This resource guide, one of a series of annotated bibliographies describing the collection of the lending library of the Vocational Special Needs (VSN) Program at Texas A&M University, lists available prevocational instructional materials. Covered in the individual sections of the guide are the following topics: self-awareness materials, independent living materials, consumer education materials, students and the law, and helpful general resources. Each citation includes information concerning the author, title, and publisher of the work; its VSN accession number; and a brief abstract detailing its contents. (MN)
VOCATIONAL SPECIAL NEEDS LENDING LIBRARY

Prevocational Instructional Materials

A Resource Guide

Edited by:

Marilyn R. Kok

The Vocational Special Needs Program
Texas A&M University

Support for this project was provided by
The Department of Occupational Education and Technology
Texas Education Agency

Project Director: Linda H. Parrish

1983

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

This document has been reproduced as received from the person or organization
originating it.
Minor changes have been made to improve reproduction quality.

Points of view or opinions stated in this document do not necessarily represent official
NIE position or policy.

PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC).
The information reported herein was performed pursuant to a contract from the Division of Occupational Research and Development, Department of Occupational Education and Technology, Texas Education Agency. Contractors or grantees undertaking such projects under Agency sponsorship are encouraged to freely express their professional judgment in the conduct of the project. Points of view or opinions stated do not, therefore, necessarily represent official Department of Occupational Education and Technology position or policy.

Admission to Texas A&M University and any of its sponsored programs is open to qualified individuals regardless of race, color, religion, sex, national origin, handicap or age.
For over five years, the Vocational Special Needs Program at Texas A&M University has offered a lending library of materials to educators in Texas who desire information on the vocational needs and preparation of special education students. In 1981, the library was computerized, simplifying access and increasing the library's popularity. A complete Catalog of Holdings was published in 1981, with supplements each year. Our subscribers (and we encourage any educator in Texas to become one) have begun to ask for more specialized and more "user-friendly" resource guides. We are responding with this series of manuals.

Guides in the series will address the following topics:

- Agricultural Education Materials
- Assessment Materials
- Audio-Visual Materials
- Employment-Related Instructional Materials
- Health Education Materials
- Homemaking Materials
- Industrial Education Materials
- Limited English Proficiency Materials
- Marketing and Distributive Education Materials
- Office Education Materials
- Prevocational Instructional Materials

We hope these resource guides will encourage more subscribers to the library. We are currently acquiring many software packages for teachers to use in computer-assisted instruction, but remain interested in hearing about any resources you can recommend to us. Please contact us if our library can be of any assistance to you.

The Vocational Special Needs Program
College of Education
Texas A&M University
College Station, Texas 77843-3256
409-845-2444
# TABLE OF CONTENTS

1. Self-Awareness Materials .................................. 1  
2. Independent Living Materials ............................... 5  
3. Consumer Education Materials ............................. 11  
4. Students and the Law ....................................... 18  
5. Helpful General Resources ................................ 19
SELF-AWARENESS MATERIALS


The book first describes the "Persisting Life Needs Approach," then devotes most of the book to learning units, on such topics as (1) Communication, (2) Understanding One's Self, (3) Getting Along with Others, (4) How to Handle and Adjust to One's Social, Technological, and Physical Environment, (5) Wise Use of Leisure Time, and (6) Appreciating, Creating and Enjoying Beauty. Each unit describes aims, the unit's center of interest, introductory discussions, language arts, number concepts, and related activities.


This book, combining materials for teacher and students, begins with preparatory activities for determining students' attitudes about the family, and then describes concepts and activities. This latter section includes objectives, directions, and activities. Topics include (1) Family Functions and (2) Individual Family Characteristics. Appendices are student worksheets and handouts.


Similar in design to the book above by Bobbitt and Dobry, concepts in this book are (1) Relationships Between Young and Old, (2) Characteristics of the Aging, and (3) Improving Relationships Between Young and Old.


Concepts include (1) Factors that Cause Conflicts and (2) Improving Sibling Relationships.


