

RESOURCE GUIDE

POPULAR RESOURCES

*Supporting the Transitioning of Adult Learners with
Independence or Employment Goals*



Popular Resources

Supporting the Transitioning of Adult Learners with Independence or Employment Goals

©Community Literacy of Ontario

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RESOURCE GUIDE

POPULAR RESOURCES

*Supporting the Transitioning of Adult Learners with
Independence or Employment Goals*

Background

Community Literacy of Ontario is a provincial literacy network funded by the Ontario Ministry of Training, Colleges and Universities (MTCU) to support Ontario's 100 community-based literacy agencies. In March 2009, Community Literacy of Ontario (CLO) circulated a survey to identify key priorities and needs of Ontario's community literacy agencies. The need for a variety of additional resources to use with adult learners and the need for more information about learner skill attainment were commonly identified. With funding from Ontario's Ministry of Training, Colleges and Universities, CLO contracted Northern Connections Adult Learning Centres to research the resources most highly recommended by Ontario's literacy practitioners for transitioning adult learners with independence or employment goals. CLO also felt that it was important to link this research with work that is currently being conducted to develop the Ontario Adult Literacy Curriculum (OALC). With this in mind, the top identified resources have also been reviewed within the context of the two key components of the OALC — core competencies and Human Resources and Skills Development Canada's (HRSDC) Essential Skills.

About the Ontario Adult Literacy Curriculum

The Ministry of Training, Colleges and Universities engaged representatives from AlphaPlus Centre, Coalition francophone pour l'alphabetisation, College Sector Committee for Adult Upgrading, Community Literacy of Ontario, Deaf Literacy Initiative, Metro Toronto Movement for Literacy, Ontario Association of Adult and Continuing Education School Board Administrators, Ontario Literacy Coalition, and the Ontario Native Literacy Coalition to develop the Ontario Adult Literacy Curriculum (OALC).

MTCU is also working with the Ministry of Citizenship and Immigration (MCI), and the Ministry of Education (MEDU) to ensure that the new curriculum is articulated with their foundation skills programming and enhances pathways between them.

The new OALC is intended to:

- foster greater quality and consistency of instruction in the LBS Program
- contribute to improved outcomes for literacy learners, including easier transitions to further education and training, employment and enhanced personal independence

- assist adults in demonstrating their achievements to employers and future training providers
- contribute to a better trained Ontario workforce and stronger communities
- play an important role in enhancing learner pathways among the programs of MTCU, the Ministry of Education, and the Ministry of Citizenship and Immigration

The OALC is a task-focused curriculum framework and guidelines. In the OALC, tasks that adults are required to do in various settings, at work, in education, or in life, form the focal point of curriculum planning; skills are recognized as embedded elements that learners have in order to successfully complete a specific task. The OALC framework has articulated three levels, which correspond to Levels 1, 2 and 3 on the Essential Skills scales. In cases where the Essential Skills does not include a rating system for task complexity, developers used similar complexity features to develop a scale and assign complexity to tasks within groups. The resulting OALC framework is one that uses the Essential Skills complexity ratings as its primary organizational feature, without being tied rigidly to the skill domains articulated by the ES framework. (Source: Draft OALC Framework, February 2010)

The OALC Framework and Guidelines focus on tasks of transition and what learners need to know, do and be in order to be successful at the next step. The OALC is designed to support the various transition pathways that an adult learner might take: Employment, Adult Secondary School Credit Programming, Post-Secondary Studies, Apprenticeship, or Personal, Social and Civic Participation (Independence). Successful transitions are critical to the learner, to the other service and educational providers and employers, and to the effectiveness of Ontario's adult literacy system.

The OALC will convey the following to practitioners:

- *Competencies* that all adults need for success in life, learning and work*
- *What a person can do at each level*
- *Particular features of tasks, texts, and operations described at each level*
- *Notes about quality of performance*

* Competencies identify the broad areas of learning that adults need in order to be successful in their individual pathways.

The six competencies of the OALC are:

- 1 Communicate ideas and information
- 2 Find and use information
- 3 Use numbers and think in quantitative terms
- 4 Use technology
- 5 Self-direct; Act autonomously
- 6 Engage; Work with others

As of February 2010, portions of draft OALC curriculum framework are being piloted in numerous Literacy and Basic Skills (LBS) agencies across Ontario. Work on this important initiative is expected to continue throughout 2010. The OALC is scheduled to be implemented in LBS agencies, starting January 2011.

Research

To discover the most popular resources for transitioning adults with independence or employment goals, CLO's research team visited 18 community-based agencies; talked to practitioners from community-based programs, school boards and colleges; sent surveys throughout the province and across the country; facilitated two focus

groups; and conducted extensive Internet research. The “top-picks” of the more than 300 recommended resources were identified and explored to see how they might work with the Ontario Adult Literacy Curriculum (OALC) in terms of competencies and Essential Skills.

Through the feedback from practitioners and through Internet research, each resource was explored to see how it might work with the Ontario Adult Literacy Curriculum (OALC) and with the Essential Skills. As both the OALC and Essential Skills are task-based, it was felt that resources with contextualized learning activities were most important for inclusion in the bibliography. However, many practitioners felt that, as resources to teach the fundamental concepts, background knowledge or subject knowledge are also necessary, they should be included. Therefore, a few, most highly recommended, of these resources were also researched.

Again referring to practitioner feedback and studying content descriptions and user reviews, short annotations were developed to provide brief details about each resource. Overviews of content were examined, relative to specific OALC competencies and Essential Skills to determine which what competencies and skills were covered in each resource and what was the dominant competency for cataloguing purposes. Finally, key information to address the use, download or purchase of each resource was located and included as part of the annotation.

Design

In designing this bibliography, CLO has made it easy for practitioners to find the resources they need and to make decisions about which to use. The writers of this bibliography were asked to:

- write brief, informative and impartial annotations.
- group the annotations into sections according to their most significant OALC competency. As the OALC Competencies were draft at the time of CLO’s research, generic names were used to allow for potential changes in the names of the final competencies.
 - 1 Communicate ideas and information (Communicate)
 - 2 Find and use information (Find/Use Information)
 - 3 Use numbers and think in quantitative terms (Numeracy)
 - 4 Use technology (Technology)
 - 5 Self-direct; Act autonomously (Self-Direction)
 - 6 Engage; Work with others (Work with Others)
- sort the resource annotations alphabetically by resource name within each competency section.
- provide information about all the OALC Competencies and Essential Skills that can be taught or practised by using the resource, and place these competencies and skills in a consistent order, based on common usage.
- show if the resource is most suitable to transition to independence, to employment or to both.
- include a section for resources that reflect all or most of the OALC Competencies and Essential Skills, titling the section Multiple-Skill Resources.
- insert a graphic representation of the resource to provide a visual memory cue.
- provide publisher, number of pages (if applicable), web contact, purchase information and approximate price. *The researchers did not differentiate between Canadian and U.S. dollars as the currencies were close to par at the time of writing this guide. Future prices may change.
- limit the number of resources in each competency section to a maximum of 25.

Resource Adaptability

The Ontario Adult Literacy Curriculum is meant to be a framework on which to build adult learning and skills development. Using the OALC Framework and Guidelines should not require the purchase of all new resource materials. Many resources that practitioners are currently using in their programs may be used. This guide is neither a mandatory list of resources nor a complete list of all the quality resources available. This bibliography is a showcase of popular resources that are currently being used to help transition learners with independence or employment goals. These resources relate to competencies identified in the OALC, and to the Essential Skills.

Let Us Know What You Think!

Please email CLO at clo@bellnet.ca to let us know how you used our resource guide and what you found most useful. Your comments will help CLO continue to contribute positive and useful research and resources to the literacy field.

RESOURCE GUIDE

POPULAR RESOURCES

*Supporting the Transitioning of Adult Learners with
Independence or Employment Goals*

Communicate Ideas and Information (Communicate)



**INDEPENDENCE/EMPLOYMENT**

Books 80 and 82 pages

Walch Educationwww.walch.com

\$20 each

4-book series \$72

10-Minute Critical Thinking Activities

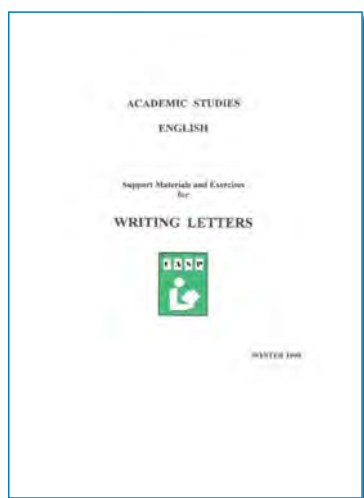
10-Minute Critical Thinking Activities for English has 56 activities to encourage independent problem-solving and critical thinking. As warm-ups, ice-breakers and “in-between” times, these puzzles, games, stories and brain teasers sharpen students’ focus. Engaging, funny and challenging activities such as word games, mini-mystery stories, creative activities and brain busters are suitable for both individuals and groups.

10-Minute Critical Thinking Activities for the World of Work uses critical-thinking activities in a workplace context. Fifty scenarios allow students to solve realistic job-related problems, while building communication, prioritizing, decision-making, reading comprehension and human relations skills.

Also available in the series: *10-Minute Critical Thinking Activities for Math Classes* and *10-Minute Critical Thinking Activities for Algebra Classes*

OALC Competency: Communicate, Find/Use Information, Self-Direction, Work with Others

Essential Skills: Reading Text, Oral Communication, Working with Others, Thinking Skills

**INDEPENDENCE/EMPLOYMENT**

Multiple pdf files

**New Brunswick Community
Academic Services Program (CASP)**

Download from NALD

www.nald.ca

No cost

Academic Studies English Support Materials and Exercises

Academic Studies English Support Materials and Exercises is a series of modules for adults improving their literacy skills. Each module is matched to objectives and teaching points outlined in New Brunswick’s *Basic or Intermediate Academic Upgrading Curriculum Plan (English)*. However, they are useful learning supplements for a wide range of communications areas. The series includes the following modules: Vocabulary; Clear Thinking; Spelling Strategies; Grammar — Parts of Speech, Parts of the Sentence, and Punctuation; Writing — Paragraphs and the Writing Process, Letters, Longer Essays, Reports; Employment Communications; Speaking and Listening; Reading Comprehension — Introduction, Poetry, Narratives, The Short Story, The Novel, Drama, and Journalism.

OALC Competency: Communicate, Find/Use Information

Essential Skills: Reading Text, Document Use, Writing, Thinking Skills



INDEPENDENCE/EMPLOYMENT
Book

Laubach Literacy

Available at Frontier College
New Readers Bookstore

www.frontiercollege.ca/english/bookstore.html

\$20

Canadian Forms Made Easy

Canadian Forms Made Easy addresses difficulties in understanding and completing commonly used forms for work and home. The book answers questions such as

- When do I use this form?
- What information do I need?
- How do I fill it out?
- What happens next?

Students can practice a variety of exercises such as surname, previous address and date of birth. This resource includes forms for change of address, social insurance, and birth certificate. It also uses authentic documents and includes information about common vocabulary and abbreviations found on many forms.

OALC Competency: Communicate, Find/Use Information

Essential Skills: Reading Text, Document Use, Writing, Thinking Skills



INDEPENDENCE/EMPLOYMENT
Workbooks 140 pages each

Nelson Education

www.nelson.com

and online bookstores

Workbooks \$11

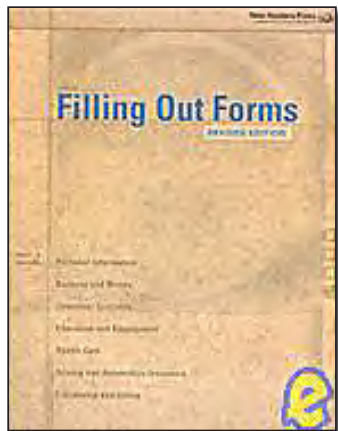
Teacher's Guide \$57

Communicating Skills

Communicating Skills is a series of language arts workbooks developed by Canadian educators to help students develop vocabulary, grammar, punctuation, and writing skills. Each book contains 140 pages of skill-building activities and exercises. Plenty of illustrations make the books more open and inviting to students. The explanations are complete, so the books can be used for reference if students have forgotten or have difficulty understanding a concept. Content is organized into units and lessons, focusing on key skills with unit and final review tests included. The books are published in seven levels (three to nine) according to student ability. The teacher's guide unit and review tests help teachers diagnose problem areas.

OALC Competency: Communicate, Find/Use Information

Essential Skills: Reading Text, Writing

**INDEPENDENCE/EMPLOYMENT**

Book 96 pages

New Readers Presswww.newreaderspress.com/and at Laubach Literacy Ontario
Bookstorewww.laubach-on.ca

and online bookstores

\$12.50

Filling Out Forms

Filling Out Forms addresses the often intimidating process of filling out a variety of forms, such as a driver's license application. It breaks the process down into four steps, and explains how to prepare for completing a form (what information to gather) and how to submit it once it's complete.

OALC Competency: Communicate, Find/Use Information, Technology**Essential Skills:** Reading Text, Document Use, Thinking Skills, Computer Use**INDEPENDENCE/EMPLOYMENT**

Book Series

Gage Learning (Nelson Canada)www.gagelearning.com

\$10/student book

\$24/answer key

Language Power

Language Power is a series of student workbooks designed to address vocabulary, sentence structure, grammar, capitalization, and punctuation skills. Books are at grade levels and the series covers Grades 1 to 12; each book has six units. The lessons are followed by practice exercises to reinforce the skills being taught. Teacher resources include blackline masters, pre- and post-tests, answer keys and unit review. Canadian content and real-life scenarios/applications are featured.

OALC Competency: Communicate**Essential Skills:** Reading Text, Writing

**EMPLOYMENT****New Readers Press**www.newreaderspress.com/and at Laubach Literacy Ontario
Bookstorewww.laubach-on.ca

Student Book 128 pages \$13

Workbook 48 pages \$10

Audio Tape \$20

Teacher's Guide 32 pages \$9

On-the-Job English

On-the-Job English helps learners develop the language skills and effective communication strategies needed for common workplace tasks. It prepares students to give and understand instructions, read and understand safety rules, take part in work discussions, discuss problems on the job, etc. Activities using simulated, real-life interactions, such as those between co-workers, workers and customers, and workers and supervisors, encourage students to work in groups or teams. The teacher's guide provides lesson-by-lesson notes, hints for adapting the text to specific workplaces, and a SCANS correlation chart. The Audio presents a realistic version of conversations in the student book and the workbook provides reinforcement and comprehension activities. Reading Level: High-Beginning to Intermediate

OALC Competency: Communicate, Find/Use Information, Work with Others

Essential Skills: Reading Text, Document Use, Writing, Working with Others Thinking Skills

**INDEPENDENCE/EMPLOYMENT**

Book series

New Readers Presswww.newreaderspress.com/and at Laubach Literacy Ontario
Bookstorewww.laubach-on.ca

Student Workbooks

128 pages ea \$13

Teacher Editions

144 pages ea \$18

Student or Teacher Placements

\$2.50 each

Patterns in Spelling

Patterns in Spelling is designed for adults with low literacy skills who are also having trouble with spelling. Its systematic method of learning to spell stresses patterns regularly found in English words. There are four workbooks in the series:

Volume 1 Beginning reader level. Absolute basics of short vowel sounds introduced clearly and systematically. Extensive use of patterns with short vowels.

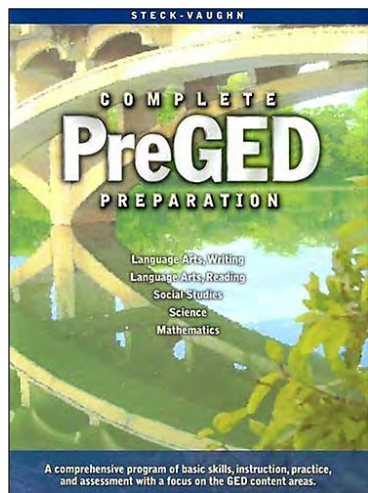
Volume II Intermediate reader level. Introduction to patterns with long vowels. Lessons include word families, sight words, and listening and writing drills.

Volume III High intermediate level. Introduction to patterns with consonant blends and diagraphs.

Volume IV Advanced level. Presents word families containing vowel sounds that are more difficult to spell.

OALC Competency: Communicate

Essential Skills: Writing



INDEPENDENCE/EMPLOYMENT
Book

Steck-Vaughn Adult Education
<http://steckvaughnadult.hmhco.com/en/steckvaughnadult.htm>

\$16

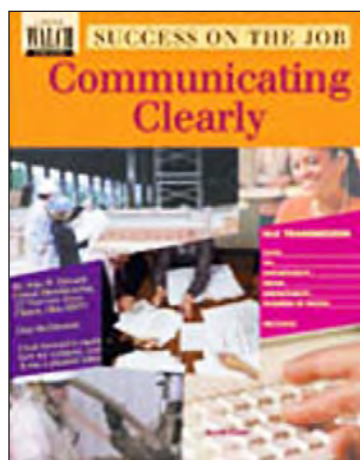
Steck-Vaughn Pre-GED Writing Series

Steck-Vaughn Pre-GED Series is made up of 6 different titles: *Critical Thinking Skills*, *Language Arts — Reading*, *Language Arts — Writing*, *Mathematics*, *Science*, and *Social Studies*.

The series is based on thousands of actual GED test-result patterns. Content connects learning with life experiences in the workplace and the community with emphasis on skills necessary for GED success. The answers and explanations included provide for independent study with periodic progress reports that encourage learners to take charge. Pre-tests benchmark learners' proficiency while post-tests show mastery.

OALC Competency: Communicate, Find/Use Information, Numeracy, Self-Direction

Essential Skills: Reading Text, Document Use, Writing, Numeracy, Thinking Skills



EMPLOYMENT
Books 128 pages each

Walch Education
www.walch.com

\$22 each

Success on the Job Series — Communicating Clearly

Success on the Job Series — Communicating Clearly consists of six units covering the major areas of communication: Oral Communications, Written Communications, Employment Communications, Technological Communications, Informational Reading, and Business Listening.

Note: another book in this series, *Understanding What You Read*, is annotated under the Find/Use Information section.

OALC Competency: Communicate, Find/Use Information, Technology, Work with Others

Essential Skills: Reading Text, Document Use, Writing, Oral Communication, Working with Others, Thinking Skills, Computer Use

**EMPLOYMENT**

Book - paper, download pdf or
CD-Rom — 68 pages

**Government of Canada
Publications**

[http://publications.gc.ca/
pub?id=249348&sl=0](http://publications.gc.ca/pub?id=249348&sl=0)
or through NALD

No cost

Successful Communication Toolkit — Literacy and You

This toolkit was designed to assist Government of Canada communicators and managers to better communicate information about their policies, programs and services to Canadians. The result of these collaborations is this overview of key techniques, practical tips, examples and case studies that will help to clarify and simplify verbal, written, televised and Internet communications. The examples illustrate that often what communicators assume is clear and accessible is not. This toolkit addresses the difference between a message that's sent and one that is received and understood. The principles and techniques offered here apply to anyone wishing to be inclusive in their messages.

OALC Competency: Communicate, Find/Use Information, Technology, Work with Others

Essential Skills: Reading Text, Document Use, Writing, Oral Communication, Working with Others, Thinking Skills, Computer Use

**INDEPENDENCE/EMPLOYMENT**

Books

New Readers Press
www.newreaderspress.com

**and at Laubach Literacy Ontario
Bookstore**
www.laubach-on.ca

Can be purchased in sets or
individually at approx \$8 – \$15

Voyager: Reading and Writing for Today's Adults

Voyager: Reading and Writing for Today's Adults is a nine-book series with eight reading levels, from beginner up. Students' experience, knowledge, and opinions are an integral part of the learning process, and there is a strong emphasis on strategic learning. Lessons and activities integrate reading, writing, speaking, listening and thinking skills. Reading selections include fiction, non-fiction, poetry, documents (charts and graphs), biographies and informational pieces that are relevant to adults. Lessons are sequenced with skill-building in phonics, word recognition, comprehension and meaning. Teacher guides provide lesson extensions, organizers, blackline masters, placement tools and a map for critical reading and writing.

