This document presents a list of approximately 200 vocationally relevant instructional materials and sources regarding basic skills development. (They were developed in conjunction with the project, Teaching Basic Skills Through Vocational Education.) These materials focus on basic skills in mathematics, reading, writing, and oral communication within the context of various vocational programs. Both commercially available and teacher-made materials are included. Each entry is categorized under one of the four categories of basic skills and may contain some or all of the following information: skill area, vocational area, title, author(s), date, description, publisher, catalog title, catalog number, cost, and type of material. Sources (with addresses) of instructional materials cited are provided at the front of the document. (YLB)
Selected Instructional Materials for Teaching Basic Skills in Vocational Education
TEACHING BASIC SKILLS THROUGH VOCATIONAL EDUCATION

SELECTED INSTRUCTIONAL MATERIALS FOR TEACHING BASIC SKILLS IN VOCATIONAL EDUCATION

Cornell Institute for Occupational Education
Ithaca, New York
April 1982
James A. Dunn
Peter Gray
Elizabeth Martini

This work was developed under contract # 300-79-0744 with the Office of Vocational and Adult Education, United States Education Department. However, the content does not necessarily reflect the position or policy of that agency, and no official endorsement of these materials should be inferred.

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Numerous supplementary instructional materials are available for classroom use in reinforcing or teaching specific basic skills. Presented in this report is an extensive list of sources for vocationally relevant instructional materials. These items were selected from the various catalogues on the basis of their reported focus on basic skills in mathematics, reading, writing, and oral communication.

The selected items include teacher-made and well as commercially available materials. A brief description of each item is given along with the source from which it may be ordered.

Inclusion on this list in no way constitutes an endorsement of the material. This list serves only as an indication of the broad array of materials available for teaching basic skills in vocational education.

James A. Dunn
Peter Gray
Elizabeth Martini
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1. Source of Instructional Materials Cited in This Document

2. Selected Instructional Materials Focusing on Mathematic Skills in Vocational Education

3. Selected Instructional Materials Focusing on Reading Skills in Vocational Education

4. Selected Instructional Materials Focusing on Writing Skills in Vocational Education

5. Selected Instructional Materials Focusing on Oral Communication in Vocational Education
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Selected Instructional Materials
Focusing on Mathematic Skills
In Vocational Education
Skill Area: Mathematics
Voc. Area: Agriculture

Title: Using Arithmetic in Agriculture

Author(s): none given
Date: none given

Description:

Basic arithmetic skills including decimals and fractions, calculating area, volume, figuring interest and some information about the metric system.

Publisher abbrev. Cornell
Catalogue title: Instructional Materials
Cat. p. 3 (date 1980)

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Skill Area: Mathematics
Voc. Area: Agriculture

Title: Using Arithmetic in Agriculture

Author(s): none given
Date: none given

Description:

none given

Publisher abbrev. Illinois
Catalogue title: Teaching Materials
Cat. p. 8 (date 1978-79)

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Skill Area: Mathematics  Voc. Area: Agriculture

Title: Introduction to Ag Metrics

Author(s): James Albracht and Ray Kurtz  Date: none given

Description:

This is a set of 24 spirit duplicating masters, one 32 page teacher's guide and 5 eight page student booklets.

Publisher abbrev.  Inter  Catalogue title: Annual
Cat. p. 13

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Skill Area: Mathematics  Voc. Area: Agriculture

Title: Agricultural Mathematics

Author(s): Roger Higgs, Charles Heidenreich, Richard Loverger, Robert Cropp, Milton Mitchell  Date: 1973

Description:

none given

Publisher abbrev.  Inter  Catalogue title: Annual
Cat. p. 2

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Skill Area: Mathematics  Voc. Area: Merchandising/Retail

Title: Merchandising Mathematics

Author(s): P. Carlo & D. Murphy  Date: 1973

Description:

This text covers all arithmetical fundamentals and skills required of today's retail store employee. It is presented in a simple, functional, and nonacademic learning approach.


Catalogue No. | Cost | Type of Material
--- | --- | ---
0293-2 | 3.75 | soft cover
0294-0 | 1.45 | instructor's guide

Skill Area: Mathematics  Voc. Area: Merchandising

Title: Merchandising Mathematics

Author(s): Leslie Ruth Pelitz  Date: 1979

Description:

In this text students are taught fundamentals mathematical functions expected of a retail store personnel. The mathematical functions defined in sample problems were adopted to illustrate the concept.

Publisher abbrev. Bobbs  Catalogue title: Health Occ., Hospitality Mgmt. (date 1980)

Catalogue No. | Cost | Type of Material
--- | --- | ---
97273 | $7.13 | Text
97274 | 2.50 | Teacher's Manual
**Title:** Mathematics in Marketing  
**Author(S):** W. Logan & H. Freeman  
**Date:** 1978

**Description:**

This text-workbook presents the basics of math as applied to a variety of marketing jobs, including writing sales checks, making changes, and taking inventory. Metrics and work problems are also included.

**Publisher abbrev.:** Gregg  
**Catalogue title:** Bus., Office, & Marketing  
**Cat p.:** 100

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Skill Area: Mathematics  Voc. Area: Health

Title: Mathematics for Health Careers

Author(s): Jerome D. Hayden & Howard T. David  Date: 1980

Description:

This text teaches and reviews techniques in mathematics and applies them to the solution of practical problems in the health care field. Applications include drug doses and dosages, solutions, cell structure, water and electrolyte balance and imbalance, microorganisms, growth factors and generation time, laboratory tests and results, and normal ranges and levels.


Cat. p. 40

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Skill Area: Mathematics  Voc. Area: Nursing

Title: Medications and Mathematics for the Nurse

Author(s): Esther G. Skelley  Date: 1976

Description:

The first two sections of this revised text cover related math for calculating dosages. Remaining sections cover the administration of medication, effects on body systems and special drug therapy.


Cat. p. 42

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This text is designed to provide the student with a thorough understanding of the basic math concepts involved in a food service operation. The emphasis is placed on methods used to solve mathematical problems that relate to food service situations.
The case approach used in this text enables the students to relate mathematical skills to real-life situations. Problems on fundamental skills help students review the basics. The SI system of measurements and conversion tables are also included.

Title: Math for Business Careers
Author(S): H. Huffman, R. Twiss & H. Williams
Date: 1975
Description:
This basic business mathematics text helps 9th and 10th grade students develop the computational skills needed for entry-level jobs in a variety of careers and for managing their own money. Included are exercises which develop mathematical skills in realistic vocational settings.

Publisherabbrev. Gregg
Catalogue title: Bus. Office & Handling
Cat. p. 13
(date 1980)

Catalogue No.  
Cost  
Type of Material
31121-8  
9.18  
text
31122-6  
3.93  
performance guide
31124-2  
4.76  
teacher's manual and key with tests
Skill Area: **Mathematics**  
Voc. Area: **General - business**

**Title:** Business Mathematics: Exercises, Problems and Tests  
**Author(s):** R. R. Rosenberg  
**Date:** 1970 (3rd ed.)

**Description:**  
none given

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Skill Area: **Mathematics**  
Voc. Area: **Business - general**

**Title:** Business Math on the Job  
**Author(s):** R. R. Rosenberg & J. Sexton  
**Date:** 1969

**Description:**  
Centered around the activities of a retail furniture store, this practice set involves the student as a part-time employee. Discounts, markups, notes, depreciation, taxes and various aspects of cash control are experienced by students as they are exposed to different departments like shipping and receiving, purchasing, sales, and accounting. Necessary forms are provided.

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Skill Area: Mathematics

Title: Principles of Business Mathematics Using the Electronic Calculator

Author(s): H. Huffman & L. Fiber

Date: 1978

Description:

This text-workbook is specifically designed to help students acquire the mathematical and computational skills needed for top-notch job performance in the business world. A variety of business-oriented exercises and realistic consumer and job applications is included as well as a comprehensive review of rational numbers, percentage, estimation, and SI metric measurements.

Publisher abbrev. Gregg

Catalogue title: Business, Office & Marketing

Cat. p. 14

Catalogue No. Cost Type of Material
30890-x 7.96 text-workbook
30891-8 6.00 instructor's manual & key

Skill Area: Mathematics

Title: Mathematics in Marketing

Author(s): W. Logan & H. Freeman

Date: 1978

Description:

This text-workbook presents the basics of math as applied to a variety of marketing jobs, including writing sales checks, making changes, and taking inventory. Metrics and work problems are also included.

Publisher abbrev. Gregg

Catalogue title: Business, Office & Marketing

Cat. p. 100

Catalogue No. Cost Type of Material
38462-2 4.11 text
38463-0 2.40 teacher's manual and key
86472-1 105.00 transparencies for the basic and social skills
Skill Area: Mathematics  Voc. Area: General - business

Title: Business Mathematics, 8th Ed.

Author(s): R. R. Rosenberg, H. Lewis, & R. Poe  Date: 1975

Description:
The case approach used in this text enables the students to relate mathematical skills to real-life situations. Problems on fundamental skills help students review the basics. The SI system of measurements and conversion tables are also included.

Publisher abbrev. Gregg  Catalogue title: Bus. Office & Handling
Cat. p. 13

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<tr>
<td>53784-4</td>
<td>3.16</td>
<td>teacher's key</td>
</tr>
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</table>

Skill Area: Mathematics  Voc. Area: General - business

Title: Math for Business Careers

Author(s): H. Huffman, R. Twiss & H. Williams  Date: 1975

Description:
This basic business mathematics text helps 9th and 10th grade students develop the computational skills needed for entry-level jobs in a variety of careers and for managing their own money. Included are exercises which develop mathematical skills in realistic vocational settings.

Publisher abbrev. Gregg  Catalogue title: Bus., Office & Marketing
Cat. p. 13

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<tr>
<td>31124-2</td>
<td>4.76</td>
<td>teacher's manual and key with tests</td>
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</table>
Title: Mathematics for Business Occupations
Author(s): H. Huffman, R. Twiss, L. Whale
Date: 1968 (3rd ed.)

Description:
none given

Publisher abbrev. Gregg
Catalogue title: Bus., Office & Marketing
Cat. p. 14

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<td>31065-3</td>
<td>4.60</td>
<td>teacher's manual &amp; key</td>
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Title: Business Math/30
Author(s): R. R. Rosenberg & C. G. Alvey
Date: 1976

Description:
This text-workbook is a basic math review that's designed to help students acquire computation skills required in the office. It includes a section on using metric (SI) measurements and information on the mathematics of data processing.

Publisher abbrev. Gregg
Catalogue title: Bus., Office & Marketing
Cat. p. 14

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<td>teacher's manual and key</td>
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</table>
Skill Area: Mathematics

Voc. Area: General - business

Title: Business Mathematics: Exercises, Problems and Tests

Author(s): R. R. Rosenberg Date: 1970 (3rd ed.)

Description:

none given

Publisher abbrev. Gregg

Catalogue title: Business, Office & Marketing

Cat. p. 14 (date 1980)

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</table>

Skill Area: Mathematics

Voc. Area: Business - general

Title: Business Math on the Job

Author(s): R. R. Rosenberg & J. Sexton Date: 1969

Description:

Centered around the activities of a retail furniture store, this practice set involves the student as a part-time employee. Discounts, markups, notes, depreciation, taxes and various aspects of cash control are experienced by students as they are exposed to different departments like shipping and receiving, purchasing, sales, and accounting. Necessary forms are provided.

Publisher abbrev. Gregg

Catalogue title: Business, Office & Marketing

Cat. p. 14 (date 1980)

<table>
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<td>2.80</td>
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Skill Area: Mathematics  Voc. Area: Business - general
Title: Marketing Math
Author(s): Stull  Date: 1979
Description:
This soft-cover publication presents basic mathematics in a marketing environment. Students will acquire the computational competencies needed for entry and advancement in a career in marketing and distribution. The text is designed in a logical manner, beginning with a basic math skill review followed by the mathematics involved in ordering, receiving, recording merchandise, pricing, daily calculations in marketing, and inventory procedures. It concludes with a chapter dealing with the mathematics involved in determining income and loss. A basic skill pre-test is included.

Publisher abbrev.  South-Western  Catalogue title: Supplementary Materials
Cat. p. 56
Catalogue No.  Cost  Type of Material
D17  4.11  text-workbook

Skill Area: Mathematics  Voc. Area: Business - general
Title: Vocational Mathematics for Business, 2nd edition
Author(s): Nartinka  Date: 1978
Description:
This combination text-workbook covers decimals, fractions, equivalents, percentages, weight and measurements. Business applications of the mathematical fundamentals are presented in the last half of the book dealing with checking accounts, interest computations, cash and trade discounts, sales, payroll, time payment plans and commercial loans. A new chapter on inventory evaluation, cost of goods sold and depreciation is included. Self-check answers are provided to make this book ideal for individualized as well as group instruction.

Publisher abbrev.  South-Western  Catalogue title: Supplementary Materials
Cat. p. 59
Catalogue No.  Cost  Type of Material
M06  4.38  text-workbook
M06A  .48  achievement tests (1-14) and final exam
Skill Area: Mathematics and language Voc. Area: General-business
Title: Office Skills I: Language and Math Practice
Author(s): Phyllis Morrison Date: 1979
Description:
This text is a self-study skills development book that provides students with opportunities to drill in math and language.

