Six new books from the Good Reads series.
See page 2

Grass Roots Press:
6520 – 82 Avenue
Edmonton, Alberta T6B 0E7 Canada
Call toll-free: 1-888-303-3213

www.grassrootsbooks.net

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Grass Roots Press

We are a niche publishing company that specializes in adult literacy and ESL resources. Grass Roots Press carries over 400 books, DVDs, and software packages. This catalogue features our customers’ favourite resources while our web site contains our entire inventory.

In this catalogue, you will find over 200 new additions to our publication line. We are proud to present The Active Reader series. Each workbook provides ten carefully levelled reading passages on five popular themes: people, relationships, health and safety, environment, and history.

We have also launched the Good Reads series, in partnership with ABC Life Literacy Canada and Human Resources and Skills Development Canada. This series features five novellas and a how-to guide called Easy Money. These books—original stories written by well-known Canadian authors and celebrities—will provide positive and interesting reading experiences for learners.

We wish you all the best in your work and thank you for the opportunity to contribute to your success. To our 4,700 customers who have supported us in the past, thank you! We hope that you will be pleased with our new resources. To those of you who have found us for the first time—welcome!

Pat Campbell

President

Dr. Pat Campbell

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We acknowledge the financial support of the Government of Canada through the Book Publishing Industry Development Program (BPIDP) for our publishing activities.

We acknowledge the support of the Alberta Foundation for the Arts for our publishing programs.

Printed in Canada 2010
As educators, you want to be sure that the resources you purchase correspond to a student’s educational level. Since our customers live across North America, it is impossible to find a consistent educational level.

Grass Roots Press uses the Fry Readability Formula to determine the difficulty of text. This formula determines the grade level of text by examining syllable count and sentence length.

For our American customers, we have referenced the Fry readability levels to the National Reporting System (NRS) Levels.

### Fry Readability Levels

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In this catalogue, some of our resources are referenced to the Canadian Language Benchmarks (CLB) and to Language Instruction for Newcomers to Canada (LINC).
Good Reads

Readability: Grades 3–6
CLB/LINC Levels: 7–9

Welcome to Good Reads—books by best-selling Canadian authors. The Good Reads authors have a special talent—the ability to tell a great story, using clear language. These books range in length from 10,000 to 12,000 words. Visit our website and download comprehensive readers’ notes, discussion questions, and extension activities for each book.

The Stalker
Gail Anderson-Dargatz
Readability: Grades 4–5
CLB/LINC Level: 9

The Hangman
Louise Penny
Readability: Grade 3
CLB/LINC Level: 7

Shipwreck
Maureen Jennings
Readability: Grades 5–6
CLB/LINC Level: 7

The Picture of Nobody
Rabindranath Maharaj
Readability: Grade 5
CLB/LINC Level: 9

In From the Cold
Deborah Ellis
Readability: Grade 4
CLB/LINC Level: 9

Easy Money
Gail Vaz-Oxlade
Readability: Grade 6
CLB/LINC Level: 8
Novels for Adult Learners
Kate Ferris and Don Sawyer

Readability: Grades 3–4

Novels for Adult Learners are a collection of love stories and adventures. Once students pick up these books, they will find them hard to put down.

The Activities Handbook for Instructors contains a potpourri of ideas and activities that can be used in conjunction with the six novels for adult learners. These activities include discussion questions, research topics, vocabulary development, character analysis, crossword puzzles, interviews, response journals, and more!

“...The books are completely adult in content which, along with the approachable print size and use of white space, has made them a popular addition to classroom discussion.” —Jan Weiten, The Literacy Materials Bulletin, Volume 17.

Crocodiles and Rivers
Ross and Gordy, two mill workers who come from different worlds, embark on an adventurous trip across Africa.

Frozen Tears
Laura survives a traumatic childhood through her courage and determination. Although she is strong enough to cope in a tough world, she may not have the courage to let herself feel again.

The Scowling Frog
Two men at sea are in trouble because they have stolen a sacred object.

The Buckle
Luke is a bull rider who lands in Okalla Prison. While serving time, he reflects upon his life and finds that the biggest contest is not in the ring. It’s inside him.

Three Wise Men
Hank witnesses a Mafia murder while selling Christmas trees in New York City. He is afraid that if he reports the murder, the Mafia will come after him.

The Mailbox
Helen Turner, a young and beautiful woman, is married to a much older man. She is forced to choose between the man she married and the man she loves.

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Quick Reads

Readability: Grades 2–6

Welcome to Quick Reads—short novels from best-selling authors in the UK. The collection includes tales of crime, romance, adventure, and mystery. For full details of each title, go to our website and click on chapter books.

<table>
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<tr>
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<td>Minette Walters</td>
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<td>Josephine Cox</td>
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<td>One Good Turn</td>
<td>Chris Ryan</td>
<td>Grades 5–6</td>
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<td>Star Sullivan</td>
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Open Door Series

Readability: Grades 2–6

Welcome to New Island’s *Open Door Series*—brilliant short novels from the cream of Irish writers, including Maeve Binchy, Roddy Doyle, and Marian Keyes. Students will find them difficult to put down as they engage with the riveting plots and colourful characters. For full details of each title, go to our website and click on chapter books.

<table>
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<td>Joseph O’Connor</td>
<td>Grades 3–4</td>
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<td>Has Anyone Here Seen</td>
<td>Deirdre Purcell</td>
<td>Grades 4–5</td>
<td>4-1850</td>
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<td>The Quiz Master</td>
<td>Michael Scott</td>
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<td>Mrs. Whippy</td>
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Chapter Books

Oxford Bookworms Fiction Library

*Readability: Grades 1–4*

The fiction library provides a range of classic and modern fiction. These 12 bestsellers include original and adapted texts, carefully graded according to language stages.

**Drive into Danger**
Rosemary Border
Readability: Grade 1
Order #: 5-5038

**Sally’s Phone**
Christine Lindop
Readability: Grade 1
Order #: 5-5039

**The Elephant Man**
Tim Vicary
Readability: Grades 1–2
Order #: 5-5040

**Love Among the Haystacks**
D.H. Lawrence
Readability: Grade 3
Order #: 5-5042

**Anne of Green Gables**
L.M. Montgomery
Readability: Grade 3
Order #: 5-5043

**Robinson Crusoe**
Daniel Defoe
Readability: Grade 3
Order #: 5-5044

**Dead Man’s Island**
John Escott
Readability: Grade 3
Order #: 5-5045

**The Canterville Ghost**
Oscar Wilde
Readability: Grade 3
Order #: 5-5046

**The Call of the Wild**
Jack London
Readability: Grades 3–4
Order #: 5-5047

**Chemical Secret**
Tim Vicary
Readability: Grades 3–4
Order #: 5-5048

**Skyjack!**
Tim Vicary
Readability: Grades 3–4
Order #: 5-5049

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Order online at www.grassrootsbooks.net  
Order by fax at 1-780-413-6582
Oxford Bookworms Non-fiction Library

**Readability: Grades 1–7**

The Oxford Bookworms non-fiction library provides a range of true stories and factfiles. The factfile books provide up-to-date information supported by high-quality colour photos. For full details of each title, go to our website and click on chapter books.