Use Linking Laubach with Essential Skills [www.laubach-on.ca/
Trainingpost/lles.html](http://www.laubach-on.ca/Trainingpost/lles.html) for Essential Skills articulation.

OALC Competency: Communicate, Find/Use Information

Essential Skills: Reading Text, Document Use, Writing, Oral Communication, Working with Others, Thinking Skills, Continuous Learning

**EMPLOYMENT**

Book

PTPwww.ptp.ca

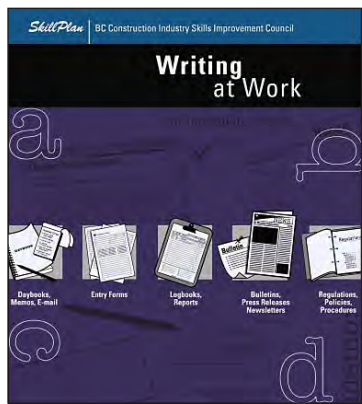
\$38.50

Workwrite: Workplace Communications Book 4

Workwrite: Workplace Communications Book 4 The fourth book in the Workwrite series explains and demonstrates various ways people in a workplace communicate with each other. The series is aimed at engaging adults in understanding and using documents they will encounter in entry-level positions in fields such as industrial, clerical, retail, and hospitality sectors. It provides reproducible lesson plans and activities with a wide array of authentic workplace document types and styles and discusses the use of notices, postings, memoranda, agenda, meeting minutes, fax cover sheets, email work orders, job postings and letters.

OALC Competency: Communicate, Find/Use Information

Essential Skills: Reading Text, Document Use, Writing, Thinking Skills

**EMPLOYMENT**

3-ring binder, 280 pages

SkillPlanwww.skillplan.ca

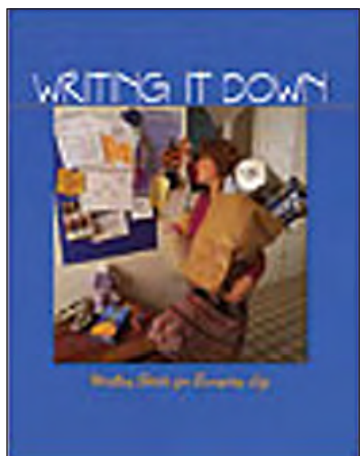
\$38

Writing at Work

Writing at Work is one of SkillPlan's many resources based on the world of work. It is designed to provide instructors with the background and practice people need to write at work in many different occupations. The descriptions and examples use the language of HRSDC's Essential Skills profiles. Each chapter examines the purpose, style, organization and use of such writing forms as daybooks, memos, email, entry forms, logbooks, reports, bulletins, newsletters, regulations, policies and procedures. Chapters are laid out with an introduction, details on who uses the form, complexity levels, sample tasks from the Essential Skills profiles, form features, activities and further exploration. Included are numerous suggested practice activities and over 50 workplace documents.

OALC Competency: Communicate, Find/Use Information

Essential Skills: Reading Text, Document Use, Writing

**INDEPENDENCE**

Book 96 pages

New Readers Press

www.newreaderspress.com/

**and at Laubach Literacy Ontario
Bookstore**

www.laubach-on.ca

\$16

Writing It Down: Writing Skills for Everyday Life

Writing It Down: Writing Skills for Everyday Life is a practical, easy to use student resource to guide learners through the basics of everyday writing. It is written at approximately a Grade 3 level. Writing tasks include lists, notes, appointments, letters, invitations, forms, etc. Includes work on penmanship, sentences, and paragraphs, and class discussions help learners apply skills to their own lives. Units feature penmanship basics, applications, lists, dates and appointments, business letters, messages and notes, invitations, and more. Lessons are sequential, but several units can be used at any time. Reminder boxes give students a quick reference for what is included in each type of writing.

OALC Competency: Communicate, Find/Use Information

Essential Skills: Reading Text, Document Use, Writing

RESOURCE GUIDE

POPULAR RESOURCES

*Supporting the Transitioning of Adult Learners with
Independence or Employment Goals*



Find/Use Information





Academic Studies English — Dictionary Skills

Academic Studies English — Dictionary Skills covers areas of dictionary use, including alphabetical order, guide words, entry/head words, syllabication, definitions, plural forms, verb forms, synonyms and antonyms, abbreviations for parts of speech, introduction to etymology and use of a dictionary for correct spelling. There is a “pre-test” provided to help learners determine for themselves when they are ready for final evaluation. The material was written to accompany *The Canadian Oxford Dictionary* and *Merriam Webster’s Collegiate Dictionary (Tenth Edition)*. Any other good dictionary containing front and end matter (common style features) may be used, but facilitators may have to adjust some exercises to match their dictionaries.

OALC Competency: Communicate, Find/Use Information

Essential Skills: Document Use, Thinking Skills

INDEPENDENCE/EMPLOYMENT

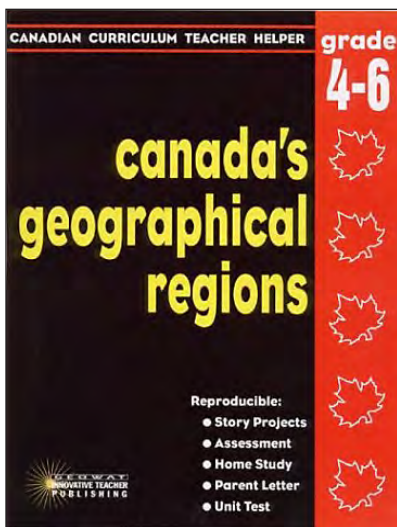
pdf file 47 pages

**New Brunswick Community
Academic Services Program (CASP)**

Download from NALD

www.nald.ca

No cost



Canadian Curriculum Teacher Helper: Canada's Geographical Regions

Canadian Curriculum Teacher Helper: Canada's Geographical Regions is one of a Canadian-based series written by teachers for students to learn about Canada through simple-to-understand, comprehensive units. This teacher resource, concentrating on Canada's major physical regions, includes an information-rich, reproducible teaching unit, up-to-date quick facts on all the provinces and territories, Internet links for extended student research, and an end-of-unit test to evaluate concepts learned. Other titles in the series: *All About Canada*, *Canadian Traditions and Celebrations*, *Urban & Rural Communities*, *Canada's Pioneers*, *Outstanding Canadian Math Facts*, *Canadian Government and Canada's Aboriginal Peoples*.

OALC Competency: Communicate, Find/Use Information

Essential Skills: Reading Text, Writing, Thinking Skills

INDEPENDENCE

Book

**GEOWAT Innovative Teacher
Publishing**

www.geowatpublishing.com

Purchase at Volumes

www.volumesdirect.com

\$15



INDEPENDENCE/EMPLOYMENT Books

New Readers Press

www.newreaderspress.com/

and at Laubach Literacy Ontario
Bookstore

www.laubach-on.ca

Buy as a set: \$109 or as
individually priced books: \$7 – \$16

Challenger Adult Reading Series

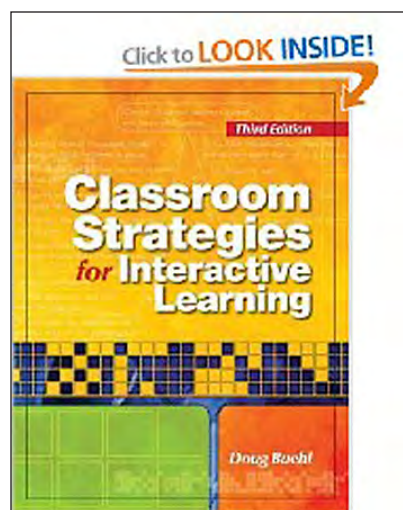
Challenger Adult Reading Series is an eight-level program that covers early reading through to the more complex tasks of critical reading, writing, reasoning and critical thinking. The series emphasizes comprehension and vocabulary development. It uses an integrated approach drawing on reading, writing, speaking and listening skills, using a sequenced structure and high-interest content.

Reading selections include original stories as well as adapted versions of familiar fiction and non-fiction pieces. The 20 lessons in each of the books build skills in phonics, word analysis, vocabulary and reading comprehension. Suitable for individual or group study. Student books, writing books and teacher guides are available.

Use *Linking Laubach with Essential Skills* www.laubach-on.ca/Trainingpost/lles.html for Essential Skills articulation.

OALC Competency: Communicate, Find/Use Information

Essential Skills: Reading Text, Writing, Oral Communication, Thinking Skills



INDEPENDENCE/EMPLOYMENT Book 232 pages

International Reading Association
www.reading.org

or online bookstores

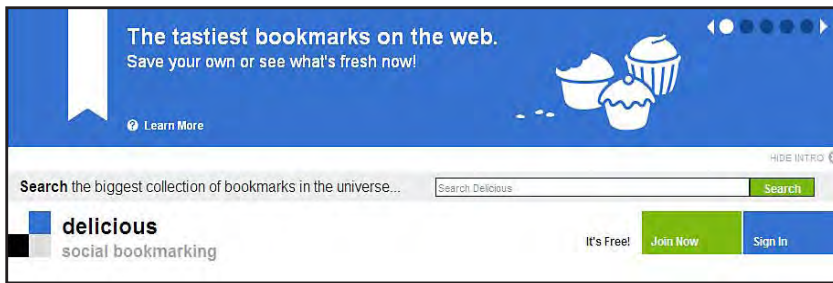
\$30 to \$49

Classroom Strategies for Interactive Learning

Classroom Strategies for Interactive Learning (3rd Edition) is a well organized and easy to use reference book, covering a wide range of strategies to keep students of all ages actively engaged. It will help in the development of students' thinking and reading skills by placing a stronger focus on gradual release of responsibility, metacognition, and what happens before, during, and after reading. The updated edition has 11 new user-friendly strategies that can be adapted to a variety of ability levels. It explains the rationale and advantages for each method and offers a broad variety of content area, classroom examples and graphic organizers to provide some interactive strategies for lesson plans. The Strategy Indexes will assist in instructional planning and cover the strengths of each strategy in terms of instructional focus and comprehension processes.

OALC Competency: Communicate, Find/Use Information, Self-Direction

Essential Skills: Reading Text, Document Use, Thinking Skills



INDEPENDENCE/EMPLOYMENT
Website for bookmarking

Delicious
<http://delicious.com>

No cost

Delicious

Delicious is a social bookmarking service that allows users to tag, save, manage and share web pages. Instead of having different bookmarks on every computer, *Delicious* makes it easy to have a single set of bookmarks kept in sync between computers. Users save links to web pages that they want to remember, and/or share, and organize them using subject tags (labels). Bookmarks can be kept private, shared with specified people or groups, shared inside a network, shared with the public, etc. Bookmarks can be viewed chronologically, by category or tags, or via a search engine. You can use a network to share links between members of the network. Learners in your literacy program can share and use links without worrying that they'll disappear. They can also access their links on their home computer. This tool is also suitable for practitioners/staff who want to view/share popular tags.

OALC Competency: Communicate, Find/Use Information, Technology

Essential Skills: Document Use, Thinking Skills, Computer Use



INDEPENDENCE/EMPLOYMENT
Binder 275 pages

SkillPlan
www.skillplan.ca

\$48

Document Use at Work

Document Use at Work — SkillPlan's *Document Literacy* and *The Language of Documents* are now bundled together as a set. Together, they provide a thorough introduction to using documents and finding information in documents. The books cover the skills needed to interpret and use a variety of information designs, including finding information on a computer screen, using a chart containing information displayed in rows and columns, filling in a form using category labels for response entries, and finding relevant passages in a code book. The resources use authentic workplace documents as examples to describe documents, demonstrate the visual and organizational features that distinguish among document types, discuss the transferable features of reading documents, look at the specific thought processes that are needed to use the information, and establish a common language for talking about documents.

OALC Competency: Communicate, Find/Use Information

Essential Skills: Reading Text, Document Use, Thinking Skills

**INDEPENDENCE/EMPLOYMENT**

Book 82 pages

Walch Educationwww.walch.com

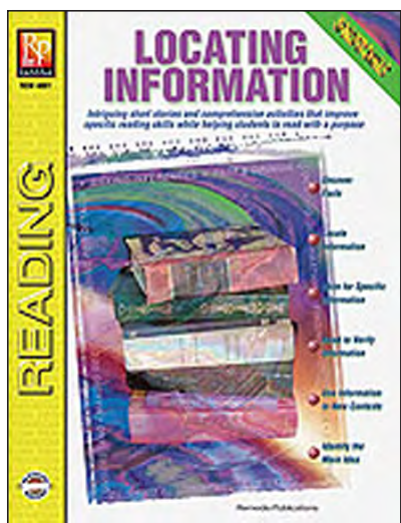
\$22

Following Directions

Following Directions develops students' listening, critical-thinking, and comprehension skills. It includes 33 activities for learning the difference between listening and hearing, using directions, understanding test instructions, and more. This resource highlights key listening strategies and extension activities in teacher notes. Grade level: 6–9

OALC Competency: Communicate, Find/Use Information, Self-Direction

Essential Skills: Reading Text, Oral Communication, Thinking Skills

**INDEPENDENCE****Remedia**www.rempub.com

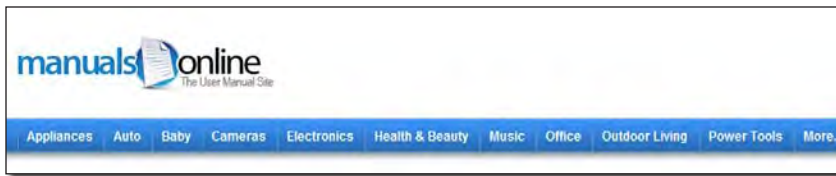
\$8

Locating Information

Locating Information uses informative short stories, comprehension questions, and research activities to develop the skills needed to locate specific information in written text. This 23-lesson book has fact-based stories followed by questions that require students to locate the information in the story and give precise answers. Subjects covered range from “The Stars in the Sky” and “Amazons,” to “Komodo Dragons” and “Going Bananas.”

OALC Competency: Communicate, Find/Use Information

Essential Skills: Reading Text, Document Use, Thinking Skills



INDEPENDENCE/EMPLOYMENT
Website

OwnerIQ, Inc
www.manualsonline.com

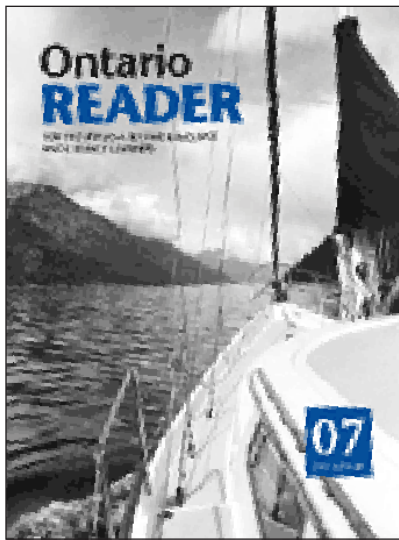
Free membership
No cost

ManualsOnline

ManualsOnline helps locate user manuals, how-to guides, installation instructions, and tutorials from thousands of manufacturers and hundreds of thousands of products (i.e., appliances, power tools, electronics). The site provides an excellent way to learn how to find and use information from manuals for products learners use in their lives, products they may want to buy, or products they will use at work. As well as having manuals available for download, the Blog, Ownership Newsletters and Solve Product Problems sections allow learners to learn from fellow owners who discuss common problems, provide tips, and exchange help documentation. There are thousands of posts daily. You can also store and manage your favourite manuals in a free online filing cabinet.

OALC Competency: Communicate, Find/Use Information, Technology, Self-Direction

Essential skills: Reading Text, Document Use, Thinking Skills, Computer Use



Ontario Reader

Ontario Reader is a collection of news, stories and information written to help ESL and literacy learners improve their language skills while learning about Ontario and Canada. It contains articles adapted from various sources, including newspapers. The articles are written at three ability levels (beginner to intermediate) and are accompanied by comprehension, vocabulary and grammar questions. The topics include Canadian culture, government, history, people, places, and events. Interesting photographs establish the context of the stories and serve as subjects for conversation and pre-reading activities. For individual or class use. An answer key and teacher's guide are provided.

Currently, the 2005 and 2007 editions are available. Each edition is an entirely different collection of news, stories and information. A new edition will be available in January 2010.

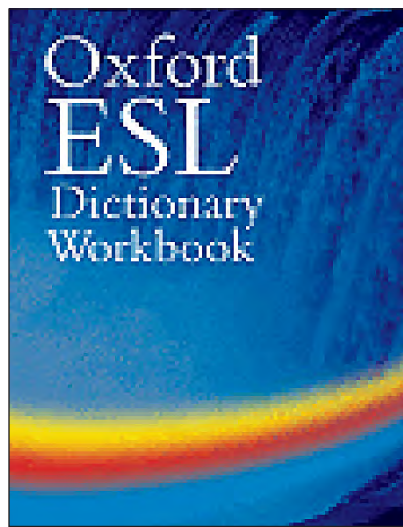
INDEPENDENCE/EMPLOYMENT
Book

Newcomer Communications
www3.sympatico.ca/ontarioreader

\$12/book plus shipping
\$10/book for orders of 20 or more

OALC Competency: Communicate, Find/Use Information

Essential Skills: Reading Text, Document Use, Writing



Oxford ESL Dictionary Workbook

Oxford ESL Dictionary Workbook helps students develop and improve their grammar, dictionary and language skills. It teaches them to become quick and efficient dictionary users so that they can find the information they need and effectively increase their vocabulary. This is a companion to the *Oxford ESL Dictionary*, which gives learners an accurate picture of English as it is used in the U.S. and Canada today. Study pages in the dictionary help improve students' communication skills for writing letters, essays and reports, and applying for a job. The dictionary also has easy-to-understand definitions, and many colour illustrations and notes to help learners avoid mistakes.

OALC Competency: Communicate, Find/Use Information

Essential Skills: Document Use, Thinking Skills

INDEPENDENCE/EMPLOYMENT

Book 56 pages

Oxford University Press
www.oupcanada.com/esl

and online bookstores

Workbook \$18

Dictionary \$33

Set \$39



Practical Practice Reading Set

Practical Practice Reading Set Finding and using information skills, along with reading and writing abilities, improve as students work through activities involving everyday life situations — reading the newspaper, ads, coupons, catalogues, schedules, directories, guides, etc. Each realistic book in this set provides practice as well as open-ended activities that invite creativity. Titles in the series are *Filling Out Forms*, *Catalogues & Mail Order*, *Directories & Guides*, *Ads & Coupons*, *Labels & Packages*, and *The Newspaper*.

OALC Competency: Communicate, Find/Use Information, Numeracy, Self-Direction

Essential Skills: Document Use, Numeracy, Thinking Skills

INDEPENDENCE/EMPLOYMENT

Book Series

Remedia
www.rempub.com

\$9 ea, \$53 set



Reading for Today Series

Reading for Today Series These academic skills texts systematically develop students' reading and vocabulary skills through engaging themes and intensive practice. Students learn successful reading strategies and are further prompted to build proficiency in their writing, listening, and speaking skills. Activities use new and updated readings on topics of general and academic interest. Students practice critical reading skills such as skimming, scanning, and more. The five books are:

1 Themes for Today; 2 Insights for Today; 3 Issues for Today; 4 Concepts for Today; and 5 Topics for Today.

INDEPENDENCE

Book Series ranging from 240 to 320 pages each

Heinle Cengage Learning

http://elt.heinle.com/namerica/en_us/index.html

Prices range from \$32 to \$52 each

Supplementary materials are available on the website, some free and some for purchase, including student and instructor sites; new CNN® video clips and activities; new Internet activities to encourage students to use the web; ExamView® Pro Test Generating Software for instructors to create custom tests and quizzes; audio tapes or audio CDs which contain the readings; and Instructors Manuals with general teaching suggestions, answer keys and video scripts.

OALC Competency: Communicate, Find/Use Information, Self-Direction

Essential Skills: Reading Text, Document Use



Reading Skills for Today's Adults

Reading Skills for Today's Adults is an interactive website for learners to practise reading fluency and comprehension with topics of interest to adults (e.g., "Tom lost his job"; "Wanted: A good repair shop"; "A healthy pregnancy"; "Safe at home"). Stories include pre-reading questions, vocabulary words, silent reading, timed oral reading, word count, listening-while-reading, post-reading questions, and a writing task. The levelled (0.7 to 8.0) reading selections help adult learners become better readers and more informed consumers, parents, employees,

citizens, and community members. Although teachers and students need no special training to use them, resources are provided to the teacher on how to use the materials and time the selections. Comprehension questions and an answer key and reading chart are provided to track adult learner progress.