Concepts include (1) Selecting Friends, (2) Influence of Peers Upon Personal Behavior, (3) Personal Assessment of Social Acceptance, and (4) Improving Communication with Friends.

A fictional account of a 16-year-old boy whose father leaves home, requiring the boy to support the family. He does so through a work-study program. The book traces the family's experiences coping with limited finances, the boy's experiences on the job, their feelings, failures, and frustrations. Each chapter has questions and discussion topics.


Designed to teach students to cope with social and personal problems, this book begins with an explanation of "Structured Learning," then devotes most of the book to training activities. Topics include communication skills, asking for help, giving or following instructions, apologizing, expressing feelings, dealing with aggression, coping with stress, learning to plan, and many more (50 skills in all). Steps for each skill are listed, with trainer notes, suggestions for modeling, and further comments. The book is not written for special education students, but has excellent information.


Units address (1) Identity, (2) Communication, (3) Life Styles, (4) Immigration and Migration, and (5) Prejudice and Discrimination. Units include teaching concepts, desired outcomes, and learning activities. Activities list backgrounds, objectives, materials, teaching time, task guidelines, handouts, definitions, and lists of resources. The book concludes with an extensive bibliography.


This training kit comes with comprehensive training materials for use with students and a cassette. The topic related to Self-Awareness addresses Following Directions.

A workbook written specifically for use by high school special education students, this book addresses (1) Morals and Virtues, (2) Marriage, and (3) Parenthood.


A workbook for high school special education students, this book addresses (1) Planned Parenthood, (2) Prenatal Care, (3) Baby Care, (4) Accident Prevention, and (5) First Aid.


These are flash cards to use with students.


This book has chapters discussing problems facing disabled teenagers—sexuality, handicapism, sports, and friends—then describes steps students can take to plan future education and careers. The book also has a thirty-page section called "Charting Your Course: Life Career Skills," by Ellen J. Wallach. Though interesting to read, the book does have a slightly higher vocabulary level than most special education textbooks.


Written for adults, this book nevertheless covers basic information on preventive care and health maintenance, nutrition, basic safety measures and first aid, and drug control and abuse. Simply written with numerous illustrations, charts, and photographs, these books could be used profitably by higher level special education students. Comes with a student workbook (VSN# 01877).


Similar to text above, this has units on Understanding Yourself, Marriage and the Family, Parenting and Family


Written and well-illustrated for students to use, this book covers following directions while making and assembling things, using appliances, reading labels, and more. Has ample worksheets for students to complete.


Written simply for students and well photographed, this text covers (1) Physical Fitness, (2) Exercise, (3) Body Building, and more. It has a few review exercises and worksheets.


Written simply for students and well photographed, this book has units on (1) Good Grooming, (2) Skin Problems, (3) Caring for your Hair, and more. Comes with a few review exercises and worksheets.


With chapters on teenagers' specialness, feelings, attitudes, friends, family, future plans, and more, by authors like Bill Cosby and others, this book could be useful to higher-level readers.


A checklist for students to fill out on personal perceptions of their personalities, interests, values, strengths and weaknesses. Printed in extra large type.
INDEPENDENT LIVING MATERIALS


Topics that teach independent living in this book address banking, applying for a driver's license, renting, applying for credit cards, and getting car loans. Each form has simply stated, but complete instructions with it.


Written for students to use, this book has ten units related to sharing an apartment, including paying bills, having parties, housework, and more.


Forty-two lessons, with twelve new words each, comprise this vocabulary book. Each new word is given in three ways to show its uses, each includes a paragraph using it, and practice questions.


Written for students to use, with numerous illustrations, activities, and exercises, this book has nine units related to checking accounts.


This book includes 37 activities on using the telephone. The book has numerous illustrations and especially large print.


This "riddle book" gives directions for 34 things students see every day in their home and community. Students are asked to guess what object directions go to. Answers are at the back of the book.

