This document is a selected, annotated bibliography of materials published in the area of coping skills for adults with functional reading skills. Publications are listed alphabetically by title under the following general topics: general coping skills; newspapers; occupational information; consumer economics; pregnancy and parenting; housing; travel and transportation; health; personal development, decision making, and mental health; community resources; signs, forms, reading labels and directions; mathematics; cars and driving; government, law, and voting; and communications. Reading levels are given for most materials. The materials listed are those presently on hand at the Adult Education Resource Center at Montclair State College. (K2)
A SELECTED BIBLIOGRAPHY

OF

FUNCTIONAL LITERACY MATERIALS

FOR

ADULT LEARNERS

by

Joann La Perla Berg, Assistant Director
Virginia A. Wallace, Assistant Director

Adult Education Resource Center

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION
The following is a selected bibliography. It is not intended to be an exhaustive search of materials published in the area of coping skills, but rather a representative listing. Many of the publishers cited have additional materials which may be useful in your programs. The bibliography represents materials presently on hand at the Adult Education Resource Center at Montclair State College.

GENERAL COPING SKILLS


The APL Series consists of reading books, student workbooks, teachers manuals and cassette tapes for each of the knowledge areas originally defined in the APL study: Consumer Economics, Occupational Knowledge, Community Resources, Health and Government and Law. The materials include activities designed for Adult Basic Education programs and competency-based high school diploma programs. The activities use the skills of reading, writing, computing, problem solving and interpreting graphic material within the knowledge areas.

- $3.24 reading books
- $2.94 teacher's manual
- $1.94 student workbooks


AWARE is designed to help the adult reader learn basic skills while learning the coping skills necessary in everyday life. AWARE consists of 24 separate modules each divided into three levels of difficulty. Skills covered include: reading, writing, listening and computation. Topics include: shopping and consumer economics, driving, getting a job, emergencies, holding a job and more. Cost of modules including cassettes, consumable books and teacher's guide are between $30-$45 each.

R.L. 2.0-4.9


Twenty excellent independent study units, most in brand new editions integrating coping skills with reading practice. The reading information provided deals with credit, housing, health, community resources and other topics. Single units are available at $1.20 each. Units 1-10 or 11-20: unbound $12.00; in looseleaf binder $17.50.

R.L. 4-7
The intent of this series of four books is to be a functional reading program. There are four 192-page books in the series which can be used and purchased separately. The content of the books is intended to improve reading skills and life skills in the areas of health, safety, government and law, community resources, transportation, consumer economics and occupational knowledge. Good exercises in specific reading skills are provided. The reading level is from 4-8th grade. Contents: Reading Achievement, Reading Improvement, Reading Performance, Reading Competence.

$3.90 texts
$.90 answer keys R.L. 4-8


A series of 10 packages (text, workbook, cassette, teacher's guide). Accessible format, high-interest/low reading level. Workbooks contain lots of information and reinforcement. Topics include: Food, meals and nutrition; appliances (repairs and guarantees); buying a car; shopping for clothing; buying on credit; getting health care; buying furniture; consumer action; banking and budgeting; housing. Text and workbook can be used together or independently for maximum flexibility.

$3.50 text
$1.95 workbook
$9.00 cassette R.L. 3

EDL Sharp Competency Skill Kits. EDL/McGraw-Hill, Inc.

The Sharp Kits were developed to assist students master the objectives tested in the Senior High Assessment of Reading Performance (SHARP) Test published by CTB/McGraw-Hill. The Kits help learners develop reading skills in five basic coping skills areas: information sources (telephone directories, dictionaries, etc.); financial transactions (checks, income tax forms, etc.); applications (jcb, driver's licenses, etc.); pictorial representation (roadmaps, signs, etc.).

$140.00 complete kit
$ 95.00 response materials R.L. 6.0-6.5


This series of six books is designed to assist students in examining some areas of life and the skills needed to cope with the area. Titles include: A Place Of Your Own, Time to Spare, Food and You, On Your Own, All About Clothes. The style and type of information is suitable for use with young adults.

$1.89 student books
$3.99 texts

A series of texts in the category of "practical living skills". Titles: Reading a Newspaper, Getting Around, Using the Want Ads, Reading and Following Directions, Reading Schedules, Finding a Good Used Car, Becoming a Driver, First Steps to First Aid, Using the Phone Book. Texts are full of information and have exercises.

$2.85 R.L. 2.0-2.6

LABEL: Library of Adult Basic Education. LAPS. P.A.R. Inc.

This set includes 74 Learning Activities Packages (LAP's) classified according to APL content areas and reading levels. The set includes materials for duplication using a xerox and ditto master. The entire set costs $895.00 plus shipping.


Reading For Living is eight of the most popular units from the text Everyday Reading and Writing. Each unit is available separately. The units include how to read signs, maps, write personal letters, use telephones, use dictionaries, read newspapers, and instructions on safety.