OALC Competency: Communicate, Find/Use Information, Technology, Self-Direction, Work with Others

Essential Skills: Reading Text, Document Use, Writing, Working with Others, Thinking Skills, Computer Use

INDEPENDENCE/EMPLOYMENT

Website with levelled reading selections

Marshall Adult Education

www.marshalladulthoodeducation.org

No cost

**INDEPENDENCE/EMPLOYMENT**

Book series 78 pages each

New Readers Press

www.newreaderspress.com

Student Books \$5 each

Teacher's Guide \$2.50

**INDEPENDENCE/EMPLOYMENT**

Website with 20,000 links on more than 500 pages

Refdesk

www.refdesk.com

No cost

ReadingWise

ReadingWise is an eight-level non-fiction reading series for adult learners. It uses a magazine-style format to present real-world reading materials — such as product safety labels and assembly instructions, cookbook entries and newspaper articles — to teach the important skills required for understanding information. The series uses proven methods for successful reading instruction, including phonemic awareness, phonics, vocabulary, fluency and comprehension strategies.

OALC Competency: Communicate, Find/Use Information, Self-Direction

Essential Skills: Reading Text, Document Use, Writing, Thinking Skills

Refdesk.com

Refdesk.com “*Fact Checker for the Internet*” offers an unbelievably comprehensive and navigable catalogue of web resources for reference, facts, news and more. Their vision statement says it “is a free and family-friendly website that indexes and reviews quality, credible, and current web-based resources.” Refdesk does not link to adult-related, sexually explicit sites, and is 100 percent family-friendly. It does not publish pop-up or pop-under ads. With the huge amount of informational web links offered it will take some time to look around. For an overview of refdesk’s content and organization, start with *Welcome to Refdesk* at www.refdesk.com/welcome.html and the Site Map. If you’re on an information mission, the Facts at a Glance, Facts Search Desk and Encyclopedias sections are good places to begin. For new computer users, try the link Internet Beginners’ Guides and Tutorials at www.refdesk.com/factbeg.html

OALC Competency: Communicate, Find/Use Information, Technology

Essential Skills: Reading Text, Document Use, Thinking Skills, Computer Use



Statistics Canada

Statistics Canada has a number of excellent teaching resources on its website. A **teachers** section provides links to data, reference material, lesson plans and teaching tools. Subject areas include Aboriginal studies, agriculture, business/economics, career education, environment, family

studies, geography, health, history, and math. Each subject page is divided into three sections: Key Resources (articles, animations, maps, etc.), Lessons (elementary, intermediate and secondary), and Data (tables and databases). The **students** section provides data and information for learners to get assignments done, and ideas for projects. This site offers opportunities for learners to connect with their communities and labour markets, while improving document use and mathematics concepts.

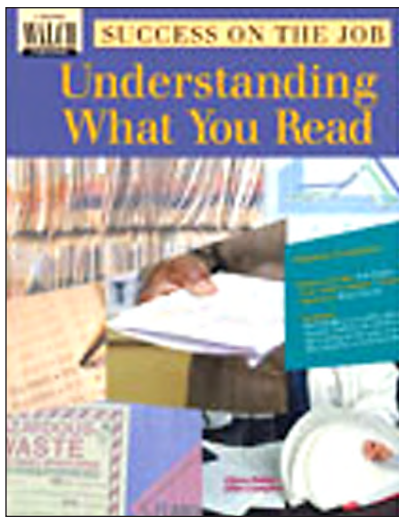
OALC Competency: Communicate, Find/Use Information, Numeracy, Self-Direction

Essential Skills: Document Use, Numeracy, Thinking Skills

INDEPENDENCE/EMPLOYMENT
Website

Statistics Canada
www.statcan.gc.ca

No cost



Success on the Job Understanding What You Read

Success on the Job Series — Understanding What You Read provides learners with experience reading authentic workplace documents. Includes reading comprehension and critical thinking exercises. Four units cover: You and the Job; Understanding the Workplace; Doing the Job; and Advancing on the Job.

Note: The series also includes *Communicating Clearly*, which is annotated in the Communicate section.

OALC Competency: Communicate, Find/Use Information, Technology, Work with Others

Essential Skills: Reading Text, Document Use, Writing, Oral Communication, Working with Others, Thinking Skills, Computer Use

EMPLOYMENT

Books 128 pages each

Walch Education
www.walch.com

\$22 each

**INDEPENDENCE**

Book Series

Remedia Publicationswww.rempub.com

\$9 each

\$25 for 3-book set

The Human Body

The Human Body With this three-book series, students gain a better understanding of the human body while they enhance their reading and comprehension skills. Each book focuses on specific body systems and includes preview pages, vocabulary lists, reading pages, fact pages, diagrams, summaries of important concepts, glossaries, and pre/post tests.

Skeletal & Muscular Systems: From the “skull” to the “feet” and “tendons” to “tissue,” students will learn about human bones and muscles in this 28-lesson book.

Nervous, Respiratory & Sensory Systems: From “nerves” to the sense of “smell” and “tasting” to “lung” functions, students will learn about three major systems of the human body in this 28-lesson book.

Digestive, Circulatory, Reproductive, & Excretory Systems: From the “stomach” to the “heart” and the “kidneys” to a “fertilized egg,” students will learn about four major systems of the human body in this 29-lesson book.

OALC Competency: Communicate, Find/Use Information, Self-Direction

Essential Skills: Reading Text, Document Use



a different research skill or research tool: Doing Research, Copyright, Using the Library, Call Numbers, and Finding Books. The modules have review questions included.

OALC Competency: Communicate, Find/Use Information, Technology

Essential Skills: Reading Text, Document Use, Continuous Learning, Thinking Skills, Computer Use

UMUC Research Skills Tutorial

University of Maryland University College Research Skills Tutorial This online tutorial reviews general research skills and introduces available resources. Although designed for university students, it can be very useful to the literacy learner preparing for college. There are several modules, each covering

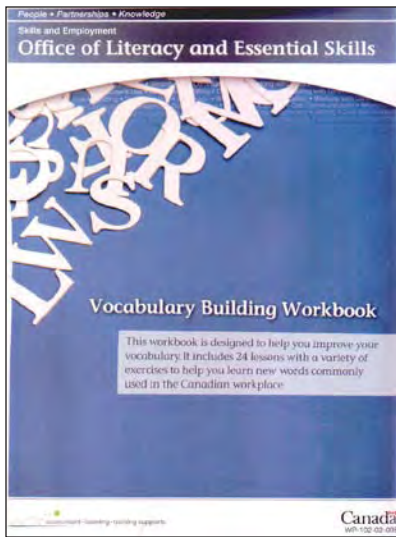
INDEPENDENCE/EMPLOYMENT

Web-based tutorial

University of Maryland University College

www.umuc.edu/library/tutorials/research/intro.shtml

No Cost



Vocabulary Building Workbook

Vocabulary Building Workbook is one of many Essential Skills publications offered by HRSDC's Office of Literacy and Essential Skills. The workbook helps learners improve their vocabulary of words commonly used in the Canadian workplace. The workbook includes 24 lessons. Each lesson starts with a list of words and definitions, then provides an example of how each word can be used in a sentence. Learner exercises follow the words and definitions in each lesson. There is a variety of activities, such as Matching Meanings, Using the Right Word, Relating Meanings, Analyzing and Comparing Words, Reading Comprehension, and Crossword Puzzles.

OALC Competency: Communicate, Find/Use Information

Essential Skills: Reading Text, Document Use, Writing

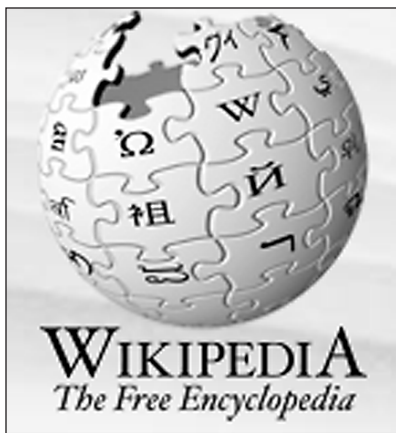
EMPLOYMENT

Book

Human Resources Skills Development Canada

www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/vocab_workbook.shtml

No cost



Wikipedia

Wikipedia is a free Internet encyclopedia that is created and maintained by general users. Users can provide information and change anything on it, subject to restrictions and further changes or reversions by the owners of the site. It is a great tool for many people to find answers about almost anything because, like an encyclopedia, there is an unlimited number of subjects and topics. Terms and items in the description are cross-referenced (linked) to other Wikipedia entries, making it extremely easy to complete research. Wikipedia is useful as a news resource because of how quickly articles about recent events appear. However, since the entry and maintenance of subject material can be edited by any Internet visitor, the information should not be considered to be complete or the final answer, but it is often accurate.

OALC Competency: Communicate, Find/Use Information, Technology

Essential Skills: Reading Text, Document Use, Thinking Skills, Computer Use

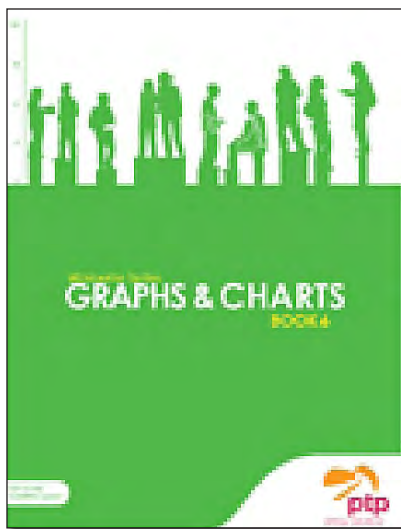
INDEPENDENCE/EMPLOYMENT

Web-based encyclopedia — 14 million articles

Wikimedia Foundation

<http://en.wikipedia.org>

No cost

**EMPLOYMENT**

Book

PTPpublications@ptp.ca

416-510-3266

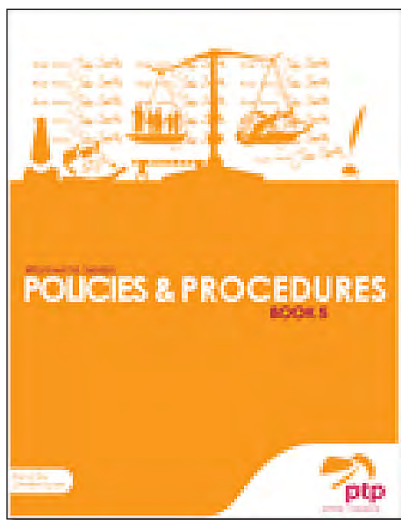
\$44.50

Workwrite Graphs & Charts

Workwrite Graphs & Charts is part of the Workwrite Series — a set of instructional workbooks that focus on workplace documents for a variety of entry-level jobs. *Graphs & Charts* looks at a wide range of visual displays, including bar and line graphs, Gantt charts and pictographs. Suitable for instruction in both numeracy and communication.

OALC Competency: Communicate, Find/Use Information, Numeracy

Essential Skills: Reading Text, Document Use, Numeracy, Thinking Skills

**EMPLOYMENT**

Book

PTPpublications@ptp.ca

\$44.50

Workwrite Policies and Procedures

Workwrite Policies and Procedures is part of the Workwrite Series, which is a set of instructional workbooks that focus on workplace documents — types of documents, how they are used and why they are necessary. *Policies and Procedures* exposes learners to longer texts, and is therefore suitable for those with more advanced literacy skills (ES levels 2–3). Exercises may be adapted for other learners. This resource has many authentic workplace documents, including policies, procedures, rules, regulations and guidelines.

Other books in the series: *Workwrite Volume 1, Book 4 — Workplace Communications*, and *Workwrite Numeracy*.

OALC Competency: Communicate, Find/Use Information, Work with Others

Essential Skills: Reading Text, Document Use, Writing, Working with Others, Thinking Skills, Computer Use

**EMPLOYMENT**

Book 350 pages

PTPwww.ptp.ca

\$38.50

Workwrite volume 1

Workwrite volume 1 is a collection of the first three books from the Workwrite series:

- Book 1: Organizing Information — the uses and features of labels, codes, abbreviations, lists, and directories;
- Book 2: Schedules — familiarizes the user with a variety of schedules including daily, weekly, and monthly schedules;
- Book 3: Information Forms — different document formats and their uses, including questionnaires, checklists, agreements, claims, invoices, reports, inspections, and notices.

The focus is on the functions and features of workplace documents, with activities to help learners learn in the context of practical workplace materials. The books' wide range of authentic workplace documents can easily be used in classroom exercises or in one-to-one instruction. The activities cover four employment sectors: industrial, clerical, retail, and hospitality, but can be adapted for use in other work areas.

Other books in the series: *Book 4: Workplace Communications*, *Book 5: Policies and Procedures* and *Workwrite Numeracy*

OALC Competency: Communicate, Find/Use Information

Essential Skills: Reading Text, Document Use, Writing, Thinking Skills

youthliteracycanada**Youth Literacy Canada**

Youth Literacy Canada is a website created from a national project that asks what it will take to bring disengaged and at-risk youth back to learning. Researchers looked specifically at the group of teens who were not able to keep up with school because of their struggles with reading. This site contains a collection of resources developed by the project, including teaching strategies to help students improve their reading skills, documents on a range of topics for reading, hands-on literacy activities, sample lesson plans and art-based activities. One

set of activities on Multiple Intelligences includes a reader for students, describing the eight different types of intelligence and asks, “what type are you?” There is an exercise to match the eight types with a person’s skills. For example, the “Naturalist” could be a park ranger, cook, landscaper, or gardener. There are also links to other resources.

OALC Competency: Communicate, Find/Use Information, Technology, Self-Direction, Work with Others

Essential Skills: Reading Text, Document Use, Writing, Oral Communication, Working with Others, Thinking Skills, Computer Use

INDEPENDENCE/EMPLOYMENT

Website with activities and links

Literacy BC

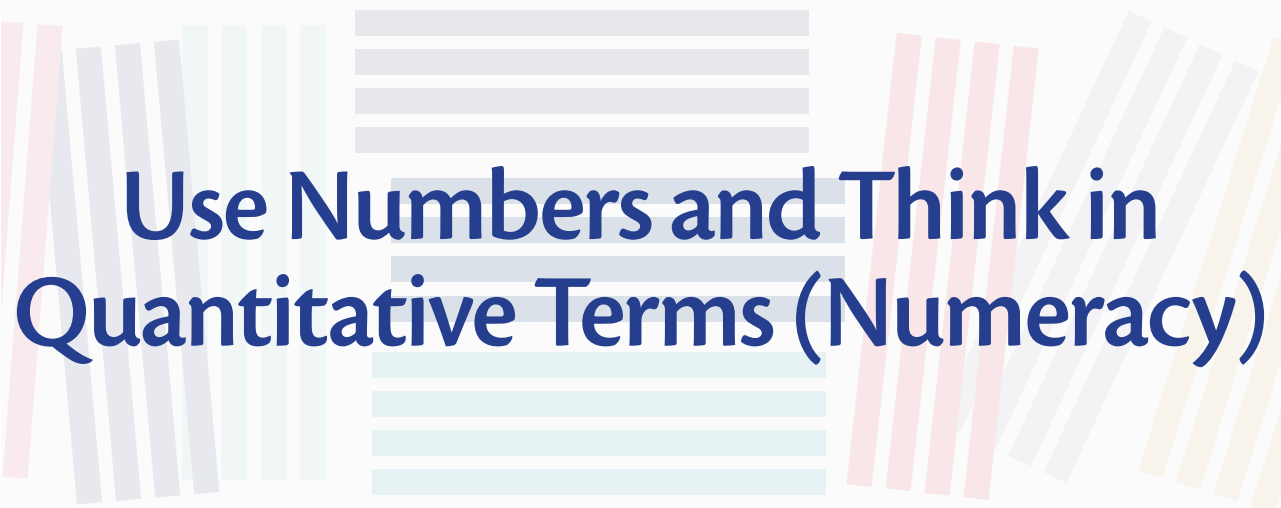
www.youthliteracy.ca

No cost

RESOURCE GUIDE

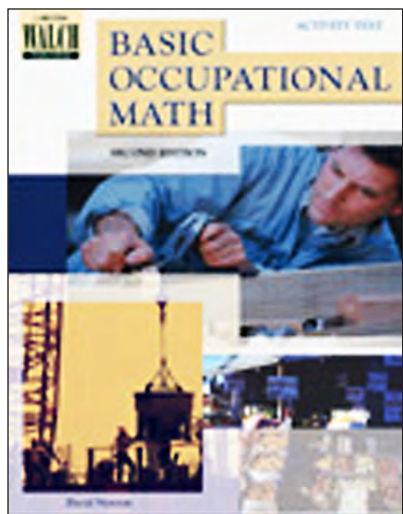
POPULAR RESOURCES

*Supporting the Transitioning of Adult Learners with
Independence or Employment Goals*



Use Numbers and Think in
Quantitative Terms (Numeracy)



**EMPLOYMENT**

Book 172 pages

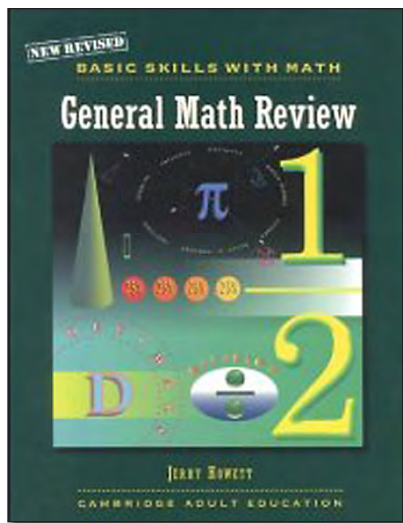
Walch Educationwww.walch.com

Student book \$22

Teacher's Guide \$16

Basic Occupational Math

Basic Occupational Math shows students why math really matters at work, at home, and in life. It places mathematical concepts in real-life settings, especially in the workplace. It covers basic operations — decimals, fractions, percent, measurement, graphing, powers/roots and mathematical functions. It sums up all concepts with clear examples for greater comprehension. The lessons help students attain basic math concepts commonly used in employment and everyday living. The teacher's guide provides suggestions for teaching and a complete answer key. A diagnostic pre-test and a post-test for each chapter are included in a reproducible format.

OALC Competency: Find/Use Information, Numeracy**Essential Skills:** Document Use, Numeracy, Thinking Skills**INDEPENDENCE/EMPLOYMENT****Cambridge/Pearson**www.pearsonschool.com

Price: Approx \$16 – 18

Basic Skills with Math

Basic Skills with Math is a series of seven books plus a teacher's guide and a test package, designed to prepare students for the GED math test. Books in the series include the following: *Whole Numbers*, *Fractions*, *Decimals*, *Ratios and Percents*, *Algebra and Geometry*, and *General Math Review*. Lessons are written with clear, easy to understand instructions using real-world examples. All books in the series offer opportunities for practice and reinforcement of operations such as using a calculator, estimation, measurement and data analysis.

OALC Competency: Numeracy**Essential Skills:** Numeracy, Thinking Skills



INDEPENDENCE/EMPLOYMENT Book Series

New Readers Press

www.newreaderspress.com/

and at Laubach Literacy Ontario
Bookstore

www.laubach-on.ca

Individually priced books: \$3 – \$8

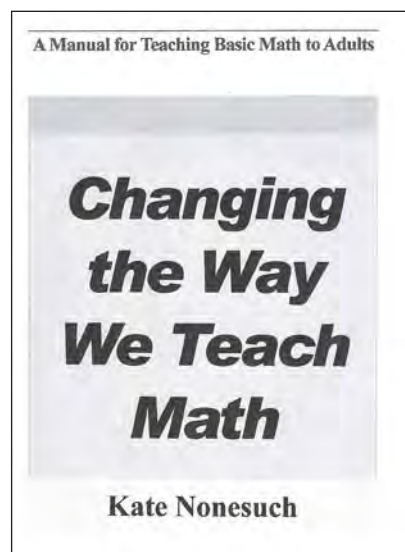
Breakthrough to Math Series

Breakthrough to Math is a series of instructional math workbooks for adult learners. With step-by-step instructions, math problems are broken down to the simplest tasks that use one skill at a time, thus making difficult concepts easy to understand. Through their success, learners gain confidence in their math abilities and overcome math anxiety. Concepts covered include whole number computation, fractions, decimals, percents, algebra, and geometry. The series also includes a teacher's guide with diagnostic, prescriptive and evaluative tools.

