This annotated bibliography of supplementary materials for adult literacy students in Mississippi arranges the annotations in the following categories: automobiles; biography; communication skills; consumer information; coping skills; English as a second language; fiction; health, nutrition, and safety; history and government; insurance; job skill; money management; readers; religion; and tutor. Within each category the entries are arranged alphabetically by author's last name. Complete bibliographic information, prices, a brief description of the contents, and the reading level as furnished by the publisher are provided. The last page contains the names, addresses, and phone numbers of publishers and distributors. (CML)
SUBJECT BIBLIOGRAPHY
OF SUPPLEMENTARY
ADULT LITERACY MATERIALS

Purchased Through LSCA Title VI Funds
by the Mississippi Library Commission, Jackson, Mississippi

Mississippi Library Commission
August 1988
As part of its adult literacy initiative, the Mississippi Library Commission is making the supplementary materials contained in this bibliography available to Mississippi adult literacy students and tutors through their local public libraries. From its contacts with librarians working with literacy programs and with educators involved in adult literacy efforts throughout the state, the Library Commission determined there is a need for books to supplement the textbooks literacy students and tutors are using and a need for materials of interest to new adult readers that would allow them to practice their developing reading skills.

Through a $25,000 Library Services and Construction Act Title VI (Library Literacy Program) grant from the U.S. Department of Education, the Mississippi Library Commission has placed collections of recreational, coping skills, and tutor materials in 16 selected Mississippi public libraries that sponsor local adult literacy programs. If your local library does not have the title(s) you need, ask your librarian to request it from the Library Commission through interlibrary loan.

Also, through this same Title VI grant, the Mississippi Library Commission can provide an entire set of the books listed in this bibliography for use at literacy conferences or tutor training workshops, or as a start-up collection for public libraries initiating local adult literacy programs. Contact Ruth Ann Gibson at the Library Commission (359-1036) if you are interested in borrowing a demonstration set of these supplementary literacy materials.

Please use all of these materials often. We hope that by using them new readers can gain confidence and become more self-sufficient as they become better readers, and tutors will be better able to meet the needs of their adult students.
Arrangement of Bibliography

This bibliography of adult literacy materials is arranged in 15 different topics: automobiles; biography; communication skills; consumer information; coping skills; English as a second language; fiction; health, nutrition, and safety; history and government; insurance; job skills; money management; readers; religion; and tutor materials. Within each topic, the entries are arranged alphabetically by author.

For each entry listed under the heading Fiction, the following information may be found:

Title, Author's name, Pagination or number of volumes.
Series statement, City and state of publication:
Publisher and/or distributor, publication and/or copyright date, International Standard Book Number, Price.
Call number for Mississippi Library Commission copy
Annotation or brief description of contents.
Reading level as furnished by publisher or distributor.

Entries under all other subject headings may contain the following information:

Title, Author's name, Edition statement, Pagination or number of volumes, Series statement, City and state of publication, Publisher and/or distributor, publication and/or copyright date, International Standard Book Number, Price.
Call number for Mississippi Library Commission copy
Annotation or brief description of contents.
Reading level as furnished by publisher or distributor.
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This publication was partially funded by the Library Services and Construction Act administered by the Mississippi Library Commission.
Literacy Bibliography

Automobiles

**Finding a good used car**, Fletcher, William and Kelley, Patrick. 64 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1977. 0915510197 (pbk.). $3.95. 629.2222 F615
Includes types of cars, where and how to shop for a used car, and more. Reading level: 2.0-2.6

How to shop for auto insurance, get repair estimates, report an accident, and more. Reading level: 2.0-2.6

Based on the New York state driver's manual. Provides help for passing an oral or written driver's test. Can be used in conjunction with Mississippi's driving manual. Sample test questions. Glossary. Reading level: 5.0

Discusses the electrical, braking, cooling, suspension, and other automobile systems. Explains many simple repairs and maintenance functions. Index. Reading level: 5.0

**Caring for your car**, Pogrud, Phyllis and Grebel, Rosemary. 64 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 0915510596. $3.95. 629.28722 P746
Readers follow people who experience common automotive problems and learn to take care of them on their own. Reading level: 2.0-2.6

Teaches 80 words or phrases associated with getting and keeping a driver's license. Reading level: vocabulary.
Becoming a car owner, Stein, Wendy. 64 p. Syracuse, NY: New Readers Press, c1986. 0883364565 (pbk.). $4.95. 629.2222 S819
Helps the reader decide whether to buy a new or used car, how to shop for a car, how to find a service station, and how to insure a car. Index. Reading level: 5.0

Covers rules for driving, explanations of signs and markings, instructions for handling a car, driving in dangerous situations, and more. Photos, cartoons, diagrams. Index. Reading level: 5.0