Publisher abbrev. Gregg Catalogue title: Bus. Office & Marketing
Cat. p. 14 (date 1980)

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Skill Area: Mathematics Voc. Area: Business
Title: Business Mathematics
Author(s): Milton C. Olson & F. Barry Haber Date: 1980
Description:
A text workbook designed for use in a first course in business mathematics. It provides the student the basic understanding of business math including metrics, percentages, interest, credit, insurance, taxes, and so forth.

Publisher abbrev. Bobbs Catalogue title: Health Occ. Hospitality Mgmt

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</table>
Skill Area: Mathematics  Voc. Area: Business

Title: Matematicas Para El Comercio

Author(s): R. Robert Rosenberg  Date: 1966

Description:

This is a text in Spanish for business mathematics that contains exercises, problems, and tests.

Publisher abbrev. Gregg  Catalogue title: Dist. ...

Cat. pp. 73  (date 1980)

Catalogue No.  Cost  Type of Material
53812-3  $ 5.99  Text
53813-1  7.20  Instructors Guide
Skill Area: Mathematics  
Voc. Area: Business

Title: Business Math/Related Rules

Author(s): none given  
Data: none given

Description:

This text covers fractions, interest, decimals, discounts, ten key adding machines, percentages and calculation of depreciation by methods other than straight line.

Publisher abbrev. Wisconsin  
Catalogue title: Vocational Material 
(date 1978)

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Skill Area: Mathematics  
Voc. Area: Business

Title: Business Math for Everyday Life

Author(s): none given  
Data: none given

Description:

This unit is to provide supplemental information and exercises to aid in the development of basic everyday skills in business math. Topics covered include check writing, wages, installment buying, budgets, home and the automobile expenses and metrics.

Publisher abbrev. Clemson  
Catalogue title: Instructional Materials 
(date 1979)

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Skill Area: Mathematics  Voc. Area: Office Workers

Title: Practical Problems in Mathematics: Office Workers

Author(s): none given  Date: 1977

Description:

none given

Publisher abbrev. Hobar  Catalogue title: Mats. for Shop Courses
Cat. p. 7 (date 1979-80)

<table>
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Skill Area: Mathematics  Voc. Area: Office Workers

Title: Practical Problems in Mathematics for Office Workers

Author(s): Joan Briggaman  Date: 1977

Description:

This text-workbook provides students with experience in applying basic math principles to office regulated situations. Topics include: four basic math operations as applied to whole numbers, fractions and decimals; accounting procedures using actual business forms; and an introduction to data processing. Presented throughout is information on various career opportunities in office work.

Cat. p. 16 (date 1980)

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<td>1.45</td>
<td>instructor's guide</td>
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</tbody>
</table>
Skill Area: Mathematics  
Voc. Area: General - Business

Title: Principles of Business Mathematics Using the Electronic Calculator

Author(s): H. Huffman & L. Fiber  
Date: 1978

Description:

This text-workbook is specifically designed to help students acquire the mathematical and computational skills needed for top-notch job performance in the business world. A variety of business-oriented exercises and realistic consumer and job applications is included as well as a comprehensive review of rational numbers, percentage, estimation, and SI metric measurements.

Publisher abbrev.: Gregg  
Cat. p. 14

Catalogue title: Bus., Office & Marketing

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<td>30891-8</td>
<td>6.00</td>
<td>instructor's manual &amp; key</td>
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</tbody>
</table>

Skill Area: Mathematics  
Voc. Area: Business

Title: College Business Mathematics

Author(s): Harry D. Lewis  
Date: 1976

Description:

This text develops the student's proficiency in mathematics and math concepts through the use of small electronic calculators--while minimizing time spent on paper and pencil mechanics. Emphasis is on the understanding of math processes as they relate to day-to-day business problems.

Publisher abbrev.: Delmar  
Cat. p. 14


<table>
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<th>Catalogue No.</th>
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<td>free w/0299-1</td>
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</table>
Skill Area: Mathematics

Title: Basic Technical Mathematics

Author(s): Thomas P. Zurflieh

Date: 1974

Description:
This comprehensive, pre-calculus text is designed to help vocational and technical students understand basic principles of algebra and trigonometry and apply them to solve practical problems. Numerous problems and exercises stress basic algebraic manipulations, use of symbology, pattern recognition and analysis. Definitions, formulas, and examples are presented with everyday applications.

Publisher abbrev. Gregg
Catalogue title: Trade and Tech. Ed.
Cat. p. 63

Catalogue No. | Cost | Type of Material
--- | --- | ---
73595-6 | 14.36 | text
73599-9 | 2.00 | instructor's manual and answer key

Skill Area: Mathematics

Title: Basic Industrial Mathematics

Author(s): Dow Education System

Date: 1972

Description:
This text-workbook, written in the language of the tradesman, provides a solid background in basic mathematical skills. Ideal for vocational students, the text contains practical job-oriented problems and sample problems illustrating each principle. Skills needed in both structural and mechanical trades are included. Special emphasis is given to right triangle relationships.

Publisher abbrev. Gregg
Catalogue title: Trade and Tech. Ed.
Cat. p. 59

Catalogue No. | Cost | Type of Material
--- | --- | ---
17660-4 | 8.76 | text/workbook

27
Skill Area: Mathematics

Voc. Area: General - shop

Title: Practical Shop Mathematics

Author(S): J. H. Wolfe, E. R. Phelps

Date: 1959

Description:

The table of contents includes rational numbers; micrometers, verniers and bevel protractors; algebra; gear ratio and lead screws; plain and differential indexing; slide rule; geometry; trigonometry; Greek alphabet, and formulas.

Publisher abbrev. Gregg

Catalogue title: Trade and Tech. Ed.

Cat. p. 63

Cost

Type of Material

Catalogue No.

9.00

text

71358-8

1.50

answer key

71393-6

Cost

Type of Material

Catalogue No.

9.90

hard cover

1297-0

1.45

instructor's guide

1298-9

Skill Area: Mathematics

Voc. Area: Shop

Title: Mathematics of the Shop

Author(S): F. J. McMackin, J. H. Shaver, R. E. Weber & R. D. Smith

Date: 1978

Description:

This text provides the student with mathematical material consistent with current industry trends. Topics include: applied general mathematics, the use of the slide rule, micrometer, vernier caliper protraction, and carpenter's square, and also, fundamentals of algebra, geometry and trigonometry. This combination of math fundamentals and shop exercises will enable the student to apply acquired knowledge to future activities in the building, electrical and machine shop trades.

Publisher abbrev. Delmar


Cat. p. 56

Cost

Type of Material

Catalogue No.

9.90

hard cover

1297-0

1.45

instructor's guide

1298-9
Skill Area: Mathematics  Voc. Area: Industry - general

Title: Mathematics for Industrial Careers

Author(s): Bertrand B. Singer  Date: 1974

Description:
With this text, students of trade subjects focus on the functional role of mathematics as a problem-solving tool in the industrial trades. In the context of a sequential concise in electricity, electronics, and metal trades, students are shown how to apply basic math operations to solve industry-related problems in such areas as carpentry, auto mechanics, and plumbing.

Publisher abbrev. Gregg  Catalogue title: Trade and Tech. Ed.
Cat. p. 62

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Skill Area: Mathematics  Voc. Area: Electronics

Title: Mathematics: Outline & Review Problems for Basic Electronics

Author(s): Bernard Grob  Date: 1977

Description:
Useful as a math text, as a review book, for remedial math programs, and as a supplementary reading for the electricity and electronics student, it incorporates a single-concept approach to help students gain a practical, step-by-step approach to understanding the subject.

Publisher abbrev. Gregg  Catalogue title: Trade & Tech. Ed.
Cat. p. 33

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Skill Area: Mathematics  Voc. Area: Technology - elec. or mech.

Title: Technical Mathematics with Calculus

Author(s): H. S. Rice, R. M. Knight  Date: 1975

Description:
Emphasizing the use of mathematical techniques applicable to electrical, mechanical, and other technologies, this text incorporates a multitude of problems, with and without solutions. Coverage includes calculus and techniques of integration and differentiation.

Publisher abbrev. Gregg  Catalogue title: Trade and Tech. Ed.
Cat. p. 61-62  (date 1980)

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<td>1.60</td>
<td>answer key</td>
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Skill Area: Mathematics  Voc. Area: Technology

Title: Calculus and Analytic Geometry

Author(s): Harold Schachter  Date: 1972

Description:
Presenting an intuitive rather than a vigorous approach to basic calculus and analytic geometry, this readable text is well suited for technicians and other non mathematics majors. The text includes illustrative examples and applications are stressed.

Publisher abbrev. Gregg  Catalogue title: Trade and Tech. Ed.
Cat. p. 62  (date 1980)

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Skill Area: Mathematics
Voc. Area: Plumbers and pipe fitters
Title: Mathematics for Plumbers and Pipe Fitters
Author(s): B. F. D'Arcangelo, B. D. D'Arcangelo, and J. R. Ernest
Date: 1971
Description:
This text-workbook includes the essential mathematics required by the plumber and pipe fitter apprentice. This highly illustrated text combines math principles and practical problems; and includes pipe length calculations, sheet lead work, volumes, pressures, capacities, heating and builders level.

Publisher abbrev.: Delmar
Cat. p. 25
(date 1980)

<table>
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Skill Area: Mathematics
Voc. Area: Technology
Title: Maticas Tecnicas
Author(s): Harold C. Rice & Raymond M. Knight
Date: 1973
Description:
This is an introductory text that covers algebra, geometry, and trigonometry with emphasis on problem solving. It is written in Spanish for technical mathematics.

Publisher abbrev.: Gregg
Catalogue title: Trade & Tech. Ed.
(cat pp. 80
Catalogue title: Trade & Tech. Ed.
(date 1980)

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</table>
Skill Area: Mathematics  Voc. Area: Industrial

Title: Basic Industrial Mathematics, Metric Edition

Author(s): Robert M. Johnson, Patricia Tibbits  Date: 1979

Description:

This text-workbook helps students become proficient technicians in the structural, mechanical and maintenance trades. Besides introducing students to the metric system, it enables them to move with ease between this system and the English system. Sample problems and applications are included.

Publisher abbrev. Gregg  Catalogue title: Trade and Tech. Ed.
Cat. p. 60

<table>
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<td>3.96</td>
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Skill Area: Mathematics  Voc. Area: Technical

Title: Elementary Mathematics for the Technician

Author(s): Edwin M. Hemmerling  Date: 1974

Description:

Written for beginning technical math students or for students who require remedial instruction, this basic text covers the essentials of arithmetic, the slide rule, elementary and advanced algebra, basic concepts of plane geometry, mensuration of plane and solid geometric figures, logarithms, and a brief introduction to trigonometry.

Publisher abbrev. Gregg  Catalogue title: Trade and Tech. Ed.
Cat. p. 60

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Skill Area: Mathematics  Voc. Area: Auto mechanics

Title: Mathematics for Auto Mechanics

Author(s): T. G. Hendrix & C. S. LaFevor  Date: 1978

Description:

This text provides an introduction to the math skills needed by the auto mechanic. The presentation of basic math operations is combined with practical problems from the field of auto mechanics. Also included is metric measurement, algebra, geometry and trigonometry.

Publisher abbrev. Delmar  
Cat. p. 8

<table>
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Skill Area: Mathematics  Voc. Area: Automotive technicians

Title: Practical Problems in Mathematics for Automotive Technicians

Author(s): George Moore  Date: 1979

Description:

This workbook is designed to provide practical experience in solving automotive problems using basic mathematical concepts. The problems cover situations encountered by automotive technicians in daily routines as well as those encountered by specialists. The text includes the use of both metric and English systems of measurement, frequent illustrations and a glossary of automotive terms.

Publisher abbrev. Delmar  
Cat. p. 7

<table>
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</table>
Skill Area: Mathematics  Voc. Area: Auto Technician

Title: Practical Problems in Mathematics Series Auto Technicians

Author(s): none given  Date: 1979

Description:

none given

Publisher abbrev. Hobar  Catalogue title: Instructional Materials for Shop Courses  (date 1979-80)

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<th>Cost</th>
<th>Type of Material</th>
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</tr>
<tr>
<td>1274-1</td>
<td>1.35</td>
<td>instructor's guide</td>
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</table>

Skill Area: Mathematics  Voc. Area: Technology - elec. or mech.

Title: Technical Mathematics with Calculus

Author(s): H. S. Rice, R. M. Knight  Date: 1975

Description:

Emphasizing the use of mathematical techniques applicable to electrical, mechanical, and other technologies, this text incorporates a multitude of problems, with and without solutions. Coverage includes calculus and techniques of integration and differentiation.

Publisher abbrev. Gregg  Catalogue title: Trade and Tech. Ed.  (date 1980)

<table>
<thead>
<tr>
<th>Catalogue No.</th>
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<tr>
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<td>52206-5</td>
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<td>52207-3</td>
<td>1.60</td>
<td>answer key</td>
</tr>
</tbody>
</table>
Skill Area: Mathematics
Voc. Area: Carpentry

Title: Mathematics for Carpenters

Author(s): Robert Bradford
Date: 1975

Description:
This text combines the mathematical concepts found in every phase of carpentry work, with information on the methods, practices, and tools of carpentry and metric information. The Appendix of the text includes a glossary of carpentry and mathematical terms and measurement conversion tables.