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<td>Recyling</td>
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<td>The Death of Karen Silkwood</td>
<td>Grade 3</td>
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Chapter Books

The Breadwinner Trilogy
Deborah Ellis

Readability: Grades 5–6

The Breadwinner tells the story of Parvana, a young girl, and her family as they struggle to survive under the Taliban in Afghanistan. Parvana’s father supports his family as a letter reader and writer in the market until he is arrested. His crime? He was educated in a foreign country. After her mother becomes ill, Parvana must transform herself into a boy and become the family breadwinner. The Breadwinner is a novel about loyalty, survival, families, and friendship under extraordinary circumstances.

Parvana’s Journey, the gripping sequel to The Breadwinner, tells the story of Parvana’s quest to find her family. In her search for shelter and food across the desolate Afghan countryside, she encounters other children who are strays from the war. At times extremely sad, Parvana’s Journey provides an honest and compassionate look at the situation in Afghanistan, yet never loses sight of the courage and hope that can keep children afloat in even the most horrific circumstances.

Mud City is the final book in the acclaimed trilogy. Shauzia, Parvana’s friend, has fled from Afghanistan to a refugee camp in Pakistan. Shauzia dreams of escaping the camp and travelling to France. She manages to leave the camp, but she has no money or food. Shauzia, however, is determined to find a new future for herself. Each book is accompanied by a reproducible novel study containing comprehension questions, reader response assignments, crossword puzzles, and more.

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Life Is So Good
George Dawson and Richard Glaubman

Readability: Grades 5–6

George Dawson, a 103-year-old grandson of a slave, reflects on his life, offering insights into humanity, history, hardships, and happiness. This is the true story about one man’s remarkable journey through the 20th century and how he learned to read at age 98.

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Acts of Courage Series
Terry Barber

**Readability: Grade 2**
**CLB/LINC Levels: 3–5**

This series features four people who have changed the world through their acts of courage. The well-organized chapters, glossaries, and discussion questions can be used to promote pre-, during, and post-reading strategies. The photographs, maps, and illustrations reflect the text, making the words easy to decode. Each biography contains 48 pages—long enough to narrate fully each person’s story—but short enough for beginning readers. The workbook contains dozens of activities that promote reading comprehension, word attack skills, and the writing process.

### Biographies
- **Terry Barber**
- **Readability: Grade 2**
- **CLB/LINC Levels: 3–5**

### Bestseller

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Easy Readers: Biographies

Sports Series
Terry Barber

Readability: Grade 2
CLB/LINC Levels: 3–5

“Students who use these books will feel they have read interesting content and will be able to glean useful and complete information for a project or essay. Most importantly, readers will achieve a sense of success that will hopefully inspire them to tackle more advanced reading.”

---

UNIT 2 • Wayne Gretzky

- Reading Comprehension -

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Order online at www.grassrootsbooks.net
Order by fax at 1-780-413-6582
Famous Firsts Series
Terry Barber

Readability: Grade 2
CLB/LINC Levels: 3–5

Maps enhance students’ knowledge of geography.

“Every participant (in our program) returned for a second or third book, and this high level of interest speaks volumes about the value of this series as a teaching tool.” —Marie Lou Gentz, Literacy Volunteers of Washington County, Westerly, Rhode Island

Adult Basic Education and Literacy Journal, Volume 2, Number 1, 2008.

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Famous Firsts Series (Set of 5 books)
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Famous Firsts Series Workbook (64 pp.)
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Charles Lindbergh (48 pp.)
ORDER # | ISBN | CDN PRICE | US PRICE
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4-2029 | 978-1-894593-65-6 | $12.95 | $12.95

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## Easy Readers: Biographies

### Activist Series: Set 1
Terry Barber

**Readability: Grade 2**

**CLB/LINC Levels: 3–5**

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### Activist Series: Set 2
Terry Barber

**Readability: Grade 2**

**CLB/LINC Levels: 3–5**

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Easy Readers: Biographies

Activist Series: Set 3
Terry Barber
Readability: Grade 2
CLB/LINC Levels: 3–5

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Activist Series: Set 4
Terry Barber
Readability: Grade 2
CLB/LINC Levels: 3–5

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5 easy ways to order: online, mail, fax, phone, or email
Grass Roots Readers

Emergent readers will appreciate the relevant content and readability level of these high-interest, low-vocabulary readers. Each page includes a captivating photograph and one or two short sentences. The photographs reflect the text, making the words easy to decode. The titles are organized under six themes: health, how-to, animals, humour, romance, and you be the judge. These compelling photostories are guaranteed to provide beginning readers with a positive reading experience.

Health Series

Readability: Grade 1
CLB/LINC Levels: 1–3

The health series is ideal for adults who are trying to cope with the day-to-day challenges of life.

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Grass Roots Readers

How-to Series

Readability: Grade 1
CLB/LINC Levels: 1–3

The diverse topics in the how-to series will appeal to a broad range of adults. Students will appreciate the practical information provided in each book.

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Grass Roots Readers

**Animal Series**

**Readability: Grade 1**  
**CLB/LINC Levels: 1–3**

Students will enhance their knowledge and appreciation of the animal kingdom through the information and exquisite photography in these books.

**Humour Series**

**Readability: Grade 1**  
**CLB/LINC Levels: 1–3**

These entertaining books will bring a smile to everybody! The author’s witty and wacky humour is refreshing.

### Grass Roots Readers

- **Easy Readers**
- **Animal Series**
- **Humour Series**

### Titles and Pricing

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Grass Roots Readers

You Be the Judge Series

Readability: Grade 1
CLB/LINC Levels: 1–3

These open-ended stories will invite discussion among students as they are called upon to be the judge.

Romance Series

Readability: Grade 1
CLB/LINC Levels: 1–3

These lighthearted stories about the ups and downs of love will warm hearts and stir memories of past romances.

Grass Roots Read-along CD

The read-along CD-ROM allows students to read the stories independently. Audio is provided for entire sentences and/or individual words. On each screen, the student is provided with a full-colour photograph and one or two lines of predictable text. Each read-along CD contains one set of books from the series. For example, the romance read-along CD includes one copy of The Big Goof, The Big Snore, The Big Question, and The Big Surprise.

System Requirements: Windows 98 or higher

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Newleaf and Gatehouse Books
Newleaf Books and Gatehouse Media, England

Students narrate experiences and events in their lives, from being bullied in school to living as a single parent. The students have skillfully communicated their thoughts, dreams, experiences, and sense of humour. The stories in Sets 1, 2, and 3 are enhanced by illustrations.

