This bibliography lists the library holdings of the Illinois Bilingual Vocational Education Project that pertain to vocational English as a Second Language (VESL), career, and vocational education for the limited-English-proficient (LEP) population. The project is a statewide technical assistance and staff development center designed to help improve vocational education for LEP youth and adults. The bibliography is in three parts. The first, "Instructional Materials," lists student texts and curriculum guides for teaching career awareness, pre-employment skills, occupational skills, and English as a Second Language (ESL). Included here are sections on materials that are written in simplified English or a non-English language, or rely heavily on illustrations, and a section on resources to teach general employment and job-specific language skills. The second part, "Professional References," cites readings on program models, teaching strategies, counseling, and linguistic minorities and includes research studies and inservice teaching materials. The third part, "Sources of Information," contains bibliographies of additional resources and a list of information clearinghouses. (MSE) (Adjunct ERIC Clearinghouse on Literacy Education)
Bibliography of Career, Vocational and VESL Materials for the LEP

Adult, Vocational and Technical Education

ILLINOIS STATE BOARD OF EDUCATION
BIBLIOGRAPHY OF CAREER, VOCATIONAL AND VESL MATERIALS FOR THE LEP:
A LIST OF NEC LIBRARY HOLDINGS

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ACKNOWLEDGEMENTS

This bibliography represents the diligent work of numerous NEC employees. The initial time-consuming research was conducted by Cristy Bruns.

Fred Davidson’s and Rodrigo Garreton’s assistance in programming the information was invaluable.

Carmen Vazquez had the arduous task of typing and correcting the bibliography countless times.

Ritamarie Davidson and Victoria Hathaway meticulously proofed the document.

The director wishes to acknowledge their contribution and express appreciation for their assistance.

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INTRODUCTION

The Bilingual Vocational Education Project (BVEP) is a statewide technical assistance and staff development center funded by the Illinois State Board of Education, Department of Adult, Vocational and Technical Education. The purpose of this project is to assist educators and community members improve the quality and accessibility to vocational education for limited English proficient (LEP) youth and adults. An integral part of the services provided by BVEP is the maintenance of a resource collection of multilingual instructional and professional reference materials.

The collection, containing more than 30,000 print, media, and software resources, is housed at the Northwest Educational Cooperative Library in Des Plaines, IL. In addition to vocational resources, the NEC library has resources for the LEP in all areas of the curriculum from pre-school through adult education and workplace literacy. These resources are available for circulation or in-house use to library borrowers of designated programs. However, the general public is welcome to visit. In addition to serving as a lending library, educators may request materials searches or inquire about publishers.

This bibliography represents the library's holdings pertaining to vocational ESL, career and vocational education for limited English proficient students. As such, the enclosed titles are not an exhaustive list of existent resources but rather a selective sampling of both teacher-made and commercially available materials that are appropriate to this special needs population. These resources are primarily for use with secondary and post-secondary level students except for a few career awareness materials designed for elementary students. Professional reference materials to assist educators improve programs, instruction or counseling are also included. Although materials in BVEP's collection were previewed for applicability, inclusion or exclusion in this bibliography should not imply any positive or negative comment on the value of any material.

USER'S GUIDE

The bibliography has been divided into three major parts. Part 1, Instructional Materials, lists student texts and curriculum guides for teaching career awareness, pre-employment skills, occupational skills, and English as a second language (ESL). Occupational resources consist of materials which are written in a simple English, a non English language or which rely heavily on illustrations. The vocational ESL section contains resources to teach general employment and job specific language skills needed to succeed on the job and in training.
In Part 2, *Professional References*, one can find readings on program models, teaching strategies, counseling and linguistic minorities. Included are research studies as well as inservice materials for staff training.

The last section, Part 3, *Sources of Information*, contains bibliographies of additional resources as well as a listing of clearinghouses where one can obtain related materials searches.

In addition to the titles listed herein, the library has extensive holdings on:

- culture and cross cultural communications
- teaching English as a second language
- citizenship/civics
- basic math and literacy

A reference collection of sample tests (language, ability, career interest) is also available for in house preview.

Notes:

In the case of materials in a foreign language, you will find either the title translated in parenthesis or both the English/native language titles if the item is bilingual or has an English language version.

