

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	

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<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>
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<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>	
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<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		
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<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>											

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(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.	

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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	

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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>	