ABSTRACT

This bibliography lists 52 recently published resources for adult basic literacy education (ABLE) and English-as-a-second language (ESL) adult learners. The materials featured were selected from more than 350 books, videos, and computer-assisted instruction programs evaluated by a panel of Pennsylvania ABLE educators. The guide, the fifth in a series of annotated bibliographies of ABLE learner resources developed in Pennsylvania, is divided into eight subject matter units rather than student levels of achievement. The units cover the following topics: life skills, family literacy, vocational skills, mathematics, reading, pre-General Educational Development (GED) and GED, social studies, and writing. Each resource listed is identified as follows: by purpose (academic, vocational, family literacy, life skills); setting (class, tutor, or self-directed); format (core series, basic text, supplemental reference); level (adult literacy, ABE, pre-GED, GED, or multilevel); and skills (critical thinking, grammar, mathematics, reading, social studies, spelling, and vocabulary). A short description is provided for each resource, along with a rating by the evaluators. A bibliography listing 10 teacher resources and learner materials, a list of publishers' addresses, and indexes by publisher and by subject are included. (KC)
A Resource Listing for ABLE Practitioners

Sherry Royce, Editor and Project Director

ED 371 238
# The 1994 ABLE Curriculum Guide:
A Resource Listing for ABLE Practitioners

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THE 1994 ABLE CURRICULUM GUIDE FOR ESL PRACTITIONERS

ERI C

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Acknowledgements

This publication would not have been possible without the adult education program directors and curriculum specialists who gave generously of their time and expertise as panel members for The 1994 ABLE Curriculum Guide: A Resource Listing for ABLE Practitioners. The time commitment necessary for a project of this nature can never be fully covered by the honorarium awarded the review team. Thanks are due to:

Rose Brandt, director of educational planning for The Center for Literacy (CFL), reviewed Family Literacy and Life Skills materials. Brandt, who has a Masters in Education from Antioch University, taught pre-first through 8th grade and ESL in Philadelphia schools and EFL in Columbia, South America, before serving as a counselor and then program director at CFL.

Bonnie Klan, an ABE instructor with the Northwest Tri-County Intermediate Unit’s adult education program, reviewed ABE and life skills materials. Klan, a graduate of Edenboro University, has a B.S. in elementary education.

Kathie Kline, coordinator of the Region 8 Staff Development Center and consulting administrator for the Chester County OIC, Inc., reviewed Pre-GED and GED material. Kline, a consulting editor and mathematics writer for Prentice Hall, has a degree in Secondary Mathematics from Clarion University of Pennsylvania. She previously held positions as an ABE and a GED instructor, and as training director for the Chester County OIC.

Joan Leopold, director of education for Harrisburg State Hospital, reviewed 0-4 literacy resources. Leopold, a graduate of Dickinson College with a B.A. in English and graduate courses in reading, has taught mentally retarded adults. Executive director of the Pennsylvania Association for Adult Continuing Education (PAACE) and PA Adult Educator of the Year for 1986, she is a member of the governing board of the PA State Coalition for Adult Literacy.

Gerald Valeri, director of federal and state programs and technology consultant for the Altoona Area School District, reviewed all workplace and computer aided instructional (CAI) programs. Valeri holds a masters in mathematics from Shippensburg University and in educational administration from Pennsylvania State University. He was previously an ABE program director, co-authored the 1982-85 Pennsylvania State Plan for Adult Education, and served as chairperson of the PDE State Advisory Council.

We wish to recognize the contributions of the publishers who willingly donated over 250 materials to this review process, and provided extra copies of the resources featured in this publication to Pennsylvania’s Clearinghouse Advance and our Western Adult Literacy Center. Their timeliness and patient cooperation was gratefully appreciated especially when the project editor needed immediate feedback on current single unit prices before this booklet went to press. Publisher’s contact information can be found on page 55.

Special thanks go to Pennsylvania Department of Education’s Bureau of ABLE staff and the 353 advisory panel who recognize the fact that regular review of resources is essential in a field that is forever changing to meet the needs of its adult clients as affected by the character of the times.

Additional Copies of this publication are available from:
Advance, 11th Floor PDE, 333 Market St., Harrisburg, PA 17126-0333.
Telephone: (800) 992-2283. Out-of-State Phone: (717) 783-9541
or
Western Adult Literacy Center, 5347 William Penn Highway, Gibsonia, PA 15044. Telephone (800) 446-5607. Fax: (412) 443-1310
Introduction

The 1994 ABLE Curriculum Guide is the fifth in a series of annotated bibliographies of adult basic and literacy education (ABLE) learner resources funded by the Pennsylvania Department of Education (PDE) Bureau of ABLE with 353 Special Project monies. Since 1979, over 2000 published materials have been reviewed by a panel of Pennsylvania adult educators with curriculum and staff development expertise and outstanding records in ABLE program management. Over the past 15 years, the availability and the range of resources published for adult learners have reflected the changing nature of the field. Where once there was a scant selection of Adult Basic Education (ABE), General Educational Development (GED) and English-as-a-Second-Language (ESL) texts, we now have an abundance of these materials plus basic literacy, family literacy, workplace literacy and coping skills resources. There was also an growing number of videotapes and computer aided instructional (CAI) programs for our reviewers to consider.

A Separate ESL Resource Listing

One of the noticeable features of the 1994 review was the abundance of ESL materials at every level produced in the past five years. To do justice to this material and in recognition of the growing ESL population served by ABLE programs in Pennsylvania and throughout the nation, it was decided to publish The 1994 ABLE Curriculum Guide for ESL Practitioners under separate cover. It must be noted, however, that some of the resources in this ABLE Guide, especially in the area of Readers, are suitable for ESL adults and their listings indicate that they may be used with this population.

Division into Content Areas

Another marked departure from previous years is the separation of this guide into subject matter units rather than student levels of achievement, such as literacy, ABE, and GED. There are three reasons this change was made.

1. ABLE practitioners have long realized that, except for prescribed funding purposes, the division of adult learners into across-the-board grade-level categories is out-of-touch with reality. All too often, the adult reading comfortably at a 10th grade level will freeze when encountering a word problem that involves fractions.

2. Volunteer tutors are no longer consigned to working exclusively with adult new readers but are lending their energy and expertise to working one-on-one and in small group situations with adults learning math or preparing for their GED.

3. Publishers have taken the plunge and are turning out core series that are adult in interest level and range from a 3rd to an 8th grade reading level.

Taking all these factors into consideration, it was decided to divide this annotated listing of ABLE resources into the following eight units: Life Skills, Family Literacy, Vocational Skills, Math, Reading, Pre-GED and GED, Social Studies, and Writing.

The term Vocational Skills was chosen because most of the materials listed under this heading are more appropriate in an employability or job preparation class than as the curricula in a workplace literacy program.
Review of ABLE Resources

Any evaluation of ABLE resources must take into account the diverse interests and needs of adult learners.

Who are ABLE participants?

The answer to that question is far more complex than it was ten years ago. There is the high school dropout, now 24 and unable to get a job, and the 45-year-old employee faced with losing his job unless he upgrades his workplace skills. There are homeless families who realize the only way out of the shelter is through education and prison inmates who see the GED as a positive step toward parole. There are teenage mothers who need parenting skills, middle-aged homemakers who need vocational and life skills, and the elderly who now have the time to achieve their lifetime goal of earning a high school diploma. Each is a unique profile of needs and strengths, academic and life skill goals. Together, with assistance from an empowering teacher or tutor they can become a powerful learning community.

What are the best materials for ABLE participants?

In scanning the various catalogs and reviewing the materials recommended by the ABLE panel, it soon became clear that practitioners now have the advantage of selecting from among a wide assortment of published resources. The selections in this book are the result of careful screening but should not be considered comprehensive by any means. The bibliography on page 8 provides a listing of additional resources. Nor should we forget that some of the very best material has been developed or tailored by ABLE tutors and teachers to meet specific individual or class needs. The best book is the one that best matches the adult learner’s interests, needs and learning modality.

Explanation of Ratings

Each of the resources selected for this guide from among numerous materials considered scored highly on the criteria listed on page six and explained below.

Goals and Objectives — 15 points (HPS - Highest possible score)

A good book has a purpose. It knows where its going and how to get there through a well-planned scope, sequence, and content. Its goals and objectives are clearly stated and defined so that the instructor and, in the best of books, the student are aware of both learning target and anticipated outcome. Suggestions for pre-assessment and post-assessment are included so that placement is accurate and progress can be measured.

Validity of Construction — 9 points HPS

Are the authors of the books qualified both in terms of experience working with their subject matter and with adults? The best material has been field tested in the target setting and refined to fit the audience.