85¢ each R.L. 6.4


Workbook and visual aids (16 overhead transparencies and 16 matching student ditto masters) comprise the Scholastic Program in Functional Literacy. Workbook contains reading material designed to develop competence in performing basic skills such as understanding directions, computing costs of items in grocery stores, reading want-ads, etc. Exercises provide reinforcement and development of basic skills. Realistic use of multiple skills applied to each task.

$2.85 workbook
$13.50 visuals
Set: 21 skill books, visuals, teacher's guide = $59.50 R.L. 6


Lifeworks is a series of 18 titles all intended to improve the adult learner's ability to cope with everyday life situations and at the same time develop basic reading, writing and math skills. Titles in the series include: Your Housing Needs and Renting a Place to Live, Understanding Contracts, You and the World of Work. Wide variety of topics, nicely presented. Includes exercises.

$3.00 to $3.96 R.L. 4-6
McVey and Associates. *Follett Cor*
1979.

Series of texts built around the vocabulary and comprehension exercises:
Medical Assistance, Budgeting, Using Transportation, Banking,
Finding Work, Getting Resources, Job Interviews.

$1.98 each
$1.32 teacher's guide


10 workbooks containing words and phrases necessary to function in various contexts: Driver's License Language, Medical Language, Job Application Language, Entertainment Language, Clothing Language, Drugstore Language, Restaurant Language, Supermarket Language, Credit Language, Banking Language.

$31.00 for 10; $2.45 each.
Flashcards $1.00/book. R.L. 0-2 (other than special vocabulary)


ABLEST is a series of five low-level reading texts designed for ABE and ESL learners. Each text, Community Services, Health, Occupations, Money Management, and Government and Law is illustrated with photographs. The ABLEST Curriculum Guide contains more than 150 duplicatable ditto masters of activities to provide practice in reading, writing, computation and problem-solving skills.

Curriculum Guide $26.00 list, $19.50 school
Texts $2.40 list, $1.80 school R.L. 1-3


This series of three workbooks is intended for the adult student with skill development from 0 - 3rd grade reading levels. Each of the three books focusing on reading skills in coping skills contexts. All of the workbooks are illustrated with black and white photographs and contain exercises in specific reading skills.

Text ' $3.00-3.20
Teacher's Edition $3.90-4.30 R.L. 0-3

Series of text/workbooks in five areas (Consumer Economics, Occupational Knowledge, Health, Government and Law, Community Resources) at 3 reading levels for each area. Comprehension and application exercises throughout the text.

$3.71 each: R.L. I (3-4) II (5-8) III (9-12)


Real Life Experiences was designed to integrate basic reading, thinking, speaking and listening skills in the context of life situations. Each of the two readers contain lessons which begin with short conversations which pose a coping skill problem. The second part of the lesson, "Developing Your Ideas and Skills", includes exercises to develop the skills of reading for details, drawing conclusions, making inferences, using context clues and forming opinions. Critical thinking questions are also included.

$3.24 each R.L. 4-5


Series of 10 texts dealing with problem areas in everyday life. Problem-solving emphasized. Text plus comprehension exercises. Titles: Health, Safety and Sanitation; Buying Guides; Family Money Management; Understanding Yourself; Becoming a More Effective Person; Your Family; Communicating With Others; Working with Others; Being an Informed Citizen; Where to Go, Who to See, What to Do.

$2.10 R.L. 4-6
NEWSPAPERS


This text concentrates on reading and writing skills through the content of local newspapers. Each of the 67 lessons deals with a specific newspaper section or type of writing skill.

$2.97 class


*Using the Want Ads* is designed to increase the reading skills necessary to read and use want ads. Want Ads for looking for jobs, apartments and cars are included.

$2.85 R.L. 2.5


This workbook is intended for low level readers who want to read the newspaper. Reading skills such as main ideas and supporting details are practiced. Lessons contain illustrations, comics, photographs etc.

$2.35 R.L. 2.6


One of the titles in Reading for Living.

$ .85


*News for You* is a real newspaper published fifty weeks each year. The material is adult oriented and has regular features, sports, health, law, crossword puzzles and more. Edition A is on a fourth-fifth grade reading level and Edition B is on a fifth-sixth grade reading level. Single subscription is $6.00 per year.


*Your Daily Paper* provides reading practice with selections from daily newspapers including comics, classified ads, television schedules, news stories and more.

$1.75 R.L. 5

See entry under Communications.

$1.71 each
OCCUPATIONAL KNOWLEDGE


This series of three titles: Paycheck, Retail Salesclerk-Yardgoods and Service Station Attendant, is intended to demonstrate the math and communication skills necessary for the specific jobs.

