

Item	Description	Components
<p>Tutor Share Packets</p> <p>REFERENCE ONLY— Please photocopy for use</p>	<p>Selection of worksheets on variety of topics.</p>	<p>BL/ESL:</p> <ul style="list-style-type: none"> <li>Using Tape Recorders</li> <li>Health and Wellness</li> <li>Workplace Skills/Jobs</li> <li>Goal Setting</li> <li>High-Incidence Academic Word List</li> <li>Helping Your Learner w/ COMPASS Test Games</li> <li>Helpful Websites</li> <li>Reading Comprehension</li> <li>Workplace Strategies</li> </ul> <p>BL:</p> <ul style="list-style-type: none"> <li>Spelling/Phonics</li> <li>Using Children’s Literature w/ Adult Learners</li> <li>Short Reading Passages for Advanced/Intermediate Grammar</li> <li>Social Work Values in Tutoring</li> <li>Working w/ Advanced BL Learners</li> <li><i>Number the Stars</i> by Lois Lowery Activities</li> <li>Extending a Series Lesson</li> <li>Tutoring Adults Who Learn Differently</li> </ul> <p>ESL:</p> <ul style="list-style-type: none"> <li>Pronunciation Exercises</li> <li>Group Ice Breakers</li> <li>Conversation</li> <li>Information Gaps</li> <li>Grammar Strategies</li> <li>Use of Textbooks</li> <li>More Grammar</li> <li>Teaching With Dictation</li> <li>American Proverbs</li> <li>ESL for Beginners</li> </ul>

**Reference—Tutor Materials (page 2 of 3)**

**Reference Shelf 2**

Item	Description	Components
Worksheets by Learner Level  REFERENCE ONLY— Please photocopy for use	Selected worksheets designated by BL/ESL and level.	
SRA Reading Lab— Advanced Reading Passages  REFERENCE ONLY— Please photocopy for use	2-page readings with exercises.  Practice for college prep, GED, COMPASS.	Levels 8-9 Levels 10-11 Levels 12-13
Language Remediation and Expansion: 150 Skill-Building Reference Lists		
Pyramids: Structurally Based Tasks for ESL Learners Teacher’s Book (1987)	Strengthen grammatical structures through task- based activities.  24 lessons.  Beginning/low-intermediate with some exposure to English.	
Ready-to-Use Illustrations		Food and Drink Holiday Old-Fashioned Mortised Cuts

Item	Description	Components								
<p>Life Skills Practice (1999)</p> <p>REFERENCE ONLY— Please photocopy for use</p>	<p>Real-life scenarios for everyday activities.</p> <p>192 easy-to-follow activities for hands-on skill practice.</p> <p>Reproducible activity sheets.</p> <p>8 sections:</p> <table border="0" data-bbox="604 646 1176 760"> <tr> <td>being an employee</td> <td>making decisions</td> </tr> <tr> <td>banking</td> <td>running a household</td> </tr> <tr> <td>getting along with others</td> <td>understanding forms</td> </tr> <tr> <td>getting organized</td> <td>using a budget</td> </tr> </table>	being an employee	making decisions	banking	running a household	getting along with others	understanding forms	getting organized	using a budget	
being an employee	making decisions									
banking	running a household									
getting along with others	understanding forms									
getting organized	using a budget									
<p>Workplace Role Play</p> <p>REFERENCE ONLY— Please photocopy for use</p>	<p>Simulates work experience with on-the-job role-play modules.</p> <p>Tasks with directions and supporting materials.</p> <p>Teaching suggestions.</p>	<p>Health Care Restaurant Grocery Store Banking</p>								

**Reference—Picture Dictionaries (page 1 of 2)**

**Reference Shelf 3**

Item	Description	Components												
Oxford Picture Dictionary (2008)	<p>Complete reference to essential everyday vocabulary. 12 thematic areas; 140 key topics; 4000 words. Index w/ pronunciation guide. Color pictures.</p> <p>Units:</p> <table border="0" data-bbox="604 586 1014 748"> <tr> <td>everyday language</td> <td>community</td> </tr> <tr> <td>people</td> <td>transportation</td> </tr> <tr> <td>housing</td> <td>areas of study</td> </tr> <tr> <td>food</td> <td>plants/animals</td> </tr> <tr> <td>clothing</td> <td>work</td> </tr> <tr> <td>health</td> <td>recreation</td> </tr> </table>	everyday language	community	people	transportation	housing	areas of study	food	plants/animals	clothing	work	health	recreation	Monolingual English/Chinese (1998)
everyday language	community													
people	transportation													
housing	areas of study													
food	plants/animals													
clothing	work													
health	recreation													
The New Oxford Picture Dictionary (1988)	<p>Colored, contextualized illustrations. 82 topics; 2400+ words. Index w/ pronunciation guide. Organized thematically beginning w/ topics most useful for survival needs. Topics progress to those of more general nature.</p>	<p>Monolingual English/Spanish</p> <p><i>Note: The New Oxford Picture Dictionary Intermediate Workbook located on Right Shelf 4 Vocabulary</i></p>												
Oxford Picture Dictionary of American English: French Indexed Edition (1978)	<p>Color pages of situational illustrations. Contextualized vocabulary. 2000+ American English words. English pronunciation guide. French vocabulary index.</p>													
The Basic Oxford Picture Dictionary: English/Haitian Creole														

Item	Description	Components						
(Longman) Photo Dictionary (1987)	Vocabulary and conversation book. Color photos. 80 semantic categories; 2000+ words. Contextualized. Short exercises.	<p><i>Note:</i> (Longman) Photo Dictionary Intermediate Workbook located on Right Shelf 4 Vocabulary</p>						
English for Everyday Activities: A Picture Process Dictionary (1999)	Verb-based, multi-skills program.  Skills to communicate step-by-step aspects of daily occurrences.  Units: <table border="0" style="margin-left: 20px;"> <tr> <td>starting the day</td> <td>managing household</td> </tr> <tr> <td>getting around</td> <td>keeping in touch</td> </tr> <tr> <td>at home in evening</td> <td>having fun with friends</td> </tr> </table>	starting the day	managing household	getting around	keeping in touch	at home in evening	having fun with friends	Basic (beginning) Not designated (high-beginning/intermediate)  <p><i>Note:</i> Workbook, Basic Workbook, Activity Book, Listening Activity Book, Teacher's Guide located on Right Shelf 4 Vocabulary</p>
starting the day	managing household							
getting around	keeping in touch							
at home in evening	having fun with friends							
Lexicary: An Illustrated Vocabulary Builder for Second Languages (1990)	Contextualized vocabulary. Over 3500 words; 138 contexts.  6 context areas: <table border="0" style="margin-left: 20px;"> <tr> <td>functions</td> <td>operations</td> </tr> <tr> <td>sequences</td> <td>topics</td> </tr> <tr> <td>related actions</td> <td>places</td> </tr> </table>	functions	operations	sequences	topics	related actions	places	
functions	operations							
sequences	topics							
related actions	places							



## Reference—Dictionaries/Writing Reference

## Reference Shelf 3

Item Type	Components
Dictionary	Beginner's Dictionary of American English Usage Dictionary of American English (Longman) Dictionary of American English (Cambridge) Longman Basic Dictionary of American English The Best Dictionary for Students Webster's Dictionary Webster's Dictionary and Roget's Thesaurus Webster's Dictionary Easy-to-Read
Thesaurus	Pocket Thesaurus Spellex Thesaurus Webster's Standard Thesaurus (The New International)
American English	American Idioms Dictionary American Slang BLEEP! A Guide to Popular American Obscenities What Are These Crazy Americans Saying?
Spelling	Bad Speller's Dictionary (Pocket) Spellex Word Finder
Writing	MLA Handbook for Writers of Research Papers The New Webster's Practical English Handbook
Other	Dictionary of Proverbs Dictionary of Cultural Literacy

## Reference—Reference

## Reference Shelf 4

Topic	Components
Literacy Instruction	Litstart: Strategies for Adult Literacy and ESL Tutors Teaching Adults: An ESL Resource Book I Speak English Literacy Face to Face: A Resource for Volunteer Adult Literacy Tutors Read to Me: Family Literacy Program Training Manual
Reading/ Reading Comprehension	Reading in the Brain: The New Science of How We Read (2009) The Fluent Reader: Oral Reading Strategies for Building Word Recognition, Fluency, Comprehension (2003) Strategies That Work: Teaching Comprehension to Enhance Understanding (2000) Reading Comprehension Instruction: Issues and Strategies (1990)
Phonics/Vocabulary	Phonics They Use: Words for Reading and Writing (1995) Phonics Phacts (1993) Bringing Words to Life: Robust Vocabulary Instruction (2002)
Learning Disabilities	Understanding and Managing Learning Disabilities in Adults (2000) Teaching Adults with Learning Disabilities (1996) Learning Disabilities and Literacy Learning Disabilities (NIH) Adult Learners with Special Needs: Strategies/Resources-Postsecondary Education/Workplace Training (1998) The Gift of Dyslexia: Why Some of the Smartest People Can't Read and How They Can Learn (1994) National Resources for Adults with Learning Disabilities (1997) Learning Disabilities Reference Notebook Binder
Other	Pedagogy for Adult Learners: Methods and Strategies (1999) Assessing and Correcting Reading and Writing Difficulties (2006) Enhancing Writing Instruction: Rubrics/Resources for Self-Evaluation and Goal Setting (2010) Dialogue Journal Writing with Nonnative English Speakers: A Handbook for Teachers (1990)



**Reference—Other****Reference Shelf 4**

<b>Item</b>	<b>Description</b>	<b>Components</b>
CultureGrams (2010)	Reference information by individual country. Also includes regional information.  Country reports about 4 pages each. Contain: background people customs/courtesies lifestyle society	1 The Americas 2 Europe 3 Africa 4 Asia and Oceania
PCs for Teachers (1996)		
Puzzlemaker CD	12 puzzle templates.  Sample puzzles.	
Narcotics Anonymous (1988)		

Item	Description	Components
Stories by Rosanne Keller (1990)	4x7 size. 32 pages, 6 chapters. Illustrated.	Honorable Grandfather Talk Like a Cowboy The Race The Magic Village The Trip Woman's Work, Man's Work
Shared Umbrella Series (1997)	Beginning readers. Each book a single story.  Small amount of text per page; many pictures.  Activities in <i>Guide for Tutors</i> .  5x8 size. 20 pages.	Set One: Go to Work, Fred! Carmen's Day A Holiday for Mee Picture Dictionary and Guide for Tutors  <i>Also The Citizenship Class (from Set Two) located on Left Shelf 5 Citizenship</i>
Open Door Series	Novels by Irish authors in simplified writing.  4x7 size. 75-100 pages; 10-20 chapters.	Mrs. Whippy (reading level 3.5) Sad Song (reading level 4.0) No Dress Rehearsal (reading level 4.5) The Builders (reading level 5.0) Jesus and Billy are off to Barcelona Ripples In High Germany Maggie's Story Not Just for Christmas  <i>Free downloadable reading guides at gemmamedia.com (literacy corner).</i>

Item	Description	Components
Longman Classics	<p>Classic stories retold in easy English.</p> <p>Includes comprehension questions.</p> <p>5x8 size. Illustrated.</p> <p>Stage 2=900 word vocabulary. Stage 3=1300 word vocabulary.</p>	<p>The Wind in the Willows by Kenneth Grahame 70 pages, 11 chapters, questions for each chapter and whole book stage 2</p> <p>The Adventures of Tom Sawyer by Mark Twain 70 pages, 17 chapters, questions for each chapter stage 3</p> <p>The Return of Sherlock Holmes by Sir Arthur Conan Doyle 3 stories, 17-18 pages each, 6-7 chapters each, questions for each story and for whole book</p>
Saddleback Classics	<p>5x8 size. 80 pages, 9-12 chapters.</p>	<p>A Christmas Carol by Charles Dickens The Call of the Wild by Jack London Dracula by Bram Stoker The Adventures of Huckleberry Finn by Mark Twain The Adventures of Tom Sawyer by Mark Twain Frankenstein by Mary Shelley The Scarlet Letter by Nathaniel Hawthorne Dr. Jekyll and Mr. Hyde by Robert Louis Stevenson</p>
Children's Thrift Classics	<p>5x8 size.</p>	<p>Anne of Green Gables by L.M. Montgomery 90 pages, 6 parts</p> <p>Little Women by Louisa May Alcott 108 pages, 16 chapters</p>

Item	Description	Components																				
Five Dog Night and Other Tales by Rosanne Keller (1979)	Short stories that supplement <i>Laubach Way to Reading Skill Book 3</i> .																					
Flashback Series	Fictional characters in historical settings.  4x6 size. 30 pages.	<p>Disaster series:</p> <table border="0"> <tr> <td>Deadly Torrent</td> <td>Braving a Blizzard</td> </tr> <tr> <td>Idaho Inferno</td> <td>Black Sunday</td> </tr> <tr> <td>Quake 8.1</td> <td>Ship of Doom</td> </tr> <tr> <td>Twister!</td> <td>Big-Top Tragedy</td> </tr> <tr> <td>Dreams of Fire</td> <td>Destruction at Dawn</td> </tr> </table> <p>War series:</p> <table border="0"> <tr> <td>USS Indianapolis</td> <td>Guns for the General</td> </tr> <tr> <td>Ace Bradley</td> <td>Attack on Pearl Harbor</td> </tr> <tr> <td>The Lost Battalion</td> <td>Gettysburg Messenger</td> </tr> <tr> <td>A Brave Act</td> <td>The British are Coming</td> </tr> <tr> <td>Victory at Inchon</td> <td></td> </tr> </table>	Deadly Torrent	Braving a Blizzard	Idaho Inferno	Black Sunday	Quake 8.1	Ship of Doom	Twister!	Big-Top Tragedy	Dreams of Fire	Destruction at Dawn	USS Indianapolis	Guns for the General	Ace Bradley	Attack on Pearl Harbor	The Lost Battalion	Gettysburg Messenger	A Brave Act	The British are Coming	Victory at Inchon	
Deadly Torrent	Braving a Blizzard																					
Idaho Inferno	Black Sunday																					
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Ace Bradley	Attack on Pearl Harbor																					
The Lost Battalion	Gettysburg Messenger																					
A Brave Act	The British are Coming																					
Victory at Inchon																						
Double Fastback Mysteries	4x6 size. 60 pages.	The Night Marchers The Lost Train																				
Matchbook Five-Minute Thriller	3x5 size. 15 pages.  With audiotape.  Includes questions/exercises.	Shon Ai Free Ya (Mars landing) The Specialist (doctor's office) Flight 901 (plane trip) Adios, Mr. Cox (smuggling)																				

**Reading Materials—Fiction (page 4 of 7)**

*Left Shelf 2*

Item	Description	Components
The Smart Reader (1994)	5x8 size. 24 pages.  With audiotape.  Includes teacher's guide.	Meeting Half Way Patty, a teenage immigrant from China  Danger in the Canyon 2 boys hiking in a canyon
Pocket Classics	4x7 size. 50-60 pages. Small print. Comic book style pictures.  With audiotape.	Black Beauty The Call of the Wild
Open-Ended Stories (1973)	Unfinished stories.  Discussion questions about stories and possible endings.  5x8 size. 4-8 pages per story.	
Payoff In The Park and Other Exciting Short Stories (1972)	4x7 size. Stories about 10 pages each. Pictures.	
Tales of China: Retold Timeless Classics	5x8 size. 7 stories including 1 play; 5-10 pages each.	

**Reading Materials—Fiction (page 5 of 7)***Left Shelf 2*

Item	Description	Components
Mollie's Year by Tana Reiff (1979)	4x7 size. 60 pages, 14 chapters.	
A New Life	4x7 size. 60 pages, 14 chapters. Pictures.	
Beyond Fear and Pride (1996)	4x7 size. 40 pages, 8 chapters. Pictures.  Cowboy who cannot read or write.	
Casey's Grudge	4x7 size. 70 pages, 11 chapters.	
So Wild a Dream	5x7 size. 60 pages, 8 chapters.  American Revolution.	
The Deadly Diamonds (1992)	6x9 size. 50 pages, 6 chapters. Illustrations.	

**Reading Materials—Fiction (page 6 of 7)**

*Left Shelf 2*

Item	Description	Components
Writers' Voices	Selections from books.  Includes reading helps.  60 pages.	Jaws by Peter Benchley Lonesome Dove by Larry McMurty The Joy Luck Club by Amy Tan Dark They Were, and Golden-Eyed by Ray Bradbury
Flor's Journey to Independence (2005)	6x8 size. 111 pages; 10 chapters. Some pictures.  MICHIGAN Stories for Newcomers—original fiction for adult English learners to improve reading and English skills.	
Dr. Dolittle	5x8 size. 120 pages, 13 chapters.	
The Hangman	5x8 size. 90 pages; 13 chapters.	
Out of the Dark	5x8 size. 150 pages; 21 chapters.	
The Boxcar Children	5x8 size. 130 pages; 11 chapters.	
Number the Stars	5x8 size. 140 pages; 17 chapters.	
Salem Witch	5x8 size. 170 pages.	

**Reading Materials—Fiction (page 7 of 7)***Left Shelf 2*

Item	Description	Components
The Light in the Forest	4x7 size. 180 pages; 15 chapters.  Adventure story of frontier boy raised by Indians.  Young adult.	
Hoot by Carl Hiaasen	5x8 size. 292 pages.  Used for ESL book club.	
Come Juneteenth	4x7 size. 250 pages; 29 chapters.  Historical fiction: Civil War, Emancipation.	



**Reading Materials—Sports (page 1 of 3)**

*Left Shelf 3*

Item	Description	Components
Easy Reader Biography: Muhammed Ali (2007)	48 pages; 8 chapters. Large print. Many photos.  Repeated sentence patterns. Includes glossary. Discussion questions.	
Jackie Robinson (1990)	50 pages. Large print. Pictures.	
Jackie Robinson (1996)	240 pages.	
Lance Armstrong: The Race of His Life (2000)	6x9 size. 60 pages, chapters. Large print. Pictures.  Level 3: 2 <sup>nd</sup> and 3 <sup>rd</sup> grade.	
The Mannings: Football's Famous Family (2006)	45 pages. Large print. Many pictures.	
Pride of Puerto Rico: The Life of Roberto Clemente (1988)	150 pages.	

**Reading Materials—Sports (page 2 of 3)**

***Left Shelf 3***

Item	Description	Components
Tony Hawk (2004)	6x9 size. 40 pages; 4 chapters. Pictures.  Skateboarder.	
Writers' Voices	Selections from biographies.  4x7 size. 60 pages.	Giant Steps: The Autobiography of Kareem Abdul-Jabbar (1983/1990)  Rashad (Ahmad Rashad) (1988/1991)
History of Sports Series (2004)	7x9 size. 90 pages; 6 chapters. Pictures.	Boxing Car Racing
Rocky and Other Plays About Sports (1986)		
A SporTellers Book (1981)	Fiction.  5x7 size. 60 pages.	Catch the Sun Fear on Ice Stroke of Luck Play-Off
Hoop City (2005)	5x8 size. 125 pages; 13 chapters.  Fiction. 2 brothers from Harlem trying to make NBA.  Discussion questions.	