Content of Materials — 24 points HPS

Is the content sequential in difficulty? Is their consistency in format and approach throughout the units? Skills should be introduced, developed fully in explanation, and practiced enough for the student to learn. Content should be taught in great depth to ensure initial mastery of the material. In the best texts, content is recycled and retaught throughout the text because students learn best through multiple treatments of material.
MATERIALS EVALUATION FOR ABLE CURRICULUM GUIDE

I. GENERAL INFORMATION

<table>
<thead>
<tr>
<th>TITLE:</th>
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<tbody>
<tr>
<td>PUBLISHER:</td>
<td>Price:</td>
</tr>
<tr>
<td>AUTHOR(S):</td>
<td>Pages:</td>
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<th>ABE</th>
<th>PRE-GED</th>
<th>GED</th>
<th>Family Literacy</th>
<th>Workplace Literacy</th>
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<tr>
<td>Basic</td>
<td>Supplementary</td>
<td>Reference</td>
<td>Study Skills</td>
<td>Coping Skills</td>
<td>Instructor-Directed</td>
<td>Self-Directed</td>
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III. Recommended as:

<table>
<thead>
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<th>Textbook</th>
<th>Teachers' Guide</th>
<th>Video Tape</th>
<th>Cassette Tape</th>
<th>CAI</th>
<th>IBM</th>
<th>APPLE</th>
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IV. COMMENTS:

(Date Received: 
Date Sent to Editor: 
Recommended for the 'ABLE CURRICULUM GUIDE' 

YES | NO

(This evaluation form was adapted from one supplied by the VCU Adult Education Resource Center.)
# ABLE CHECKLIST FOR EVALUATING INSTRUCTIONAL MATERIALS

(Strong = S; Adequate = A; Weak - W; Non-applicable = N/A)

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<th>A</th>
<th>W</th>
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<tr>
<td>1. Purpose and rationale fully explained</td>
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<td>2. Goals and objectives clearly identified</td>
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<td>3. Content directed to stated goals and objectives</td>
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<td>4. Procedures include ways to determine learner's readiness</td>
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<tr>
<td>5. Assessment of student achievement included</td>
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<th>S</th>
<th>A</th>
<th>W</th>
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<tr>
<td>6. Authors appear to be qualified</td>
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<td>7. Materials have been field-tested</td>
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<td>8. Evaluation of materials used</td>
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<td>9. Concepts well developed and sequentially developed</td>
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<td>10. No confusing and/or conflicting concepts</td>
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<td>11. Skills sequenced, introduced, and reviewed</td>
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<td>12. Major points clearly identified</td>
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<td>13. Audio-visual elements integrated</td>
<td></td>
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<tr>
<td>14. Reading level is appropriate for learner in this program</td>
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<td>15. Materials can be worked with independently or with minimum help</td>
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<td>16. Content will stimulate and challenge learners</td>
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<tr>
<td>17. Information is factual</td>
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<tr>
<td>18. No racial, sexual or religious bias</td>
<td></td>
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<tr>
<td>19. Portrayal of racial, religious, and ethnic groups build understanding, appreciation, &amp; acceptance</td>
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<tr>
<td>20. Materials are not too large, bulky, or complex</td>
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<td></td>
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<tr>
<td>21. Materials are relatively easy to use</td>
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<tr>
<td>22. Materials are well designed and packaged</td>
<td></td>
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<td>23. Materials are reasonably priced</td>
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<td>24. Adequate teacher guides or manuals provided</td>
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<td>25. Special in-service training is not required</td>
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<td>26. Provision for teacher-learner interaction</td>
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<td>27. Suggestions for related learning activities are included</td>
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<tr>
<td>28. Suggestions and instructions for meeting needs of learners</td>
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<tr>
<td>29. Materials would make a meaningful addition to the classroom</td>
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<td></td>
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<tr>
<td>30. Materials do what they are intended to do</td>
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<tr>
<td>31. I recommend the purchase of these materials</td>
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**Evaluator**

**Date**

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*A PENNSYLVANIA STAFF DEVELOPMENT PROJECT*
An additional critical component of a quality resource is respect and empowerment. Not only should topics be interesting, and the work challenging, but the best of books respect the learners' ability and encourage their independence. Tasks and exercises will be explained fully so that learners can do these at home with little or no teacher guidance. There should be an answer key included in the text to encourage students to move ahead at their own pace and to encourage learning independence.

When students and instructors pick up the material, is it attractive and approachable? Adult learners need to like the material.

**Objectivity** — 9 points HPS

Respect and empowerment for the adult learner go hand-in-hand with recognition of the present role and the past, often overlooked, importance of women and minorities in American society and history. Respect for the adult learner is evident through the presentation of language, pictures, characters, and underlying philosophy. Empowerment can be seen in the author's presentation of characters that model the adult learners' resources of self and community.

**Components and Organization** — 12 points HPS

Many adult educators work part time and find themselves limited in the time they can spend on preparation for class. Materials which are well-organized are likely to be used effectively. Therefore, the best materials were clear in their presentation and had each unit organized in a predictable manner.

The advent of good CAI programs calls into question how much money should be spent on such materials. Recognizing that not every ABLE program has computer capability or the funding needed for software, this publication, nevertheless, reviewed and recommended as supplementary CAI materials reviewers felt would make a meaningful addition to the classroom.

**Teacher Materials** — 15 points HPS

The scope and quality of teacher support materials such as manuals and answer keys varied widely. In some cases, such as enrichment readers, there was no real need for them. Each instructor should consider the personal value of such support when examining and selecting material.

**ANNOTATED LISTINGS**

Each resource listed in this publication is identified as to **Purpose** (academic, vocational, family literacy, life skills); **Setting** (Class, tutor, or self-directed); **Format** (core series, basic text, supplemental, reference); **Level** (Adult Literacy, ABE, Pre-GED, GED or Multilevel) and **Skills** (Critical Thinking, Grammar, Math, Reading, Social Studies, Spelling and Vocabulary).

**PRICE OF MATERIALS**

Every effort has been made to publish accurate prices as of June 1, 1994. But they are not guaranteed by the publishers. Please be aware that (for purposes of comparison) the prices quoted are single item prices. When ordering in quantity, you will find in nearly every instance that the cost for multiple copies is much less than the prices
BIBLIOGRAPHY OF
Teacher Resources and Learner Materials

The following references are particularly helpful in reviewing additional ABLE learner resources, designing curricula, and making decisions about materials for individual students.


## Life Skills

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<td>Reading Skills for Daily Living</td>
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<td>Social and Functional Skills Curriculum Kit</td>
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<td>Understanding Your Income Tax</td>
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## Family Literacy

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<td>Core Series</td>
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<td>Save Your Life Glossary, The</td>
<td>Reference</td>
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<td>I Can Do It</td>
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<tr>
<td>I Wanna Be the Kinda Father</td>
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<td>17</td>
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<tr>
<td>Let's Read Together</td>
<td>Supplemental</td>
<td>17</td>
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<td>You and Your Child's Teacher</td>
<td>Supplemental</td>
<td>19</td>
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<td>Your Home is a Learning Place</td>
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## Vocational Skills

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<td>Workplace Dynamics</td>
<td>Learning Package</td>
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<td>Employment for Individuals with Disabilities</td>
<td>Reference</td>
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<td>Reading for Employment; Reading for Daily Living</td>
<td>Supplemental</td>
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<td>Math in the Workplace</td>
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The Adult Learner, subtitled Strategies for Success, could be used in any life skills, workplace, or GED program. It provides readers with self-assessments, exercises, case studies and tips that can help adults develop their learning skills and master new ways to acquire and remember information.

This excellent text was designed to be self-directed but seems to be better suited to small group instructor-directed situations.

**Budgeting Your Time and Money**

Publisher South-Western
Author(s) Ransbottom & Moreland Nichol
Setting: Class; Tutor

Purpose: Academic, Life Skills

Reading level: 4+

Format: LS Basic Text
Level: ABE

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<th>Components</th>
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<tr>
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<td>Audio Tapes</td>
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Rating:
- Objectives: 15
- Validity: 9
- Content: 26
- Objectivity: 9
- Organization: 12
- Teacher Support: 10
- **Total:** 81

**SKILLS**
- Writing
- Reading
- Math

This book would be an excellent resource in a tutor setting. The directions are very clear and it would be easy for anyone to follow. It covers the topic of cutting daily costs in a concise and very practical manner.
In this book decision-making is addressed as a skill to be learned. I like that! Adult learners need a 4+ reading level to handle the material. They are led through exercises that help them learn how to make intelligent decisions.

