

# 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

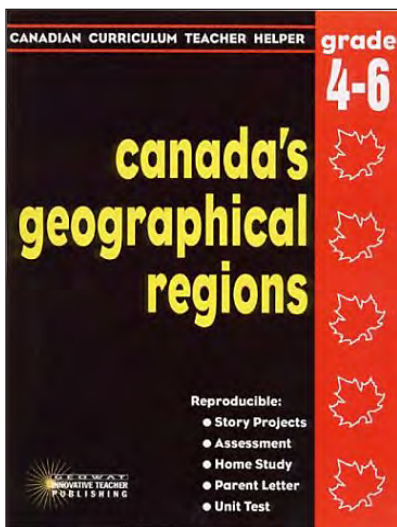
pdf file 47 pages

New Brunswick Community  
Academic Services Program (CASP)

Download from NALD

[www.nald.ca](http://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](http://www.geowatpublishing.com)

Purchase at Volumes

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

\$15



### 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)

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

## Challenger Adult Reading Series

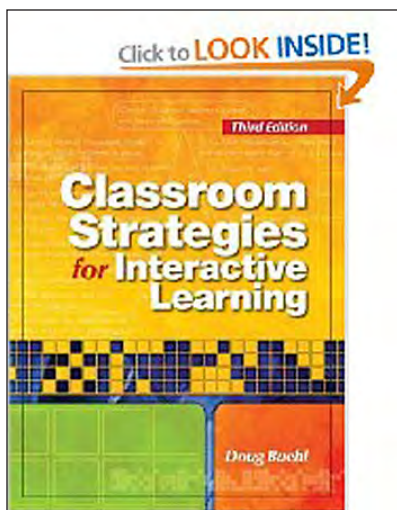
*Challenger Adult Reading Series* is an eight-level program that covers early reading through to the more complex tasks of critical reading, writing, reasoning and critical thinking. The series emphasizes comprehension and vocabulary development. It uses an integrated approach drawing on reading, writing, 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](http://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](http://www.reading.org)

or online bookstores

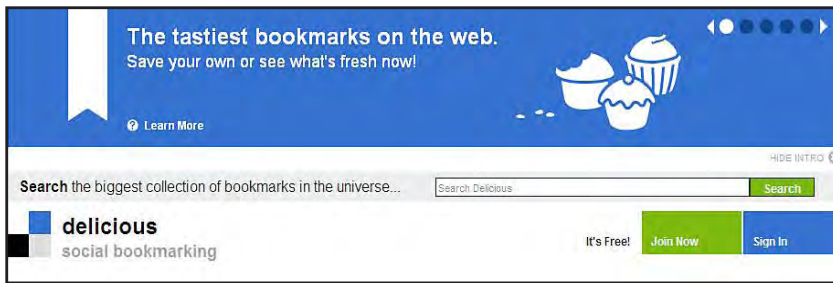
\$30 to \$49

## Classroom Strategies for Interactive Learning

*Classroom Strategies for Interactive Learning (3<sup>rd</sup> 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