Basic skills in getting around: lesson sheets on long-run spirit masters, Young, Eleanor R. 6 p., 24 duplication masters. [Fairfield, N.J.]: El Toro, CA: Cebco Wieser Educational [distributor], c1974. $8.95. 910 Y71
Discusses driver's license, road signs, parking meters, compass directions, maps, time-tables, etc. Reading level: 5.0

Biography

The life and teachings of Jesus. Reading level: 3.0-4.0

Sketches of the lives of such people as Abraham Lincoln, Sitting Bull, Stonewall Jackson, and Patrick Henry. Reading level: 6.0

Biographical sketches on people such as James White, Anna Sewell, Kate Littlefield Greene, and James Naismith. Reading level: 5.0

Sketches of the lives of such people as Alfred Nobel, Molly "Pitcher" Hayes, Captain Willie Driver, and Daniel Defoe. Reading level: 4.0
Sketches of the lives of Ulysses S. Grant, Robert E. Lee, Theodore Roosevelt, Bob Feller, and others. Reading level: 3.0

Some artists: their lives, loves, and luck, Marston, Elsa. iii, 40 p. New York: Cambridge, 1983. 0842896171 (pbk.). $2.10. 709.2 M374
Biographies of Rembrandt, Van Gogh, Grandma Moses, and others. Reading level: 4.0-5.0

Reminiscences of a Lebanese boy growing up in an immigrant neighborhood. Reading level: 3.0-4.0

Communication Skills

Presents formats and examples of various types of written messages. Exercises. Reading level: 5.0

The Laubach way to cursive writing, Koschnick, Kay. 64 p. Syracuse, N.Y: New Readers Press, c1983. 0883369095 (pbk.). $3.00. 652.1 K86
Uses a dot and arrow system for teaching cursive writing. Reading level: 3.0

Telephone etiquette. Worktext on a wide range of telephone skills, including calling for information, taking messages, and calling long distance. Reading level: 2.8

Let's have a talk, Lefkowitz, William. 60 p. Belmont, Calif El Toro, CA: Fearon Education Wieser Educational [distributor], c1988. 0822442841 (pbk.). $4.50. 158.1 L493
Explores interpersonal relations with a focus on verbal skills, including thinking of something to say, apologizing, asking for a raise, and expressing feelings. Reading level: 2.6

Write all about it, Leiis, Andrea and Chodos, Robert. Student's ed. 159 p. Syracuse, NY: New Readers Press, c1986. 0883363755 (pbk.):$6.95. 808.042 L532 Teaches techniques of clear, objective writing -- writing in complete sentences, use of commas, choosing the correct verb form, etc. Reading level: 5.0


Banking language: a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif: El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1980. 0915510375.$3.45. 332.1 R529 Teaches 80 words or phrases common to a bank setting. Exercises included. Reading level: vocabulary


Communicating with others, Udvari, Stephen S. Rev. ed. 80 p. 
Austin, Tex: Steck-Vaughn, c1978. 0811406695 (pbk.). $4.08. 
302.2 U21 1978 
Basics of communication skills. Reading level: 4.0-6.0

Consumer Information

332.7 B913 
Learn about layaways, buying on time, opening accounts, using credit cards, dangers of "easy" credit, and the benefits of using credit. Reading level: 2.5

640.73 C213 
Teaches about different kinds of ads, what ads do and don't tell, how to shop at home, comparison shopping, etc. Reading level: 2.5

381.34 H557 
How to voice complaints over the phone, in person, or by letter. Looks at guarantees, warranties, and sellers' policies on returns, refunds, and exchanges. Reading level: 2.5

659.132 J59 
Helps students become familiar with the abbreviated language of classifieds. Reading level: 2.0-2.6

640.73 K29 
Students learn to compare stores, products, sizes, units of measure, packaging, quality, and price. Exercises. Reading level: 2.5
Presents 80 words or phrases common to a drug store setting. Reading level: vocabulary

Presents 80 words or phrases associated with supermarkets and grocery shopping. Reading level: vocabulary

Becoming a car owner, Stein, Wendy. 64 p. Syracuse, NY: New Readers Press, c1986; 0883364565 (pbk.).$4.95. 629.2222 S819
Helps the reader decide whether to buy a new or used car, how to shop for a car, how to find a service station, and how to insure a car. Index. Reading level: 5.0

Tips on shopping and money management. Reading level: 4.0-6.0

Coping Skills

Sharing an apartment, Anema, Durlynn. 65 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 091551060X.$3.95. 428.4 A578
Discusses sharing, respect for another's rights, and privacy. Reading level: 2.0-2.6

Learn about finding a lawyer, dealing with pregnancy, drug abuse, emotional problems, and more. Reading level: 2.0-2.6
Teaches students applied alphabetical-order skills; six clues to finding a phone number, how to use the yellow pages, and what is found in the index. Exercises. Reading level: 2.0-2.6