OALC Competency: Numeracy

Essential Skills: Numeracy, Thinking Skills

Note: Some books in the series were first published in the 1980s and 1990s but are still available from the publisher's website.



INDEPENDENCE/EMPLOYMENT Book pdf file 117 pages

Malaspina University-College

Available from NALD

www.nald.ca

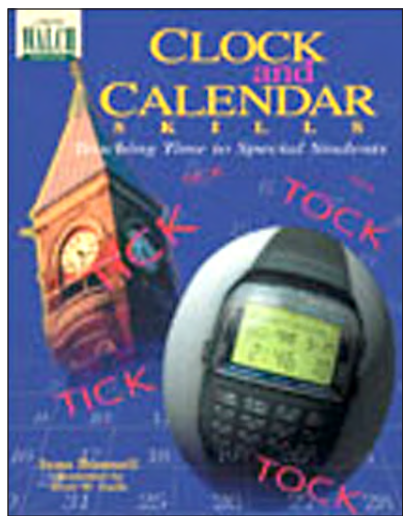
No cost

Changing the Way We Teach Math

Changing the Way We Teach Math: A Manual for Teaching Basic Math to Adults is a manual for ABE math instructors who are interested in changing their teaching practice to align with recommendations from the research literature on teaching numeracy to adults. The books simplify what is often perceived as complicated by both literacy instructors and students. The manual sets out some best practices, outlines some difficulties instructors may face in implementing them, and makes suggestions for overcoming the difficulties. There are many pages of activities ready for immediate classroom use, to help develop skills to work with others, to build real-life math skills and to put students in charge of their own learning.

OALC Competency: Numeracy, Work with Others

Essential Skills: Numeracy, Working with Others, Thinking Skills



Clock and Calendar Skills: Teaching Time to Special Students

Clock and Calendar Skills: Teaching Time to Special Students covers time-telling from the basics to practice in advanced skills required on the job. There are many pictures, charts and diagrams, along with sequential worksheets, that consider the challenges for struggling readers. Many activities are targeted for non-readers. Topics include setting alarm clocks, using timers, understanding bus schedules, filling out time cards, scheduling appointments, etc. Teaching notes cover specific objectives, materials, and detailed suggestions for introducing each activity.

OALC Competency: Find/Use Information, Numeracy, Self-Direction

Essential Skills: Document Use, Numeracy, Thinking Skills

INDEPENDENCE

Book 148 pages

Walch Education

www.walch.com

and online bookstores

\$24



Cool Math

Coolmath.com is the central website in a group of math-related sites created and maintained by a U.S. college math professor. The website is for people of all ages (13 – 100), with a particular focus on those who don't like math or who have experienced difficulty with it in the past. *Coolmath.com* covers a range of math concepts, from fractions (pre-algebra) and up. The site is easy to navigate, and includes lessons, practice, a math glossary and other reference tools, as well as various calculators and tips about how to study for math tests.

Other sites linked to coolmath.com include the following:

- **Coolmath4kids.com** — designed for children 3 – 12
- **Coolmath-Games.com** — thinking and math games, puzzles
- **FinanceFREAK.com** — money math and personal finance
- **TotallyStressedOut.com** — stress management
- **SpikesGameZone.com** — huge selection of games, just for fun
- **ScienceMonster.com** — a variety of science topics

OALC Competency: Find/Use Information, Numeracy, Technology

Essential Skills: Numeracy, Computer Use

INDEPENDENCE/EMPLOYMENT

Book series

Coolmath.com, Inc.

www.Coolmath.com

Available free online



INDEPENDENCE/EMPLOYMENT

Interactive CD

Attainment

www.attainmentcompany.com

Combined set \$99

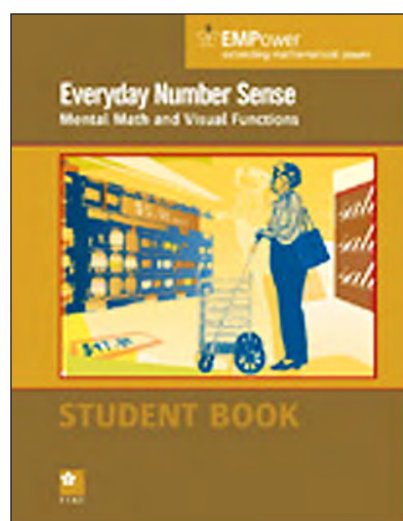
Individual Programs \$59

Dollars & Cents Software

Dollars & Cents Software consists of three interactive money programs, on one CD or available individually. All include U.S. and Canadian currency options. **First Money**, the first step in independent money skills, uses voice prompts and graphics to move through three segments: Money Names (coins and bills), Equal Value (different combinations to equal same value) and What's it Worth (adding various groups of money). Each segment includes a teacher (step-by-step instruction) and quiz option. In **Spending Money**, users go to eight stores in a "money mall" and buy everyday products. They select appropriate bills and coins and receive change back. Exercises let students practice their money-handling skills. **Making Change** is the most advanced level. Users act as a store clerk, entering purchases and giving back change. The program randomly generates purchasing situations, each time showing an amount due for the purchase. Students then count money given for payment and enter the value on the keypad. The "cash register" then shows the change due. The "cash drawer" appears and the user gives back change, just like a store clerk.

OALC Competency: Numeracy, Technology, Self-Direction

Essential Skills: Numeracy, Computer Use



INDEPENDENCE

Student Book 192 pages

Teacher Book 235 pages

Empower — Key Curriculum Press

www.keypress.com

and Grass Roots Press

www.grassrootsbooks.net

Student \$12

Teacher \$30

Everyday Number Sense: Mental Math and Visual Functions

Everyday Number Sense: Mental Math and Visual Functions moves students into the world of mathematical problem solving, reasoning, connecting, and communicating in an engaging manner. The lessons focus on the whole number benchmarks of 1, 10, 100, and 1,000 in real-life situations where multiple strategies are key. Students come to understand the addition/subtraction and multiplication/division relationships, using problems involving travel distances, dates, temperature, mortgages, shopping, calculator problems and math puzzles. Activities strengthen number and operation sense by encouraging mental math strategies such as estimating, adjusting, and grouping. Students see how math tools — number lines, arrays, diagrams, and calculators — can ease mathematical problem solving. Sample teacher and student pages at www.keypress.com/EMPower

OALC Competency: Find/Use Information, Numeracy, Self-Direction

Essential Skills: Document Use, Numeracy, Thinking Skills

**EMPLOYMENT**

Coil book 110 pages

SkillPlan

www.skillplan.ca

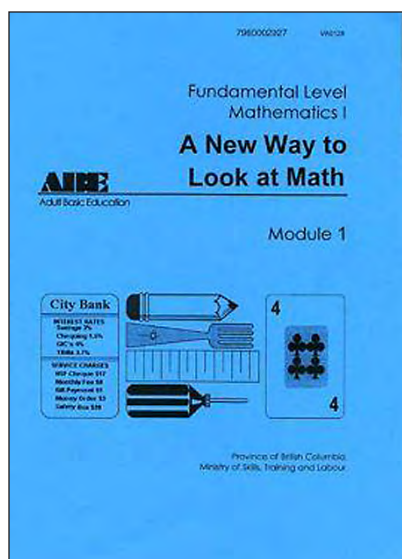
\$40

Formulas at Work

Formulas at Work: Tradesworkers on the Job is another of SkillPlan's many resources designed to help prepare learners for the workplace. It provides opportunities to practice numeracy skills using scenarios typical in the construction industry. The book employs photographs and diagrams to teach problem-solving strategies for area, volume and right-angle triangles. A good introduction to the construction trades while learning Essential Skills.

OALC Competency: Find/Use Information, Numeracy, Self-Direction

Essential Skills: Numeracy, Thinking Skills

**INDEPENDENCE/EMPLOYMENT**

Book Series

**Province of BC, Ministry of Skills,
Training & Labour**

Available at Grass Roots Press

www.grassrootsbooks.net

Price Range: \$6.50 – \$18

Fundamental Level Mathematics I

Fundamental Level Mathematics I The three modules of this series — *A New Way to Look at Math*, *Natural Number Sense* and *Natural Number Operations* — show the student strategies for dealing with mathematics anxiety and methods to develop better ways to learn, to understand abstractions and to build learning partnerships with instructors and other learners. The series uses real-life context by encouraging learners to write about mathematical ideas, create word problems, keep journals and use case studies and physical items. A *Guide for Instructors* is also available.

OALC Competency: Communicate, Numeracy, Self-Direction

Essential Skills: Numeracy, Thinking Skills



INDEPENDENCE/EMPLOYMENT
Book Series

Province of BC, Ministry of Skills,
Training & Labour

Available at Grass Roots Press
www.grassrootsbooks.net

Price Range: \$14 – \$20

Fundamental Level Mathematics II

Fundamental Level Mathematics II consists of three modules in six books, which can be purchased separately or in a complete set. These are

- Module One: Whole Numbers
- Module Two: Fractions
 - Workbook 1 — Decimal Fractions
 - Workbook 2 — Common Fractions
 - Workbook 3 — Percentage
- Module Three: Metric Measurement, Getting Started with Geometry, Reading Graphs
- Tests and Answer Keys

The exercises are broken into related units followed by an answer key and a glossary of mathematical terms.

OALC Competency: Numeracy

Essential Skills: Numeracy



INDEPENDENCE/EMPLOYMENT
3 book series 80 pages ea

Walch Education
www.walch.com

\$13 each, \$32 – 3-Book Set

Integrating Math in the Real World Series

Students care most about what matters to them, including food, sports, and their home lives. This series shows students that they really do use math every day, and that it can be fun. Each book has dozens of activities that reinforce basic operations, fractions, algebra, geometry, statistics, and probability, while building problem-solving and critical-thinking skills. Activities include charts, drawings, maps, puzzles, etc. Books include teacher notes, concepts/skills covered, materials lists, and relevant websites. Written at a Grade 5–8 level. Series includes one each of the following: *The Math of Foods*, *The Math of Homes and Other Buildings*, *The Math of Sports*.

OALC Competency: Communicate, Find/Use Information, Numeracy, Self-Direction

Essential Skills: Document Use, Numeracy, Thinking Skills

**INDEPENDENCE/EMPLOYMENT**

Book Series

Jump Math

Available at U of T Books:

www.uoftbookstore.com and online bookstores

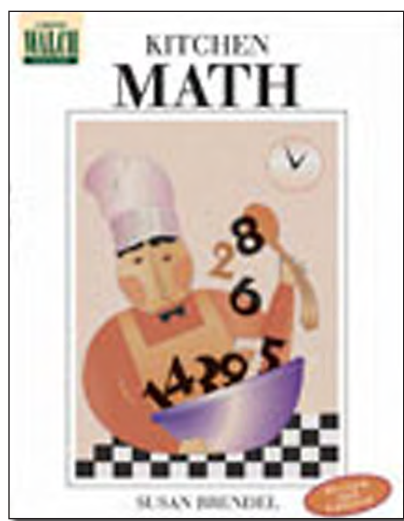
Workbooks \$11 ea

Worksheets \$20

Teacher's Guides \$25

JUMP Math

JUMP Math was created to be used by teachers in the classroom for Grades 1 to 8 to teach children to think mathematically. It is flexible and can be used as a curriculum or as a support to other materials. The grade-specific materials (both Teacher's Guides and Student Workbooks) present math in an accessible manner and provide a balance between guided and independent work. Student Workbooks are printed in two parts to keep the workbooks in a manageable size and to allow for the satisfaction of completing a workbook and the excitement of moving on to a new one. The worksheets in these books are designed for students to succeed in numerical and symbolic work as well as the communication and exploration of ideas. Each grade-specific workbook has a corresponding teacher's guide, which contains JUMP philosophy and teaching method, mental math skills, activities and extension exercises, and blackline masters. Samples available at <http://jumpmath.org/publications/materials>

OALC Competency: Numeracy**Essential Skills:** Numeracy, Thinking Skills**INDEPENDENCE/EMPLOYMENT**

Walch Education

www.walch.com

\$21

Kitchen Math

Kitchen Math is a math book suitable for Grades 6–12. It offers 38 activities that connect basic math operations to the real-life activities of buying, cooking, preparing and serving various dishes. Activities require comparisons (which price is really better?), making calculations (how long in the oven?) and thinking skills (what do nutrition labels mean?). The book includes teacher notes, pre- and post-tests, and answer keys.

OALC Competency: Find/Use Information, Numeracy**Essential Skills:** Reading Text, Document Use, Numeracy, Thinking Skills



INDEPENDENCE/EMPLOYMENT
Book Series

New Readers Press

www.newreaderspress.com/

and at Laubach Literacy Ontario
Bookstore

www.laubach-on.ca

Individually priced books:

\$12 – \$15

Math Sense Series

Math Sense is a research-based series designed for adult learners, using methods that correspond to how adults best learn math. There are five books in the series — four student books and a review book — as well as a teacher's guide and a student placement tool. *Math Sense* covers the math concepts needed to pass the GED; the content is also suitable for learners who wish to improve their employability skills or who seek other education or training. Lessons and review exercises emphasize real-life situations and applications.

OALC Competency: Find/Use Information, Numeracy

Essential Skills: Reading Text, Document Use, Thinking Skills



INDEPENDENCE/EMPLOYMENT
Books approx 200 pages each

Steck Vaughn

<http://steckvaughnadult.hmhco.com/en/steckvaughnadult.htm>

\$19

Math Skills for the Workforce

Math Skills for the Workforce is a four-book set for adult learners reading at Grade levels 4–6. Topics include Whole Numbers, Fractions, Decimals and Percents, and Measurement, Geometry and Algebra. The books focus on developing skills for work, and use workplace scenarios with real-life examples and concrete step-by-step instructions. The books also include practice exercises and answer keys.

OALC Competency: Numeracy

Essential Skills: Numeracy



Mathszone

Mathszone is a UK-based website that aims to collect, bring together and order a range of free resources discovered on the Internet, which can be used for teaching Math in primary grades, but

much is suitable for adults. The site is well organized (by level and objectives) and easy to use. Students can try a variety of games. Students have the ability to pick easier or more difficult games and levels to play. The site offers opportunities to discuss addition, subtraction, division, multiplication, decimals, fractions, percent, ratio, proportion, geometry, charts and graphs. It has a lot of options for students who like different things (in the way of games) and students can even play at home.

OALC Competency: Numeracy, Technology

Essential Skills: Numeracy, Computer Use

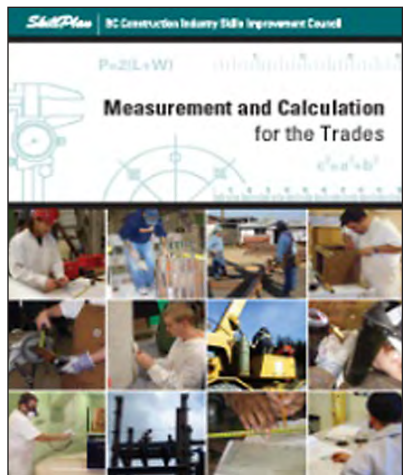
INDEPENDENCE/EMPLOYMENT

Website Interactive Games

UK National Grid for Learning

www.mathszone.co.uk

No cost



Measurement and Calculation for the Trades

Measurement and Calculation for the Trades enables learners to build their numeracy skills for apprenticeship and technical training. Using trades applications, it starts by reviewing basic numeracy skills and builds on them to help the learner retain new concepts. It includes illustrated explanations, review and practice in whole numbers, decimals, fractions, ratio/proportion, percent, measurement & conversions, perimeter, area, volume, and right-angle triangles. *Measurement and Calculation for the Trades* can be used for both individual study and group instruction. Accompanying workbooks are also available for additional trade-specific measurement and calculation problems. As with all SkillPlan publications, it provides a link between Essential Skills and success in technical training and on the job.

EMPLOYMENT

Book 283 pages

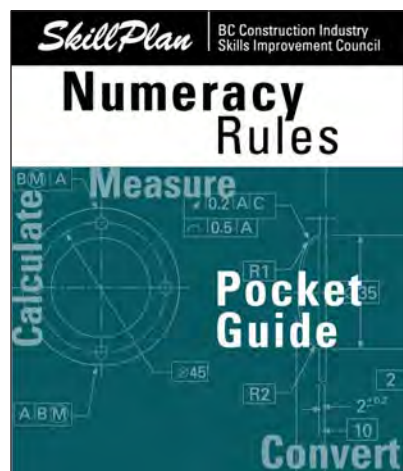
SkillPlan

www.skillplan.ca

\$45

OALC Competency: Find/Use Information, Numeracy

Essential Skills: Document Use, Numeracy

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3-Ring Binder, 100+ Pages

SkillPlanwww.skillplan.ca

Kit \$27

Pocket Guides \$1.25 each

Numeracy Rules Kit

Numeracy Rules Kit includes a *Pocket Guide*, *Rulers* and *Worksheets* for practicing the numeracy skills used by apprentices and journey-workers in the construction industry. The *Pocket Guide* is a quick reference for Metric-Imperial conversions and frequently used formulas for perimeter, area, and volume; decimal or foot equivalents; changing decimals to fractions and fractions to decimals; weight load estimations; and common Imperial and metric measurements. The *Worksheets* binder has more than 100 pages of numeracy exercises with real workplace problems, providing the opportunity to practice trades applications, but are not meant to teach everything there is to know about each topic. The *Worksheets* are integrated with the *Pocket Guide* and demonstrate how to use the two together. The *Ruler* can be used with the *Worksheets* to measure in both Imperial and metric, and to review fractions. Illustrations and diagrams demonstrate equivalent fractions, and how to add and subtract fractions.

OALC Competency: Find/Use Information Numeracy**Essential Skills:** Document Use, Numeracy, Thinking Skills**Practical Money Skills for Life**

Practical Money Skills for Life is a website provided by VISA. It has a variety of tools, games and information about managing money responsibly. It

promotes financial literacy with free educational and consumer resources for all ages. An excellent teaching tool can be found in the **Resources** tab → **Free Materials** → **Classroom**. Next, go to **Students with Special Needs**. Here you will find a free ten-module curriculum covering the following topics: Making Decisions, Making Money, Budgeting Your Money, Shopping Wisely, Living on Your Own, Using Banking Services, Understanding Credit, Cars & Loans, Protecting Your Money, and Savings & Investments. You will have to register (no cost) before downloading materials. The site also offers a free newsletter with ideas for teaching financial management.

OALC Competency: Communicate, Find/use Information, Numeracy, Technology, Self-Direction

Essential Skills: Reading Text, Document Use, Numeracy, Working with Others, Thinking Skills, Computer Use

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Book Series 162 to 262 pages each

McGraw-Hill Ryersonwww.mcgrawhill.ca/school

Student Books \$12 each

Teacher Edition \$55

Prism Math

Prism Math is the Canadian edition of the respected *Spectrum Math* workbook series. *Prism Math* is designed to help struggling students gain a solid understanding of, and confidence in, numeracy fundamentals from Grade 1 through adult education. Eight levels of non-grade specific, skill-based numeracy workbooks provide thorough development of basic mathematics skills and strategies. The program provides coverage of all major areas of mathematics, including geometry, algebra, number sense and numeration, measurement, data management and probability, which students can work through independently at their own skill level. Problem-solving strategies at the beginning of each book re-teach key concepts and real-world problem solving. Fully Canadian; adapted with metric measurements. For more information, **download the Prism Math brochure 2009**.