<b>Item</b>	<b>Description</b>	<b>Components</b>
Flashback Series: Sports (1987)	4x6 size. 30 pages.  Fictional characters in historic settings.	Double the Glory The Boys of Winter The End of a Streak The Triple Crown Duel The One-Woman Team

**Reading Materials—History/Biography (page 1 of 6)**

***Left Shelf 3***

Item	Description	Components
National Geographic Reading Expeditions—Seeds of Change in American History (2002)	40 pages. Many colored pictures.	Two Cultures Meet: Native American and European The Industrial Revolution Building the Transcontinental Railroad The Age of Inventions The Great Migration
Highlights of American History Book One: Before 1850 (1979)	Short readings (2-3 pages) with pictures of postage stamps that relate to topic.  Questions about readings and stamps.	
Seeds of a Nation: Virginia (2004)	6x9 size. 40 pages; 4 chapters. Many color pictures.	
It Started in Montgomery—A Picture History of the Civil Rights Movement (1972)	75 pages.	
16 Extraordinary (Persons)	4 pages per person.  Questions: remembering the facts understanding the story getting the main idea applying what you've learned	Hispanic Americans (1995) American Women (1996) Native Americans (1997) Asian Americans (1996)

Item	Description	Components
Easy Reader Biography (2006-2008)	<p>48 pages; 6-8 chapters. Large print. Many photos.</p> <p>Repeated sentence patterns. Includes glossary. Discussion questions.</p>	<p>Nelson Mandela Mohatma Gandhi Mother Teresa Martin Luther King Jr. Eleanor Roosevelt Oskar Schindler Cesar Chavez Rosa Parks Harriet Tubman Charles Lindbergh</p>
Black Americans of Achievement Series (1988-1992)	<p>7x9 size. 100-140 pages; 8-10 chapters. Many pictures.</p>	<p>Martin Luther King , Jr. (civil rights leader) Mary McLeod Bethune (educator) Bill Cosby (entertainer) Colin Powell (military leader) Jesse Jackson (civil rights leader and politician) Harriet Tubman (antislavery activist) Matthew Henson (explorer)</p>
Portraits of Contemporary African Americans (Social Studies Activity Book for Grades 4 to 8) (1993)	<p>1 page text per person.</p> <p>Variety of activities.</p>	
Writers' Voices	<p>Selections from books.</p> <p>Includes reading helps.</p> <p>60 pages.</p>	<p>Coal Miner's Daughter by Loretta Lynn In the Shadow of Man by Jane Goodall One More Time by Carol Burnett Elvis and Me by Priscilla Beaulieu Presley</p>

Item	Description	Components
Step into Reading	<p>Written for children but suitable for some adult learners.</p> <p>6x9 size. 50 pages.</p> <p>Large print. Many pictures.</p>	<p>Abe Lincoln's Hat Helen Keller: Courage in the Dark</p>
Abraham Lincoln (2005)	<p>5x8 size. 120 pages; 15 chapters. Many photographs.</p>	
Teddy Roosevelt: The People's President (2004)	<p>6x9 size. 30 pages; 3 chapters. Large print. Many illustrations.</p>	
Eleanor Roosevelt (1996)	<p>240 pages.</p>	
Robert E. Lee: Leader in War and Peace (Rookie Biography) (1989)	<p>7x9 size. 45 pages; 5 chapters. Large print; small amount of text. Many photos and illustrations.</p>	
(Narrative of the Life of) Frederick Douglas: An American Slave (2004)	<p>4x7 size. 120 pages; 16 chapters.</p> <p>Autobiography.</p>	

Item	Description	Components
My Brother Martin: A Sister Remembers Growing Up with the Rev. Dr. Martin Luther King Jr. (2003)	Large color illustrations. Small amount of text.	
Cesar Chavez: Fighter in the Fields (2003)	5x8 size. 40 pages. Large print. Pictures.	
Andrew Young: Freedom Fighter (1990)	30 pages. Large print. Pictures.	
Thomas Edison (Pocket Biography)	4x7 size. 50-60 pages. Small print. Comic book style pictures.  With audiotape.  Includes quiz at end.	
Nefertiti The Mystery Queen (1992)	6x9 size. 50 pages, chapters. Pictures.	
Vincent van Gogh: Portrait of An Artist (2001)	100 pages.	

**Reading Materials—History/Biography (page 5 of 6)**

*Left Shelf 3*

Item	Description	Components
Phillis Wheatley: Poet (1985)	100 pages; chapters.	
People at the Center of The French Revolution (2006)	8x9 size. 45 pages. 15 people plus introduction to French Revolution. Each person-1 page text. Many full-page color pictures.	
Nelson Mandela: “No Easy Walk to Freedom” (1995)	5x8 size. 175 pages; 6 parts; 24 chapters. Some pictures.	
Joseph Stalin (2005)	8x9 size. 100 pages; 6 chapters. Some pictures.	
The Importance of Henry VIII (2004)	8x9 size. 100 pages; 7 chapters. Some pictures.	
The Rwanda Genocide (2004)	6x9 size. 130 pages; 3 chapters.	
Ancient Egypt (Kids Discover Magazine) (2001)	20 pages. Many pictures.	



Item	Description	Components
<p>The Contemporary Reader (1996)</p>	<p>5x8 size. 9 nonfiction stories; 8-12 pages each. Photos.</p> <p>Discussion questions.</p> <p>Topics: fireworks                      soccer Amish                              Luis Munoz Marin Itzhak Perlman                  calendars churches                         Ben &amp; Jerry's seances</p>	
<p>The Music Library (2003-2006)</p>	<p>7x9 size. 100 pages; 6 chapters. Some pictures.</p>	<p>The History of Classical Music The History of the Blues</p>
<p>Pacemaker True Adventures: Tales of Spies (1969)</p>	<p>5x8 size. 3 stories, 8-10 pages each.</p>	

## Reading Materials—Religion

*Left Shelf 4*

Item	Description	Components
Bible Stories by Norman Vincent Peale (1978)		
Light for My Path: Illuminating Selections from the Bible (1999)	Short selections.	
A Book for All Nations! (1990 Literacy International)	26 easy-to-read condensations from Bible. Comprehension questions.  4x7 size. 1 to 2 pages per story.	
Bibles (different versions)		
Teaching About Islam and Muslims in the Public School Classroom: A Handbook for Educators (1995)	Reference.	
A Brief Illustrated Guide to Understanding Islam (1997)	Reference.	
Symbols of Islam (2000)	Reference.	
The Qur'an		

**Reading Materials—Science (page 1 of 2)**

***Left Shelf 4***

Item	Description	Components
Pathfinders in Exploration (1988)	50 pages; sections.	Exploring Rivers Exploring the Oceans Exploring the Poles Exploring the Land Exploring Deserts Exploring Space
Exploring Energy (1988)	50 pages; sections.	Energy From the Sun Wind and Water Power
Moving Around the World Series (1986)	50 pages; sections.	Making Things Move Travel by Air Finding the Way
Planet Earth (1994)	75 pages; chapters.	Endangered Species Protecting the Oceans Alternative Sources of Energy Global Warming Our Disappearing Rain Forests
Steck Vaughn Series (1992)	50 pages; chapters. Pictures.	Mysteries of the Mind Strange Stories of Life Mystery in Peru Secrets of Tut’s Tomb and the Pyramids Terror in the Tropics—The Army Ants Killer Bees Atlantis and the Missing Continent Unidentified Flying Objects Creature of Mystery Great Unsolved Mysteries Teacher’s Guide

Item	Description	Components
Shark! The Truth Behind the Terror (2003)	5x8 size. 45 pages; chapters/sections. Many pictures.	
Plate Tectonics (2003)	6x9 size. 40 pages; 4 chapters. Many color pictures. Volcanoes; earthquakes.	
Reading About Science F (2001)	Short readings (1page with picture). Also 1 page of questions.  Readings in 4 categories: life science earth-space science physical science environmental science	

Item	Description	Components
Community Issues (1994)	5x8 size. 30 pages. Pictures.  3 sections: story (fiction) article (non-fiction) activities	Where People Live Who Are the Homeless Rich and Poor Schools Watching Out for Crime
Looking Back Series (1988)	50 pages; sections.	Looking Back at Medicine Looking Back at Clothes and Fashion
(One-Hundred-And-One) African American Read-Aloud Stories (1998)	Most stories 2-6 pages.  Topics: myths/fables            liar/fool/tall tales fairy tales                biography folk tales                history friends/helpers        slavery hawk/chicken tales    growing up rabbit stories            songs/poetry	
Our Constitution: A Working Plan for Democracy (1987)	Short readings with exercises.	
The Constitution of the United States	Pocket-size.	

Item	Description	Components
Cobblestone: The History Magazine for Young People: The Constitution of the United States (1982)	Short readings.	
Our Flag (1988)		
USA: Readings, Documents and Activities (1987)	Historical research applied to the study of American history.  Uses original and adapted documents.  87 lessons-3 to 4 pages each.  Variety of exercises.	
Great Documents That Shape American Freedoms (1987)	Documents and exercises.	
Government Today (1994)	Federal, state, local.  Workbook has exercises.	Text Workbook
For the People . . . By the People . . . : How State and Local Governments Operate (1999)	Brief descriptions and explanations.	

Item	Description	Components
Portrait of America—Michigan (1991)	50 pages. Many photos.	
Portraits of Michigan: History and Facts on Michigan (1995)	General information. History. Questions.	
The Legislative Process in Michigan: A Student's Guide (1997)	Written for high school students.  Flexible; can be used for varied levels of study.	
Your State Capitol: A Walking Tour (1999)		
The Great American Citizenship Quiz: Can You Pass Your Own Country's Citizenship Test? (2005)	92 questions.  Answers include explanations/additional information.  Also contains copies of: The Declaration of Independence The US Constitution The Bill of Rights Amendments XI-XXVII The Emancipation Proclamation	
Election Special (1983)	Activities to work through events related to presidential election from time candidate announces to inauguration.	

**Reading Materials—Social Studies (page 4 of 5)**

***Left Shelf 4***

Item	Description	Components
Our United States Geography: Our Regions and People (1994)	Organized by regions and states. Text has about 3 pages per state. Workbook has 1 page per state with activities.	Text Workbook
Illustrated Great World Atlas (1997)  <i>Located on Left Top Shelf</i>		
West Africa (2005)	7x9 size. 90 pages; 5 chapters. Pictures. Exploration and discovery.	
Liberia (2004)	7x9 size. 90 pages; 6 chapters. Some pictures. History, geography, culture.	
Indigenous Peoples of Africa (2002-2003)	7x9 size. 100 pages; 6 chapters. Pictures. Contemporary life plus social, cultural, and political histories.	East Africa Southern Africa



Item	Description	Components
Building World Landmarks (2004-2005)	7x9 size. 45 pages; 4-5 chapters. Many color pictures.	The Berlin Wall The Guggenheim Museum Bilbao
The Empire State Building (2005)	7x9 size. 100 pages; 6 chapters. Some pictures. Construction history.	
Hurricane Katrina (2006)	6x9 size. 80 pages; 15 chapters. Variety of opinions.	
Fantastic Feats and Failures (2004)	Stories about engineering projects. Each story 1-2 pages with many pictures.	
Mysterious Encounters: Werewolves (2006)	6x9 size. 40 pages; 4 chapters. Colored pictures.	
The Mysterious Times: Strange Stories of 30 Real- Life Mysteries (2004)	Advanced reading passages with pictures.  Activities.	

Item	Description	Components																				
(Kaplan) TOEFL iBT with CD-ROM (2005)	<p>Targeted review of integrated English language skills and strategies.</p> <p>Intensive practice.</p> <p>Answer explanations.</p> <p>Score-raising tips and strategies.</p>	Book CD-ROM																				
NorthStar: Building Skills for the TOEFL iBT (2006)	<p>Thematic units to develop academic skills in English while building test-taking confidence.</p> <p>Intermediate units:</p> <table border="0" data-bbox="604 802 982 938"> <tr> <td>advertising</td> <td>tourism</td> </tr> <tr> <td>extreme sports</td> <td>humor</td> </tr> <tr> <td>fraud</td> <td>fashion</td> </tr> <tr> <td>storytelling</td> <td>punishment</td> </tr> <tr> <td>language</td> <td>marriage</td> </tr> </table> <p>Advanced units:</p> <table border="0" data-bbox="604 1000 1192 1136"> <tr> <td>addiction</td> <td>faith</td> </tr> <tr> <td>communities</td> <td>workplace</td> </tr> <tr> <td>personality</td> <td>perspectives on war</td> </tr> <tr> <td>trends</td> <td>arts</td> </tr> <tr> <td>cross-cultural insights</td> <td>freedom of expression</td> </tr> </table>	advertising	tourism	extreme sports	humor	fraud	fashion	storytelling	punishment	language	marriage	addiction	faith	communities	workplace	personality	perspectives on war	trends	arts	cross-cultural insights	freedom of expression	Intermediate (includes audio CDs) Advanced
advertising	tourism																					
extreme sports	humor																					
fraud	fashion																					
storytelling	punishment																					
language	marriage																					
addiction	faith																					
communities	workplace																					
personality	perspectives on war																					
trends	arts																					
cross-cultural insights	freedom of expression																					
The Michigan Guide to English for Academic Success and Better TOEFL Test Scores (2004)	Takes test-prep guide to new level by developing skills that improve ability to do well academically as well as prepare for communicative tests.	Book CD																				

Item	Description	Components
(Longman) Preparation Course for the TOEFL Test (2006)	Practice sections for reading, writing, listening, speaking.  Practice tests.	
(Longman) The TOEFL Test: Computer Test Overview Kit (2003)	Study tools. Practice. Simulated test conditions. Interactive TOEFL-format questions.	Book CD-ROM
(Barron's) TOEFL Test Strategies (2004)	Practice tests.  Strategies and tips.	Book 5 Audio CDs
(The Heinle & Heinle) TOEFL Test Assistant: Listening (1995)	Focuses on language skills and test-taking strategies.  Prepares for listening comprehension section.  Intermediate/advanced.	
The Complete Guide to TOEFL (1993)	Practice test items. Test-taking strategies. Additional exercises.  Intermediate/advanced.	
(Barron's) Pass Key to the TOEFL (1996)	Compact version.  Concise review material. Model exams. Study strategies/test-taking tactics.	

<b>Item</b>	<b>Description</b>	<b>Components</b>
(Cliffs) TOEFL Preparation Guide (1995)	All question types analysis/explanations. Grammar review. Practice tests.	

<b>Item</b>	<b>Description</b>	<b>Components</b>
<p>Citizenship: Passing the Test (2009)</p>	<p>All skills and concepts needed to pass civics and literacy tests and prepare for interview.</p> <p>Civics and Literacy Student Book:                      Instructional objective is mainly comprehension.                      100 civics questions.                      Many pictures; small amount of text.                      Low-beginning.</p> <p>Literacy Skills Workbook:                      Instructional objective is production-focused.                      Basic skills: letters, spelling patterns, sight words.                      Narrow focus: just skills for citizenship.                      Content only for test reading/writing components.                      Low-beginning.</p> <p>Ready for the Interview Student Book:                      Vocabulary/communications skills reinforced.                      Application process.                      Significant listening component.                      Practice answers; boost confidence.                      High-beginning/intermediate.</p> <p>Teacher's Guide:                      Offers teaching tips, guidelines, suggestions.</p>	<p>Student Books and Audio CDs:                      Civics and Literacy Student Book                      Literacy Skills Workbook                      Ready for the Interview Student Book</p> <p>Teacher's Guide</p>

Item	Description	Components
Learn About the United States: Quick Civics Lessons for the Naturalization Test (2008 and 2010-US Citizenship and Immigration Services)	Short lessons based on 100 civics (history and government) questions.  Question and answer format. Answers include explanations/additional information.	Book Audio CD w/ 2010 version
Welcome to the United States: A Guide for New Immigrants (2005 US Citizenship and Immigration Services)	Contents: rights/responsibilities living in US education/childcare emergencies/safety government becoming a citizen	
Citizenship: Passing the Test Workbook (2002)	Exercises.	
Civics Flash Cards (US Citizenship and Immigration Services)	96 cards each with 1 question/answer.  History and government content to prepare for naturalization exam.	

Item	Description	Components
<p>US Citizen Yes: Interactive Citizenship Preparation (1996)</p>	<p>Content required to become a citizen.</p> <p>US history and government.</p> <p>Readings with exercises/activities.</p> <p>Practice interview questions and citizenship test.</p> <p>Beginning/intermediate.</p>	
<p>This Land is Your Land: Preparation for Amnesty Legalization and Citizenship (1990)</p>	<p>US government content and history that INS requires for amnesty applicants.</p> <p>Practice in both multiple-choice and oral test formats.</p> <p>3 units:              this country              people of the past              American government</p> <p>Each lesson contains large print reading and pictures.</p>	
<p>(Contemporary's) Look at the U.S.: An ESL/Civics Series Book 2 (1989)</p>	<p>Basics of American history and government.</p> <p>Reinforces English language skills of listening, speaking, reading, writing.</p> <p>Based on federal citizenship texts.</p> <p>Short readings with exercises.</p> <p><i>Teacher's Guide</i> is activity-oriented.</p>	<p>Book            Teacher's Guide (Books 1 and 2)</p>

Item	Description	Components
<p>Becoming a US Citizen: A Guide to the Law, Exam &amp; Interview (2004 Nolo)</p>	<p>Reference.</p>	
<p>Civics and Citizenship Toolkit: A Collection of Educational Resources for Immigrants (2007 US Citizenship and Immigration Services)</p>	<p>Contents:                      Welcome to the United States: A Guide for New Immigrants                      Civics Flash Cards                      Learn About the United States: Quick Civics Lessons                      The Citizen's Almanac                      Pocket-size Declaration of Independence and Constitution                      Civics and Citizenship Multimedia Presentation: A Promise of Freedom: An Introduction to US History and Civics for Immigrants (DVD)                      Becoming a US Citizen: An Overview of the Naturalization Process (CD)</p>	<p>Toolkit                      Toolkit CD</p>
<p>The Citizenship Class (1998)</p>	<p>Fiction story about taking citizenship class.</p> <p>Beginning reader.</p> <p>Small amount of text per page; many pictures.</p> <p>Activities in 3-page <i>Guide for Tutors</i> at back of book.</p> <p>5x8 size. 20 pages.</p>	<p>From Shared Umbrella Series Set Two: Citizenship</p> <p><i>Similar to Shared Umbrella Series Set One located on Left Shelf 2 Fiction</i></p>



## Test Preparation—COMPASS

*Left Shelf 6*

Item	Description	Components
Connections (1992)	<p>Writing:            Writing process.            Chapters for each of 9 types of writing.            Handbook:                writing process models                mechanics                usage                sentence structure</p> <p>Mathematics:            Basic math skills/concepts in context of everyday,            real-life applications.</p>	<p>Life Skills and Writing            Life Skills and Mathematics</p>
Study Skills for Students of English as a Second Language (1970)	<p>Variety of exercises.</p> <p>Study skills:            dictionary use                      note taking            vocabulary                          library use            outlines                                test prep            reading improvement</p>	

Item	Description	Components
ARCO GED (1993)	Complete program.	
(Steck-Vaughn) Complete PreGED Preparation (2004)	<p>Comprehensive program of basic skills, instruction, practice with focus on GED content areas.</p> <p>Manageable reading levels.</p> <p>Answers with explanations.</p>	
Pre-GED Skill Workbook (2004)	<p>Helps transition from pre-GED to GED-level work. Introduces GED higher-level thinking skills.</p> <p>Reading levels 6-8.</p> <p>Includes skills inventory.</p> <p>2-page lesson format for skills review and practice.</p> <p>Practice to apply skills to GED-type questions.</p>	<p>Reading: Comprehension and Critical Thinking</p> <p>Writing 1: Grammar, Spelling, and Writing Basics</p> <p>Writing 2: Sentence Structure, Organization, and Essays</p> <p>Mathematics 1: Number Sense, Whole Numbers, Decimals</p> <p>Mathematics 2: Fractions, Percents, Data Analysis</p> <p>Social Studies: Critical Thinking and Graphic Literacy</p> <p>Science: Critical Thinking and Graphic Literacy</p>
Pre-GED Reading Skills for Life and Literature (1994)	<p>Uses short articles to teach reading skills.</p> <p>Variety of activities.</p> <p>2 parts:</p> <ul style="list-style-type: none"> <li>16 lessons on life</li> <li>11 lessons on different types of literature</li> </ul>	
Pre-GED Writing Skills (1994)	Exercises.	<p>Part A: Writing Words and Sentences</p> <p>Part B: Writing Paragraphs</p>

Item	Description	Components
Math Essentials for the Pre-GED Student (2003)	Required GED content at easier reading level.  Lessons with practice questions.  Good for ESL.	
GED Skill Workbook (2005)	Evaluate, review, practice approach.  2-page lesson format.  Section for quick content review and skills practice.  GED-skills promoted w/ model questions, guided practice and independent practice.	Language Arts, Reading Language Arts, Writing 1: Sentence Structure, Grammar and Usage, Mechanics Language Arts, Writing 2: Organization, Essay Writing Mathematics 1: Number Sense, Decimals, Fractions, Percents, Data Analysis Mathematics 2: Algebra, Measurement, Geometry Social Studies: World/US History, Civics/Government, Economics, Geography Science: Life Science, Earth/Space Science, Chemistry, Physics
Visual Literacy (2004-2005)	Practice with graphic elements encountered on GED exams and in daily life.	Tables and Graphs Charts and Diagrams Maps and Photographs
GED The Essay (1996)	Step-by-step process.  Based on actual GED tests; follows GED format.	

