

# 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 Education**[www.walch.com](http://www.walch.com)

\$20 each

4-book series \$72

**10-Minute Critical Thinking Activities**

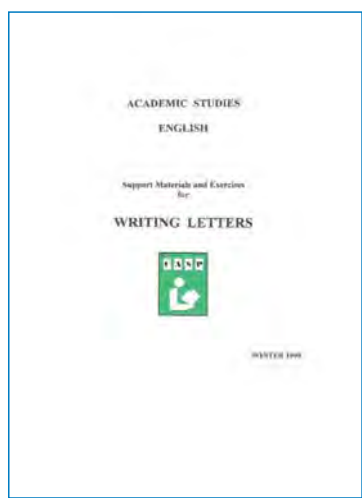
*10-Minute Critical Thinking Activities for English* has 56 activities to encourage independent problem-solving and critical thinking. As warm-ups, ice-breakers and “in-between” times, these puzzles, games, stories and brain teasers sharpen students’ focus. Engaging, funny and challenging activities 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](http://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](http://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](http://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 Press**[www.newreaderspress.com/](http://www.newreaderspress.com/)and at Laubach Literacy Ontario  
Bookstore[www.laubach-on.ca](http://www.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](http://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/](http://www.newreaderspress.com/)

and at Laubach Literacy Ontario  
Bookstore

[www.laubach-on.ca](http://www.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 Press

[www.newreaderspress.com/](http://www.newreaderspress.com/)

and at Laubach Literacy Ontario  
Bookstore

[www.laubach-on.ca](http://www.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.

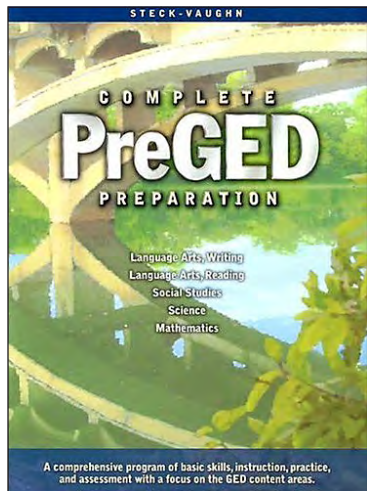
**Volume II** Intermediate reader level. Introduction to patterns with long vowels. Lessons include word families, sight words, and listening and writing drills.

**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](http://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>  
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](http://www.newreaderspress.com)

and at **Laubach Literacy Ontario Bookstore**  
[www.laubach-on.ca](http://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

**PTP**[www.ptp.ca](http://www.ptp.ca)

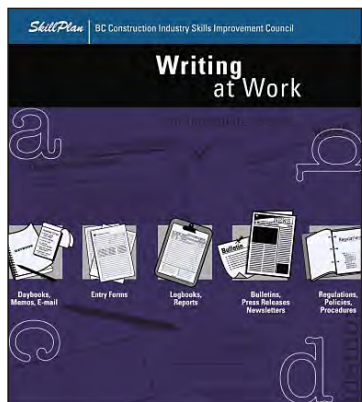
\$38.50

**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

**SkillPlan**[www.skillplan.ca](http://www.skillplan.ca)

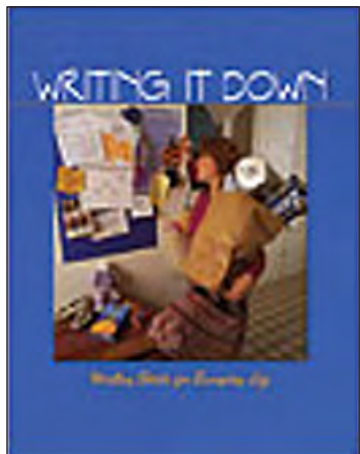
\$38

**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**

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and at **Laubach Literacy Ontario  
Bookstore**

[www.laubach-on.ca](http://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