The resource guide presents educators' reviews of instructional materials and resources related to adult and family literacy education, including workplace literacy. Materials reviewed include commercially available classroom materials, Internet sites, computer software, videotapes, and audiotapes. The materials reviewed were drawn from a survey of adult educators, commercial sources, and a scan of Internet resources. The guide has four main sections covering materials for family literacy, workplace literacy, community and citizenship education, and personal growth and daily living skills. A final section reviews materials appropriate for instructor use but incorporating materials for learners. Information contained in the reviews includes instructional level, availability of a teacher's guide, material types, reviewer rating, and availability, in addition to basic bibliographic information, publisher, and competencies targeted. A scan of a single page form the materials may also be included. An explanation of ratings and sample rating forms are included. (MSE) (Adjunct ERIC Clearinghouse on Literacy Education)
Fiscal Year 1997-98  
Contract Number: 98-8003

PRODUCT

1998 Adult Competencies Resource Guide

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Institute for the Study of Adult Literacy

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Assistant Director  
Institute for the Study of Adult Literacy

Grantee:  
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University Park, PA 16802-3202  
Telephone: 814-863-3777

Federal Grant Amount: $50,735

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BEST COPY AVAILABLE
# 1998 Adult Competencies Resource Guide

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<td>- Parenting Skills Through Children's Literature</td>
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Acknowledgements

This publication would not have been possible without the adult educators who so generously gave their time and expertise as reviewers for the Resource Guide. We appreciate the time they devoted to this project and the care they took to review each resource. A special thanks to Sherry Royce, who permitted us to use and her review forms. Many thanks to the reviewers listed below:

Sherry Royce, Editor, Focus Publications
Carol Molek, Director, Tuscarora Intermediate Unit and Job Training Center
Merrill David, Assistant Director, Mid-State Literacy Council
Andree Catalfamo, Graduate Assistant, Penn State's Institute for the Study of Adult Literacy
Penny Willard, Even Start Instructor, Mifflin County Even Start
Angela Colyer, Even Start Instructor, Mifflin County Even Start

We would also like to thank the publishers who willingly donated materials for review and who will donate copies of selected materials to the Pennsylvania Adult Literacy Resource Centers and the Professional Development Centers. We appreciate their cooperation and patience while waiting for the reviews to be completed. Publishers' contact information is located at the back of the binder.

Additional copies of this publication are available from:

<table>
<thead>
<tr>
<th>AdvancE</th>
<th>Western PA Adult Literacy Resource Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>333 Market Street</td>
<td>5347 William Flynn Hwy.</td>
</tr>
<tr>
<td>11th Fl.</td>
<td>Gibsonia, PA 15044-9644</td>
</tr>
<tr>
<td>Harrisburg, PA 17126-0333</td>
<td>Telephone: 800-446-5607</td>
</tr>
<tr>
<td>Telephone: 800-992-2283</td>
<td>Fax: 412-443-1310</td>
</tr>
<tr>
<td>Fax: 717-783-5420</td>
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</tr>
</tbody>
</table>
Introduction

A compilation of peer-reviewed instructional resources is not a new concept for Pennsylvania’s adult educators. With the support of Adult Education Act Section 353 funds, Sherry Royce directs FOCUS, producing newsletters that describe peer-reviewed Section 353 products from Pennsylvania as well as from other states. Over the years, she also has produced a series of annotated bibliographies of Adult Basic and Literacy Education (ABLE) learner resources, the most recent being The 1994 ABLE Curriculum Guide for ESL Practitioners and the 1994 ABLE Curriculum Guide: A Resource Listing for ABLE Practitioners. This resource guide follows a similar structure by having adult educators review commercially available materials and Section 353 products; however, we have included a broader array of Internet sites, computer software, videotapes, and audiotapes than have previous guides. Research suggests that multimedia instructional materials are not only effective in engaging adult learners but also support learners who learn more effectively when multiple senses are tapped.

How Were Materials Selected?

Materials reviewed for this guide were obtained from 1) adult educators who responded to a survey and listserv inquiries, 2) a review of commercially available materials and Section 353 products developed since the completion of Dr. Royce’s 1994 guides, and 3) a scan of Internet instructional resources. Our goal was to include materials not previously reviewed and those that appeared to have merit but were not widely used in Pennsylvania. We also wanted adult educators to look at instructional materials in terms of their potential use in a contextualized learning environment and linked competencies identified in the 1997 Adult Learner Competencies project. In other words, we asked, “How could I use the materials as part of a family literacy or a workplace literacy curriculum?” and “Which adult learner competencies are covered in these materials?”

How Are Materials Arranged?

The 1998 Competencies Resource Guide is arranged by adult context and by learner skill levels described in the 1997 Adult Learner Competencies product. As a result, the guide is composed of four main sections, covering materials focusing on family literacy, workplace literacy, community/citizenship, and personal growth. These sections mirror the National Institute for Literacy’s Equipped for the Future adult roles, although personal growth in incorporated with the family role in their model. A final review section includes resources more appropriate for instructors but incorporating materials for learners. Within sections, materials are arranged in order from the basic to advanced skill level with materials that can be used at all levels at the back of each section.

Each review provides information useful in selecting and obtaining the materials. The right-hand side of each page contains a bar with icons for easy reference. These icons provide information on the level of the material, availability of a teacher’s guide, and

---

1 A list of the icons and their meanings can be found on the next page.
type(s) of material. The icons also indicate if the material received an 80% or higher reviewer rating or whether the material is available through the State Literacy Resource Centers. Each page also includes three text boxes. The text box at the upper left-hand side provides the title, author, a brief description, and copyright date. The information in the lower left-hand box gives the user information pertaining to the publisher or developer and on the adult learner skill competencies covered in the materials. Depending on the publishers’ policies, the lower right-hand box will contain a scan of a single page from the material. This sample page offers instructors a glimpse of the text’s appearance and content. Internet sites follow a slightly different format, as they do not include publisher information or a scanned page; however, these pages do include icons for reference, location of the site, and a review of the content. Information on publishers is located at the end of the guide. We have not included costs or hardware requirements for software, since today’s publishers often package materials to meet the varying needs of programs and instructors. Contact the publishers for specific requirements.

How Can Practitioners Use the Guide and Reviewed Resources?

Depending on commercially available — and rather generic — materials as the focus for learners’ instructional plans most often does a disservice to adult learners. Research suggests that individuals learn best when concepts are connected and logically organized. This approach assists learners in linking prior knowledge to new concepts, thereby reinforcing the concepts and building knowledge. Based on this research as on effective practice, programs have begun to explore contextualized instruction, such as workplace literacy, to address learners’ need for instruction based on their roles as adults. In contextualized instruction, knowledge and basic skill building are integrated, so learners build knowledge as they practice targeted skills. Practitioners, therefore, might use this guide to identify resources that can be used effectively in a program using — or considering — contextualized learning.

Will This Guide Be Updated?