OALC Competency: Numeracy**Essential Skills:** Numeracy, Thinking Skills**INDEPENDENCE**

2-book set

Remediawww.rempub.com

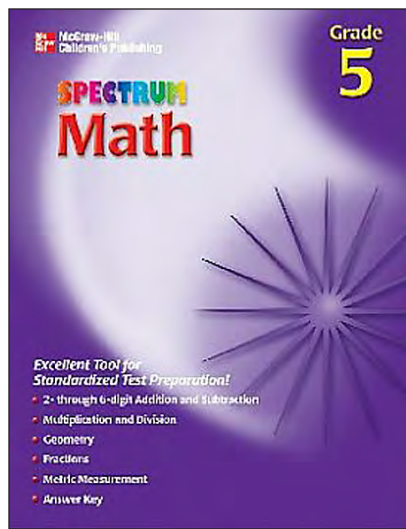
Individual books \$8

Set \$14

Shop 'N Learn Set

Shop 'N Learn is a two-book set designed to help build consumer and math skills. *Shopping Mall Math* includes 27 lessons with real-life finance situations where students must use information depicted in an illustration of a shopping experience to find information as they decide whether to add, subtract, multiply, or divide to solve the various accompanying math problems. Simple fractions and percent computations are also required. *Shopping Around the Town* has 25 lessons where students use a graphic illustration of a storefront window featuring various items and their prices. The exercises ask a variety of addition, subtraction, and multiplication questions and provide a fun and practical way to improve math skills.

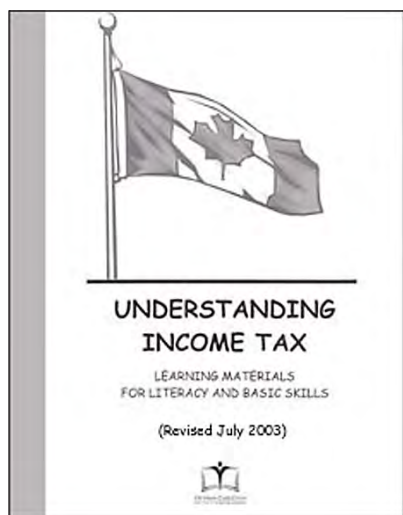
OALC Competency: Communicate, Find/Use Information, Numeracy**Essential Skills:** Reading Text, Document Use, Numeracy, Thinking Skills



Spectrum Math Series

Spectrum Math Series (See Prism Math)

Prism Math is the Canadian edition of the U.S.-based Spectrum Math workbook series.



Understanding Income Tax: Learning Materials for Literacy and Basic Skills

Understanding Income Tax: Learning Materials for Literacy and Basic Skills These learning activities are based on Canada's 2002 income tax, GST credit and Canada Child Tax Benefit forms. They enable and encourage learners, who often pay someone to complete their tax forms, to complete the forms for themselves. The materials were developed with the help of the CCRA and field-tested with adult LBS learners to ensure usability and relevance. Even after completing the materials, some students will still prefer to have someone more knowledgeable complete their return. However, they will be better informed about the information on the forms and they will know how to find services provided by CCRA to low income tax payers with simple tax situations. This resource includes performance indicators after each activity to enable teachers to assess which outcomes the learners demonstrate successfully.

INDEPENDENCE

pdf book — 220 pages

Ottawa-Carleton District School Board

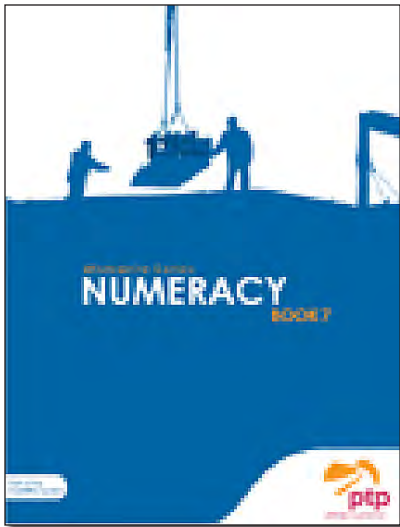
Available from NALD

www.nald.ca

No cost

OALC Competency: Communicate, Find/Use Information, Numeracy, Self-Direction

Essential Skills: Document Use, Numeracy, Thinking Skills



Workwrite Numeracy

Workwrite Numeracy is part of the Workwrite Series — a set of instructional workbooks that focus on workplace documents. Numeracy looks at how math is used on the job: what kinds of tasks need to be performed, how these tasks are completed, and why they are done this way. Activities are suitable for groups or individuals. Workbooks are reproducible and contain many authentic workplace documents.

OALC Competency: Communicate, Find/Use Information, Numeracy

Essential Skills: Reading Text, Document Use, Numeracy, Thinking Skills

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Book

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RESOURCE GUIDE

POPULAR RESOURCES

*Supporting the Transitioning of Adult Learners with
Independence or Employment Goals*



Technology



**INDEPENDENCE/EMPLOYMENT**

Web-based learning

AlphaPlus<http://english.alpharoute.org/>

No cost

AlphaRoute

AlphaRoute provides online learning in adult literacy uniquely developed for Ontario and Canadian LBS and ABE learners. It complements other curricula and resources to reach students, at a distance and on-site within existing learning programs, by providing an online experience. AlphaRoute features:

- Learning management (password protection, recorded profiles, online assessment, online mentors)
- Practitioner/student support (shared word lists, fax/telephone/email contact)
- Interactive communication (discussions, live chat, email)
- Assessments (online self-correcting and practitioner assessment in reading, writing, numeracy and computer skills)
- Varied learning opportunities (audio/visual, Deaf and Native resources and supports)

OALC Competency: Communicate, Numeracy, Technology**Essential Skills:** Reading Text, Document Use, Oral Communication, Computer Use**BBC Computer Tutor**

BBC Computer Tutor is a site from England for beginner computer users. With a talking tutor, it takes the learner through the basics of using a mouse, a keyboard and a computer screen/ desktop. Fun learning activities and games are set in “Game Show World,” a theme park about TV game shows. There are three studios each practising a different skill. All the lessons together are estimated to take two to three hours, but they can be broken up into shorter sessions, with the “Return Visitor” feature. Although there is an option for dial-up users, it

works best with high-speed Internet access. All you will have to do is get on the site, choose the connection speed and press “start.” If you want, there are adjustable accessibility options.

OALC Competency: Communicate, Find/Use Information, Technology**Essential Skills:** Document Use, Oral Communication, Computer Use**INDEPENDENCE/EMPLOYMENT**

Website online training

BBCwww.bbc.co.uk/computertutor

No cost

**INDEPENDENCE/EMPLOYMENT**

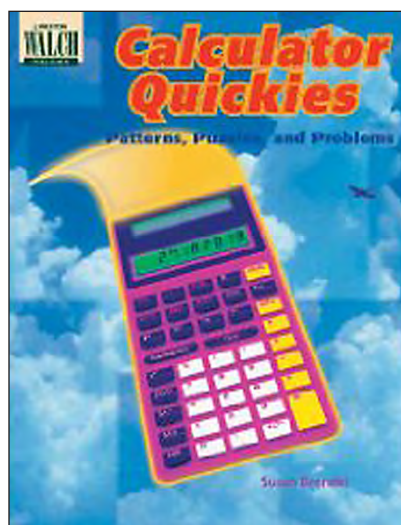
Web-based

BBCwww.bbc.co.uk/webwise

No cost

BBC WebWise

BBC WebWise is an easy, online introduction to the basics of using the Internet and email. The **WebWise Online Course** uses animated videos, games, quick quizzes and “Weakest Link” games as a fun way to gain skills in connecting to the Internet; browsers, web addresses and bookmarking; online forms and registrations; searching the web; email, including address books and attachments; Internet/email safety; and online communities. The course allows learners to progress at their own pace, but most people take around 10 hours to complete it. WebWise also has **WebWise Guides**, a series of video guides covering online sharing (photos, podcasts and social networks), watching TV online and getting online (broadband, Wi-Fi and safety). **Ask Bruce** provides answers to Internet questions and **raw computers** provides entertaining interactive video to basic computers. There is also a link to a **Jargonbuster** glossary of Internet terms.

OALC Competency: Communicate, Find/Use Information, Technology**Essential Skills:** Reading Text, Document Use, Oral Communication, Computer Use**INDEPENDENCE/EMPLOYMENT**

Book 64 pages

Walch Educationwww.walch.com

and online bookstores

\$21

Calculator Quickies: Patterns, Puzzles, and Problems

Calculator Quickies: Patterns, Puzzles, and Problems has 80 challenging mini-activities to develop estimation skills, logical thinking, and problem solving using basic calculators. The activities are arranged by:

- Patterns — detecting, predicting, and extending numerical patterns
- Puzzles — building number sense and thinking skills
- Problems — applying strategies and using calculators appropriately to carry out computations.

This resource includes blackline masters, solution sets and teacher's notes to provide background and insight. Written at a Grade 5–8 reading level.

OALC Competency: Numeracy, Technology**Essential Skills:** Numeracy, Thinking Skills, Computer Use

**INDEPENDENCE/EMPLOYMENT**

Books 218, 396 & 200 pages

CCI Learning Solutions Inc
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Digital Literacy Series — IC³

Digital Literacy Series — IC³ (Internet & Computing Core Certification) is a good resource for learners who want to start on their computer literacy skills. It consists of three individual modules/books: Computing Fundamentals, Key Applications and Living Online. Learners can acquire the skills and knowledge that are specific to using technology at work, at home or for further training. The materials can also act as a stepping stone and prerequisite for Microsoft Office Specialist training courses. Practitioners can enhance the teaching with downloadable presentations, instructor notes, quizzes, etc.

OALC Competency: Communicate, Find/Use Information, Technology

Essential Skills: Reading Text, Document Use, Computer Use
**FreeComputerTraining .com.au**

FreeComputerTraining.com.au offers free computer training courses in Microsoft Excel, Word, PowerPoint and MYOB Accounting Setup. All the courses have videos with audio, workbooks and exercise files that allow learners to work at their own pace. In order to use the materials, you need to register and get an enrolment key. However, enrolment keys (passwords) are free by subscribing to the email newsletter. Learners can interact with other students and help each other to increase their knowledge of computer software. The website says that students from 18 to 80 years of age use it.

OALC Competency: Communicate, Find/Use Information, Numeracy, Technology

Essential Skills: Reading Text, Document Use, Numeracy, Computer Use

INDEPENDENCE/EMPLOYMENT
 Website

Ezylearn Pty Ltd
www.freecomputertraining.com.au

No cost

**INDEPENDENCE/EMPLOYMENT**

Web-based tutorials

Goodwill Community Foundation, Incwww.GCFLearnFree.org

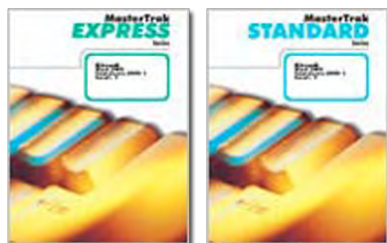
No cost

GCFLearnFree.org

GCF LearnFree.org is a website providing free tutorials to learners who want to improve their technology, literacy and math skills in order to improve their quality of life. The site has detailed lessons, video tutorials, and hands-on tasks on a large number of computer and software topics. These include many Windows and Microsoft Office applications, as well as the Internet, Facebook and email basics. Tutorials include screen-shot videos and print lessons (onscreen or printable). Classes may also be taken. There is a computer use for Work & Career section, including resume writing, cover letters, career development, classified ads, the workplace, job application, time sheets, etc. GCF LearnFree has other learning areas for Everyday Life and Math & Money. In the Everyday Life section, there are tutorials for ATM and vending machine use.

OALC Competency: Communicate, Find/Use Information, Numeracy, Technology, Self-Direction

Essential Skills: Document Use, Oral Communication, Thinking Skills, Computer Use, Continuous Learning

**INDEPENDENCE/EMPLOYMENT**

Book series

CCI Learning Solutions Incwww.ccilearning.com

Phone for pricing

1-800-668-1669 ext. 505

MasterTrak Series / Microsoft Business Certification

MasterTrak is a series of self-paced computer instruction manuals for Windows (XP and earlier versions) Microsoft Office (2003 and earlier), Quick Books, Simply Accounting and some graphics software. The series has Express and Standard versions with three levels for most software titles (LBS learners would most likely only be using the first levels). Books vary in length, with Express courses from six to eight hours for each level and 10 to 18 hours for Standard. Each lesson explains the steps involved, and then provides a step-by-step walk through for the learner, followed up with activities and chapter quizzes. Student data files and instructor resources, such as tests, are available for download. This courseware is approved for the Microsoft Office Specialist certification. CCI's newer software versions (2007 and Vista) are now published under the name Microsoft Business Certification.

OALC Competency: Communicate, Find/Use Information, Numeracy, Technology

Essential Skills: Reading Text, Document Use, Computer Use

**INDEPENDENCE/EMPLOYMENT**

Software

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Buy from publisher or online bookstores

\$20

Mavis Beacon Teaches Typing 20

Mavis Beacon Teaches Typing 20 helps “hunt and peck” typists, or those who are already fairly proficient, improve their typing skills. With higher typing speed, learners get more satisfaction out of computer use and increase their workforce potential. Over 325 different passages and tests in the Practice Area and 16 entertaining arcade-style games provide variety and make practicing fun. Content includes passages and sessions from literary classics, historical autobiographies, poetry, etc. Mavis Beacon monitors learners’ progress, flags weak spots and offers challenging lessons to help learners continue to improve keyboarding skills. A Curriculum Map makes it easier for users to see where they are in the overall training and ergonomic-evaluation videos help improve posture. Free trial available from online download sites.

OALC Competency: Communicate, Find/Use Information, Technology**Essential Skills:** Reading Text, Document Use, Computer Use**INDEPENDENCE/EMPLOYMENT**

Downloadable software

AskMeSoftwww.askmesoft.com

Shareware

\$20 registration

or older version free from download.

[om download.com](http://om.download.com)**MaxType Lite**

MaxType Lite is a multifunctional typing tutor that provides some helpful tools for improving typing skills on an interesting platform. It has two modes — Typing Test and Extreme. In the Typing Test section, you can practice your keyboard skills with exercises like typing lyrics and articles. The testing shows all keystrokes as you type and displays speed and accuracy statistics. The Extreme mode challenges your typing against a computerized opponent and can even use the MTR file (record of your own typing). Other features include:

- Multiple-users — accounts can be password-protected with flexible settings for each user
- Measures typing speed in CPS, CPM or WPM
- Measures typing speed for each hand
- Practice typing with any TXT file, which is important when learning to type from a print document
- Exam and printout diplomas
- Generates attractive reports with good statistical data

OALC Competency: Communicate, Technology**Essential Skills:** Reading Text, Document Use, Computer Use



Microsoft Office Online

Microsoft Office Online offers many resources to help you work in Office. Through the site, you can download **training** right into your Office 2007

programs, watch Office demos, download **training** presentations, and learn how Office can help you work more efficiently. The site has tutorials on almost any Office 2003 or 2007 topic, including Access, Communicator, Excel, Live Meeting, OneNote, Outlook, PerformancePoint Server, PowerPoint, Project, Publisher, SharePoint Server, Visio and Word. This tutorial will help you locate Microsoft online tutorials. You can access Microsoft Office Online through the link provided to the left or by using Microsoft's main website, choosing the Training & Events tab and selecting Office Online Training. You can also access training directly from any Microsoft Office 2007 program simply by clicking on the and choosing Training.

OALC Competency: Communicate, Find/Use Information, Numeracy, Technology

Essential Skills: Reading Text, Document Use, Computer Use

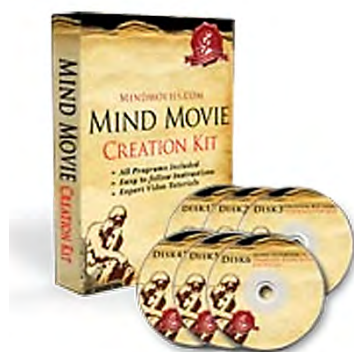
INDEPENDENCE/EMPLOYMENT

Website

Microsoft

<http://office.microsoft.com/en-us/training>

No cost



Mind Movie Creation Kit

Mind Movie Creation Kit is a complete movie creation kit to help learners easily build a slideshow/movie of their perfect life. It includes video tutorials, sound tracks, easy editing and simple instructions for uploading onto the Internet. Many believe that to make positive changes in your life, you need to visualize yourself in that situation. Mind Movies helps users to set intentions; create treasure maps, vision boards or dream boards; and affirm goals and directions. From a number of reviews, it seems that people did achieve more of their life's goals by making and regularly watching their mind moves. Free inspirational books are also available with purchase.

INDEPENDENCE/EMPLOYMENT

Software

MindMovies.com

www.mindmovies.com

\$49

OALC Competency: Communicate, Technology, Self-Direction

Essential Skills: Document Use, Oral Communication, Thinking Skills, Computer Use



INDEPENDENCE/EMPLOYMENT
Website

TechSoup
www.techsoupcanada.ca and
www.techsoup.org

No cost

TechSoup

TechSoup Canada and *TechSoup Global* provide charities and not-for-profits with assistance in obtaining, using, and sustaining technology. However, both have features that may be useful instruction tools for learners as well. TechSoup Canada has numerous articles on a variety of tech issues, from Safe Computing to Removing Spyware and Viruses. You can also link to TechSoup.org for more articles, worksheets, product comparisons, free webinars and other learning events. You can look at a list of Recent Articles or **Browse Articles by Topic**. Learning resources are organized by subject and written for all levels of technical expertise. There is even a **technology for beginners** section. The Community sections provide a wiki and blogs on technology topics.

OALC Competency: Communicate, Find/Use Information, Technology

Essential Skills: Reading Text, Document Use, Computer Use

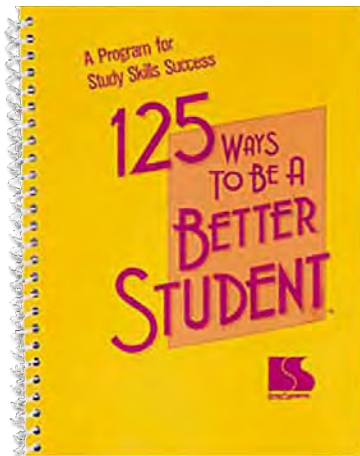
RESOURCE GUIDE

POPULAR RESOURCES

*Supporting the Transitioning of Adult Learners with
Independence or Employment Goals*

Self-Direct; Act Autonomously (Self-Direction)



**INDEPENDENCE/EMPLOYMENT**

Book 136 pages

LinguaSystems Inc.www.linguasystems.com

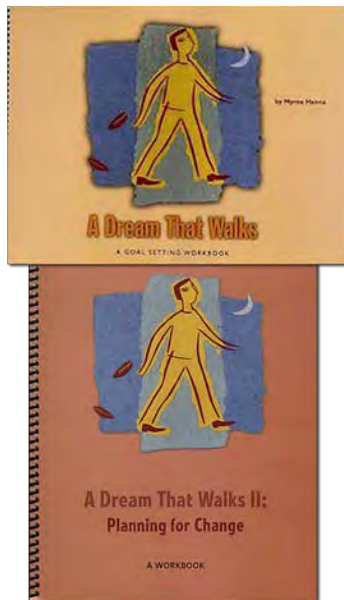
\$36

125 Ways to Be a Better Student

125 Ways to Be a Better Student has study and organizational strategies to improve the learner's attitude toward school while increasing their self-esteem and comprehension skills. Includes informational handouts, reproducible worksheets, sample answers and study suggestions for organization, study skills, classroom behaviour, taking and reviewing notes, taking tests and following directions. This is a good resource for improving learners' results in literacy training or preparing them for further training.

OALC Competency: Communicate, Find/Use Information, Self-Direction

Essential Skills: Reading Text, Document Use, Thinking Skills, Continuous Learning

**A Dream That Walks Series**

A Dream That Walks: A Goal Setting Workbook helps learners set and achieve their goals by breaking the process into small, achievable steps. Learners identify their goals and dreams, their personality type and their learning style, then learn how these factors contribute to their success. Written at a Grade 2 – 3 reading level.

A Dream That Walks II: Planning for Change is a workbook and CD for adults who want to set goals and plan for change in their lives. The workbook has specific sections on developing goals in the areas of independence, employment, and education. Presenting steps to assist adults in setting realistic goals, it includes: who you are; your dreams, personality and skills; researching and setting your goals; making an action plan; and taking care of yourself along the way. The CD-ROM contains forms from the book.