Gatehouse Set 1
Readability: Grades 1–2

- The Diet
- Too Late
- The Sandals
- My Life with Joe
- The Eyes Have It
- Keep Your Hair On

Gatehouse Set 3
Readability: Grade 4

- No Ties
- My Red Face
- The Body Builder
- The Cardigan
- New Home, Hard Work
- Gorton Wash House Girl
- Just My Luck
- At the Supermarket

Gatehouse Set 4
Readability: Grades 3–5

- Working Lives: The Experiences of Fifteen Workers from the 40’s to the Present Day
- A song for Carrying Water and Other Stories from Somalia
- Listen To Me: Talking Survival

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Page Turners Collections
PRACE, Australia

From Australia…Beginning readers will enjoy these entertaining, engaging, and easy-to-read stories. Each story is enhanced with charming line drawings. (12 to 24 pp. per book)

Page Turners Collection 1
Readability: Grades 1–2

- Peanuts
- The Duck
- The Hero
- The Stud
- Shut up Steve
- Not Any More
- I Want a Holiday!
- Too Many Marias

Page Turners Collection 2
Readability: Grades 2–3

- Just One Friend
- A Dog’s Life
- Spare Parts
- The Beach
- Tattoos
- Pay Dirt
- Bikini Sandals

Page Turners Collection 3
Readability: Grade 1

- What?
- Fresh Fish
- Motor Bikes
- The Dentist

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Easy Readers

Reading and Learning

A handbook for adults
Dr. Pat Campbell

Readability: Grades 3–4

Will my reading improve? What will help me learn? How can I remember what I’ve read? Why do some people find it hard to read? This handbook uses easy-to-read text and 22 illustrations to explain how students can become better readers. Students will also learn about the factors that contribute to reading difficulties. The handbook concludes with suggestions for becoming an effective learner and a fluent reader. You can provide students with this handbook when they join the program, or recommend it to them as a valuable resource. (54 pp.)

“We are using this book with all our new students during the orientation process, and we are finding a warm reception for it. It covers issues that sometimes get overlooked—adult literacy students often need to learn HOW to learn. The book is simple, with great illustrations.”

–Anita Citron, Central Adult Learning Center, Queens Borough Public Library, New York City, New York

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Flipping Phonics

Flipping Phonics offers a refreshing twist to teaching basic phonics. Each Flipping Phonics card is cut into three columns, with each column displaying a letter or letter combination. Students not only build hundreds of words by flipping the cards, but also learn about word families by building words using common word patterns such as ack and at. This teaching tool can be used independently, in small groups, or with an instructor.

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Teaching Beginning Readers
Dr. Pat Campbell

This manual begins with a compelling story about Clarence, a man who learned to read at the age of 93. The next section presents a list of ten principles for teaching beginning readers. This is followed by responses to three frequently asked questions: (1) Where do I start? (2) Do I need to teach skills in a particular order? and (3) What do I teach? The manual’s primary focus is the description of 20 instructional strategies and activities such as language experience, echo reading, and word families. Many strategies are geared towards educators who work in a one-to-one tutoring situation; however, each strategy can be modified for classroom instruction. The manual concludes with sample lesson plans, a resource list, and glossary. Please note that the strategies and lesson plans can be photocopied. (74 pp.)

A Guide for Tutoring Adult Literacy Students
Joyce Cameron with Myrna Rabinowitz

This classic resource for ABE programs has been revised and updated. This manual covers the fundamentals of tutoring, from getting to know students to specific techniques for helping adults learn to read and write to setting goals, assessing progress, and planning lessons. (147 pp.)

Teaching Adults
An ESL resource book
New Readers Press

We have searched high and low for a book that is specifically designed to assist new or experienced ESL tutors and teachers with the special challenges they face. When we discovered Teaching Adults: An ESL Resource Book, we knew our search had ended. This excellent reference manual pulls together many of the best practices in the field and discusses the special needs and characteristics of adult ESL learners. It includes important background information on both the principles of second language acquisition and the process of adapting to a new culture. The manual also contains 61 easy-to-use activities for teaching reading, writing, listening, and speaking. (175 pp.)
Teaching Reading to Adults:

_Tutor Training DVDs_
Grass Roots Press

Have you been searching for DVDs that demonstrate word recognition and comprehension strategies? Look no further! In these DVDs, tutors and students demonstrate 13 highly successful reading strategies. Tutors will learn how to identify a student’s reading pattern and how to choose strategies that meet the student’s learning needs. Facilitators can use these DVDs in tutor training workshops, or tutors can view them independently.

**Word Recognition Strategies**
- Overview of Reading Patterns
- Strategies for Print-based Readers
  - Think Blank Strategy
  - Cloze Procedure
- Strategies for Meaning-based Readers
  - Word Families
  - Word Sorts
- Strategies for Non-integrative Readers
  - Language Experience
  - Sight Words
  - Phonics
  - Modified Cloze
- Review

**Comprehension Strategies**
- Overview of Reading Patterns
- Strategies for Text-based Readers
  - Directed Reading Thinking Activity (DRTA)
  - Invisible Messages Technique
- Strategies for Knowledge-based Readers
  - Herringbone Technique
  - ReQuest Procedure
- Strategies for Integrative Readers
  - SQ3R
- Review

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Teaching Reading to Adults: A Balanced Approach
Dr. Pat Campbell

This is an ideal resource for adult educators who want to deepen their theoretical and practical knowledge about reading assessment and instruction. The author situates balance not only within the context of methodology, but also within the broader context of reading the word and the world. The intended audience for this book is ABE and ESL instructors, trainers, reading specialists, administrators, literacy coordinators, and graduate students. (170 pp.)

Contents
Chapter 1: Teaching Reading to Adults: A Balanced Approach
• Aspects of Balance
• Integrating Print and Meaning
• Reading the Word and the World

Chapter 2: Foundations of Reading
• Reading Theories
• The Process of Learning to Read
• The Literacy Development of Adults
• Principles for Teaching Adult Beginning Readers

Chapter 3: Assessment
• Types of Assessment for Adult Learners
• Assessment and Learning Disabilities
• Linking Labels and Curriculum

Chapter 4: Word Recognition
• Miscue Analysis
• Reading Patterns
• Instructional Strategies

Chapter 5: Comprehension
• Factors Affecting Comprehension
• Reading Patterns
• Instructional Strategies

Chapter 6: Teaching Reading in a Participatory Context
• Participatory Education
• Participatory Curriculum
• Possibilities

“Teaching Reading to Adults is a valuable resource for adult education instructors. It provides both an overview of teaching philosophies and approaches and specific strategies that are useful in reading instruction. The book provides rich material for thoughtful discussion among practitioners and for reflection on an individual basis. It should not be missed by anyone interested in a good understanding of reading instruction in adult education.”