Covers how to make an appointment, what to ask the doctor, how to explain symptoms, and how to follow the doctor's advice. Reading level: 2.0-2.6

Includes identifying main ideas and supporting details, locating features, and reading various types of advertising. Reading level: 2.0-2.6

Stories about making difficult choices. Reading level: 3.0-4.0

Stories about decision making. Reading level: 2.0-3.0

This competency-based worktext uses conversational English to describe how to use the phone, use maps, follow directions, ask for information, use a calendar, etc. Reading level: ESL

Competency-based activities to help students adjust to living in the U.S. Reading level: ESL

Students learn the entire hourly pay process beginning with the nature and function of time cards and the various ways of calculating and recording time. Reading level: 2.5-2.8


Teaches 80 words or phrases associated with clothing. Reading level: vocabulary


Teaches 80 words or phrases associated with entertainment. Reading level: vocabulary


Presents 80 words or phrases associated with restaurants. Reading level: vocabulary


Presents 80 words or phrases associated with supermarkets and grocery shopping. Reading level: vocabulary


How to read building directories, compass directions, street maps, bus routes, and more. Reading level: 2.0-2.6


Students learn to read time and understand abbreviations on calendars, bus schedules, class schedules, and movie and tv listings. Reading level: 2.0-2.6
Reading and following directions, Roderman, Winifred Ho. 64 p.
Hayward, Calif El Toro, CA: Janus Book Publishers Wieser
Educational [distributor], c1978. 0915510251 (pbk.).$3.95.
428 R688
Starts with one-step directions and progresses to directions
of two or more steps. Reading level: 2.0-2.6

Building real life English skills, Starkey, Carolyn Morton and
$12.95.
428.24 S795
Worktext contains sections on reading labels, following
directions, reading newspapers, legal documents, writing
letters, reference skills, basic writing, and more.
Teacher's guide. Reading level: 5.0

Filling out forms, Stein, Wendy. 78 p. Syracuse, N.Y: New Readers
651.29 S819
Offers pointers on how to answer questions on applications.
Exercises. Reading level: 6.0

Understanding yourself, Udvari, Stephen S. Rev. ed. 96 p. Austin,
Tex: Steck-Vaughn, c1978. 0811406709 (pbk.).$4.08.
155.2 U21 1978
Basic information on psychology of self and personality.
Reading level: 4.0-6.0

Your family, Udvari, Stephen S. Rev. ed. 96 p. Austin, Tex:
Steck-Vaughn, c1978. 0811406733 (pbk.).$4.08.
158.24 U21 1978
Information on understanding and getting along within a
family setting. Reading level: 4.0-6.0

Basic skills around the house: lesson sheets on long-run spirit
masters, Young, Eleanor R. 24 duplicating masters. Fairfield,
N.J El Toro, CA: Cebco Standard Wieser Educational
[distributor], c1974. $8.95.
371.9 Y71
Designed to develop skills that will be useful for ordinary
activities in the home: using a telephone book, telling time,
using a calendar, writing checks, and keeping young children
safe. Includes duplicating masters for tutors to use with
students. Reading level:

Basic skills in getting around: lesson sheets on long-run spirit
masters, Young, Eleanor R. 6 p., 24 duplication masters.
[distributor], c1974. $8.95.
910 Y71
Discusses driver's license, road signs, parking meters,
compass directions, maps, time-tables, etc. Reading
level:
Practice in printing and writing, subscription forms, change of address, driver's license, loan applications, Social Security, etc. Includes 24 spirit masters. Reading level:

Directions on tests, recipes, charts, packages, as well as directions for appliances and making things.

English as a Second Language

For students who have little or no literacy in their own language. Suggestions for listening and speaking activities. Reading level: 0+, ESL

Adaptations of classic American short stories. Reading level: ESL

Provides the foundation to help the alien resident through the naturalization process. Practice in completing required forms. Reading level: ESL, 5.0-6.0

English spoken here, health and safety, Messec, Jerry L. and Kranich, Roger E. 156 p. New York: Cambridge Book Company, c1982. 0842808523.$5.75. 428 M562
Part of the English Spoken Here series, this book describes how to talk with the doctor, act in an emergency situation, use medicines correctly, etc. Reading level: ESL
This competency-based worktext uses conversational English to describe how to use the phone, use maps, follow directions, ask for information, use a calendar, etc. Reading level: ESL

Competency-based activities to help students adjust to living in the U.S. Reading level: ESL

An introduction to business and technical English. Exercises. Reading level: ESL

Fiction


F B646  
A young woman is determined to be a champion bike racer.  
Reading level: 4.5-5.0

F B818  
Chilling tale of horror.  
Reading level: 4.5-5.0

F B818  
Horror story.  
Reading level: 4.5-5.0

F C387  
Stories about people going through changes in their lives.  
Reading level: 2.0-3.0