Item	Description	Components
Reason to Write: Writing for the GED and Beyond (1996)	<p>Geared to requirements of essay part of GED.</p> <p>Focuses on step-by-step development of writing skills through process approach.</p>	
(Steck-Vaughn) GED Exercise Book (1996)	<p>Examines ability to understand, apply, analyze and evaluate information, graphics, passages.</p> <p>Simulated tests to assess readiness for actual tests.</p>	<p>Literature and the Arts                      Writing Skills                      Social Studies                      Mathematics                      Science</p>
GED Scoreboost (2002)	<p>Focus on strategies to be used on GED tests.</p> <p>Targeted instruction to boost success in critical areas.</p>	<p>Thinking Skills: Critical Thinking for Reading, Social Studies and Science                      Thinking Skills: Graphic Skills for Social Studies and Science</p> <p>Writing: Sentence Structure, Usage and Mechanics                      Writing: Essay Writing and Organization Skills</p> <p>Mathematics: Whole Numbers, Decimals, Fractions and Percents                      Mathematics: Measurement and Data Analysis                      Mathematics: Algebra and Geometry</p>
Science Dictionary (2003)	<p>Over 1400 words.</p> <p>Definitions; some with sample sentences.</p> <p>Written for grades 5-6.</p>	

Item	Description	Components
(Scott, Foresman) Adult Reading: Comprehension (1981-1982)	<p>Graduated reading levels within each topic strand.</p> <p>Reading content based on real-life experiences.</p> <p>Each level introduces one major comprehension skill.</p> <p>Reading selections are 2 to 4 pages followed by comprehension questions.</p>	<p>4 topic strands; each a series with levels A to F.</p> <ul style="list-style-type: none"> <li>People</li> <li>Cultures</li> <li>Messages</li> <li>Coping</li> </ul> <p><i>A 1-page chart shows scope and sequence by level (located in Notebook Section 19)</i></p>
Novel Scenes (2010)	<p>Story of single character in situation where events unfold chapter by chapter.</p> <p>Chapters less than 1 page of reading with 5 pages of exercises.</p> <p>Exercises build comprehension, vocabulary, speaking, listening skills.</p>	<p>City Dreams (introductory)</p> <p>In a Tight Spot (low-beginning)</p> <p>Holding the Bag (high-beginning)</p> <p>Rooms with a View (low-intermediate)</p>
More True Stories: A Beginning Reader (1990)	<p>Pleasurable reading experience which motivates toward reading fluency.</p> <p>22 units centered around human interest stories adapted from newspapers and magazines.</p> <p>Short readings with activities/exercises.</p> <p>High-beginning.</p>	

Item	Description	Components
<p>That's Life (2008)</p> <p>ESL</p>	<p>Engaging, amusing low-level stories with everyday life themes.</p> <p>Helps build basic language and reading skills.</p> <p>Exercises and activities.</p> <p>15 stories per book.</p>	<p>Introductory Low-Beginning High-Beginning Low-Intermediate</p>
<p>Life Goes On (2009)</p> <p>ESL</p>	<p>Follow-up to <i>That's Life</i> series (see above).</p> <p>Engaging, amusing low-level stories with everyday life themes.</p> <p>Helps build basic language and reading skills.</p> <p>Exercises and activities.</p> <p>15 stories per book.</p>	<p>Introductory Low-Beginning High-Beginning Low-Intermediate</p>
<p>Stories Plus: Readings and Activities for Language Skills (2000)</p> <p>ESL</p>	<p>Supplement for beginning ESL program.</p> <p>Encourages reading fluency and builds basic language skills.</p> <p>Short, entertaining stories with some pictures.</p> <p>Exercises on reading comprehension, critical thinking and language skills.</p> <p>15 stories per book; 1-2 pages per story; large print.</p>	<p>4 books (low-beginning/high-beginning)</p>

Item	Description	Components																		
<p>Building Reading Skills E (2007)</p>	<p>High-interest, real-world nonfiction articles.</p> <p>1-page readings with exercises.</p> <p>Article categories include:</p> <table border="0"> <tr> <td>humor</td> <td>pets</td> <td>jobs</td> </tr> <tr> <td>life</td> <td>sports</td> <td>personal</td> </tr> <tr> <td>health/fitness</td> <td>money</td> <td>travel</td> </tr> <tr> <td>cars/driving</td> <td>local news</td> <td>school news</td> </tr> <tr> <td>safety</td> <td>nature</td> <td>people</td> </tr> <tr> <td>human interest</td> <td></td> <td></td> </tr> </table>	humor	pets	jobs	life	sports	personal	health/fitness	money	travel	cars/driving	local news	school news	safety	nature	people	human interest			
humor	pets	jobs																		
life	sports	personal																		
health/fitness	money	travel																		
cars/driving	local news	school news																		
safety	nature	people																		
human interest																				
<p>The Chicken Smells Good: A Beginning ESL Reader (1984)</p> <p>ESL</p>	<p>Depicts people in real situations.</p> <p>Reinforces over 400 high-frequency words and idioms with exercises after each dialogue and story.</p> <p>Contents:</p> <ul style="list-style-type: none"> <li>22 dialogues</li> <li>16 mini stories</li> </ul> <p>Units (4-5 dialogues/stories each):</p> <table border="0"> <tr> <td>love/marriage</td> <td>English/jobs</td> </tr> <tr> <td>food/work</td> <td>couples/housing</td> </tr> <tr> <td>aches/pains</td> <td>cars/money</td> </tr> <tr> <td>families/fighting</td> <td>women/decisions</td> </tr> </table> <p>Advanced-beginning/low-intermediate.</p>	love/marriage	English/jobs	food/work	couples/housing	aches/pains	cars/money	families/fighting	women/decisions											
love/marriage	English/jobs																			
food/work	couples/housing																			
aches/pains	cars/money																			
families/fighting	women/decisions																			

Item	Description	Components
<p>News for Now (1998)</p> <p>ESL</p>	<p>Articles adapted from newspapers.</p> <p>Focus on reading comprehension, vocabulary expansion and skill-building.</p> <p>Many exercises.</p>	
<p>Explorations (1988)</p>	<p>Emphasis on developing reading skills; interactive approach.</p> <p>Combines reading skills exercises with guided conversation activities.</p> <p>Variety of topics.</p> <p>High-beginning.</p>	
<p>Reading Together: A Reading/Activities Text for Students of English as a Second Language (1991)</p> <p>ESL</p>	<p>Multiple readings on one topic (short/long). Variety of activities.</p> <p>7 chapters/topics:              getting an education           tying the knot              getting the news               animals and us              getting rich, getting poor      water and us              food, glorious food</p> <p>Low-intermediate; high school or higher.</p>	<p>Text Instructor's Manual</p>



Item	Description	Components										
<p>Reading for Meaning: Skills Development for Active Reading (1989)</p>	<p>Explores such issues as what we choose to read, why we choose it, how we read it and what we do with the information from it.</p> <p>Includes exercises on comprehension techniques.</p> <p>Low-intermediate.</p> <p>10 chapters each arranged around a theme; variety of readings from literature, newspapers, magazines, biographies.</p> <p>Chapters are progressively more difficult:</p> <table data-bbox="604 797 1146 935"> <tr> <td>fables/folktales</td> <td>space</td> </tr> <tr> <td>food</td> <td>law/justice</td> </tr> <tr> <td>sports</td> <td>human mind/body</td> </tr> <tr> <td>health</td> <td>ecology</td> </tr> <tr> <td>population</td> <td>business</td> </tr> </table>	fables/folktales	space	food	law/justice	sports	human mind/body	health	ecology	population	business	
fables/folktales	space											
food	law/justice											
sports	human mind/body											
health	ecology											
population	business											
<p>Great American Stories 1 (1985)</p> <p>ESL</p>	<p>Adaptation of famous stories (7) by classic American authors.</p> <p>Exercises include reading skills, vocabulary, grammar, writing.</p> <p>Beginning-intermediate/intermediate.</p>											

Item	Description	Components
<p>Themes for Today: A Beginning Reading Skills Text (1996)</p> <p>ESL</p>	<p>Pre-reading strategies and vocabulary-building skills to enhance reading comprehension.</p> <p>Beginning level with some exposure to English. Intended for academically-oriented ESL learners.</p> <p>High-interest academic topics.</p> <p>6 units (2 chapters each):                      animals                      researchers                      language/culture          science/history                      exercise/fitness          future technology today</p> <p>Includes exercises and activities.</p>	
<p>Issues for Today: An Effective Reading Skills Text (1990)</p> <p>ESL</p>	<p>Introduces ESL vocabulary and concepts useful in everyday lives.</p> <p>Intermediate.</p> <p>4 units (3 chapters each):                      trends in living              individuals and crime                      issues in society              science/technology</p> <p>Includes note-taking outlines, exercises and activities to reinforce comprehension and develop critical thinking skills.</p>	

Item	Description	Components
<p>Developing Reading Skills (1994)</p> <p>ESL</p>	<p>Interactive, process approach.</p> <p>Thematically grouped readings on a variety of topics.</p> <p>Beginning themes:                      names/naming customs            sports                      cities                                    superstitions                      education</p> <p>Intermediate 1 themes:                      rights of children            education around world                      changing family            how to give a speech                      fascinating world of honeybee</p>	<p>Beginning Intermediate 1</p>
<p>Take It As Read: Intermediate (1983)</p> <p>ESL</p>	<p>Helps to develop and consolidate reading techniques and to approach English texts with confidence.</p> <p>Wide variety of interesting and unusual texts.</p> <p>10 units—each has 3 stages:                      scanning and interpretation of charts/diagrams                      comprehension and reference words                      vocabulary, structure, sentences</p> <p>Topics:                      gold                                    the Dogon                      acupuncture                    beware of numbers                      dancer and whale            Northwest Passage                      energy                                intelligence                      spiders and webs                revenge</p>	

Item	Description	Components								
Developing Reading Strategies (1991)	Integrated approach with content reading, learning strategies, writing skills.  Teach to “learn how to learn.”  Short non-fiction readings within themes.  Comprehension questions and exercises.	6 titles in recommended sequence: Challenges Quests Ventures Insights Summits Horizons								
Globe Reading Comprehension (1988)	Short readings (½ page); advanced.  Comprehension skills and questions.  Selections from these topic groups: biography                      history fiction                                news nature, marvels, mysteries science, technology, ideas	Journeys Discoveries								
Greats (1990-1991)	Longer readings (4-5 pages); advanced.  Comprehension questions and exercises; word study.	2 series:  <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Great Escapes</td> <td style="width: 50%;">Great Firsts</td> </tr> <tr> <td>Great Disasters</td> <td>Great Challenges</td> </tr> <tr> <td>Great Rescues</td> <td>Great Adventures</td> </tr> <tr> <td>Great Mysteries</td> <td>Great Heroes</td> </tr> </table>	Great Escapes	Great Firsts	Great Disasters	Great Challenges	Great Rescues	Great Adventures	Great Mysteries	Great Heroes
Great Escapes	Great Firsts									
Great Disasters	Great Challenges									
Great Rescues	Great Adventures									
Great Mysteries	Great Heroes									

Item	Description	Components
Introducing the USA: A Cultural Reader (1993)  ESL	Each reading 1 page with picture.  2 pages of exercises for each reading.  Topics include American people, places, things.	
All About the USA: A Cultural Reader (1991)  ESL	Each reading 1 page with picture.  2 pages of exercises for each reading.  Topics include American people, places, things.	
American Ways: An Introduction to American Culture (2005)  ESL	Focuses on traditional values that have attracted people to US; traces effects of these values on American life.  Readings with exercises.  Chapter themes include: values/beliefs           ethnic/racial diversity religion                    education frontier                    leisure business                   family government/politics  High-intermediate/advanced.	

Item	Description	Components						
<p>American Roots: Readings on US Cultural History (2001)</p> <p>ESL</p>	<p>Authentic readings explore cultural, social, economic, political forces that shaped US.</p> <p>Each chapter focuses on a period of American history from 1600 to present.</p> <p>Variety of exercises.</p> <p>Intermediate.</p>							
<p>Discovering American Culture (1997)</p> <p>ESL</p>	<p>Links English language and American culture.</p> <p>6 chapters:</p> <table border="0" data-bbox="604 808 1159 860"> <tr> <td>culture</td> <td>shopping</td> <td>workplace</td> </tr> <tr> <td>communication</td> <td>education</td> <td>family</td> </tr> </table>	culture	shopping	workplace	communication	education	family	
culture	shopping	workplace						
communication	education	family						
<p>America Past and Present Volume I: The Discovery of a Continent (1982)</p> <p>ESL</p>	<p>Language development and American history.</p> <p>Reading skill work focuses on comprehension, language, follow-up activities.</p> <p>12 units each with:</p> <ul style="list-style-type: none"> <li>historical introduction</li> <li>primary source selection</li> <li>exercises for speaking and writing practice</li> </ul> <p>Low-/mid-intermediate.</p>							



Item	Description	Components										
<p>Reading for a Reason (1989)</p>	<p>In depth, college-level scientific/technological topics designed for close reading, vocabulary acquisition and analysis of relationships.</p> <p>Begins at intermediate level and grows in complexity throughout book.</p> <p>Each unit has in-depth reading on one topic. Readings are less than 1 page up to 4 pages.</p> <p>Many exercises.</p>											
<p>Tapestry: Global Views: Reading About World Issues (1993)</p> <p>ESL</p>	<p>Use English naturally; develop fluency and accuracy.</p> <p>Primarily for ESL at postsecondary institutions.</p> <p>For academic/career or social/personal goals.</p> <p>Readings (authentic materials) with exercises.</p> <p>Issues:</p> <table data-bbox="604 1052 1157 1187"> <tr> <td>changing political systems</td> <td>travel</td> </tr> <tr> <td>population and immigration</td> <td>space exploration</td> </tr> <tr> <td>food/world hunger</td> <td>international media</td> </tr> <tr> <td>war</td> <td>religion</td> </tr> <tr> <td>eco-politics</td> <td>language</td> </tr> </table> <p>Advanced.</p>	changing political systems	travel	population and immigration	space exploration	food/world hunger	international media	war	religion	eco-politics	language	
changing political systems	travel											
population and immigration	space exploration											
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Item	Description	Components
Weird and Mysterious (1979)	Fiction/non-fiction.  4 units (5-7 stories each): ghosts/spirits creatures-real/imagined adventures into unknown powers of mind, medicine, magic  Stories 2-4 pages each w/ photos.  Variety of exercises.	

Workbook Series	Description	Components
<p>Laubach Way to Reading (1991)</p> <p>Laubach Way to English (ESL) (1991)</p> <p><i>Right Shelf 3</i></p>	<p>Builds basic reading skills with a phonics basis. Readings and exercises use structured phonics-based approach.</p> <p>For reading levels 0-4; for those with little or no literacy skills.</p> <p>Workbooks for no, or low, literacy skills in native language and basic English skills needs.</p> <p>Workbooks reinforce skill book lessons.</p> <p>Illustration books show meanings of new words and structures introduced in skill book lessons.</p> <p>Correlated readers contain stories or articles using much of the same vocabulary as the skill book. Readers are introduced in a lesson at the appropriate time in the skill book.</p> <p>Readers can be used independently for reading practice while using other lesson materials.</p> <p>More Stories books contain 2-3 extra stories that reinforce each regular lesson in correlated skill book. Provide supplementary reading that can be used in tutor sessions or for learner at-home reading.</p> <p>Correlates with <i>Focus on Phonics</i> series (located on <i>Right Shelf 4 Phonics</i>).</p>	<p>Skill Books (series of 4)</p> <p>Workbooks (series of 4) (ESL)</p> <p>Illustrations (series of 3) (ESL)</p> <p>Teachers Manuals (series of 3) (ESL)</p> <p>Readers (series of 4 to correlate with skill books)</p> <p>More Stories (series of 4 to correlate with skill books)</p> <p>Puzzle Books (series of 4)</p> <p>Crossword Puzzles (series of 4)</p> <p>Audiotapes for Readers and More Stories</p> <p>1: Sounds and Names of Letters Reader—In the Valley</p> <p>2: Short Vowel Sounds Reader—City Living</p> <p>3: Long Vowel Sounds Reader—Changes (4 stories-2 fiction; 2 non-fiction)</p> <p>4: Other Vowel Sounds and Consonant Spellings Reader—People and Places (non-fiction)</p>

Workbook Series	Description	Components
<p>Voyager Reading and Writing for Today's Adults (1999)</p> <p><i>Center Shelf 3</i></p>	<p>Four-stage program for comprehensive skill-building through readings and exercises.</p> <p>Develops reading comprehension skills through whole-language approach.</p> <p>Four stages:</p> <p style="padding-left: 40px;">Learning to read: short readings, phonics, writing, speaking, listening activities (foundation/1).</p> <p style="padding-left: 40px;">The emerging reader: literary and informational readings; comprehension added (2/3).</p> <p style="padding-left: 40px;">Reading to learn: typical reading materials; expanding skills (4-6).</p> <p style="padding-left: 40px;">Reading for work and life: themes and readings are work- and life-oriented; learn and apply skills (7/8).</p> <p>Books are theme-based. Each book (1 to 8) is divided into 4 units, each with its own theme. In the foundation book, each lesson stands on its own. Reading selections come from literature, informational content and a variety of other types of materials.</p> <p>Workbooks contain exercises for extra practice.</p> <p>Vocabulary workbooks build vocabulary and increase knowledge about words in a variety of contexts and formats.</p>	<p>Student Books (series of 8 + foundation)                      Workbooks (series of 8 + foundation)                      Vocabulary Workbooks (3-6 + foundation)                      Teacher's Resource Guides (4) (F-1, 2-3, 4-6, 7-8)</p> <p><i>A 2-page chart details the content in each Student Book (located in Notebook Section 19)</i></p>

Workbook Series	Description	Components
<p>Challenger Adult Reading Series (1985 and 1989)</p> <p><i>Center Shelf 3</i></p>	<p>Integrated reading and writing program with sequenced skill-building.</p> <p>8 levels from beginning to pre-GED.</p> <p>Books 1 to 4 emphasize learning to read. Books 5 to 8 emphasize reading to learn.</p> <p>20 lessons per book, plus reviews. Each lesson includes word study, a reading selection, exercises/activities.</p> <p>Books contain interesting readings and a variety of exercises. Lessons may be used in their entirety or selectively. Readings are good even if the exercises are not used.</p> <p>Odd-numbered books contain mostly fiction readings. Books 1 and 3 contain stories about a group of adults in their daily lives. Books 5 and 7 contain mostly minimally adapted well-known works of fiction.</p> <p>Even-numbered books contain informational readings. Books 2 and 4 contain reading selections on topics similar to those in magazines and encyclopedias. Books 6 and 8 contain reading selections that are adapted from works of nonfiction.</p>	<p>Student Books (series of 8)                      Writing Workbooks (series of 8)                      Puzzles Books (series of 8)                      Teacher’s Manuals</p> <p><i>A 1-page chart details the content of each Student Book and Writing Workbook (located in Notebook Section 19)</i></p>