OALC Competency: Communicate, Find/Use Information, Self-Direction

Essential Skills: Reading Text, Thinking Skills

INDEPENDENCE

Books 52 and 130 pages

Literacy Alberta

Available at Grass Roots Press

www.grassrootsbooks.net

Individually priced books:
\$20 and \$25 each

**INDEPENDENCE/EMPLOYMENT**

Book 432 pages

Houghton Mifflin

Available from Nelson Education

www.nelson.com

and used at online bookstores

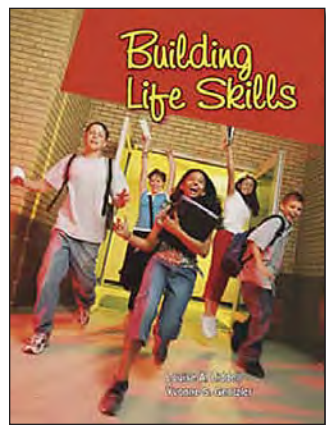
New \$74 Used \$35 up

Becoming a Master Student, The Canadian Edition (4th Edition)

Becoming a Master Student, The Canadian Edition (4th Edition) uses a self-discovery perspective, article-style format, and useful strategies and exercises to help students understand their own strengths and weaknesses, set goals, and develop lifelong learning skills. It helps learners to realize that they are responsible for their success and that instructors are facilitators who help students understand. Focusing on Canadian content, the resource covers money, workplace skills, the world of higher education, and multiculturalism. Career-related information from the Conference Board of Canada's Employability Skills 2000+ helps students realize the skills most valued by employers. Writing rules and strategies have been updated based on the *Canadian Writer's Style Handbook*. The 4th Edition has new articles, career application case studies at the end of each chapter, integration of learning styles, a new chapter on using technology to achieve success, and more information about Multiple Intelligences.

OALC Competency: Communicate, Find/Use Information, Numeracy, Technology, Self-Direction

Essential Skills: Reading Text, Document Use, Thinking Skills, Computer Skills, Continuous Learning

**INDEPENDENCE****Wieser Educational**
www.wieser-ed.com

Textbook \$57

Student Activity Guide

185 pages \$12

Teacher's Edition \$73

Teacher's Resource Guide

222 pages \$87

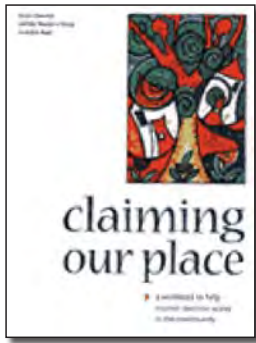
Teacher's Resource CD \$218

Building Life Skills

Building Life Skills textbook has the tools learners need to build a strong self-concept and skills for managing their lives. It is organized into 47 short, easy-to-read chapters in eight parts: Learning About Yourself, Managing Your Life, Understanding Children, Your Health and Nutrition, Working in the Kitchen, The Clothes You Wear, The Place You Call Home, and Reaching New Heights. Content includes family, money, children, health, food, clothing, community volunteering, and career planning issues. The suggested interest level is Grades 9 to adult, although the photos depict mostly teenagers. Its content is adaptable to adults with reading levels of Grades 5–7. Preview pages at www.wieser-ed.com/previews/GW1040 The *Student Activity Guide* workbook has a variety of interesting activities and review questions. The Teacher's Resource Guide includes reproducible masters, bulletin board ideas, motivational activities, chapter quizzes, etc. A Teacher's *Resource CD* provides test creation software, reproducible masters, transparencies and chapter tests along with suggested teaching strategies. The *Resource Binder* provides time saving teaching aids, including unit tests, colour transparencies, reproducible masters and journal activities.

OALC Competency: Communicate, Find/Use Information, Numeracy, Self-Direction, Work with Others

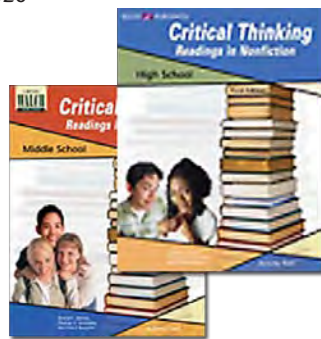
Essential Skills: Reading Text, Document Use, Numeracy, Working with Others, Thinking Skills

**INDEPENDENCE**

Workbook 166 pages

Action Read Community Literacy Centrewww.actionread.com

\$20

**INDEPENDENCE/EMPLOYMENT**

Books 160 – 174 pages

Walch Educationwww.walch.com

Student book: \$17

Teacher's Guide \$25

**INDEPENDENCE/EMPLOYMENT**

Cards and Teacher Guide

The Virtues Projectwww.virtuesproject.com

Cards \$16

Educator's Guide \$36

Claiming Our Place

Claiming Our Place is a student workbook that aims to increase learners' self-awareness, community involvement and communication skills. The resource is directed at girls and women at the Grade 9–10 level and includes exercises and activities that foster self-reflection and improved self-esteem. There is also a short guide to conflict resolution.

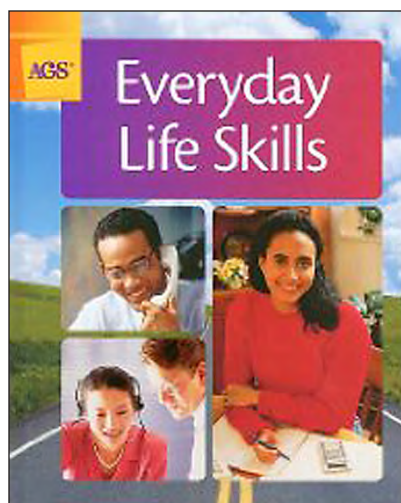
OALC Competency: Communicate, Self-Direction, Work with Others**Essential Skills:** Reading Text, Working with Others, Thinking Skills**Critical Thinking: Readings in Nonfiction**

Critical Thinking: Readings in Nonfiction is a set of standardized-test-style readings and questions for both high school and middle school students. Over 50 non-fiction reading passages in each book are accompanied by multiple-choice or open-ended questions that encourage students to find and cite evidence to support a point of view, remember key facts and draw valid conclusions. The books are designed to help students analyze and critique arguments put forward by others, and to recognize cause-and-effect relationships. Teacher's guides and student books are available for both high school and middle school. Answer key is included.

OALC Competency: Communicate, Find/Use Information, Self-Direction, Work with Others**Essential Skills:** Reading Text, Writing, Working with Others, Thinking Skills**Educator's Virtues Cards**

Educator's Virtues Cards This set describes 52 virtues that are valued by all faiths and cultures as the content of character. As inspirational reminders and affirmations, with colourful photos, graphics and descriptions, they are a simple yet powerful tool to use in the classroom, counselling, sharing circle, or for individual reflection. Cards are 4" × 5". Also available is an *Educator's Guide* to creating cultures of caring and integrity in our schools, and programs. It contains methods, examples, and character awakening activities and practices.

OALC Competency: Communicate, Self-Direction, Work with Others**Essential Skills:** Reading Text, Oral Communication, Working with Others, Thinking Skills

**INDEPENDENCE/EMPLOYMENT****AGS Pearson**www.pearsonschool.com

Student Textbook \$50

Workbook \$20

Teacher's Edition \$70

Teacher's Resource Library (TRL) \$200

Student Interactive CD-ROM \$175

Video Series \$350

Packages also available

Everyday Life Skills

Everyday Life Skills is a career development program for high school students making the transition to postsecondary life and independent living, but is suitable for adults. The full-colour, easy-to-read *Student Textbook* covers the important “how to live and work” issues. It prepares learners for independent living challenges and builds self-esteem for a successful life after school. It covers a variety of topics like maintaining a healthy body and a safe home, and finding and keeping a job.

The *Everyday Life Skills* Workbook (soft-cover) features a variety of activities and interesting stories that extend and reinforce textbook lessons. Included with the workbook is a free Pocket Guide, “Tips for Surviving on Your Own,” on nutrition, fitness, home safety, dealing with emotions, setting up bank accounts, clothing care, interviewing, community involvement, etc.

The *Teacher's Edition* has relevant application, interactive and role-play activities to encourage students to apply new skills to real-life situations.

The *Teacher's Resource Library (TRL)* has more than 300 activities on a CD-ROM including: lesson and workbook activities; study guides; unit, midterm, and final mastery tests; and answer keys for each of the activities.

Another available component is the *Student Interactive CD-ROM* software, a self-guided, interactive reinforcement for the lessons learned in the textbook. Video clips, narrative instruction, and question and answer sessions focus on critical life lessons. Students, working at their own pace, practice making choices and receive immediate feedback.

Making a Difference You Can See-Surviving on Your Own Video Series is a six-part companion to the *Everyday Life Skills* textbook.

OALC Competency: Communicate, Find/Use Information, Technology, Self-Direction

Essential Skills: Reading Text, Document Use, Thinking Skills, Computer Use

**EMPLOYMENT**

Book

Ontario Literacy Coalition
www.on.literacy.ca

\$30 for members

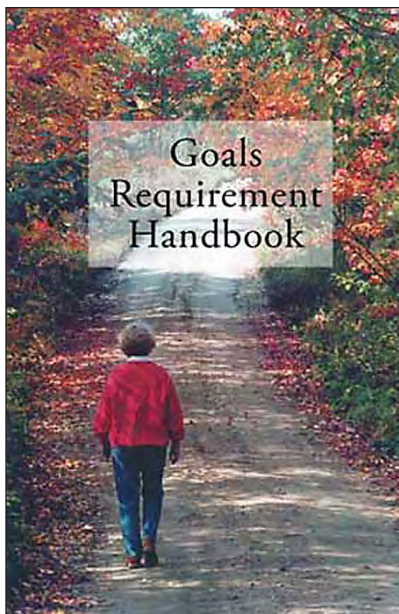
\$50 for non-members

Finding Your Way at Work: Beyond Reading and Writing

Finding Your Way at Work: Beyond Reading and Writing is written for adult literacy learners in a group setting. It examines employability skills while at the same time providing literacy skill practice. This resource is designed to help learners and instructors explore topics related to keeping a job, such as Understanding Your Workplace; Workplace Expectations: Getting Organized; Working Together; and Keeping Up With Change. Its activities explore the assumptions, practices and expectations in today's varied workplaces to comprehensively address key skills and competencies.

OALC Competency: Find/Use Information, Self-Direction, Work with Others

Essential Skills: Reading Text, Working with Others, Thinking Skills

**INDEPENDENCE/EMPLOYMENT**

Ontario Association of Adult and Continuing Education School Board Administrators

MYGATES © 2007Available online at mygates.ca

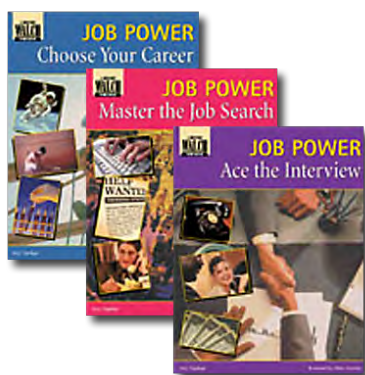
No cost

Goals Requirement Online

Goals Requirement Online (mygates.ca) is the web-based version of the Goals Requirement Handbook. It is an online program for learners who want to enter the workforce but do not plan to pursue post-secondary education. The site provides information on 120 entry-level jobs — what kinds of jobs are available, what skills are required to perform them and what a typical day on the job is like. The site provides many learning activities and opportunities for self-assessment, and uses authentic documents to create realistic scenarios. Useful for assessing job-readiness skills and developing training plans.

OALC Competency: Find/Use Information, Self-Direction

Essential Skills: Reading Text, Document Use, Thinking Skills

**EMPLOYMENT****Walch Education**www.walch.com

Student Activity Books

57, 64, and 55 pages

\$15 each

Job Power Series

Job Power Series is a three-part series developed for learners entering or returning to the workforce.

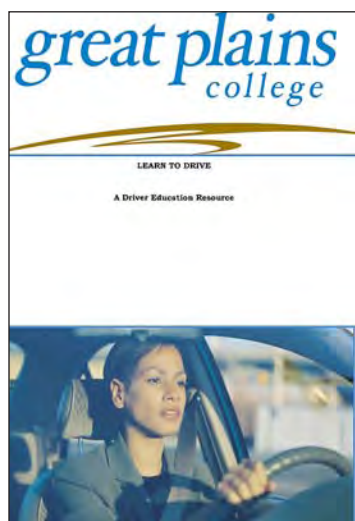
Choose Your Career helps break down the many pieces that go into choosing a career. It uses checklists, action sheets, sample documents, and role-playing activities. Topics include: Who Am I? What Are My Skills? Job Satisfaction, Possible Occupations, and List of Contacts.

Master the Job Search contains a variety of exercises and activities to narrow down the job search. This book is divided into 4 parts: Laying the Groundwork, a Winning Resume, The Four Proven Ways to Find a Job, and Your Work Plan.

Ace the Interview helps with that final, critical step in getting a new position — the job interview. Using checklists, action sheets, sample documents, and role-playing activities, it covers identifying strengths and weaknesses, skills on the job, 60-second infomercial, difficult questions, making a good first impression, and after-interview letters.

OALC Competency: Communicate, Find/Use Information, Self-Direction

Essential Skills: Reading Text, Writing, Oral Communication, Thinking Skills

**INDEPENDENCE**

Resource Manual & CD-ROM

Great Plains College

1-866-296-2472

Resource Manual \$85

Interactive CD-ROM \$10

Answer Key \$15

Complete Set \$100

Learn to Drive: A Driver Education Resource

Learn to Drive: A Driver Education Resource is an easy-to-understand, interactive and multi-sensory resource. The package consists of a workbook, a testing resource and a CD-ROM. Each of the 20 units is based on a different driving-related theme, with the workbook and CD following the same unit order. Learners are encouraged to access the information on the CD and follow it up by answering the respective questions in the workbook. The test booklet uses a variety of questioning strategies that allow the learner to self-assess progress and learning. While this resource was developed in Saskatchewan, only units 17, 18, 19 and 20 are specific to the rules and regulations of that province. The remainder is easily adaptable to other jurisdictions in Canada and supplemental material specific to Ontario may be supplemented.

OALC Competency: Find/Use Information, Self-Direction

Essential Skills: Reading Text, Document Use, Thinking Skills



Learning Strategies for School, Home, and Work

Learning Strategies for School, Home, and Work reinforces the importance of solid study skills and other skills necessary to succeed at school, home and work. Learners discover how to use their own learning styles to focus on goal-setting, organizing, locating information, reading actively, note taking, test taking, etc. Content includes activities, background information, vocabulary, answers and assessment tools.

OALC Competency: Communicate, Find/Use Information, Self-Direction

Essential Skills: Reading Text, Document Use, Writing, Thinking Skills

INDEPENDENCE/EMPLOYMENT

Book 146 pages

Walch Education

www.walch.com

\$25



Learning to Learn: Strengthening Study Skills and Brain Power

Learning to Learn: Strengthening Study Skills and Brain Power helps learners maximize learning and strengthen study skills. Step-by-step procedures are useful for improving organizational skills, time management, problem solving, power reading, test taking, memory skills, etc. The work is clearly explained, with good examples and self-tests, although Internet reviews suggest it can be a little wordy. When students themselves understand how they learn, they can adapt their studying to fit their personal style. Anyone who wants to “learn how to learn” will benefit from the activities in this resource. This resource can also be purchased packaged with a CD-ROM adaptation with over 120 animated lessons in three different environments coupled with fun learning and review games. Also included are self-assessment quizzes and access to online homework help.

OALC Competency: Find/Use Information, Technology, Self-Direction

Essential Skills: Reading Text, Document Use, Thinking Skills, Computer Use, Continuous Learning

INDEPENDENCE/EMPLOYMENT

Book or E-book 288 pages

Optional CD-ROM

Incentive Publications

www.incentivepublications.com

Book or E-book only \$23 each

Book and E-book set \$28

CD-ROM and book set \$59



INDEPENDENCE/EMPLOYMENT
Website/Book

Workshops, Inc.
www.workshopsinc.com

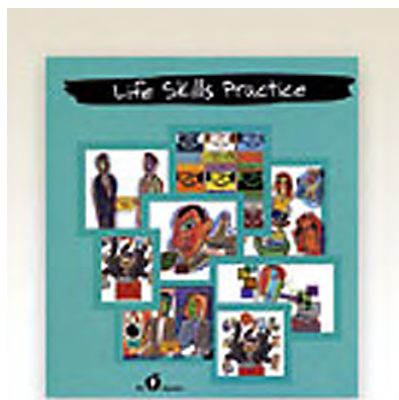
No cost for online use
\$40 to purchase full manual

Life Skills for Vocational Success

Life Skills for Vocational Success is intended for educators, counsellors, job coaches, and other professionals working to increase the employability of people with disabilities. The website contains a curriculum with over 60 lesson plans to teach people life skills. The curriculum is divided into units, which include Social Skills, Decision-Making Skills, Employability, Money Management, Transportation, Health, Family Responsibilities, Basic Understanding of the Law, and Telephone Skills. Appendices have links to other rehabilitation and disability-related sites and links to companies that sell life skills training materials. Although the website use is free, you may purchase the full manual from which the online material was developed.

OALC Competency: Communicate, Find\Use Information, Numeracy, Self-Direction, Work with Others

Essential Skills: Reading, Oral Communication, Numeracy, Working with Others, Thinking Skills



INDEPENDENCE/EMPLOYMENT
Book 238 pages

New Readers Press
www.newreaderspress.com

and at Laubach Literacy Ontario
Bookstore

www.laubach-on.ca

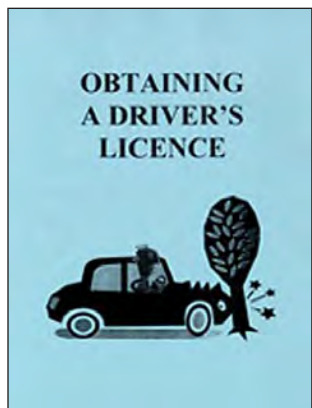
\$81

Life Skills Practice

Life Skills Practice uses real-life scenarios to encourage learner confidence in dealing with everyday situations. It contains 192 reproducible activities sheets spanning eight sections, including Being an Employee, Doing Your Banking, Getting Along with Others, and Running a Household. The content is non-sequential, so sections can be covered based on student needs.

OALC Competency: Communicate, Numeracy, Self-Direction, Work with Others

Essential Skills: Reading Text, Document Use, Numeracy, Working with Others, Thinking Skills

**INDEPENDENCE**

Binder

Dryden Literacy Association

Phone: 807-223-6486

\$25

Obtaining a Driver's Licence

Obtaining a Driver's Licence is a guide for learners to gain the confidence and skills needed to pass the knowledge test for an Ontario Graduated License and to prepare learners for the road-test requirements. It includes four steps: Stimulating Desire (benefits of having a driver's licence), Building Confidence, Roadworthy Approach, and Review and Rekindling Desire and Confidence. The information and activities are supported by clear instructions, activities, demonstrations, exercises, articles, and an evaluation of activities using Learning Outcomes guidelines.

OALC Competency: Find/Use Information, Self-Direction**Essential Skills:** Reading Text, Document Use, Thinking Skills**INDEPENDENCE**

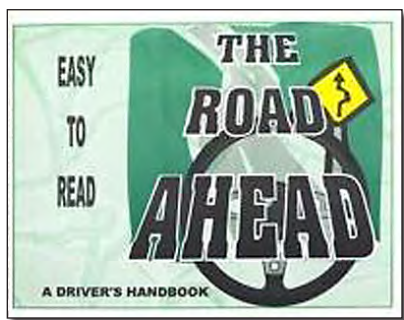
Book or online

Publications Ontario
www.mto.gov.on.ca/english/pubs/drivhand

\$15 or free online

The Official MTO Driver's Handbook

The Official MTO Driver's Handbook is invaluable for anyone learning to drive in Ontario. This handbook gives new drivers the basic information they need about learning to drive in Ontario: the rules of the road; safe driving practices; and how to get a licence to drive a car, van or small truck. Published by the Government of Ontario, it's the only official handbook for drivers. The handbook is available for purchase in hard copy or as a step-by-step free online course.