A shortcoming of printed guides such as this is that new resources, particularly Internet and computer software, change rapidly, making print guides — like computer hardware — obsolete almost immediately. Although this project ended in June 1998, a resource guide is, in fact, a work in progress. To be the most useful, reviews of this type should be completed on a regular basis. For example, the guide could become an Internet site in which practitioners post reviews of new materials as they and their students use them. In this way, the guide would remain current and would reflect both practitioners’ and learners’ reactions to the materials. With that said, it is hoped that this particular guide will be useful in planning basic skills instruction in family, work, and community contexts.
Icons for the 353 Resource Guide

Levels

**A** All levels
1  Basic
2  Intermediate
3  Advanced

**ESL** English as a second language

![Teacher's guide available](image)

Available through SLRC*

Rating of 80% or more

Type of Materials:

- Text
- Cassette
- Video
- Workbook
- CAI
- Internet site

SLRC: Advance State Literacy Resource Center and Western Pennsylvania Adult Literacy Resource Center
Explanation of Ratings

Two rating forms were used in evaluating resources: Materials Evaluation and Internet Evaluation. The resources selected were rated on the following criteria.

Goals and Objectives - 15 points HPS (highest possible score) Materials; 10 points HPS Internet

A good book has a purpose. It knows where it's 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 Materials; 6 points HPS Internet

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 Materials; 12 points HPS Internet

Is the content sequential in difficulty? Is there 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 depth to ensure initial mastery of the material. In the best texts, content is recycled and re-taught throughout the text because students learn best through multiple treatments.

An additional component of a quality resource is respect and empowerment. Not only should topics be interesting and the work challenging, but the best books respect the learners' ability and encourage their independence. Tasks and exercises will be explained fully so that learners could 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 materials.
Objectivity - 9 points HPS (Not included as part of the Internet review)

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
Graphics/Interactivity - 10 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 are clear in their presentation and have each unit organized in a predictable manner.

The advent of well-designed CAI (computer assisted instruction) programs and Internet access call into question how much money should be spent on such materials and access. Recognizing that not every ABLE program has computer capability or the funding needed for software or Internet access, we still reviewed and recommend software and websites for programs using or considering the addition of computer supported instruction.

Teacher Materials - 15 points HPS materials; 8 points HPS Internet

The scope and quality of teacher support materials, such as manuals and answer keys, varies widely. In some cases, such as enrichment readers, no support materials are available. Reviewers considered the value of such support when examining the selected materials.

The rating system was adapted from Sherry Royce's ABLE 94 Curriculum Guide, project #99-4016, available from Pennsylvania's State Literacy Resource Centers.
MATERIALS EVALUATION FOR CURRICULUM GUIDE

I. GENERAL INFORMATION

<table>
<thead>
<tr>
<th>TITLE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBLISHER:</td>
<td></td>
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<tr>
<td>AUTHOR(S):</td>
<td></td>
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<table>
<thead>
<tr>
<th>I. LEVEL</th>
<th>II. CONTEXT</th>
<th>III. SETTING</th>
<th>IV. FORMAT</th>
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<tbody>
<tr>
<td>Basic</td>
<td>Family</td>
<td>Individual</td>
<td>Text</td>
</tr>
<tr>
<td>Intermediate</td>
<td>Workplace</td>
<td>Classroom</td>
<td>Workbook</td>
</tr>
<tr>
<td>Advanced</td>
<td>Citizen/Community</td>
<td>Self-Directed</td>
<td>Cassette</td>
</tr>
<tr>
<td>other</td>
<td>Personal</td>
<td></td>
<td>Video</td>
</tr>
<tr>
<td>ESL</td>
<td></td>
<td></td>
<td>CAI</td>
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<tr>
<th>V. COMMENTS:</th>
</tr>
</thead>
</table>

| DATE RECEIVED: | |
| DATE RETURNED: | |
| RECOMMENDED | YES | NO |
# Checklist for Evaluating Instructional Materials

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

## Goals and Objectives

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1. Purpose and rationale fully explained</td>
<td></td>
<td></td>
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<tr>
<td>2. Goals and objectives clearly identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Content directed to stated goals and objectives</td>
<td></td>
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</tr>
<tr>
<td>4. Procedures include ways to determine learner's readiness</td>
<td></td>
<td></td>
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<tr>
<td>5. Assessment of student achievement included</td>
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## Validity

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<tr>
<th></th>
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<tbody>
<tr>
<td>6. Authors appear to be qualified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Materials have been field-tested</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Evaluation of materials used</td>
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## Content and Materials

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<tbody>
<tr>
<td>9. Concepts well developed and sequentially developed</td>
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</tr>
<tr>
<td>10. No confusing and/or conflicting concepts</td>
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<td></td>
</tr>
<tr>
<td>11. Skills sequenced, introduced, and reviewed</td>
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<tr>
<td>12. Major points clearly identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Audio-visual elements integrated</td>
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<td></td>
</tr>
<tr>
<td>14. Reading level is appropriate for learner in this program</td>
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</tr>
<tr>
<td>15. Materials can be worked with independently or with minimum help</td>
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<tr>
<td>16. Content will stimulate and challenge learners</td>
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## Objectivity

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<table>
<thead>
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<tbody>
<tr>
<td>17. Information is factual</td>
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<td></td>
</tr>
<tr>
<td>18. No racial, sexual or religious bias</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Portrayal of racial, religious, and ethnic groups builds understanding, appreciation, and acceptance</td>
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## Component and Organization

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<table>
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<tbody>
<tr>
<td>20. Materials are not too large, bulky, or complex</td>
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<tr>
<td>21. Materials are relatively easy to use</td>
<td></td>
<td></td>
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<tr>
<td>22. Materials are well designed and packaged</td>
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<tr>
<td>23. Materials are reasonably priced*</td>
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## Support Materials

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<td>24. Adequate teacher guides or manuals provided</td>
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<tr>
<td>25. Special in-service training is not required</td>
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<td></td>
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<tr>
<td>26. Provisions for teacher-learner interaction</td>
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<td></td>
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<tr>
<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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## Summary and Recommendations

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<th></th>
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<tbody>
<tr>
<td>29. Materials would make a meaningful addition to the classroom</td>
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<td></td>
</tr>
<tr>
<td>30. Materials do what they are intended to do</td>
<td></td>
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</tr>
<tr>
<td>31. I recommend the purchase of these materials</td>
<td></td>
<td></td>
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</tbody>
</table>

**Evaluator** ____________________________ **Date** ____________

*Reasonably priced for the type of material being considered.

This form was adapted from the ABLE 94 Curriculum Guide, editor Sherry Royce.
# EVALUATION OF WEBSITES FOR CURRICULUM GUIDE

## I. GENERAL INFORMATION

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<td>Workplace</td>
<td>Classroom</td>
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<td>Advanced</td>
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## V. COMMENTS:

DATE RECEIVED:  
DATE RETURNED:  
RECOMMENDED: YES NO
# CHECKLIST FOR EVALUATING WEBSITES

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<th>N/A</th>
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<td>1. Are purposes, goals and objectives clearly stated?</td>
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<td></td>
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<tr>
<td>2. Are directions available on-line?</td>
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<tr>
<td>3. Can instructions be reviewed at any time?</td>
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<td>4. Is there only one type of activity available on the site?</td>
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<tr>
<td>5. Is assessment of student achievement included?</td>
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<tr>
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<tr>
<td>6. Is content based on sound adult education principles?</td>
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<td></td>
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<tr>
<td>7. Is content accurate, free from errors, up-to-date?</td>
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<tr>
<td>8. Is content free of racial/gender/age/ethnic or other stereotypes?</td>
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<table>
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<td>9. Are there levels of use or difficulty?</td>
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<tr>
<td>10. Are lesson content and directions appropriate to intended reading level?</td>
<td></td>
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<tr>
<td>11. Are the number of questions appropriate?</td>
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<tr>
<td>12. Is correct spelling, grammar, and punctuation used?</td>
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<tr>
<td>13. Can the student(s) control presentation rate/sequence?</td>
<td></td>
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<tr>
<td>14. Is printed information available to complement the site?</td>
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</table>