Students are given pictorial instructions for 25 tasks (among them using spot remover, copy machines, and spray paints, giving mouth-to-mouth resuscitation, and getting a license). Worksheets follow each set of instructions.


This book presents 25 photographs of signs around town (from a drive-in, a theater, an airport, and others), then gives a worksheet for students to work on.


Written for students, this book has units on getting a driver's licence, serving a car, breaking the law, getting insurance, and more.


Written for students to use, this book has nine units on using the telephone, with ample exercises and activities.


This book covers what banks are, opening a checking account, writing checks, keeping records, and endorsing checks. Each unit includes brief information and worksheets.


This book includes units on expenses, savings accounts, making a deposit, withdrawing money, and keeping records. Each unit has information on the topic and worksheets.

Describes how students can help their bodies grow, keep themselves healthy, strong, rested, safe, and well, and feelings. Each unit includes a simply-written and illustrated lesson, and a worksheet.


This manual has teaching suggestions as well as answers.


Includes 16 duplicatable tests and a final examination, to accompany Neal Rathjen's text (see below).


This training kit comes with materials and cassettes on ten topics. Units related to Independent Living address using the telephone book, getting around town, and reading the newspaper.


Units in this book related to Independent Living address (1) Talking Taxes, (2) Opening a Bank Account, (3) Applying for Credit, (4) Traffic Signs, and many more. Each unit includes objectives, vocabulary, specific skills to be learned, in-class activities.


This book presents activities for students to complete with a newspaper, on reading, understanding, and using each section of a newspaper.


Written specifically for high school special education students, this workbook covers (1) Map Reading, (2) the Western Hemisphere, and (3) Eastern Hemisphere.

Also prepared for high school special education students, this workbook covers (1) Banking, (2) Budgeting, (3) Buying, (4) Federal Income Tax, and (5) Insurance.


To accompany the textbook above this book gives general directions, supplementary activities, reading grade levels, objectives, tests, and answers.


Units in this book related to Independent Living address (1) Money and Banking, (2) On the Road (Licenses, Maps, Signs, etc.), and (3) Taxes. Each unit includes information, forms and worksheets for students to complete.


Written for students, well-illustrated and filled with worksheets and activities, this book has units on (1) When You Need Credit, (2) When You Say "Charge It," (3) When You Need to Borrow Money, and (4) Using and Misusing Credit.


To be used with text below, this edition includes (1) Instructions with supplementary activities for teaching key concepts in each unit, (2) Activities for correlating the units with language arts activities, (3) Answer keys, and (4) A completed student's workbook.


Written for high school EMR students, this book covers (1) Using Sales Tax, (2) Using a Savings Account, (3) Using a Checking Account, (4) Figuring Out the Total Cost, and others. Each unit begins with a general explanation, follows with worksheets, and ends with a test.

This book covers 16 units related to driver's education, with each unit including (1) Words for Study, (2) Chapter Review, (3) Multiple Choice worksheet, and (4) Comprehension Questions. See Patrick Kelley's Chapter Tests, an accompanying text.


This book has six units, each beginning with a list of vocabulary words and with numerous exercises and activities following. Written for students to use. Comes with a Flash Card Book (VSN# 02025).


Similar to above text. Comes with a Flash Card Book (VSN# 02027).


Similar to above texts. Comes with a Flash Card Book (VSN# 02028).


This training kit has units on getting around town, using the telephone book, following directions, and more. Each unit has numerous activities for students to do.


Written for students, this book has eight units on getting around town, including getting around a building, reading a map, using a directory, using public transportation, and more.


Written for students, with numerous illustrations, exercises, and activities, this book has units on reading dates,
time, movie, TV, and radio schedules, sports schedules, transportation schedules, and more.


This book's five chapters describe a community, who is included, services, and function. Print is large, the chapters short, with numerous photographs. Vocabulary lists and worksheets follow each chapter.


For each of 25 topics, this book presents samples from newspapers, then several pages of worksheets. A word list and answer key follow.