The starting unit deals with why people have a difficult time deciding. This is very interesting and causes students to think about their own situation. The questions are often open-ended and could lead to good group discussion.

This book is better used in the classroom than in independent work or in a tutor/client situation.
Life Skills for Today’s World 1994
Publisher  Steck Vaughn
Author(s)  Vivian Bernstein

SETTING: Class; Tutor; Self-Directed

PURPOSE: Life Skills

COMPONENTS | PRICE
---|---
Text | 
Workbook | 
Teacher’s Guide | 
Audio Tape |

READING LEVEL: 3-4

FORMAT | LEVEL | RATING
---|---|---
Core Series | Literacy | 
Reference | ABE | 
Supplemental | Life Skills |

SKILLS
Math | Reading |
Writing |

This life skills series offers high adult interest, comprehensive how-to information, and critical thinking activities at a third grade reading level. The workbooks cover: Money and Consumers, The World of Work, Your Own Home, Personal Health, and Community and Government.

Each chapter begins with introductory questions setting the instructional framework followed by photos and descriptive passages about characters facing familiar situations. New words are defined in the text or page margins as well as in a glossary at the back. Writing is encouraged by having students complete Workshop Practice blank forms and by responding to lesson topics in a personal journal.

Listening Skills and Speaking Skills 1993
Publisher  South-Western
Author(s)  L. Ann Masters

SETTING: Class; Tutor; Self-Directed

PURPOSE: Life Skills

COMPONENTS | PRICE
---|---
Text | 
Workbook | $6.25 |
Teacher’s Guide | Free |
Audio Tapes | 

READING LEVEL: 5-6

FORMAT | LEVEL | RATING
---|---|---
Supplemental | Life Skills | 
ABE | 
Pre-GED |

SKILLS

These two self-paced workbooks are designed to help students learn how to listen and to improve their basic speaking skills at home and on the job.

The books are subdivided into three sections. The Listening Skills book takes a look at the process of listening and then focuses in on specific listening skills, particularly those needed in the workplace.

The Speaking Skills workbook covers communicating with others, speaking in the workplace, and improving your general speaking skills. These would be helpful for job clubs or employability training.
Making Major Financial Decisions 1993
Publisher South-Western
Author(s) Ransbottom & Moreland Nichol

SETTING:
PURPOSE: Life Skills
COMPONENTS PRICE
Text
Workbook $6.25
Teacher's Guide Free
Audio Tape

READING LEVEL: 4-5
FORMAT LEVEL RATING
Supplemental Multilevel Objectives 15
Life Skills Validity 9
Content 21
Objectivity 9
Organization 12
Teacher Support 11
TOTAL 77

Math in the Supermarket 1992
Publisher Educational Design, Inc.
Author(s) Larry Parsky

SETTING: Class; Tutor
PURPOSE COMPONENTS PRICE
Life Skills Life Skills Math Series
Consumer Math Text $7.75
Workbook
Teacher's Guide Free
Audio Tapes

READING LEVEL: 4+
FORMAT LEVEL RATING
Supplemental Literacy Objectives 14
Life Skills Validity 7
ABE Content 21
Objectivity 9
Organization 12
Teacher Support 13
TOTAL 76

The Math in the Supermarket workbook is part of Educational Design's Life Skills Math Series which includes Math for the World of Work, Math for Food Service Occupations and Math for Employment.

It teaches basic math skills as well as consumer math and is recommended for a lifeskills class or for any class where students have failed with traditional math.

The concrete shopping experiences are excellent and students will find the charts, graphs and other visual cues very helpful. The teacher's guide is equally good. The supplementary projects listed in the guide are lessons in themselves.

THE 1994 CURRICULUM GUIDE FOR ABLE PRACTITIONERS
Problem-Solving
Publisher South-Western
Author(s) Barbara J. Braham

SETTING: Class; Tutor

PURPOSE: Academic Life Skills

COMPONENTS
Text
Workbook
Teacher's Guide
Audio Tape

PRICE
$6.95
Free

READING LEVEL: 4+

FORMAT LEVEL RATING
Supplemental Multilevel

SKILLS
Language Arts Reading
Writing Critical Thinking

Life Skills

Problem-Solving, the companion book to South-Western's Decision-Making focuses on the problem-solving process: defining a problem, identifying the problem's cause and effect, and using a variety of problem-solving skills.

The adult learner needs to be able to read on at least a 4th grade level in order to work independently. A good coping skills book; it would also serve as an excellent supplement to a GED class.

Life Skills

Reading Skills for Daily Living (CAI Program)
Publisher Merit Audio Visual
Author(s) Group

SETTING: Class; Self-Directed

PURPOSE: Academic Life Skills

COMPONENTS
Text
Workbook
Teacher's Guide
Computer Disks

PRICE
$199.00 per set

READING LEVEL: 4-7

FORMAT LEVEL RATING
Supplemental ABE

Reading

This CAI program addresses adult topics such as jobs, money management, the environment, government, health care and shopping.

Designed for use with English-As-A-Second-Language or Adult Basic Education students, the four sets of data disks are classified as low beginner, high beginner, low intermediate and high intermediate. Each set contains 2 data disks and a teacher's key disk.

The reading activities deal with recognizing central thoughts, recalling facts, sequencing, drawing inferences and conclusions.
### Social & Functional Skills Curriculum Kit

**Publisher**: Philip Roy  
**Author(s)**: Group

**SETTING**: Class

**PURPOSE**:  
- Academic
- Life Skills
- Workplace
- Family Literacy

**COMPONENTS**  
- Includes 175 Duplicable Worktexts
- Teacher's Guide
- Audio Tapes included

**PRICE**: Complete Kit $995.00

**READING LEVEL**:

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<thead>
<tr>
<th>FORMAT</th>
<th>LEVEL</th>
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**SKILLS**  
- Writing: Reading  
- Math: Critical Thinking

**Understanding Your Income Tax**

**Publisher**: South-Western  
**Author(s)**: Ransbottom & Moreland Nichol

**SETTING**: Class

**PURPOSE**  
- Life Skills
- Consumer Math

**COMPONENTS**  
- Text
- Workbook $6.25
- Teacher's Guide Free
- Audio Tapes

**PRICE**: 

<table>
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<tbody>
<tr>
<td>Supplemental</td>
<td>ABE</td>
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**SKILLS**  
- Consumer Math: Reading

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**Life Skills**

This multi-purpose curriculum covers 11 areas of functional skills and eight areas of personal skills, citizenship, and life skills. Packaged in 14 separate looseleaf binders, it has 175 duplicable worktexts and audiotapes.

The subject matter includes units on career awareness; consumer awareness; document literacy; applying arithmetic operations; learning to learn; family literacy; health & wellness; decision making and self-management.

This kit can stand alone or be used with a curriculum already in place. The teacher's manual is clear on objectives and outcomes; the audio cassettes are most beneficial. It is one of the most complete curriculum reviewed – a year's worth of teaching.

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**Life Skills**

*Understanding Your Income Tax* provides the explanations and hands-on practice that can help students develop the skills to handle their personal taxes. Topics include keeping personal records, understanding your taxes and preparing your tax return.

The sequencing of the material presented is very logical and the use of pictures helps to make a boring but important topic interesting. For students reading at a 4+ level, the content makes the material useful for independent work.

The teacher's guide is helpful for novices and challenging for the experienced ABLE teacher.
These two booklets take the mystery out of pregnancy and childbirth, and provide information on a child's development in its first year.

The Childbearing Year explains measures mothers-to-be can take to keep themselves and their baby healthy during pregnancy. A Good Beginning is laid out in calendar-format and provides brief information on baby's first year. Each section tells what babies like to do at each stage and suggests activities to do with the child and things to make as toys. There is space for brief notes.

Both books are a great resource for fathers and prospective fathers as well as first-time mother

This six-workbook series is available in English and Spanish. It provides activities for parents and children organized around the months of the year. In addition to holiday experiences that parents can share at home with their children, the booklets focus on thematic activities and learning experiences.

When children go back to school in September, the booklet for that month features traffic lights. Other activities include working with colors, numbers, shapes, sizes, weather, animals, meal preparation and shopping experiences. The activities are practical and the books provide good support for parent/child learning.

Both books are a great resource for fathers and prospective fathers as well as first-time mother.
This collection of 21 poems by Omanii Abdullah is wonderful for family literacy in the African American community.

The author states his purpose as attacking negative stereotypes of black males and his forceful blend of joy and despair, loneliness and love, the personal and the political do much to carry out this mission.

There is an accompanying audio tape of Mr. Abdullah reading his poems.