“This book is essential for anyone working in the literacy field. The reader will find it to be an informative resource and a catalyst for challenging his/her own views on how to teach reading and how to approach literacy programming in general.”
– Susan Toews, Field Consulting Team Manager, Centre AlphaPlus Centre, Ontario

“Teachers new to and experienced in teaching reading to adults will find much here to assist them in planning, observing, and evaluating readers at all levels. The author situates her work in teaching reading within a participatory framework, acknowledging the importance of context both within and beyond the classroom. A valuable contribution to the field.”
– Janet Isserlis, Project Director, Literacy Resources, Rhode Island
Teacher Resources

Writing Out Loud
Deborah Morgan

This best seller is a collection of fun exercises and inspiring ideas to encourage even the most reluctant writer to put words on paper. ABE and ESL educators will appreciate this user-friendly manual that provides detailed steps for each writing activity, samples of student writing, and ways to adapt the activity for students at different literacy levels. (154 pp.)

More Writing Out Loud
Deborah Morgan

This manual is a must-have for your resource collection. The opening chapters discuss the importance of using strategies that create a safe environment to help reluctant writers overcome their fears and take a risk. The remaining chapters contain dozens of writing exercises and ideas collected from adult literacy educators. The final chapter stresses the importance of celebrating students’ writing through publishing and public readings. (178 pp.)

We’ve used Writing Out Loud in our workshops for five years, and have watched with pride and admiration as new writers discover that they have something to say, and that they can say it in fresh and artful ways.

Deborah Epstein, Founding Directors,
Neighbourhood Writing Alliance,
Chicago, Illinois

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Communication

Making It Work:
A workbook on conflict and communication for adult literacy learners
Anne Moore

Making It Work is based on the premise that effective communication skills are key to managing and avoiding conflict in our lives. The six chapters focus on communication, anger, assertiveness, understanding differences, rights at work, and working through conflict. The exercises include active listening, body language, and using “I” statements. Although the book is written at an intermediate level, it can be used with basic level learners who are working with a tutor. The accompanying CD-ROM contains worksheets that can be completed on a computer.

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The Easy-to-Read Health Series

Judy Murphy
Illustrated by Val Lawton

Readability: Grades 4–5
CLB/LINC Levels: 7–9

Living with Healthy Relationships

Relationships are an important part of our lives. This book focuses on our relationship with ourselves and others. The opening chapter examines the signs of a healthy relationship. Chapter two encourages students to respond to the question “Who are you?” by completing an interactive activity called “Map Your Identity.” Chapters three and four discuss how to respond to and resolve conflict. The last two chapters provide ideas for building and ending a relationship. The interactive activities throughout the book encourage critical thinking and reflection. (86 pp.)

Living with Stress

This popular book appeals to students of all ages. The first two chapters provide interactive activities for identifying the stressors in our lives and the ways we respond to stress. The next three chapters deal with strategies for calming our minds, bodies, and breath. The author also discusses how to identify and deal with panic, anxiety, burnout, and post-traumatic stress disorder. Parents will appreciate the final chapter, Helping Our Children Deal with Stress. (96 pp.)

Living with Grief and Loss

This book focuses on the loss of a loved one. The first two chapters discuss grieving as a normal response to loss. Chapters three and four provide essential information about attending to the emotional, physical, and spiritual needs of a person who is dying. The next chapter addresses the decisions that need to be made when planning a funeral service for a loved one. In the final chapter, readers learn the importance of making their own legal, living, and/or spiritual will. The easy-to-read text is enhanced with photographs, illustrations, and interactive activities. (86 pp.)
The Gift of Self-esteem
FilmWest Associates
This popular and powerful television series is now available in DVD format. Although the series was developed for First Nations communities, the content is applicable to all communities. The narrator, a Cree woman, discusses techniques and strategies for achieving balance in life and improving self-esteem. Adult literacy students and educators can use the program as a springboard for discussion about self-esteem. A participant’s guide is also available for the series.
(Running time: 26 minutes/program)

Program 1: Achieving Balance in Life
Discuss the key ingredients to creating balance and harmony in your life.

Program 2: Five Principles to High Performance
Learn how to successfully apply universal principles of high performance to your life.

Program 3: Unlocking Your Potential
Learn how to recognize and overcome learned fears. This program explains the importance of a positive attitude, which is the key to unlocking your potential.

Program 4: Taking Charge of Your Life
Recognize the critical link between the acceptance of responsibility and the feeling of being in complete control of your life. Foster high self-esteem through taking responsibility.

Program 5: Managing Your Emotions
Acquire key insights to transform the way you view yourself and others. Learn to short-circuit negative emotions, especially anger, and achieve peace and clarity.

Program 6: Releasing Your Brakes
Commit to freeing yourself from guilt and unworthiness. Learn and practise the power of forgiveness and key assertiveness techniques that will give you peace and personal power.

Program 7: The Worry Buster
Create peace of mind, clarity, and sound sleep through a powerful technique that frees you from fear and worry. Learn how to neutralize the factors that predispose people to worry.

Program 8: The New Mental Diet
Nurture a proactive attitude by keeping your mind focused and directed until your new behaviour becomes a habit.

Program 9: Rapid Learning Techniques
Learn how the brain best absorbs new information and how to use rapid learning techniques to accelerate the acquisition of new knowledge.

Program 10: Five Keys to Goal-setting
Learn the five key concepts in goal-setting and how to create action plans to accomplish these goals. Tackle the obstacles that have hindered you from creating meaningful, achievable goals in the past.

Program 11: Seven Steps to Goal-achieving
Learn how to clarify your goals, prioritize them, and set deadlines. Develop greater persistence and remove self-made and third-party obstacles.

Program 12: Developing a Success Personality
Observe the links between your self-esteem and the way you make others feel. Eliminate destructive criticism and learn about the boomerang effect in human relationships.

Program 13: Parenting
How do children learn to be self-reliant and self-responsible? How do they learn to love and respect themselves? Learn the secrets of parenting that successfully builds confidence, courage, and self-esteem in children.
Vocabulary Boosters
Susan Rogers

Readability:

Workbook 1: Grades 3–4
CLB/LINC Level: 5

Workbook 2: Grades 5–6
CLB/LINC Level: 7

Workbook 3: Grades 7–8
CLB/LINC Level: 8

These workbooks aim to help adult learners develop their vocabulary through reading passages written at an appropriate level. The workbooks are organized around four themes: health, wildlife, the environment, and popular culture. Each lesson presents a non-fiction passage and a set of activities that relate to one of the four themes. Because repetition is essential for vocabulary development, each lesson presents five activities that focus on the new words. Added features include crossword puzzles, word searches, and a glossary. Each workbook contains an answer key.
The Active Reader
Linda Kita-Bradley
Readability: Grades 2–8

For the past decade, customers have asked us to publish a series of reading workbooks with Canadian content. We are pleased to launch The Active Reader series, a Canadian alternative to the Voyager Series. The Active Reader series is based on the premise that fluent readers actively engage with the text, using a variety of strategies. Each workbook provides ten carefully levelled reading passages relating to five popular themes: people, relationships, health and safety, environment, and history. Each unit aims to engage learners in the process of active reading by providing:

• pre-reading discussion questions that encourage students to connect the passage to their lives
• a non-fiction passage with strategically placed “stop and think” questions
• post-reading questions that promote reflection, critical reading, and discussion
• a mini-lesson that provides explicit instruction to reinforce a key comprehension strategy
• activities that develop word attack, vocabulary, and dictionary skills
• an authentic literacy practice that focuses on how people use literacy in their day-to-day lives

Each workbook contains an answer key.