This book includes instructions for teaching disabled individuals to drive. The print is extremely small, the book poorly laid out and difficult to read, but pictures in the back could be useful.


In this book, students are given 25 common examples of "legalese," such as guarantees, leases, and jury duty notices. Worksheets accompany each.


This book includes 25 examples of maps, including road, weather, trail, floor maps, and more. Worksheets accompany each.


This book gives 25 examples from the most common and easily accessible reference materials, such as examples from the dictionary, telephone book, and catalogs, and using graphs and charts. Worksheets accompany each.
CONSUMER EDUCATION


This book presents forms for students to complete, with complete, simply written instructions. Topics under this category address rental housing applications, car loan applications, and insurance forms.


Units address (1) Planning, (2) Looking for an Apartment, (3) Furnishing your Apartment, (4) Shopping for the Apartment, (5) Budgeting, (6) Decorating, and (7) Sharing an Apartment. Each unit includes information, illustrations, questions, and worksheets. (Teacher's Guide follows.)


This includes special study words, exercise answers, suggestions for expanding each unit, and related activities.


Written for students, this book has ten units related to reading ads, including units on finding the best price, how to use coupons, free offers, and more.


This workbook includes 34 activities for students to complete, on topics such as choosing food, planning menus, eating out, reading recipes, and finding items in a grocery store. Illustrations fill the book, which is printed in extra large type for easier reading.


Activities address topics such as reading labels, following medical instructions, over-the-counter medical supplies, and more. Actual products are pictorially represented.

Forty activities for students to complete fill this book, on topics such as understanding signs, counting change, finding the best value, sending letters, and more. Again, illustrations fill the book, which is printed in large type.


This book, written for students and well-illustrated, has eight units on buying a car, including units on choosing a car, age and mileage, road tests, and more.


This book gives 26 pictorial examples of labels from items such as batteries, paint, and clothing. Worksheets accompany each example.


With very little reading required, this workbook includes activities for students to complete on maintaining a home. Very simple vocabulary words are introduced. The workbook was written for borderline trainable-educable mentally retarded students. (Teacher's Manual follows.)


This manual includes pre-tests, materials, teacher preparation, notes, and lessons for the teacher to use with the text above.


Units address (1) getting paid, (2) budgeting, (3) meeting needs, and (4) planning ahead. Each unit gives information and worksheets.


This workbook offers information and activities on American money, its history, coinage, and value. Many of the worksheets give students practice counting money.

This workbook for students includes activities on counting money, making change, figuring costs for multiple items, and figuring unit costs. With 107 pages, the workbook offers plenty of activities.


This kit presents samples of advertising materials, forms, and brochures for application of grammar, math, social studies, geography-orientation and decision-making skills. The kit includes (1) a student text with numerous worksheets, (2) teacher instructions/answer key, (3) actual brochures and advertising materials, and (4) sales slips.


Written for students, this book has ten units related to comparison shopping, including units on comparing products, stores, packages, and more. Has many exercises and activities for students to complete.


This book includes 17 activities related to maintaining a home, including lawn care, painting, and cleaning. Each activity has an introduction, demonstration, instruction, post-test, evaluation, and follow-up steps.


This book, written for students, has units on (1) Getting a Car and (2) Keeping Your Car Running. With over 25 topics covered, the book comprehensively covers the topic. Has many exercises, activities, and discussion questions for students, with tests and answer sheets.


This training kit has comprehensive training materials and a cassette for ten units. Those related to Consumer Education are (1) Advertising Techniques, (2) Buying from a Catalog, (3) Using Credit Cards and (4) Labels.

Written for students' use, this book has units related to every aspect of seeing a doctor.


Simply written for students, with many large photographs, this book covers all aspects of a newspaper. Has many exercises and worksheets for students to complete.