Workbook Series	Description	Components
<p>Endeavor (2009)</p> <p><i>Center Shelf 3</i></p>	<p>Research-based series for reading levels 3 to 8.</p> <p>Each level has 10 themes:                      health                      work                      family                      community                      school &amp; education                      civics and government                      sports &amp; recreation                      housing &amp; transportation                      food                      consumerism &amp; money</p> <p>Lessons are non-sequential and can be used in any order.</p> <p>Readings are both fiction and non-fiction.</p>	<p>Student Books (levels 3 to 8)                      Teacher’s Guides (levels 3 to 8)</p>
<p>In the Know:                      The Informational Reading Series                      (1987)</p> <p><i>Right Shelf 3                      Workbook Series</i></p>	<p>Supplemental reading program for practice reading fluently and with comprehension.</p> <p>Informational articles on topics of interest to adults.</p> <p>Pre-reading discussions and post-reading activities.</p> <p>Good resource for those with reading disabilities.</p>	<p>Student books (series of 4):                      1: for non-readers or beginning readers                      2: for limited reading vocabulary; use of basic decoding skills                      3/4: expanded activities, comprehension</p>

Workbook Series	Description	Components
<p>(Contemporary's) New Beginnings in Reading (1985)</p> <p><i>Right Shelf 3 Workbook Series</i></p>	<p>For beginning, low-level readers.</p> <p>Builds skills starting with simple, easy content and progressing through series.</p> <p>Provides small skill increments and large amounts of repetition for successful experiences.</p> <p>Contains short readings with different types of exercises; exercises cover all lesson components.</p>	<p>Series of 8 + groundbreaker</p> <p>Primary phonics skill:</p> <ol style="list-style-type: none"> <li>1: short a</li> <li>2: short i</li> <li>3: short u</li> <li>4: short o</li> <li>5: short e</li> <li>6: all long vowels</li> <li>7: beginning consonant blends (l, r)</li> <li>8: digraphs (ch, sh, th, wh)</li> </ol>
<p>Reading for Today (1987)</p> <p><i>Right Shelf 3 Workbook Series</i></p>	<p>Sequential program. Holistic approach. Based on research of how adults best learn to read.</p> <p>Each level emphasizes different word study areas.</p> <p>Short readings with exercises.</p> <p>Incorporates activities in 5 skill strands:</p> <ul style="list-style-type: none"> <li>sight words/vocabulary</li> <li>phonics/word study</li> <li>language/writing</li> <li>comprehension/critical thinking</li> <li>life skills</li> </ul>	<p>Series of 6 + introductory</p> <p>Phonics/word study emphasis:</p> <ol style="list-style-type: none"> <li>1: consonants, short/long vowels, CVC/CVC-e</li> <li>2: short vowel word families</li> <li>3: long vowel word families; initial consonant blends</li> <li>4: consonant blends/digraphs; silent letters</li> <li>5: vowel digraphs; diphthongs; r-controlled vowels</li> <li>6: syllables; dictionary</li> </ol> <p><i>A 4-page chart shows scope and sequence by book (located in Notebook Section 19)</i></p>
<p>Communication for Today (1987)</p> <p><i>Right Shelf 3 Workbook Series</i></p>	<p>Reading skills workbooks to accompany <i>Reading for Today</i> series (see above). Skills match corresponding reading text.</p> <p>Use to practice and reinforce skills plus extend learning.</p>	<p>Series of 6 + introductory</p>

Workbook Series	Description	Components
<p>Reading for Tomorrow (1989)</p> <p><i>Right Shelf 3 Workbook Series</i></p>	<p>Sequential program. Continuation of <i>Reading for Today</i> series (see above).</p> <p>For intermediate readers. Teaches higher level thinking skills.</p> <p>Longer readings with exercises.</p> <p>Incorporates activities for: vocabulary skills structural language comprehension/critical thinking life-coping</p>	<p>Series of 3</p> <p><i>A 2-page chart shows scope and sequence by book (located in Notebook Section 19)</i></p>
<p>Communication for Tomorrow (1989)</p> <p><i>Right Shelf 3 Workbook Series</i></p>	<p>Reading skills workbooks to accompany <i>Reading for Tomorrow</i> series (see above). Skills match corresponding reading text.</p> <p>Use to practice and reinforce skills plus extend learning.</p>	<p>Series of 3</p>

Item	Description	Components
<p>ReadingWise Comprehension Strategies (2003)</p>	<p>Supplemental reading program for comprehension strategy instruction.</p> <p>Helps develop fluent, effective readers and active thinkers.</p> <p>2-page lessons each demonstrate a single comprehension strategy.</p> <p>Readings are very short. Exercises allow practice with strategy.</p> <p>Most strategies appear at all levels; application becomes more complex as series progresses.</p>	<p>Series of 8</p> <p><i>A 6-page chart shows strategies by level (located in Notebook Section 19)</i></p>
<p>Comprehensive Assessment Reading Strategies (2001)</p>	<p>Focus is on 8-12 key reading strategies to improve reading ability.</p> <p>10 lessons per book.</p> <p>Each lesson has 1-page reading passage (use different writing forms) and 8-12 questions (one for each key strategy).</p>	<p>Series of 8</p>



Item	Description	Components
<p>Cloze Connections (1990)</p>	<p>Cloze is used to develop and measure reading comprehension.</p> <p>Short reading exercises with certain words deleted. Some present multiple-choice answer selections; others require learner to supply word. Must use clues in remaining reading to determine correct words to insert.</p> <p>Alternating pages of short passages (5 per page each with one deleted word) and longer passages (full page with five deleted words).</p> <p>Deletions reinforce emphasis on process of reading by requiring learners to:</p> <ul style="list-style-type: none"> <li>read ahead</li> <li>use clue words</li> <li>make inferences</li> <li>reread</li> </ul> <p>Also 8-page instructional section on how to work with cloze. Discusses/illustrates different types of clues.</p>	<p>B and C</p>
<p>Let's Think It Over: Clues to Cloze (1988)</p>	<p>Cloze is used to develop and measure reading comprehension.</p> <p>Stories of 4-5 pages with certain words deleted. Multiple-choice answer selections. Clues to correct choice are underlined.</p>	

Item	Description	Components
Main Ideas and Summarizing (2006)	<p>Scholastic book written for children (grades 4-8).</p> <p>Very short non-fiction passages.</p> <p>Main idea selections have multiple choice questions.</p> <p>Summarizing selections have questions to guide summary.</p>	
I Love Reading: Stories with Comprehension Activities (1987)	<p>A Homework Booklet written for children but appropriate for adults.</p> <p>Very short non-fiction stories (information) with comprehension exercises.</p> <p>6x9 size. 2 pages per story. Picture with each story.</p> <p>2 sections: People and Places/ Science and Nature.</p>	
Reading Comprehension (1996)	<p>Written for children (grade 4) but appropriate for adults.</p> <p>2-page lessons with reading and comprehension activities. Each lesson focuses on one comprehension strategy.</p> <p>High-interest fiction/non-fiction readings.</p>	

Item	Description	Components
<p>Comprehension Cliffhanger Stories (2003)</p>	<p>Scholastic book written for children (grades 4-8).</p> <p>Each story has a point to stop reading and make predictions about how story will end. Discussion questions to facilitate.</p> <p>Each story has a reading strategy focus.</p> <p>Stories are about 4 pages long.</p> <p>3 categories of stories:                      adventure                      science fiction                      fractured fairy tales</p>	
<p>Reading Comprehension Card Games (2005)</p>	<p>Scholastic book written for children (grades 3-5).</p> <p>Each game has defined comprehension objective and pages of reproducible cards.</p>	
<p>Comprehension Skills Reproducible Workbook (1988)</p>	<p>Written for children (level 4) but appropriate for adults.</p> <p>1- and 2- page lessons with reading and comprehension activities.</p> <p>Mostly non-fiction readings.</p>	

Item	Description	Components
Quick Word Handbook (1994-2002)	Alphabetical listings of high-frequency writing words.	Handbook for Beginning Writers (purple) (grades 1-2) Handbook for Everyday Writers (yellow) (grades 2+) Handbook for Practical Writing (aqua) (grades 7+)
Quick Write Handbook for Everyday Writers (2004)	Reference for major forms of writing and essential grammar, usage and mechanics skills.  Intermediate and advanced books include planning and gathering information prior to writing.	Beginning (purple) Intermediate (green) Advanced (red)
Writing Center Manual for Basic Writing (English 050 WCC) (2000)	Exercises in writing techniques.  Writing sentences and short paragraphs.  Review of grammar.	
Writing Center Manual for Communication Skills (English Communication Skills 100 WCC) (2000)	Exercises in writing techniques.  Writing relevant to occupational goals.	

Item	Description	Components
<p>Writing It Down: Writing Skills for Everyday Life (1989)</p>	<p>Basics of everyday writing for beginning readers.</p> <p>Goal is to communicate in standard written English in those situations in which it is expected.</p> <p>Small incremental steps—starts with handwriting, to complete sentences, to writing paragraphs.</p> <p>Uses practical exercises for everyday situations. Includes lists, forms, calendar, notes, letters, applications, + .</p>	
<p>Write Soon! A Beginning Text for ESL Writers (1990)</p> <p>ESL</p>	<p>Starts with alphabet and progresses to writing creative paragraphs and essays on a variety of subjects.</p> <p>Text is fully illustrated and provides writing cues for writing descriptive paragraphs about scenes depicted.</p>	
<p>From Writing to Composing: An Introductory Composition Course for Students of English (1988)</p> <p>ESL</p>	<p>Structured writing to free composing.</p> <p>Process approach. Variety of activities.</p> <p>Beginning/low-intermediate.</p> <p>Activities include:                      getting acquainted                      getting into a routine                      describing places                      describing people                      describing people's lives</p>	

Item	Description	Components
<p>Write on Cue: Beginning ESL Writing Exercises (1990)</p> <p>ESL</p>	<p>Encourage to write in spite of limited English proficiency.</p>	
<p>Ready to Write (1984)</p>	<p>Basic writing skills in steps. Focus on paragraph development.</p> <p>Writing tasks contextualized to enhance realism; represent real-world reasons for writing.</p> <p>High-beginning/low-intermediate.</p>	
<p>Writing to Others (1986)</p>	<p>Practice with everyday writing in real-life situations.</p> <p>Non-sequential lessons for different types of writing. Includes notes, letters (personal, business, job application), invitations, public announcements, + .</p>	
<p>From Process to Product (1986)</p> <p>ESL</p>	<p>Guides through entire writing process.</p> <p>Beginning/intermediate.</p>	

Item	Description	Components
<p>Writing Better English for ESL Learners (2009)</p> <p>ESL</p>	<p>Developmental approach to improving writing skills.</p> <p>Improves grammar and vocabulary.</p> <p>Easy-to-follow exercises/practical writing activities.</p> <p>Contents:                      preparing to write (grammar)                      beginning to write (sentence completion)                      writing original sentences                      story completion                      writing letters                      writing original themes</p>	
<p>Writing Talk: Sentences and Paragraphs with Readings (2003)</p>	<p>Writing process.</p> <p>Includes grammar and spelling.</p> <p>Also, short readings.</p> <p>Practice exercises.</p>	
<p>Keys to Good Language (2007)</p>	<p>Focus on grammar, usage, mechanics, composition.</p> <p>Content:                      sentences                      stories                      paragraphs                    letters</p> <p>Includes section with summary of rules, descriptions, processes.</p> <p>Mostly exercises.</p>	<p>Book 3                      Book 5</p>

Item	Description	Components
<p>Paragraph Power: Communicating Ideas Through Paragraphs (1988)</p> <p>ESL</p>	<p>Intensively explores paragraph structure/development.</p> <p>Empowers to communicate ideas more effectively.</p> <p>For college-bound. Intermediate/advanced.</p>	
<p>First Steps in Academic Writing (2008)</p> <p>ESL</p>	<p>Essential tools to master basic academic writing.</p> <p>Basic composition skills.</p> <p>Step-by-step approach to paragraph and essay forms. Extensive models and practice.</p> <p>High-beginning/low-intermediate.</p>	
<p>ESL Writing Intermediate and Advanced (2008)</p> <p>ESL</p>	<p>Study guide to improve written communication skills.</p> <p>Good for TOEFL prep.</p> <p>Includes grammar and vocabulary.</p> <p>Part I-Intermediate Writing: sentence structure introduction to writing paragraphs</p> <p>Part II-Advanced Writing: review of difficult grammar concepts making the transition from paragraphs to essays writing techniques essay types</p>	



Item	Description	Components
<p>Writing by Choice: Intermediate Composition for Students of ESL (1987)</p> <p>ESL</p>	<p>Strategies and structure for communication in written English.</p> <p>Develops effective strategies for composing in a process of discovery and choice.</p>	
<p>Write Away 3: A Course for Writing English (1990)</p> <p>ESL</p>	<p>Contextualized grammar in paragraphs.</p> <p>Starts with receptive tasks (accessing vocabulary and reading) and leads to production tasks (writing).</p> <p>Variety of exercises in rewriting and sentence combining.</p>	
<p>Basic Composition for ESL (1986)</p> <p>ESL</p>	<p>For use after gaining rudimentary competence in sentence-level writing.</p> <p>For university-bound or professionals.</p> <p>Can also be used by others to improve basic writing skills.</p> <p>Advanced-beginning/intermediate.</p>	

Item	Description	Components						
<p>Intermediate Composition Practice Book 1 (1981)</p> <p>ESL</p>	<p>For those who plan to use English for academic and professional purposes.</p> <p>Structured/sequenced guidance to write more advanced compositions.</p> <p>Applies composition methods and modern research.</p> <p>Teaches many composition skills at earlier stage.</p> <p>Carefully sequenced set of exercises.</p> <p>Low-/mid-intermediate.</p>							
<p>Write to the Point (1990)</p>	<p>Emphasizes connection between reading and writing.</p> <p>Readings used as resources for information and ideas as well as for rhetorical and grammatical models.</p> <p>Variety of writing activities: pre-writing, revision, summary writing.</p> <p>Beginning/intermediate.</p>							
<p>Put It In Writing (1980)</p> <p>ESL</p>	<p>6 types of writing activities:</p> <table border="0" data-bbox="604 1174 1073 1255"> <tr> <td>dialogue</td> <td>model compositions</td> </tr> <tr> <td>semicontrolled</td> <td>read and write</td> </tr> <tr> <td>story completion</td> <td>photographs</td> </tr> </table> <p>Intermediate/advanced.</p>	dialogue	model compositions	semicontrolled	read and write	story completion	photographs	
dialogue	model compositions							
semicontrolled	read and write							
story completion	photographs							

Item	Description	Components												
<p>Interactions II: A Writing Process Book (1990)</p> <p>ESL</p>	<p>Writing process/activities for academic writing.</p> <p>Strategies for each step of writing process.</p> <p>Low-intermediate/intermediate.</p> <p>Chapters:</p> <table border="0"> <tr> <td>education/student life</td> <td>North America: land/people</td> </tr> <tr> <td>city life</td> <td>tastes/preferences</td> </tr> <tr> <td>business/money</td> <td>the sky above us</td> </tr> <tr> <td>jobs/professions</td> <td>medicine, myths, magic</td> </tr> <tr> <td>lifestyles</td> <td>the media</td> </tr> <tr> <td>travel/transportation</td> <td>predjudice, tolerance, justice</td> </tr> </table>	education/student life	North America: land/people	city life	tastes/preferences	business/money	the sky above us	jobs/professions	medicine, myths, magic	lifestyles	the media	travel/transportation	predjudice, tolerance, justice	
education/student life	North America: land/people													
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travel/transportation	predjudice, tolerance, justice													
<p>Mosaic I: A Content-Based Writing Book (1985)</p> <p>ESL</p>	<p>Systematic approach to writing process.</p> <p>For college/college-bound.</p> <p>Intermediate/high-intermediate.</p> <p>Each chapter has 4 parts:</p> <ul style="list-style-type: none"> <li>ideas for writing</li> <li>language for writing</li> <li>systems for writing</li> <li>evaluating for rewriting</li> </ul> <p>Chapters:</p> <table border="0"> <tr> <td>new challenges</td> <td>creativity</td> </tr> <tr> <td>academic life</td> <td>choices</td> </tr> <tr> <td>the family</td> <td>the physical world</td> </tr> <tr> <td>health</td> <td>human behavior</td> </tr> <tr> <td>money matters</td> <td>technology</td> </tr> <tr> <td>leisure time</td> <td>living together/small planet</td> </tr> </table>	new challenges	creativity	academic life	choices	the family	the physical world	health	human behavior	money matters	technology	leisure time	living together/small planet	
new challenges	creativity													
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Item	Description	Components
Writing Skills Reproducible Workbook (1988)	Written for children (level 4) but appropriate for adults. Reproducible worksheets on sentences, paragraphs and stories.	
Painless Writing (Barron's) (2001)	9 painless techniques to improve writing. Descriptions, examples, exercises.	
The Random House Writing Course for ESL Students  ESL		

Item	Description	Components								
<p>Kaleidoscope Reading and Writing 4 (1999)</p> <p>ESL</p>	<p>Integrated approach to developing reading, writing and vocabulary skills in academic, business and everyday situations.</p> <p>Engaging readings with vocabulary and skill development materials.</p> <p>Variety of exercises.</p> <p>High-intermediate/advanced.</p>									
<p>Weaving It Together Book 3 (1994)</p> <p>ESL</p>	<p>Comprehensively integrates reading and writing.</p> <p>Thematically grouped readings with reading and vocabulary exercises.</p> <p>For ESL, college-bound.</p> <p>Intermediate.</p> <p>Units:</p> <table data-bbox="604 1045 976 1154"> <tr> <td>symbols</td> <td>food</td> </tr> <tr> <td>customs</td> <td>language</td> </tr> <tr> <td>mind and body</td> <td>technology</td> </tr> <tr> <td>people</td> <td></td> </tr> </table>	symbols	food	customs	language	mind and body	technology	people		
symbols	food									
customs	language									
mind and body	technology									
people										

Item	Description	Components
<p>Changes: Readings for ESL Writers (1990)</p> <p>ESL</p>	<p>Integrated skills focusing on reading and writing.</p> <p>Reading and responding to selections in writing.</p> <p>Readings are less than 1 page to several pages.</p> <p>Intermediate/advanced.</p> <p>Readings grouped around themes:</p> <ul style="list-style-type: none"> <li>leaving/arriving                      personal growth/change</li> <li>two worlds                                change/resisting change</li> <li>birth/death</li> </ul>	
<p>Reading by All Means: Reading Improvement Strategies for English Language Learners (1990)</p> <p>ESL</p>	<p>Strong focus on strategies for successful reading, vocabulary building and writing activities.</p> <p>Readings of several pages with exercises.</p> <p>Thematically-related reading:</p> <ul style="list-style-type: none"> <li>personal narratives</li> <li>introductory textbooks</li> <li>feature stories</li> <li>popular science</li> <li>nonfiction books, reviews, profiles</li> </ul>	
<p>In Our Own Words: A Guide with Readings for Student Writers (1991)</p> <p>ESL</p>	<p>3 parts:</p> <ul style="list-style-type: none"> <li>reflection on writing process</li> <li>writing</li> <li>rethinking/rewriting</li> </ul>	

Item	Description	Components
<p>The Multicultural Workshop: A Reading and Writing Program Book 1 (1994)</p> <p>ESL</p>	<p>Multicultural selections from fiction and non-fiction.</p> <p>Writing, reading, critical thinking strategies are indexed.</p> <p>High-beginning.</p> <p>Units each with 4 chapters: identity change choices relationships conflict</p>	

<b>Series</b>	<b>Description</b>	<b>Components</b>
<p>Clear Grammar: Activities for Spoken and Written Communication (2001-2003)</p> <p>ESL</p>	<p>Basic grammatical concepts; speaking and writing practice in grammatical structures.</p> <p>Grammar reference.</p> <p>Progressively more difficult grammar throughout levels.</p> <p>Lessons each focus on 1 specific grammar point.</p> <p>Large number and variety of exercises in texts and workbooks.</p>	<p>Texts (series of 4)</p> <p>Workbooks (series of 4)</p> <p>1 (beginning)</p> <p>2 (high-beginning)</p> <p>3 (low-intermediate)</p> <p>4 (intermediate/low-advanced)</p>
<p>100 Clear Grammar Tests: Reproducible Grammar Tests for Beginning to Intermediate ESL/EFL Classes (2000)</p>	<p>Tests comprehension of most essential beginning and intermediate ESL grammar points.</p> <p>Tests are arranged by topic in sequence that matches <i>Clear Grammar</i> series (see above).</p>	