Because of the interdisciplinary nature of many of the instructional materials, the reader is urged to cross check other sections for additional resources (e.g. pre-employment resources under general ESL or ESL resources from the vocational training materials).
PART I - INSTRUCTIONAL MATERIALS
I. CAREER AWARENESS AND PRE-EMPLOYMENT

A. ENGLISH ONLY


1. Carpenter
2. Mechanic-Attendant
3. Executive Housekeeper
4. Supermarket Cashier
5. Metal Molder
6. Sheetmetal Worker
7. Dressmaker
8. Plumber
9. Medical Technologist
10. Auto Body Repairman
11. Welder
12. Chemical Technician
13. Office Worker
14. Machinist
15. Building Maintenance Worker
16. Computer Operator
17. Industrial Nurse
18. Electrician
19. Lumber Worker
20. Truck Mechanic
21. Cabinetmaker
22. Nursery Worker
23. Tool and Die Apprentice
24. Steelworker
25. Baker
26. Electronic Repairer
27. Carpet Maker
28. Child-Care Attendants


Knott, Bill (1967). *They work and serve.* Austin, TX: Steck Vaughn.


Teal, R. Lois (1979). *Success at work*. Austin, TX: Steck Vaughn.

B. NATIVE LANGUAGE


Taylor, Phoebe (1979). *Como tener exito en el negocio de encontrar trabajo.* (How to be successful in the business of finding work). Mexico, DF: Diana.


I. VOCATIONAL MATERIALS

A. AGRICULTURE


B. BUSINESS


Milwaukee Public Schools (1976). *Bilingual typing and Spanish business correspondence at the secondary level*. Milwaukee, WI: Milwaukee Public Schools.


Reid, Allan L. (1975). *Las tecnicas modernas de venta y sus aplicaciones (Modern sales techniques and their uses).* Mexico, DF: Diana.


Rodriguez de Roque, Carmen I. & Paez de Abreu, Margarita (1975). *Principios de comercio con fundamentos matematicos (Business principals and basic mathematics).* Cincinnati, OH: South-Western Publishing.


C. HEALTH


D. HOME ECONOMICS


Marti, Pilar & Andres, Maria Luisa de (1975). *Tecnologia de regiduria de pisos. (Technology of industrial housekeeping).* Madrid, Spain: Paraninfo.


Young, Charmaine. (1978). *I'm going to clean homes and businesses.* Champaign, IL: Continuing Education Publication.

E. INDUSTRY


Canal Montanes, Jose Maria & Pintor Real, Manuel (1975). *Tecnologia de la construccion (Construction technology).* Madrid, Spain: Paraninfo.


Dal Fabbro, Mario (1979). *Como construir el mueble moderno. (How to build modern furniture).* Barcelona, Spain: Cepc.


Massachusetts Migrant Education Program (1980). *Automotive.* Fall River, MA: Massachusetts Migrant Education Program.


III. VOCATIONAL ESL MATERIALS

A. GENERAL EMPLOYMENT


Indiana Department of Public Instruction (1980). *Apply now: Pre-vocational lessons in ESL.* Indianapolis, IN: Indiana Department of Public Instruction.


Mulvey, Mary (1978). *How to find a job.* Providence, RI: Progress for Achievement in Reading.


**B. AGRICULTURE**


**C. BUSINESS**


Ferguson, Nicolas & O'Reilly, Maire (1978). *English for shop assistants.* Lausanne, France: CEEL.


Garcia, Mariano (1972). *Spanish for law enforcement officers.* Silver Spring, MD: Institute of Modern Languages.


D. HEALTH


Chicago Board of Education (1980). Health services for limited English proficient speakers. Chicago, IL: Chicago Board of Education.


Dade County Public Schools (1976). Retail sales, food and health services, travel agency and hotel reservations: Individualizing Spanish for speakers of English, Series A. Miami, FL: Dade County Public Schools.


Lancashire Industrial Language Training Unit. Communication skills training in the health service.


Liston, David (1977). Hospital Spanish. Chicago, IL: Cook County Hospital.


Newhouse, Dora (1977). Como trabajar o comunicar en un hospital o casa de convalecientes o en una casa privada. (How to work or communicate in a hospital or private home). Los Angeles, CA: Newhouse.


**E. HOME ECONOMICS**


Newhouse, Dora (1977). *Como trabajar o comunicar en un hotel, motel o posada. (How to work or communicate in a hotel motel or inn).* Los Angeles, CA: Newhouse.

Newhouse, Dora (1977). *Como trabajar o comunicar en un restaurante o bar. (How to work or communicate in a restaurant or bar).* Los Angeles, CA: Newhouse.
Newhouse, Dora (1978). *Como trabajar o comunicar en una casa privada.* (How to work or communicate in a private home). Los Angeles, CA: Newhouse.


Vocational Reading Power Program (1980). *Clothing services: Glossary of key words.* Trenton, NJ: Right to Read Program.


F. INDUSTRY

Adult Literacy and Basic Skills Unit (1983). *Teaching literacy and numeracy to craft students.* London, England: Adult Literacy and Basic Skills Unit.