$1.65 R.L. 5-6

Ackerman, Anne et.al. It happened on the job. Globe Book Co. 1979

This reader is a collection of 25 selections about different types of workers. Some of the careers featured are writer, accountant, baker, barber, law enforcement officer and others. Each story is followed by comprehension and vocabulary exercises.

$3.24 R.L. 3


The thirteen units in this workbook outline thirteen kinds of behavior that irks employers for example, lateness, lack of initiative, irresponsibility etc. Photos illustrate the units and exercises for comprehension are included.

$2.95 R.L. 2.5


Get Hired! contains thirteen units, each unit representing a practical way to successfully find work. Each unit contains reading exercises and discussion questions.

$2.95 R.L. 2.5


$3.24 each $3.96 each R.L. 4-6


See AWARE under General Coping Skills.

This workbook is designed to help students keep their job by including information on following directions and being responsible on the job. Topics included are, accepting orders, attendance, honesty, getting along with others, following directions and more.

$2.85

R.L. 3-4


Sixteen transparencies and ditto masters of crossword puzzles are included in this book. All the puzzles deal with job-related topics such as job benefits, jobs of the future, office jobs, full-time jobs, part time jobs and more.

$13.50

R.L. 4-6


This book contains 16 selections based on the experiences of real people, welders, cabinet workers, fast-food restaurant workers etc. Each short reading selection is followed by several pages of varied skill exercises.

$3.24

R.L. 4-5


This is a series of four books each dealing with an aspect of getting and keeping a job. The reading material is followed by exercises. Titles include: Getting That Job, You and Your Occupation, Keeping That Job, and You and Your Pay.

$1.65 each

R.L. 3-4


This is a career planning guide for young adults which covers topics such as self-assessment, value clarification, information sources, goals and decision making as well as job hunting and interviewing.

$4.96

R.L. 7-9

Checklists on attitudes and habits, job applications and more are included in this workbook designed to help the adult student find and keep a job.

$1.80


The six pre-exploratory career education manuals in this series include *Introduction to Hospitality Recreation Careers, Health Care Careers, Construction Careers, Business and Office Careers, Manufacturing Careers.* The activity manuals, filmstrips and cassettes are designed to increase the student's consumer and career knowledge by practicing vocabulary and activities related to the different careers.

Manuals $2.76


This workbook is a career exploration text. Students work out a series of value, attitude and experience assessments.

$2.95


The kit is intended to give practice in realistic interview situations. There are 30 photos on heavy card stock depicting different entry level positions in 15 categories of the U. S. Office of Education's Occupational clusters. Each of the 30 cards contains a job description, interview situation and interview questions.

$32.50


This set of materials includes five job simulation packets. Each packet contains material used by each position for a five day work week. The titles include: *The Clerk Typist, The Insurance Clerk, The Accounting Clerk, The Legal Secretary,* and *The Receptionist.*

$6.69 each


This workbook is designed to help students learn how to fill out job applications by providing practice with 9 different actual applications.

$2.25

This textbook and workbook contains information on looking for jobs and keeping jobs, written for learning disabled and educable mentally retarded. The writing is simple, no sentence contains more than ten words. Concepts are simplified and presented with reinforcing materials.

$9.48 text
$2.47 workbook


As the title suggests this work textbook is intended to be used by students on an individual basis. Each unit is self-contained so that only those appropriate to an individual need be used. The basics of planning for a career, finding, getting and keeping a job are included.

$2.73


This text provides a general overview of the skills and knowledge necessary in getting and keeping a job. Also included is consumer information such as credit cards, insurance and more. The activity workbook contains 89 activities coordinated with the textbook.

$9.48 textbook
$2.97 workbook


*The World of Work* is intended to be used with adult, teenage and handicapped workers. It provides a clear explanation and practice of the knowledge necessary for finding a job.

$1.85


*The Job Interview Guide* explores the do's and don'ts of being interviewed. Fifteen realistic interview situations are included.

$3.25

This book explores the positive approach to coping with being unemployed and suggests tips for money management and alternative sources of income. Alternatives to unemployment such as apprenticeships and vocational retraining are discussed.

$1.85

R.L. 6.8


See *Follett Coping Skills Series* under General Coping Skills.

$1.98

R.L. 3.5


The ten books in this series are for young adults. Each of the titles are based on real-life working experiences of teenage students. The titles include: *Bob the Super Clerk, Larry the Logger, Tony the Night Custodian, Laura Cares for Pets, Janet the Hospital Helper, Alex on the Grill, Julie at the Pumps, Jester the Bellhop, Johnny at the Circuits* and *Kerry Drives a Van*.

$1.85 each

R.L. 1.9


This workbook gives an overview of the job market today and includes information on getting ready to work, finding a job, getting a job interview, application forms, at the job interview and on the job.

$2.55

R.L. 3.6


This workbook is designed to help the student with the vocabulary encountered on job application forms. The units include Personal Information, Education and Training, Work History, Health Record, and References.