<table>
<thead>
<tr>
<th>GRAPHICS/INTERACTIVITY</th>
<th>YES</th>
<th>SOME</th>
<th>NO</th>
<th>N/A</th>
</tr>
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<tbody>
<tr>
<td>15. Is the use of graphics and sound appropriate for adult learners?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Do sound and graphics enhance the experience?</td>
<td></td>
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<tr>
<td>17. Are displays easy to read?</td>
<td></td>
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<tr>
<td>18. Is this website highly interactive?</td>
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<tr>
<td>19. Does it use this medium well?</td>
<td></td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>TEACHER MATERIALS</th>
<th>YES</th>
<th>SOME</th>
<th>NO</th>
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<tbody>
<tr>
<td>20. Teacher materials and instruction is available?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. If so, are they useful and easy to read?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>22. Are there provisions for teacher-learner interaction?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Suggestions for related learning activities are included</td>
<td></td>
<td></td>
<td></td>
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<table>
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<tr>
<th>SUMMARY AND RECOMMENDATIONS</th>
<th>YES</th>
<th>SOME</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>24. Overall, is this website and its content suitable and useful for adult learners?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Does this website do something more or better than what is already available?</td>
<td></td>
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</tr>
<tr>
<td>26. Does the website achieve its defined purpose?</td>
<td></td>
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</tr>
<tr>
<td>27. I recommend the use of this website?</td>
<td></td>
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</tr>
</tbody>
</table>

**EVALUATOR** ____________________________ **DATE** ____________________

This form was created by Sherry Royce.
Title: Celebrate With Us

Author: James H. Kennedy

Description:

This workbook is designed for use with ESL students and would be a good supplement to a standard ESL text. The materials might also be useful for instruction with adults at the basic level. Although reviewers thought the book could use additional holidays, they felt the text was well laid out and included useful information on common traditions and holidays celebrated in the United States.

The workbook includes activities covering vocabulary, comprehension, writing, critical thinking, and discussion. The activities are varied to make the lessons interesting. Although the workbook does not have a separate teacher’s guide, it does include notes about the exercises and an answer key.

Copyright: 1995

Publisher: Contemporary
Address: Two Prudential Plaza
         Suite 1200
         180 North Stetson Avenue
         Chicago, Illinois 60601-6790

Telephone: 800-621-1918
Fax: 800-998-3103

Website/email: http://www.jamestownpublishers.com
               ntcpub@tribune.com

Applicable Competencies:
Basic: Reading 1,4,7,8
       Speaking 1,3,4

Look at the month of May on a calendar. When is Mother’s Day?

What do you see in the pictures?

Are these people happy or sad?

Learn these words with your teacher.

brunch florist tray
business parent express
corsage relaxation

Used with permission
Contemporary/Jamestown
This set of eight high interest reading books includes Disasters!, Phenomena, Monsters, Heroes, Eccentrics, Apparitions, Aliens & UFOs, and Calamities.

Written for the intermediate to advanced learner, they make great supplemental reading materials. The topics chosen would be especially interesting to young adults.

The stories in each book increase in difficulty from the intermediate level to more advanced as students’ skills increase. Each story has a quiz at the end for practice in finding main ideas, analyzing the text, and using words precisely. Each book includes introductory information for teachers on using the units effectively as well as an answer key, progress graphs, and charts for recording reading speed.

Copyright: 1987

Publisher: Contemporary/Jamestown
Address: Two Prudential Plaza
Suite 1200
180 North Stetson Ave
Chicago, IL 60601-6790

Telephone: 800-621-1918
Fax: 800-998-3103

Website/email: www.jamestownpublishers.com
ntcpub@tribune.com

Applicable Competencies: Intermediate: Reading 1-8

UNIT 6

Mahatma Gandhi: The Peaceful Way

In 1922, Gandhi's movement against British rule had lost strength. In the Salt March of 1930, he stood up for his people and their freedom. He led a peaceful protest to demand the right to produce salt. His action was inspired by the example of his nation's great independence leader, Mahatma Gandhi.

Gandhi believed that India should be free. He did not use force to achieve his goals. The Salt March was one of the most important events in British history. The British had passed a law that prevented the people of India from making salt. Gandhi believed that it was unfair for the British to do this. He decided to break this law.

In 1930, Gandhi's movement was suffering. The British had arrested him before, but he was not afraid. This time, he was determined to break the law. On March 12, 1930, Gandhi led his followers to the sea. They gathered around him and the others who were arrested with him. In the words of one of his followers, "The day was a turning point in the lives of millions who had lived in the shadow of British rule."

So many people took part in the Salt March that the British decided to arrest him. He was not afraid. He believed that it was his duty to break the law. The British had arrested him before, but he was not afraid. This time, he was determined to break the law. That was the start of his struggle. The struggle went on for many years.

Gandhi believed that India should be free. He did not use force to achieve his goals. The Salt March was one of the most important events in British history. The British had passed a law that prevented the people of India from making salt. Gandhi believed that it was unfair for the British to do this. He decided to break this law.
This program won the 1997 Media Methods Portfolio award and the approval of our reviewers. This computer program provides the excitement of a world tour and the experience of “surfing the Net” in the classroom.

The exercises prepare students to write in a systematic way and help new writers to write from different points of view. The Internet site gives students additional information and the opportunity to explore the countries in depth. Internet access, however, is an optional feature and is not required when using the program. Teacher materials are also included with the program.
<table>
<thead>
<tr>
<th>Title:</th>
<th>B.J. Pinchbeck's Homework Helper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host:</td>
<td>Bruce and B.J. Pinchbeck</td>
</tr>
<tr>
<td>URL:</td>
<td><a href="http://www.tristate.pgh.net/~pinch13/">http://www.tristate.pgh.net/~pinch13/</a></td>
</tr>
</tbody>
</table>

Other Content Areas:
- Workplace, Personal

Settings:
- Independent; Classroom; Student w/ tutor; Cooperative learning;
  Professional development

Description:

This site's main value is as a home page, classifying and linking 440 valuable and professional Websites in the areas of news and current events, math, science, social studies, English, history, music and art, computers and the Internet, and foreign languages. It also includes a reference section and "playtime" for children and adults (a plus for family literacy programs). This site, developed by a father and son team from Pennsylvania, has won 102 Web awards.

The links vary in degree of reading difficulty and allow learners to control the information flow. Some knowledge of using the Internet is essential for individual use, but this would be an excellent tool for cooperative learning, student with teacher/tutor, or classroom presentation.
This workbook is meant to be used with the accompanying video. The text is clearly written and organized, and the lessons are well developed and researched. The cover and paper are heavy and unattractive, but the materials seem very useful for writing instruction.