Ferguson, Nicolas & Reilly, Maire O. (1978). *English for shop assistants.* Lausanne, Switzerland: CEEL.


Mulvey, Mary (1978). *Fixing your car.* Providence, RI: Progress for Achievement in Reading.


1. Carpentry trades
2. Construction technology trade
3. Drafting trade
4. Electrical trades
5. Electronics trade
6. Plumbing trade
7. Printing trade
8. Upholstery trade
9. Welding


PART II - PROFESSIONAL REFERENCE
I. GENERAL


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II. VOCATIONAL PROGRAMMING

Adams, Susan B. & Taylor, Stephanie P. (1980). *Vocational education for students with limited English proficiency: Research and program development in Kentucky.* Bowling Green, KY: Kentucky Department of Education.


III. VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL) AND LANGUAGE RESOURCES


IV. COUNSELING AND JOB DEVELOPMENT

Barauski, Sue (1979). *Indochinese job club.* Elgin, IL: YMCA.


V. STAFF DEVELOPMENT

Alaska Bilingual Multifunctional Resource Center (1985). *Bilingual vocational education.* Alaska Region XVI.


1) LEP Handbook for Trade and Industrial Teachers.
2) LEP Handbook for CO-OP Teachers.
3) LEP Handbook for Technology Education Teachers.


Florida Department of Education (1982). *Teaching and working successfully with limited English-proficient students and adults in Florida: A statewide inservice and preservice training program.* Tallahassee, FL: Florida Department of Education.


1) Recruit LEP Students for Vocational Programs.
2) Conduct Intake Assessment for LEP Vocational Students.
3) Adapt Instruction for LEP Vocational Students.
4) Administer Vocational Programs for LEP Students.


Hurwitz, Alan (1980). *Bilingual vocational instructor training.* Columbus, OH: National Center for Research in Vocational Education.


Indochinese Center for Materials Development and Training (1979). *Content area instruction to students with limited English proficiency.* Arlington Heights, IL: Bilingual Education Service Center.


National Center for Research in Vocational Education, (n.d.). *Assist students in developing technical reading skills (M2).* Columbus, OH: National center for Research in Vocational Education.
Peak, Laurie, Brown, James (1980). *A conceptual framework and process for identifying the inservice needs of vocational educators serving special needs populations*. Minneapolis, MN: University of Minnesota, Department of Vocational and Technical Education.


Winkler, Kathleen (1980). *Special needs learners in vocational education: An in-service training and resource manual for teachers, counselors, administrators, and other support staff*. Amherst, MA: University of Amherst, Center for Occupational Education.

PART 3. SOURCES OF INFORMATION
I. BIBLIOGRAPHIES

Adams, Susan B. & Taylor, Stephanie (1978). *Project developed bibliography of vocational education curriculum materials appropriate for utilization with limited English-speaking students or bilingual students.* Bowling Green, KY: Western Kentucky University.


ERIC Clearinghouse on Adult, Career, and Vocational Education (1982). *Bilingual curriculum materials for vocational and adult education.* Columbus, OH: ERIC Clearinghouse on Adult, Career, and Vocational Education.


Kallembach, Sheri C. (1990). *Resources to facilitate the transition of learners with special needs from school to work or postsecondary education*. Macomb, IL: NCVRE Materials Distribution Center, Western Illinois University.


II. CLEARINGHOUSES

CENTER ON EDUCATION AND TRAINING FOR EMPLOYMENT
(Formerly the National Center for Research in Vocational Education)
Ohio State University
1960 Kenny Road
Columbus, OH 43210
(800) 845-4815

ERIC CLEARINGHOUSE ON ADULT, CAREER, AND VOCATIONAL EDUCATION
The Ohio State University
1960 Kenny Road
Columbus, OH 43210
(800) 848-4815

ERIC CLEARINGHOUSE ON LANGUAGE AND LINGUISTICS
Center for Applied Linguistics
1118 22nd Street, NW
Washington, DC 20037
(202) 429-9292

ERIC CLEARINGHOUSE ON LITERACY EDUCATION
Center for Applied Linguistics
1118 22nd Street, NW
Washington, DC 20037
(202) 429-9292

NATIONAL CENTER FOR RESEARCH IN VOCATIONAL EDUCATION
University of California - Suite 600
2150 Shattuck Road
Berkeley, CA 94704-1306
(415) 642-4004

NATIONAL CLEARINGHOUSE FOR BILINGUAL EDUCATION
1118 22nd Street, NW
Washington, DC 20037
(800) 321-6223
(202) 467-0867

NORTHWEST EDUCATIONAL COOPERATIVE (NEC)
(Bilingual Vocational, ESL, and Adult Education Resource Center)
1855 Mt. Prospect Road
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Champaign, IL 61820