OALC Competency: Find/Use Information, Self-Direction**Essential Skills:** Reading Text, Document Use, Thinking Skills**INDEPENDENCE**

Book or pdf 89 pages

Wellington County Literacy Council

Free Download from NALD

<http://library.naldatwork.ca/item/1617>

Purchase from New Readers Bookstore

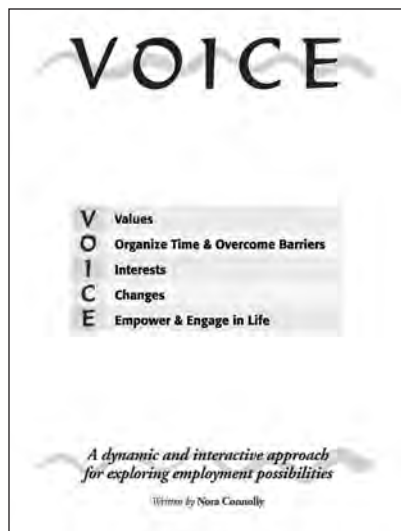
www.frontiercollege.ca

\$30

The Road Ahead: A Driver's Handbook

The Road Ahead: A Driver's Handbook This easy-to-read handbook will provide youth or adults with basic information about the rules of the road and safe driving practices to assist them in obtaining their driver's licence. The contents are Canadian and generic, except for three pages specific to the province of Ontario. It includes topics not covered in other drivers' manuals. Although this isn't really a workbook, almost all of the chapters contain review exercises. This is a good supplement to the official driver's manual.

OALC Competency: Find/Use Information, Self-Direction**Essential Skills:** Reading Text, Document Use, Thinking Skills

**EMPLOYMENT**

pdf book 216 pages

Employment Preparation and Upgrading Program, Ottawa-Carleton District School Board's Continuing Education Department

Download from NALD

www.nald.ca

No cost

VOICE

VOICE: A Dynamic and Interactive Approach for Exploring Employment Possibilities. **VOICE** is an acronym for Values, Organize time and overcome barriers, Interests, Changes, and Empower and engage in life. It was designed to prepare learners for employment. Hands-on activities teach and empower participants by helping them to identify their interests, skills, and their own voice. They guide participants to make informed decisions; expand their perceptions; find a suitable working life; manage time; interact and communicate effectively; access or create opportunities; and take action to move towards their goals. At the end of each of the five units, a self-evaluation checklist is included to document discoveries and priorities.

OALC Competency: Communicate, Self-Direction, Work with Others

Essential Skills: Reading Text, Document Use, Oral Communication, Working with Others, Thinking Skills

**INDEPENDENCE/EMPLOYMENT**

Books 80 and 62 pages

Teacher's Guide 80 pages

Walch Educationwww.walch.com

\$16 each

Walch Real Life Series

Walch Real Life Series The three books in the Walch Real Life Series aim to teach the skills needed for better jobs, relationships and life.

In *More Power to You — Building Confidence and Self-Esteem*, learners start by outlining their goals, values and accomplishments, then move on to building integrity, acting with confidence and getting things done.

Way to Go! — Solving Problems and Making Decisions provides a step-by-step approach to problem-solving and making decisions. Starting with a discussion on why deciding is hard, the material moves through stating the problem, understanding what you want, gathering and sifting information, considering the options and deciding on the risks.

Note: Walch Real Life: Person to Person is annotated under the Work with Others section.

Also available is a *Teacher's Guide* with background information, hints, suggested answers for the case studies, prompts for the exercises, extra activities, and suggestions for low-literacy learning for the series' three activity texts.

OALC Competency: Find/Use Information, Self-Direction

Essential Skills: Reading Text, Thinking Skills

**INDEPENDENCE**

Website — Interactive quiz and pdf file

Young Drivers of Canada

www.yd.com

No cost

Young Drivers

Young Drivers website offers several tools to help learners practise their communication skills in reading and document use while preparing to get their G1 licence. An interactive test is available, consisting of 20 multiple-choice questions and 20 road sign recognition questions. Answers will be evaluated after each response and a final score will be shown at the end of the test www.yd.com/test.aspx?path=stream539. There is also a Co-Driver Survival Guide, which provides information, graphs and charts regarding traffic dangers and has driving techniques suggestions <http://www.yd.com/codriver/>

OALC Competency: Communicate, Find/Use Information, Technology, Self-Direction

Essential Skills: Reading Text, Document Use, Thinking Skills, Computer Use

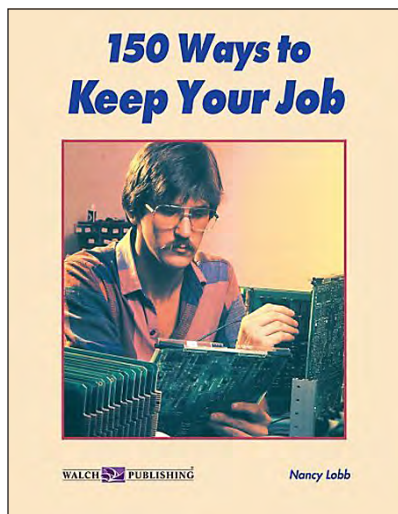
RESOURCE GUIDE

POPULAR RESOURCES

*Supporting the Transitioning of Adult Learners with
Independence or Employment Goals*

Engage; Work with Others (Work with Others)





150 Ways to Keep Your Job

150 Ways to Keep Your Job addresses many scenarios that employees face, from sexual harassment and job stress to teamwork and promotions. It covers basic work habits, ethics, and attitudes to keep employed. Included are pull-out sections of answers and vocabulary lists.

OALC Competency: Communicate, Self-Direction, Work with Others

Essential Skills: Reading Text, Working with Others, Thinking Skills

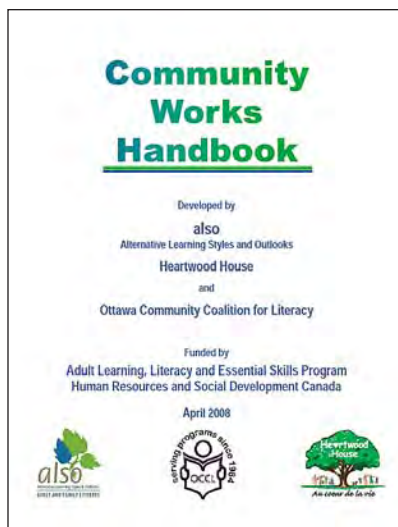
EMPLOYMENT

Book 118 pages

Walch Education
www.walch.com

Also at New Readers Bookstore and
online bookstores

\$18 to \$25



Community Works Handbook

Community Works Handbook is an innovative model of supported volunteering in the community. It provides training in transferable Essential Skills for learners who are marginalized and/or disadvantaged by a variety of barriers and challenges. The original project assisted with 10 learners, supporting them in community placements. Chapters include Looking In: Finding Out About Yourself; Workplace Safety; Charting Progress During Your Volunteer Placement; Managing Yourself and Your Volunteer Placement; Communicating in the Workplace; Getting Along With Others; and Putting It All Together. The volunteer placements were in reception and child care assistant positions. There is an accompanying Community Works: *Implementation and Process Guide* to assist practitioners.

OALC Competency: Communicate, Self-Direction, Work with Others

Essential Skills: Reading Text, Document Use, Writing, Working with Others, Thinking Skills

INDEPENDENCE/EMPLOYMENT

pdf files

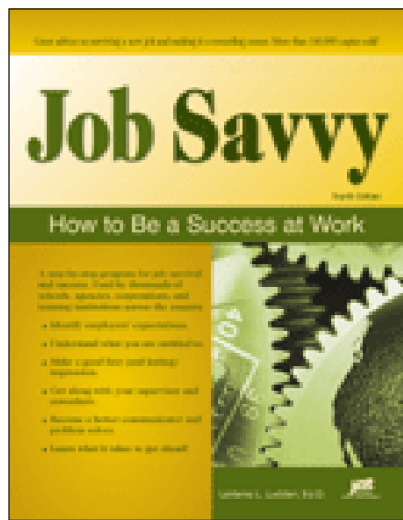
Handbook 156 pages

Implementation Guide 59 pages

Ottawa Community Coalition for Literacy

www.occl.ca/comworks.htm

No cost

**EMPLOYMENT**

Workbook 237 pages

CD-Rom Instructor Resource

JIST Publishingwww.jist.com

Workbook \$15

Instructor CD-Rom \$30

Job Savvy

Job Savvy (4th Edition) Based on research into what employers need and value in employees, this workbook helps readers build job survival and success skills. The information is easy to read and there are lots of examples, checklists, case studies, and section summaries. Some of the topics covered are workplace communication skills; getting along with supervisors, other workers and customers; making a good impression; problem solving; and the impact of technology on employee behaviour. “Important Skills” sidebars provide advice for succeeding in the world of work. Introductions and summaries help put each chapter into a clearer context. Instructors can use the helpful supplement **Job Savvy Instructor’s Resources CD-ROM** for class activity suggestions, homework assignments, worksheets, sample quiz questions, a bank of test questions, and a PowerPoint presentation for each chapter.

OALC Competency: Communicate, Find/Use Information, Technology, Self-Direction, Work with Others

Essential Skills: Reading Text, Working with Others, Thinking Skills, Computer Use

**EMPLOYMENT**

Book 182 pages

JIST Publishingwww.jist.com

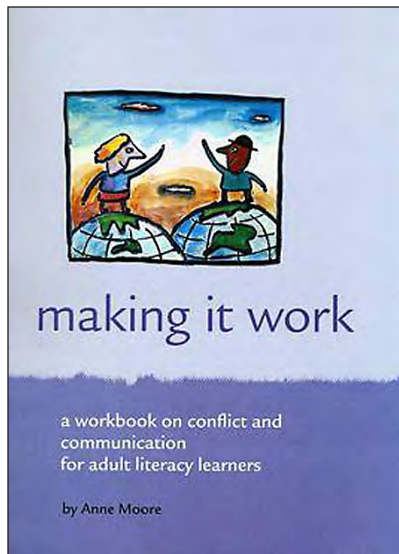
\$13

Job Survival

Job Survival: How to Adjust to the Workplace and Keep Your Job is a workbook that teaches readers how to adjust to workplaces and retain their jobs. Many people do not lose their jobs because they cannot do them; they lose their jobs because they cannot adjust to the working environment. They can’t survive on the job long enough to prove their worth. Job Survival covers the basic job retention topics, including attitude, skills, goals, problem solving, stress, following rules, working as a team member and having good habits and manners. Activities include workplace scenarios in each chapter.

OALC Competency: Communicate, Self-Direction, Work with Others

Essential Skills: Reading Text, Document Use, Working with Others, Thinking Skills

**INDEPENDENCE/EMPLOYMENT**

Workbook 186 pages

Action Read Community Literacy Centre

www.actionread.com

Price: \$28

Price includes worksheets
on CD in pdf

Making it Work

Making it Work is a workbook designed to promote positive communication and conflict resolution skills. It operates on the central idea that good communication skills are key to managing and resolving conflict. Communication skills are introduced in a step-by-step format and are accompanied by exercises, including active listening, body language and using “I” statements. It asks participants to reflect on the role conflict may have played in their lives, as well as assertiveness, anger management, diversity, human rights and rights in the workplace. *Making it Work* is intended for intermediate adult literacy learners, but is also suitable for basic level learners with tutor support. Includes a CD of worksheets on pdf.

OALC Competency: Communicate, Self-Direction, Work with Others

Essential Skills: Oral Communication, Thinking Skills

**INDEPENDENCE/EMPLOYMENT**

Student Book 52 pages

Teacher's Guide 80 pages

Walch Education

www.walch.com

Student Book \$16 ea

Teacher's Guide \$15

Walch Real Life: Person to Person

Walch Real Life: Person to Person shows learners how to take positive action to create and maintain good relationships.

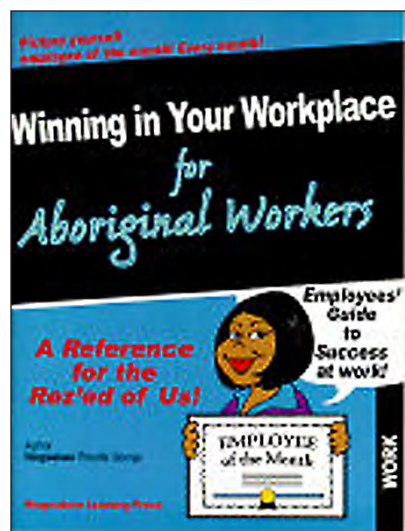
Topics include Thinking About People, Talking with People, Handling Conflict with People, Working Together with People, and Connecting with People.

Other books in this series include *Way to Go Solving Problems and Making Decisions* and *More Power to You Building Confidence and Self-Esteem*, and are included in our Self-Direction section.

The teacher's guide provides essential background information and teaching suggestions for the three Walch Real Life Series activity texts.

OALC Competency: Communicate, Self-Direction, Work with Others

Essential Skills: Reading Text, Working with Others

**EMPLOYMENT**

Book 36 pages

Ningwakwe LearningPress

www.ningwakwe.on.ca

\$25

Winning In Your Workplace for Aboriginal Workers

Winning In Your Workplace for Aboriginal Workers looks at the various aspects that may affect a new worker, including relocating, new job stress, social interactions, family and, one's own personal well-being. Using storytelling scenarios and basic dialogue of workers discussing an issue, each chapter offers helpful tips and quotes about dressing for success, good manners, job stress, culture shock, personal and professional boundaries, phone and email use and gender issues. This readable resource introduces employment awareness for teens beginning their first part-time job or for the mature literacy learner re-entering the workforce after upgrading.

OALC Competency: Communicate, Self-Direction, Work with Others**Essential Skills:** Reading Text, Working with Others, Thinking Skills**INDEPENDENCE/EMPLOYMENT**

Binder 173 pages

Project Read Literacy Network

www.projectread.ca

\$35

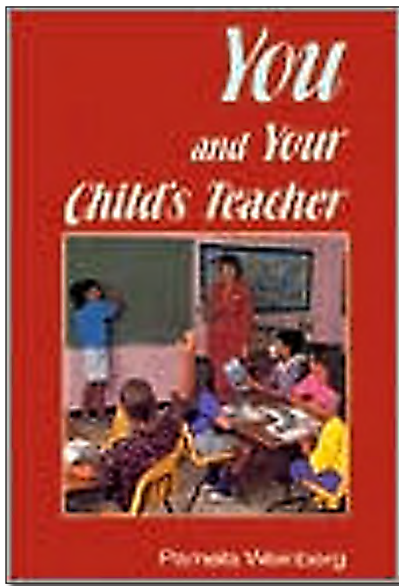
Working Together Working Well

Working Together Working Well — Activities to Develop Teamwork Skills at Work or in the Classroom contains 27 activities to develop skills to be an effective team member. The activities, organized in eight chapters, include topics taken from the Employability Skills Toolkit developed by the Conference Board of Canada. The chapters are:

- Understand and work within the dynamics of a group;
- Ensure that a team's purpose and objectives are clear;
- Be open and flexible to the thoughts and opinions of others;
- Recognize and respect diversity, individual differences and perspectives;
- Provide feedback in a constructive manner;
- Contribute to a team by sharing information and expertise;
- Lead or support when appropriate, motivating a group for high performance; and
- Problem-solving and managing and resolving conflict.

Activities are accompanied by facilitator's notes and related handouts, and are linked to Essential Skills.

OALC Competency: Communicate, Work with Others**Essential Skills:** Reading Text, Oral Communication, Working with Others, Thinking Skills

**INDEPENDENCE**

Book 47 pages

New Readers Press

Available at Laubach Literacy Ontario
Bookstore

www.laubach-on.ca

and online bookstores

\$16

You and Your Child's Teacher

You and Your Child's Teacher is an easy-to-use resource guiding parents through common ways of communicating with their child's school. With the message that "parents, children and teachers need to work together to make a child's education the best," the book advises parents to connect with the school as frequently as possible, not just when there is a problem. The advice for how to proceed and think things through when there is a problem is excellent. Included are activities and examples about making phone calls, writing notes and meeting with teachers. There are suggestions for activities to do at home with children, for organizing school papers and for keeping a diary to record what you have done and when. This book is at a functional reading level but is valuable for any parent.

OALC Competency: Communicate, Work with Others

Essential Skills: Reading Text, Writing, Oral Communication, Working with Others, Thinking Skills

RESOURCE GUIDE

POPULAR RESOURCES

*Supporting the Transitioning of Adult Learners with
Independence or Employment Goals*



Multiple-Skill Resources



**EMPLOYMENT**

Website activity database

Application of Working and Learning National Project

www.awal.ca

No cost

AWAL Database

AWAL Database was developed through the Application of Working and Learning National Project, a professional development project for educators. Participants of the training, through meeting with and learning from employers and employees, developed workplace-relevant classroom activities. The database is available online, providing workplace applications for teaching Human Resources Development Canada's nine Essential Skills, the skills that Canadian workplaces have identified as essential.

OALC Competency: All

Essential Skills: All

**INDEPENDENCE/EMPLOYMENT**

Software licence

Aztec Software Inc.

<http://www.aztecsoftware.com/aztec/index.html>

Contact for cost

Aztec Software

Aztec Software focuses on literacy and academic skills along with workplace training. The series has five resources and an administrator system for all products. Activities are interactive, experiential and based on real-life scenarios. Three of five in the series are particularly relevant to an LBS setting:

- **Learning Essentials** content is compatible with GED. It focuses on basic academic skills (e.g., phonics, grammar, fractions, charts and graphs, critical thinking), on high school subjects (e.g., History, Algebra, Biology), and on some workplace subjects (e.g., Clerical Skills, Medical Vocabulary).
- **Occupational Foundations** is designed with the US Department of Labour but may be adapted for Canadian use. It is designed to help learners improve skills needed for a variety of entry-level jobs.
- **Ready for Work** covers the soft skills for success on the job. Interactive lessons emphasize issues such as health and appearance, listening skills, managing emotions, correct work behaviour and following directions.

OALC Competency: All

Essential Skills: All



INDEPENDENCE/EMPLOYMENT
Website

BBC
www.bbc.co.uk/raw/

No cost

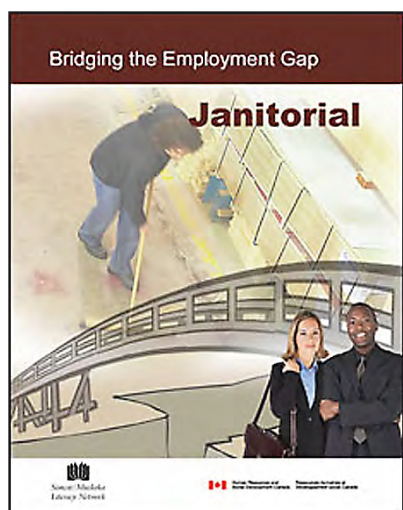
BBC raw

The **BBC raw** website offers practical advice and activities that aim to empower and encourage people to take the next steps towards tackling their skills needs. The website and resources have been designed to be appealing and accessible to a wide range of adults, including those with poor literacy and numeracy skills. Entertaining, humorous video clips, which are often interactive, help the learner visualize concepts. Follow-up games reinforce the learning. There are four main components:

- **Raw computers** is suitable for beginners and covers the topics of Using a Mouse, Getting to Know Your Computer and Introducing the Internet.
- **Raw numbers** has six video clips about practical ways to use numbers. Each video comes with a comic and a tool.
- **Raw words** has tips and ideas for writing stories. A five-part mini-comedy covers how to plan, structure, draft and edit stories.
- **Raw money** has tips and tools for managing money.

OALC Competency: All

Essential Skills: All



EMPLOYMENT
pdf files 350 – 450 pages each

Simcoe/Muskoka Literacy Network

download from NALD
www.naldatwork.ca

No cost

Bridging the Employment Gap

Bridging the Employment Gap is a series of curriculum resources designed to prepare low literacy learners (Essential Skills Level 1) for the workplace. There are five books/ occupations in the series: Janitorial, Clerical, Retail, Grounds Maintenance and Kitchen Help. The content is best suited to LBS Levels 1 and 2 but may also be adapted for Level 3. Content allows learners to improve literacy, numeracy and other Essential Skills within an occupational context. The books are 350 – 450 pages each and include instructor notes, learning activities and demonstrations.