J C419  
Classic tale of the quest of Don Quixote told in comic strip format.  
Reading level:

F C686  
Mystery story.  
Reading level: 4.5-5.0

F C947  
The story of a young Indian woman.  
Reading level: 2.0-3.0

J D315  
Classic island adventure retold in comic strip format.  
Reading level:

J D548  
Tale of Tiny Tim and Scrooge retold in comic strip format.  
Reading level:


Break-in, Eisenberg, Lisa. 74 p. Belmont, Calif: Pitman Learning, Inc, c1984. 0822462613.$3.24. F E36 Another case for Officers Hall and Brightwater. Reading level: 3.5-4.0

Hit man, Eisenberg, Lisa. 74 p. Belmont, Calif: Fearon Education, c1984. 0822462621.$3.24. F E36 Officers Hall and Brightwater investigate another case. Reading level: 3.5-4.0

Kidnap!, Eisenberg, Lisa. 74 p. Belmont, Calif: Fearon Education, c1984. 082246263X.$3.24. F E36 Officers Hall and Brightwater are involved in another case. Reading level: 3.5-4.0

Murder behind the wheel, Eisenberg, Lisa. 74 p. Belmont, Calif: Fearon Education, c1984. 0822462648.$3.24. F E36 Another case for Officers Hall and Brightwater. Reading level: 3.5-4.0

On the run, Eisenberg, Lisa. 74 p. Belmont, Calif: Fearon Education, c1984. 0822462656.$3.24. F E36 Officers Hall and Brightwater work on a case. Reading level: 3.5-4.0
F E36
Officers Hall and Brightwater investigate a protection racket and are led deep into danger. Reading level: 3.5-4.0

F G146
The story of an undocumented worker from Mexico living and working in Texas. Reading level: 2.0-3.0

F G146
Young men in a New York halfway house. Reading level: 3.0-4.0

F G379
Chilling tale of horror. Reading level: 4.5-5.0

F G517
Horror tale. Reading level: 4.5-5.0

F G517
A family's stay at an isolated motel is terrifying. Reading level: 4.5-5.0

F G811
Environmentalists and dirt bikers clash over a wilderness area. Reading level: 4.5-5.0

F G811
Horror tale. Reading level: 4.5-5.0

These are your neighbors, Halpern, Barbara. 41 p. New York: Cambridge Book Co, c1983. 0842896147 (pbk.). $2.10.
F H195
Descriptions of people from different cultures. Reading level: 3.0-4.0
Classic retold in comic strip format. Reading level:

Classic French tale retold in comic strip format. Reading level:

The big time, Lane, Bradley. 59 p. Double fastback sports. Belmont, Calif: Fearon, c1987. 0822423901 (pbk.). $2.75. F L265
A rookie and a veteran struggle to stay in the majors. Reading level: 4.5-5.0

Tale of a strange occurrence. Reading level: 4.5-5.0

A tale of horror. Reading level: 4.5-5.0

A vampire chases a psychic. Reading level: 4.5-5.0

Tale of a strange occurrence. Reading level: 4.5-5.0

Rescue mission in a parallel universe. Reading level: 4.5-5.0

A tale of horror. Reading level: 4.5-5.0

Mystery tale. Reading level: 4.5-5.0
Deadly rose, Lorimer, Janet. 61 p. Belmont, Calif: Fearon, c1987. 0822423294.$2.75. F L872
A tale of horror. Reading level: 4.5-5.0

The dollhouse, Lorimer, Janet. 61 p. Belmont, Calif: Fearon, c1987. 0822423308.$2.75. F L872
Horror story. Reading level: 4.5-5.0

A tale of mystery and intrigue. Reading level: 4.5-5.0

A fencer's attitude to win at any cost jeopardizes her team. Reading level: 4.5-5.0

A tale of suspense. Reading level: 4.5-5.0

A tale of mystery. Reading level: 4.5-5.0

A minor league scout helps a young man reach the big leagues. Reading level: 4.5-5.0

A college running back puts his special talent to good use. Reading level: 4.5-5.0

A high school basketball player must adapt to being second string. Reading level: 4.5-5.0

Mystery story. Reading level: 4.5-5.0
Tale of a young seaman retold in comic strip format.
Reading level:

Classic tale of the sea retold in comic strip format.
Reading level:

Stories about people who live and work in the forest.
Reading level: 2.0-3.0

Suspense story. Reading level: 4.5-5.0

A family coping with an alcoholic father. Reading level: 2.3-4.5

A teenager tries to make an adopted sister feel she belongs with the family. Reading level: 2.3-4.5

A boy must learn to cope with the death of his twin brother. Reading level: 2.3-4.5

After 10 years at an institution, Mary Lou's retarded sister returns home. Mary Lou must choose between her need for peer acceptance and her love for her sister. Reading level: 2.3-4.5
When her parents decide to divorce, 16 year old Ann must decide with which parent she will live. Reading level: 2.3-4.5

