Educ.) 25.00
FILMSTRIPS - Color - Sound - Up-to-date

Guidance Associates of Pleasantville, New York 10570
(A subsidiary of Harcourt Brace Jovanovich, Inc.)

Adolescent Experience: Shaping Identity
(2 filmstrips; 2 12" LPs/$37.50/9B-103 141)

Adolescent Experience: Setting Goals
(2 filmstrips, 2 LPs,/$37.50/9M103 166)

Job Attitudes: Trouble at Work
(4 filmstrips; 2 12" LPs/$37.50/9B-100 337)

Job Attitudes: Job That Goes Someplace
(2 filmstrips; 2 12" LPs/$37.50/9B-102 275)

Jobs and Gender
(2 filmstrips; 2 12" LP's/$37.50/9B-103 349)

Job Hunting: Where to Begin
(2 filmstrips; 2 12" LPs/$37.50/9B-102 259)

On the Job: Four Trainees
(4 filmstrips; 2 12" LPs/$37.50/9B-101 285)

Your First Week On the Job
(2 filmstrips; 2 12" LPs/$37.50/9B-101 988)

Your Job Interview
(2 filmstrips; 2 12" LPs/$37.50/9M-107 654)

Many other film strips in Guidance Associates Series - but course units are keyed to these specifically.

Scholastic Magazine and Book Service Suite 456, 2970 Peachtree Road, N. W.,
Atlanta, Ga. 30305

DISCOVERY (WORK) new, fall, 1973
8 filmstrips and records #3596 $119.50
Florida State Adopted Texts  (Recommended for one class)

Phase

3-5  1-2

1. (Anderson)-Webster Division, McGraw-Hill Book Company
   Gene Wesley, P. O. Box 135, DeFuniak Springs, Florida 32433
   A090218 World of Work Kit (1971) - below average - 69.60 (suggested)
2. (Andrews) - Gregg Division, McGraw-Hill Book Co.
   Dave E. Stork, Reg. Mgr. 680 Forrest Road, N.E.
   Atlanta, Ga 30312
   A090212 About Her (1968) 1.11
   A090213 About Him (1968) 1.11
   A090214 The Job You Want (1968) 1.11
   A090215 You Said It (1969) 1.11
   A090216 It's Up To You (1970) 1.11
   A090217 You Pay For It (1970) 1.11
   (Teacher manual furnished upon request)
   (Consultant services available)

3. Follett Educational Corp. (1967)
   Turner Career Guidance Series (1971)
   Follett Publishing Co., 1010 W. Washington Blvd, Chicago, Ill. 61607
   A090206 Wanting a Job .87
   A090207 Training for a Job .87
   A090208 Looking for a Job .87
   A090209 Starting a Job .87
   A090210 Holding a Job .87
   A090211 Changing a Job .87
   (Teacher's Guide free upon request) low ability

4. Harcourt, Brace - Write On!

5. MacMillan Gateway Series
   The MacMillan Co. 255 Ottley Drive, N.E.
   Atlanta, Ga. 30324
   A Family Is A Way of Feeling 1.68
   90501E0 Rebels and Regulars 1.68
   90501F1 People In Poetry 1.47
   90501F3 Justice 1.59
   90501F2 Something Strange 1.71
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<td>McDougal Littel, Box 1667, Evanston, Ill.</td>
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### Educational Paperbacks 1970-71

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<th>Author</th>
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<tr>
<td>Carnegie, Dale</td>
<td>How to Win Friends and Influence People</td>
<td>.75</td>
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<tr>
<td>Liston, Robert A.</td>
<td>Your Career in Law Enforcements</td>
<td>1.00</td>
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<td>Neal, Harry Edward</td>
<td>Your Career in Banking</td>
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<td>Scobey, Joan &amp;</td>
<td>Creative Careers for Women: A Handbook of Sources and Ideas for Part-time Jobs</td>
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<td>McGrath, Lee Parr</td>
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<td>Winter, Elmer L</td>
<td>How to Be an Effective Secretary</td>
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**Washington Square Press**

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<td>Shapiro, Milton</td>
<td>Jackie Robinson and the Brooklyn Dodgers</td>
<td>.50</td>
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<tr>
<td>Schoor, Gene</td>
<td>The Story of Ty Cobb</td>
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<td>The Jim Thorpe Story</td>
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**Noble Publishers**