Workbook 1 will be available in September 2011.
Voyager: Reading and writing for today’s adults

Readability: Grades 0.5–3

This revised program combines a contemporary theme-based approach with the best elements from traditional direct instruction. The series emphasizes the development of vocabulary, fluency, and reading comprehension skills and strategies, as well as phonics instruction. The teacher’s guides include lesson notes, photocopy masters, extension activities, and graphic organizers. These books can be used with groups, in one-on-one instruction, and independently.

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The Spelling Toolbox
Linda Kita-Bradley

These workbooks promote a strategy-based approach to spelling. Each workbook provides an introductory lesson that describes the spelling “tools,” and 20 thematically organized units on the topics of home, community, work, health, and writing. In each unit, the student learns how to spell 15 words by using phonics, syllabication, word families, and a spelling rule. Dictation and an application activity are provided so the student can try out the spelling strategies that have been learned. Application activities include tasks such as writing a notice to a landlord, making a shopping list, filling in a form for a free offer, and making a to-do list.

Title Order # ISBN CDN Price US Price
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Spelling Toolbox Workbook 1 (168 pp.) 4-1642 978-1-894593-14-4 $21.95 $21.95
Spelling Toolbox Workbook 2 (168 pp.) 4-1643 978-1-894593-15-1 $21.95 $21.95
Spelling Toolbox Workbook 3 (150 pp.) 4-1749 978-1-894593-31-1 $21.95 $21.95

A Sound Approach to Spelling
Christine Pinsent-Johnson

A Sound Approach to Spelling is for students who can spell consonant sounds and blends, but have difficulty spelling vowel patterns. In their attempt to correctly spell a vowel sound, students often mix up, omit, or add extra letter sounds. The workbook is comprised of 15 units, with each unit teaching one vowel sound. In each unit, four strategies are utilized to teach the target vowel sound: word sorts; word families; look, say, cover, write, check; and word analysis. Each unit closes with two dictations that enable students to analyze and study spelling errors.

Title Order # ISBN CDN Price US Price
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A Sound Approach (120 pp.) 4-3336 978-1-894583-21-1 $22.95 $22.95
Write it Right!
Marlene Gellert Hutchins

Is it their or there or they’re? This practical spelling workbook contains 15 lessons that focus on 500 homonyms, those tricky words that sound the same but are spelled differently. At the beginning of each lesson, students can test their knowledge by completing a multiple-choice exercise. This activity is followed by an explanation of the homonyms and a review exercise called “Try it Again.”

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Grammar Wise
Kevin Anthony Keating

GrammarWise is designed to help ESL students master basic grammar structures. Lessons offer a wide variety of practice exercises including multiple-choice, error correction, fill-in, sentence formation using key-word prompts, and sentence completion—all in a real-life context. Lessons are non-sequential, so you can focus on specific student needs. Each book includes a handbook of grammar rules. The teacher’s guide gives an overview of each GrammarWise workbook, lesson notes, and teaching suggestions.

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Grammar for You
Janet Giannotti

These two workbooks provide students with an opportunity to read a passage, answer comprehension questions, learn grammar rules, and complete exercises that feature one basic grammar structure. Each lesson also contains an extension activity, grammar review, and writing topic. An answer key is included. UsingVerbs in Context emphasizes present tense, past tense, present perfect tense, infinitives, and passive voice while Using Nouns in Context focuses on capitalization, noun plurals, possessives, articles, and gerunds. These workbooks are suitable for both ABE and ESL students.

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Diagnostic Adult Literacy Assessment for Beginning Readers (DALA)
Dr. Pat Campbell

DALA is a user-friendly assessment, specifically designed to assess the literacy skills of very beginning readers. The primary purposes of DALA are to inform instruction and measure progress. The ten subtests provide diagnostic information that allows you to identify areas of strength and weakness. You can use this information to create an individual profile of and plan effective lessons for each student. The subtests measure a student’s knowledge of print concepts and conventions, text functions, environmental print, high-frequency words, phonics, and letter names. In addition, the subtests measure the student’s level of phonemic awareness and his/her ability to engage in common literacy activities.

DALA
• provides opportunities for student and assessor to interact
• is grounded in cognitive and social practice theories
• uses relevant and authentic tasks and texts
• reflects the reading development process
• is comprehensive and flexible
• is administered one-on-one
• informs instruction
• is non-threatening
• is sensitive to bias

“The author has grounded her understanding of literacy and its acquisition in a broader lens of literacy than is currently seen in adult literacy assessments. She has acknowledged that learning to read and write requires both cognitive skill learning and a sociocultural understanding that literacy functions to mediate the lives of the learners in critical ways.”
–Dr. Victoria Purcell-Gates,
The University of British Columbia

“I love the manual. I was excited to see all the activities that I recommend to tutors explained simply and clearly in one space, along with some more great ideas.”
–Avril Lewis, Tutor Educator

The tool kit includes a DVD that demonstrates how to administer DALA’s subtests and how to teach beginning readers, using effective strategies such as language experience, duet reading, phonics, and phonemic awareness. Teaching Beginning Readers provides approaches, strategies, and sample lesson plans that can be photocopied.

DALA Tool Kit Components:
• Activity Book (contains subtests)
• Photo Story
• DVD (45 minutes)
• Alphabet Card Deck
• 25 Examiner Record Booklets
• Teaching Beginning Readers Manual

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Canadian Adult Reading Assessment

Instructor’s manual and CD-ROM

Student’s assessment booklet

Dr. Pat Campbell and Flo Brokop, M.Ed.

The Canadian Adult Reading Assessment (CARA) provides placement and diagnostic information and identifies reading patterns, enabling you to choose effective teaching strategies. The Instructor’s Manual (186 pp.) and CD-ROM provide step-by-step instructions and interactive exercises on how to administer, score, and interpret CARA. As well, this manual contains a word list, 49 graded passages that range in readability from Grades 1 to 12, and comprehension questions. The Student’s Assessment Booklet (51 pp.) contains a graded word list and 49 passages. Parallel forms are available, enabling you to administer tests and post-tests with confidence. (Alternate-form reliability was established by piloting CARA with over 1,500 ABE students.) Note: CARA is designed for individual testing, rather than group testing. You need to purchase only one copy as passages and questions may be photocopied. (The Adult Diagnostic Reading Inventory, described below, is the U.S. version of CARA.)