Mystery tale. Reading level: 4.5-5.0

Tale of mystery and suspense. Reading level: 4.5-5.0

Classic tale retold in comic strip format. Reading level:

Mystery tale. Reading level: 4.5-5.0

Two long-time friends become bitter tennis rivals. Reading level: 4.5-5.0

Classic romance retold in comic strip format. Reading level:

Classic horror tale of the monster retold in comic strip format. Reading level:

Casey's claw, St. Vincent, David,. 61 p. Double fastback sports. Belmont, Calif: Fearon, c1987. 0822423928.$2.75. F S155
A veteran hockey player tries to turn around a losing team. Reading level: 4.5-5.0
Classic tale retold in comic strip format. Reading level:

Classic adventure tale retold in comic strip format.

Classic adventure tale retold in cartoon format.

Classic vampire tale retold in comic strip format.

Classic tale retold in comic strip format. Reading level:

Young adult romance. Reading level: 4.5-5.0

Young adult romance. Reading level: 4.5-5.0

Young adult romance. Reading level: 4.5-5.0

Young adult romance. Reading level: 4.5-5.0

A veteran boxer is pressured to throw his last fight. Reading level: 4.5-5.0
F W586
Young adult romance. Reading level: 4.5-5.0

F W585
Young adult romance. Reading level: 4.5-5.0

Health, Nutrition, & Safety

616.0252 B722 1979
Describes how to treat cuts, burns, bruises, and bites, as well as life saving techniques such as the Heimlich maneuver and artificial respiration. Reading level: 4.3

614.88 C213
Prepares students to handle 10 common medical emergencies. Reading level: 2.0-2.6

640.711 F686
Set includes "Measuring for Cooking," "Reading & Following Recipes," and "Planning Healthy Meals." Each volume contains duplicatable activity sheets for students. Reading level: 2.0-2.8

362.10973 L316
Covers how to make an appointment, what to ask the doctor, how to explain symptoms, and how to follow the doctor's advice. Reading level: 2.0-2.6

428 M562
Part of the English Spoken Here series, this book describes how to talk with the doctor, act in an emergency situation, use medicines correctly, etc. Reading level: ESL
Presents 80 words or phrases common to a drug store setting. Reading level: vocabulary

Teaches 80 words or phrases common to a medical setting. Reading level: vocabulary

Food & fitness, Snowman, Margaret Knight. 94 p. Syracuse, N.Y: New Readers Press, [c1986]. 0883365472 (pbk.).$3.95. 613.2 S674
Guidebook to the five basic food groups. Includes eating disorders, nutritional needs of men and women, body building and weight control, and more. Index. Reading level: 5.2

Basic information on psychology of self and personality. Reading level: 4.0-6.0

Basic information on health, safety, and sanitation. Reading level: 4.0-6.0

History & Government

Traces the history of blacks in America from the early days of the slave trade to the present day. Index. Reading level: 6.0

Presents the history of Mississippi. Index, maps. Reading level: 9.0
Provides the foundation to help the alien resident through the naturalization process. Practice in completing required forms. Reading level: ESL, 5.0-6.0

Historical sketches of such inventions as matches, oil wells, plows, and the vacuum cleaner. Reading level: 3.0

Historical sketches of the development of such inventions as X-rays, the lie detector, the microphone, and television. Reading level: 4.0

Explains anthropology, archaeology, and linguistics in easy terms. Reading level: 4.0-5.0

Presents World War I through the Cold War and the civil rights movement to the start of automation. Maps, worktext. Reading level: 2.4

Explores the time between the Civil War and World War I, the causes and growth of industrialization, significance of the Civil War, and development of machinery. Reading level: 2.4

**Statehood, the West, and Civil War : founder, pioneer; Yankee, rebel,** Larned, Phyllis. [1987] ed. 64 p. Castro Valley, CA El Toro, CA: Quercus Corp Wieser Educational [distributor], c1987. $4.50. 973.4 L325 1987
Covers U.S. history for the period following the Revolution through the Civil War. Reading level: 2.4
Discusses the life of the Indians, the explorers from Europe, and pirates and traders. Index. Reading level: 2.4

Reviews the foundations of democracy and relates these principles to the workings of state and local governments. Index. Reading level: 2.5

Focuses on the foundations of democracy in the U.S. and how the federal government works. Complete overview of the three branches of government. Reading level: 2.5

Involves students in government processes. Students can examine issues, form opinions, and discover ways to express their opinions. Reading level: 2.2

Focuses on events and people in U.S. history since 1877. Graphics, maps, and charts. Reading level: 7.0

A trip through time, Salvucci, Donald. v, 40 p. New York: Cambridge Book Co, c1983. 0842896155.$2.10. 974.482 S186
U.S. history through the turn of the century. Reading level: 4.0-5.0