<b>Series</b>	<b>Description</b>	<b>Components</b>
<p>Grammar Dimensions: Form, Meaning, Use (1997)</p> <p>ESL</p>	<p>Contextualized grammar explanations focused on:                      form (accuracy)                      meaning (meaningfulness)                      use (appropriateness)</p> <p>Comprehensive grammar explanations.</p> <p>Extensive practice exercises.</p> <p>Communicative activities integrate grammar with reading, writing, speaking, listening opportunities.</p>	<p>4 levels:                      1 (beginning/high-beginning)                      2 (intermediate)                      3 (intermediate/high-intermediate)                      4 (advanced)</p>
<p>Power English: Basic Language Skills for Adults: Writing Skills (1989-1990)</p>	<p>Develops skills in usage, sentence structure, mechanics and composition.</p> <p>Brief descriptions of grammar points/rules and exercises.</p> <p>Special focus on writing skills.</p> <p>Contents include:                      grammar and usage                      sentence structure                      letter writing                      punctuation                      spelling</p>	<p>Series of 10</p>

Item	Description	Components								
<p>Line by Line: Stories for Learners of English Beginning (1990)</p> <p>ESL</p>	<p>Interactive reader provides meaningful, relevant, and enjoyable reading practice.</p> <p>Offers clear, intensive focus on specific aspects of English grammar.</p> <p>Everyday life situations and key adult lifeskill competencies, such as food, employment, health, housing, shopping and transportation.</p> <p>Short reading selections and exercises.</p> <p>Many pictures.</p>									
<p>ExpressWays 2 (1996)</p> <p>ESL</p>	<p>Integrates lifeskill topics, functions, and grammar in an imaginative highway theme.</p> <p>Real-life contexts and situations.</p> <p>Many colored pictures.</p> <p>Topics:</p> <table data-bbox="604 1076 1146 1182"> <tr> <td>friends/neighbors</td> <td>calling people/going places</td> </tr> <tr> <td>food</td> <td>rules/regulations</td> </tr> <tr> <td>personal finances</td> <td>school/family/friends</td> </tr> <tr> <td>at work</td> <td>communicating/good-bye</td> </tr> </table> <p>Beginning: most important vocabulary, grammar and functional expressions to communicate at a basic level in full range of situations and contexts.</p>	friends/neighbors	calling people/going places	food	rules/regulations	personal finances	school/family/friends	at work	communicating/good-bye	
friends/neighbors	calling people/going places									
food	rules/regulations									
personal finances	school/family/friends									
at work	communicating/good-bye									

Item	Description	Components												
<p>Exploring English 1 (1995)</p> <p>ESL</p>	<p>Develops life skills. Encourages problem-solving and critical thinking. Provides listening comprehension activities.</p> <p>Each chapter contains defined topics, grammar and functions.</p> <p>Activities include: vocabulary grammar conversation short reading passages</p> <p>Ample practice opportunities. Fully illustrated with colored artwork.</p>													
<p>Atlas 2: Learning-Centered Communication (1995)</p> <p>ESL</p>	<p>Task-based approach integrates elements of high-interest topics, grammar, vocabulary, functions, notions, and learning-how-to-learn.</p> <p>Topics:</p> <table border="0" data-bbox="604 1045 1083 1208"> <tr> <td>new people</td> <td>New York, New York</td> </tr> <tr> <td>meet the family</td> <td>going places</td> </tr> <tr> <td>old friends</td> <td>time out</td> </tr> <tr> <td>interesting people</td> <td>that's entertainment</td> </tr> <tr> <td>a place to stay</td> <td>healthy living</td> </tr> <tr> <td>in my neighborhood</td> <td>a day in the life</td> </tr> </table> <p>High-beginning.</p>	new people	New York, New York	meet the family	going places	old friends	time out	interesting people	that's entertainment	a place to stay	healthy living	in my neighborhood	a day in the life	
new people	New York, New York													
meet the family	going places													
old friends	time out													
interesting people	that's entertainment													
a place to stay	healthy living													
in my neighborhood	a day in the life													

Item	Description	Components
Grammar and Composition for Everyday English 2 (1987)	Language skills to carry on daily activities.	
Grammar for You (2005)	<p>Basic grammar structures.</p> <p>Each lesson focuses on one grammar point with explanations, examples, exercises.</p> <p>Uses articles from <i>News for You</i>.</p>	<p>Using Nouns in Context</p> <p>Using Verbs in Context</p>
<p>Basic English Grammar (1996)</p> <p>ESL</p>	<p>Developmental skills text. Reference and workbook.</p> <p>Form, meaning, usage of basic structures in English.</p> <p>Focus is grammar but promotes development of all language skills.</p> <p>Short description of grammar point and many exercises.</p>	
<p>Grammar Wise I (2004)</p> <p>ESL</p>	<p>Basic grammar.</p> <p>Each unit focuses on 1 grammar point.</p> <p>Variety of exercises.</p> <p>Beginning.</p>	

Item	Description	Components
<p>Focus on Grammar: A Course for Reference and Practice (1994-1995)</p> <p>ESL</p>	<p>Presents grammar through lively listening, speaking, reading and writing activities.</p> <p>Reference/practice.</p> <p>4-step approach: contextualization presentation (grammar notes) guided/focused practice communication practice</p>	<p>Text Workbook</p> <p>Basic High-intermediate</p>
<p>Understanding and Using English Grammar (1993-2001)</p> <p>ESL</p>	<p>Reference grammar for students of ESL.</p> <p>Seeks to make essential grammar understandable and easily accessible.</p> <p>Chartbook has rules and examples.</p> <p>Test bank has quizzes and tests that can also be used as worksheets for practice.</p>	<p>Book Chartbook: A Reference Grammar Test Bank</p>
<p>No Fear Grammar: Just the Basics (2005)</p>	<p>Grammar basics: sentences parts of speech punctuation</p> <p>Explanations/definitions/examples.</p> <p>Some exercises.</p>	

Item	Description	Components												
<p>English Structure in Focus Book 1 (1987)</p> <p>ESL</p>	<p>Explanations and exercises.</p>													
<p>Mosaic Two: A Content- Based Grammar (1996)</p> <p>ESL</p>	<p>Each chapter uses theme to introduce, explain, practice, apply grammatical structures.</p> <p>Themes:</p> <table border="0"> <tr> <td>language/learning</td> <td>working</td> </tr> <tr> <td>danger/daring</td> <td>breakthroughs</td> </tr> <tr> <td>man/woman</td> <td>art/entertainment</td> </tr> <tr> <td>mysteries past/present</td> <td>ethical questions</td> </tr> <tr> <td>transitions</td> <td>medicine</td> </tr> <tr> <td>the mind</td> <td>the future</td> </tr> </table> <p>High-intermediate/low-advanced.</p>	language/learning	working	danger/daring	breakthroughs	man/woman	art/entertainment	mysteries past/present	ethical questions	transitions	medicine	the mind	the future	
language/learning	working													
danger/daring	breakthroughs													
man/woman	art/entertainment													
mysteries past/present	ethical questions													
transitions	medicine													
the mind	the future													
<p>Interactions Two: A Communicative Grammar (1996)</p> <p>ESL</p>	<p>Organized around grammatical topics.</p> <p>Presents all grammar in context.</p> <p>Contains many types of communicative activities.</p> <p>Gradual shift from basic structures and conversational topics to complex structures and academic topics.</p> <p>Low-intermediate/intermediate.</p>													

Item	Description	Components														
<p>Grammar Links 3: A Theme-Based Course for Reference and Practice (2000)</p> <p>ESL</p>	<p>Combines focus on form w/ communicative approach.</p> <p>Links grammar to real world.</p> <p>Units have well-defined area of grammar and an overall theme (high-interest topics).</p> <p>Units:</p> <table border="0"> <tr> <td><u>grammar</u></td> <td><u>theme</u></td> </tr> <tr> <td>gerunds/infinitives</td> <td>entertainment</td> </tr> <tr> <td>modals</td> <td>courtship/marriage</td> </tr> <tr> <td>passives</td> <td>sports</td> </tr> <tr> <td>conditionals</td> <td>natural disasters</td> </tr> <tr> <td>noun clauses</td> <td>popular fiction</td> </tr> <tr> <td>adverbs</td> <td>consumer behavior</td> </tr> </table> <p>Mostly exercises and activities—both grammar- and content-driven.</p> <p>High-intermediate/advanced.</p>	<u>grammar</u>	<u>theme</u>	gerunds/infinitives	entertainment	modals	courtship/marriage	passives	sports	conditionals	natural disasters	noun clauses	popular fiction	adverbs	consumer behavior	
<u>grammar</u>	<u>theme</u>															
gerunds/infinitives	entertainment															
modals	courtship/marriage															
passives	sports															
conditionals	natural disasters															
noun clauses	popular fiction															
adverbs	consumer behavior															
<p>English Integrated: An Advanced Reader/Grammar for Learners of English (1986)</p> <p>ESL</p>	<p>Chapters have 2 parts each:</p> <p>reader that consists of essay and short stories, vocabulary work and discussion questions</p> <p>advanced grammatical explanations/exercises</p> <p>Topics:</p> <table border="0"> <tr> <td>people/places</td> <td>outer space/Universe</td> </tr> <tr> <td>careers/education</td> <td>roots/family</td> </tr> <tr> <td>fears/phobias</td> <td>history/heroes</td> </tr> <tr> <td>science/technology</td> <td>culture/privacy</td> </tr> <tr> <td>tales/supernatural</td> <td>America and its past</td> </tr> <tr> <td>illness/medical issues</td> <td>aging/elderly</td> </tr> </table>	people/places	outer space/Universe	careers/education	roots/family	fears/phobias	history/heroes	science/technology	culture/privacy	tales/supernatural	America and its past	illness/medical issues	aging/elderly			
people/places	outer space/Universe															
careers/education	roots/family															
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tales/supernatural	America and its past															
illness/medical issues	aging/elderly															

Item	Description	Components																
<p>Meaning Into Words Intermediate Workbook (1983)</p>	<p>Covers functional, notional, grammatical areas.</p> <p>Relationship between structures and meaning.</p> <p>How to use structures in communicative context.</p> <p>Topics include:</p> <table border="0"> <tr> <td>places/location</td> <td>likes/dislikes</td> </tr> <tr> <td>direction</td> <td>advice</td> </tr> <tr> <td>setting a scene</td> <td>obligation</td> </tr> <tr> <td>jobs/routine</td> <td>prediction</td> </tr> <tr> <td>events/actions/activities</td> <td>criticizing</td> </tr> <tr> <td>similarities/differences</td> <td>comparison</td> </tr> <tr> <td>requests/offers</td> <td>explanations</td> </tr> <tr> <td>decisions/intentions</td> <td>past/present</td> </tr> </table> <p>24 units. All exercises. Some pictures.</p>	places/location	likes/dislikes	direction	advice	setting a scene	obligation	jobs/routine	prediction	events/actions/activities	criticizing	similarities/differences	comparison	requests/offers	explanations	decisions/intentions	past/present	
places/location	likes/dislikes																	
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events/actions/activities	criticizing																	
similarities/differences	comparison																	
requests/offers	explanations																	
decisions/intentions	past/present																	
<p>Side by Side Activity Workbook 2 (2001)</p> <p>ESL</p>	<p>Grammar activities and exercises.</p> <p>Fun, easy-to-use format.</p> <p>Many pictures.</p>																	
<p>Language Exercises for Adults Level C (1995)</p>	<p>Units:</p> <table border="0"> <tr> <td>vocabulary</td> <td>grammar/usage</td> </tr> <tr> <td>sentences</td> <td>composition</td> </tr> <tr> <td>capitalization/punctuation</td> <td>study skills</td> </tr> </table>	vocabulary	grammar/usage	sentences	composition	capitalization/punctuation	study skills											
vocabulary	grammar/usage																	
sentences	composition																	
capitalization/punctuation	study skills																	



Item	Description	Components
Skills Practice Book: Building English Skills Aqua Level (1981)	Skill-building exercises.  Each page a self-contained unit on one topic/skill. Brief explanation with reinforcing exercises.	
Intensive English for Communication Book 2 (1980)  ESL	Essential structures of English in both functional frameworks and situational contexts.  Explanations, conversations, vocabulary.  Practice exercises.  Intermediate.	
Basic English Review (1993)	Explanations and examples.  Exercises.	
The Elements of Grammar (1986)	Reference.  Rules with examples.	
(Barron's) Essentials of English (2000)	Reference handbook of rules of English grammar and writing style.	
Basic English Brushup Instructor's Edition (1995)	Master essentials of effective writing.  Part I-paragraph writing. Parts II-VII-rules of grammar, mechanics, usage.	

Item	Description	Components
(Contemporary's) Exercising Your English: Language Skills for Developing Writers (1991)	Language skills essential to effective writing.  Variety of exercises.	Book 1: Basic Sentence Structure, Grammar, Usage Book 2: Spelling, Capitalization, Punctuation Book 3: Sentence Types, Style and Diction, Paragraph Structure
Lessons in Writing Sentences Book Two (1997)	Variety of exercises.	
Capitalization and Punctuation (1997)	Rules and exercises.	Primary (grades 2-4) Intermediate (grades 5-9)
Punctuation Plain and Simple (1997)	Rules and exercises.	
Language for Writing Series (1991-1992)	Variety of exercises.	Book 1: Nouns Book 2: Verbs Book 3: Adjectives/Adverbs Book 4: Pronouns Book 5: Prepositions/Conjunctions/Interjections
The Ins and Outs of Prepositions: A Guidebook for ESL Students (1999)  ESL		

Item	Description	Components												
<p>The Idiom Adventure: Fluency in Speaking and Listening (2001)</p>	<p>Idioms contextualized in conversations, game shows, mysteries, stories, other narratives.</p> <p>Interactive activities.</p> <p>Intermediate.</p> <p>Units:</p> <table border="0"> <tr> <td>career</td> <td>advice</td> </tr> <tr> <td>debate</td> <td>last wishes</td> </tr> <tr> <td>love</td> <td>predictions</td> </tr> <tr> <td>resolutions</td> <td>small town/big city</td> </tr> <tr> <td>crime</td> <td>fame</td> </tr> <tr> <td>strange stories</td> <td>law/marriage</td> </tr> </table>	career	advice	debate	last wishes	love	predictions	resolutions	small town/big city	crime	fame	strange stories	law/marriage	
career	advice													
debate	last wishes													
love	predictions													
resolutions	small town/big city													
crime	fame													
strange stories	law/marriage													
<p>The Idiom Advantage: Fluency in Speaking and Listening (1995)</p>	<p>Idioms contextualized in narratives, interviews, news reports, radio programs, conversations.</p> <p>Interactive activities.</p> <p>High-intermediate.</p> <p>Units:</p> <table border="0"> <tr> <td>negotiation</td> <td>ambition</td> </tr> <tr> <td>romance</td> <td>leisure</td> </tr> <tr> <td>problem-solving</td> <td>arguing</td> </tr> <tr> <td>making an impression</td> <td>money</td> </tr> <tr> <td>facing defeat</td> <td>gossip</td> </tr> <tr> <td>effort</td> <td>achieving success</td> </tr> </table>	negotiation	ambition	romance	leisure	problem-solving	arguing	making an impression	money	facing defeat	gossip	effort	achieving success	
negotiation	ambition													
romance	leisure													
problem-solving	arguing													
making an impression	money													
facing defeat	gossip													
effort	achieving success													

Item	Description	Components
Idiomatic American English: A Step-by Step Workbook for Learning Everyday American Expressions (1986)	900 idioms in 100 lessons (1-page each).  Definitions, dialogues, exercises.  Includes glossary listing.	
In the Know: Understanding and Using Idioms (2005)	Over 800 idioms. Grouped by context, by concept or by key words.  40 units, 4 pages each. Each unit has presentation page and activities section that focus on meaning, form and use.  Intermediate.	
All Clear!: Idioms in Context (1993)	Inductive approach to communicating effectively by recognizing and producing high-frequency idioms.  Dialogues, explanations, variety of exercises.  Intermediate/advanced.	
Traveling Through Idioms: An Exercise Guide to the World of American Idioms (1996)	Travelogue format.  Intermediate/advanced.	
Forbidden American English: A Serious Compilation of Taboo American English (1990)		

Item	Description	Components
<p>Street Talk 1: How to Speak and Understand American Slang (1992)</p>	<p>Each lesson 5 parts:                      dialogue                      vocabulary                      practice vocabulary                      closer look                      just for fun</p> <p>Topics:                      at school                      at the gym                      at the party                    the house guest                      at the movies                 at work                      at the mall                     at the market                      the new car                     at the restaurant</p>	
<p>Crazy Idioms: A Conversational Idiom Book (1990)</p>	<p>45 idioms divided into 5 categories:                      animal                      food                      color                      body                      dangerous (double meanings)</p> <p>Exercises.</p> <p>High-beginning/low-intermediate.</p>	
<p>Getting Along with Idioms: Basic English Expressions and Two-Word Verbs (1981)</p>		
<p>Monkey Business: A Workbook of Idioms (1982)</p>		

Item	Description	Components
<p>Word Strategies: Building a Strong Vocabulary (2007)</p>	<p>Focus on high-frequency words in variety of contexts.</p> <p>For each lesson, short reading (1 page) introduces setting and vocabulary; 9 pages of exercises.</p> <p>High-beginning—dialogs/narratives from everyday life.</p> <p>Low-intermediate—narratives/expository passages from specialized topics.</p>	<p>High-Beginning Low-Intermediate</p>
<p>Words for Students of English: A Vocabulary Series for ESL (1988)</p> <p>ESL</p>	<p>Each unit presents 10-25 base words with definitions, examples, exercises.</p> <p>Each unit a specific topic to practice new words in meaningful contexts. 25 units per volume.</p> <p>Each volume contains only previously learned vocabulary.</p> <p>Volume 1 assumes a knowledge of 600 words. Complete series presents 3000 additional words.</p>	<p>Volume 1: High-Beginning Volume 2: High-Beginning Volume 3: Intermediate Volume 4: Intermediate Volume 5: High-Intermediate Volume 6: Advanced Volume 7: Advanced Volume 8: Advanced</p>

Item	Description	Components
<p>Walk, Amble, Stroll: Vocabulary Building Through Domains Level 1 (1995)</p> <p>ESL</p>	<p>Teaches vocabulary and vocabulary learning strategies through use of semantic fields or domains.</p> <p>Help learn many new words quickly.</p> <p>4 units; 3 chapters each; 6-9 domains each: time food materials people</p> <p>High-beginning.</p>	
<p>Vocabulary Connections-A Content Area Approach (1989)</p>	<p>Classic program to provide extra practice and support for vocabulary building.</p> <p>Short readings (1-2 pages) with variety of exercises.</p> <p>Content areas: literature                      math social studies                health science                         fine arts</p>	<p>levels C, E, H</p>
<p>World of Vocabulary (1984)</p>	<p>Short readings (less than 1 page) with variety of exercises.</p>	<p>Books 3 and 4</p>
<p>Reading Vocabulary Books (1983)</p>	<p>Variety of vocabulary exercises.</p>	<p>Sea Treasures (level 9) Sky Climbers (level 10)</p>

Item	Description	Components
<p>English for Everyday Activities: A Picture Process Dictionary (1999)</p> <p>ESL</p>	<p>Focuses on verbs to teach step-by-step aspects of more than 60 daily activities.</p> <p>Each lesson (1-2 pages) focuses on one process and provides pictorial associations for key vocabulary.</p> <p>Sections (# of activities):                      starting the day (11)      managing household (16)                      getting around (8)      keeping in touch (7)                      at home in evening (15)      fun with friends (4)</p> <p>Beginning.</p> <p>Workbook has variety of exercises and activities.</p> <p>Listening Activity Book strengthens associations. Exercises include simple word recognition and drawing conclusions from spoken input.</p>	<p>Workbook                      Basic Workbook                      Activity Book                      Listening Activity Book (tapescript included)                      Teacher's Guide</p> <p><i>Accompanies English for Everyday Activities: A Picture Process Dictionary (located on Reference Shelf 3 Picture Dictionaries)</i></p>
<p>Words</p>	<p>Uses a very short story (description of position) with many activities.</p>	<p>hospital                      hotel/motel                      restaurant                      store</p>
<p>Restaurant Language: A Survival Vocabulary (1996)</p>		
<p>Word Cards</p>		<p>hospital                      hotel/motel                      restaurant</p>