$2.45

R.L. 2


See series *ABLEST* under General Coping Skills.

This book contains eight transparencies and eight ditto masters with sample application forms. Included are social security form, job application, driver's license application, savings and checking accounts, credit application, car loan application and mail order blank.

$8.25

R.L. 4-6


See series entry *Solving Life Problems* under General Coping Skills.
CONSUMER ECONOMICS


See The APL Series under General Coping Skills.


See AWARE General Coping Skills.


See Be Informed under General Coping Skills.


This series of consumer education materials covers such topics as buying food, appliances, cars, and clothing and housing and health care. The photo-illustrated texts have accompanying workbooks and read-along cassettes.

* $3.50 each student texts
* $1.95 each workbook
* $9.00 each cassettes


This two-volume workbook is designed to provide adults with skills necessary for basic money management. Problems and exercises include work on taxation, unit-pricing, budgeting and more.

* $1.95 Book 1
* $1.95 Book 2


This book contains 6 units dealing with buying cars, food, clothing, appliances, housing and insurance. The basic principles of economics are developed through discussions of real-life situations.

* $8.80


This is a text-workbook with information on becoming a wise consumer. The characters of the book, Mike and Jenny, are confronted with many consumer problems as they go from high school graduation to married life. Chapters on housing, food and nutrition, clothing, insurance, general buying and more are included.

* $4.95

See Independent Living Series under General Coping Skills.


See Lifeworks under General Coping Skills.

Mason, Louis D. Cases in Consumer Education. Weston, Walch Publisher. 1976.

Cases in Consumer Education consists of 50 spirit masters of problems in consumer education. The problems are divided into topics which include: automobiles, housing, credit, consumer protection, money management, insurance, and miscellaneous.

$17.95


The worktext and accompanying workbook is a self-help guide to buying and wise budgeting. Practical suggestions for low-income earners, singles, and divorced individuals are included.

$2.25 text
$ .30 workbook
R.L. 5.5


This series contains four titles, The Law For You, Understanding Consumer Credit, Knowing How to Budget and Insuring Your Life Income and Property.

$1.23 each
R.L. 6-8


See Follett Coping Skills Series under General Coping Skills.


Consumer in the Supermarket is a workbook, guide and transparencies designed to help the consumer become a wise shopper. Examples of ads, coupons, circulars, refund offers and recipes are included.

$5.25 workbook
$6.95 guide
$6.95 4 transparencies

See *Survival Vocabularies* under General Coping Skills


See *ABLEST* under General Coping Skills


See *Solving Life Problems* under General Coping Skills.


Basic reading skills are developed in this workbook along with consumer know-how. Students learn how to compare prices, read ads and spot bargains as well as read catalogues, write money orders and checks for various kinds of merchandise.

$2.55 R.L. 5


See *Family Development Series* under General Coping Skills
PREGNANCY & PARENTING


Excellent text on medical and other aspects of pregnancy and child birth. Also available in format of 7 separate pamphlets at $.50 - $.75.

$3.50 R.L. 5.1


This is a collection of learning activities for children two months to two years old. For each game the position of the child and adult, aim and purpose of game and supplementary activities are given.

$2.95


See Lifeworks under General Coping Skills.

$3.24 R.L. 4-6


See Follett Coping Skills Series under General Coping Skills.

$1.96 R.L. 3.5


This pamphlet provides information on how abortions are performed, costs and post abortion care.

$.40 R.L. 6.3

Kit contains cassette tape and worksheet on simple home maintenance and repairs, identification of tools. Very basic. Includes guide and post test. Multiple modality option for low-level readers; one of several interesting, relevant topics.

Individualized cassette learning package $9.95 R.L. 0-3

Lifeworks. McGraw-Hill, Gregg Division. *Your Housing Needs and Renting a Place to Live; Moving On and Getting Utilities and Saving Energy; Buying a House and Buying a Mobile Home.*

See *Lifeworks in General Coping Skills.* Abundant information, nice illustrations.

$3.00 each R.L. 4-6


Part of the Consumer Education for Special Needs Series; see General Coping Skills. Workbook contains numerous reinforcement and application activities.

$1.95 workbook R.L. 3

Thybin, Marilyn and Lynn Glasner. *Leases and Landlords.* EMC Corporation.

Part of Consumer Education for Special Needs Series; see General Coping Skills. Text most relevant to an urban clientele.

$3.50 R.L. 3
TRAVEL AND TRANSPORTATION


This A Series, a four sound color filmstrips and worksheets designed to help students acquire the competencies needed to travel By Car, By Mass Transit, By Cross Country Bus and Train and By Airplane.

$80.00


See Reading for Living under General Coping Skills.

$ .85


See Follett Coping Skills Series under General Coping Skills.