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<td>Russell, Bill</td>
<td>Go Up for Glory</td>
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<td>Fawcett World Library</td>
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<td>Lee, Bruce</td>
<td>J. F. K. Boyhood to White House</td>
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<td>Blanton, C.</td>
<td>Hold Fast To Your Dreams</td>
<td>.60</td>
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Stelz, M.            Hospital Zone     .60
                      Student Nurse    .50

Bantam Books, Inc.,
School & College Division
666 Fifth Avenue
New York, N. Y. 10019

Rich, Elizabeth       Flying High      .95
Pogrebin, Letty Cottin How To Make It In A Man's World 1.25
Foles,                The Book of Expert Driving NR5957 .95
Goodman,              Linda Goodman's Sun Signs 1.50
                      T6719
Forsdyke,             Weather and Weather Forecasting 1.45
                      R6810
Clark, Jan (1973)     Computers at Work 1.45
                      R6834
Mantle,               The Quality of Courage .60
Camelli, December     Basketball: Great Teams, Great Men .75
                      Great Moments SP7679

Dell
5. Mentuille Warehousing Co., Inc.
Change Bridge Road
Pine Brook, N. Y. 17058

Young, Al             Snakes  .75
                      Laurel 7937-3
Zindel, Paul          The Pigman .60
                      Laurel-Left 6970-9 (Class set recommended)
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<td>Asbe, B. D.</td>
<td><em>The Young Lawyers: Test Case</em></td>
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<td>Woods, George A.</td>
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<td>Olson, Gene</td>
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<td>214 West Eighth Street</td>
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<td>Lipsyte, Robert</td>
<td><em>The Contender</em></td>
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<td>Miller, Warren</td>
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<td>Wilkerson, David</td>
<td><em>Cross &amp; Switchblade</em></td>
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<td>McKay, Robert</td>
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<td>Wojciechowska, Mata</td>
<td><em>Don't Play Dead Before You Have To</em></td>
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<td>Baron, Virginia Olson</td>
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The Perfection Form Co. - continued

Killilea, Marie
Karen
4600
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Parks, Gordon
The Learning Tree
9183
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Neufeld, John
Lisa, Bright and Dark
9201
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Boham, Frank
The Nitty Gritty
9469
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Zindel, Paul
My Darling, My Hamburger
9230 (several copies)
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Haggard, Elizabeth
Nobody Waved Goodbye
9247
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Felsen, Henry Gregor
Crash Club
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1395
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Peck
The Life and Words of
Martin Luther King, Jr.
2058
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for Class Library

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<th>Author</th>
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<td>Smith, R. ed.</td>
<td>Small World</td>
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<td>The 23rd Street Crusader</td>
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<td>The Boatniks</td>
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<td>Laing</td>
<td>Ask Me If I Love You Now</td>
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<td>Williams</td>
<td>The Fastest Funny Car</td>
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<td>Gault</td>
<td>Two Wheeled Thunder</td>
<td>2410</td>
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<td>Candy Stripers</td>
<td>2285</td>
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<td>Gillespie</td>
<td>A Kind of Summer Love</td>
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<td>Bradbury</td>
<td>Love is Never Enough</td>
<td>9392</td>
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<td>Robinson, ed.</td>
<td>Hit Parade of True Flying Stories</td>
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  Bureau of Apprenticeships
  U.S. Employment Service
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  Women's Bureau
U.S. Department of Labor, Washington, D.C. 20210

Private Publishers:
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Educational Services, Kirksville, Missouri 63501
B'nai B'rith Vocational Service, Washington, D.C.

Professional and Trade Associations:

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                      Connecticut Ave., N.W., Washington, D.C. 20036
  Marketing research worker: Small Business Administration,
                            Washington, D.C. 20416
  Personnel workers: American Society for Personnel Administra-
                     tion, 19 Church St., Berea, Ohio 44017
  Public Relations workers: The Information center, Public Rela-
                          tions Society of America, Inc., 845 Third Ave.,
                          New York, New York 10022

Educational Properties, Inc., P. O. Box DX, Irvine, Calif. 92664
  The National Standard Career Education Model K - Adult Information
  Sheet (28" X 22" - Color)
Clergymen: Contact your local clergy.