OALC Competency: All

Essential Skills: All

**INDEPENDENCE/EMPLOYMENT**

Website — multiple pdf files

Samaritan House Training Centrewww.nald.ca/CLR/Btg/BTGHomePage/HomePage.htm

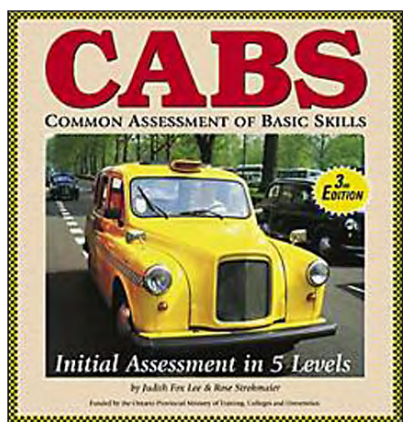
No Cost

Bridging the Gap Between Literacy and Technology — Education Component

The Bridging the Gap Between Literacy and Technology guides teach the skills required in the workforce, covering many of the reading, writing, and computer requirements of today's workplace. It offers two easy-to-follow components: Education and Computers. The components may be integrated, or the lessons/activities can be done separately for individuals or groups.

The Education Component consists of four units complete with lesson plans, activities, blackline masters, evaluation tools and resource lists. Unit themes include:

- Ourselves (negative self-talk, goal-setting, autobiographies)
- Humour (types of humour, how and when to tell a joke, cartooning, limericks, and situation comedies)
- Employment (resumes, cover letters, interviewing and follow-up, and portfolios)
- Memories (story telling, oral history, what makes memories, how are memories recorded and passed on, quilting, scrapbooking, and famous Canadians)
- Although the Computer component is written for Word 97, activities are adaptable to more current software versions.

OALC Competency: All**Essential Skills:** All**INDEPENDENCE/EMPLOYMENT**

Binder

Literacy Link Eastern Ontario (LLEO)https://www.lleo.ca/col/cabs_online.html

\$60

CABS Online

CABS Online (Common Assessment of Basic Skills) is a computer-based assessment tool for use with Literacy and Basic Skills students who are able to work on the computer. It offers 79 demonstrations from the original CABS manual and addresses reading, writing, numeracy and basic computer skills. CABS activities can be used at intake, for ongoing assessment or as an exit report. The program tracks student progress and stores assessment results. CABS users benefit from working in an online environment and develop important technology skills as they work through the activities.

OALC Competency: All**Essential Skills:** All

**EMPLOYMENT**

Assessment tools/Books

PTPwww.ptp.ca/publications

approx \$10 each

CAMERA (Communications and Math Employment Readiness Assessment)

CAMERA (Communications and Math Employment Readiness Assessment) is a series of standardized tests used to assess the learner's readiness for the workplace Essential Skills of Document Use, Reading Text, Writing and Numeracy. CAMERA assessments include authentic workplace documents and have been developed with input from employers and HRSDC. The test books are reusable. CAMERA is part of a larger program that includes three components: the assessment tools known as CAMERA (three stages), Signposts, which includes the curriculum guidelines and instructional activities for those preparing for entry-level work, and the *Workwrite* series, which focuses on workplace documents.

OALC Competency: Communicate, Numeracy

Essential Skills: Reading Text, Document Use, Writing, Numeracy

**EMPLOYMENT**

pdf on CD from http://www.lleo.ca/LLEO_assets/pdfs/cd_order.pdf

Literacy Link Eastern Ontario

\$15 each

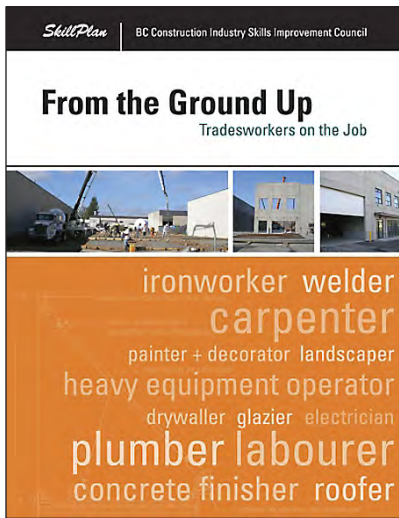
Essential Skills Training

Essential Skills Training from Literacy Link Eastern Ontario (LLEO) is a set of curricula for a number of entry-level jobs. Each segment links job training directly to the Essential Skills required to perform job tasks successfully. Learning activities familiarize learners with the vocabulary and tasks required for their field of interest, and include questions and answers, exit demonstrations, tips about study skills, test taking and searching for a job. Occupations covered in this set include:

- Call Centre
- Hospitality
- Retail
- Skilled Trades Helpers & Labourers
- Food Processing
- Food Counter Attendants
- Health Care
- Landscaping & Grounds Maintenance Curriculum
- Cleaner
- Daycare Worker
- Grocery Clerks and Store Shelf Stocker
- Service Station Attendant
- Truck Driver

OALC Competency: All

Essential Skills: All

**EMPLOYMENT**

Book

SkillPlan<http://www.skillplan.ca>

\$34

From the Ground Up: Tradesworkers on the Job

From the Ground Up: Tradesworkers on the Job is a resource from SkillPlan designed to introduce adult learners to careers in the construction trades. It uses the language and context of the construction site and offers opportunities to practice typical job tasks in an Essential Skills format. The book has three parts: Section 1 uses a simulated project to introduce the language of a construction site; Section 2 provides information about construction trades occupations through interviews with trades people; Section 3 includes various trades-related tasks, such as calculating lumber lengths and interpreting drawings, which provide Essential Skills practice in Reading Text, Numeracy and Document Use.

OALC Competency: Communicate, Numeracy, Self-Direction**Essential Skills:** Reading Text, Document Use, Numeracy, Thinking Skills**INDEPENDENCE**

Student books

Steck Vaughn<http://steckvaughnadult.hmhco.com> or online bookstores

\$16 each

Steck Vaughn GED

Steck Vaughn GED is one of a number of products designed to prepare learners to take GED testing. The GED series includes an instructor's resource guide and student editions in Essay Writing, Science, Social Studies, Mathematics and Language Arts-Reading. Their Language Arts, Writing with an emphasis on business documents and organization, is the newest GED content. This publisher has other GED-related series: *GED 21st Century*, *GED Skill Books*, *Complete GED Preparation*, *GED Test Day Math Pack*, *Official GED® Practice Tests*, and *GED Exercise Books*. GEDpractice.com is a free service where learners can develop a feel for the kind of reading, thinking, and problem-solving skills needed to pass the GED, by answering GED practice questions and getting feedback.

OALC Competency: Communicate, Numeracy, Technology**Essential Skills:** Reading Text, Document Use, Writing, Numeracy

**INDEPENDENCE**

Book series

New Readers Presswww.newreaderspress.comand at Laubach Literacy Ontario
Bookstorewww.laubach-on.ca

\$4 each \$35 for 10 pack

GED Scoreboost

GED Scoreboost is a series focusing on test-taking strategies for students preparing for the GED. It is suitable both for students who wish to move ahead more quickly and those who may need to retake the GED. There are six books in the series, each one focusing on specific content area, including different strands of mathematics, writing, and critical thinking and graphics skills for reading, social studies and science. Each book has 13–16 strategies and uses a two-page lesson format. Cumulative reviews, practice GED test with self-evaluation and planning charts are also included. Reading levels Grades 9–10.

OALC Competency: Communicate, Find/Use Information, Numeracy, Self-Direction

Essential Skills: Reading Text, Document Use, Writing, Numeracy, Thinking Skills, Continuous Learning

**INDEPENDENCE/EMPLOYMENT**

Website

Government of Ontario<http://skills.edu.gov.on.ca/>OSPWeb/jsp/en/introduction.jsp

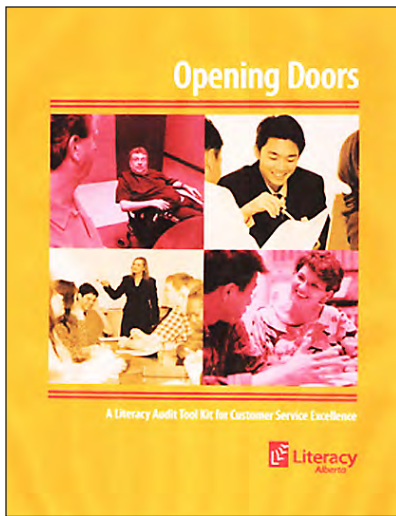
No cost

Ontario Skills Passport

Ontario Skills Passport (OSP) is an interactive website that provides clear descriptions of the skills and important work habits needed for virtually all occupations. The OSP is useful for learners, job seekers, instructors and counsellors. It uses the language of Essential Skills to show the connections between specific skills and occupations and demonstrates how these skills can be transferred from job to job or from school to work. Learners and job-seekers can search the occupations database by NOC, job title or skill and create a work/training or transition plan according to the skills they still need to develop. They are also able to track their progress.

OALC Competency: All

Essential Skills: All



INDEPENDENCE/EMPLOYMENT Supplements

Literacy Alberta

Phone: (403) 410-6990

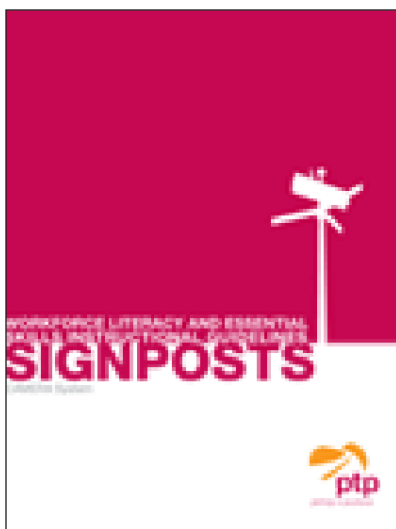
\$40

Opening Doors: Literacy Audit Kit Supplements

Opening Doors: Literacy Audit Kit Supplements are additions to the Literacy Audit Kit from Literacy Alberta, which was designed to assist organizations in identifying barriers faced by those with low literacy skills. It offers suggestions about how to improve customer service in areas such as oral and print communication, advertising and staff and volunteer training. There are two supplements available: 1) The **Health Literacy Audit** emphasizes cultural and language sensitivity and will assist health organizations in communicating more effectively with their patients. 2) The **Essential Skills Training Audit** provides employers and trainers with tools to assess employees in all of the Essential Skills.

OALC Competency: All

Essential Skills: All



EMPLOYMENT

Publisher: PTP

www.ptp.ca/publications

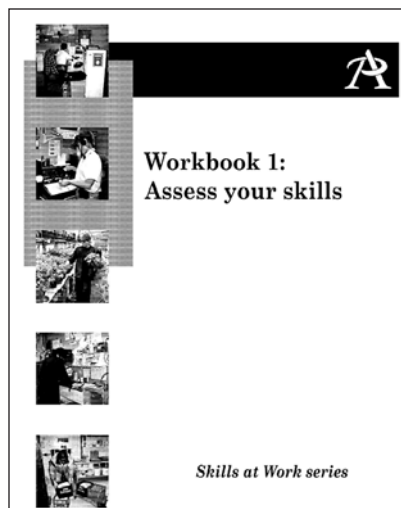
\$49

Signposts

Signposts is the set of curriculum guidelines and instructional activities that accompanies the CAMERA and Workwrite series from PTP Adult Learning and Employment Programs. It is designed for learners seeking entry-level jobs and focuses on the Essential Skills these jobs require. The guidelines assist instructors in selecting content and monitoring progress. They offer suggestions about how learners can practice the Essential Skills they're learning and offer a sampling of assessment activities.

OALC Competency: All

Essential Skills: All

**INDEPENDENCE/EMPLOYMENT**

pdf file workbooks
175 – 192 pages each

AlphaPlus

Download from

<http://library.naldatwork.ca> or
<http://alphaplus.ca>

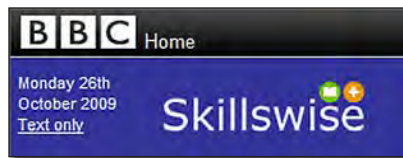
No cost

Skills at Work

Skills at Work is a two-workbook series. In Workbook 1, learners begin to evaluate their interests and skills and to set some employment goals. They learn about various jobs and what skills are needed to perform them. As well, the workbook covers different kinds of training available and how to find job and employment information. *Workbook 2* describes in more depth what is expected once the learner is in the workplace. It provides examples and scenarios of job tasks and the reading, writing and math skills needed to succeed. It also discusses teamwork and problem solving, task and time management in a wide range of entry-level jobs, such as sales clerk, coffee counter person, and assembler. The *Skills at Work* set also includes the following: a practitioner's guide, providing information about Essential Skills and ideas about how to use the workbooks; the *Guide to Workforce Literacy*; the *Guide to Blended Learning*; and a computer-based/online component.

OALC Competency: All

Essential Skills: All

**INDEPENDENCE/EMPLOYMENT**

Website

BBC

www.bbc.co.uk/skillswise

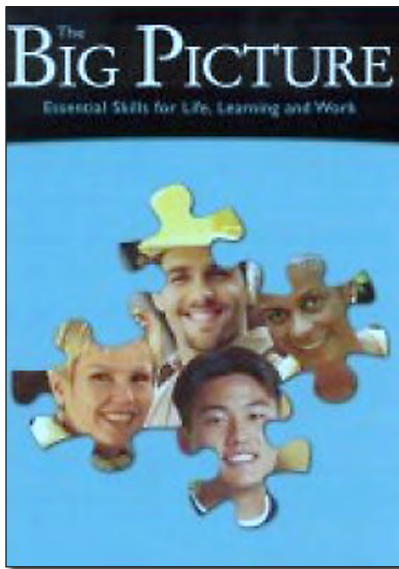
No cost

Skillswise

Skillswise is the BBC website for adults who want to improve their basic skills in reading, writing and math. Skillswise activities include worksheets, quizzes, games and a community message board. There is also a tutor centre with lesson plans, information, resource links, a computer tutor and a tutor forum. Skillswise isn't a course; it is a resource into which learners and tutors can dip and adapt. This site is perfect for learners who need extra help and would be very useful for instructors and tutors assisting students.

OALC Competency: Communicate, Find/Use Information, Numeracy, Technology

Essential Skills: Reading Text, Document Use, Writing, Oral Communication, Thinking Skills, Computer Use



INDEPENDENCE/EMPLOYMENT
pdf or doc files

Applications for Working and Learning (AWAL) National Project

Download from
www.awal.ca

No cost

The Big Picture: Essential Skills for Life, Learning and Work

The BIG Picture: Essential Skills for Life, Learning and Work is a resource that increases learners' and teachers' understanding of the Essential Skills as they are used at work, at school, at home and in the community. It provides learners with many activities which demonstrate and help them reflect on the importance of the Essential Skills within their lives. It exposes them to the theory behind the Essential Skills so that this language becomes meaningful, informative and commonplace. Learners experience Essential Skills through continued practice and application. The Big Picture was developed for students in Grades 7–12 but is adaptable to adult learners. It is divided into four sections: Introductory (a starting point for all users), Beginner, Intermediate and Expert.

OALC Competency: All

Essential Skills: All



INDEPENDENCE/EMPLOYMENT
pdf 199 pages

Saskatchewan Literacy Network

Download from NALD
www.nald.ca

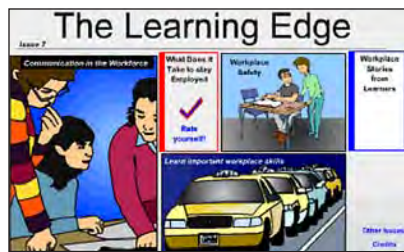
No cost

The Circle of Learning — Saskatchewan Adult Literacy Benchmarks — Levels 1 and 2

The Circle of Learning — Levels 1 and 2 is a comprehensive tool originally created for literacy programming in Saskatchewan. It aims to provide support to agencies that deliver literacy and basic education to adults, to assist in program development, content, assessment and instruction. It has an Aboriginal focus. *The Circle of Learning* is a sequenced program that includes benchmarks for communications, numeracy, lifelong learning and interpersonal skills. There is an emphasis on real-life examples and personal experience, and most of the benchmarks also include tips for instruction. Appendices and a glossary accompany the benchmarks.

OALC Competency: Communicate, Numeracy, Work with Others, Self-Direction

Essential Skills: Reading Text, Oral Communication, Working with Others, Continuous Learning

**INDEPENDENCE/EMPLOYMENT**

Interactive website news-paper/online activities

The Wellington County Learning Centre

www.thewclc.ca/edge

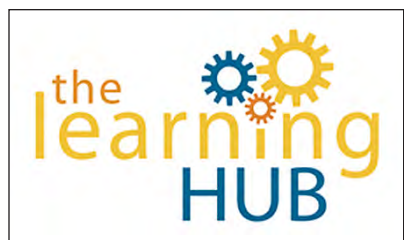
No cost

The Learning Edge

The Learning Edge is an interactive online newspaper for adult new readers. To assist with reading comprehension and interest there are lots of graphics and almost all text is voiced. When you go to the website, you will find 12 issues of the newspaper. Five of these issues deal with workforce and three with apprenticeship. Each issue has a number of articles covering topics of interest to adults, such as paying a utility bill, missing work, street safety, consumer awareness (reading labels), classified ads and writing cover letters. Learners can hear the article read to them with the text highlighted in blue. The text can also be printed for use offline. All of the articles are accompanied by short online vocabulary and comprehension activities.

OALC Competency: All

Essential Skills: All

**INDEPENDENCE/EMPLOYMENT**

Website and online courses

The Centre for Employment & Learning of Avon Maitland District School Board

www.learninghub.ca

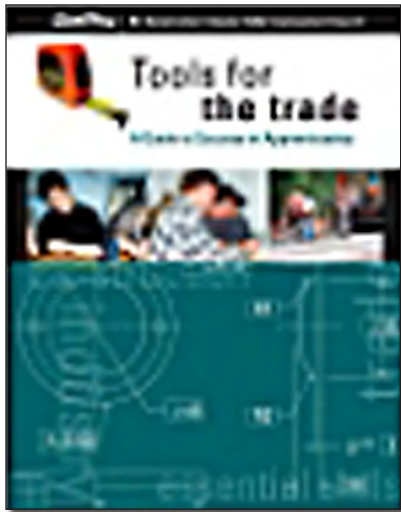
No cost

The Learning Hub

The Learning Hub is a province-wide e-learning initiative that is free to all adult learners who want flexible online learning. It is aimed at learners who cannot access regular programming for transportation, scheduling, or other reasons, but it is also intended as a supplementary aid for regular LBS programs. Through The Learning Hub learners can access online learning activities suitable for GED, credit, college apprenticeship or workforce goals. Learning is based on the nine Essential Skills for work, learning and life. In certain instances where a learner has a specific occupational goal, online learning activities are based on the Essential Skills identified as necessary for that job under the National Occupational Classification (NOC) Code. Through the Practitioners' Page you can access Centra, Moodle, LearnScape and Plato demos.

OALC Competency: All

Essential Skills: All

**EMPLOYMENT**

Binder 140 pages

SkillPlan
<http://skillplan.ca/English/resources.htm>

\$27

Tools for the Trade

Tools for the Trade is part of the SkillPlan series, which specializes in workplace education focusing on Essential Skills. This resource is directed towards learners who are considering or completing an apprenticeship, either in the building trades or in other sectors. The book places Essential Skills such as Reading Text, Document Use, Numeracy and Thinking Skills in a workplace context and raises issues specific to those in an apprenticeship program. Learners have an opportunity to evaluate their skills and learn about attitudes and behaviours that will lead to success on the job.

OALC Competency: All**Essential Skills:** All**INDEPENDENCE/EMPLOYMENT**

Website

YouTube/Google
www.youtube.com

No cost

YouTube

YouTube is the leader in online video as a place to watch and share original videos worldwide through the Internet. The hundreds of millions of videos available include current events; favourite TV moments; hobbies and interests; how-to videos on math, technology and every other subject; new music artists; etc. Everyone can take part in the YouTube community by watching, sharing, and commenting on videos. Video contributors can choose to broadcast their videos publicly or share them privately with friends and family. YouTube has many ways to help learners find and watch videos, such as the *YouTube Handbook*. This has two sections: Watch (how to find cool videos, subscribe to channels, and save videos to watch later) and Produce (Tips & tricks for making better videos, copyright information, and how to upload to YouTube). YouTube is available across the Internet through websites, mobile devices, blogs, and email.

OALC Competency: All**Essential Skills:** All

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