Lessons follow the steps for process writing and include prewriting, revising for organization and style, and editing and sharing. The text provides ideas on how to get started and why to write. The exercises give students ample practice with the concepts taught in each lesson. Teacher materials are available for this series; they were not reviewed for this guide.
<table>
<thead>
<tr>
<th>Title:</th>
<th>CNN Newsroom World View</th>
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<td>Host:</td>
<td>Turner Learning</td>
</tr>
<tr>
<td>URL:</td>
<td><a href="http://learning.turner.com/newsroom/index.html">http://learning.turner.com/newsroom/index.html</a></td>
</tr>
</tbody>
</table>

**Other Content Areas:**
Family, Workplace, Personal

**Settings:**
Independent; Classroom; Cooperative learning

**Description:**
This website is recommended for use with adult learners with some reservations. While it is an excellent resource for current news and has the advantage of tying in with CNN programming, it does have some problem areas. In some instances, the professional graphics were distracting and made the content extremely hard to read. The quality of the information available through the links also is uneven. This site can be used by learners individually, but its best use might be as a classroom presentation. This would allow the instructor to preview and select a topic, using it as a critical thinking discussion or as part of a cooperative or project-based learning activity.
These books are interesting and attractive, featuring short stories from a multicultural group of celebrity writers. The books are arranged in themes; and at the end of each story, there is a short bio on the author. The arrangement of the text encourages students to look beyond basic comprehension and critical reading toward appreciating the value of books. The text provides an opportunity to reflect on how a poem or story affects emotions, as well as what one can learn about friends, relatives, and the world. Reviewers felt these books, although appealing to young adults, have something to say to everyone.
<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>Interactive Learning Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Host:</strong></td>
<td>CNN San Francisco</td>
</tr>
<tr>
<td><strong>URL:</strong></td>
<td><a href="http://www.otan.dni.us">http://www.otan.dni.us</a></td>
</tr>
<tr>
<td><strong>Other Content Areas:</strong></td>
<td>Family, Workplace, Personal</td>
</tr>
<tr>
<td><strong>Settings:</strong></td>
<td>Independent, Classroom, Student w/ tutor, Cooperative learning</td>
</tr>
</tbody>
</table>

**Description:**

This site is apparently maintained by the California Distance Learning Project and OTAN. This is a truly interactive learning resource with a variety of subjects available. The site also provides sound for the viewer with a Real Audio connection. The audio is helpful although the sentences are read too quickly. This ability makes it usable as a group tool for lower level adult readers. There is also the advantage of having full text, edited (simplified) text, and outline features. The outline feature, however, seemed confusing and choppy.

Students receive immediate feedback and have the ability to redo exercises, which should prove helpful. The range of activities is excellent, but if the questions are the same in every issue, it could get boring. A teacher's page with a brief explanation of the site activities and links to other web resources is included. Overall, the site is highly recommended for adult learners and adult educators alike.
**Title:** Ablest Plus  
**Author:** Sherry Royce, Christopher Miller, Patricia Brennecke  
**Description:**

This resource is based on competencies identified as part of the Adult Performance Levels work of the late 1970s. It contains five easy-to-read books and an extensive teacher’s guide with over 100 reproducible exercise sheets.

The books cover information on health, jobs, government, money, and the community. They combine real-life photos with text for the new reader. The guide contains strategies to help teachers prepare students for the materials, to teach both ESL and basic level learners, and to assess learner’s understanding of the content.

**Copyright:** 1989  
**Publisher:** Globe/Fearon  
**Address:** 4350 Equity Drive  
PO Box 2649  
Columbus, OH 43216-2649  
**Telephone:** 800-848-9500  
**Fax:** 614-771-7361  
**Website/email:** http://www.globefearon.com  
info@globefearon.com  

**Applicable Competencies:**  
**Basic:**  
Reading 1,4,5,6,7,8  
Writing 1,2  
Numeracy 1,2,3,4,5,6,7  
Higher Order Skills 1,2
This project was designed to help ESL parents learn vocabulary and language skills, and to practice oral communication. The materials give parents the chance to become more involved in their children's school by giving them the confidence they need to communicate effectively. Although this resource was designed for parents learning to speak English, it could benefit ABE parents as well.

The guide is organized into 15 topics obtained from interviews with parents and teachers. It discusses correspondence from school and tips for parents from other parents. Situational dialogues help parents become more confident; these dialogues are also recorded on an audiostream. Short lessons on school-related information also help parents understand the school system.
Title: Family Connections 1 & 2

Author: Appalachia Educational Laboratory

Description:

Family Connections consists of two volumes. Family Connections 1 is for families with preschool children. Family Connections 2 provides information for families with children in kindergarten and early elementary grades. A Spanish version of the guides is also available. This could be a very valuable resource for families and the practitioners who work with them.

Each issue of Family Connections includes information for parents, activities, and a read-aloud section. The activities included could be used in the classroom or in the home. Most of the activities require simple resources which could be found in most homes. The activities reinforce children's learning by using things that are familiar to teach new concepts. A teacher’s handbook provides an overview of the parents’ guides and ideas for using them effectively.

Copyright: 1992-1996

Publisher: Appalachia Educational Laboratory, Inc.
Address: PO Box 1348
Charleston, WV 25325-1348

Telephone: 800-624-9120
Fax: 304-347-0487

Website/email: http://www.ael.org
aelinfo@ael.org

Applicable Competencies:
Basic:
Reading 1,4,5,6,7,8
Listening 1,2,3
Speaking 1,2,3,4
Title: Remembering
Author: Lutheran Settlement House Women’s Program

Description:

This book offers sensitive and personal accounts of oral histories. The book contains Pennsylvania adult student’s stories in a published form that should make a positive impact on students. It would be a meaningful addition to the classroom, providing supplemental materials for use with tutors and students.

The book offers exercises for reading comprehension and basic literacy activities. The exercises for reading comprehension are understandable and well designed. These materials would be good for use with basic literacy learners and could possibly be used with ESL students as well.

Copyright: 1988

Publisher: New Readers Press
Address: PO Box 888
Syracuse, NY 13210

Telephone: 800-448-8878
Fax: 315-422-5561

Website/email: www.laubach.org/NRP/indexNRP.htm
ewackerow@laubach.org

Applicable Competencies
Basic: Reading 1,3,4,6,7,8
Writing 1,2,3,4

New Readers Press, US Publication division of Laubach Literacy
Used by permission
Title: Family Math

Author: Jean Kerr Stenmank, Virginia Thompson, Ruth Cossey

Description:

This is a fun resource for family literacy programs. The book is well organized and includes many graphics. Parents can share these math activities with their school-aged children.

The book includes hands-on and practical projects and games to improve the skills of both parents and children. Skills include developing an understanding of number order and computation, problem solving techniques, measurement, and informal geometry probability and statistics. The text includes an introduction and an overview. There are references, lists of the math skills covered in grades K-8, planning sheets and lesson plan templates.

Copyright: 1986

Publisher: Lawrence Hall of Science
Address: EQUALS
University of California
Berkeley, CA 94720

Telephone: 510-642-1910
Fax: 510-643-5757

Applicable Competencies:
Intermediate:
Reading 3,4,5
Listening 2
Speaking 2,3
Numeracy 1,2,3,4,5,6
Title: Rosalie's Neighborhood

Author: Priscilla Carman, Barbara Van Horn, Margaret Grumm

Description:

Rosalie's Neighborhood is a set of three basic readers and a teacher's guide written for the caregivers of young children. The stories are written with simple vocabulary and provide important information about preventive health, emergency dental care, and communication skills. This series would be of particular value in family literacy programs. It is appropriate for ESL adults as well as ABE students.