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**THE 1994 CURRICULUM GUIDE FOR ABLE PRACTITIONERS**

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Let's Work It Out
Publisher New Readers Press
Author(s) Group

SETTING: Class; Tutor; Self-Directed

PURPOSE: Life Skills

READING LEVEL: 3-6

FORMAT | LEVEL | RATING
--- | --- | ---
Basic Text | Literacy | Objectives 3
Supplemental | ABE | Validity 17
 | ESL | Content 17

SKILLS
Reading

COMPONENTS | PRICE
--- | ---
Books (each) | $2.25
Workbook | 
Teacher's Guide | $14.25
Audio Tapes | 

This family literacy series of eight booklets can be used in an ABE class or as an eight-week parenting program. Having the material presented at two levels allows a wide range of students to use these booklets independently as well as in class discussion.

Subject matter includes Talking about Sex; Coping With School; Discipline; Problem Solving; and Family Crisis. The materials are positive in looking for and validating the information parents' possess. In some, they are weak in presenting additional information.

Generally, the books are very practical, brief, and to the point. They would make a good introduction to a discussion of individual issues or a good study program when used as a series.

Save Your Life Glossary, The
Publisher Curriculum Associates
Author(s) Deborah Adcock

SETTING: Class; Tutor; Self-Directed

PURPOSE: Life Skills

READING LEVEL: 5-8

FORMAT | LEVEL | RATING
--- | --- | ---
Supplemental | Multilevel | Objectives 11
Reference | | Validity: 9

SKILLS
Reading

COMPONENTS | PRICE
--- | ---
Text | $14.95
Workbook | 
Teacher's Guide | $1.95
Audio Tape | 

This 40-page manual is a good resource for adults, especially parents interested in understanding drugs. It includes a glossary of AIDS-related terms and definitions relevant to alcohol, tobacco and drugs.

There are Alert Sections dealing with issues; a Focus Section, that charts information about families of drugs; and an Information Section, listing organizations and agencies that offer help and treatment.

This book can be used successfully with adults reading at 5+ grade level; as a reference on drugs and drug vocabulary; as a self-assessment for parents to determine if they understand some key issues; and to promote discussion between parents and children.
You and Your Child's Teacher, written at a 3+ grade level, is a great resource for parents on how to work with their children's school. It covers day to day planning and offers suggestions on problem solving.

Chapter titles include: Making Phone Calls; Sending Notes; Meeting Face to Face; Keeping a Home File; Returning Papers and Forms; and Working with Teachers.

Your Home is a Learning Place is an excellent resource book to help parents support their children's learning. It suggests how parents or grandparents can use an everyday activity, such as cooking, as the basis for enjoyable learning.

This book is practical with just enough information to help parents understand why a particular activity is helpful and what can be learned by doing it. Activities are grouped as follows: Observe and Remember; Reading; Writing; Listening and Speaking; Math; Putting Skills Together; and Drama and Art.
Career Planning and Development is the latest addition to South-Western's Life Skills Series. A self-paced, competency-based program for developing basic skills for jobs and personal use, this nicely-formatted book helps adults examine the skills they possess and identify the skills they need for employment.

It specifically addresses the process of preparing for a job interview and completing a job application. The objectives for each unit are shown and evaluations are given. There is an answer key at the back of the book.

Employment for Individuals with Disabilities

This 600-page reference provides teachers and students with up-to-date information about the employment rights of individuals with disabilities.

There are suggestions as to how to identify job requirements, conduct interviews and match individuals with appropriate occupations. The book covers physical demands, intellectual and communications skills, work situations and environmental concerns.

It has a good reference section that identifies Centers for Independent Living, Regional and State Federal Programs and lists offices that can be called for assistance.
This core series for pre-employment or, possibly, workplace programs provides information about working in Health Care, Manufacturing, Food Service, Office Work, Commercial Truck Driving and develops reading and vocabulary skills essential to jobs in these areas.

Each area has four Mastering Reading: Skills for Success workbooks that progress from 3rd to 7th grade reading level. The material is well-presented and the format is good. The free teacher's guide has lots of ideas for presentation of the material.

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This practical job-related math software allows students to choose math activities in their area of interest, whether it be agriculture, agribusiness, building trades, business and marketing, health occupations, home economics or industrial technology.

An introductory tutorial is followed by six sets of questions in each area. Reproducible masters are provided so the teacher can supplement the CAI program with student worksheets. Adults operating at a 9+ level can identify five different kinds of graphs, interpret and compare two sets of data, create their own graphs from tables of data, and choose the appropriate graph for the job.
A great book for follow-up discussion, the More Than A Job Anthology encourages people to think about their lives and the lives of others. It uses short readings by famous and not so famous people, young and old, living and dead, to help students to develop analytical skills.

This anthology contains short stories, oral histories, newspaper articles and quotations. There are read-along tapes and photocopy masters as well as a teacher's guide with detailed plans and activities for five units.
**Reading in the Workplace (CAI Series)**

*Publisher:* Educational Activities  
*Author(s):* Davis, Meng and Reese  

**SETTING:** Class; Self-Directed  

**PURPOSE:** Vocational, Academic  

**COMPONENTS**  
- Text  
- Activity Masters  
- Teacher's Guide  
- Audio Tapes  
- Set of 6 IBM/Apple

**PRICE**  
- Included in pkg.  
- Free  
- $295.00 per Level

**READING LEVEL:** 3-5; 5-7; 7-9

**FORMAT**  
- Supplemental  
- Multilevel

**SKILLS**  
- Reading  
- Critical Thinking

**VOCATIONAL**  

This job-based reading program features language arts development skills. Students read passages related to the automotive, health care, clerical, and construction industries; then complete activities that call for critical thinking, recognizing problems, making inferences, determining cause and effect, identifying main ideas and drawing conclusions. There is a built-in dictionary which is very useful.

Each of the four job-specific topics containing levels 3-5; 5-7 and 7-9 is sold as a Complete Set. This set includes six disks, management documentation and supplemental worksheets.

**Spelling the 100 Most Used Words**

*Publisher:* South-Western  
*Author(s):* Merle Wood  

**SETTING:** Class; Tutor

**PURPOSE**  
- Academic  
- Vocational  
- Life Skills

**COMPONENTS**  
- Text  
- Workbook  
- Teacher's Guide  
- Audio Tapes

**PRICE**  
- $6.25  
- Free

**READING LEVEL:** 3-4

**FORMAT**  
- Supplemental  
- ABE  
- Reference  
- Pre-GED

**SKILLS**  
- Spelling

**VOCATIONAL**  

This workbook with the accompanying teacher's guide takes a basic subject and treats it in an adult manner. It is very helpful in learning how to spell the 100 most used words in business communication today.

The exercises in the workbook as well as the bonus exercises in the teacher's manual help students to use common words again and again in order to spell them correctly. It should prove useful in ABE, employability, and workplace classes.
This field-developed learning package provides role playing and simulations that build basic skills plus the new skills needed in today's workplace: analysis, evaluation, problem-solving, brainstorming, collaboration, and conflict resolution.

The Workplace Dynamics Learning package includes reproducible materials for participants. The teacher's guide provides strategies for simulations and role plays. A great chart, Workplace Dynamics at a Glance, lists each activity, whether it's a role play or simulation and if it's adaptable. The guide covers any question that might arise.

These two workbooks cover basic English Grammar and writing with a special emphasis on getting and keeping a job.

Grammar and Writing for Job and Personal Use has pre-tests and post-tests, check points and analysis charts. It begins with writing sentences and paragraphs and progresses to writing memos and letters.

Writing for Employment focuses on preparing a personal profile and resume as well as completing job applications.
## Math

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<td>Math Diagnostic Inventory</td>
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## Reading

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<td>Winners Series</td>
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This comprehensive CAI test determines the approximate math ability of students with unknown math skills. Two disks cover whole numbers, fractions, and decimals. The teacher can select options for the program through a management disk.

The test determines strengths and weaknesses and the results may be printed or viewed on-screen. Students can take the test independently, exit at any time, and begin where they left off. There are reproducible worksheets on which to work out the problems and enter the solutions into the computer.

--- CAI PROGRAM ---
Best used for practice and drill, this interactive math program consists of 8 modules covering the entire range of 0-12th grade math skills.

A classification system allows for exact placement of students who can thereafter control the pace in all tutorials, practices and quizzes. Correct answers get immediate responses and incorrect answers are led into instructional review.

Problems are randomly generated so that lessons can be repeated providing extra practice until students achieve mastery. Each lesson ends with a quiz. If students score below 70%, they return to the tutorial and more practice.