Publisher abbrev.: Delmar
Cat. p. 20
Catalogue No. 1116-8 1117-6
Cost 6.45 1.45
Type of Material soft cover instructor's guide

Skill Area: Mathematics
Voc. Area: Carpentry

Title: Practical Problems in Mathematics for Carpenters

Author(s): Harry C. Hirth
Date: 1979

Description:
This workbook provides practical experience in solving occupationally related problems using basic math principles. The use of both metric and English systems of measurement is included.

Publisher abbrev.: Delmar
Cat. p. 20
Catalogue No. 1275-7 1276-8
Cost 3.90 1.45
Type of Material soft cover instructor's guide
Skill Area: Mathematics  Voc. Area: Carpentry

Title: Practical Problems in Mathematics for Carpenters

Author(s): none given  Date: 1979

Description:
none given

Publisher abbrev.  Hobar
Catalogue title: Mats. for Shop Courses
(date 1979-80)

<table>
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<tr>
<td>1276-8</td>
<td>1.35</td>
<td>instructor's guide</td>
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</tbody>
</table>

Skill Area: Mathematics  Voc. Area: Carpentry

Title: Related Mathematics for Carpenters

Author(s): P. Reband  Date: not given

Description:
This text reviews basic mathematics and applies it to practical carpentry. It includes measuring accuracy, metrics, missing dimensions, complex areas, footings, and foundations.

Publisher abbrev.  Am. Tech.
Cat. p. 3
(date 1980)

<table>
<thead>
<tr>
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</tr>
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<td>2333-x</td>
<td>none</td>
<td>answer key</td>
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</table>
Title: Problem Solving with Computers
Author(s): Paul Calter
Date: 1973

Description:

Here is an applications-oriented text designed to teach students how to use a computer to solve practical technical problems. It explains all of the mathematical operations necessary to set up a problem so that a computer can be used to find the solution. Once the numerical methods are explained, Calter applies them to solving practical problems. Exercises and projects throughout reflect many different technologies.

Publisher abbrev. Gregg
Catalogue title: Trade and Tech. Ed.
Cat. p. 59

<table>
<thead>
<tr>
<th>Catalogue No.</th>
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<tr>
<td>09649-x</td>
<td>2.50</td>
<td>instructor's manual</td>
</tr>
</tbody>
</table>

Title: Technical Mathematics
Author(S): H. S. Rice, R. M. Knight
Date: 1973

Description:

This introductory mathematics text is designed for beginning engineering technology students. Emphasizing problem solving, it teaches them to grasp fundamentals. Topics include algebra, geometry and trigonometry, and also problems reflecting practical situations. Once students have completed the course, they will be prepared for calculus.

Publisher abbrev. Gregg
Catalogue title: Trade and Tech. Ed.
Cat. p. 61

<table>
<thead>
<tr>
<th>Catalogue No.</th>
<th>Cost</th>
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<td>52201-4</td>
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<td>instructor's manual</td>
</tr>
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<td>52202-2</td>
<td>2.00</td>
<td>answer key</td>
</tr>
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</table>
Skill Area: Mathematics                                     Voc. Area: Mechanical Drafting

Title: Practical Problems in Mathematics for Mechanical Drafting

Author(s): John C. Larkin                                      Date: 1979

Description:

This workbook contains problems, illustrations, and drawings which demonstrate various situations for interpretation by the mechanical drafting student.

                                                                 Cat. p. 27
                                                                 (date 1980)

<table>
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<th>Catalogue No.</th>
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<th>Type of Material</th>
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<td>1671-2</td>
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<td>instructor's guide</td>
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Skill Area: Mathematics                                     Voc. Area: Mechanical Drafting

Title: Practical Problems in Mathematics: Mechanical Drafting

Author(s): none given                                       Date: 1979

Description:

none given

Publisher abbrev. Hobart                                    Catalogue title: Mars. for Shop Courses
                                                                 Cat. p. 7
                                                                 (date 1979-80)

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<td>1671-2</td>
<td>1.35</td>
<td>instructor's guide</td>
</tr>
</tbody>
</table>
Skill Area: Mathematics  Voc. Area: Drafting

Title: Metric Practices in Drafting

Author(s): Dr. John R. Lindbeck  Date: 1979

Description:

This book introduces the metric system and its use in drafting. The book describes the SI metric system, the most often used metric units, and how to use metric measurement. Information on metric drafting tools and equipment, dimensioning and design and drafting practices are thoroughly covered.

Publisher abbrev. Bennett  Catalogue title: Industrial Education

Catalogue No.  Cost  Type of Material
298-9  1.99  book

(C)
Skill Area: Mathematics  Voc. Area: Electricity

Title: Mathematics for Electricians
Author(s): Martin H. Kuehn  Date: 1949

Description:
Comprehensive table of content: given which included a review of mathematics and problem applications in the field of electricity.

Publisher abbrev.  Catalogue title: Trade & Tech. Ed.
Gregg  Cat. p.49 (date 1980)

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Skill Area: Mathematics  Voc. Area: Electronics

Title: Basic Mathematics for Electronics
Author(s): Nelson M. Cooke & H. F. R. Adams  Date: 1976

Description:
This text presents a survey of mathematics for electronics students using SI metric units and standards as practiced by the electronics industries. This text also features Boolean algebra and computer math, and examples and problems reflecting practices in the electronics industry.

Publisher abbrev.  Catalogue title: Trade & Tech. Ed.
Gregg  Cat. p. 49 (date 1980)

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<td>12513-9</td>
<td>2.36</td>
<td>answers to even-numbered problems</td>
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</table>
Skill Area: Mathematics  Voc. Area: Electronics

Title: Basic Electronics Math with a Scientific Calculator

Author(s): Edward M. Noll  Date: 1977

Description:
This book discusses the operation of a calculator and its use in solving series and parallel circuit problems; Ohm's law; dc circuits; ac circuits; RC, RL and RLC problems; resonance; filtering; biasing; and more.

Cat. p. 34

Catalogue No.  Cost  Type of Material
21425  not given  soft bound

Skill Area: Mathematics  Voc. Area: Electronics

Title: Electronics Math

Author(s): Alan Andrews & Arthur Hundley  Date: 1979

Description:
This book will show students how to solve any practical electronics problem. It covers the math most often used in electronics—arithmetic, algebra, trigonometry and logarithms. There are separate chapters on units of measurement, Ohm's law, inductance, capacitance, power supplies, fuses and transistors, antennas, and more.

Cat. p. 44

Catalogue No.  Cost  Type of Material
2117  not given  soft bound
Skill Area: Mathematics  Voc. Area: Electricity

Title: Practical Problems in Mathematics for Electricians

Author(s): Thomas S. Kubala  Date: 1973

Description:

This write-in workbook covers arithmetic, special problems on Ohm's law, power formulas, measurement, and triangles. It is designed to meet the needs of today's electricians.
Skill Area: Mathematics  Voc. Area: Electronics & Electricity

Title: Basic Mathematics for Electricity and Electronics

Author(s): Bertrans B. Singer  Date: 1978

Description:

This text offers electrical students at the secondary and post-secondary levels a practical course in applied mathematics. The text integrates basic math and electrical principles, and then applies these concepts to the solution of typical electrical installation and equipment servicing problems.

Publisher abbrev. Gregg  Catalogue title: Trade & Tech. Ed. (date 1980)

<table>
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<td>3.16</td>
<td>instructor's manual &amp; key</td>
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</table>

Skill Area: Mathematics  Voc. Area: Electronics

Title: Calculus for Electronics

Author(s): A. E. Richmond  Date: 1972

Description:

This text presents differential calculus as applied to electric and electronic circuits. Coverage includes basic calculus, partial derivatives, double integrals, infinite series, semiconductor device characteristics, and an introduction to differential equations.

Publisher abbrev. Gregg  Catalogue title: Trade & Tech. Ed. (date 1980)

<table>
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</table>
Skill Area: Mathematics  Voc. Area: Electronics

Title: Arithmetic Review for Electronics

Author(s): Nelson M. Cooke & H. F. R. Adams  Date: 1968

Description:
This arithmetic review is helpful to the great number of technicians and students who need to brush up before applying themselves to systematic advanced study.

Publisher abbrev. Gregg  Catalogue title: Trade & Tech. Ed. (date 1980)
Cat. p. 48

<table>
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<td>12517-1</td>
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Skill Area: Mathematics  Voc. Area: Electronics

Title: Mathematics: Outline & Review Problems for Basic Electronics

Author(s): Bernard Grob  Date: 1977

Description:
Useful as a math text, as a review book, for remedial math programs, and as a supplementary reading for the electricity and electronics student, it incorporates a single-concept approach to help students gain a practical, step-by-step approach to understanding the subject.

Publisher abbrev. Gregg  Catalogue title: Trade & Tech. Ed. (date 1980)
Cat. p. 33

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Skill Area: Mathematics  Voc. Area: Printing
Title: Practical Problems in Mathematics: Printers
Author(s): none given  Date: 1976
Description: none given

Publisher abbrev. Hobart  Catalogue title: Mats. for Shop Courses
Cat. p. 7  (date 1979-80)

<table>
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<th>Catalogue No.</th>
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<td>1280-6</td>
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<td>1286-5</td>
<td>1.35</td>
<td>instructor's guide</td>
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</table>

Skill Area: Mathematics  Voc. Area: Printers
Title: Practical Problems in Mathematics for Printers
Author(s): James DeLuca  Date: 1976
Description:
This text-workbook provides practical experience in solving print-related problems using basic math principles. It includes cold-type and photo composition material. It also provides examples of the relationship of the craft and printing with the areas of copy, camera, typography and press work.

Cat. p. 18  (date 1980)

<table>
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<th>Catalogue No.</th>
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<td>1280-6</td>
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</table>
Skill Area: Mathematics  
Voc. Area: Masonry

Title: Practical Problems in Mathematics: Masons

Author(s): none given  
Date: 1973

Description:

none given

Publisher abbrev. Hobar  
Cat. p. 7

Catalogue title: Mats. for Shop Courses
(date 1979-80)

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<td>0283-5</td>
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<tr>
<td>0284-3</td>
<td>1.35</td>
<td>instructor's guide</td>
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Skill Area: Mathematics  
Voc. Area: Masonry

Title: Practical Problems in Mathematics for Masons

Author(s): John E. Ball  
Date: 1973

Description:

This write-in workbook contains problems and achievement reviews. It covers arithmetic and metric measurements as applied to masonry trades.

Publisher abbrev. Delmar  
Cat. p. 24

(date 1980)

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</table>
Skill Area: Mathematics
Voc. Area: Machinists

Title: Practical Problems in Mathematics for Machinists

Author(s): Edward Hornman
Date: 1980

Description:
This text-workbook provides an approach to the mastery of the basic
skills in mathematics and applies them to problems often encountered
by the machinist.

Publisher abbrev. Delmar
Cat. p. 57
(date 1980)

Catalogue No. | Cost    | Type of Material
-------------|---------|------------------
1281-4       | in press| soft cover
1282-2       | in press| instructor's guide

Skill Area: Mathematics
Voc. Area: Machinery

Title: Practical Problems in Mathematics: Machinists

Author(s): none given
Date: 1973

Description:
none given

Publisher abbrev. Hobar
Catalogue title: Mats. for Shop Courses
Cat. p. 7
(date 1979-80)

Catalogue No. | Cost    | Type of Material
-------------|---------|------------------
0281-9       | 4.80    | text
0282-7       | 1.35    | instructor's guide

Catalog of Instructional Materials for Shop Courses.
Skill Area: Mathematics  Voc. Area: Machine technology

Title: Mathematics for Machine Technology

Author(s): Robert Smith  Date: 1974

Description:

This text presents machine processes, principles and functions through the use of arithmetic, algebra and geometry. This formal math is then used in hands-on machine shop problems and applications. The student is introduced to numerical controls through geometry and trigonometry concepts.

Publisher abbrev. Delmar  Cat. p. 55
Catalogue No. Cost Type of Material
1198-2 6.45 soft cover
1199-0 1.45 instructor's guide

Skill Area: Mathematics  Voc. Area: Machine Shop

Title: Shop Mathematics, 5th ed.

Author(s): C. A. Felker, J. G. Bradley  Date: 1976

Description:

This book puts stress on practical shop applications and integrates the metric system with the English system throughout the book. It is specifically designed for machine shop students. It is job oriented and stresses easily learned rules of thumb. The book also provides numerous working examples of these rules.

Publisher abbrev. Bruce  Catalogue title: flier (date)
Catalogue No. Cost Type of Material
81629 8.96 text
Skill Area: Mathematics         Voc. Area: Sheet metal

Title: Precision Sheet Metal Training: Mathematics

Author(S): Richard S. Budzik       Date: 1969

Description:

This book explains basic mathematical principles and their applications to shop problems. It reviews all operations with rational numbers and presents applicable principles of mensuration, geometry, and trigonometry. It shows how they are applied to the problems and formulas of precision sheet metal work, and it emphasizes bending allowances and determining blank spaces.

Cat. p. 52

<table>
<thead>
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<td>20685</td>
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Skill Area: Mathematics         Voc. Area: Welding

Title: Practical Problems in Mathematics: Welders

Author(s): none given       Date: 1975

Description:

none given

Publisher abbrev. Hobar     Catalogue title: Mats. for Shop Courses
Cat. p. 7

<table>
<thead>
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</table>
Skill Area: Mathematics  Voc. Area: Sheet Metal

Title: Practical Problems in Mathematics: Sheet Metal Technicians

Author(s): none given  Date: 1973

Description:

none given

Publisher abbrev. Hobart

Catalogue title: Mats. for Shop Courses

Catalogue No.  Cost  Type of Material
0287-8   4.60  text
0286-6   1.35  instructor's guide

Skill Area: Mathematics  Voc. Area: Sheet Metal

Title: Mathematics for Sheet Metal Fabrication

Author(s): none given  Date: 1970

Description:

This text-workbook applies mathematics concepts to related problems. It includes fractions, decimals, linear measure, averages, geometry, algebraic equations, ratio, proportions, perimeters, area, volume measurement, special formulas, trigonometry and graphs.