This set has word cards related to the following topics:

Travel Living Skills (VSN# 02226)
Home Management Living Skills (VSN# 02227)
Shopping List Living Skills (VSN# 02228)


Units in this book that relate to Consumer Education address (1) Buying Through the Mail, (2) Buying on Credit, (3) Your Own Apartment, and (4) Insurance. Each unit includes information and forms for students to complete.


Using a fictional account of one student's experiences, this book covers numerous topics related to buying a car. For use by students, this book is simply written and well-illustrated.


Written for students, this book has four units: (1) What is a Warranty, (2) Finding the Right Repair Shop, (3) Complaints, and (4) a review section. Has ample activities and exercises for students to complete.


This series, although written for adults, has simple language, many illustrations, and plenty of activities and
exercises for students to complete. Books in the series include:

**Consumer Economics I:** Reading Book VSN# 01862.
Including topics on counting and currency, measuring and metrics, comparison shopping, ordering food, catalog ordering, and care and upkeep of personal possessions. Comes with Student Workbook (VSN# 01863) and a Teacher's Manual (VSN# 01861).

**Consumer Economics II:** Reading Book VSN# 01864.
Including topics on money management, income tax, social security and insurance, banking services, and using credit. Comes with a Student Workbook (VSN# 01865).

**Consumer Economics III:** Reading Book VSN# 01807.
Including units on world resources, housing and utilities, car buying and maintenance, advertising techniques, and consumer fraud. Comes with a Student Workbook (VSN# 01868).


Written for students this book has ten units related to the care of cars, including units on gas, batteries, tires, lights, and more.


This training kit includes readers for students and accompanying cassettes, and a teacher's guide. The content covers forms and demonstrations of money, check writing, and money records.


This book, written for students, has five units each beginning with a vocabulary list, followed by numerous activities for learning those words. Comes with a Flash Card Book (VSN# 02026). Other books in the series that relate to Consumer Education are:

**Drugstore Language** VSN# 01838.
**Flash Card Book** VSN# 02029.
**Entertainment Language** VSN# 01839.
**Flash Card Book** VSN# 02030.
**Medical Language** VSN# 01799.
**Flash Card Book** VSN# 02032.
Restaurant Language VSN# 01842.
Flash Card Book VSN# 02033.
Supermarket Language VSN# 01841.
Flash Card Book VSN# 02034.


In addition to recipes, this book gives numerous techniques for visually impaired cooks to use.


This training kit has units on shopping by mail, getting what you paid for, and more. Each unit has numerous training activities for students to complete. A teacher's text comes with the kit.


Chapters describe tactics for remaining fit, healthy, and safe. Each chapter begins with an informational section, followed by a vocabulary list and student activities. Large print and photographs make the book attractive.


The book's six chapters address keeping track of money, supplying a home, transportation, buying food, and other uses for money. Each chapter begins with an informational section, followed by a vocabulary list, and learning activities for students to complete. The book is made attractive by large print and photographs.


Written for students, this book has seven units related to eating a balanced diet.


This training kit comes with reading books for students, and cassette tapes. Topics include:
The books relate the fictional experiences of young adults. Teacher's Guides come with the set.


This book offers 25 pictorial samples of commonly encountered "legalese," including licenses, contracts, and guarantees. Worksheets accompany each sample.

Weaver, Ann A. Getting Ready to Cook. Belmont, Ca.: Pitman Learning, 1974. VSN# 02264.

Includes units on planning menus, cooking, cleaning up, and more related to preparing meals, plus a kitchen dictionary. The book has short instructional sections, activities, worksheets, and consumer information. (Teacher's Manual follows.)


This manual offers suggestions for using and supplementing the text above.


Units in this book address choosing foods, planning meals, shopping, finding the best store and values, and storing foods. Each unit has an informational section and activities for students to complete. (Teacher's Manual follows.)


This manual gives suggestions for activities and resources on the text above.


An extremely simply written cookbook, with suggested recipes for breakfast, lunch, dinner, and dessert. Sections on measurements, abbreviations, and cooking terms follow. Teacher's manual accompanies text.