Item	Description	Components
Wordcraft (1969)	Multi-media approach to rapid vocabulary building.	1 3
Category Resource for Language Learning (1991)	Category word lists and picture cards (reproducible).	
(Dr. Fry's) Picture Nouns: Word and Picture Flash Cards (1999)	Reproducible pages for making flash cards.  Beginning.	
(Dr. Fry's) 1000 Instant Words: The Most Common Words for Teaching, Reading, Writing and Spelling (2000)	Large print word lists (in rank order)—groups of 5 words; 30 words to page.  Teaching suggestions included.	
Vocabulary Basics Instructors Edition (1998)	Exercises and short readings for reading level 4 to 6.  Contents: 240 important words 8 words per chapter used in context/use each word 7 ways	

Item	Description	Components
<p>Write English Right: An ESL Homonym Workbook (1993)</p> <p>ESL</p>	<p>Exercises.</p>	
<p>Basic College Vocabulary Strategies (2008)</p>	<p>Contents:                      strategies                      word lists                      structural elements</p> <p>Practice exercises.</p>	
<p>Vocabulary Mastery 1: Using and Learning the Academic Word List (2007)</p> <p>ESL</p>	<p>Most frequently used words in American academic environment.</p> <p>15 target words per unit.</p> <p>Each unit has 3 readings and activities. Activities include comprehension, word forms, writing, critical thinking.</p> <p>Units:                      professional cycling      saving our water                      talking to animals        exploring space                      living in hiding              Seabiscuit/Great Depression</p> <p>Lower-level ESL.</p>	

Item	Description	Components
(Longman) Photo Dictionary Intermediate Workbook (1989)  ESL	Includes all basic needs.  Exercises are practical, real-life.	<i>Accompanies Longman Photo Dictionary (located on Reference Shelf 3 Picture Dictionaries)</i>
The New Oxford Picture Dictionary Intermediate Workbook (1988)  ESL	Practice and reinforcement of vocabulary presented in dictionary.  Activities for both written and oral practice.  Low-/high-intermediate.	<i>Accompanies The New Oxford Picture Dictionary (located on Reference Shelf 3 Picture Dictionaries)</i>
(Longman) Dictionary of American English Workbook (1992)  ESL	Shows how to get most out of dictionary.  Exercises/activities to develop basic reference skills.  Topics: finding words            meaning/usage pronunciation         grammar spelling                 building vocabulary	<i>Accompanies Longman Dictionary of American English (located on Reference Shelf 3 Picture Dictionaries)</i>

## Grammar/Vocabulary—Spelling

*Right Shelf 4*

Item	Description	Components
Patterns in Spelling (1990)	For low-level readers who have trouble spelling.  Stresses patterns.  Variety of exercises.	Book 1: Patterns with Short Vowels Book 2: Patterns with Long Vowels Book 3: Patterns with Consonant Blends/Digraphs Book 4: Patterns with Other Vowel Sounds/Spellings
The Spell of Words (1979)	Spelling rules.  Variety of exercises.	
Phonics and Spelling Strategies for Literacy Tutors (1995)	Beginning phonics explanations. Vowels, consonants, blends, digraphs. Spelling strategies.	
Spelling (1992)	A Homework Booklet written for children (grade 2) but appropriate for adults.  Word study exercises.	
Word Book for Beginning Writers (1999)	Easy reference lookup to help spell 1000 most common words.  Additional reference pages for key writing activities.	
(Steck-Vaughn)Target Spelling C	Exercises.	
Building Spelling Skills Grade 3 (2002)	Lists and activities.  Written for children (grade 3) but appropriate for adults.	

Item	Description	Components
Focus on Phonics (1991)	<p>Word pattern approach.</p> <p>Each workbook correlates to <i>Laubach Way to Reading Skill Book</i> of same number (located on Right Shelf 3 Laubach).</p>	<p>Series of 5 workbooks and teacher's editions</p> <p>1: Sounds and Names of Letters                      2a: Short Vowel Sounds                      2b: Consonant Blends                      3: Long Vowel Sounds                      4: Other Vowel Sounds/Consonant Spellings</p>
PHONICS for Reading (2002)	<p>Research-based series.</p> <p>Teaches phonemic decoding.</p> <p>Story passages in second and third levels can be used to increase fluency.</p>	<p>First Level: short vowels, consonants, consonant blends, digraphs</p> <p>Second Level: vowel combinations, r-controlled vowel sounds, common endings, CVCe words</p> <p>Third Level: vowel/letter combinations, prefixes/suffixes, sounds for <i>c</i> and <i>g</i>, vowel sound combinations</p>
Quick Word Phonics Handbook (2007)	<p>All words either high-use or at grade 3 or below level.</p> <p>Example words by consonant, vowel, blend, digraph.</p>	
ESL Phonics for All Ages  ESL	<p>For English language learners who read in a non-Roman alphabet native language and for English learners who cannot read in any language.</p>	<p>Book 1: Beginning Consonants</p>

Item	Description	Components
Say the Word!: A Guide to Improving Word Recognition Skills (1991)	Strategies to master letter patterns.  Contents: short/long vowels                      c and g letter teams (e.g., ay, ia)            unusual spellings word beginnings/endings            problem words	
Phonics Rules! A Step-by-Step Guide to Teaching Phonics (2001)	Part I: Teacher's Reference Guide with rules, patterns, examples, explanations.  Part II: Student Activities with reproducible worksheets.	
(Dr. Fry's) Pre-Phonics Tests: Phonemic Awareness and More (2000)	Simple skill tests written for young children but may be used with adults.	
New Reading Skills Practice Pad (1973)	Letters/sounds. Many pictures.	
Phonics for Older Students (2000)	Long and short vowel activities.	
Phonics A to Z: A Practical Guide		

Item	Description	Components
Building Basic Literacy Skills (2001)	<p>Strategies and exercises for basic skill development.</p> <p>Written for middle-school learners but suitable for adults.</p>	<p>Book 2: Syllables                      Book 3: Vowel Sounds                      Book 7: Spelling</p>
A Second Course in Phonic Reading (1971)	<p>Sounds of letters and phonograms.</p> <p>Book 1:                      short vowels                      vowel combinations                      consonant blends</p> <p>Book 2:                      long vowels                      homonyms                      silent letters                    synonyms/antonyms                      syllabication                    suffixes/endings</p>	<p>Book 1 Teacher’s Manual                      Book 2 Teacher’s Manual</p>
Wilson Reading System	<p>Use for phonemic awareness.                      Very controlled word presentation.</p> <p>Dictation books have word lists/sentences for reading.</p> <p>Rules notebook for consonants and vowels.</p> <p>Stories books have controlled progression of stories, each focusing on particular phonetic principles. Mostly 1-page stories (a few 2-4 pages). Large print.</p>	<p>Dictation Book Steps 1-6                      Dictation Book Steps 7-12                      Rules Notebook                      Stories for Older Students Books 2 and 3</p>

Item	Description	Components
The Mott Basic Language Skills Program		Semi-programmed Series: Book 1302: short vowels Book 1304: vowel combinations Individualized Reading Series: Book 1301: consonant sounds Book 1302: short vowels Book 1303: consonants Comprehension Series: Book 604: stories with exercises Classroom Series: Book 300B: vowels/vowel combinations
Hooked on Phonics Program Kit  <i>Located on Right Top Shelf</i>		Books Cassette Tapes Cards



Series	Description	Components
<p>LifePrints: ESL for Adults (2002)</p> <p>ESL</p>	<p>Practical ESL instruction combines realistic life experiences with language skills and cultural understanding.</p> <p>Helps with English language skills needed to participate effectively at work and in community.</p> <p>Designed to enable those with limited oral and/or written competence in English to handle most everyday situations.</p> <p>Lower levels focus on language skills needed to communicate and be understood.</p> <p>Higher levels focus on communicating with accurate and correct language usage.</p> <p>Lessons in context of everyday situations.</p> <p>Many illustrations.</p> <p>Wide variety of activities.</p>	<p>Student Books (series of 4)</p> <p>Workbooks (series of 4)</p> <p>Teacher’s Resource Files (1, 2, 3)</p> <p>Audiotapes (series of 4)</p> <p>Levels:</p> <p>Literacy</p> <p>1 (low-beginning)</p> <p>2 (high-beginning)</p> <p>3 (low-intermediate)</p>
<p>LifeStories (2003)</p> <p>ESL</p>	<p>Short stories that correlate with <i>LifePrints</i> (see above) characters.</p> <p>For additional reading practice.</p> <p>5x8 size.</p> <p>Stories are 1 to 2 pages each.</p>	<p>1 (low-beginning)</p> <p>2 (high-beginning)</p> <p>3 (low-intermediate)</p>

Series	Description	Components										
<p>(Steck-Vaughn) Real-Life English: A Competency-Based ESL Program for Adults (1988-1994)</p> <p>ESL</p>	<p>Integrates speaking, listening, reading and writing.</p> <p>Addresses most urgent communication needs. Prepares for everyday situations.</p> <p>Many pictures.</p> <p>10 units per book; topics carry over level to level:</p> <table border="0"> <tr> <td>personal communication</td> <td>shopping</td> </tr> <tr> <td>community</td> <td>home</td> </tr> <tr> <td>country</td> <td>health care</td> </tr> <tr> <td>daily living/environment</td> <td>employment</td> </tr> <tr> <td>food</td> <td>transportation/travel</td> </tr> </table>	personal communication	shopping	community	home	country	health care	daily living/environment	employment	food	transportation/travel	<p>Series of 5:</p> <p>Literacy</p> <p>1 (low-beginning)</p> <p>2 (beginning)</p> <p>3 (low-intermediate)</p> <p>4 (intermediate)</p>
personal communication	shopping											
community	home											
country	health care											
daily living/environment	employment											
food	transportation/travel											
<p>English No Problem! (2004)</p> <p>ESL</p>	<p>Helps build language and life skills, develop critical thinking skills and increase cultural awareness.</p> <p>Problem-posing approach.</p> <p>Theme-based units for practical skills across series:</p> <table border="0"> <tr> <td>life stages</td> <td>consumer awareness</td> </tr> <tr> <td>making connections</td> <td>protecting legal rights</td> </tr> <tr> <td>taking care of yourself</td> <td>lifelong learning</td> </tr> <tr> <td>personal finance</td> <td>celebrating success</td> </tr> <tr> <td>participating in new country/community</td> <td></td> </tr> </table> <p>Variety of activities.</p> <p>Many colorful pictures.</p> <p>Workbooks have exercises and activities.</p>	life stages	consumer awareness	making connections	protecting legal rights	taking care of yourself	lifelong learning	personal finance	celebrating success	participating in new country/community		<p>Books (series of 5)</p> <p>Workbooks (series of 5)</p> <p>Audiotapes (series of 5)</p> <p>Levels:</p> <p>Literacy</p> <p>1 (low-beginning)</p> <p>2 (high-beginning)</p> <p>3 (low-intermediate)</p> <p>4 (high-intermediate)</p>
life stages	consumer awareness											
making connections	protecting legal rights											
taking care of yourself	lifelong learning											
personal finance	celebrating success											
participating in new country/community												

Series	Description	Components																																									
<p>English in Action (2003)</p> <p>ESL</p>	<p>Engaging activities and exercises.</p> <p>Very interactive.</p> <p>Many colored pics.</p> <p>Topics 2:</p> <table border="0"> <tr> <td>introductions/personal info</td> <td>typical day</td> </tr> <tr> <td>people</td> <td>work</td> </tr> <tr> <td>school/college</td> <td>food/shopping</td> </tr> <tr> <td>family</td> <td>life events</td> </tr> <tr> <td>home/neighborhood</td> <td>weekends/vacations</td> </tr> </table> <p>Topics 3:</p> <table border="0"> <tr> <td>first week</td> <td>states</td> <td>weddings</td> </tr> <tr> <td>average American</td> <td>people/places</td> <td>disasters</td> </tr> <tr> <td>computers/Internet</td> <td>moving</td> <td>crime</td> </tr> <tr> <td>healthy lifestyle</td> <td>city life</td> <td>careers</td> </tr> <tr> <td>greatest/smallest</td> <td>working parents</td> <td>pets</td> </tr> </table> <p>Topics 4:</p> <table border="0"> <tr> <td>education</td> <td>job performance</td> </tr> <tr> <td>colonial times</td> <td>regrets/possibilities</td> </tr> <tr> <td>family matters</td> <td>let's get organized</td> </tr> <tr> <td>comparisons-global/local</td> <td>becoming a citizen</td> </tr> <tr> <td>leisure activities</td> <td>business/industry</td> </tr> <tr> <td>driving</td> <td>technology today</td> </tr> <tr> <td>sports</td> <td>country music</td> </tr> <tr> <td>changes</td> <td></td> </tr> </table>	introductions/personal info	typical day	people	work	school/college	food/shopping	family	life events	home/neighborhood	weekends/vacations	first week	states	weddings	average American	people/places	disasters	computers/Internet	moving	crime	healthy lifestyle	city life	careers	greatest/smallest	working parents	pets	education	job performance	colonial times	regrets/possibilities	family matters	let's get organized	comparisons-global/local	becoming a citizen	leisure activities	business/industry	driving	technology today	sports	country music	changes		<p>Series of 4:</p> <ol style="list-style-type: none"> <li>1 (low-beginning/beginning)</li> <li>2 (high-beginning)</li> <li>3 (low-intermediate/intermediate)</li> <li>4 (high-intermediate)</li> </ol>
introductions/personal info	typical day																																										
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driving	technology today																																										
sports	country music																																										
changes																																											

Series	Description	Components
<p>Center Stage: Express Yourself in English (2007)</p> <p>ESL</p>	<p>Everyday work and life situations.</p> <p>Key grammar points and communicative skills.</p> <p>2-page lessons include: vocabulary/listening grammar to communicate reading/writing</p> <p>Mostly exercises.</p> <p>Many colored pictures.</p> <p>Topics 1: it's nice to meet you are you from Mexico? who's he? what's your phone number? open your books it's Monday morning these jeans are on sale there's a sunny kitchen</p> <p>Topics 2: people/families jobs/work/routines places/home food/drink exercise/health shopping/transportation</p> <p>see next page for Topics 3 and 4</p>	<p>Series of 4: 1 (beginning) 2 (high-beginning) 3 (high-intermediate) 4 (high-intermediate)</p> <p>Life Skills and Test Prep 1 and 2 <i>are companion texts to 1 and 2 (located on Right Shelf 5 Daily Living)</i></p>

Series	Description	Components																																								
<p>Center Stage: Express Yourself in English (2007)</p> <p>(continued)</p>	<p>Topics 3:</p> <table border="0"> <tr> <td>getting to know you</td> <td>animal kingdom</td> </tr> <tr> <td>world we live in</td> <td>let's eat</td> </tr> <tr> <td>sports</td> <td>technology</td> </tr> <tr> <td>accidents</td> <td>kid's life</td> </tr> <tr> <td>then/now</td> <td>manners</td> </tr> <tr> <td>busy lives</td> <td>neighbors</td> </tr> <tr> <td>education</td> <td>health</td> </tr> <tr> <td>getting job</td> <td>free time</td> </tr> <tr> <td>relationships</td> <td>emergency services</td> </tr> <tr> <td>television</td> <td>taking a trip</td> </tr> </table> <p>Topics 4:</p> <table border="0"> <tr> <td>fun/entertainment</td> <td>interviews</td> </tr> <tr> <td>health/fitness</td> <td>psychology/personality</td> </tr> <tr> <td>crime</td> <td>looking back</td> </tr> <tr> <td>moving in</td> <td>socializing</td> </tr> <tr> <td>new on job</td> <td>on the road</td> </tr> <tr> <td>food</td> <td>natural disasters</td> </tr> <tr> <td>safety</td> <td>in the news</td> </tr> <tr> <td>advertising</td> <td>money</td> </tr> <tr> <td>gadgets</td> <td>decisions/dilemmas</td> </tr> <tr> <td>shopping</td> <td>moving on</td> </tr> </table>	getting to know you	animal kingdom	world we live in	let's eat	sports	technology	accidents	kid's life	then/now	manners	busy lives	neighbors	education	health	getting job	free time	relationships	emergency services	television	taking a trip	fun/entertainment	interviews	health/fitness	psychology/personality	crime	looking back	moving in	socializing	new on job	on the road	food	natural disasters	safety	in the news	advertising	money	gadgets	decisions/dilemmas	shopping	moving on	
getting to know you	animal kingdom																																									
world we live in	let's eat																																									
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<p>Living in America Teacher Resource Guide (2006-2007)</p> <p>ESL</p>	<p>For ESL with little or no English language skills.</p> <p>Understand relevant customs, laws, behaviors.</p> <p>Basic speaking and comprehension skills.</p> <p>Reproducible photocopy masters provide core materials for lessons.</p> <p>4-6 topical units each.</p>	<p>Fitting into Your Community</p> <p>Getting Along with Others</p> <p>Knowing Your Rights and Responsibilities</p> <p>Understanding Key Health Issues</p> <p>Using Official Documents</p> <p>Operating a Motor Vehicle</p>																																								

Series	Description	Components										
Ventures (2007-2008)	<p>High-interest, real-life topics. Emphasis on using natural language in meaningful life situations.</p> <p>Low-beginning to high-intermediate.</p> <p>10 units:</p> <table border="0"> <tr> <td>personal information</td> <td>time</td> </tr> <tr> <td>at school</td> <td>shopping</td> </tr> <tr> <td>friends/family</td> <td>work</td> </tr> <tr> <td>health</td> <td>daily living</td> </tr> <tr> <td>around town</td> <td>leisure</td> </tr> </table>	personal information	time	at school	shopping	friends/family	work	health	daily living	around town	leisure	Student's Books w/ Audio CDs (series of 4) Workbooks (series of 4)
personal information	time											
at school	shopping											
friends/family	work											
health	daily living											
around town	leisure											
(Ventures) Transitions (2010-2011)	<p>Integrated skills to prepare for success at work or in academic setting.</p> <p>Focus on reading/writing skills.</p> <p>Low-advanced.</p> <p>10 units:</p> <table border="0"> <tr> <td>selling yourself</td> <td>small talk</td> </tr> <tr> <td>self-confidence</td> <td>relationships</td> </tr> <tr> <td>volunteering</td> <td>criticism</td> </tr> <tr> <td>job applications</td> <td>attitude</td> </tr> <tr> <td>interviews</td> <td>writing-work/school</td> </tr> </table>	selling yourself	small talk	self-confidence	relationships	volunteering	criticism	job applications	attitude	interviews	writing-work/school	Student Book w/ Audio CD Workbook
selling yourself	small talk											
self-confidence	relationships											
volunteering	criticism											
job applications	attitude											
interviews	writing-work/school											

Item	Description	Components
Breakthrough to Math (2012 and 1981-1984)	<p>Very basic steps focusing on one skill at a time.</p> <p>Workbooks contain single page worksheets.</p>	<p>Level 1 Set (red/orange)</p> <ul style="list-style-type: none"> <li>Understanding Numbers</li> <li>Adding Whole Numbers</li> <li>Subtracting Whole Numbers</li> <li>Multiplying Whole Numbers</li> <li>Dividing Whole Numbers</li> <li>Word Problems with Numbers</li> <li>Workbook</li> <li>Teacher Guide</li> </ul> <p>Level 2 Set (green)</p> <ul style="list-style-type: none"> <li>Understanding Fractions</li> <li>Adding and Subtracting Fractions</li> <li>Multiplying and Dividing Fractions</li> <li>Decimal Fractions</li> <li>Percents</li> <li>Word Problems with Fractions</li> <li>Workbook</li> <li>Teacher Guide</li> </ul> <p>Level 3 Set (blue)</p> <ul style="list-style-type: none"> <li>Signed Numbers</li> <li>Solving Equations</li> <li>Word Problems</li> <li>Exponents, Roots and Polynomials</li> <li>Algebraic Graphs</li> <li>Workbook</li> <li>Teacher Guide</li> </ul> <p>Level 4 Set (purple)</p> <ul style="list-style-type: none"> <li>Lines and Angles</li> <li>Triangles and Quadrangles</li> <li>Circles and Volumes</li> <li>Workbook</li> <li>Teacher Guide</li> </ul>

Item	Description	Components
Math Sense (2003)	<p>Step-by-step instruction. Practice and real-life application.</p> <p>Covers all GED math content areas and teaches problem-solving strategies for GED-type questions.</p> <p>GED-type practice tests and instructions for using calculator provided for math portion of test.</p>	<p>Whole Numbers and Money Decimals, Fractions, Ratios, Percents Measurement and Data Analysis Algebra and Geometry Comprehensive Review</p>
(Contemporary's) Number Sense: Discovering Basic Math Concepts (1990)	<p>Explores number relationships to build a concrete understanding of mathematical operations, problem-solving strategies, and real-life applications.</p> <p>Each book illustrates a basic math skill.</p>	<p>Whole Number Addition and Subtraction Whole Number Multiplication and Division Decimal Addition and Subtraction Decimal Multiplication and Division The Meaning of Fractions Fraction Addition and Subtraction Fraction Multiplication and Division The Meaning of Percent Percent Applications Ratio and Proportion Teachers Resource Guide Answer Key (for all)</p>
(Contemporary's) Real Numbers: Developing Thinking Skills in Math (1991)	<p>Builds real-life math, test-taking and problem-solving skills.</p> <p>Next step for <i>Number Sense</i> series (see above).</p>	<p>Estimation 1: Whole Numbers and Decimals Estimation 2: Fractions and Percents Measurement Tables, Graphs, and Data Interpretation</p>



Item	Description	Components
(Contemporary's) Number Power: The Real World of Adult Math (1988-1991)	Full scope of basic math curriculum from whole numbers to algebra and geometry.  Each book targets a particular set of math skills.	1: Addition, Subtraction, Multiplication and Division 2: Fractions, Decimals and Percents 3: Algebra 4: Geometry 5: Graphs, Tables, Schedules and Maps 6: Word Problems
Smart Solutions: Algebra and Geometry (1996)	Teaches math in the context of adult experiences and real-life applications.	
Working Makes Sense (1983)	Practical mathematics application.	
Spectrum Mathematics Purple Book (1984)	Worksheets.	