The teacher's guide provides many opportunities for students to discuss the issues in each book. It contains ideas for lessons which include filling out a health/immunization card for children and keeping health records. The inclusion of a glossary for medical terms and references to websites that discuss health issues add to the informational resources.

Copyright: 1998

Publisher: National Institute for Literacy
Address: 800 Connecticut Ave, NW
         Suite 200
         Washington, DC 20006-2712

Telephone: 800-228-8813
Fax:

Website/email: http://www.nifl.gov

Applicable Competencies:
Basic:
   Reading 1,3,4,5,6,7,8
   Writing 1,2,3,4
   Speaking 1,2,3
   Higher Order Skills 1,2
   Extended Literacy 1,2,3,4
Title: *Getting Healthy and Staying Healthy*

Author: Gloria Levine

Description:

This workbook is part of the *Skills for Success Series* and would work well in life skills classes. Family literacy programs and community programs for substance abuse education also could use parts of this text. The activities could be used with individuals or a class.

The activities in the workbook are organized, and the main ideas are clearly identified. Information is bulleted to provide easy reference to the main ideas in each chapter. A teacher's guide, which includes teaching suggestions, background information, and reproducible pages, is available.

Copyright: 1994

Publisher: Globe/Fearon
Address: 4350 Equity Dr
         PO Box 2649
         Columbus, OH 43216-2649

Telephone: 800-848-9500
Fax: 614-771-7361

Website/email: http://www.globefearon.com
               info@globefearon.com

Applicable Competencies:
Basic:
   Reading 5,6,7
   Listening 3
   Speaking 3
   Numeracy 3
   Higher Order Skills 1,2
   Extended Literacy 1
Title: Breast Cancer and the Environment: A Curriculum Guide

Author: Michele Sedor, Martha Merson

Description:

This guide is part of the Health Education & Adult Literacy (HEAL) resource kit which contains materials and resources about breast and cervical cancer. It is highly recommended by the reviewers for both students and teachers.

The workbook designed for ABE/GED readers follows the best principles of adult education and reading instruction. The theme of causality between breast cancer, various risk factors, and the environment is carried by “Angela’s Story,” which unfolds throughout the book. Linked to the story are vocabulary and reading exercises, GED practice, teacher-led discussions, review materials, and activities for adult learners to carry out in the classroom and community. Teacher information includes an introduction and overview as well as well-documented references, resources, and contact groups for more information.

Applicable Competencies:

Intermediate:
Reading 1,2,4,5,7,8
Listening 1,2
Speaking 2
Extended Literacy 1,4
This workbook is part of a series on decision making. The other two books are: *Making Decisions Family and Community Life* and *Making Decisions Success on the Job*. This series would be a useful addition for people moving into the workforce.

The workbook contains well-organized and clearly presented information on personal money management. Each chapter includes group and individual activities. Topics include understanding your paycheck, personal budgeting, making purchases, and dealing with banks. The teacher’s guide was not reviewed but is available.

Copyright: 1996

Publisher: Cambridge
Address: 4350 Equity Drive
         PO Box 2649
         Columbus, OH 43216

Telephone: 800-238-5833
Fax: 614-771-7361

Website/email: http://www.globefearon.com
               info@globefearon.com

Applicable Competencies:
Intermediate:
   Numeracy 1-6
This series of three workbooks is an excellent resource for linking academic skills with real life situations. Although they may be a little advanced for self-directed or independent use, they are certainly useful in a classroom or with a tutor.

The workbooks contain a variety of real life math skills for practice. Some of the skills involve determining the best buy at the supermarket and keeping your checkbook balanced. The guides for this series provide the teacher with an overview of the student text, some reproducible pages, and teaching procedures for each of the activities.

Copyright: 1995

Publisher: Curriculum Associates
Address: PO Box 2001
North Billerica, MA
01862-0901
Telephone: 800-225-0248
Fax: 800-366-1158
Website/email: http://www.curriculumassociates.com
cainfo@curriculumassociates.com

Applicable Competencies:
Intermediate:
Reading 2,3,4,7
Numeracy 1,2,3,4,5,6
Higher Order Skills 1,2
Extended Literacy 1,3,4

Filling Out Checks

Take a look at this completed check. Then answer the questions below.

1. On what date was the check written?
2. Who is the drawee of the check?
3. What is the amount of the check?
4. Whose check is this?

Here is an example for you to begin writing your own checks. Use the information below to fill out each check on the next page. (The check numbers are found on the check.) Remember to print your name, cross-references, any notes, and 25 cents on the top left-hand corner of the check. And, oh yes, don't forget to sign your name!

1. Check Number 131
   Date: April 14, 1995
   Pay to the Order of: B5
   Amount: $270.37
   Memo: 1994 taxes

2. Check Number 140
   Date: September 4, 1995
   Pay to the Order of: Graham Bakery
   Amount: $10.45
   Memo: birthday cake

3. Check Number 140
   Date: December 15, 1995
   Pay to the Order of: Food Mart Company
   Amount: $92.72
   Memo: Honors chemistry lab

Reprinted/Adapted by permission
Title: *Parenting Skills Through Children's Literature*

Author: Judith Aaronson

Description:

This guide is a blueprint for facilitating a course on parenting skills with children’s literature as the base. This project was designed to appeal to young parents, however, it could be adapted for other groups.

The aim of the course is to teach parenting skills by opening a dialogue among parents and helping to facilitate family literacy development. The guide offers 16 lesson plans, each based on a selection of children’s literature and a specific child development/parenting issue. Parent information is included with each lesson.

Copyright: .1994

Publisher: Goodwill Industries of Pittsburgh
Address: 2600 East Carson Street
         Pittsburgh, PA 15203
Telephone: 412-481-9005
Fax:
Website/email:

Applicable Competencies:
Intermediate:
Reading 1,2,5,6,7,8
Listening 1,2
Speaking 2,3
Higher Order Skills 1,2
Extended Literacy 2,4
Title: Teach Your Children: Learning Differences

Author: Allison Fisher, Penny Willard

Description:

This guide is part of a series of workshops focused on helping parents identify learning styles, improving communication and advocacy skills, and building assertiveness and self-esteem. These workshop materials could greatly benefit other literacy/education practitioners.

The guide contains workshop outlines and the handouts which are used for each section. The workshops in each section provide parents with insight into the area of learning differences and the activities that might be effective to use with their children.

Copyright: 1993-94

Publisher: TIU Adult Education and Job Training Center
Address: 1 Belle Ave., #58
Lewistown, PA 17044
Telephone: 717-248-4942
Fax:
Website/email:

Applicable Competencies:
Intermediate:
Reading 3,4,5
Listening 1,2
Speaking 1,2
Higher Order Skills 1,2
Extended Literacy 1,3,4

SCAN NOT AVAILABLE
Title: Basic Life Skills At Work: The Factory Mystery

Author: Micro-Intel

Description:

*Basic Life Skills at Work* is an interesting and motivational program for building skills in a work context. The program is divided into two parts: *The Factory Mystery Game* and Learning Modules. *The Factory Mystery Game* provides adult learners with the context for problem-solving activities to solve the mystery.

The nine modules give learners practice with punctuation, alphabetical order, homonyms, sentences construction, arithmetic calculations, and reading efficiently. Positive reinforcement is provided, and learners can print their scores. The game format is a clever approach to encouraging students to complete basic skills activities. The teacher's guide provides an overview of the program and the classroom management tools available.