$1.98


This is a duplicating master book which includes ditto masters of schedules, maps, bills etc. as well as ditto masters of exercises. An accompanying cassette is included with eight lessons.

$12.95


Students work on the competencies needed to get around towns and neighborhoods including using maps, following directions, what to do if you get lost and others.

$2.85

R.L. 2.0


This workbook includes practice with the special vocabulary, abbreviations and symbols found on schedules. Types of schedules include t.v., sports, train, bus, subway, plane, boat and others.

$2.85

R.L. 2.5

This is a text workbook with reading and writing skills practiced in the context of four activities: Going to a Ball Game, Dining Out, Taking a Car Trip and Visiting a Big City. Throughout the text facsimiles of real ads, tickets, directories, timetables, maps, newspaper stories etc. are used.

$3.40 list
$2.55 class

R.L. 5.0
HEALTH

APL Series Health I, II. Harcourt, Brace, Jovanovich.
See APL Series under General Coping Skills

$3.24
$1.95 workbooks.

AWARE, Visiting the Doctor.
See AWARE under General Coping Skills

Basic first aid information. Text only.

$.95 R.L. 4.3

Basic, non-judgmental information and decision-making skills.

$1.75
$.28 student exercises
25 for $6.50 R.L. 5.6

Part of Be Informed Series; see General Coping Skills

$1.20 R.L. 5.6

Excellent text emphasizing preventive health care. No exercises included.

$2.95 R.L. 5

Basic, non-judgmental information and decision-making skills.

$1.75
$.28 student exercises
25 for $6.50 R.L. 5.5

Part of Be Informed Series; see General Coping Skills
Part of Reading for Living Series; see General Coping Skills
$.75

Basic, non-judgmental information and decision-making skills.
$1.75
$ .28 student exercises
25 for $6.50 R.L. 6.4

Lifeworks: Understanding Adolescents and Safety at Home and On the Job.
$3.24 R.L. 4-6
Nutrition and Food Preparation and Preventive Care and Health Maintenance.
$3.96 R.L. 4-6
See Lifeworks in General Coping Skills

Part of Follett Coping Skills Series; see General Coping Skills
$1.98 R.L. 3.5

Basic anatomical information of structure and functions of body. Does not include exercises.
$2.25 R.L. 4.8

Advice on finding and choosing medical care. No exercises.
$2.25 R.L. 5.2

Factual treatment of V.D. - symptoms, care, prevention.
$.50 R.L. 5.5

Part of the Janus Survival Vocabularies Series. Workbook concentrates on words necessary to use with doctor, hospital, or clinic.

$2.45
$1.00 flashcards


Good, basic informational text with vocabulary and comprehension exercises. Exceptionally attractive, accessible book.

$1.80


Narrative text, nicely illustrated, tells story of family seeking and finding health care. Workbook contains additional information, exercises and application activities. Teacher's Guide and audio cassette available.

$3.50
$1.85 workbook
$9.00 cassette


Good, informative text with exercises and activities to apply information. Ample scientific information. Emphasis on decision-making and problem-solving skills.

$2.43


Good, informative text with exercises and activities to apply information. Ample scientific information. Emphasis on decision-making and problem-solving skills.

$2.37


Good, informative text with exercises and activities to apply information. Ample scientific information. Emphasis on decision-making and problem-solving skills.

$2.22
Solving Life Problems in Health I, II, III.
See Solving Life Problems in General Coping Skills

$3.71
R.L. I 3-4
II 5-8
III 9-12

Part of Family Development Series. See General Coping Skills

$2.10
R.L. 4-6
PERSONAL DEVELOPMENT, DECISION MAKING AND MENTAL HEALTH


This book is intended to be used with young adults. It includes sections on such topics as being honest, attendance, getting along with others, accepting orders, following directions and more.

$2.85


This text includes the units: Introduction, Interests, Skills, Values, and Life Style Preferences. The units and exercises provided are intended to help individuals learn more about themselves and how their attitudes and skills effect their career plans.

$2.85


The titles in this series include You and They, You Are Heredity and Environment, Taking Stock and You and Your Needs. Each title includes a student and teacher text. The format includes presentation of problems and directed exercises for problem solving activities.

$1.65  R.L. 3-4


The units in this text include The Importance of Decision Making in Your Life, Strategies for Making Decisions A Step-by-Step Decision Making Process and Applying the Step-by-Step Process to Your Own Decisions. Each unit includes practice in the process of decision making.


This reading text contains sets of selections that tells the same story from different points of view. The selections are followed by reading comprehension exercises and stop and think exercises intended to develop problem solving skills.

$4.80 list
$3.60 class  R.L. 4-5

This is a collection of 24 short stories dealing with a variety of problems people face everyday. Each selection is followed by various comprehension and vocabulary exercises.

$4.20 list
$3.15 class R.L. 2-3


See Independent Living Series under General Coping Skills.