Adult Diagnostic Reading Inventory

Dr. Pat Campbell and Flo Brokop, M.Ed.

This assessment was specifically designed for our American audience. ADRI provides placement and diagnostic information and identifies reading patterns, enabling you to choose effective teaching strategies. This manual contains a word list, 40 graded passages that range in readability from Grades 1 to 12, and a combination of factual and inference comprehension questions. As well, the manual provides step-by-step instruction on how to score and interpret ADRI. (Alternate-form reliability was established by piloting ADRI with over 1500 ABE students.) Note: ADRI is designed for one-on-one testing, rather than group testing. You need to purchase only one copy of ADRI as the passages and questions can be photocopied. (206 pp.)

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“Workplace Education Manitoba is so thrilled with CARA. The team of assessors are so impressed with the way the guidebook is laid out, etc. It is easy to administer and very informative as well.”

—Cheryl Calverley, Assessment Coordinator, Manitoba

“I am a literacy instructor working with adults and last year began using the Adult Diagnostic Reading Inventory with my learners. Kudos! The passages are right on—adult appropriate, interesting, and nicely leveled.”

—Julie Gould Marothy, Reading Specialist, Pennsylvania

5 easy ways to order: online, mail, fax, phone, or email
Assessment

A Dream that Walks:
A goal-setting workbook
Myrna Hanna

The goal of this easy-to-read workbook is to help students realize their dreams. By setting goals, students will work toward their dreams by taking charge of their lives. The workbook breaks goal-setting into steps, making the goals easier to achieve. This process includes having students describe themselves, draw a lifeline, record and analyze their dreams for the future, identify their personality type, and analyze their learning style. In the 33-minute DVD, students talk about their experiences with setting and reaching goals. (52 pp.)

A Dream that Walks II:
Planning for change
Anne Moore

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. The book presents steps to assist adults in setting realistic goals and includes looking at personal identity, dreams, and personality, skills, researching and setting your goals, making an action plan, and taking care of oneself along the way. The CD-Rom includes forms from the book that can be completed on the computer or by hand. (130 pp.)

Measures of Success:
Assessment and accountability in adult basic education
Edited by Dr. Pat Campbell

In Measures of Success, 13 respected practitioners and researchers from Canada, the U.S., Australia, and the U.K. explore the theory and practice of assessment and accountability. Building on the premise that literacy is complex and multi-faceted, the authors define the dominant types of assessment tools and then shift to the broader questions of assessment for whom and for what.

The accompanying DVDs are an ideal training tool for workshops and in-services. The diagnostic assessment DVD demonstrates how to administer and interpret a diagnostic assessment. The performance assessment DVD features an interview, portfolios, building a rubric, and demonstrations.
EMPower Mathematics:
*Extending mathematical power*

*EMPower,* a new series designed for ABE students, provides engaging exercises that are relevant to real-life situations. The program is based on the assumption that mathematics is meaningful within a social context and encourages extended understanding through work in pairs or groups. The curriculum, which focuses on mathematical reasoning, communication, and problem-solving, fosters a pedagogy of learning for understanding. *EMPower Teacher Books* offer extensive support, including suggestions for discussions and examples from pilot classes.

Everyday Number Sense:
*Mental Math and Visual Functions*
Student Book (192 pp.) Order #: 4-1838 ISBN: 978-1-55953-726-1
Teacher Book (235 pp.) Order #: 4-1839 ISBN: 978-1-55953-727-8
Students solve problems and compute with whole numbers using mental math strategies with benchmarks of 1, 10, 100, and 1,000.

Over, Around, and Within:
*Geometry and Measurement*
Student Book (160 pp.) Order #: 4-1778 ISBN: 978-1-55953-724-7
Teacher Book (246 pp.) Order #: 4-1779 ISBN: 978-1-55953-725-4
Students build their knowledge about the nature of shapes, the measures of perimeter, area, and volume, as well as linear-, square-, and cubic-unit measurements.

Using Benchmarks: Fractions, Decimals, and Percents
Teacher Book (125 pp.) Order #: 4-1781 ISBN: 978-1-55953-729-2
Students use the fractions 1/2, 1/4, 3/4, and 1/10; the decimals 0.1, 0.5, 0.25, and 0.75; and the percents 25%, 50%, 75%, and 100%.

Split It Up: More Fractions, Decimals, and Percents
Student Book (150 pp.) Order #: 4-1834 ISBN: 978-1-55953-730-8
Teacher Book (200 pp.) Order #: 4-1835 ISBN: 978-1-55953-731-5
Students develop their skills in adding 1/3s, 1/8s and 1/100s.

Operation Sense: Even More Fractions, Decimals, and Percents
Student Book (142 pp.) Order #: 4-1836 ISBN: 978-1-55953-734-6
Teacher Book (149 pp.) Order #: 4-1837 ISBN: 978-1-55953-735-3
Students work with “messier” numbers such as 7/16 and are always asked to consider: “Does the answer make sense?”

Many Points Make a Point: Data and Graphs
Student Book (150 pp.) Order #: 4-1782 ISBN: 978-1-55953-720-9
Teacher Book (202 pp.) Order #: 4-1783 ISBN: 978-1-55953-721-6
This workbook brings data to life as students learn how to collect, organize, and represent data using frequency, bar, line, and circle graphs.

Keeping Things in Proportion:
*Reasoning with Ratios*
Student Book (150 pp.) Order #: 4-1784 ISBN: 978-1-55953-732-3
Teacher Book (200 pp.) Order #: 4-1785 ISBN: 978-1-55953-733-0
Students use various tools—objects, diagrams, tables, graphs, and equations—to understand proportional and non-proportional relationships.

Seeking Patterns, Building Rules: Algebraic Thinking
Student Book (163 pp.) Order #: 4-1786 ISBN: 978-1-55953-732-3
Teacher Book (255 pp.) Order #: 4-1787 ISBN: 978-1-55953-723-0
Basic algebra is demystified as students explore the meanings revealed by tables, graphs, rules, and equations.

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5 easy ways to order: online, mail, fax, phone, or email
Kitchen Math
Susan Brendel

Students are presented with real-life situations that involve the selection, purchase, and preparation of food. Lessons address typical questions: How do you double a recipe? What is unit pricing? How much do you save with a 10 percent discount? The workbook activities provide students with practice in the basic math operations (addition, subtraction, multiplication, and division). *Kitchen Math* includes pre- and post-tests and answer keys for the lessons and tests. The blackline masters in this workbook can be reproduced by a single instructor for classroom use, which means that each instructor needs to purchase only one copy. The permission to reproduce does not apply to entire institutions. (59 pp.)

### Price Information

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Calculators at Work in Daily Living
Susan Brendel

Students are presented with real-life situations that involve the use of a calculator. The blackline masters in this workbook can be reproduced by a single instructor for classroom use, which means that each instructor needs to purchase only one copy. The permission to reproduce does not apply to entire institutions. (105 pp.)