Publisher abbrev. Delmar


Catalogue No.  Cost  Type of Material
0295-9   6.00  soft cover
0296-7   1.45  answer book
**Skill Area: Mathematics**

**Voc. Area: Welding**

**Title:** Practical Problems in Mathematics for Welders

**Author(s):** Frank R. Schell & Bill J. Statlock  **Date:** 1975

**Description:**

In this text-workbook, practical problems are presented that give the student an opportunity to gain skills in applying mathematics principles to a wide range of situations encountered by welders on a day-to-day basis.

<table>
<thead>
<tr>
<th>Catalogue No.</th>
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**Publisher abbrev.: De' mar**  **Catalogue title: Voc., Tech. & Indust. Ed.**  **Cat. p. 64**


**Skill Area: Mathematics**

**Voc. Area: Sheet Metal**

**Title:** Practical Problems in Mathematics for Sheet Metal Technicians

**Author(s):** F. Schumacher  **Date:** 1973

**Description:**

Contains functions, decimals, linear and angular measure, ratio, averages, percentage, proportion, money, perimeter, area, volume, allowances and stretch outs, pieces and lengths, trigonometric functions, graphs and metric system.

<table>
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<td>0288-6</td>
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<td>instructor's guide</td>
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**Publisher abbrev.: Delmar**  **Catalogue title: Voc., Tech. & Indust. Ed.**  **Cat. p. 60**

Selected Instructional Materials Focusing on Reading Skills in Vocational Education
Skill Area: Reading  
Voc. Area: General

Title: Basic Skills in Reading Series

Author(s): none given  
Date: none given

Description:

This series of six topics contains work on newspapers, advertisements, instructions, forms, announcements and messages, and travel information.

Publisher abbrev. Cebco  

Catalogue title: Flier

(date 1980)

<table>
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<th>Catalogue No.</th>
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<td>00868</td>
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<td>00869</td>
<td>7.95</td>
<td>Understanding Advertising</td>
</tr>
<tr>
<td>00870</td>
<td>7.95</td>
<td>Understanding Instructions</td>
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<td>00871</td>
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<td>Understanding Forms</td>
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<td>00872</td>
<td>7.95</td>
<td>Understanding Announcements and Messages</td>
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<tr>
<td>00873</td>
<td>7.95</td>
<td>Understanding Travel Information</td>
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</table>

Skill Area: Reading  
Voc. Area: General

Title: Success at Work

Author(s): R. Lois Teel  
Date: none given

Description:

This book is designed to provide pre-vocational information, build positive work attitudes and strengthen interpersonal communication skills on the job. Work attitudes and job information are presented in socio-dramas and store situations. The glossary helps with difficult words.

Publisher abbrev. Steck  

Catalogue title: Adult and Secondary Ed.

(date 1980)

<table>
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</table>
Skill Area: Reading  Voc. Area: General

Title: Shop Talk: Vocational Reading Skills

Author(s): Byron L. Alpers, Mitchell L. Axrow  Date: 1978

Description:

This series of six low level English texts presents the language and reading skills that students will need to know on the job. It provides exercises for following directions, reading classified ads and filling out job applications.

Publisher abbrev. Allyn  Catalogue title: Educational Materials K-12
Cat. p. 66

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<td>3.30</td>
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<td>3.30</td>
<td>Metal and Machines</td>
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<td>4958241</td>
<td>3.60</td>
<td>Teacher's Guide</td>
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</table>

Skill Area: Reading  Voc. Area: General

Title: Learn to Rapid Read

Author(s): Ben E. Johnson  Date: 1973

Description:

A grasp of the reading principles presented in this book accomplishes five things for most students: 1) accelerates reading speed; 2) teaches reading flexibility; 3) builds word grouping ability; 4) introduces the concept of pacing; and 5) builds comprehension.

Cat. p. 13

<table>
<thead>
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Skill Area: Communication - reading  Voc. Area: General

Title: Basic Skills in Reading

Author(s): CEBCO  Date: 1979

Description:

These spirit master books offer exercises in competency skills needed in daily life. The exercises are appropriate for both intermediate and secondary level students. They encourage the use and development of skills which are necessary in understanding the kinds of printed material and communications with which people must constantly deal. The books can be bought in a complete series or each unit separately: 1. Understanding Travel Information; 2. Newspapers; 3. Advertisements; 4. Instruction; 5. Forms; and 6. Announcements and Messages.

Publisher abbrev. SSSS  Catalogue title: English Competency Skills (date 1980)

<table>
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<tr>
<td>CEB800</td>
<td>45.00</td>
<td>duplicating books, complete series</td>
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<tr>
<td>CEB868 - CEB873</td>
<td>7.95 each</td>
<td>duplicating books 1-6</td>
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</table>

Skill Area: Communication - reading  Voc. Area: General

Title: Developing Skills in Critical Reading

Author(s): Atwood, Beth S.  Date: 1975

Description:

A series of activities to develop reading as an interaction between books and students, stressing the improvement of reading comprehension and follow-up thinking about the material read. Exercises use speech, cartoons, photographs, maps, graphs, and advertisements to teach students to recognize facts, opinions, bias, propaganda, distortion, and the message behind the actual words.

Publisher abbrev. SSSS  Catalogue title: English Basic Competency Skills (date)

<table>
<thead>
<tr>
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**Skill Area:** Spelling  
**Voc. Area:** General

**Title:** Spelling: A Mnemonics Approach

**Author(S):** Brown  
**Date:** 1977

**Description:**
This is a different approach to spelling. The book concentrates on problem areas and helps students develop a technique for remembering how to spell. Spelling rules are simplified. Many hints are provided along with cartoons illustrating the hints which help students to remember the rules. A review at the end of each unit and a general review of all lessons at the end of the book provide continued reinforcement for correct spelling.

**Publisher abbrev.:** South-Western  
**Catalogue title:** Supplementary Materials - Cat. P. 15  
**Catalogue No.:** N18  
**Cost:** 3.30  
**Type of Material:** Textbook and workbook

---

**Skill Area:** Reading  
**Voc. Area:** General

**Title:** Basic Skills in Reading Series

**Author(S):**  
**Date:**

**Description:**
These books of spirit master exercises develop understanding of kinds of printed communications needed in daily life. They include understanding newspapers, advertisements, instructions, forms, announcements and messages, and travel information.

**Publisher abbrev.:** Career  
**Catalogue title:** Occu., Voc. & Adult Ed. - Cat. p. 51  
**Catalogue No.:** CP874  
**Cost:** 45.00  
**Type of Material:** Set of 6 spirit masters
Here is a series of 20 high interest, self-directed, illustrated workbooks that will help students improve skills in five areas: building word power, increasing comprehension, working with facts and details, using references, and organizing information. For each skill area, there is a separate book for each of four levels of reading difficulty and sophistication. Levels C-F represent reading levels 3-6. All the workbooks have a broad interest level. Each begins with simple exercises that help assure success and encourage but also give a teacher a tool for diagnosis. Skill boosters are useful at grade level as well as for junior and senior high school students requiring remedial work.
Skill Area: Mathematics and language

Title: Office Skills 1: Language and Math Practice

Author(s): Phyllis Morrison

Date: 1978

Description:
This text is a self-study skills development book that provides students with opportunities to drill in math and language.

Publisher abbrev. Gregg
Cat. p. 14
Catalogue title: Bus., Office & Marketing
(date 1980)

Catalogue No. 43233-3
Cost 2.40
Type of Material text

Skill Area: Vocabulary Terminology

Title: Dictionary of Accounting Terminology

Author(s): South-Western

Date: none given

Description:
This dictionary contains the definitions for all words which appear in italics in Century 21 Accounting, 2nd edition. It is an ideal way for students to learn accounting terminology.

Publisher abbrev. South-Western
Cat. p.6
Catalogue title: Supplementary Materials
(date 1980)

Catalogue No. B25
Cost .48
Type of Material book
Skill Area: Reading, Writing, & Oral  Voc. Area: Medical

Title: Basic Medical Terminology

Author(s): J. Patrick Fisher  Date: 1975

Description:

A working knowledge of medical terminology is prerequisite to entering anyone of the allied health occupations. This workbook has been prepared to give the beginning student in any health field a basic understanding of the language of medical science. This course is designed to be used under individually paced basis.

Publisher abbrev. Bobbs  Catalogue title: Health Occ., Hospitality Mgmt.
Cat. p.36

<table>
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<td>61387</td>
<td>68.25</td>
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Skill Area: Communications  Voc. Area: Business or Office

Title: Reference Manual for Office Personnel, 5th edition

Author(s): House and Koebele  Date: 1970

Description:

This handy manual is a valuable aid for students who are preparing for office positions. It will continue to be valuable when they become stenographers, secretaries, or general office workers. Reference is made to such vital topics as tips on typing, letter placement, letter mechanics, tabulation, grammar, punctuation, spelling aid, word divisions, and many others.

Publisher abbrev. South-Western  Catalogue title: Supplementary Materials
Cat. p.45

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Skill Area: Oral, Reading and Writing
Voc. Area: General

Title: 2,300 Steps to Word Power

Author(s): Edward C. Gruber
Date: none given

Description:

This is a programmed book carefully prepared in small sequential steps to help anyone increase their speaking, reading and writing knowledge of English language.

Publisher abbrev. Arco
Catalogue title: Educational Catalog
Cat. p. 19
(date 1979-80)

Catalogue No. Cost Type of Material
0-668-01032-0 2.50 paper cover

Skill Area: Oral, Reading and Writing
Voc. Area: General

Title: Communication at Work

Author(s): Patrick J. Weagraff, J. J. Lynn
Date: 1980

Description:

One unit out of many in a series; this text develops listening, speaking, reading and writing skills for effective job performance.

Publisher abbrev. Gregg
Catalogue title: Trade and Tech. Ed.
Cat. p. 72
(date 1980)

Catalogue No. Cost Type of Material
28333-3 3.72 text
28334-6 2.20 teacher's manual and key
Skill Area: Writing, oral and reading  Voc. Area: General - business

Title: Business English and Communication, 5th ed.

Author(s): M. M. Stewart, F. W. Lanham, K. Aimmer, L. Clark, B. A. Stead  Date: 1978

Description:

This program provides a specialized training program to develop student competence on all phases of communication; writing, speaking, listening and reading. The text offers complete coverage of grammar, usage and style. The workbook provides correlated exercises. A book of tests contains progress tests and a final examination.

Publisher abbrev. Gregg  Catalogue title: Business, Office & Marketing

Cat. p. 6

Catalogue No.       Cost       Type of Material
61410-5            8.97        text
61411-3            3.72        student projects & activities
61412-1            6.60        5th edition
61413-x            1.20        teacher's manual and key
61323-0            8.97        tests
61324-9            3.72        text
61325-1           12.20       student projects & activities
61326-5            6.60        4th edition

Skill Area: Reading  Voc. Area: General

Title: Basic Skills in Reading Series

Author(s):  Date:

Description:

These books of spirit master exercises develop understanding of kinds of printed communications needed in daily life. They include understanding newspapers, advertisements, instructions, forms, announcements and messages, and travel information.


Cat. p. 51

Catalogue No.       Cost       Type of Material
CP874             45.00        Set of 6 spirit masters
Skill Area: Reading and Oral  Voc. Area: General

Title: Working with Words, revised

Author(s): Mildred Putnam  Date: none given

Description:

In this work text, the skills of reading and speaking English are taught together with oral and visual practice in letter, word and sentence patterns.

Publisher abbrev.  Steck  Catalogue title: Adult and Special Ed.
Cat. p. 41

Catalogue No.  Cost  Type of Material
0363-3  1.80  work text

Skill Area: Communication - reading, writing  Voc. Area: General

Title: Real Life Reading and Writing on the Job

Author(s): Scholastic Books Services  Date: 1980

Description:

This practical workbook program lets you teach basic reading and writing skills within the context of actual job situations. The 128-page skills book is divided into eight units, each concentrating on a specific job area, such as general office work, government jobs and service jobs. Each unit contains several two-page lessons, each focusing on a specific task (using diagrams, typing from dictation, comparing labels, and writing a business letter). There are review exercises at the end of every unit divided into three different kinds: vocabulary, reading, and writing. The skills book is designed to be self-directing, to be used individually, at home, or on a classwide basis.

Publisher abbrev.  Scholastic  Catalogue title: Scholastic 1979-80 K-12
Cat. p. 79

Catalogue No.  Cost  Type of Material
BO30488  59.50  text-workbook
Skill Area: Communication - reading, writing  Voc. Area: General

Title: Language Arts Basic Skills and Concepts Library

Author(s): Visual Materials, Inc.  Date: none given

Description:

Two series of spirit duplicating books cover five areas of language skills: vocabulary, reading, writing, grammar, and listening and visual skills. Each book contains over 35 masters with specific behavioral objectives. The activities are designed for individual or classroom use, and include progressive worksheets and tests. Each book is available at two levels: junior high and senior high.