This text-workbook is intended to be used with young adults. The information and discussions help develop positive attitudes, good habits and good relationships with friends, parents, teachers and employers.

$1.77 R.L. 2.7


This reading text contains sixteen selections dealing with characters forced to make decisions choosing a course of action. Some of the selections are fiction, some non-fiction, one selection is an interview with Jesse Jackson. Skill exercises follow each selection as well as open-ended discussion questions.

$4.00 list
$3.50 class R.L. 4-6


See Family Development Series under General Coping Skills.

$2.10 R.L. 4-6
COMMUNITY RESOURCES

APL Series: Community Resources. Harcourt, Brace, Jovanovich.

See APL Series in General Coping Skills.

$3.24 text
$1.94 workbook


Multi-media presentation of specific life skill activities (e.g. going out) presented in step-by-step sequence and integrated with literacy skills. With teacher's guide. (see AWARE under General Coping Skills)


Variety of subjects covered all from point of view of using telephone book. Good practice on research skills. See Follett Coping Skills in General Coping Skills.

$1.98 R.L. 3.5


Attractive format, lots of pictures, high interest content. See ABLEST in General Coping Skills.

$1.80 R.L. 1-3


Workbook dealing with consumer problems and agencies; using cartoons the text establishes a problem situation and guides the student through steps to problem-solving.

$1.85 R.L. 3.0


Variety of community resource information, cross-indexed with skills. See Solving Life Problems series in General Coping Skills.

$3.71

Udvari, Stephen S. Where To Go, Who to See, What to Do. Steck-Vaughn Co.

Part of Family Development Series; see General Coping Skill.

A collection of actual copies of the many and varied forms a person encounters including: driver's license applications, job applications, social security card applications, etc. in a workbook format.

$3.16

---

Sets A and B of *Functional Reading* deal with eight basic areas of functional reading competence. Full color 8 1/2 x 11" posters are correlated with duplicating masters for practice of application of reading skills. Some of the content areas include, road signs, menus, maps, catalogues, t.v. schedules, etc.


The three sign books contain real photographs only. The photographs are of various stores, cities, demonstrations, etc. The student can use these pictures for discussion and writing even though the original intention of the author was as a stimulus for slow and reluctant readers. Can be used with any level students.


*Practice in Survival English* is a series of workbooks designed to provide adults with the opportunity to apply reading skills to everyday, survival contexts. The books in the series include: *Label Talk*, *Let's Look It Up*, *Signs Around Town*, *Read the Instructions*. The format of each workbook includes reproductions of labels, catalogs, signs, instructions, etc. on the left hand side of the page, and on the right hand side are comprehension questions.


This series of four workbooks is intended for the low level reader and ESL students. It is intended to be used to help readers master the language used on signs in public places, on streets and on highways. The four workbooks progress in difficulty of signs encountered but the reading level remains the same for a 1 year (1st grade on Fry). Students are encouraged to deal with one sign at a time and are taken through a 5-step exercise to help them memorize the words on the sign and comprehend the signs. The primary focus is to teach specific vocabulary, however, improvement of a general level of reading comprehension is also anticipated. Each workbook contains 36 signs. At the end of each workbook puzzles, word games, and test are included to reinforce memory and comprehension. Each workbook includes flashcards of the 36 signs found in the book and is accompanied by a teacher's manual.

This workbook gradually builds a student's ability to follow directions. The first lessons deal with one-step directions and the exercises and practice get gradually more difficult.

$2.85 (teacher's manual included free)  R.L.  2.6


This is a collection of spirit masters which include a spirit master of an actual form followed by a spirit master of comprehension exercises.


**Scope Visuals** is a collection of transparencies and ditto masters of actual SS-4 forms, phone bills, retail installment contracts, union membership card, postal forms, monthly charge account statement, appliance warranty and record club agreement.

$8.25  R.L.  4-6


This is one of a series of four activity books containing twelve lessons each. Each lesson in the workbook is comprised of four parts: instruction, practice, application and mastery. Actual examples of labels, graphs, recipes, guarantees, mail order forms and ads are included. Worksheets, reinforcement books and filmstrips are available.

$2.50


The lessons in this workbook discuss the rules and suggestions for filling out forms as well as actual sample forms. Included are personal data sheets, social security, voter registration, health insurance and credit card application.

$1.50  R.L.  5.9
MATHEMATICS


**Consumer and Career Mathematics** is comprised of a hardbound student text, teacher text and a book of duplicating masters. The Duplicating Masters contain 64 various kinds of forms used in daily life, leases, bank deposit slips, credit card etc. The textbook reviews basic operations in Unit 1 and in Units 2-5 concentrates on the application of math skills in specific consumer/career contexts.