### Price Information

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Your Checking Account: Lessons in personal banking
Victoria Reitz

**Readability: Grades 3–4**

*Your Checking Account* guides students step by step through the process of establishing and maintaining a personal checking account. The 125 page workbook includes a realistic 6-month banking simulation that provides practice in applying learned skills. These skills include filling out deposit slips and ATM/debit applications, choosing a PIN, writing cheques, keeping records, and reconciling the register with a monthly statement. The 53-page teacher’s guide includes an answer key, reproducible forms and a pre- and post-test.

### Price Information

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Science Within Reach
A manual for teaching and learning science in adult literacy programs
Rose Strohmaier with contributions from Veronika Bauer

*Science Within Reach* explores basic science principles that relate to our everyday experiences. Learn how to apply the principles of chemistry to make cheese, crystals, and volcanoes. This exciting new curriculum contains readings, activities, and experiments that teachers can use with adult literacy students. The topics include chemistry, health and the body, the weather, and machines and energy. Instructors do not need a degree in science as each concept is clearly explained! (175 pp.)

### Price Information

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**ABE Fundamental Level Mathematics**

*Mathematics I,* a series of three workbooks and an instructor’s guide, is designed to help the student gain greater confidence and skills. *A New Way to Look at Math* shows the student strategies for dealing with mathematics anxiety and methods to develop better ways to learn. *Natural Number Sense* and *Natural Number Operations* provide instruction and practice in solving problems using natural numbers. *Mathematics II* is a series of five workbooks with instruction, exercises, and tests in whole numbers, fractions, measurement, and geometry.

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<td>A New Way to Look at Math (66 pp.)</td>
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<td>Guide for Instructors (153 pp.)</td>
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<td>Whole Numbers (210 pp.)</td>
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**Complete Canadian GED Preparation**

The GED (General Equivalency Diploma) is recognized by post-secondary institutions. Passing the GED exam allows adults who did not complete high school an opportunity to achieve a diploma that is equivalent to a high school diploma. The *Canadian GED Preparation* is an excellent comprehensive resource for students preparing for the GED exam. The book features extensive reviews in five subject areas: Language Arts, Reading, Social Studies, Science, and Mathematics. Students can prepare for their GED test by answering over 2,000 GED-style questions. Answers with full explanations are ideal for independent work.

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Dilemma in the Workplace
Educational Activities Software

Students view a workplace vignette that illustrates a realistic situation in which the main characters are faced with a dilemma. After watching the video clip, students read a story and decide how the dilemma should be resolved. Comprehension and vocabulary questions accompany each story. This interactive program develops reading comprehension and vocabulary, enhances learners’ awareness of workplace dilemmas and etiquette, and promotes critical-thinking skills and sound decision-making. The dilemmas in the stories will spark discussion and communication among students.

The software contains four units, with each unit containing four stories on topics such as sexual harassment, teamwork, substance abuse, safety, and stealing. The reading level of the units increases in difficulty. Unit 1 is written at a Grade 4-5 readability level, Unit 2 at a 5-6 level, Unit 3 at a 6-7 level, and Unit 4 at a 7-8 level.
Pronunciation Power

English Computerized Learning Inc.

*Pronunciation Power 1* is a wonderful program for beginning and lower intermediate learners of English, while *Pronunciation Power 2* is designed for more advanced learners. Each user-friendly and interactive program provides instruction, practice, and reinforcement for ESL students who want to improve their pronunciation and listening skills. The pronunciation lessons, which are thorough and accurate, include a speech analysis section. This feature permits students to record their voices, then compare and analyze their pronunciation of the target sound against the instructors'. Students have an opportunity to improve their pronunciation through activities that focus on stress, timing, articulation, intonation, and rhythm. The listening discrimination exercises allow students to focus entirely on sound without being influenced by the written form of the words.

*Pronunciation Power Idioms* teaches 100 idioms, using descriptions, illustrations, and a recorded sample sentence. Interactive exercises and quizzes reinforce students’ knowledge of idioms.

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Active Reading

Clarity Language Consultants

*Active Reading* is a software program for English as a Second Language students. The program contains an abundance of relevant and stimulating reading material in the form of newspaper and magazine articles, emails, poems, recipes, stories, and press releases. Each unit integrates reading with speaking, writing, and vocabulary development. For example, a text on fashion leads to an activity which has learners create their own advertisement for a watch; a unit on recipes takes students online to research recipes from different countries. After each activity, students are provided with meaningful feedback.

The program contains six levels from Elementary to Advanced, with ten units in each level. Each unit is introduced with a video, followed by controlled practice and comprehension exercises. *TESL-EJ* reviewed *Active Reading* in the June 2010 journal.

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Measuring Up

Protea Textware Ltd.

Students will appreciate the interactive nature of this software. Meaningful everyday contexts are used to teach fractions, decimals, and metric units. This interactive multimedia software provides modelling and practice activities in each skill area. *Measuring Up* also features a range of applied assessment activities. Note to US customers: this software uses the metric system.

System Requirements:
A multimedia PC with Windows® (NT, 2000, Me, XP, Vista)

Multiple user licenses are available for our software programs.

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Two Old Women: 
_An Alaskan legend of betrayal, courage, and survival_

Velma Wallis

Readability: Grade 6

This story of survival and isolation is based on a beautiful legend from central Alaska. This is the heroic and shocking story—of two elderly women abandoned by a migrating tribe. They face starvation brought on by unusually harsh Arctic weather and a shortage of fish and game. _Two Old Women_ has sold more than one million copies. (145 pp.)

April Raintree
Beatrice Culleton

Readability: Grades 6–7

This is the tragic story of two Métis sisters caught in the foster home system within a contemporary urban setting. The central character, April Raintree, is a young Métis woman. In this powerful novel, the author explores racism, the treatment of Native children, violence, and the search for identity. (185 pp.)

My Kokum Called Today
Iris Loewen

Readability: Grade 3

A young girl reminisces about past experiences with her kokum (grandmother). This is a story about loving, caring, and devotion between generations of women. Every page features soft pastel illustrations. (44 pp.)

Empowering the Learner 2:
_Native literacy workbook_

Ningwakwe Learning Press

The _Empowering the Learner 2_ workbook contains 30 lessons that provide writing and grammar activities. (166 pp.)
English for Everyday Activities: 
*A picture process dictionary*

This bestselling program teaches vocabulary related to more than 60 daily activities. ESL students will learn vocabulary for fixing breakfast, riding a bus, using an ATM, changing a flat tire, mailing a letter, and more. A full-colour dictionary serves as the foundation of the program. The key vocabulary is a combination of the nouns and verbs that pertain to each of the daily activities. The low-beginning edition teaches present tense, while the high beginning-intermediate edition teaches simple present, past, and future tense. The workbook activities provide English language learners with practice to reinforce the new vocabulary. The CDs allow students to listen to the dialogue for each set of pictures in the dictionary, making them ideal for students who want to work independently.