Publisher abbrev.  Catalogue title: English Competency Skills

College No.  Cost  Type of Material

VM403  29.00  duplicating book (grades 7-9, 5 books)
VM404  29.00  duplicating book (complete series for grades 10-12)

Skill Area: Reading, writing, & speaking  Voc. Area: General

Title: Career Communications Series

Author(s): Mariestelle M. Brown  Date: 1976

Description:

This series is made up of 53 individual programmed learning units known as options, which cover such topics as reading, writing and speaking as used in career-related courses, writing laboratories, and English courses.


Cat. p. 11-12  (date 1980) & Career

Catalogue No.  Cost  Type of Material

each of the 53 options has its own catalogue number; no price was given
Skill Area: Reading
Voc. Area: General
Title: Reading for Survival
Author(s): None given.
Date: None given

Description:

These seven consumable texts develop basic and functional life skills simultaneously. Each text is broken down into units which teach specific reading skills in conjunction with a particular life skill.

Publisher abbrev. Cambridge
Catalogue title: Elementary/Junior High
(date 1980)

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<td>Teacher's Edition, Reading for Life</td>
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<td>890912</td>
<td>2.90</td>
<td>Reading for Progress</td>
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<td>891196</td>
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<td>890920</td>
<td>3.20</td>
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<td>891153</td>
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<td>Key for Reading Improvement</td>
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<tr>
<td>890408</td>
<td>3.90</td>
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<td>Key for Reading Achievement</td>
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Skill Area: Reading  
Voc. Area: General

Title: Strategies for Reading

Author(s): H. Alan Robinson, Oliver Andresen, Daniel H. Hittleman, Oliver Patterson

Date: 1978

Description:
This is a practical program for students who have difficulty reading. It improves students' comprehension by teaching them to recognize key signals and clues that unlock meanings in words, sentences, paragraphs and longer selections. The self-teaching lessons are clearly written, activity oriented, and practical in approach. This series contains four books.

Publisher abbrev. Allyn  
Catalogue title: Educational Materials K-12
Cat. p. 67

<table>
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Skill Area: Reading  
Voc. Area: General

Title: Triple Your Reading Speed

Author(s): Dr. Wade E. Cutler

Date: none given

Description:
This book describes the Cutler method to faster reading which is a tested and proven to dramatically increase reading speed while actually improving comprehension.

Publisher abbrev. Arco  
Catalogue title: Educational Catalog
Cat. p. 19

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<td>5.00</td>
<td>paper cover</td>
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Skill Area: Reading  Voc. Area: General

Title: Mastering Basic Reading Skills

Author(s): Laurence Swinburne & John Warner  Date: none given

Description:

This series of eight consumer books presents a high interest, low difficulty reading program that can help special students build comprehension and vocabulary skills. This series develops skills such as identifying root words, syllabication and phonics while entertaining the students with stories to thrill and delight the most reluctant readers.

Publisher abbrev. Steck  Catalogue title: Adult and Special Ed.

Cat. p. 40  (date 1980)

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<td>0891-4</td>
<td>2.25</td>
<td>Windpower</td>
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<td>0812-4</td>
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<td>teacher's edition to Alpine run</td>
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<td>0813-2</td>
<td>2.25</td>
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<td>0815-9</td>
<td>2.25</td>
<td>White Water</td>
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Selected Instructional Materials Focusing on Writing Skills in Vocational Education
Skill Area: Writing  Voc. Area: General - business

Title: Manuscripts

Author(s): none given  Date: none given

Description:

This publication covers the production of manuscripts from rough drafts in long hand, from shorthand notes, and from machine dictation. It also has an introduction to business reports and manuscripts, both bound and unbound, and also the general production is covered.

Publisher abbrev. Wisconsin  Catalogue title: Vocational Materials
  (date 1978)

<table>
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Skill Area: Writing  Voc. Area: General - business

Title: Spelling, Word Division and Grammar

Author(s): none given  Date: none given

Description:

This publication covers root division rules, troublesome verbs and certain spelling rules.

Publisher abbrev. Wisconsin  Catalogue title: Vocational Materials
  (date 1978)

<table>
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**Skill Area:** Writing  
**Voc. Area:** General

**Title:** Fields and Language

**Author(s):** None given  
**Date:** None given

**Description:**

These text workbooks develop basically inner skills, but with easy-to-understand instructions and enjoyable practice exercises. Multiple choice activities help students learn punctuation, spelling, capitalization, vocabulary, dictionary skills, parts of speech, and fundamental composition skills.

**Catalogue title:** Elementary/Junior High

**Publisher abbrev.** Cambridge  
**Cat. p. 19**

<table>
<thead>
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<td>893377</td>
<td>1.00</td>
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</tr>
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<td>893385</td>
<td>3.90</td>
<td>Skills in Language II</td>
</tr>
<tr>
<td>893393</td>
<td>1.00</td>
<td>The Key to Skills in Language II</td>
</tr>
</tbody>
</table>

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**Skill Area:** Writing  
**Voc. Area:** General

**Title:** Basic Skills in Grammar

**Author(s):** None given  
**Date:** None given

**Description:**

These books provide a good way to improve student's understanding of grammar, punctuation, capitalization, uses in sentence mastery.

**Catalogue title:** Elementary/Junior High

**Publisher abbrev.** Cambridge  
**Cat. pp. 19**

<table>
<thead>
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<tr>
<td>800050</td>
<td>2.30</td>
<td>Basic Skills in Grammar, Book II</td>
</tr>
<tr>
<td>800328</td>
<td>1.00</td>
<td>The Key to Basic Skills in Grammar, Book II</td>
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</table>
Skill Area: Writing  Voc. Area: Business

Title: Business Correspondence

Author(s): Waldo C. Wright  Date: 1967

Description:
A text that enables students to develop clear, correct, and complete messages and letters. The purpose is to assist the reader of such materials in grasping their meaning and to be pleased by them so that he or she will react favorably to the information they contain.


Catalogue No. Cost Type of Material
96007  $7.24  Text
96008  3.00  Teacher's Manual

Skill Area: Writing  Voc. Area: Business

Title: Writing Business Letters and Reports

Author(s): Carmilla E. Mansfield & Margaret Hillton Bahniuk  Date: 1980

Description:
This text is clearly written in practical rather than theoretical language. It emphasizes the importance of clear, concise, and correctly written communication. It includes a detailed discussion on the parts of the letter, their placement and the significance in the type of letter being. Various letter styles are discussed and types and elements of formal and informal reports are also presented.


Catalogue No. Cost Type of Material
97374  To be announced  Text
97375  To be announced  Teacher's Guide
Skill Area: Writing  Voc. Area: General - business


Author(s): William A. Salom Date: 1977

Description:
This is a comprehensive manual for modern business style, English grammar and usage, and typing and transcription. It presents all the rules, procedures, and guidelines needed to prepare effective business communications. It offers many examples that clearly and quickly illustrate how to apply the rules of punctuation, number, abbreviation, and capitalization. Certain procedures and suggestions are also included.

Publisher abbrev. Gregg  Catalogue title: Bus., Office & Marketing
Cat. p. 7

<table>
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<td>.95</td>
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Skill Area: Writing  Voc. Area: Business

Title: English Style Skills-Builders; 3rd edition

Author(s): J. B. Cleary & J. M. Lacombe Date: 1980

Description:
Consisting of six self-contained modules and a set of correlated tests, this skill-development program covers typewriting style and word division; dictation-transcription procedures; punctuation style; spelling improvement; proofreading; and capitalization, number and abbreviation style.

Publisher abbrev. Gregg  Catalogue title: Bus., Office & Marketing
Cat. p. 8

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<td>5.12</td>
<td>teacher's manual and key</td>
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</table>
Skill Area: Writing  Voc. Area: Business

Title: Business Spelling and Word Power

Author(s): A.H. Lass  Date: 1961

Description:

This highly practical text makes the search for spelling proficiency and word power interesting & stimulating. Four major areas are emphasized: basic business vocabulary, use of the dictionary, word mastery, and homonyms and words frequently confused.

Publisher abbrev. Bobbs  Catalogue title: Health Occ, Hospitality Mgmt.  (date 1980)

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Skill Area: Writing  Voc. Area: Business

Title: Business English: A Work Text with Programmed Reinforcement

Author(s): Keith Slocum  Date: 1980

Description:

Designed to teach business students the basic rules of English grammar. This text begins with a discussion on the sentence as a whole and proceeds through a discussion of various parts of speech. The concluding chapter provides students with exercises in editing correspondence.

Publisher abbrev. Bobbs  Catalogue title: Health Occ, Hospitality Mgmt.  (date 1980)

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Skill Area: Writing
Voc. Area: General

Title: Spelling

Author(s): None given
Date: None given

Description:

This text presents varied exercises to give students extra help in spelling rules, abbreviations, homophones, possessives and contractions, capitalization, and dictionary skills.

Publisher abbrev. Cambridge
Catalogue title: Elementary/Junior High
Cat. p.19

Catalogue No. Cost Type of Material
80076X $ 3.00 The Book
800271 1.10 The Key

Skill Area: Writing
Voc. Area: General

Title: Increase Your Vocabulary

Author(s): None given
Date: None given

Description:

These texts help students enlarge spelling and language. Book I deals with misused words, prefixes and suffixes, and basic word lists. Book II focuses on homophones, antonyms, dictionary use, and identifying words in context.

Publisher abbrev. Cambridge
Catalogue title: Elementary/Junior High
Cat. p.19

Catalogue No. Cost Type of Material
800085 $ 2.30 Book I
80028X .70 Key to Book I
800093 2.30 Book II
800298 .70 Key to Book II
Skill Area: Writing  
Voc. Area: General

Title: Clear Technical Writing

Author(s): John A. Brogan  
Date: 1973

Description:
This text provides a practical approach for developing a clear and straightforward style of technical writing. This approach via the engineering principle of "noise removal" covers everything from removing redundancies to effectively locating modifiers.

Publisher abbrev. Gregg  
Cat. p. 66
Catalogue title: Trade and Tech. Ed.  
(date 1980)

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Skill Area: Writing  
Voc. Area: General

Title: Handbook of Practical Writing

Author(s): Robert A. Butler  
Date: 1978

Description:
Here is a one-semester introduction to basic English skills for occupational and vocational students at the post secondary level. Covering the fundamentals of effective communications, this handbook helps students learn to write both correctly and well.

Publisher abbrev. Gregg  
Cat. p. 67
Catalogue title: Trade and Tech. Ed.  
(date 1980)

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Skill Area: Communication - writing  Voc. Area:  General

Title: Punctuation: A Programmed Approach

Author(s): Perkins  Date: 1972

Description:

This 208 page programmed book of instruction helps students to learn and apply the 27 basic punctuation rules that are needed most frequently in business writing situations. It is ideal for use as an intensive review of punctuation in business, English classes, and as a short instructional unit in shorthand, typing, and office procedures or block programs.

Publisher abbrev.  South-Western  Catalogue title: Supplementary Materials

Cat., p.27  (date 1980)

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Skill Area: Communication - writing  Voc. Area:  General

Title: Word Studies, 6th edition

Author(S): Lamb  Date: 1971

Description:

This book contains 160 lessons devoted to building a mastery of words needed by persons in all walks of life. Attention is given to correct spelling, pronunciation, word usage and use of a dictionary.

Publisher abbrev.  South-Western  Catalogue title: Supplementary Materials

Cat. p.27  (date 1980)

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<tr>
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<td>.39</td>
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The book teaches the student to write effective on-the-job communications because he learns to understand the basic function of writing within an organization, how to analyze the problem that creates the need for communication, the real audience or persons who can solve the problem, and the actual purpose the communication is to achieve.

This book is designed to simplify the learning of rapid writing skills.
These texts contain simple instruction in solid practice which students need to master basic English skill patterns, sentence patterns, the mechanics of language and essential composition skills. It contains practice that motivates students because the exercises use real world facts and information.

Skill Area: Writing  Voc. Area: General
Title: Language Patterns and Writing Patterns
Author(s): none given  Date: none given
Description:

These texts contain simple instruction in solid practice which students need to master basic English skill patterns, sentence patterns, the mechanics of language and essential composition skills. It contains practice that motivates students because the exercises use real world facts and information.

Catalogue title: Elementary/Junior High
(date 1980)

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Skill Area: Writing  Voc. Area: General
Title: Word Power for Effective Writing
Author(s): J. H. Jackson & C. G. Pearce  Date: 1980
Description:

This text-workbook provides students with a thorough review of correct usage of the English language. It covers seven areas: grammar, word choice, capitalization, punctuation, spelling, proofreading, and style, and presents usage problems in context, so that students can reinforce their knowledge of grammar and language construction in a meaningful and useful way.

(date 1980)

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<td>61526</td>
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Scholastics Practical English Program is an entirely new treatment of the basic English skills that appeal to today's students who want more than pat rules and formulas and dull drill work. Students become involved in different skills through highly imaginative quizzes, games, puzzles/drill work that is interesting and productive. These activities let students see and measure their accomplishments and give students a feeling of really taking a hand in the development of skills. The subject matter covered includes definitions, word grammar (Vol. 1), spelling and punctuation, writing mechanics, capitalization and sentence grammar (Vol. 2), usage (Vol. 3), composition (Vol. 4).