Conservation Occupations
Range Managers: Bureau of Land Management, Denver Service Center, Federal Center Building 50, Denver, Colorado  80225

Counseling Occupations
Rehabilitation Counselors: National Rehabilitation Counseling Assoc., 1522 K St., N.W., Washington, D.C.  20005

Engineers
Aerospace Engineers: American Institute of Aeronautics and Astronautics, Inc., 1290 Ave. of the Americas, New York, New York  10019
Agricultural Engineers: American Society of Agricultural Engineers, 2590 Niles Road, St. Joseph, Michigan  49085
Civil Engineers: American Society of Civil Engineers, 345 East 47th St., New York, New York  10017
Electrical Engineers: Institute of Electrical and Electronic Engineers, 345 East 47th St., New York, New York  10017
Mechanical Engineers: Same as above.

Health Service Occupations
Physicians: Association of Medical Colleges, One Dupont Circle, N.W., Washington, D.C.  20036
Osteopathic Physicians: American Osteopathic Association, 212 East Ohio St., Chicago, Illinois  60611
Dentists: Dental Association, Council on Dental Education, 211 East Chicago Avenue, Chicago, Illinois  60611
Dental Assistants: Same as above.
Dental Laboratory Technicians: American Dental Association, Council on Dental Education, 211 East Chicago Avenue, Chicago, Illinois 60611
Registered Nurses: ANA-NLN Committee on Nursing Careers, American Nurses' Association, 10 Columbus Circle, New York, N.Y. 10019. Same for Licensed Practical Nurses.
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Occupational Therapists: American Occupational Therapy Association, 251 Park Avenue South, New York, N.Y. 10010
Medical Laboratory Workers: American Society of Medical Technologists, Suite 1600, Hermann Professional Building, Houston, Texas 77025
Medical Record Librarians: The American Medical Record Assoc., 875 N. Michigan Ave., Suite 1850, Chicago, Illinois 60611
Chemists: American Chemical Society, 1155 Sixteenth St., N.W. Washington, D.C. 20415


Technician Occupations
Food Processing Technicians: Contact your school counselor.
Draftsmen: American Federation of Technical Engineers, 1126 Sixteenth Street, N.W., Washington, D.C. 20036

Other Professional Occupations
Architects: The American Institute of Architects, 1785 Massachusetts Ave., N.W., Washington, D.C. 20036
Programers: Data Processing Management Association, 505 Busse Highway, Park Ridge, Illinois 60068
Recreation Workers: National Industrial Recreation Association, 20 North Wacker Drive, Chicago, Illinois 60606

Clerical and Related Occupations
Clerical workers: Contact your state employment office for information concerning positions of bookkeeping, cashiers, file clerks, office machine operators, receptionists, typists and telephone operators.

Stenographer and Secretary: The Institute for Certifying Secretaries, 616 East 63rd Street, Kansas City, Missouri 64110

Sales Occupations
Real Estate Salesmen: National Association of Real Estate Boards, Department of Education, 155 Superior St., Chicago, Illinois, 60611
Retail Trade Salesworkers: The National Retail Merchants Association, 100 West 31st St., New York, N.Y. 10001

Service Occupations
Barber: National Association of Barber Schools, Inc., 750 Third Avenue, Huntington, West Virginia 25701
Cosmetologists: National Beauty Career Center, 3839 White Plains Road, Bronx, New York 10467
Cooks and Chefs: Culinary Institute of America, Inc., 393 Prospect Street, N.W., New Haven, Conn. 06511
Police Officers: International Association of Chiefs of Police, 11 Firstfield Road, Gaithersburg, Md. 20760
State Police Officers: Contact your State Civil Service Commission.
Firefighters: International Association of Firefighters, 905 Sixteenth St., N.W., Washington, D.C. 20006

Hospital Attendants: Division of Careers and Recruitment, American Hospital Association, 840 N. Lake Shore Drive, Chicago, Illinois 60611

Social Service Aides: Contact your city, county or state welfare departments, department of recreation or local Community Action Agency.