Publisher: Educational Activities
Author(s): Michael P. Conlon w Gilmore & Dow

Setting: Class; Self-Directed

Purpose:

Components

Price

Reading Level:

Format

Level

Rating

Skills

Math

Basic Math Competency Skill Building

Publisher: Educational Activities
Author(s): Howard Behrns

Setting: Class; Self-Directed

Purpose:

Components

Price

Reading Level:

Format

Level

Rating

Skills

Math
Fraction Action (CAI Program)
Publisher: Educational Activities
Author(s): Jason A. Dylan

SETTING: Class; Self-Directed

PURPOSE:
Academic

COMPONENTS
Text
Reproducible masters Included in pkg.
Teacher's Guide Free
Audio Tapes
8 Disks IBM/Apple $295.00

PRICE

READING LEVEL: 4-6

FORMAT LEVEL RATING
Supplemental ABE Objectives 15
Pre-GED Validity 9
Content 24
Objectivity 9
Organization 12
Teacher Support 15
TOTAL 84

SKILLS
Math

Math Diagnostic Inventory-Word Problems
Publisher: Merit Audio Visual
Author(s): Group

SETTING: Class

PURPOSE
Academic

COMPONENTS
Text
Workbooks
Teacher’s Guide
Audio Tapes
2 Disks IBM or Apple $199.00

PRICE

READING LEVEL: 2.5-8 Math

FORMAT LEVEL RATING
Assessment ABE Objectives 12
Pre-GED Validity: 9
GED Content 22
Organization 7
Teacher Support 10
TOTAL 69

SKILLS
Math

Great for remediation at the ABE - Pre-GED level, this highly graphic approach teaches the concept of fractions in a way that students should enjoy as well as understand.

The CAI program is student-directed and excellent worksheets are provided for each lesson in the form of reproducible masters.

Fraction Action can easily be used to supplement any basic math text. It is a good program with excellent fraction remediation for those learners who need fractions presented just one more way.

Math

— CAI Assessment Program —

This math inventory takes 40 minutes to diagnose weaknesses in doing application problems so that teachers can provide help where it is needed. It also has a feedback option for students.

This CAI assessment of word problems for math levels 2.5-8 covers numbers and notation, number operations, fractions, percents and decimals, geometry, measurement, integers, algebra, probability and statistics, and word problem techniques.

While this software quickly determines students levels in math, a TABE test will provide the same information.
Math Matters for Adults

Publisher  Steck-Vaughn
Author(s)  Karen Lassiter

SETTING:  Class; Tutor

PURPOSE:  Academic

COMPONENTS
- Text
- Workbook
- Teacher's Guide
- Audio Tape

PRICE
- $7.96

Math Matters for Adults covers instruction and practice in basic mathematics from whole numbers through measurement, geometry and algebra. The four workbooks reflect different workplace settings and recreational settings.

These are traditional workbooks but place a real emphasis on areas that tend to give adults a great deal of trouble: fractions and measurement.

A nice feature is the Putting Your Skills to Work section of each book which applies taught concepts to solving real-life problems. The area Being A Consumer, which features pertinent charts and multi-step word problems, should be of interest and value to adult learners.
This five-part videotape series reviews the skills needed to solve one and two-step problems. The tapes teach: Problem Solving Strategies; Fractions and Decimals; Percents, Ratios and Proportions; Measurement, and Graphs, Charts and Tables.

Learners can pause the video at any time and do the math exercises on their own. They can then compare their answers with the solutions on the videotape. The program is particularly appealing because it not only uses creative graphics to help explain key elements of math problems but goes on to apply the skills learned to real life problems.

Real Numbers: Developmental Thinking in Math

This five-book series is designed to help students develop thinking skills in math. It can be used with upper level literacy students, ABE, Pre-GED, and Workplace classes where the measurement text would be helpful for programs needing ruler and scale skills.

The Estimating Books contain good practice in determining which answers do and do not make sense. They also provide good test-taking strategies.

The Algebra Book uses excellent visual aids to teach basic equations and signed numbers and the Geometry Workbook provides a good transition from text learning to real-life situations.
**Basic Cloze Reading (CAI Program)**

*Publisher* Merit Audio Visual  
*Author(s)* Group  

**SETTING:** Class, self-directed

**PURPOSE:**
- Academic
- Life Skills
- Workplace
- Family Literacy

**COMPONENTS**
- Text
- Replicable Masters
- Teacher's Guide
- Audio Tapes
- 2 disks IBM/Apple/MAC

**PRICE**
- Included in pkg.
- Free
- $98.00

**READING LEVEL:**
- 3-4

**FORMAT**
- Supplemental

**LEVEL**
- ABE
- Pre-GED
- GED
- ESL

**SKILLS**
- Reading

**RATING**
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**TOTAL** 70

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*Recommended for all ABLE classes with access to a computer, this learning styles inventory helps teachers discover each student's preferred mode of learning and provides prescriptive information that enables instructors to select resources that match each learner's strengths.*

Students rate 45 statements on a 4-point Lickert Scale. Tabulation of the responses results in a graph that identifies cognitive preferences. This CAI instrument can also calculate a learning style for the whole class so instructors can compare their own learning/teaching modality against the preferred class style.

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*This CAI reading program can be used with a wide variety of ABLE and ESL learners. Students read short passages about job-related and leisure time activities and then fill in the blanks using context clues. Designed to help learners improve their vocabulary and use of idioms, it includes activities such as multiple choice, missing letters and scrambled words.*

The *Basic Cloze Reading Program* is self-directed and self-correcting. Performance is evaluated at every level and students get their scores immediately. A teacher key allows the instructor to modify material, keep records and print worksheets.
The Bridges to Critical Thinking Series addresses the fact that the way we approach reading (the strategies we use) depends upon what we are reading and our purpose in doing so.

In the Fiction Workbook, the focus is on understanding the basic elements in fiction and developing literal and interpretive reading skills. Reading Nonfiction prepares students for reading in the content areas and introduces them to outlining and note-taking skills. The Mind-Stretcher activities in Reading for Decision Making are enjoyable and help learners develop their problem-solving skills. Altogether, a challenging series for learner and teacher.

Core Reading & Vocabulary Development

Designed for older students, this CAI basic reading program will hold the interest of adult new readers as they progress from a beginning level that introduces 35 basic words to a third grade level. Each lesson consists of nine different activities which can be completed in about 45 minutes.

Accompanying worksheets can be used for delayed recall practice. The program is designed to exercise different learning modalities and to integrate reading, writing, memory training, and visual perception.
Diagnostic Prescriptive Reading (CAI Program)
Publisher: Merit Audio Visual
Author(s): Group

**SETTING:** Class; Self-Directed

**PURPOSE:**
- Academic
- Life Skills
- Workplace
- Family Literacy

**COMPONENTS**
- Text
- Workbook (each)
- Teacher's Guide
- Audio Tapes
- 7 Disks IBM/Apple

**PRICE** $365.00

**READING LEVEL:** 3-8

**FORMAT LEVEL RATING**
- Supplemental
  - ABE
  - Pre-GED

**SKILLS**
- Reading

---

**Diascriptive Reading Programs (Level III Reviewed)**
Publisher: Educational Activities
Author(s): Carol Buchter

**SETTING:** Class; Self-directed

**PURPOSE**
- Academic

**COMPONENTS**
- Text
- Workbook
- Teacher's Guide
- Audio Tape
- Masters
- Free

**PRICE** 6 Disks IBM/Apple/MAC $335.00 per Level

**READING LEVEL:** 4 Levels Available

**FORMAT LEVEL RATING**
- Supplemental
  - Multilevel

**SKILLS**
- Reading

---

The Diagnostic Prescriptive Reading program uses six diagnostic tests to determine the student's reading level and suggest placement. There are 36 individualized and flexible reading lessons that focus on developmental skills such as main idea, sequencing, vocabulary development, fact or opinion, factual recall and inference.

This program provides good supplemental activities for ABE or ESL students. Self-directed and self-correcting, this program teaches one skill at six levels of difficulty. Performance is evaluated and students directed to a higher or lower level according to their scores.

---

There are four levels of this diagnostic, prescriptive and developmental CAI tutorial reading program. The readability for Level I is 1.5-4.5; Level II covers 2.5-7.5; and Level IV is at 7-11.5. All provide individualized instruction with immediate feedback and positive reinforcement.