Title: Scholastic Practical English Program
Author(s): Scholastic Book Services
Date: 1980

Description:

How to write a correct sentence, a cohesive paragraph, a well organized letter. These are the basic skills we need to function in the world, on the job and in school. The new Scholastic Real Life Writing Skills program teaches these and many more essentials in the extraordinarily effective way. This program is organized around practical writing tasks, not isolated rules of grammar and composition. The book is divided into four sections: 1. Writing to Organize Information; 2. Writing to Give Information; 3. Writing Letters; and 4. Writing What You Know.

Title: Scholastic Real Life Writing Skills
Author(s): Scholastic Books Services
Date: none given

Description:

Skill Area: Communication - writing
Voc. Area: General

Title: Scholastic Practical English Program
Author(s): Scholastic Book Services
Date: 1980

Description:

Scholastics Practical English Program is an entirely new treatment of the basic English skills that appeal to today's students who want more than pat rules and formulas and dull drill work. Students become involved in different skills through highly imaginative quizzes, games, puzzles/drill work that is interesting and productive. These activities let students see and measure their accomplishments and give students a feeling of really taking a hand in the development of skills. The subject matter covered includes definitions, word grammar (Vol. 1), spelling and punctuation, writing mechanics, capitalization and sentence grammar (Vol. 2), usage (Vol. 3), composition (Vol. 4).

Title: Scholastic Real Life Writing Skills
Author(s): Scholastic Books Services
Date: none given

Description:

How to write a correct sentence, a cohesive paragraph, a well organized letter. These are the basic skills we need to function in the world, on the job and in school. The new Scholastic Real Life Writing Skills program teaches these and many more essentials in the extraordinarily effective way. This program is organized around practical writing tasks, not isolated rules of grammar and composition. The book is divided into four sections: 1. Writing to Organize Information; 2. Writing to Give Information; 3. Writing Letters; and 4. Writing What You Know.

Publisher abbrev. Scholastic
Catalogue title: Scholastic 1979-80 K-12
Cat. p.66

Catalogue No. | Cost | Type of Material
--- | --- | ---
304333 | 2.95 | textbook (grammar)
304335 | 2.95 | textbook (spelling and punctuation)
304337 | 2.95 | textbook (usage)
304339 | 2.95 | textbook (composition)

Publisher abbrev. Scholastic
Catalogue title: Scholastic 1979-80 K-12
Cat. p.78

Catalogue No. | Cost | Type of Material
--- | --- | ---
303042 | 39.50 | text-workbook (complete program)
Title: Basic Medical Terminology
Author(s): J. Patrick Fisher
Date: 1975

Description:
A working knowledge of medical terminology is prerequisite to entering anyone of the allied health occupations. This workbook has been prepared to give the beginning student in any health field the basic understanding of the language of medicine. This course is designed to be used under individually passed basis.

Catalogue title: Health Occ., Hospitality Mgmt.
Cost: $8.63 5.00 68.25
Type of Material: Text Teacher's Edition Set of six Audio cassettes

Title: 10,000 Medical Words, Spelled and Divided for Quick Reference
Author(s): Edward E. Byers
Date: 1972

Description:
This book provides a quick, easy and handy reference for the correct spelling and syllabication of terminology commonly used in the medical office. It is a word processing tool for practicing medical secretaries, stenographers, typists, clerks, librarians, technicians, nurses and trainees.

Catalogue title: Bus., Office & Marketing
Cost: 3.96
Type of Material: text
Skill Area: Oral and Written
Voc. Area: Business

Title: Business Communications

Author(s): none given Date: 1977

Description:

This instructor's guide is organized into seven units: human relations and communications; quiet communication; oral communication; business and conference communications; written communications; effective letter writing, and business communications.

Publisher abbrev. Missouri

Catalogue title: from a flier

(date ____________ )

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Skill Area: Writing  
Voc. Area: General Business

Title: Writing Business Letters

Author(s): None given  
Date: None given

Description:

This manual is designed to present much of the help needed to write creative, effective, and correct business letters. It covers such topics as characteristics of a good letter, letter format and style, developing a letter writing plan, & developing effective sentences and paragraphs.

Publisher abbrev. BOE  
Catalogue title: Pamphlet

cat. pp. 4

Catalogue No.  
Cost  
Type of Material
DT-56  
$ 3.50  
Manual

Skill Area: Writing  
Voc. Area: Business

Title: How to Write Successful Business Letters

Author(s): John P. Riebel  
Date: none given

Description:

175 examples of letters that were actually used in various businesses are included in this book. Following each letter is a detailed, practical analysis of exactly what made that letter hit the target. Every device of phrasing, opening, closing and paragraphing is carefully explained.

Publisher abbrev. rco  
Catalogue title: Educational Catalog

cat. p. 15

Catalogue No.  
Cost  
Type of Material
0-668-02483-6  
6.90  
cloth cover
0-668-02290-6  
5.00  
paper cover
Title: Business English: A Communications Approach

Author(s): Mary Joyce Bernet, Alta Dolla Date: 1979

Description:

This book teaches students the proper style, phrasing and tone for the major types of business correspondence. It presents the rudiments of effective sentences and paragraphs plus specific phrasing of business letters. The book also introduces writing and handling requests, orders, transmittals, credit adjustments, letters of appreciation and business reports.

Publisher abbrev. Allyn Catalogue title: Educational Materials K-12

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Title: Business Reports

Author(s): none given Date: none given

Description:

This text covers outlines, tabular columnar copy with column headings, boxed and ruled and arranged. Also, compiling and collecting information from several sources and manuscripts which includes multiple page, bound and unbound.

Publisher abbrev. Wisconsin Catalogue title: Vocational Materials

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Skill Area: Writing
Voc. Area: General - business

Title: Spelling Drills and Exercises - Programmed for the Typewriter

Author(s): L. A. Brendel and Doris Near

Date: 1979 (3rd ed.)

Description:
This language arts program uses the typewriter to increase students' spelling competencies. It provides a complete, intensive review of business spelling. Cassettes dictate words to be spelled, allot time for proofreading, and help learners check their work.

Publisher abbrev. Gregg
Catalogue title: Bus., Office & Marketing
Cat. p. 8

<table>
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<td>87575-8</td>
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Skill Area: Writing
Voc. Area: General - business

Title: Better Business English

Author(s): George H. Classen

Date: none given

Description:
In this psychological approach to effective writing, the author shows the modern businessman how to change one's writing to reflect precision, gravity, directness, modesty, originality and clarity of meaning.

Publisher abbrev. Arc
Catalogue title: Educational Catalog
Cat. p. 13

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<td>0-668-04287-7</td>
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Skill Area: Communication - writing
Voc. Area: Distribution - general

Title: Fundamentals of Spelling, 10th edition
Author(s): Windgate and Nolan
Date: recent

Description:
Regardless of vocation, an individual must spell to be successful. One of the purposes of this text is to develop the qualifications and technique necessary for success in the field of distribution.

Publisher abbrev.: South-Western
Catalogue title: Supplementary Materials
Catalogue No. | Cost | Type of Material
--- | --- | ---
S17 | 7.77 | textbook
S171 | 3.21 | study guides and projects
S173 | .48 | tests 1-4

Skill Area: Writing
Voc. Area: Architecture & engineering

Title: Specifications Writing for Architects and Engineers
Author(s): Donald A. Watson
Date: 1964

Description:
Table of contents includes: specifications; office organization; construction management and supervision; drawings; references and source materials; assembly and reproduction of specifications; agreements and contracts; trade sections; specification of materials and processes; and specifications words and phrases.

Publisher abbrev.: Gregg
Catalogue title: Trade and Tech. Ed.
Catalogue No. | Cost | Type of Material
--- | --- | ---
68473-1 | 11.22 | text
Skill Area: Writing, oral and reading  Voc. Area: General - business

Title: Business English and Communication, 5th ed.

Author(s): M. M. Stewart, F. W. Lanham, K. Aimer, L. Clark, B. A. Stead  Date: 1978

Description:
This program provides a specialized training program to develop student competence on all phases of communication: writing, speaking, listening and reading. The text offers complete coverage of grammar, usage and style. The workbook provides correlated exercises. A book of tests contains progress tests and a final examination.

Publisher abbrev. Gregg  Catalogue title: Business, Office & Marketing  (date 1980)

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</table>

Skill Area: Writing  Voc. Area: General - business

Title: English Made Easy

Author(s): B. P. Branchaw  Date: 1979

Description:
This basic business English program covers the essentials of grammar, punctuation, capitalization, and number usage. The program eliminates technical language. It includes as much instructional material as practice exercises.

Publisher abbrev. Gregg  Catalogue title: Business, Office & Marketing  (date 1980)

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88
Skill Area: Writing     Voc. Area: General - Legal

Title: 10,000 Legal Words, Spelled and Divided for Quick Reference

Author(s): M. A. Kurtz, D. Adams & J. Vezean  Date: 1971

Description:
An easy-to-use reference in school and on the job, this book contains
the correct spelling and syllabication of legal terms listed in
alphabetical order.

Publisher abbrev.  Gregg  Catalogue title: Bus., Office & Marketing
Cat. p. 8  (date 1980)

Catalogue No.      Cost      Type of Material
35669-6            3.90      text

Skill Area: Writing     Voc. Area: General - business

Title: Business English: A Gregg Text-kit in Continuing Education

Author(s): Jeanne Reed  Date: 1978 (3rd ed.)

Description:
Written especially for adult education students, this program covers the
fundamentals of grammar, punctuation, and capitalization, as well as common
errors of written and spoken English. Emphasizing correct, simple, and
tactful expression of ideas, the program teaches students to write sentences
that get directly to the point. The kit contains a core-text, self-checks
and key, review sheets, and a set of form surveys.

Publisher abbrev.  Gregg  Catalogue title: Bus., Office & Marketing
Cat. p. 9  (date 1980)

Catalogue No.      Cost      Type of Material
51497-6            8.40      boxed text-kit  3rd ed., 1978
51498-4            3.04
51492-5            8.24      boxed text-kit  2nd ed., 1972
51493-3            3.24      instructor's guide and key
Skill Area: Writing                                      Voc. Area: General - Legal

Title: 10,000 Legal Words, Spelled and Divided for Quick Reference

Author(s): M. A. Kurtz, D. Adams & J. Vezean  Date: 1971

Description:
An easy-to-use reference in school and on the job, this book contains the correct spelling and syllabication of legal terms listed in alphabetical order.

Publisher abbrev. Gregg                                      Catalogue title: Bus., Office & Marketing
Cat. p. 3                                               (date 1980)

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Skill Area: Writing                                      Voc. Area: General - business

Title: Business English: A Gregg Text-kit in Continuing Education

Author(s): Jeanne Reed  Date: 1978 (3rd ed.)

Description:
Written especially for adult education students, this program covers the fundamentals of grammar, punctuation, and capitalization, as well as common errors of written and spoken English. Emphasizing correct, simple, and tactful expression of ideas, the program teaches students to write sentences that get directly to the point. The kit contains a core-text, self-checks and key, review sheets, and a set of form surveys.

Publisher abbrev. Gregg                                      Catalogue title: Bus., Office & Marketing
Cat. p. 9                                                (date 1980)

<table>
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Skill Area: Communication - writing  
Voc. Area: Business, Office

Title: Word Division Manual, 2nd edition

Author(S): Silverthorn and Perry  
Date: 1970

Description:
This softbound manual provides the correct spelling and division of words commonly used in business writing. The book is an excellent supplement for English, shorthand, office procedures and spelling classes. There are 15,659 words in the book.

Publisher abbrev.  
Catalogue title:

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Skill Area: Writing  
Voc. Area: General - business

Title: Writing Better Letters in Business

Author(S): none given  
Date: none given

Description:
A practical program guaranteed to improve writing skills. Includes the psychology of letter writing, mechanics of letter writing, magic of word, tricks of the trade and negative effects.

Publisher abbrev. Career  
Catalogue title: Occup., Voc. & Adult Ed.
Cat. p. 27  
(date 1979-80)
Skill Area: Writing  Voc. Area: General - Business

Title: English Usage Drills and Exercises - Programmed for the Typewriter

Author(s): L. A. Brendel and E. Leffrugwell  Date: 1977

Description:
This programmed text-workbook reviews the transcription fundamentals of English grammar. Troublesome problems in grammar, such as subject-verb agreement, and pronoun-antecedent agreement, are continually reviewed.

Publisher abbrev. Gregg  Catalogue title: Business, Office & Marketing
Cat. p. 8  (date 1980)

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Skill Area: Writing  Voc. Area: General - Business

Title: Punctuation Drills and Exercises - Programmed for the Typewriter

Author(s): L. A. Brendel & Doris Near  Date: 1978 (2nd ed.)

Description:
Containing modern applications, this programmed text-workbook reviews the fundamentals of punctuation, capitalization, and number expression as they apply to business usage.

Publisher abbrev. Gregg  Catalogue title: Business, Office & Marketing
Cat. p. 8  (date 1980)

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</table>
Writing Clear Sentences and Paragraphs

Voc. Area: General

Author(s): Social Studies School Service

Date: 1980

Description:
A transparency-duplicating master book teaching students to unify sentences effectively, coordinate ideas in sentences, subordinate ideas in a sentence, write coherent sentences, achieve consistency in writing sentences, develop topic sentences in paragraphs, develop paragraphs logically, achieve paragraph unity and coherence, achieve proper emphasis of important ideas in paragraphs, and use transitions effectively in paragraphs.