Item	Description	Components
Everyday Math Skills	<p>Workbooks with explanations, examples and practical applications.</p> <p>Simply Math:                      whole numbers            decimals                      basic skills                percents                      fractions                    units/measurement</p> <p>Money Math:                      personal finances                      saving money                      consumer math</p> <p>Home Math:                      measurement in home                      environmental math                      paying bills</p> <p>Kitchen Math:                      shopping for kitchen                      using measurement                      nutrition</p> <p>Note: Since these are of Canadian origin, there is some use of metric system which may need to be altered. However, much can be used as is and basic concepts apply regardless.</p>	<p>Simply Math                      Money Math                      Home Math                      Kitchen Math</p> <p><i>Can be downloaded (.pdf) at:  <a href="http://www.nwt.literacy.ca/resources/adultlit/everyday_math/">www.nwt.literacy.ca/resources/adultlit/everyday_math/</a></i></p>

Item	Description	Components		
<p>Passage to ESL Literacy Student Workbook (1981)</p> <p>ESL</p>	<p>Part 1: Pre-literacy—personal information and visual discrimination (numbers, shapes, letters).</p> <p>Part 2: Literacy—sound/symbol association, beginning reading/writing, consonant blends/digraphs, alphabet.</p> <p>Part 3: Reading and Writing—exercises.</p> <p>Part 4: Transition to Cursive Writing.</p>			
<p>Entry to English Literacy: A Real-Life Approach (1991)</p>	<p>Very beginning.</p> <p>Many pictures.</p> <p>Contents:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>Book 1</u></p> <p>numbers</p> <p>shapes</p> <p>letters</p> <p>punctuation</p> <p>emergency vocabulary</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>Book 2</u></p> <p>consonants</p> <p>short vowels</p> <p>digraphs</p> <p>days/months</p> <p>dates/time</p> </td> </tr> </table>	<p><u>Book 1</u></p> <p>numbers</p> <p>shapes</p> <p>letters</p> <p>punctuation</p> <p>emergency vocabulary</p>	<p><u>Book 2</u></p> <p>consonants</p> <p>short vowels</p> <p>digraphs</p> <p>days/months</p> <p>dates/time</p>	<p>Book 1</p> <p>Book 2</p>
<p><u>Book 1</u></p> <p>numbers</p> <p>shapes</p> <p>letters</p> <p>punctuation</p> <p>emergency vocabulary</p>	<p><u>Book 2</u></p> <p>consonants</p> <p>short vowels</p> <p>digraphs</p> <p>days/months</p> <p>dates/time</p>			
<p>Literacy Plus (2003)</p> <p>ESL</p>	<p>Combined literacy and ESL curriculum for preliteracy.</p> <p>Survival English and literacy instruction at same time.</p> <p>A—not literate in any language and know no English.</p> <p>B—acquiring ESL literacy and beginners in English.</p>	<p>A</p> <p>B</p>		

Item	Description	Components
<p>(Longman) ESL Literacy (1991 and 2006)</p> <p>ESL</p>	<p>Basic introduction to English for true beginner.</p> <p>Can be used for:                      little or no prior school experience                      difficulty with beginning ESL class                      from primary language background that uses a non-Roman alphabet</p> <p>Communication and literacy skills to function in real-life situations.</p> <p>Workbook with exercises.</p> <p>10 units:                      alphabet      calendar      family      health                      numbers      money      food      work                      time      school</p>	
<p>Take Charge!: A Student-Centered Approach to English Book 1 (1997)</p> <p>ESL</p>	<p>Basic language needed to function in variety of contexts.</p> <p>Allows for balance of 4 skills and promotes critical thinking skills.</p> <p>Primarily exercises. Some pictures.</p> <p>Contents:                      alphabet      school      food                      numbers      time      health                      introductions      family      work                      calendar      home      neighborhood</p> <p>Low-beginning: little exposure to English; may not be literate in first language.</p>	<p>Text Grammar workbook</p>

Item	Description	Components
Taking Off: Beginning English (2003)  ESL	Four-skills, standards-based foundation program.  12 units: classroom                      daily activities           neighborhood where are you from       shopping                    health family                            food                         job house                             weather                    transportation  Color pictures.  Low-beginning.	
Picture This: Learning English Through Pictures ( 2006 and 2007)  ESL	Multi-skills course for beginning study of English.  Picture-based lessons.  Each chapter about 20 pages;cartoon story and many activities.	Level 1 Level 2
Speaking of Survival (1982)  ESL	Topics: doctor                            post office/phone emergency room                transportation dentist                           shopping housing                          school/daycare fire/robbery                    repairs jobs                               pictures banking                          exercises  High-beginner/low-intermediate.	

Item	Description	Components																				
<p>Success: Communicating in English (1994 and 1995)</p> <p>ESL</p>	<p>Conversations, grammar, vocabulary.</p> <p>Topics basic beginner:</p> <table border="0"> <tr> <td>hello/good-bye</td> <td>kitchen</td> </tr> <tr> <td>train station</td> <td>community</td> </tr> <tr> <td>clothing store</td> <td>family reunion</td> </tr> <tr> <td>home</td> <td>phone</td> </tr> <tr> <td>office</td> <td></td> </tr> </table> <p>Topics 1:</p> <table border="0"> <tr> <td>Bay City</td> <td>laundromat</td> </tr> <tr> <td>mall</td> <td>restaurant</td> </tr> <tr> <td>supermarket</td> <td>hospital</td> </tr> <tr> <td>new home</td> <td>commute</td> </tr> <tr> <td>neighborhood</td> <td>airport</td> </tr> </table> <p>Engaging color pictures.</p> <p>Practice book exercises—conversations, vocabulary expansion, grammar reinforcement, critical thinking, writing.</p>	hello/good-bye	kitchen	train station	community	clothing store	family reunion	home	phone	office		Bay City	laundromat	mall	restaurant	supermarket	hospital	new home	commute	neighborhood	airport	<p>Text</p> <p>Bonus Practice Book</p> <p>Teacher Resource Book</p> <p>Basic Beginner</p> <p>1</p>
hello/good-bye	kitchen																					
train station	community																					
clothing store	family reunion																					
home	phone																					
office																						
Bay City	laundromat																					
mall	restaurant																					
supermarket	hospital																					
new home	commute																					
neighborhood	airport																					

Item	Description	Components												
<p>Beyond the Classroom: Gateway to English (1983)</p> <p>ESL</p>	<p>Integrates survival situations and grammar sequencing with focus on appropriate uses of language.</p> <p>Listening comprehension practice and survival writing activities.</p> <p>Intermediate.</p> <p>Units each a broad cultural topic:</p> <table border="0"> <tr> <td>money</td> <td>dentist</td> <td>travel</td> </tr> <tr> <td>apartment</td> <td>applying for job</td> <td>clothing</td> </tr> <tr> <td>sickness/injury</td> <td>shopping</td> <td>phone</td> </tr> <tr> <td>transportation</td> <td>visiting friends</td> <td></td> </tr> </table>	money	dentist	travel	apartment	applying for job	clothing	sickness/injury	shopping	phone	transportation	visiting friends		
money	dentist	travel												
apartment	applying for job	clothing												
sickness/injury	shopping	phone												
transportation	visiting friends													
<p>(Contemporary's) Choices: It's Your Right (1992)</p> <p>ESL</p>	<p>Critical language skills, knowledge bases, problem-solving abilities to participate in US society.</p> <p>Help make informed choices.</p> <p>Combines practical information with language instruction.</p> <p>Topics:</p> <table border="0"> <tr> <td>driving</td> <td>free speech</td> <td>discrimination</td> </tr> <tr> <td>accident</td> <td>crime</td> <td>immigration</td> </tr> <tr> <td>marriage</td> <td>paycheck/taxes</td> <td>citizenship</td> </tr> <tr> <td>voting/politics</td> <td></td> <td></td> </tr> </table>	driving	free speech	discrimination	accident	crime	immigration	marriage	paycheck/taxes	citizenship	voting/politics			
driving	free speech	discrimination												
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marriage	paycheck/taxes	citizenship												
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Item	Description	Components																										
<p>Life Skills and Test Prep (2007)</p> <p>ESL</p>	<p>Essential life skills competencies needed in all roles— at home, at work, in school, in community.</p> <p>Also includes listening and reading tests to assist with standardized tests, motivate to achieve benchmarks and persist in learning goals.</p> <p>58-60 life-skills lessons in 12 units:</p> <table border="0" data-bbox="604 683 1129 1040"> <tr> <td style="text-align: center;"><u>1</u></td> <td style="text-align: center;"><u>2</u></td> </tr> <tr> <td>meeting people</td> <td>school</td> </tr> <tr> <td>personal info</td> <td>family</td> </tr> <tr> <td>school</td> <td>phone</td> </tr> <tr> <td>time/dates/weather</td> <td>community</td> </tr> <tr> <td>community</td> <td>food</td> </tr> <tr> <td>money/shopping</td> <td>money/shopping</td> </tr> <tr> <td>food</td> <td>measurements</td> </tr> <tr> <td>housing</td> <td>housing</td> </tr> <tr> <td>phone</td> <td>health</td> </tr> <tr> <td>health</td> <td>safety</td> </tr> <tr> <td>safety</td> <td>job x2</td> </tr> <tr> <td>employment</td> <td></td> </tr> </table> <p>Many pictures. Mostly exercises.</p>	<u>1</u>	<u>2</u>	meeting people	school	personal info	family	school	phone	time/dates/weather	community	community	food	money/shopping	money/shopping	food	measurements	housing	housing	phone	health	health	safety	safety	job x2	employment		<p>1 (low-beginning) 2 (high-beginning)</p> <p><i>Companion texts to Center Stage: Express Yourself in English (see Daily Living Skills Series Center Shelf 5)</i></p>
<u>1</u>	<u>2</u>																											
meeting people	school																											
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time/dates/weather	community																											
community	food																											
money/shopping	money/shopping																											
food	measurements																											
housing	housing																											
phone	health																											
health	safety																											
safety	job x2																											
employment																												



Item	Description	Components														
<p>New InterCom 4 (1984)</p> <p>ESL</p>	<p>Primary goal is communicative competence.</p> <p>Introductory story with characters that continue through book.</p> <p>Units:</p> <table border="0"> <tr> <td>grand opening</td> <td>life in NY</td> </tr> <tr> <td>at the exhibits</td> <td>Christmas</td> </tr> <tr> <td>modern kitchen</td> <td>job/job application</td> </tr> <tr> <td>clothes</td> <td>interview</td> </tr> <tr> <td>on the road</td> <td>new life</td> </tr> <tr> <td>meeting friend</td> <td>the applicants</td> </tr> <tr> <td>making decision</td> <td></td> </tr> </table>	grand opening	life in NY	at the exhibits	Christmas	modern kitchen	job/job application	clothes	interview	on the road	new life	meeting friend	the applicants	making decision		
grand opening	life in NY															
at the exhibits	Christmas															
modern kitchen	job/job application															
clothes	interview															
on the road	new life															
meeting friend	the applicants															
making decision																
<p>Talk of the Block: Short-Vowel Stories and Activities: Home (2005)</p>	<p>Phonetic instruction and targeted reading practice.</p> <p>Beginning.</p>															
<p>(Scott Foresman English) In Charge 1 Workbook (1993)</p>	<p>Short readings of less than 1 page.</p> <p>Variety of exercises.</p>															
<p>English Spoken Here: Life in the United States: An ESL Program (1982)</p> <p>ESL</p>	<p>Variety of activities.</p> <p>5 units:</p> <ul style="list-style-type: none"> <li>who's in charge?</li> <li>I know you'll love this car</li> <li>keep up the good work</li> <li>are you busy tonight?</li> <li>let me be honest with you</li> </ul>															

Item	Description	Components
<p>American Manners and Customs: A Guide for Newcomers 1 (2004)</p> <p>ESL</p>	<p>Short readings on American social customs for daily interactions.</p> <p>Discussion questions.</p> <p>Vocabulary-building activities.</p>	
<p>Looking at American Holidays: A Pictorial Introduction to American Language and Culture (1986)</p> <p>ESL</p>		
<p>Greetings! Culture and Speaking Skills for Intermediate Students of English (1998)</p> <p>ESL</p>	<p>Conversations revolve around special occasions in US and the greeting cards people send.</p>	

Item	Description	Components								
<p>Life Skills Practice (1999)</p> <p><i>Located on Reference Shelf 2 —Tutor Materials</i></p>	<p>Real-life scenarios for everyday activities.</p> <p>192 easy-to-follow activities for hands-on skill practice.</p> <p>Reproducible activity sheets.</p> <p>8 sections:</p> <table border="0"> <tr> <td>being an employee</td> <td>making decisions</td> </tr> <tr> <td>banking</td> <td>running a household</td> </tr> <tr> <td>getting along with others</td> <td>understanding forms</td> </tr> <tr> <td>getting organized</td> <td>using a budget</td> </tr> </table>	being an employee	making decisions	banking	running a household	getting along with others	understanding forms	getting organized	using a budget	
being an employee	making decisions									
banking	running a household									
getting along with others	understanding forms									
getting organized	using a budget									
<p>Zero Prep: Ready-to-Go Activities for the Language Classroom (1997)</p> <p>ESL</p>	<p>Procedure, aim, level for each activity.</p> <p>Chapters:</p> <table border="0"> <tr> <td>ice breakers</td> <td>writing</td> </tr> <tr> <td>listening</td> <td>vocabulary</td> </tr> <tr> <td>speaking</td> <td>structure</td> </tr> <tr> <td>reading</td> <td></td> </tr> </table>	ice breakers	writing	listening	vocabulary	speaking	structure	reading		
ice breakers	writing									
listening	vocabulary									
speaking	structure									
reading										
<p>Acquiring Language Skills (2009)</p>	<p>8 chapters:</p> <table border="0"> <tr> <td>finding information</td> <td>reading labels</td> </tr> <tr> <td>following directions</td> <td>filling out forms</td> </tr> <tr> <td>writing letters</td> <td>finding a job</td> </tr> <tr> <td>understanding signs</td> <td>travel/recreation</td> </tr> </table> <p>All exercises.</p>	finding information	reading labels	following directions	filling out forms	writing letters	finding a job	understanding signs	travel/recreation	
finding information	reading labels									
following directions	filling out forms									
writing letters	finding a job									
understanding signs	travel/recreation									

Item	Description	Components
Talk About Trivia: 1001 Questions (1986)	<p>Focus on content to use language in truly communicative way.</p> <p>Multiple choice questions.</p> <p>6 categories:</p> <ul style="list-style-type: none"> <li>3 American civilization/culture:                             <ul style="list-style-type: none"> <li>general knowledge about US</li> <li>holidays</li> <li>history, geography, government</li> </ul> </li> <li>3 language:                             <ul style="list-style-type: none"> <li>phrases/idioms</li> <li>vocabulary</li> <li>grammar</li> </ul> </li> </ul> <p>2 parts:</p> <ul style="list-style-type: none"> <li>high-beginning/intermediate</li> <li>intermediate/advanced</li> </ul>	
Practice in Survival Reading 7: Let's Look It Up (1977)	<p>25 excerpts from reference sources.</p> <p>Each has 10 questions; answers draw on 3 levels of reading comprehension skills:</p> <ul style="list-style-type: none"> <li>locating facts</li> <li>interpreting facts</li> <li>applying knowledge</li> </ul>	
What You Need to Know About Reading Labels, Directions and Newspapers (1985)	<p>Short readings and practice activities.</p>	

Item	Description	Components
What Every Driver Must Know	State of Michigan driver manual.	
Out and About in the World of Computers	Introductory course for beginning English learners. Word processing, Internet, e-mail.	<i>Free downloadable Teacher's Guide at <a href="http://www.outandaboutenglish.com">www.outandaboutenglish.com</a></i>
Budgeting Know-How: Reading Strategies by Objective (1987)	Short readings with practical exercises.  Contents: how to prepare a budget how to figure take-home pay writing a budget how to balance a budget dealing with money problems	
Control Your Money (1997)	Contents: money basics                      credit spending plan                    money trouble banking                              planning for future	
Payday! Managing Your Paycheck (1990)	Readings and practical applications.  Contents: paycheck                            taxes checking account                credit ATM                                    planning/saving budgeting	

Item	Description	Components
<p>Survival English: English Through Conversations (1994)</p> <p>ESL</p>	<p>Language and coping skills for everyday living.</p> <p>For learners who have some literacy, a small speaking vocabulary and knowledge of alphabet.</p> <p>Simple conversations. Basic grammar patterns. Many pictures.</p> <p>10 units:                      personal ID                      food                      transportation                      general                              clothing                      occupations                      family                                housing                      community                      health</p>	<p>Book 1 Book 3</p>
<p>A Conversation Book: English in Everyday Life Book II (1986)</p> <p>ESL</p>	<p>Exercises and activities.</p> <p>Intermediate.</p> <p>Topics:                      communicating in English                      transportation/travel                      family                                                      health care                      housing                                                      consumer information                      employment                                              values clarification</p>	
<p>English as a Second Language Phase One: Let's Converse (1980)</p> <p>ESL</p>	<p>Variety of activities and exercises.</p> <p>Topics:                      how are you?                                              getting a job                      tomorrow                                                      ordering food                      buying school supplies                                      at the bank                      in the city                                                      shopping                      at the doctor's office                                              history</p>	