Level III (5-9), which was reviewed, addresses details, inference, main idea, vocabulary and sequence. Each lesson concentrates on one reading skill and is self-directing and self-correcting. The interest level applies to adults.
Food for Thought: Reading & Thinking Critically
Publisher South-Western
Author(s) Esta de Fossard

SETTING: Class; Self-Directed
PURPOSE: Academic
Life Skills
Workplace
Family Literacy

COMPONENTS
Academic
Text
Workbook (each)
Teacher's Guide
Audio Tapes
Test Package

PRICE
$22.95
Free

READING LEVEL: 4-7; 7-10; 10-14

Kaleidoscope: Sets A & B
Publisher New Readers Press
Author(s) Sara H. Frommer

SETTING: Class; Tutor; Self-Directed
PURPOSE: Academic
Enrichment
Family Literacy

COMPONENTS
Readers (each)
Workbooks
Teacher's Guide
Audio Tapes (4)

PRICE
$2.25
$20.00

The 1994 Curriculum Guide for Able Practitioners

Reading

This critical thinking series is designed to be used at three reading levels and contains placement, mid-tests, and post-tests. It covers topics such as human rights, ethics, and gun control. *Food for Thought* expands adult learners' vocabulary and challenges their thinking skills.

This program can be used for 45 minutes a day as part of a class or independently. The three levels have the same information which allows all students to work on the same material and engage in group discussions about the content.

Kaleidoscope: Sets A & B provides adult new readers with a choice of 16 short stories and read-along tapes. Ranging in pages from 24 to 31; they deal with adult characters and treat their lives, trials, and successes with humor and compassion.

The reader, *Hi Doll*, for example, deals with harassment on the job so the topics are timely and new readers could possibly relate to some of the stories.
Laubach Way to Reading Software
Publisher: New Readers Press
Author(s): Group

SETTING: Class; Tutor
PURPOSE: Academic

COMPONENTS
- Text
- Workbook
- Teacher’s Guide
- Audio Tapes
- IBM/Apple II

PRICE: $185.00

READING LEVEL: Laubach 1-4

FORMAT
- Supplemental
  - Literacy
  - ABE

LEVEL
- ABE

SKILLS
- Reading

OBJECTIVE RATING
- Objectives: 10
- Validity: 7
- Content: 26
- Objectivity: 9
- Organization: 9
- Teacher Support: 10
- TOTAL: 71

More Stories Set and Tapes
Publisher: New Readers Press
Author(s): Group

SETTING: Class; Tutor
PURPOSE: Academic

COMPONENTS
- Readers (set)
- Workbook
- Teacher’s Guide
- Audio Tapes (set 4)

PRICE
- Readers (set): $11.95
- Audio Tapes (set 4): $56.00

READING LEVEL: Laubach 1-4

FORMAT
- Supplemental
  - Literacy
  - ABE
  - ESL

LEVEL
- ESL

SKILLS
- Reading

OBJECTIVE RATING
- Objectives: 14
- Validity: 9
- Content: 26
- Objectivity: 9
- Organization: 12
- Teacher Support: 10
- TOTAL: 80

A series of read-along tapes is now available to accompany More Stories 1-4, a complement to the Laubach Way To Reading Series. These readers and tapes are correlated to Laubach levels and reinforce the vocabulary learned in the Laubach Way To Reading.

Many of the stories deal with characters introduced in the series which provides for reader continuity and interest. The tapes are well done, very slow and deliberate for the new reader. At the beginning of each story, the new words for that story are given, which is very helpful.

These books would be excellent for ESL as well as for new readers.
Multicultural Reading Series, Books 1-4

Publisher: Educational Design, Inc.
Author(s): Hodges & Margulies

**SETTING:** Class; Tutor; Self-Directed

**PURPOSE:**
- Academic; Life Skills

**COMPONENTS**
- Text
- Workbook (each) $7.75
- Teacher's Guide Free
- Audio Tapes

**PRICE**

**READING LEVEL:** 4-8

**FORMAT**
- Supplemental
  - ABE
  - Pre-GED

**LEVEL**

**RATING**
- Objectives 13
- Validity 8
- Content 22
- Objectivity 9
- Organization 12
- Teacher Support 13
- TOTAL 77

Power Vocabulary: Basic Word Strategies for Adults

Publisher: Cambridge Adult Education
Author(s): Dorothy Rubin

**SETTING:** Class; Tutor

**PURPOSE**
- Academic

**COMPONENTS**
- Text
- Workbooks (each) $5.25
- Teacher's Guide Free
- Audio Tapes
- Locator Test Booklet $1.75

**PRICE**

**READING LEVEL:** 3-5

**FORMAT**
- Basic Text
  - Multilevel
- Supplemental

**LEVEL**

**RATING**
- Objectives 10
- Validity: 9
- Content 20
- Objectivity 9
- Organization 9
- Teacher Support 10
- TOTAL 67

Each workbook in the Multicultural Reading Series contains 20 stories written at 4-8th grade level. The selections are of high interest to adults and would be a very good supplement to ABE classes. They would also be good for tutors to use.

After reading the stories, learners must answer critical thinking and comprehension questions as well as complete vocabulary, study skills and writing exercises.

The workbooks are good for building self-esteem for minority students and for teaching cultural diversities. The teacher's guide is easy to read and follow. It has clearly stated objectives for each lesson and contains an answer key.

This well-paced five-book series encourages the fast acquisition of a basic vocabulary that can be used in the community as well as in the classroom. It begins at a 3rd grade reading level and would be useful in a classroom or tutorial setting or as a GED class supplement.

Power Vocabulary relies on a knowledge of phonics although it does include contextual strategies for increasing vocabulary such as scanning sentences for clues and using synonyms and antonyms. There is a separate locator test. The books provide pre-tests and post-tests. The unit reviews are excellent and offer systematic coverage of previous materials taught.
The Reader's Choice Series combines reading and critical thinking skills. The three workbooks are specifically designed for students reading at an ABE (4-6) level. They can, however, be used successfully by creative tutors and teachers with adults in literacy, ESL or pre-GED programs.

High-interest selections make this an enjoyable series packed with quality reading skills. The teacher's guide provides additional discussion and writing activities as well as defining teaching objectives and suggesting instructional strategies.

**Sports Books and Tapes**

Publisher  New Readers Press
Author(s)  Mel Cebulash

**SETTING:** Class; Tutor; Self-Directed

**PURPOSE**

**COMPONENTS**  
Academic
Enrichment

**PRICE**  
Readers (each)  $4.25
Workbook
Teacher's Guide
4 Audio Tapes (each)  $12.00

**READING LEVEL:**  3-5

**FORMAT**  
Supplemental

**LEVEL**  
ABE
Pre-GED
GED

**RATING**  
Objectives  14
Validity  9
Content  20
Objectivity  9
Organization  8
Teacher Support  15
**TOTAL**  75

These four tapes and 64-page books on baseball, football, basketball and prize fights provide very high interest material for reading and discussion. They are great for sports enthusiasts, especially for male new readers.

Narrated by Phil Rizzuto, Frank Gifford, Dick Vitale and Sean O'Grady, the tapes are good, well-paced, enthusiastic, and easy-to-understand. The stories can be reread or read following the use of the tapes. They are great sports stories of the 20th Century and they are excellent.

Seemingly geared to high school students, it nevertheless is very high interest for adults. Each reader contains eight 4-page stories. There is a good variety of review activities at the end of each story: true and false questions; fill in the blanks, drawing conclusions, etc.

The glossary at the end of each book is excellent, enabling the student to review and return.

---

**Stories of America**

Publisher: Steck-Vaughn  
Author(s): Group  
Setting: Class; Tutor; Tutor  
Purpose: Academic Enrichment  
Reading Level: 3-5  
Format: Supplemental  
Skills: Reading, Critical Thinking, Writing  
Price:

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Reading

This series of basic readers at 3-5th grade level is very nicely done. It presents 22 stories of America that provide the adult learner with representative multicultural vignettes of our national experience. The artwork is excellent and the idea that well-known authors are represented is good.

The lower level (3) might be difficult for higher level literacy students but the series has such excellent illustrations that visual cues would provide needed support. These are high interest books and they have an outstanding teacher's guide full of strategies and enrichment activities. The objectives are clearly stated and could be used to develop an individual client plan.
**Timeless Tales**

Publisher: New Readers Press  
Author(s): Retold by Tana Reiff  
Published: 1993

**SETTING:** Class; Tutor; Self-Directed

**PURPOSE:** 
- Academic
- Family Literacy
- Enrichment

**COMPONENTS**

- Reader (each) $4.25
- Workbook
- Teacher's Guide
- Audio Tapes (each) $10.50

**READING LEVEL:** 2-3

**FORMAT**
- Supplemental
  - Literacy
  - ABE

**SKILLS**
- Reading

**RATING**

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*Timeless Tales* is a series of tall tales, fables, classic adventure and love stories that have been rewritten at a second to third grade reading level by Pennsylvania's own Tana Reiff. Accompanied by read-along tapes, they will appeal to adults reading at every level. The illustrations are excellent and the stories are truly timeless.