**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.

**INDEPENDENCE/EMPLOYMENT**

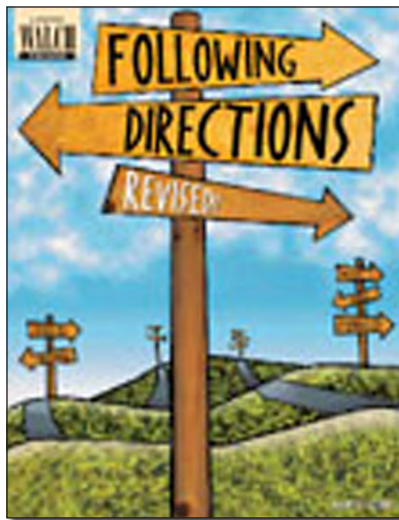
Binder 275 pages

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

\$48

**OALC Competency:** Communicate, Find/Use Information

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



## 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/EMPLOYMENT

Book 82 pages

Walch Education

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

\$22



## 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

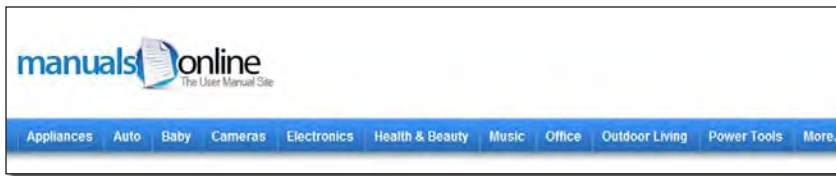
**Essential Skills:** Reading Text, Document Use, Thinking Skills

### INDEPENDENCE

Remedia

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

\$8



**INDEPENDENCE/EMPLOYMENT**  
Website

**OwnerIQ, Inc**  
[www.manualsonline.com](http://www.manualsonline.com)

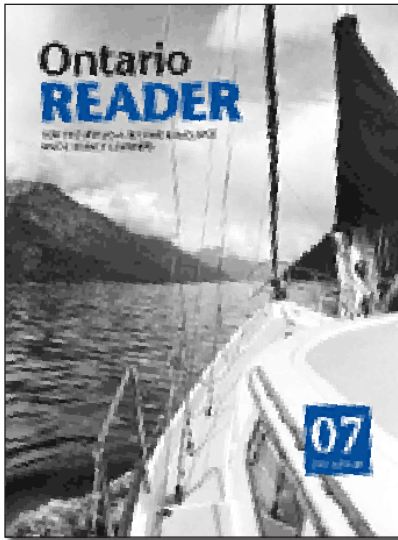
Free membership  
No cost

## 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.

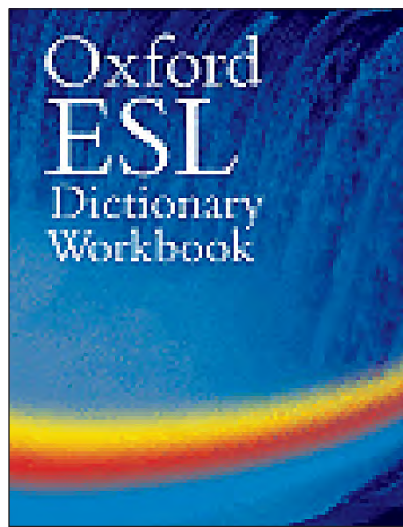
**INDEPENDENCE/EMPLOYMENT**  
Book

**Newcomer Communications**  
[www3.sympatico.ca/ontarioreader](http://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](http://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](http://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](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](http://www.marshalladulthoodeducation.org)

No cost

**INDEPENDENCE/EMPLOYMENT**

Book series 78 pages each

**New Readers Press**

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

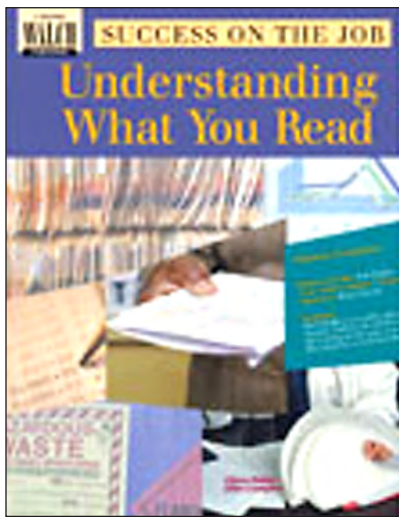
**OALC Competency:** Communicate, Find/Use Information, Numeracy, Self-Direction

**Essential Skills:** Document Use, Numeracy, Thinking Skills

**INDEPENDENCE/EMPLOYMENT**  
Website

**Statistics Canada**  
[www.statscan.gc.ca](http://www.statscan.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](http://www.walch.com)