Copyright: 1997

Publisher: Micro-Intel
Address: 1200 Papineau Ave.
Montreal(Quebec)
H2K 4R5
Canada

Telephone: 800-530-8789
Fax: 514-528-1770

Website/email: http://www.micro-intel.com

Applicable Competencies:
Intermediate:
Reading 1,2,3,4,5,6,7,8
Listening 1,2,
Numeracy 1,2,3,4,6
Higher Order Skills 1,2

Scan Not Available
Title: Dilemmas in the Workplace

Author: Johanna P. Pomeroy

Description:

This computer program is designed to help adults learn to deal with problems that occur at work. The format uses scenarios or stories to provide context for the selected problems. A short computer video clip and relevant sound tell each story. After each story, students answer questions to determine what will happen next. The program gives students the option to go back to the story to look for answers. The guide contains worksheets dealing with synonyms, analogies, and parts of speech.

Copyright: 1997

Publisher: Educational Activities
Address: 1937 Grand Ave,
Baldwin, NY 11510
Telephone: 800-645-3739
Fax: 516-623-9282

Website/email:
http://www.edact.com
learn@edact.com

Applicable Competencies:
Intermediate:
Reading 1,2,5,7,8
Listening 1,2
Higher Order Skills 1,2
Title: Making Good Career & Life Decisions/Effective Strategies for Career Success

Author: Northern Virginia Community College

Description:

These workbooks are a fine resource for building career skills for any adult. They are organized, sensible and up-to-date.

Although they are written at an advanced level, their format would work well in a career workshop. A wide variety of topics are included, such as where and how to search for a job and understanding oneself. No specific instructions are included for teachers.

Copyright: 1997

Publisher: JIST
Address: 720 N. Park Ave
Indianapolis, IN
46202

Telephone: 317-264-3720
Fax: 317-264-3709

Website/email:
http://www.jist.com/jist
JISTWorks@aol.com

Applicable Competencies:
Advanced:
Reading 1,2,3,4,5,7
Writing 1,2,3
Speaking 1,2
Numeracy 3,4,5
Extended Literacy 1,2,3,4
**Title:** Math in the Workplace

**Author:** Lynn Geoffrey

**Description:**

*Math in the Workplace* is a series of computer programs, each providing instruction on specific topics. *Measuring in Traditional and Metric Units* was reviewed. This program is excellent for independent learners or students requiring repetition or reinforcement.

The program covers various strands useful in a workplace program but interesting to adult learners in other areas as well. The tutorial moves slowly and provides reinforcement for each of the concepts. Reinforcement when errors occur is immediate and carefully spelled out. This program is easily installed, and the teacher software is straightforward and includes an overview of the program, answer keys, and handouts.

**Copyright:** 1997-98

**Publisher:** Educational Activities Inc.

**Address:** PO Box 392

Freeport, NY 11520

**Telephone:** 800-645-3739

**Fax:** 516-623-9282

**Website/email:**

http://www.edact.com

learn@edact.com

**Applicable Competencies:**

**Advanced:**

Numeracy 1,2,3,4,5,6
Title: New Careers On Line

Host: Government of Saskatchewan and Crown Corporation

URL: http://www.sncc.sk.ca/

Other Content Areas: Personal

Settings: Student with tutor

Description:

This site illustrates the power of the Internet as a resource for advanced adult and workforce students. The purposes, goals, sponsors, and learner objectives are clearly stated. The graphics compliment the written materials and ease the transition from link to link. The content is clear and comprehensive with links to such sites as The Occupational Handbook and to self-testing materials. These require close monitoring by the teacher to make them most effective. Teacher support is provided through reference materials for an experienced career counselor or workforce teacher, but no specific directions are given for the novice. Learners and tutors/teachers or counselors should use the materials cooperatively, but no guidance is given for how to accomplish this.

With guidance from an experienced adult educator, this site not only achieves its purpose, it provides instant access to resources that would be expensive and cumbersome to store.
Title: Read to Work: Service & Retail

Author: Linda Stern

Description:

This text is part of a series based on competencies found in SCANS, TABE, and CASAS. The activities combine skill building with job-related content. Students can learn about different jobs, and skills needed for those jobs, as they build basic skills.

The text is focused on reading comprehension, including practice exercises on distinguishing fact from opinion, following directions, drawing conclusions, comparing and contrasting, and finding the main idea. The text is engaging and includes a glossary and list of resources. The teacher's guide includes blackline masters, teaching suggestions, and ESL/LEP activities.

Copyright: 1997

Publisher: Cambridge
Address: 4350 Equity Drive
PO Box 2649
Columbus, OH 43216

Telephone: 800-238-5833
Fax: 614-771-7361

Website/email:
http://www.globefearon.com
info@globefearon.com

Applicable Competencies:
Advanced:
- Reading 1,2,3,4,5,6,7
- Listening 1,2
- Writing 1,2,3
- Speaking 1,2
- Higher Order Skills 1,2
- Extended Literacy 1,2,3,4
Title: *Teamwork in the Classroom: A Student Guide to Collaborative Learning*

Author: Donna Foster and Curtis Miles

Description:

This text facilitates teaching adults about working in teams. The design of this text lends itself best to a workshop format specifically for helping learners participate more effectively in a group situation.

The text is written at an advanced level; however, it is well laid out and simple to understand. No specific instructions are included for the teacher; however, the format is sequential and objectives are clear.

Copyright: 1995

Publisher: H & H Publishing Co.
Address: 1231 Kapp Dr.
Clearwater, FL 34625

Telephone: 813-442-7760
Fax: 813-442-2195

Website/email:

Applicable Competencies:
Advanced:

Reading 4
Listening 1,2
Speaking 1,2
Higher Order Skills 1,2
Extended Literacy 2,3,4

H&H Publication
used with permission
The intent of this book is to build thinking processes, making readers more aware of and in control of their thinking. The exercises can be completed individually, in teams, and in groups. The text is written very clearly and contains well-developed explanations. Although written at a high level, this text and individual activities could be very useful in the appropriate context. The preface provides an overview of the content. No specific teacher’s materials were available.
This workbook is geared toward teaching career education in an interesting, realistic, and integrated format. It could be used with a class or an individual, or used to supplement already existing curricula.

This text contains a series of activities, a vocabulary list with definitions of concepts, and a list of relevant websites. The introduction gives teachers an overview of the workbook and an answer key is included at the back of the workbook. Mr. Kuckkan has also published a similar text called Career Basics: An Integrated Approach to Career Exploration and Workplace Skill Development.

Applicable Competencies:
Advanced:
Reading 1,2,3,4,5,7
Writing 1,2,3
Speaking 1,2
Title: You Be The Reporter

Author: George Ridgeway

Description:

This program would work well in a classroom using computer assisted instruction. It may be used with individual students or as a self-directed program with assistance rendered as needed.

The interesting and stimulating activities in this software would enhance advanced students' writing skills. The program develops students' ability to organize facts, write direct sentences, well-organized paragraphs, and news articles. It also contains a bookmark feature, enabling students to begin where they left off. Although, this program may be complex to set up, it is easy to use once installed.

