

Title	Author	Publisher or Distributer	Description
150 Ways to Keep Your Job	Lobb, N.	New Readers Press	Identifies, illustrates & gives practice
Communication Skills that Work	Stein, W.	Contemporary Books	Self-directed workbook, good practice
Critical Reading for Work, Level E	Hodges & Margulies	New Readers Press	Improve reading competencies for get based content
Essential Skills for the Workplace, Teachers Guide	Strumpf & Mains	Contemporary Books	Authentic workplace materials to build excellent
Essential Skills for the Workplace Level 1: Obtaining Information & Using Resources	Strumpf & Mains	Contemporary Books	Authentic workplace materials used to information
Essential Skills for the Workplace Level 1: Using Forms & Documents	Strumpf & Mains	Contemporary Books	Instructionally sound use of authentic documents
ICANS (Integrated Curriculum for Achieving Necessary Skills)	Adult Basic & Literacy Educators, Network of Washington	Office of Adult Literacy 2120 South Jackson Street Seattle, WA 98144	Basic learning and workplace skills in
Getting There (A Curriculum for People Moving Into Employment)	M. Colette B. Woliver M.B. Bingman J. Merrifield	Center for Literacy Studies, University of Tennessee	Practical approaches for entering the v skill identification, resume preparatio
Integrating Employment Skills into Adult Education	Grognet, A.	ERIC - 6/97	Article gives history of adult ed ESL employment
Keeping Learner Empowerment...	Marshall, B.	CATESOL News - 6/97	Comprehensive recommendations for adult ed
Literacy and Dependency	Barton & Jenkins	Policy Information Center	Data from 1992 NALS relates literacy
Put English to Work, Teachers Guide	Podnecky, J.	Contemporary Books	7-level series, each with own teachers culture work
Put English to Work, Literacy Level	Podnecky, J.	Contemporary Books	Student workbook of general pre-liter specific
Real World Basic Skills	Wasatch	Computer Software	Personal stories with reading & math related issues
Duc and Linh 1 & 2	Wasatch	Computer Software	Young Vietnamese couple learn about jobs

T.O.O.L.S. For Work, Bibliography

Grace 1 & 2	Wasatch	Computer Software	Middle age widow reads bills, makes career
Joe 1	Wasatch	Computer Software	Single auto mechanic learns to improve skills
KC 1	Wasatch	Computer Software	High school student deals with gangs
Linda 1 & 2	Wasatch	Computer Software	Hispanic single mom learns about ch
Speaking Up at Work	Robinson & Rowenkamp	New Readers Press	Culture of American workplace; activ
The Working Experience, Teachers Manual	Smith & Ringel	New Readers Press	Excellent lesson notes related to well Books 1,2,3
Book 1	Smith & Ringel	New Readers Press	15 1-paragraph stories told by adult F
Book 2	Smith & Ringel	New Readers Press	15 student stories, 2-6 paragraphs lor
Book 3	Smith & Ringel	New Readers Press	15 half-page student stories; some we country

Working for Myself, Curriculum Guide	Reiff, T.	New Readers Press	Summary of all 10 stories; excellent : & info
Beauty and the Business	Reiff, T.	New Readers Press	Single mom completes education to l cosmetologist
Clean as a Whistle	Reiff, T.	New Readers Press	2 women team up to clean houses &
Cooking for a Crowd	Reiff, T.	New Readers Press	Single mom w/ 3 small children buil kitchen
Crafting a Business	Reiff, T.	New Readers Press	Husband & wife team make & marke permits
Handy All Around	Reiff, T.	New Readers Press	Self-taught skills lead man to income business
Other People's Pets	Reiff, T.	New Readers Press	When her dog dies, woman starts pet
The Flower Man	Reiff, T.	New Readers Press	Man in wheelchair leaves sheltered w street
The Green Team	Reiff, T.	New Readers Press	Part-time lawn mower becomes full-t personal support
You Call, We Haul	Reiff, T.	New Readers Press	Laid off worker hauls for income & le
Your Kids and Mine	Reiff, T.	New Readers Press	Young mother stays home with baby offering daycare
Working in English, Book 1 Teachers Guide	Robinson, L.	Contemporary Books	Well-organized, picture-based ESL, c activities
Working in English, Book 1	Robinson, L.	Contemporary Books	Low level ESL, picture-based, workp text workbook; emphasizes conversat
Working, User's Guide for Applications	Miles, C.	H & H Publishing	Clear & easy self-assessment activites competencies
Working, Applications Guide	Miles, C.	H & H Publishing	Suggestions & worksheets for improv competencies
You're Hired, Teacher's Guide	Clark, M., et al	Contemporary Books	Excellent, thorough, step-by-step job
Charting Your Career Path	Clark, M., et al	Contemporary Books	Develop values, skills, interests to fo
Getting the Right Job	Clark, M., et al	Contemporary Books	Job research, resumes, cover letters, i problems