Skilled and Other Manual Occupations


Brick layer: Brick Layers, Masons, and Plasterers' International Union of America, 815 Fifteenth Street, N.W., Washington, D.C. 20005

Carpenters: United Brotherhood of Carpenters and Joiners of America, 101 Constitution Ave., N.W., Washington, D.C. 20001

Cement Masons: Brick Layers, Masons and Plasterers' International Union of America, 815 Fifteenth St., N.W. Washington, D.C. 20005


Floor Covering Installers: Carpet and Rug Institute, Empire State Building, New York, N.Y. 10001

Operating Engineers (Construction): International Union of Operating Engineers, 1125 Seventh St., N.W., Washington, D.C. 20001

Sheet Metal Workers: Sheet Metal Workers' International Association, 1000 Connecticut Ave., N.W., Washington, D.C. 20006

Driving Occupations

Over-The-Road-Truck drivers: American Trucking Association, 1616 P Street, N.W., Washington, D.C. 20036

Machining Occupations: The National Machine Tool Builders Association, 2139 Wisconsin Avenue, N.W., Washington, D.C. 20007
Mechanics and Repairmen

Air-conditioning, Refrigeration and Heating mechanics: Refrigeration Service Engineers Society, 433 N. Waller Avenue, Chicago, Illinois  60644

Automobile body repairmen: Automotive Service Industry Association, 230 N. Michigan Avenue, Chicago, Illinois  60601

Automobile mechanic: Same as above.

Business machine servicemen: Contact local dealers who sell typewriters, adding and dictating machines, as well as branch offices of national companies. Technical and vocational schools offer training.

Diesel mechanic: International Association of Machinists and Aerospace Workers, 1300 Connecticut Ave., N.W., Washington, D.C.  20036

Farm equipment mechanic: Farm and Industrial Institute, 850 Wrigley Building, N, 410 North Michigan Avenue, Chicago, Illinois  60611

Motorcycle mechanic: Contact local state employment office or local dealers.

Television and Radio servicemen: National Alliance of Television Association, 5908 South Troy St., Chicago, Illinois  60629

Watch repairmen: American Assoc. Watchmakers Institute, P.O. Box 11011, Cincinnati, Ohio  45211

Printing Occupations: Printing Industries of America, Inc., 1730 North Lynn St., New York, New York 10020

Occupations Related to Agriculture: Contact county extension offices, the State Director of Cooperative Extension Service located at your land-grant university; or the Extension Service, U.S. Department of Agriculture, Washington, D.C.  20250

Aircraft, Missile and Spacecraft Occupations: National Aeronautics and Space Administration, Washington, D.C.  20546


Occupations in Electronics: Electronic Industries Association, 2001 Eye Street, N.W., Washington, D.C. 20001

Mining: American Association of Petroleum Geologists, P.O. Box 979, Tulsa, Oklahoma 74101

Civil Aviation Occupations
Flight engineer: Flight Engineers' International Association, 100 Indiana Avenue, N.W., Washington, D.C. 20001
Aircraft mechanic: Information Retrieval Branch, Federal Aviation Administration Library, HY-630, Federal Aviation Administration, Washington, D.C. 20553
Air traffic controllers: Same as above.
BOOKS AND OTHER PUBLICATIONS

WORLD AND WORK, McKnight and McKnight Publishing Company
STUDENT'S PERSONAL ADJUSTMENT TO WORK, Vol. 1, Texas Technical and Industrial Education Series

CAREER OPPORTUNITIES, New York Insurance Company

JOB GUIDANCE FOR YOUNG PEOPLE, U.S. Bureau of Labor Standards

THE WORLD OF WORK, Shrader, J. Weston Walch

THE JOBS YOU GET, Turner-Livingston Reading Series, Follett Publishing Company


VOCATIONAL READING SERIES, Follett Publishing Company

JOBS IN YOUR FUTURE, Scope, Job Skills 1, Scholastic Book Services

CHARM FOR MISS TEEN, Gregg, McGraw-Hill Publishing Company

YOUR JOB IN DISTRIBUTION, Gregg, McGraw-Hill Publishing Company

"School Subjects and Jobs," Broschard, Science Research Associates

"How To Get and Keep the Right Job," Carnation Company

"How You Can Be a Better Student," Flesch, Sterling Publishing Company

WHAT EMPLOYERS WANT, Science Research Associates, Inc.