Copyright: 1995

Publisher: Educational Activities Inc.
Address: PO Box 392
         Freeport, NY 11520

Telephone: 800-645-3739
Fax: 800-366-1158

Website/email: http://www.edact.com
               learn@edact.com

Applicable Competencies:
Advanced:
Writing 1-4
Higher Order Skills 1,2
Extended Literacy 1,2,3,4

Educational Activities
Used by permission
Title: *A Day in the Life...*

Author: Institute for the Study of Adult Literacy
The Pennsylvania State University

Description:

A multimedia format enhances this workforce assessment and instructional program. It provides entry-level information for five basic job domains: food, health, maintenance, retail, and clerical. The program, using interactive scenarios to teach reading, math, and problem-solving, should be motivational and effective with students.

While students control their exploration of the program, teachers are provided a detailed reporting system that can be accessed to fine-tune instruction and determine student level. This program would work well with a wide variety of learners. Teachers materials are available with the software; however, no further information was available.

Copyright: 1995

Publisher: Curriculum Associates
Address: P.O. Box 2001
North Billerica, MA
01862-0901

Telephone: 800-225-0248
Fax: 800-366-1158
Website/email: www.curriculumassociates.com
cainfo@curriculumassociates.com

Applicable Competencies:
All Levels:
Reading 1-8
Numeracy 1-6
Like other phonics systems, this could work for some students but would best be used with other reading methods. Although reviewers thought it could prove helpful, they were wary of the cost of such products.

This phonics system is well organized, systematic, and easy to follow. Classroom materials are available for adult learners. Materials include a manual with answer sheets, a work pack, and reverse listening cards.

| Copyright: | 1997 |
| Publisher: | HEC Software |
| Address: | 3471 South 550 West  
Bountiful, Utah  
84010 |
| Telephone: | 800-333-0054 |
| Fax: | 801-295-7088 |
| Website/email: | http://www.hecsoft.com  
hecsoftinc@aol.com |

Applicable Competencies:
Basic: Reading 1,3,4,5,6,7
The Language Tune-Up Kit is a very basic program which helps adults build sight word vocabulary and skills in reading sentences and short paragraphs. Although the activities in the program could prove helpful for some students, the repetition may bore others.

This program uses phonics skills and works on beginning, middle, and ending sounds. The software contains five sections with 87 lessons. Some activities require a microphone to be most effective. The program gives the learner reinforcement, hints, and visual clues. Records can be kept for each student and reports can be printed. Teacher's materials are available but were not reviewed.

Copyright: 1996
This computer program is a comprehensive review of phonics skills which adult learners can use on their own or in a lab. This software seems most appropriate for adult learners under the age of 25.

While the program is graphic, interactive, and provides the learner with plenty of practice, the graphics may be viewed by some adult learners as inane. There are 47 lessons each divided into six activities. The activities include an introduction, word building, listen and find, reading, writing, and spelling. The Quick Start option gives teachers and students an overview of program use.

Copyright: 1997

Publisher: Mindplay
Address: 160 W. Ft. Lowell
Tucson, AZ 85705
Telephone: 800-221-7911
Fax: 520-888-7904
Website/email: http://www.mindplay.com
mindplay@rtd.com

Applicable Competencies:
Basic: Reading 1,3,4,5
Two selections from the series were reviewed: Changes and Never Say Good-bye. Adult learners will be able to relate to these wonderful books. The text is a collection of writings by adult new writers. These books would work well in a group setting where they could be discussed and read for pleasure.

The selections are interesting, engaging, well-packaged, and inspiring. No discussion questions or guidance for teachers is provided.

Copyright: 1993

My Feelings
Anonymous, California

Every time I say I'll change,
To you it seems I lie,
But honestly, from the heart,
I swear I really try.
I have this fear
That comes from deep inside
That I'll always be alone
With no one by my side.
So I've gone through life doing things
To get attention on me.
I wish I could be myself
And finally be set free.
I have a lot of love inside
And that's without a doubt.
I wish that I could open up
And let those feelings out.
These classic short stories by well-known authors each have a twist to the ending. These stories, ranging from the basic level to the upper intermediate, are appropriate for improving students' thinking skills and literary understanding.

Exercises following each of the stories are organized using "TWIST" as a cue: telling about the story, watching for new vocabulary, identifying story elements, selecting words from the story, and thinking about the story. Included with each story is a chart for students to track their progress. Teacher notes provide answers to all exercises in the series and provide teaching strategies.

Copyright: 1993

Publisher: Jamestown/Contemporary
Address: Two Prudential Plaza
Suite 1200
180 North Stetson Ave
Chicago, IL 60601-6790

Telephone: 800-621-1918
Fax: 800-998-3103
Website/email: http://www.jamestownpublishers.com
ntcpub@tribune.com

Applicable Competencies:
Basic:
Reading 1,4,5,6,7,8
Writing 3
Title:  Communicating with Confidence

Author:  Theresa Flynn-Nason

Description:

This workbook is part of a series on self-esteem. Self-esteem is important in all areas of life, and effective communication is an intricate part of this.

The activities are clearly written and well organized. The lessons can be adapted to fit with other lessons on positive job interviews, respect, phone communication, and communicating with friends and family when there is a problem. Lessons stress the positive as well as the negative sides of communication. Activities provide many opportunities for students to practice what they have learned. The teacher’s guide includes reproducible pages and suggestions for ESL/LEP activities.

Copyright: 1996

Publisher:  Cambridge
Address:  4350 Equity Drive
           PO Box 2649
           Columbus, OH 43216

Telephone:  800-238-5833
Fax:  614-771-7361

Website/email:  http://www.globefearon.com
                info@globefearon.com

Applicable Competencies:
Intermediate:  Speaking 1,2,3
             Extended Literacy 2
**Title:** Reading in the Content Areas: Literature

**Author:** Margaret Duckett

**Description:**

This series includes two books on reading literature; only Level 1 was reviewed. It contains a diverse collection of well-known, quality literature that can provide a wealth of meaningful reading for adult readers.

The text includes a variety of genres, including poetry, short stories, drama, novels, and non-fiction. Each unit includes an introduction to the genre and some guidelines on reading. Each selection starts with a brief introduction that asks students to read for a specific purpose. The teacher’s guide was not available for the review.

**Copyright:** 1990

**Publisher:** New Readers Press  
**Address:** PO Box 888  
Syracuse, NY 13210

**Telephone:** 1-800-448-8878  
**Fax:** 315-422-5561

**Website/email:** www.laubach.org/NRP/indexNRP.htm  
evackerow@laubach.org

**Applicable Competencies:**  
Intermediate:  
Reading 1,2,5,6,7,8  
Writing 1,2,3

---

**Rip Van Winkle**

Washington Irving (1783-1859)

Whoever has made a voyage up the Hudson must remember the Esopus Mountain. They are a branch of the great Appalachian family, and are some twenty or thirty miles to the west of the river, standing up in a noble height, and leveling it over the surrounding country. Every change of season, every change of weather, indeed, every hour of the day produces some change in the aspect borne west and shapes of those mountains.