The introduction to each book tells what to expect. A very new reader might not be able to grasp the point without some direction from the teacher. The stories should also appeal to children, and once mastered, will make great material for parents reading to their children.

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**Winners Series**

Publisher: Steck-Vaughn  
Author(s): Melissa & Henry Billings  
Published: 1993

**SETTING:** Class; Tutor; Self-Directed

**PURPOSE**
- Academic
- Enrichment

**COMPONENTS**

- Readers (each) $6.95
- Workbook
- Teacher's Guide
- Audio Tapes

**READING LEVEL:** 2-4

**FORMAT**
- Supplemental
  - Literacy
  - ABE

**SKILLS**
- Writing
- Reading

**RATING**

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*The Winners Series* is comprised of four two-color magazine-format readers that feature adult achievers who won Nobel Prizes and Congressional Medals of Honor, who were winners in the Olympic Games and who are honored in Halls of Fame.

An exceptional series for the adult learner, it could be used to build self-esteem as the stories are about ordinary people who accomplished extraordinary things. The review at the end of each story enables the learner to try a variety of skills and then complete an evaluation at the end of the book. This is a real winner!
### Pre-GED & GED

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### Language Arts

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Algebra Made Painless (CAI Program)
Publisher Educational Activities, Inc. 1987
Author(s) Jason A. Dylan

SETTING: Class; Self-Directed

PURPOSE: COMPONENTS PRICE
Academic
Text
Workbook
Teacher's Guide
Video Tapes
6 Disks IBM/Apple $295.00

READING LEVEL:

FORMAT LEVEL RATING
Supplemental ABE 15

SKILLS
Math

Foundations Series
Publisher Contemporary 1993
Author(s) Group

SETTING: Class; Self-Directed

PURPOSE COMPONENTS PRICE
Academic
Text
Workbook (each) $9.66
Teacher's Guide
Audio Tape

READING LEVEL: 4-6

FORMAT LEVEL RATING
Core Series ABE 11
Pre-GED

SKILLS
All GED Areas Critical Thinking

GED: Math
This 6-disk series provides interactive self-paced instruction that is the equivalent of any Algebra text. The units cover Signed Numbers, Number Properties and Variables; One-Step Equations; Equations Requiring More Than One Operation; Linear Equations and Solving Algebraic Word Problems.

Each unit provides tutorial lessons and reviews of correct answers or detailed solutions for incorrect answers. Each of the four lessons in a unit ends with a five-item quiz. The 5th lesson combines all previously studied lessons.

The menu can be set so the program need not be done sequentially but can be chosen from a menu. I would love to have it in my ABE classroom!

Pre-GED Series
The Foundations Series takes a basic competency approach to Pre-GED instruction that integrates critical thinking, reading and writing in all content areas.

There is an excellent sequencing of topics in the Math Workbook with decimals presented before fractions. There is good continuity between the Social Studies and Science Workbooks as topic areas stress the same higher order thinking skills.

The Reading Workbook has an excellent presentation of poetry topics. The writing workbook contains good sample essays before the learner has to write that style of essay. All the books have Strategy boxes that restate the theories learned.
This workbook offers GED learners and instructors a very concise step-by-step procedure for writing the GED essay.

After an introduction on understanding the GED essay, there are examples of strong and weak essays, followed by activities designed to help learners to analyze a topic, and to plan, write and revise an essay.

The Checklist For Revisions is helpful in rewriting and editing. The book also contains a section on test-taking strategies. The unit that compares general essay topics to the more specific GED prompts is excellent.

GED Math Problem Solver

Publisher Contemporary
Author(s) Myrna Manly

SETTING: Class; Self-Directed

PURPOSE: Academic

COMPONENTS
Text
Workbook
Teacher's Guide
Audio Tapes

PRICE

$9.66
$7.25

FORMAT
Supplemental

LEVEL
GED

RATING
Objectives 10
Validity 9
Content 19
Objectivity 8
Organization 7
Teacher Support 13
TOTAL 66

The GED Math Problem Solver is an excellent text that integrates algebra and geometry with basic math skills. The workbook, which can be used alone as well with teacher direction, stresses early application of math reasoning skills such as estimating, and mental arithmetic.

The teacher's guide is well-organized, with dozens of classroom activities. It is especially useful for non-math teachers who need additional guidance to blend algebra and geometry with basic math skills.
This comprehensive review of math principles and applications includes problem-solving strategies, estimating, and calculator skills. There is a good ordering of instructional material by introducing decimal topics before fractions.

The Test-Readiness Checkups found at the end of each chapter are excellent to assist teachers or tutors determine if adult learners are able to translate their skills to a test situation.

There is an answer key in the workbook and a 56-item post-test and corresponding evaluation chart for assessment of the student's mastery of the subject.

Pre-GED 2000 Program

Publisher Steck-Vaughn

Author(s) Larry Dale Hodge

SETTING: Class

Purpose Academic

Components

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Reading Level: 5-7

Format Basic Text

Level ABE, Pre-GED

Skills Math

This CAI program serves as a self-contained companion to Steck-Vaughn's Pre-GED Series. Available for IBM or Apple, it builds reading and writing skills at 5-8th grade level.

Practice in reading in the subject areas of literature, social studies, and science are included in the reading component. The writing module has a separate grammar segment, and an on-screen dictionary is included.

The management component tracks learners enrollment and progress and provides control over access to testing answers. Pre-GED 2000 is a very good program and if there is sufficient money to purchase a CAI program, this would be an excellent choice.
This workbook series correlated to Contemporary’s Pre-GED Series, offers adult learners additional practice in grammar, writing, reading, critical thinking, basic math, problem-solving and the interpretation of visual data.

The Social Studies and Science Workbooks review basic strategies for answering multiple-choice questions based on charting, graphs, and main ideas. Post-tests use multiple-choice format, but not GED test question format.

Reading covers inference, main idea and literature questions. Writing Skills provides practice in grammar skills and the Math Workbook presents problem-solving skills in a very simple step-by-step process.
The Threshold Pre-GED Series has two math books: Book 1 covers whole numbers and decimals; Book 2 introduces fractions and percent.

There are three reading workbooks in the content areas of literature, social studies, and science. All texts offer GED practice exercises, a pre-test and a post-test.

This series could serve as a basic text for Pre-GED/ABE classes. The sample GED questions offer excellent preparation for the GED test.

Writing and Reading the Essay is a very comprehensive tool to aid GED students to acquire basic writing skills. It accentuates essential grammar skills such as irregular verbs, adjectives, punctuation, etc.

This workbook could be used alone or with instructor direction. It could serve as a basic text or as a supplemental workbook.

Part I presents basic writing skills. Part II can be used as a grammar resource handbook as well as a language skills handbook.
Amazing Century Series
Publisher: Contemporary
Author(s): Group

SETTING: Class; Tutor; Self-Directed

PURPOSE: Academic
COMPONENTS
- Text
- Workbook (each)
- Teacher's Guide
- Video Tapes

READING LEVEL: 5-6

PRICE
- $8.45
- $2.50

FORMAT
- LEVEL
- RATING
  - Core Series
    - Pre-GED
      - Objectives: 14
      - Validity: 9
      - Content: 25
      - Objectivity: 12
      - Organization: 12
      - Teacher Support: 12
      - TOTAL: 84

SKILLS
- Social Studies
- Reading
- Writing

History of Multicultural America
Publisher: Steck-Vaughn
Author(s): Group

SETTING: Class

PURPOSE: Academic
COMPONENTS
- Texts (each)
- Workbooks
- Teacher's Guide
- Audio Tapes
- 8 books & guide

READING LEVEL: 7-8

PRICE
- $5.32
- $4.45
- $39.95

FORMAT
- LEVEL
- RATING
  - Core Series
    - ABE
      - Objectives: 15
      - Validity: 8
      - Content: 22
      - Objectivity: 9
      - Organization: 12
      - Teacher Support: 14
      - TOTAL: 80

SKILLS
- Social Studies
- Reading

This five-volume multipurpose series is truly amazing. Its high-interest stories in magazine-format read like *People Magazine*.

*The Amazing Century Series* can be used to teach reading or social studies and its hundreds of photos and multicultural information base makes it equally valuable in an ABE, GED, ESL or multilevel class. The *Then and Now* features which link the present with the past are an excellent framework for class discussion and group writing.

Social Studies

This 8-volume series features the stories of immigrants, minorities, and women as they played their part in the making of our multicultural American history.

The teacher's guide is excellent. The followup activities and enrichment resources would give a creative teacher enough material for many additional multi-sensory lessons.

The books are easy to read for levels 7-8. A lively account is given of all ethnic and cultural groups in the U.S.A. The photos are interesting and help lower level readers.