Catalogue No. VN79
Cost 7.75
Type of Material transparencies


Voc. Area: Business or Office

Title: Reference Manual for Office Personnel, 5th edition

Author(s): House and Koebele

Date: 1970

Description:
This handy manual is a valuable aid for students who are preparing for office positions and will continue to be a valuable service when they become stenographers, secretaries, or general office workers. Reference is made to such vital topics as tips on typing, letter placement, letter mechanics, tabulation, grammar, punctuation, spelling aid, word divisions, and many others.

Catalogue No. K44
Cost 3.09
Type of Material reference manual
Skill Area: Writing  
Voc. Area: General - business

Title: Business English Essentials, Sixth edition

Author(s): G. L. Henderson & P. R. Voiles  
Date: 1980

Description:

The text section provides coverage of a wide range of business communication topics, such as: principles of grammar and usage; punctuation, capitalization, number usage and abbreviation style; principles and techniques of writing various types of business letters, memos and informal business reports; and the spelling, pronunciation, meaning, syllabication and choice of words often used. The workbook section offers opportunities for students to apply what they have learned.

Publisher abbrev. Gregg  
Catalogue title: Business, Office & Marketing  
Catalogue No. 7

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Skill Area: Writing  
Voc. Area: General - business

Title: 20,000 Words: Spelled and Divided for Quick Reference

Author(s): E. A. Leslie  
Date: 1977

Description:

A "Dictionary with definitions," this updated, convenient reference for spelling and word division is ideal for use in class or on the job.

Publisher abbrev. Gregg  
Catalogue title: Business, Office & Marketing  
Catalogue No. 7

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93
Skill Area: Writing  Voc. Area: General - business

Title: Business English/30

Author(s): Colleen B. Kish  Date: 1980

Description:

This text-workbook covers the basics of English grammar, punctuation, and style. It emphasizes the principles of English usage that students must know to write correct, effective communications on the job.

Publisher abbrev. Cregg  Catalogue title: Bus., Office & Marketing
Cat. p. 6-7  (date 1980)

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Skill Area: Writing  Voc. Area: General - business

Title: Business Correspondence/30

Author(s): R. T. Fruehling & S. Bouchard  Date: 1976

Description:

This text-workbook offers comprehensive coverage of the essentials of business correspondence. It includes sections on writing simple sentences and paragraphing, and covers all the basics of effective business correspondence.

Publisher abbrev. Gregg  Catalogue title: Bus., Office & Marketing
Cat. p. 7  (date 1980)

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<td>3.72</td>
<td>teacher's manual and key</td>
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</table>
Skill Area: Writing  Voc. Area: Business

Title: A Modern Approach to Business Spelling

Author(s): Annie DeCaprio  Date: 1973

Description:

This text workbook utilizes the latest knowledge of modern linguistics to provide the student with valuable insights. Specific reminders and helpful hints are highlighted throughout the book for students whose backgrounds may be deficient in spelling, grammar, or punctuation.

Publisher abbrev. Bobbs  Catalogue title: Occup. Hospitality Management

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Skill Area: Writing  Voc. Area: Business

Title: A Modern Approach to Business Spelling, 2nd Edition

Author(s): Annie DeCaprio  Date: 1979

Description:

An extremely practical text workbook. This text is a teaching aide that stimulates the student's interest in and concern with correct spelling. Specific, helpful hints are highlighted through the book for students whose background may be deficient in usage, grammar, or pronunciation.

Publisher abbrev. Bobbs  Catalogue title: Health Occ., Hospitality Mgmt

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Skill Area: Writing  
Voc. Area: General - business  

Title: Punctuation  

Author(s): none given  
Date: none given  

Description:  
This publication covers semicolons, periods, question marks, exclamation points, underscores, quotation marks, hyphens, apostrophe in possessive forms, commas and colons.

Publisher abbrev. Wisconsin  
Catalogue title: Vocational Materials  
(date 1978)

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Skill Area: Writing  
Voc. Area: Business  

Title: Business Letters  

Author(s): none given  
Date: none given  

Description:  
This publication covers from letters and paragraphs with special sized stationery, carbon copies, introduction to business envelopes and inserting correspondence including more than one page. Also, letter parts, block style and special letter parts.

Publisher abbrev. Wisconsin  
Catalogue title: Vocational Materials  
(date 1978)

<table>
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</table>
Skill Area: Communication - writing         Voc. Area: General

Title: Applied Penmanship, 3rd edition

Author(s): Ferguson and Lyon          Date: 1979

Description:

Handwriting legibility is built through the use of this practical text-workbook that provides a complete teaching plan for the improvement of handwriting skills. Penmanship drills, warm up drills, corrective drills, diagnostic drills and handwriting check up lists are interspersed throughout the book.

Publisher abbrev. South-Western         Catalogue title: Supplementary Materials
Cat. p. 27

Catalogue No.    Cost    Type of Material
E79             2.40    text-workbook

Skill Area: Oral, reading and writing    Voc. Area: General

Title: Communication at Work

Author(s): Patrick J. Weagraff, J. J. Lynn    Date: 1980

Description:

One unit out of many in a series, this text develops listening, speaking, reading and writing skills for effective job performance.

Publisher abbrev. Gregg         Catalogue title: Trade and Tech. Ed.
Cat. p. 72

Catalogue No.    Cost    Type of Material
23333-8          3.72    text
23334-6          2.20    teacher's manual and key
**Skill Area:** Communication - reading, writing  
**Voc. Area:** General

**Title:** Real Life Reading and Writing on the Job

**Author(s):** Scholastic Books Services  
**Data:** 1980

**Description:**
This practical workbook program lets you teach basic reading and writing skills within the context of actual job situations. The 128-page skills book is divided into eight units, each concentrating on a specific job area, such as general office work, government jobs and service jobs. Each unit contains several two-page lessons, each focusing on a specific task (using diagrams, typing from dictation, comparing labels, and writing a business letter). There are review exercises at the end of every unit divided into three different kinds: vocabulary, reading, and writing. The skills book is designed to be self-directing, to be used individually, at home, or on a classwide basis.

**Publisher abbrev.** Scholastic  
**Catalogue title:** Scholastic 1979-80 K-12

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**Skill Area:** Oral, Reading and Writing  
**Voc. Area:** General

**Title:** 2,300 Steps to Word Power

**Author(s):** Edward C. Gruber  
**Data:** none given

**Description:**
This is a programmed book carefully prepared in small sequential steps to help anyone increase their speaking, reading and writing knowledge of English language.

**Publisher abbrev.** Arco  
**Catalogue title:** Educational Catalog

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Skill Area: Communication - reading, writing  Voc. Area: General

Title: Language Arts Basic Skills and Concepts Library

Author(s): Visual Materials, Inc.  Date: none given

Description:

Two series of spirit duplicating books cover six areas of language skills: vocabulary, reading, writing, grammar, and listening and visual skills. Each book contains over 35 masters with specific behavioral objectives. The activities are designed for individual or classroom use, and include progressive worksheets and tests. Each book is available at two levels: junior high and senior high.

Publisher abbrev.  Catalogue title: English Competency Skills
SSSS  (date 1980)

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<td>duplicating book (complete series for grades 10-12)</td>
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Skill Area: Reading, writing, & speaking  Voc. Area: General

Title: Career Communications Series

Author(s): Mariestelle M. Brown  Date: 1976

Description:

This series is made up of 53 individual programmed learning units known as options, which cover such topics as reading, writing and speaking as used in career-related courses, writing laboratories, and English courses.

Bobbs  (date 1980) & Career
Cat. p 11-12

<table>
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<th>Catalogue No.</th>
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Skill Area: Writing and Oral  Voc. Area: General

Title: Manual or Written and Oral Communication

Author(s): Bernice L. Howell  Date: 1977

Description:

This manual contains units on the communication process, language and thinking, self concept, listening, non-verbal communication, discussion and platform speaking.

Publisher abbrev.  AVA  Catalogue title: Agricultural Education
Cat. p. 21 (date 1978)

Catalogue No.  Cost  Type of Material
154  5.00  booklet

Skill Area: Writing and Oral  Voc. Area: General

Title: Step by Step Guide to Correct English

Author(s): Mary Ann Pulaski  Date: none given

Description:

This guide contains lucid explanations, clear examples and thousands of review exercises with answer keys which provide step by step instruction in the structure of English as it is written and spoken.

Publisher abbrev.  Arco  Catalogue title: Educational Catalog
Cat. p. 19 (date 1979-80)

Catalogue No.  Cost  Type of Material
0-668-03402-5  3.95  paper cover
Skill Area: Writing  
Voc. Area: General

Title: Basic Writing Skills for Everyday Life

Author(s): none given  
Date: none given

Description:

A skills-building program designed to help students say in writing what they want to say more clearly and accurately. It includes applying for a job, communications on the job, consumer correspondence and writing skillfully.

Publisher abbrev. Career  
Catalogue title: Occup., Voc. & Adult Ed.  
Cat. p. 29  
(date 1979-80)

Catalogue No.  
Cost  
Type of Material

EAK6076  
94.00  
kit

Skill Area: Writing  
Voc. Area: General

Title: Practical English: An Introduction to Composition

Author(s): C. E. Young, E. F. Sveenik  
Date: 1971

Description:

This text-workbook provides a thorough, concise review of basic English. Designed to help students understand language structure and use it correctly, the book can be used as a primary text or a supplemental workbook. It features charts illustrating the use of pronouns and verb relationships.

Publisher abbrev. Gregg  
Catalogue title: Trade and Tech. Ed.  
Cat. p. 67  
(date 1980)

Catalogue No.  
Cost  
Type of Material

72641-8  
9.36  
text

72642-6  
2.50  
instructor's manual and key
Skill Area: Spelling  
Voc. Area: General  

Title: Spelling: A Mnemonics Approach  
Author(S): Brown  
Date: 1977  

Description:  
This is a different approach to spelling. The book concentrates on problem areas and helps students develop a technique for remembering how to spell. Spelling rules are simplified. Many hints are provided along with cartoons illustrating the hints which help students to remember the rules. A review at the end of each unit and a general review of all lessons at the end of the book provide continued reinforcement for correct spelling.

Publisher abbrev. South-Western  
Catalogue title: Supplementary Materials - Cat. A  
Cat. p. 15  

Catalogue No.  Cost  Type of Material  
N18  3.30  text workbook

Skill Area: Writing  
Voc. Area: Technology - general  

Title: English Skills for Technicians  
Author(S): Jack Block, Joe Labonville  
Date: 1971  

Description:  
Designed as a first writing course for technical students, this text-workbook provides a detailed guide to organizing, preparing and writing all-types of reports and papers. Emphasizing a clear, concise and informal style, it contains examples from a variety of fields, reflecting different types of technical documents.

Publisher abbrev. Gregg  
Catalogue title: Trade and Tech. Ed.  
Cat. p. 66  

Catalogue No.  Cost  Type of Material  
05910-1  9.00  text  
05917-x  .90  instructor's guide
Skill Area: Grammar, Spelling, Punctuation  Voc. Area: General

Title: Basic English Review, 2nd edition
Author(s): Schachter and Clark  Date: 1977

Description:
A thorough review of grammar, punctuation, spelling and word study is provided in this book. Following each reading assignment is a series of exercises of application problems. The wealth of illustrations are easy to follow. Explanations make it ideal for individual as well as group study.

Publisher abbrev. South-Western  Catalogue title: Supplementary Materials
Cat. p.15  (date 1980 )

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Skill Area: Communication - writing  Voc. Area: General

Title: English the Easy Way; 4th edition
Author(s): Schachter and Clark  Date: 1977

Description:
A lively presentation of English grammar, punctuation, spelling and word study is provided in this easy-to-learn, easy-to-teach text workbook. It contains many interesting examples based on topics of interest to students.

Publisher abbrev. South-Western  Catalogue title: Supplementary Materials
Cat. p.27  (date 1980 )

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<td>tests 1-3 and final examination</td>
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Skill Area: Writing  Voc. Area: General

Title: Designing Technical Reports: Writing for Audiences in Organizations

Author(s): J. C. Mathes & Dwight W. Stevenson Date: 1976

Description:

This book presents a systematic procedure that enables one to approach and solve the problems of technical report design and writing. The text explains the importance of determining how the finished product will be used, by whom, and for what purposes. Information is presented on authentic report situations and actual reports are included as examples.

Cat. p. 12-13  (date 1980)

Catalogue No. Cost Type of Material
61367 7 not given hard bound
61405  not given teacher's manual

Skill Area: Writing  Voc. Area: General

Title: Writing for Life

Author(s): None given Date: None given

Description:

These two soft covered texts gives students practical writing experiences in everyday situations. Each lesson shows students how to organize their thinking before they start writing. Then the model is presented for students to analyze. Short answer questions help students clarify ideas to be expressed.

Publisher abbrev. Cambridge  Catalogue title: Elementary/Junior High
Cat. pp. 22  (date 1980)

Catalogue No. Cost Type of Material
801332 $2.00 Writing for Life, Book I
801340 2.00 Writing for Life, Book II
Selected Instructional Materials Focusing on Oral Communication Skills in Vocational Education
Skill Area: Oral  Voc. Area: General

Title: Practical Articulation Kit

Author(s): Martha N. McDonough  Date: 1972

Description:

This is a set of 81 cards in a box, an instruction booklet and a pad of 64 screening test record sheets.