Focuses on events and people in U.S. history to 1877. Graphics, maps, and charts. Reading level: 7.0
Series of worktexts covering U.S. history from exploration up to the Reagan-Administration. Includes "Building a Nation," "Road to Disunity," "A Nation Grows," and "Modern America." Maps, illustrations, timelines. Reading level: 4.0

342.73 S425 1987
Uses daily news stories to explain the structure and function of federal government, including the separation of powers, checks and balances, the Articles of the Constitution, and the Bill of Rights. Reading level: 2.4

J342 S587
Examines how the constitutional amendments and civil rights laws protect the individual's freedoms and guarantee equal treatment for all people. Includes a discussion of historical court cases and review questions. Reading level: 4.0

Discusses being a good citizen. Reading level: 4.0-6.0

MS 353.9762 W185
Presents the history and operations of Mississippi government. Index. Reading level: 7.0-9.0

Insurance

Insuring yourself, Bywater, Sharon. 48 p. To the point on money management. Syracuse, NY: New Readers Press, c1980. 0883367157 (pbk.).$2.95. 368 B998
How to insure oneself with different types of coverage. Cartoons, discussion questions, and worksheets. Reading level: 3.0-4.0
How to shop for auto insurance, get repair estimates, report an accident, and more. Reading level: 2.0-2.6

Explains the concept of insurance. Auto, health, homeowner, and life insurance are examined. Reading level: 2.5

Becoming a car owner, Stein, Wendy. 64 p. Syracuse, NY: New Readers Press, c1986. 0883364565 (pbk.). $4.95. 629.2222 S819
Helps the reader decide whether to buy a new or used car, how to shop for a car, how to find a service station, and how to insure a car. Index. Reading level: 5.0

Job Skills

Don't get fired: 13 ways to hold your job, Anema, Durlynn. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 0915510243 (pbk.). $3.95. 428 A578
Thirteen stories portray young employees who jeopardize their jobs by exhibiting laziness, irresponsibility, dishonesty, or other traits that could lead to dismissal. Reading level: 2.5-2.8

Thirteen tips for getting a job. Reading level: 2.5-2.8

Develops critical reading skills through adult situations. Features job seeking and interview skills. Exercises. Reading level: 1.0-2.0

Lists procedures, requirements, and rules for getting and keeping a good job. Contains information on how to get a Social Security card. Worktext. Reading level: 5.0-6.0
Practice for completing job applications. Reading level: 2.5-2.8

Introduces students to basics of interviewing and presents 15 sample interviews. Reading level: 2.5-2.8

On the job: readings in real-life competencies, Mikulecky, Larry and Drew, Rad. 2 v. New York: Cambridge, c1986-. 084280160X (pbk.: v. 1) 0842801618 (pbk.: v. 2), $4.25/vol. 651 M636
Presents realistic situations illustrating how entry-level employees integrate reading, writing, and comprehension skills to solve problems and accomplish their work. Reading level: 4.0-5.0, vol. 1; 5.0-6.0, vol. 2

An introduction to business and technical English. Exercises. Reading level: ESL

Students learn the entire hourly pay process beginning with the nature and function of time cards and the various ways of calculating and recording time. Reading level: 2.5-2.8

Teaches 80 words or phrases related to job applications and completing them. Reading level: vocabulary

Interpersonal skills for getting along with others in a work environment. Reading level: 4.0-6.0
Basic skills on the job: lesson sheets on long-run spirit masters, Young, Eleanor R. 7 p., 24 duplication masters. Chatsworth, CA El Toro, CA: Opportunities for Learning Wieser Educational [distributor], 1987. 0867031913 (pbk.). $8.95. 650.14 Y71 1987. Covers want ads, writing neatly, the job application, the resume, measuring, pricing, alphabetical order, filing, etc. Includes 24 spirit masters for the tutor to use with the student. Reading level:

Money Management


Make your money grow: a guide to savings plans, Beshers, Martha. 64 p. Hayward, CA Alexandria, VA: Janus Book Publishers Miles River Press, c1984. 088102015X. $3.95. 332.1 B554. Teaches students how to investigate alternative savings plans and places, choose a plan, open an account, make a deposit, measure interest, and more. Reading level: 2.5

Be credit-wise: a guide to credit, Bruton, Elsa. 64 p. Hayward, CA Alexandria, VA El Toro, CA: Janus Book Publishers Miles River Press Wieser Educational [distributor], c1984. 0881020176 (bk).: $3.95. 332.7 B913. Learn about layaways, buying on time, opening accounts, using credit cards, dangers of "easy" credit, and the benefits of using credit. Reading level: 2.5


Sample documents and transactions for practice. Reading level: 2.5

Basic understanding of how the average person can make use of banking services — savings accounts, deposits, withdrawals, interest, loans, money orders, etc. Teacher’s guide and spirit masters. Reading level:

Basic understanding of checking accounts — opening accounts, deposits, writing checks, writing money amounts, statements, reconciling, etc. Teacher’s guide and spirit masters. Reading level:

Student workbook designed to develop reading and financial planning skills. Increases understanding of employee benefits and the way they fit into financial plans. Reading level:

Teaches 80 words or phrases common to a bank setting. Exercises included. Reading level: vocabulary

Presents 80 words or phrases associated with credit. Reading level: vocabulary

Managing money, Shelton, Elaine. 80 p. Austin, Tex: Steck-Vaughn Co, c1983. 0811408477. $3.36. 640.42 S545
Worktext designed to teach reading and consumer competencies. Answer key. Reading level: 4.0-6.0
Basics of budgeting and money management. Reading level: 3.0-4.0.

Basic information on budgeting. Cartoons, discussion questions, worksheets. Reading level: 3.0

Tips on shopping and money management. Reading level: 4.0-6.0

Basics of money management. Reading level: 4.0-6.0

Looks at concepts of variable and fixed expenses, financial planning, disciplined spending, and more. Reading level: 2.5

Basic skills in using money: lesson sheets on long-run spirit masters, Young, Eleanor R. 24 duplicating masters. [Fairfield, N.J El Toro, CA: Cebco Wieser Educational [distributor], c1974. $8.95. 332.4 Y71
Includes coin combinations, vending machines, making change, writing dollars and cents, etc. 24 duplicating spirit masters. Reading level:

Leads step-by-step from alphabet to newspapers to books. Includes phonics and sentence information. Index. Reading level: 0+
A book of folklore. Reading level: 3.0-4.0

Adaptations of classic American short stories. Reading level: ESL

Teaches basic reading skills using relevant experiences in the adult world. Bound in answer key. Reading level: 3.0-4.0

What is a crime?, Hansel, Mark V. iii, 26 p. New York: Cambridge Book Co, 1983. 0842896120 (pbk.).$2.10. 364 H249
Stories and essays on criminal justice. Reading level: 3.0-4.0

Biblical stories. Reading level: 3.0-4.0

Explains anthropology, archaeology, and linguistics in easy terms. Reading level: 4.0-5.0

Stories about art in the community. Reading level: 2.0-3.0

Stories about making difficult choices. Reading level: 3.0-4.0

Stories about decision making. Reading level: 2.0-3.0
818.54 S592
Stories and poems about human relationships. Reading level: 3.0-4.0

Religion

291 C611
Looks at Judaism, Christianity, Islam, Hinduism, and Buddhism. Reading level: 4.0-5.0

232.9 H296
The life and teachings of Jesus. Reading level: 3.0-4.0

221.9 H296
Biblical stories. Reading level: 3.0-4.0

Tutor

428.40715 A431
Leads step-by-step from alphabet to newspapers to books. Includes phonics and sentence information. Index. Reading level: 0+

332.024 P467
Collection of instructional activities designed to teach elements of personal and family financial planning. Contains lesson plans, student materials, and teacher resources. Reading level:

331.11 F979.
Proceedings of a 1983 conference on literacy. Designed to focus attention on issues of importance to leaders in business and education.
Guide for employers wishing to address the basic skills problems in their workforce. Gives step-by-step guidance on how to plan and implement an effective job-related basic skills program.

Specific manual for beginning volunteers. Describes techniques for teaching reading, math, writing, and comprehension. Based on both Laubach and Literacy Volunteers materials.

TUTOR, techniques used in the teaching of reading: a handbook for teaching basic reading to adults and teenagers, Colvin, Ruth J.; Root, Jane H. and Literacy Volunteers of America, Inc. Rev. ed. 103 p. Syracuse, N.Y: Literacy Volunteers of America, c1984. $9.50. 374.012 C727 1984
Teaching techniques for those with little or no teaching experience. Contains procedures for applying phonics, helping students reach goals, planning lessons, developing comprehension skills, and creating material.

Guide to Follett Success Skills series.

Presents effective activities that are integrated with reading newspapers.

How to use the Literacy tutor's library, with the "--and so the story goes--" series by John A. Hurst, Hurst, John A. and Morris, Carol. 14 p. Lake Bluff, Ill: Quality Books, 1987. 0891961313.50. 428.42 H847
Adult literacy volunteers: issues and ideas, Ilsley, Paul J.;
ERIC Clearinghouse on Adult, Career and Vocational Education
and National Center for Research in Vocational Education
(U.S.). viii, 50 p. Columbus, OH: ERIC Clearinghouse on
Adult, Career, and Vocational Education National Center for
Research in Vocational Education, 1985. $5.50.
374.012 I29
Addresses gaps in the literature about literacy volunteerism
and examines the current delivery system.