$9.96 text
$11.97 teacher edition
$13.17 duplicating masters
$23.40 consumer forms and problems


This is a four book series comprised of a workbook for fractions, decimals and percents, measurement and geometry and fundamental algebra. The math skills are presented with applications in health, government and law, consumer economics, community resources and occupational knowledge.

$1.95 each


Greenfield, Leni et al. **Improving Math Competence.** Cambridge. 1978

These two workbooks form the Cambridge Math for Survival series. **Improving Math Competence** is intended for students who have no number skills. **Reaching Math Competence** assumes students can recognize, count and order numbers and can add and subtract. Both of the workbooks address the fundamental math skills an adult learner needs to use in everyday situations. Math skills are practiced through examples such as: utility bills, checking accounts, budgets, etc.

$4.50 each


Three workbooks with short teacher's guides. Designed for slow learners and EMR; counting, money and addition skills are introduced. Many pictures of bills and coins can be used with non-readers. Titles: **Money Makes Sense, Using Dollars and Sense, Working Makes Sense.**

$2.67 each

This workbook is designed to provide practice of basic mathematic skills in meaningful contexts. The basic skills: whole numbers, fractions, decimals and percents are practiced within the ten basic units of checking accounts, measuring skills, supermarket math, buying intelligently, planning a budget, paychecks and others.

$3.96


One text (534 pp.) and one workbook (188 pp.) integrating consumer finance with secondary level arithmetic. Suitable for GED, advanced ABE, or college remediation.

---


This series includes six titles designed to provide practice in coping with Salaries, Bills, Checking Accounts, Grocery Bills and Credit Cards and the math skills needed for each.

$2.50 - $4.95 each workbook


*Managing Your Money* is a guide to wise budgeting and buying. Each of the 17 chapters discuss practical suggestions for managing money and also explores how money affects your relationships with others. The reader is $2.25 and you can also purchase a workbook (24 pp.) of exercises for 80¢.

R.L. 5.5


This workbook covers basic math material through grades 7-8. The basic math operations are presented in life skills contexts.

$2.85


*Real Life Math Skills* is a developmental program designed to integrate math skills with survival skills. The examples are practical, using such things as actual forms (e.g. IRS forms) for computational practice. The series includes a student workbook, a collection of thirty-two spirit masters and twelve overhead transparencies, and a teacher's edition.

$49.50 package of 20

33
CARS & DRIVING


See AWARE under General Coping Skills.

I 2.0-2.9 $35.00
II 3.0-3.9 $40.00
III 4.0-4.9 $35.00


This is a series of four sound filmstrips and worksheets which cover such topics as comparison shopping for cars, obtaining loans and licenses, getting insurance and dealing with major and minor repairs.

$80.00


Information-packed book with many helpful drawings. Detailed information on workings of cars. Probably higher than 2.5. See Janus Survival Guides in General Coping Skills.

$2.85 R.L. 2.5


Part of the Janus Survival Guides, see General Coping Skills. General text on driving, licenses, insurance, accidents.

$2.85 R.L. 2.6


See Lifeworks in General Coping Skills.

$3.42 R.L. 4-6

McMillan, Constance Van Brunt. So You Want to Buy a Car. EMC Corporation.

Workbook in the Consumer Education for Special Needs series; see General Coping Skills.

$1.95 R.L. 3

Car buying approached through personal narrative. Attractive format. Part of Consumer Education for Special Needs series; see General Coping Skills.

$3.50

**Wheels Series.** New Readers Press.

It's the Law is designed to assist the adult learner in becoming acquainted with legal ideas and problems. The topics are dealt with in very general terms with practical examples of how the laws are applied. Each chapter is divided into sections containing a reading selection, vocabulary exercises, comprehension and review questions.

R.L. 9-10


See AWARE under General Coping Skills.

$1.80

Coping 3: Reading the Contract. The Perfection Form Co. 1979.

This workbook includes contracts and warranties used in renting apartments, credit agreements, getting a loan, buying a product under warranty and joining a book or record club. Each unit contains samples of actual contracts with comprehension exercises.

$1.50


This workbook is part of the series Lifeworks. All titles in the series are intended to improve the adult learner's ability to cope with everyday life situations and at the same time develop basic reading, writing and math skills. Understanding Contracts includes retail credit contracts, when to call a lawyer, retail installment, safe-deposit boxes and others.

$3.96


See description under The APL Series, General Coping Skills.

$3.24 text
$1.94 workbook

*Government and Law* is one of the texts in the *ABLEST* Series. Each text in the series is illustrated with photographs and includes exercises.

$1.80  
R.L. 1-3


This book outlines the rights of youth under 18 as minors and members of schools, communities and families. It attempts to show young people that laws often give young people a fair chance.

$2.25  
R.L. 4.7


This media package contains six filmstrips, six cassettes, a program guide and worksheets for each of the topics. The topics include legal rights and responsibilities: As a Student, As a Family Member, As an Employee, As a Tenant, As a Consumer, As an Unemployed Person.