\$22 each



## 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

### INDEPENDENCE

Book Series

### Remedia Publications

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

\$9 each

\$25 for 3-book set



## 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

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

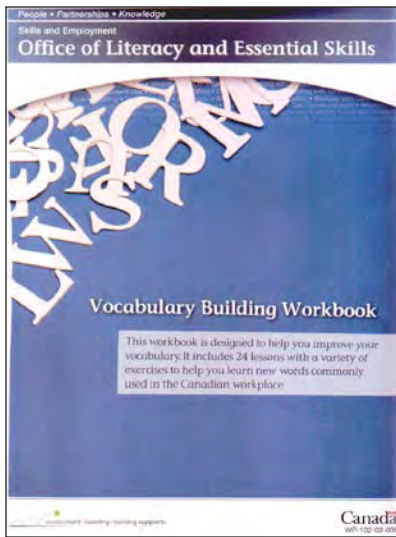
### INDEPENDENCE/EMPLOYMENT

Web-based tutorial

### University of Maryland University College

[www.umuc.edu/library/tutorials/research/intro.shtml](http://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

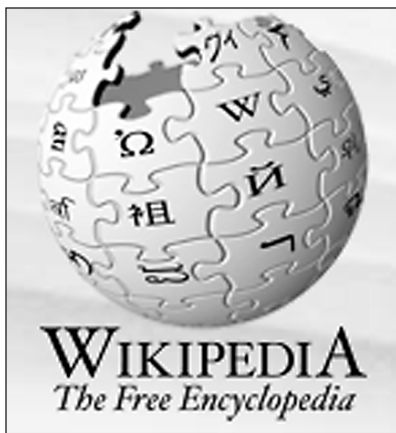
### EMPLOYMENT

Book

Human Resources Skills Development Canada

[www.hrsdc.gc.ca/eng/workplaceskills/essential\\_skills/vocab\\_workbook.shtml](http://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

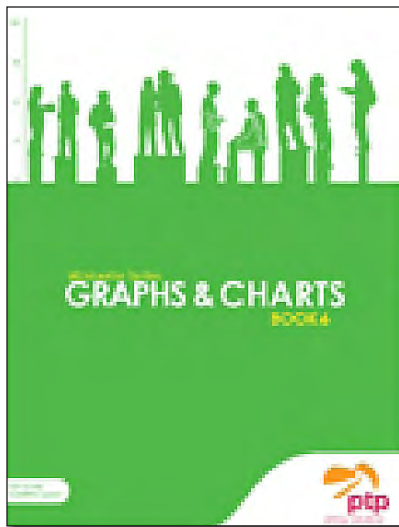
### INDEPENDENCE/EMPLOYMENT

Web-based encyclopedia — 14 million articles

Wikimedia Foundation

<http://en.wikipedia.org>

No cost

**EMPLOYMENT**

Book

**PTP**[publications@ptp.ca](mailto:publications@ptp.ca)

416-510-3266

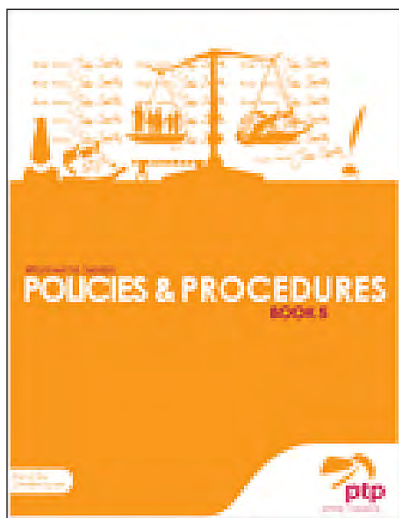
\$44.50

**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

**PTP**[publications@ptp.ca](mailto:publications@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



## 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

### EMPLOYMENT

Book 350 pages

### PTP

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

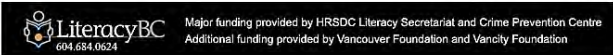
\$38.50

## youthliteracycanada



Fast Connection (Flash): Enter

Slow Connection (No Flash): Enter



## 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](http://www.youthliteracy.ca)

No cost