Publisher abbrev. Inter  Catalogue title: Annual  
Cat. p. 19  (date 1979-80)

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<td>1462</td>
<td>2.00</td>
<td>pad of 64 additional screening test sheets</td>
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</table>

Skill Area: Oral  Voc. Area: General

Title: DC Hints for Understanding Your Phone

Author(s): None given  Date: None given

Description:

This bulletin board illustrates the eight major problems people have when communicating with their employers, teachers, or friends. It includes the illustrations and printed headlines for complete bulletin board.

Publisher abbrev. BOF  Catalogue title: Pamphlet  
cat. pp. 6  (date 1979-80)

<table>
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<td>$2.00</td>
<td>Pamphlet</td>
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</table>
Skill Area: Oral Communication  Voc. Area: General

Title: Personal Development Transparency Series  Date: none given

Author(s): Hanson and Parker

Description:
This series consists of ten sets of transparencies. Each set of 8 transparencies is devoted to the development of a specific personal trait or work habit. The transparencies, suitable for use in courses in which personal development units are presented, offer a visual means for discussing those important traits and work habits needed to help insure success in the business world. The transparencies can be bought as a complete set or for each individual area including dress ability, employability, ethics ability, image, job getting, personality, promotion, quality, success, and time.

Publisher abbrev. South-Western  Catalogue title: Supplementary Materials  (date 1980)

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<td>K402 - K413</td>
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Skill Area: Communications - speaking, listening  Voc. Area: General

Title: The Business of Oral Communication: Fundamental, Person to Person, Selling,  Date: 1980

Author(s): Gwyn, Gwyn and Sander

Description:
(Fundamentals) Emphasis is placed on the three important basics of oral communication: proper use of voice; mastery of conversational skills; and listening.  
(Person to Person) In this module, purposeful oral communication between two people in a variety of work situations is emphasized. Instruction focuses on communication by telephone and person to person communication in interview situations.  
(Selling, Speaking and Meeting) This module develops the art of oral communication in three specific areas: selling; making oral presentations; and participating in and leading the small group business meeting.

Publisher abbrev. South-Western  Catalogue title: Supplementary Materials  (date 1980)

<table>
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<td>audio cassettes (20) includes modules 1, 2, and 3</td>
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<td>E956-1</td>
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<td>Module II - Person to Person (4 cassettes)</td>
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<td>130.00</td>
<td>Module III - Selling, Speaking, Meeting (8 cassettes)</td>
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Skill Area: Oral/Listening  Voc. Area: General

Title: The Language of Work

Author(s): not given  Date: not given

Description:

Many skills which are common to a variety of jobs should be mastered by students before entering an employment situation. Through taped lessons requiring written response, role-playing, use of overhead projector, and group discussion, these skills are developed.

Cat. p. 3  (date 1979-80)

Catalogue No.  Cost  Type of Material
ED302A  189.00  complete program

Skill Area: Oral  Voc. Area: General

Title: The Language of Work

Author(s): Caleb Crowell  Date: none given

Description:

This collection of 15 tape cassettes, 12 overhead transparencies, student record book and teacher's guide presents the basic things young people are expected to know from their first minute on the job such as: following instructions; answering phones; taking messages; what an invoice is, packing slip and purchase order; what a business is, how it operates; the role of; and basic rules of safety.

Publisher abbrev. EDI  Catalogue title: Fall Catalogue  
Cat. p. 12  (date 1979)

Catalogue No.  Cost  Type of Material
A302  189.00  15 tape cassettes, 12 overhead transparencies, student record book, teacher's guide
A302-20 .85 each  12-23 extra student record books
Skill Area: Writing, oral and reading  
Voc. Area: General - business

Title: Business English and Communication, 5th ed.

Author(S): M. M. Stewart, F. W. Lanham, K. Aimmer, L. Clark, B. A. Stead

Date: 1978

Description:

This program provides a specialized training program to develop student competence on all phases of communication; writing, speaking, listening and reading. The text offers complete coverage of grammar, usage and style. The workbook provides correlated exercises. A book of tests contains progress tests and a final examination.

Publisher abbrev. Gregg  
Catalogue title: Bus. Office & Markering

Catalogue No. | Cost | Type of Material
--- | --- | ---
61410-5 | 8.97 | text
61411-3 | 3.72 | student projects & activities
61412-1 | 6.60 | teacher's manual and key
61413-x | 1.20 | tests
61323-0 | 8.97 | text
61324-9 | 3.72 | student projects & activities
61325-7 | 1.20 | tests
61326-5 | 6.60 | teacher's manual and key

Skill Area: Reading, Writing, & Oral  
Voc. Area: Medical

Title: Basic Medical Terminology

Author(s): J. Patrick Fisher

Date: 1975

Description:

A working knowledge of medical terminology is prerequisite to entering anyone of the allied health occupations. This workbook has been prepared to give the beginning student in any health field the basic understanding of the language of medical science. This course is designed to be used under individually paced basis.

Publisher abbrev. Bobbs  
Catalogue title: Health Occ., Hospitality Mgmt.

Catalogue No. | Cost | Type of Material
--- | --- | ---
61385 | $8.63 | Text
61386 | 5.00 | Teacher's Edition
61387 | 68.25 | Set of six Audio cassettes
Skill Area: Oral and written Voc. Area: Business

Title: Business Communications

Author(s): none given Date: 1977

Description:

This instructor's guide is organized into seven units: human relations and communications; quiet communication; oral communication; business and conference communications; written communications; effective letter writing; and business communications.

Publisher abbrev. Missouri Catalogue title: from a flier (date)

Catalogue No. Cost Type of Material
BOE-5-1 15.00 guide
BOE-5-T 23.10 77 transparencies

Skill Area: Mathematics and language Voc. Area: General-business

Title: Office Skills 1: Language and Math Practice

Author(s): Phyllis Morrison Date: 1978

Description:

This text is a self-study skills development book that provides students with opportunities to drill in math and language.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing (date 1980)

Catalogue No. Cost Type of Material
43233-3 2.40 text
Skill Area: Oral Communication-speaking, listening
Voc. Area: General

Title: Communicating at Work

Author(s): Williams and Eggland

Date: 1980

Description:

Interpersonal forms of communication and behavior in a variety of organizational settings are integrated and described in everyday language and reinforced with many concrete examples. This publication will help students to communicate more effectively at work and in their personal lives as well. It is rich in photographs, illustrations, in chapter exercises, and end of chapter class activities designed to aid students in understanding and experiencing the importance of effective communication.

Publisher abbrev. South-Western

Catalogue title: Textbooks and Supplementary Materials

Cat. p.28

Catalogue No. G19

Cost 4.47

Type of Material text-workbook
This series of four cassettes helps to improve sales by improving communications, influencing people, and overcoming problems.

These cassettes cover where to concentrate sales effort, identify in best prospects to referrals, and what to listen for when the buyer is talking.
Skill Area: Oral  
Voc. Area: Business

Title: Teller Techniques Mean Business

Author(s): None given  
Date: None given

Description:

This manual presents to the student the correct business-like manner of handling both local and long-distance telephone calls. It offers the student a better understanding of the elements of proper telephone personality. It examines various telephone resources such as directory services and equipment.

Publisher abbrev. BOE  
Catalogue title: Pamphlet

Cat. p.5

Catalogue No. Cost Type of Material
DA-28 $ .50 Manual

Skill Area: Communication - oral  
Voc. Area: Business

Title: Human Relations in Business

Author(s): Eggland and Williams  
Date: 1977

Description:

This soft-bound text-workbook deals in the attitudinal grounds of human relations. As such, it leads students through a well-organized series of thoughts and activities that will help them develop a positive attitude toward the need to understand themselves; to relate well with co-workers, employers and customers; and to communicate effectively. Written in an informal style, the text will be useful as a basic instructional tool in any vocational-oriented program that prepares students for the work world.

Publisher abbrev. South-Western  
Catalogue title: Supplementary Materials

Cat. p.4.

Catalogue No. Cost Type of Material
G18 .47 text-workbook
Skill Area: **Communication - reading, writing**  Voc. Area: **General**

**Title:** Language Arts Basic Skills and Concepts Library

**Author(s):** Visual Materials, Inc.  **Date:** none given

**Description:**

Two series of spirit duplicating books cover five areas of language skills: vocabulary, reading, writing, grammar, and listening and visual skills. Each book contains over 35 masters with specific behavioral objectives. The activities are designed for individual or classroom use, and include progressive worksheets and tests. Each book is available at two levels: junior high and senior high.

**Publisher abbrev.** SSSS  **Catalogue title:** English Competency Skills

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<td>duplicating book (complete series for grades 10-12)</td>
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Skill Area: **Reading, writing, & speaking**  Voc. Area: **General**

**Title:** Career Communications Series

**Author(s):** Mariestelle M. Brown  **Date:** 1976

**Description:**

This series is made up of 53 individual programmed learning units known as options, which cover such topics as reading, writing and speaking as used in career-related courses, writing laboratories, and English courses.

**Publisher abbrev.** Bobbs  **Catalogue title:** Indust. Arts, Voc. Occup.

Cat. p. 11-12  **(date 1980) & Career**

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each of the 53 options has its own catalogue number; no price was given
Skill Area: Reading and Oral  
Voc. Area: General

Title: Working with Words, revised

Author(s): Mildred Putnam  
Date: none given

Description:
In this work text, the skills of reading and speaking English are taught together with oral and visual practice in letter, word and sentence patterns.

Publisherabbrev. Steck  
Cat. p. 41

Catalogue title: Adult and Special Ed.  
(date 1980)

Catalogue No.  Cost  Type of Material
0365-3  1.80  work text

Skill Area: Oral, Reading and Writing  
Voc. Area: General

Title: 2,300 Steps to Word Power

Author(s): Edward C. Gruber  
Date: none given

Description:
This is a programmed book carefully prepared in small sequential steps to help anyone increase their speaking, reading and writing knowledge of English language.

Publisher abbrev. Arco  
Cat. p. 19

Catalogue title: Educational Catalog  
(date 1979-80)

Catalogue No.  Cost  Type of Material
0-668-01032-0  2.50  paper cover
Skill Area: Oral  
Voc. Area: General

Title: Speech Improvement Duplicating Masters

Author(s): Jean DeGaetano  
Date: 1970 set 1, 1972 set 2, 1973 set 3

Description:

Each set contains 18 spirit duplicating masters, an instruction booklet and file folders.

Publisher abbrev.  
Inter  
Catalogue title: Annual  
Cat. p. 24  
(date 1979-80)

| Catalogue No. | Cost  
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Skill Area: Oral  
Voc. Area: General

Title: Listening on the Job

Author(s): none given  
Date: none given

Description:

These sets include the titles Learning to Listen, Listening to Earn, Getting the Message, Listening with an Open Mind, and Improving Your Listening Habits.

Publisher abbrev.  
McKnight  
Cat. p. 37  
(date 1979)

| Catalogue No. | Cost  
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Ind. Arts, Voc. Ed., Career
Skill Area: Oral  
Voc. Area: General

Title: Teaching Communication Skills

Author(s): none given  
Date: none given

Description: none given

Publisher abbrev. Ohio  
Catalogue title: Materials Order Form
Cat. p. 8
(date 1978)

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Skill Area: Oral  
Voc. Area: General

Title: Big Book of Language Through Sounds

Author(s): Ann M. Flowers  
Date: 1972

Description: none given

Publisher abbrev. Inter  
Catalogue title: Annual
Cat. p. 3
(date 1979-80)

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Skill Area: Oral |
Voc. Area: General

Title: Speaking on the Job

Author(s): none given |
Date: none given

Description:

These cassette titles include Using Standard English, Speaking Clearly, Using the Telephone, and Speaking and Job Success.

Publisher abbrev.: McKnight |
Catalogue title: Guid., Career Ed. & Home Ec. |
Cat. p. 37 (date 1979)

<table>
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<td>5063E</td>
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<td>package of 30 activity booklet replacements</td>
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Skill Area: Oral |
Voc. Area: General

Title: The Big Book of Sounds, 2nd edition

Author(s): Ann M. Flowers |
Date: 1974

Description:

none given

Publisher abbrev.: inrpr |
Catalogue title: Annual |
Cat. p. 3 |
Cat. p. 3 (date 1979-80)

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Skill Area: Oral

Title: Oral Communication

Author(s):  

Description:

This program is designed to give intensive training in listening and talking skills. The series emphasizes the importance of communication skills in job advancement, personal development, and successful living. It develops an appreciation of the importance of language as the basis of communication and motivates the student to make a maximum effort to improve listening and talking skills.

Cat. p. 13  

Catalogue No. Cost Type of Material
CVF85SLC 282.90 complete program

Skill Area: Communication - oral

Title: Body Language

Author(s): Multi Media Productions  

Description:

Two color sound filmstrips discuss the meanings of gestures and postures as shown in modern photographs, paintings from many nations and eras, and ancient and modern sculpture. Stressing the relationship of body language to verbal communication, the program shows courting postures; gestures of contact, the uses of posture to support an image, and emotions reflected in body positions.

Publisher abbrev. SSSS Catalogue title: English Basic Competencies

Catalogue No. Cost Type of Material
NN7100R 20.00 filmstrip
NN7100C
**PROJECT STAFF**

James A. Dunn, Director

<table>
<thead>
<tr>
<th>RESEARCH ASSOCIATES</th>
<th>RESEARCH ASSISTANTS</th>
<th>SECRETARIAL STAFF</th>
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<tbody>
<tr>
<td>Vernon Beuke</td>
<td>Terry Delage</td>
<td>Susan Alexander</td>
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<tr>
<td>John Bowers</td>
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