Recruiting and training volunteers, Ilsley, Paul J. and Niemi,
0070005567 $.19.95.
374 I29
Techniques for recruiting and working with volunteers.
Index.

Tutoring older adults in literacy programs, Jacobs, Bella;
National Council on the Aging and Literacy Education for the
374.013 J17
Describes techniques for working with senior citizens as
students.

Organizing a literacy program for older adults, Jacobs, Bella;
Ventura-Merkel, Catherine; National Council on the Aging and
Literacy Education for the Elderly Project. vi, 62 p.
Washington, D.C.: Literacy Education for the Elderly Project
of the National Council on the Aging, 1986. 0910883246
(pbk.). $9.95.
374.012 068
Tips on establishing literacy programs for older adults.

Libraries and literacy: a planning manual, Johnson, Debra Wilcox
and Soule, Jennifer A. v, 38 p. Chicago [IL]: American
021.2 J66
Basics for establishing literacy programs in libraries.

Reading instruction for the adult illiterate, Jones, Edward V.
and American Library Association. xi, 169 p. Chicago:
American Library Association, 1981. 0838903177. $15.00.
428.42 J76
Review of reading theory and useful instructional techniques.
Index.

Developing an employee volunteer literacy program, Kangisser,
Dianne and Business Council for Effective Literacy (U.S.). 10
Effective Literacy, [1986]. $1.00.
374.012 D489
How-to-do-it guide for businesses wishing to encourage their
employees to volunteer as tutors and in other capacities to
help literacy groups in their communities.


Effective adult literacy programs: a practitioner's guide, Lerche, Renee S. ix, 282 p. New York: Cambridge Book Co, c1985. 0842822194. $25.95. 374.012 L614 Based on the National Adult Literacy Project, this guide provides all the information to plan, execute, and evaluate a successful local literacy program. Index.


Basic skills in using banks: lesson sheets on long-run spirit masters, MacKenzie, Richard. x p., 24 leaves. [Grand Rapids, Mich.] El Toro, CA: Instructional Fair/ Cebco Wieser Educational [distributor], c1979. $8.95. 332.102 M157 Basic understanding of how the average person can make use of banking services - savings accounts, deposits, withdrawals, interest, loans, money orders, etc. Teacher's guide and spirit masters. Reading level:


Tutoring small groups: basic reading, Ottoson, Gerald and Literacy Volunteers of America. 36, [1] p. Syracuse, NY: Literacy Volunteers of America, c1985. $5.25. 374 T966 Presents tips on how to work with small groups, select students for a group, give one-to-one help to group members, and more. Includes suggestions for teaching materials and sample worksheets.
Answers to all student text exercises. Additional teaching suggestions and activities.

R 011.6 1986
Annotated bibliography of materials for adults reading at or below the seventh grade level. Indices.

428.4 S647 1985
Provides an understanding of current reading theory. Index.

Personal and family financial planning for multicultural adults : a staff development program for adult basic education teachers and trainers, Tibbetts, John W.; Westby-Gibson, Dorothy and American Council of Life Insurance. 2nd ed. viii, 36, 15, 34, 123 p. Washington, D.C: Teacher Education Program, Education Relations & Resources, American Council of Life Insurance, 1985. $5.00.
332.024 T552 1985
Designed to train adult educators to help recent immigrants and native Americans deal with money management and financial planning.

371.914 V168
Practical applications of current knowledge in diagnosing and educating dyslexic students. Could offer help to tutors working with adult students with reading disabilities.

332.024 W395
Series guidebook for "Using a Checking Account," "Making a Budget," "Using Credit," and "Insuring Yourself."
Includes coin combinations, vending machines, making change, writing dollars and cents, etc. 24 duplicating spirit masters. Reading level:

Basic skills around the house: lesson sheets on long-run spirit masters, Young, Eleanor R. 24 duplicating masters. Fairfield, N.J. El Toro, CA: Cebco Wieser Educational [distributor], c1974. $8.95. 371.9 Y71
Designed to develop skills that will be useful for ordinary activities in the home: using a telephone book, telling time, using a calendar, writing checks, and keeping young children safe. Includes duplicating masters for tutors to use with students. Reading level:

Discusses driver's license, road signs, parking meters, compass directions, maps, time-tables, etc. Reading level:

Basic skills in filling out forms: lesson sheets on long-run spirit masters, Young, Eleanor R. vii p., 24 duplication masters. [Fairfield, N.J.?] El Toro, CA: Cebco Wieser Educational [distributor], c1980. $8.95. 651.29 Y71
Practice in printing and writing, subscription forms, change of address, driver's license, loan applications, Social Security, etc. Includes 24 spirit masters. Reading level:

Covers want ads, writing neatly, the job application, the resume, measuring, pricing, alphabetical order, filing, etc. Includes 24 spirit masters for the tutor to use with the student. Reading level:
374 Y71 1987
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