Item	Description	Components												
<p>Speaking of Values: Conversation and Listening (2004-2006)</p> <p>ESL</p>	<p>Stimulates discussions about cultural/personal beliefs.</p> <p>Builds confidence in English expression while developing pronunciation, vocabulary and critical thinking skills.</p> <p>Authentic readings and problem-solving activities.</p> <p>Intermediate units:</p> <table border="0"> <tr> <td>good neighbors</td> <td>dress for success</td> </tr> <tr> <td>honesty</td> <td>medical questions</td> </tr> <tr> <td>love/marriage</td> <td>money</td> </tr> <tr> <td>the golden years</td> <td>sports</td> </tr> <tr> <td>borrowing/lending</td> <td>pets</td> </tr> <tr> <td>say the right thing</td> <td>the right gift</td> </tr> </table> <p>High-intermediate (2) units:</p> <ul style="list-style-type: none"> <li>Is your privacy really private?</li> <li>Is winning everything?</li> <li>Is the consumer always right?</li> <li>Why blow the whistle?</li> <li>Is that entertainment?</li> <li>Judging by appearances</li> <li>What is the value of money?</li> <li>How important are family ties?</li> <li>Information technology-pros/cons</li> <li>A good place to work</li> <li>Is it the best medicine?</li> <li>Cultural heritage vs modernization</li> </ul>	good neighbors	dress for success	honesty	medical questions	love/marriage	money	the golden years	sports	borrowing/lending	pets	say the right thing	the right gift	<p>Speaking of Values (intermediate) Speaking of Values 2 (high-intermediate)</p>
good neighbors	dress for success													
honesty	medical questions													
love/marriage	money													
the golden years	sports													
borrowing/lending	pets													
say the right thing	the right gift													

Item	Description	Components												
<p>On Campus: Feeling at Home with English (1988)</p> <p>ESL</p>	<p>Speaking fluency is based on development of listening skills (hearing “fluency”).</p> <p>Content matures gradually over 24 lessons with build-up of vocabulary and sentence complexity, leading to feeling “at home” with everyday conversation.</p> <p>Topics include:</p> <table border="0"> <tr> <td>introductions</td> <td>sports</td> </tr> <tr> <td>conversations</td> <td>food</td> </tr> <tr> <td>where to live/in town</td> <td>money</td> </tr> <tr> <td>foreign language study</td> <td>weather/climate</td> </tr> <tr> <td>asking for information</td> <td>phone</td> </tr> </table>	introductions	sports	conversations	food	where to live/in town	money	foreign language study	weather/climate	asking for information	phone			
introductions	sports													
conversations	food													
where to live/in town	money													
foreign language study	weather/climate													
asking for information	phone													
<p>NorthStar: Focus on Listening and Speaking Advanced (1998)</p> <p>ESL</p>	<p>Explores fascinating content while building language competence and critical thinking skills.</p> <p>Language skills developed systematically through communication exercises that are focused and fun.</p> <p>For academic as well as personal language goals.</p> <p>Themes:</p> <table border="0"> <tr> <td>addiction</td> <td>religion</td> <td>water</td> </tr> <tr> <td>aging</td> <td>business</td> <td>arts</td> </tr> <tr> <td>personality</td> <td>military</td> <td></td> </tr> <tr> <td>crosscultural insights</td> <td>first amendment</td> <td></td> </tr> </table>	addiction	religion	water	aging	business	arts	personality	military		crosscultural insights	first amendment		<p>Text Teacher’s Manual</p>
addiction	religion	water												
aging	business	arts												
personality	military													
crosscultural insights	first amendment													



Item	Description	Components																				
<p>Tapestry (1993-1995)</p> <p>ESL</p>	<p>Topics—Get It? Got It!:</p> <table border="0"> <tr> <td>on the move</td> <td>culture shock</td> </tr> <tr> <td>classroom</td> <td>thought/communication</td> </tr> <tr> <td>this is who I am</td> <td>love/marriage/friendship</td> </tr> <tr> <td>health</td> <td>advertising/shopping</td> </tr> <tr> <td>news</td> <td>planethood</td> </tr> </table> <p>Topics—Sound Ideas:</p> <table border="0"> <tr> <td>small talk</td> <td>telephone technology</td> </tr> <tr> <td>humor</td> <td>academic dishonesty</td> </tr> <tr> <td>smells &amp; behavior</td> <td>science &amp; the citizen</td> </tr> <tr> <td>Cinderella in different cultures</td> <td></td> </tr> <tr> <td>medical question-Should MDs always tell the truth?</td> <td></td> </tr> </table>	on the move	culture shock	classroom	thought/communication	this is who I am	love/marriage/friendship	health	advertising/shopping	news	planethood	small talk	telephone technology	humor	academic dishonesty	smells & behavior	science & the citizen	Cinderella in different cultures		medical question-Should MDs always tell the truth?		<p>Get It? Got It!: Listening to Others/Speaking for Ourselves (low-intermediate)</p> <p>Sound Ideas: Advanced Listening and Speaking</p>
on the move	culture shock																					
classroom	thought/communication																					
this is who I am	love/marriage/friendship																					
health	advertising/shopping																					
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humor	academic dishonesty																					
smells & behavior	science & the citizen																					
Cinderella in different cultures																						
medical question-Should MDs always tell the truth?																						
<p>Intermediate Listening Comprehension: Understanding and Recalling Spoken English (1986)</p> <p>ESL</p>	<p>Teaches to listen within various rhetorical contexts:</p> <table border="0"> <tr> <td>process</td> <td>chronology/narrative</td> </tr> <tr> <td>classification</td> <td>comparison/contrast</td> </tr> <tr> <td>definition</td> <td>cause and effect</td> </tr> </table> <p>Non-fiction topics of general interest.</p> <p>6 units (2-3 chapters each), one for each rhetorical pattern.</p>	process	chronology/narrative	classification	comparison/contrast	definition	cause and effect															
process	chronology/narrative																					
classification	comparison/contrast																					
definition	cause and effect																					
<p>Mosaic Two: A Listening/Speaking Skills Book (1996)</p> <p>ESL</p>	<p>Teaches learning strategies and language functions while maintaining focus on listening/speaking.</p> <p>High-intermediate/low-advanced.</p>																					

Item	Description	Components
Conversation in English: Points of Departure (1975)  ESL	50 scenes with everyday necessities.	
Interaction Activities in ESL (1992)  ESL	Develops communicative competence in English.  Emphasis on appropriate social rules and codes of communication.  Beginning/intermediate.  3 chapters: social relations skill through conversations community-oriented projects problem-solving and compromising	
Something to Talk About: Reproducible Conversation Resources for Teachers and Tutors (2001)  ESL	Ready-to-use materials for practicing conversation and language skills.  Intermediate/advanced.  Topics: personal      games      culture family        employment    choices home         leisure        travel health        society        changes education	

Item	Description	Components
<p>Taking Turns: A Pair-Based Text for Beginning ESL</p> <p>ESL</p>	<p>Combines communicative and structural approaches.</p> <p>Emphasizes verbal communication.</p>	
<p>Conversation Strategies: Pair and Group Activities for Developing Communicative Competence (1994)</p> <p>ESL</p>	<p>Helps develop strategic conversation skills.</p> <p>Exercises range—formal meetings to basic problems.</p> <p>Format of activities puts focus on students.</p> <p>Each activity has 3 parts:                      teacher's introduction                      student introductory exercise                      pair/small group practice</p> <p>Intermediate.</p>	
<p>(Barron's) Painless Speaking (2003)</p>	<p>Steps to learning how to read aloud and converse.</p> <p>How to prepare and present a speech.</p> <p>Written for middle and high school students.</p>	

<b>Item</b>	<b>Description</b>	<b>Components</b>
<p>Focus on Pronunciation (2005)</p>	<p>Tools, tips and techniques to speak English clearly and accurately.</p> <p>Emphasis on integration of all aspects of pronunciation: sounds, stress, rhythm, intonations.</p> <p>Variety of activities.</p> <p>Parts 1:  vowels  consonants  stress/rhythm/intonation</p> <p>Parts 2:  vowels  consonants  stress in words  rhythm/intonation</p> <p>Parts 3:  vowels  consonants  syllables/stress in words  rhythm  intonation</p>	<p>1 (beginning/high-beginning)  2 (intermediate)  3 (high-intermediate/advanced)</p> <p>include audio CDs</p>

Item	Description	Components
<p>Clear Speech: Pronunciation and Listening Comprehension in North American English (1993)</p>	<p>Emphasis on relationship between listening comprehension and speaking, and on “musical” aspects of English.</p> <p>Use of rhythm, stress, intonation to provide “navigational” guides for listener.</p> <p>Intermediate/advanced.</p>	
<p>Intensive Consonant Pronunciation Practice (1992)</p>	<p>Contextualized pronunciation practice.</p> <p>Intermediate/advanced.</p>	
<p>Improving Spoken English: An Intensive Personalized Program in Perception, Pronunciation, Practice in Context (1997)</p>	<p>Presents pronunciation as active, dynamic process.</p> <p>Helps to increase intelligibility, self-confidence, fluency, accuracy in English.</p> <p>Aids in developing speech awareness to self-monitor pronunciation.</p> <p>High-beginning/intermediate.</p>	

Item	Description	Components
<p>Pronunciation Pairs: An Introduction to the Sounds of English (2008)</p>	<p>Features of connected speech.</p> <p>Mouth illustrations/directions for producing each sound.</p> <p>Active listening; interactive speaking.</p> <p>Humorous, daily-life dialogues.</p> <p>Role plays, games, discussions.</p> <p>High-beginning/intermediate.</p>	<p>Student Book w/ Audio CD Teacher's Manual</p>
<p>Speaking Clearly: Improving Voice and Diction (2002)</p>	<p>Learn new speech behaviors; change old behaviors.</p> <p>Tools include:                      voice/diction drills                      ear training techniques                      pronunciation list                      theory/drills on component sounds</p>	

Item	Description	Components
You're Hired: The Nuts and Bolts of Job Hunting (1986)	3 sections: The Job Seeker (skills, goals, job list, resume) The Job Campaign (phone, ads, employer contact) The Job Interview (dress, conduct, questions)	
The Complete Get That Job!: A Quick and Easy Guide with Worksheets (2001)  Get That Job! (1997-1999)	Descriptions of each step of job search process with activities to support each.  Topics: likes/skills jobs personal information/resume ads interview	Quick and Easy Guide with Worksheets  Quick and Easy Guide Workbook
Janus Job Interview Kit	Job descriptions. Interview situations. Interview questions.	Interview Cards Job Ticket Book Teacher's Guide
Day by Day: English for Employment Communication (1994)  ESL	Comprehensive introduction to workplace communication.  All-skills approach.  Beginning.  Units: getting a job                      communication new on the job                  job performance small talk                              more small talk	

Item	Description	Components		
<p>(Contemporary's) Put English to Work: Interaction and Competencies for Job Success (1996-1997)</p> <p>ESL</p>	<p>Interactive workplace literacy program for ESL.</p> <p>Mostly text; few pictures. Exercises. 1-page picture dictionary at back of each book.</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; vertical-align: top;"> <p><u>3</u></p> <p>want ads job search work history/resume interviews/applications paychecks rules/instructions teamwork conflicts meetings safety</p> </td> <td style="text-align: center; vertical-align: top;"> <p><u>4</u></p> <p>job skills employment possibilities social security paychecks/benefits job descriptions/duties safety equipment emergencies health plans</p> </td> </tr> </table>	<p><u>3</u></p> <p>want ads job search work history/resume interviews/applications paychecks rules/instructions teamwork conflicts meetings safety</p>	<p><u>4</u></p> <p>job skills employment possibilities social security paychecks/benefits job descriptions/duties safety equipment emergencies health plans</p>	<p>Level 3 (low-intermediate) Level 4 (high-intermediate)</p>
<p><u>3</u></p> <p>want ads job search work history/resume interviews/applications paychecks rules/instructions teamwork conflicts meetings safety</p>	<p><u>4</u></p> <p>job skills employment possibilities social security paychecks/benefits job descriptions/duties safety equipment emergencies health plans</p>			
<p>Workskills Book 1 (1994)</p>	<p>Approach is functional and contextual.</p> <p>Variety of exercises to develop problem-solving skills.</p> <p>Topics:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p>company policies directions/instructions work behaviors job training/continuing ed</p> </td> <td style="vertical-align: top;"> <p>safety interactions job performance goal-setting</p> </td> </tr> </table>	<p>company policies directions/instructions work behaviors job training/continuing ed</p>	<p>safety interactions job performance goal-setting</p>	
<p>company policies directions/instructions work behaviors job training/continuing ed</p>	<p>safety interactions job performance goal-setting</p>			



Item	Description	Components										
<p>Workplace Role Play</p> <p><i>Located on Reference Shelf 2 —Tutor Materials</i></p>	<p>Simulates work experience with on-the-job role-play modules.</p> <p>Teaching suggestions.</p> <p>Tasks with directions and supporting materials.</p>	<p>Health Care Restaurant Grocery Store Banking</p>										
<p>Ready for Business (1990)</p> <p>ESL</p>	<p>For pre-intermediate learner who needs to acquire a knowledge of basic business English.</p> <p>Emphasis on listening and speaking.</p> <p>Each unit focuses on a different business situation.</p> <p>Topics:</p> <table border="0" data-bbox="604 862 1184 997"> <tr> <td>meeting a visitor</td> <td>giving company tour</td> </tr> <tr> <td>company description</td> <td>exchange information</td> </tr> <tr> <td>job responsibilities</td> <td>describing a process</td> </tr> <tr> <td>telephone</td> <td>at dinner</td> </tr> <tr> <td>giving a presentation</td> <td></td> </tr> </table>	meeting a visitor	giving company tour	company description	exchange information	job responsibilities	describing a process	telephone	at dinner	giving a presentation		
meeting a visitor	giving company tour											
company description	exchange information											
job responsibilities	describing a process											
telephone	at dinner											
giving a presentation												
<p>On-the-Job English (ESL for Job Success) (2000)</p> <p>ESL</p>	<p>Functional language skills and effective communication strategies to succeed in workplace.</p> <p>Theme-based, integrated skills approach.</p> <p>4 units:</p> <ul style="list-style-type: none"> <li>communicating about a job (instructions/results)</li> <li>safety procedures/rules</li> <li>working with others</li> <li>company communications</li> </ul> <p>High-beginning/intermediate.</p>											

Item	Description	Components
(Contemporary's) Essential Skills for the Workplace Level 1: Obtaining Information and Using Resources (1993)	Integrates basic skills within workplace contexts.  Contents: product information—ads, labels, catalogs workplace information—messages, paychecks, policies, etc.	
Key Vocabulary for a Safe Workplace (ESL for Job Success) (2000)  ESL	Essential vocabulary and tools needed to prevent or reduce accidents and injuries on the job.  Picture dictionary format.  Non-sequential stand-alone lessons.  Application activities.  4 units: workplace safety basics (signs/first-aid items) safe use of tools and machinery health and ergonomics safety information and labeling  Safety Tool Kit--information on Material Safety Data Sheets, common injury terms, and safety policies.	
(Contemporary's) Work-Wise: Tactics for Job Success (1991)	Focus is on effective job performance.  Also, advice on moving up the career ladder and seeking new job opportunities.  Includes some pre-employment and on-the-job skills.	

Item	Description	Components
Preparing Workers for 21 <sup>st</sup> Century Employment (Michigan Adult Education)	Short readings/situations that help in 2 ways: practice reading topic a real workplace problem	Making the Most of a Job Written Communication in the Workplace Making Sense of Math at Work
Work Issues: Sexual Harassment (1994)	5x8 size. 30 pages. Pictures.  3 sections: story (fiction) article (non-fiction) activities	
Tapestry: Speaking of Business (1995)  ESL	Primarily for ESL at post-secondary institutions.  Use English naturally; develop fluency and accuracy.  Emphasizes integration of business concepts, communication skills, cross-cultural understanding.  Readings from authentic sources.  Learning activities focus on developing real-life business skills.  High-advanced.	
Kiss, Bow, or Shake Hands: How to Do Business in Sixty Countries (1994)	Reference.  For each country: background                      business practices cultural orientation              protocol	

Item	Description	Components
Career Readers (1986)	<p>Story and job description.</p> <p>60 pages, 10 chapters.</p> <p>Many pictures.</p>	<p>1: Drama at the Hospital (nurse's aide)            3: When the Job Fits (retail sales worker)            4: Trucking (local truck driver)            5: What a Team! (plumber)            6: Looking Good (beauty operator)            7: Stay Calm and Take It Easy (security guard)            8: The Building Business (carpenter)            9: Love That Detail! (drafter)            10: Life on the Line (assembler)</p>
Working for Myself Series by Tana Reiff (1994)	<p>4x7 size.            70-80 pages, 10 chapters.</p>	<p>Other People's Pets            You Call, We Haul            The Green Team            The Flower Man            Crafting a Business            Handy All Around            Your Kids and Mine</p>
Henry Perry Gets a Job	<p>Practical, easy-to-read information for seeking entry-level jobs.</p> <p>5x8 size. 60 pages.            Fiction story is 45 pages, 8 chapters.            Resource section is 15 pages.</p> <p>Resource section has ways to look for job.</p> <p>Grade 4-5 reading level.</p>	

## Daily Living Skills—Health

*Right Shelf 6*

Item	Description	Components
National Geographic Reading Expeditions—Science and the Human Body (2003)	30 pages. Many colored pictures.	Keeping Fit Fighting Disease The Human Machine Making Healthy Choices Understanding the Brain Teacher’s Guide (for all 5 books)
Information for Better Living (1994)	5x8 size. 80-100 pages; chapters.	Getting Fit Staying Well Aging with Confidence
The Road to Healthy Living (1995)	Helps improve English skills while learning about health situations and problems.  Variety of activities.  Exercises focus on developing communicative competence.	Student Book Teacher’s Manual
Health Stories: Readings and Language Activities for Healthy Choices (2007)	Informative, entertaining readings focused on health topics.  Many varied exercises.  Many pictures.	Student Books Workbooks Audio CDs Teacher’s Guide  Introductory Low-Beginning High-Beginning

Item	Description	Components
READY Kit (Read, Educate and Develop Youth)	Pre-reading kit.  Includes: <i>I Am Your Child</i> booklet and videotape child development chart infant activity cards book for child children's music cassette list of enjoyable books	
Early World of Learning (1987)	Learning readiness program.	Parent's Guide Developing Readiness Skills
Storytime with Your Children (1996)	Tips by age. List of books good for young children.	
The Safe, Self-Confident Child (1994)	Information on how to protect children from harm. Help children improve self confidence and ability to handle dangerous situations.	
Parents and Children Together (1990-1991)	5x8 size. 50-60 pages.  Book includes: text on topic book lists 3 read-along stories (with pictures)  Includes audiotape.	Parents as Models Motivating Your Child to Learn Learning and Self-Esteem Discipline and Learning Speaking and Listening Encouraging Good Homework Habits Stress and School Performance

<b>Item</b>	<b>Description</b>	<b>Components</b>
<p>(Contemporary's) Stories for Parents (1990)</p>	<p>Explore issues such as building children's self-esteem, coping with stress and anger, and improving family communication.</p> <p>Strengthen reading and communication skills and encourage parents to relate events to their own lives.</p> <p>Enable to examine problems, questions and rewards that are part of being a parent.</p> <p>Include discussion and comprehension questions.</p> <p>4x7 size. 40 pages. 3-4 fiction stories per book. Pictures.</p>	<p>Johnson and Son (lessons for kids) Why Does Baby Cry? (parenting is hard work) Making It Right (keep children safe from accidents) Angry Feelings</p>
<p>From Home to School 2: Stories and Activities for Parents (2003)</p>	<p>Stories set against backdrop of school culture. Common concerns parents have about school-related issues.</p> <p>Develop reading fluency. Activities assist greater understanding of issues and provide decision-making tools.</p> <p>1-2 page stories; large print; some pictures.</p>	

<b>Item</b>	<b>Description</b>	<b>Components</b>
Children's Books		The Children's Treasury Marshmallow Night Tree Amazing Grace Twas the Night Before Christmas