By using the photos and ideas from the enrichment section of the teacher's guide, to develop a curriculum, this series could be sampled in ABE and even literacy level classes.
It's Yours: The Bill of Rights teaches individual rights and responsibilities under U.S. law. Although no goals or objectives are specifically stated, the overall presentation is good.

For ABE and Pre-GED students, and especially ESL adults at intermediate level, this workbook presents the Bill of Rights in a complete and easy-to-understand manner.

Both Map Skills: The U.S. and Map Skills: The World provide simple explanations, colorful presentations and practical demonstrations of map skills. They could be used as a supplement to social studies lessons.

This is a good basic approach and moves at a nice pace for low level ABE students who have little or no map experience. (It could be insulting to pre-GED and GED students).

Paired together, Map Skills: The U.S. and Map Skills: The World are very easy to read and follow although there are no answers to student-assigned problems in the student books.
### Maps, Globes & Graphs

**Publisher** Steck-Vaughn  
**Author(s)** Henry Billings  
**SETTING:** Class; Tutor; Self-Directed

**PURPOSE:** Academic  
**COMPONENTS**  
- Text  
- Workbooks (each)  
- Teacher's Guide  
- Video Tapes

**PRICE** $6.60

**READING LEVEL:** 4-6

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**SKILLS**  
- Social Studies  
- Science  
- Math

**Objectives** 10  
**Validity** 8  
**Content** 22  
**Objectivity** 8  
**Organization** 8  
**Teacher Support** 11  
**TOTAL** 67

**One People; One Constitution**

**Publisher** Curriculum Associates, Inc.  
**Author(s)** Barbara Mindell & R. Lee Stayton  
**SETTING:** Class

**PURPOSE** Academic  
**COMPONENTS**  
- Texts  
- Workbook  
- Teacher's Guide  
- Audio Tapes

**PRICE** $3.95  
**PRICE** $2.95  
**PRICE** $14.90

**READING LEVEL:** 4

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**SKILLS**  
- Social Studies  
- Reading

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**Social Studies**

This three-book series is a very well-organized presentation of map skills and graph skills. Students have an opportunity to become active learners as they practice activities that teach basic concepts such as scale and distance, time zones, longitude and latitude.

*Maps, Globes and Graphs* works well with Pre-GED and GED students. It presents skills that transfer from math to science to social studies and is an excellent addition as a supplemental class resource.

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**Social Studies**

This is an excellent book for teaching civics to new readers. In just 32 pages it presents important information about the Declaration of Independence, the Constitutional Convention, the Preamble and Bill of Rights, and the Founder's plans for government.

*One People; One Constitution* is not low level reading but it is interesting and at the end of each story there are different exercises; crossword puzzles, fill-in-the-blanks, dictionary study and multiple choice. The first section of each exercise checks the comprehension; the second and third sections require higher level reading and thinking skills, such as analyzing, applying sequence, and classifying.
Basics of Writing
Publisher South-Western
Author(s) Krizan & Logan

SETTING: Class; Tutor; Self-Directed

PURPOSE:

COMPONENTS PRICE

| Academic Workplace | Text | Teacher's Guide | $11.95 Free |

REVIEW LEVEL:

FORMAT LEVEL RATING

Basic Text Pre-GED GED

SKILLS

Writing Grammar

This student text includes a brief review of English grammar and usage before teaching basic writing skills. Content includes setting goals, writing to the reader, preparing outlines, composing rough copy and revising the passages.

It is as good as any other writing text. What makes it special is the teacher's guide. This includes detailed instructor guidelines and suggestions to include current relevant topics and relate writing to personal and work-related issues.

Cambridge Writing Series
Publisher Cambridge Adult Education
Author(s) Group

SETTING:

PURPOSE

COMPONENTS PRICE

| Academic LifeSkills | Text | Workbooks (each) | $6.00 |

While aimed at developing writing skills that will be useful in taking the GED test, these three texts offer different approaches to writing that will appeal to ABE and Pre-GED learners.

Right Track Writer (6-8 reading level) introduces writers with little or no writing experience to the writing process as a gradual approach to the GED Essay.

Telling Stories, Writing Lives (7-10 reading level) teaches the writing process and organization for different kinds of writing based on personal experience as a preparation for the GED essay.

Easy Writer (7-12 reading level) teaches the writing process with a focus on the GED essay. It includes diagnostic tests and GED model essay questions.
**Writing: Grammar**

This author obviously enjoys the English language! *Easy English* is written in a colorful manner.

Fundamental grammar and usage rules are presented in a clear, concise and enjoyable way. The book provides practical examples and exercises in grammar, punctuation, spelling and usage. The spelling and proper pronouns are especially well done.

This book is a must at least as a reference book. Students will like the quotes as well as the material in the practice sentences.
Expressions and Viewpoints
Publisher Contemporary 1992
Author(s) Group

SETTING: Class

PURPOSE: COMPONENTS PRICE
Academic Text
Workbook (each) $8.33
Teacher's Guide $6.25
Audio Tapes

READING LEVEL: 4-7

FORMAT LEVEL RATING
Core Series ABE
Pre-GED

SKILLS
Critical Thinking Reading
Writing

This whole-language series takes a challenging new approach to teaching reading and writing. The outstanding collection of contemporary fiction and poetry in each volume reflects the cultural and ethnic diversity of our country and our students. Adults can relate to the themes presented and draw from their own experiences to exchange ideas.

This series needs an experienced and sensitive teacher to assist learners to master the communications and thinking skills that enhance the reading and writing activities. The teacher's guide explains the whole language approach and provides detailed step-by-step lesson plans.

Handwriting
Publisher South-Western 1993
Author(s) Renae Humburg

SETTING: Class; Tutor; Self-Directed

PURPOSE COMPONENTS PRICE
Academic Text
Workbooks (each) $4.75
Teacher's Guide Free
Audio Tape

READING LEVEL: 5-6

FORMAT LEVEL RATING
Basic Text Multilevel
Supplemental

SKILLS
Writing

Although written at a 5-6 reading level, this handwriting workbook is excellent for any level of adult student since the exercises are primarily copying what is already written.

This workbook is concerned with a very elementary idea - handwriting - yet the subject is treated in a very adult way dealing with workplace issues, bank accounts, letter-writing, etc.

It is especially helpful for ESL adults. I wish I had had this workbook ten years ago when I was asked to teach a handwriting course to foreign physicians.
These two texts are teacher or tutor-usable for students at a 3rd to 5th grade level. Both books use clear objectives and the content relates to real life issues.

Capitalization has large print and colorful pages. There is an excellent unit on abbreviations. Three chapters in the Punctuation Book are devoted to the comma. Ending marks, apostrophes, quotations and colons/semicolons are also taught.

In the Did You Know box activity, students have to use their punctuation skills to correct adult-oriented material. This is a high interest series with good self-checks for students and good assessment records.

Students completing this book should be able to spell and use 2,200 words. The material used is high-interest level for adults and the words chosen are appropriate for ABE classes. These are words adults would be called upon to use at home and on the job.

The progress checks used in addition to pre-tests and post-tests are very good. The teacher's manual would be most helpful to a beginning teacher or novice tutor. Three sets of spelling dictation tapes at grade levels 4 to 6 are available for use with the Spelling for Job and Personal Use workbook.
Teaching Writing to Adults (Video)
Publisher South-Western 1991
Author(s) Dorothy Hammond

SETTING: Teacher/Tutor Resource

PURPOSE: Academic

COMPONENTS
Text
Workbook
Teacher's Guide
Video Tapes (3)

PRICE
Free
$256.50

READING LEVEL: NA

This series of three videotapes providing basic instruction in writing techniques is an excellent resource for staff development with tutors and teachers.

Tape 1 provides an excellent explanation of the holistic scoring used for the GED writing test. It gives great hands-on experience and continually refers to pages in the teacher's guide. Tape 2 integrates reading and writing skills. Tape 3 provides additional teaching tips.

Using the Dictionary
Publisher South-Western 1993
Author(s) Wood

SETTING: Class; Tutors; Independent

PURPOSE: Academic

COMPONENTS
Text
Workbook (each) $6.25
Teacher's Guide Free
Audio Tape

PRICE

READING LEVEL:

FORMAT Reference LEVEL Multilevel RATING

Skills

Writing

Using the Dictionary is recommended for all upper level reading classes and GED classes. The lower levels as well would find this material useful.

Using the dictionary is a very necessary skill, especially for students who may have memory problems. It is taught in a logical, clear and enjoyable fashion and there is an especially interesting section on word origins.

This is a good book for independent learning. Tutors would find it helpful, enjoyable and easy to work with.
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