As at the feet of these fairy mountains, the voyager may have discovered the light smoke curling up from a village. It is a Dutch village of great antiquity, having been founded by

---

New Readers Press,  
US Publication division of Laubach Literacy
Title:  *Literacy Link*

Host:  PBS: Public Broadcasting System with KET, NCAL, Kentucky Department of Education

URL:  http://www.pbs.org/learn/literacy

Other Content Areas:
Family, Workplace, Community/Citizenship

Settings:  Student w/ tutor, Cooperative learning, Professional development

Description:

This site, funded by a grant from the US Department of Education Star Schools Program, is creating an integrated instructional system of video and online computer technology to help adult students advance their GED and workplace skills. It includes *LitHelper*, an online assessment tool that will generate an Individual Education Plan (IEP) and provide learners with information about appropriate literacy programs and resources in their geographic area. Other components offer instruments for ongoing assessment of learners’ progress, facilitating periodic revisions of IEPs. *PeerLit* provides links to evaluated websites with information of value to GED students. Material is classified according to the 5 GED topic areas. *Literacy Link* includes topics of interest to practitioners and adult learners, ranging from black history and the Holocaust to Chicano literature, and fitness and health. Other topics address writing résumés and creating a biography. Only quality sites are included, ordered from "best" to "good". The site includes rating criteria for evaluating websites.
Title: *Smart Solutions Comprehensive Math Review*

Author: Cathy Fillmore Hoyt

Description:

This workbook is one in a series of texts written to improve math skills. The series is appropriate for use in preparing students for standardized tests.

The workbook contains a pretest and a posttest for assessment of student knowledge. The book also contains five units which are well laid-out. The explanations in each unit are understandable and well referenced. The topics included in this text are whole number review; decimals and money; fractions, percents, and ratios; data and measurement; and algebra and geometry. Answers to the problems are included in the back of the book. The teacher's guide provides step by step instructions for additional activities. The guide was not reviewed.

Copyright: 1997

Publisher: New Readers Press
Address: PO Box 888
Syracuse, NY 13210

Telephone: 800-448-8878
Fax: 315-422-5561

Website/email: www.laubauch.org/NRP/indexNRP.htm ewackerow@laubauch.org

Applicable Competencies:
Advanced:
- Reading 1,2,3
- Numeracy 1,2,3,4,5,6
- Higher Order Skills 1,2
- Extended Literacy 1,4
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Other Content Areas:
- Personal

Settings:
- Professional development

Description:

This site offers a full range of K-12 educational resources, some of which are useful to adult learners and practitioners. The link to EdView, sponsored by Kelloggs, leads to high school subjects, to reading and writing, and finally to ESL, where there are 124 citations/activities for the ESL learner, complete with pronunciation for many items. Several of the links required sign-up and a fee in order to use the information. The site is difficult for a student to navigate, but a teacher with some time and stamina could find a wealth of information here.
Title: OTAN ONLINE

Host: Outreach and Technical Assistance Network (OTAN), California Department of Education

URL: http://www.otan.dni.us/

Other Content Areas:
Personal

Settings: Student with tutor, Professional development

Description:

OTAN is designed to provide technical assistance, electronic communication, and access to information for adult education providers in California. However, it also provides public access to Adult Education Regional Centers, a document and reference library, course outlines, lesson plans, codes and regulations, and curricula resources. Visit its site map first to learn what is reserved for OTAN members and what is available to all.

The teacher's area offers course outlines, lesson plans, materials lists, classroom activities, research and methodology, and information about adult education and technology vendors. The lesson plans area is organized according to California Department of Education standards. Plans are submitted by teachers, edited by OTAN staff, and vary in content and usefulness. The materials section lists adult education newsletters and periodicals. The educational software section offers suggestions for evaluating software as well as TESOL CALL, an annotated list of software in use by English for Speakers of Other Languages teachers and marketed for English as a Second Language.

This information summarizes only one section out of nearly 30 areas with information for adult educators. This site has received well-deserved praise in adult education circles.
Title: Study Web

Host: American Computer Resources, Inc.

URL: http://www.studyweb.com/

Other Content Areas:
Family, Workplace, Personal

Settings: Independent; Student w/ tutor; Cooperative learning;
Professional development

Description:
This site has rapidly emerged as one of the Web’s most bookmarked educational research sites. The information is sorted according to the appropriate grade level which makes it a valuable tool for teachers looking for lesson plan and curriculum ideas. The variety of subjects and categories should allow most users to narrow in on a topic for a report, find background material for a story, begin research for a paper, or just increase their knowledge of a particular subject. The information for each topic also notes the presence of downloadable or printable images for use as visual aids.

The “Teachers at Work” site features over 1600 educational sites that have been reviewed and rated. They are classified by subject matter from arts to social studies, with separate listings for technology education and education resources. Under Curriculum Resources, you will find links to art, earth studies, geography, math, reading and literature, science, and social studies.
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PUBLISHER

Appalachia Educational Laboratory, Inc.

Family Connection 1&2 1996

Cambridge

Communicating with Confidence 1996
Making Decisions: Managing Your Money 1996
On Your Own: Writing Process 1990
Read to Work: Service & Retail 1997

Creative Educational Publishing

Workplace Basics: Teaching the ABC's of the Career World 1996

Curriculum Associate

PostCards 1997
A Day in the Life 1995
Making Wise Buys; The Check is in the Mail; A Share of the Market 1995

Educational Activities

Dilemma's in the Workplace 1997
Math in the Workplace 1997
You Be the Reporter 1995

Globe/Fearon

Ablest Plus 1989
Getting Healthy and Staying Healthy 1994

Goodwill Industries of Pittsburgh

Parenting Skills Through Children's Literature 1994

H & H Publishing Co.

Teamwork in the Classroom: A Student Guide to Collaborative Learning 1995
Thinking Tools: Academic, Personal, and Career Applications 1990
HEC Software
Discover Intensive Phonics 1997

Jamestown/Contemporary
Celebrate with Us 1995
Critical Reading Skills 1987
Goodman's Five-Star Stories: More Twists 1993
Themes in Reading 1997

JIST

Lawrence Hall of Science
Family Math 1986

Micro-Intel
Basic Life Skills At Work: The Factory Mystery 1997
Language Tune-Up Kit 1999

Mid-State Literacy Council
Essential School Language 1995

Mindplay
Larabee's Bridge to Adult Literacy 1997

National Institute for Literacy
Rosalie's Neighborhood 1998

New Reader's Press
Reading in the Content Areas: Literature 1990
New Writer's Voices Series 1993
Remembering 1988
Smart Solutions Comprehension Math Review 1997

TIU Adult Education and Job Training Center
Teach Your Children: Learning Differences 1993

World Education
Publisher's Addresses

Contemporary/Jamestown
12 Cavalier Drive
Ambler, PA 19002

Creative Educational Publishing
PO Box 268
Burlington, WI 53105

Curriculum Associates
PO Box 2001
North Billerica, MA 01862-0901

Educational Activities, Inc.
1937 Grand Avenue
Baldwin, NY 11510

H & H Publishing Co.
1231 Kapp Dr.
Clearwater, FL 34625

HEC Software
3471 South 550 West
Bountiful, Utah 84010

JIST Works, Inc.
720 North Park Avenue
Indianapolis, IN 46202-3431

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Attn: Family Math
University of California
Berkeley, CA 94720

Micro-Intel
1200 Papineau Ave.
Montreal (Quebec)
H2K4R5
Canada

Mindplay
160 W. Ft. Lowell
Tucson, AZ 85705

National Institute for Literacy
800 Connecticut Ave, NW
Suite 200
Washington, DC 20006-2712

New Reader's Press
PO Box 888
Syracuse, NY 13210

Simon & Schuster Education Group
Cambridge, Globe/Fearon
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Jenkintown, PA 19046

World Education
44 Farnsworth Street
Boston, MA 02210-1211
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