$110.00

*Solving Life Problems in Government and Law Books I, II and III*.  
Trafalgar House Publishing Inc. 1980

This series is intended to give practice in verbal problem-solving and computational skills as well as instruct the student in test-taking skills. Each chapter contains a table of contents and an objectives statement listing the skills and content area.
COMMUNICATIONS

Cook, Cheri. Use of the Telephone (Practical Communications Skills 2) New Readers Press

Information on phone techniques, emergency calls, sending telegrams. Reading passages in text; comprehension exercises and practice in separate "skills practice" workbook.

$1.75 text R.L. 5.3
Skills Practice .75
Teachers Guide .50

Cook, Cheri. Writing to Others Practical Communications Skills 1 New Readers Press

Text is packed with information on all types of writing, from simple messages to formal business letters. Instructions and examples. Practice in Separate workbook.

$1.75 text R.L. 4.8
.75 skills practice
.50 teachers guide

Feelings Illustrated.
New Readers Press. 1977

Four booklets with outstanding photographs and one-line captions (some in slang) designed to stimulate class participation and reading interest.

$4.00 R.L. I

Janus Pub.

Step-by-step workbook with tests and exercises.

$2.85


Part of Reading For Living Series; see General Coping Skills

$.75

New Readers Press

Part of Reading For Living Series; see under General Coping Skills.

$.75
Laubach, Frank et al.  How to Use Telephones  
New Readers Press  
Part of Reading for Living series; see General Coping Skills.  
$.75  

Peterson Handwriting - Improve Your Writing for Job Success  
Petersen System, Inc.  
Workbook designed for self-instruction, covers handwriting as well as format  
and rules for various types of writing - including letters, applications, etc.  
$2.95  

Turner, Richard H.  The Turner Livingston Communications Series  
Follett  
Includes 6 titles:  The Television You Watch  
The Phone Calls You Make  
The Newspapers you Read  
The Movies You See  
The Letters You Write  
The Language You Speak  
Each book contains narrative text with comprehension questions and various  
$1.71 each  
Teachers Guide $2.67  

Walker, Bonnie.  Writing A Business Letter  
Media Materials  
Activity kit with worksheet/text and tape, post-test, guide.  Single lesson-  
multiple modality for skill reinforcement.  
Related titles in series:  Taking Telephone Messages; and by Edward P Doyle:  
The White Pages of the Telephone Directory; Walk Carefully Through the  
Yellow Pages.  
$9.95  

39
For your convenience, the following is a list of the publishers cited in the selected bibliography.

Basic Learning Corp.
Williamsville, N.Y. 14221

Cambridge
The Basic Skills Co.
A New York Times Co.
888 Seventh Ave.
New York, N.Y. 10019

Cebco Standard Publishing
9 Kulick Rd.
Fairfield, N.J. 07006

Educational Design, Inc.
47 West 13th Street
New York, N.Y. 10011

EMC Corporation - Changing Times Education Service
180 E. 6th Street
St. Paul, Minnesota 55101

Fearon Pitman Publishers, Inc.
6 Davis Drive
Belmont, CT 94002

Follett Publishing Company
1010 West Washington Blvd.
Chicago, Ill. 60607

Globe Filmstrips
50 West 23rd Street
New York, N.Y. 10010

Instructional/Communications Technology, Inc.
Huntington Station, N.Y. 11746

Janus Book Publishers
2501 Industrial Pkwy., W. Dept. B
Hayward, CA 94545

McKnight Publishing Co.
P.O. Box 2854
Bloomington, IL 61601

Media Materials, Inc.
2936 Remington Ave.
Baltimore, Maryland 21211
301-235-1700

New Readers Press
Box 131
Syracuse, N.Y. 13210
Mafex Associates, Inc.
90 Cherry Street
Box 519
Johnstown, PA 15907

Olympus Publishing Co.
2 Olympus Plaza
1670 East 13th South
Salt Lake City, Utah 84105

Adult Education Services
McGraw-Hill Book Co.
S1
Hightstown/Princeton Road
Hightstown, N.J. 08520

The Perfection Form Co.
1000 North Second Ave.
Logan, Iowa 51546

Peterson Systems
2215 Commerce Street
Dallas, Texas 75201

Scholastic Book Services
50 West 44th Street
New York, N.Y. 10036

Scott, Foresman-Lifelong Learning Division
1900 East Lake Avenue
Glenview, Illinois 60025

South-Western Publishing Co.
5101 Madison Road
Cincinnati, Ohio 45227

Steck Vaughn Co., Publishers
807 Brazos
P.O. Box 2028
Austin, Texas 78768

J. Weston Walch, Publisher
Box 658
Portland, Maine 04104

Harcourt Brace Jovanovich, Inc.
757 Third Avenue
New York, New York 10017