Written for students, this book has ten units on managing money, including units on deciding how to spend money, setting priorities, monthly and yearly expenses, and more. Has many exercises and activities for students to complete.

STUDENTS AND THE LAW


Written for students, this book has ten units on the different services available in a community.


Written for students in regular vocational education cooperative classes, this text has a unit on civic responsibilities. For fairly good readers.


A very simple workbook for lower level students on skills, habits, and attitudes necessary for living in a community.


This workbook for secondary special education students has a unit with information on selective service and voting.


This reader for students explains what government is and does for us. Simply written, with many photographs, this book has vocabulary lists and worksheets for students at the end of each chapter.

Written for adults, this text nevertheless has very simple language, many illustrations, and some exercises for students. Units cover Information and Aid, Public Assistance Programs, Driving, Transportation and Reservations, Recreation, and Mass Media and Public Opinion. Comes with a Student Workbook (VSN# 01871).


Similar to the text above, this includes units on Government Structure and Function, Civil Law and Criminal Law, Citizens' Rights and Duties, and Legal Documents. Comes with a Student Workbook (VSN# 01874).


Written for students, this book explains student's rights related to their families, community, medical care, school, police, courts, and more. Recommended by a VAC.

HELPFUL GENERAL RESOURCES

The following resources are among the most helpful general resources in our library and we would like to recommend their for your professional reading. Among the topics covered in these books are legal considerations of providing vocational education to handicapped students, classroom management, strategies for dealing with specific handicapping conditions, and more.


One of the all-time best resources, the book has sections on identifying students, learning styles, and teaching methods that are especially helpful.


Written by the director of the American Coalition of Citizens with Disabilities, this book describes the experiences of disabled people in an easily read and very interesting style. Definitely worth reading.
Brolin, Donn E. *Vocational Preparation of Persons with Handicaps*. Columbus: Charles E. Merrill, 1982. VSN# 00169

A well-presented textbook with four main sections: Background, Vocational Evaluation, Vocational Development, and Program-Models.


A practical guide for educators, including many inservice activities and resources.


This book explains how to set up a comprehensive training program for retarded students, including administrative policy, funding, skills to be trained, techniques, placement and follow-up, assessment, and much more.


Thorough, easy-to-read, this book is a purchase.


This handbook describes in detail the provisions of the three most important laws affecting the vocational preparation of special needs students: The Rehabilitation Act of 1973, Section 504; The Education of the Handicapped Act; and the Vocational Education Act of 1963. It then compares the laws.


Useful, well-written, this book will help you understand adolescents, cope with and change their behavior, and communicate effectively with them. It has numerous activities to help adolescents learn to communicate better and has a good section on dealing with parents of adolescents with behavior problems.

Kok, Marilyn and Linda H. Parrish (Eds.). *Insights Into Instruction: A Discussion of Three Handicapping Conditions for Vocational Teacher Educators*. College Station, TX: Vocational Special Needs
This book summarizes a conference in which special educators and vocational educators discussed the characteristics and vocational training needs of three handicapping conditions: mental retardation, learning disabilities, and emotional disturbance. The section on emotional disturbance is especially useful.


A very complete description, if somewhat technical, of the characteristics, needs, and perspectives of adolescents with learning disabilities.


A concise, well-written description of the legal supports for the education of handicapped students.


A lengthy and thorough presentation of vocational special needs. A good resource.


Another all-around useful resource.


An in-depth description of an individualized education plan, this book also describes vocational educators' role in the process.


This book is especially valuable for the description of the barriers handicapped people face when seeking training, employment, and services.

A short description of what must be done to set up a behavior modification system.


A ready reference on the legal rights related to architecture, employment, housing, transportation, and many more topics.


Brief, easy-to-read descriptions of the psychological disorders of children.


Easy-to-follow, useful activities to help your audience simulate handicapping conditions.


Practical, concise descriptions of the different handicapping conditions and the needs that students with these conditions might have in a vocational class.