VOCATIONAL ADJUSTMENTS, Vol. 1 and 2, Texas Technical & Industrial Education Series, University of Texas

OCCUPATIONS AND CAREERS, Greenleaf, McGraw-Hill Publishing Company

PICK YOUR JOB AND LAND IT, Edlund & Edlund, Prentice-Hall, Inc.

SELECTING AN OCCUPATION, Prosser and Sifferd, McKnight

"Child labor Law Packet," Florida Department of Commerce

FOLLOWING DIRECTIONS, Programmed Reading Study

"Learning How To Study," Science Research Associates

TURNER-LIVINGSTON READING SERIES, Follett Publishing Company

GETTING ALONG WITH OTHERS, Shacker, Science Research Associates

"Job Information Series," Florida Employment Service

CO-ED MAGAZINE, VALUE SHEETS, Scholastic Book Service

"Know How To Dress and Look," Avon Cosmetics Company

Safety Posters, Workmen's Compensation, Florida Department of Commerce

YOUR PERSONALITY AND YOUR JOB, Daniel, Science Research Associates

MODERN CONSUMER EDUCATION, Grolier Educational Corporation

WORLD OF WORK, #2, Educational Resources, Inc.

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"How Honest Are You?" Coronet
"Four Who Quit, The," Science Research Associates
"School Dropout," Coronet
"What Good Is School?" Science Research Associates
"Failure," Guidance Associates
"First Year High School," Guidance Associates
"Widening Occupational Roles Kit (WORK)," Science Research Associates
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"Belonging to a Crowd," Society for Visual Education
"The Smoking Problem," Society for Visual Education
"Using Your Time and Abilities," Jam Handy
"Leading and Following," Jam Handy
"To Have a Neighbor Is To Be a Neighbor," McGraw-Hill Publishing Company
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"Teenaged?" Winthrop Laboratories
"Health Series," Society for Visual Education
"Dropout, The," Guidance Associates
"Failure," Guidance Associates
"Guidance Discussion Series," Jam Handy
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"Learning To Manage Your Money," Society for Visual Education
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"Your Feelings," Jam Handy
"Motivation, Key to Achievement," McGraw-Hill Publishing Company
"Choosing Your Careers," Guidance Associates Series
"Are You an Interesting Person?" Filmstrip of the Month Club, Inc.
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"Getting a Job," Encyclopaedia Britannica
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"The World Is Yours," Associate Films
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"How To Take Notes," Coronet
"Manner of Speaking, A," Educator's Guide
"Mr. Finley's Feelings," Association Films or Metropolitan Life Insurance Company
"Automation Hamburger," Burger King
"The Constitution and Employment Standards," Indiana University
"This Way Up," Modern Talking Pictures Services
"Dropout," Project 4, Channel 4, WJXT-TV
"Hurryin' Kind, The," U.S. Army Recruiting Service
"Mooning for Jimmy, A," National Urban League
"When I'm Old Enough, Goodbye," Coronet
"Belonging to the Group," Encyclopaedia Britannica
"Are You a Good Citizen?" Coronet
"Consumer Protection," Coronet
"Dressin' Up," Association Films or Men's Tie Foundation
"Preface to a Life," Norwood Films
"Constitution: One Nation Indivisible," Ford Foundation
"Body Care & Grooming," McGraw-Hill Publishing Company
"Balance Your Diet for Health Appearance," Coronet
"Health Heroes: The Battle Against Disease," Coronet
"V.D.," County Health Department
"Feeling Left Out," Coronet
"Understanding Your Emotions," Coronet
"Using Your Time and Ability," Guidance Discussion Series
"Better Use of Leisure Time," Coronet
"Earning Money While You're Going to School," Coronet
"Your Thrift Habits," Coronet
"Anger at Work," International Film Bureau
"Effective Criticism," Coronet
"Learning From Disappointments," Coronet
"Other Fellow's Feelings," McGraw-Hill Publishing Company
"Beginning Responsibility: Being on Time," Coronet
"Johnny on Aisle III," Associate Films