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Step Forward Canada: Language for Everyday Life
Sharon Rajabi and Jane Spigarelli

In each 174-page workbook, twelve theme-based units present a range of Canadian Language Benchmark (CLB) competencies in four skill areas—listening, speaking, reading, and writing. Each unit provides activities to develop and reinforce grammar, pronunciation, vocabulary, communicative competence, critical thinking, and math skills. The lessons integrate language instruction into workplace, academic, and personal contexts. The audio CD provides a wide range of authentic activities to integrate listening benchmarks.

Welcome to Computers for ESL Students
Olivia Adendorf & Lois Wooden

This resource offers a simplified, systematic approach to teaching computer skills to students with a low-intermediate ESL reading proficiency. Using a highly visual approach, it takes students through the basics of using a computer to perform elementary tasks such as using Windows programs, creating a document, writing letters in Microsoft Word, copying and pasting, using the internet, and working with email. The student workbook reinforces learning with vocabulary and verb practice, and paired conversations. The information is targeted for Windows XP and Word 2007. This manual is also appropriate for adult basic education students.
Oxford Picture Dictionary

*Second Canadian edition*

J. Adelson-Goldsteine and N. Shapiro

The *Oxford Picture Dictionary* is an illustrated, theme-based dictionary that presents 4,000 words and phrases within meaningful, real-life contexts. The themes, which include food, clothing, health, housing, community, transportation, and work, meet the needs of beginning and low-intermediate level students. On each page, vibrant, full-colour illustrations convey the meaning of the words. Each unit closes with an illustrated story that presents vocabulary in context, followed by discussion questions. (284 pp.)

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Everyday Idioms with Stories

Casey Malarcher

The English language is peppered with idioms. This series provides students with an opportunity to learn 600 common idioms. *Everyday Idioms 1* (128 pp.) provides 15 comprehensive and entertaining lessons, while *Everyday Idioms 2* (192 pp.) provides 30 lessons. In each lesson, 10 to 15 idioms are defined, illustrated, and used in a folktale, sample sentences, and a dialogue. Each lesson includes a page of activities that allow students to check their understanding. These workbooks will entertain and enlighten students while presenting idioms in a variety of contexts.

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English for Work Activities:

*A picture process dictionary*

This program presents vocabulary for more than 50 work-related activities. ESL students will learn the vocabulary for a range of activities, such as getting a uniform, using a cash register, and working safely with chemicals. The key vocabulary highlights the verbs that pertain to each of the activities.

The full-colour dictionary serves as the foundation of the program. The workbook activities provide English language learners with practice to reinforce the new vocabulary. The DVD allows students to listen to the dialogue for each set of pictures in the dictionary, making them ideal for students who want to work independently. The books are aimed at students who have high beginning to intermediate language skills.

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You’re Hired...Now What?
An Immigrant’s Guide to Success in the Canadian Workplace
Lynda Goldman

CLB Levels: 5–8

What are the cultural expectations that affect everyday behaviours such as shaking hands, smiling, saying no, or having a bowl of soup? You’re Hired...Now What? answers these questions and hundreds more like them. Although the guide is geared toward business professionals, its topics apply to workplaces in all sectors. For example, Getting Started includes sections on work values, rights and benefits, and personal hygiene. Communicating on the Job addresses body language and provides strategies for using the telephone and making small talk. Getting along with coworkers, dealing with different supervising styles, and avoiding office politics, gossip, and romances are just some of the topics under Working Relationships. The final section, Achieving Success, explains how perception of time affects workplace behaviours.

The workbook provides a variety of exercises and activities that allow learners to gain further insights into Canadian culture (and their own) through dialogues and discussions, writing, research projects, and self-reflection, while at the same time reinforcing new idioms, buzzwords, and language structures.

You’re Hired...Now What? is both an invaluable guide for newcomers and a must-have resource for instructors.

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Family Literacy

I Love When... DVD Series
Tremain Media

Designed for parents and caregivers, these entertaining DVDs are an introduction to family activities that develop literacy and numeracy in young children, ages 0–7. Using an encouraging tone, experts narrate simple and appealing activities that parents can integrate into daily life. The DVDs feature families from a variety of cultures and economic backgrounds engaged in age-appropriate activities. This series is the perfect addition to libraries and family literacy programs. The DVDs are especially effective at bringing information to parents and caregivers with low literacy skills.

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Making Choices:
*Teaching writing in the workplace*
Diane Millar

*Making Choices* is an ideal resource for workplace educators. This flexible resource contains dozens of activities for teaching employees how to write effective notes, memos, notices, business letters, accident reports, procedures, and email messages. In addition, hands-on activities are provided for teaching employees how to complete forms, create charts and flowcharts, plot graphs, and keep logs. (512 pp.)

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Problem-Posing at Work
*English for action (revised)*
Elsa Auerbach and Nina Wallerstein

*English for Action* contains 30 lessons that focus on workplace themes and issues relevant to the lives of immigrants and refugees. Inspired by the problem-posing approach of Paulo Freire, this book invites learners to share and analyze their experiences to acquire the language, skills, and information necessary to gain greater power over their circumstances and to strategize together for changes. It includes authentic photos and stories of workers active in their workplaces and communities. The text is intended for intermediate to advanced ESL students in community-based, workplace, and union and labour education programs. (335 pp.)

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Job Power
Jurg Oppliger

Students will appreciate the strategies, tips, tools, and activities in *Job Power*, a set of three easy-to-use workbooks. The activities in *Choose Your Career* will help students to evaluate their skills and explore both the long-term goals associated with and the characteristics of their ideal job. *Master the Job Search* is a practical workbook that guides students through a job search. The activities cover how to find potential employers, read want ads, write resumes and cover letters, and fill out applications. *Ace the Interview* enhances students’ understanding of the interview process, which can be the most intimidating aspect of searching for a job. (57 pp. per workbook)

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Workwrite Series
Karen Geraci, Marisa Mazzulla & Alikasandra Popovic

The Workwrite series is a collection of instructional workbooks focusing on the functions and features of workplace documents. The series helps adults understand and use documents they will encounter in entry-level positions in the industrial, clerical, retail, and hospitality sectors, among others. The Workwrite series provides reproducible lesson plans and activities that incorporate a wide array of authentic workplace documents such as lists, notices, work schedules, job postings, office memos, agendas, and meeting minutes. The numeracy workbook includes topics on working with money, measurement, and numerical analysis.

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Life Skills Training
YWCA of Greater Toronto

Life Skills Training manuals are essential resources for facilitators working with groups in employment preparation programs. Each volume provides practical, step-by-step lesson plans for leading groups through warm ups, structured exercises, discussion questions, and participant worksheets.

Teaching Employment Groups focuses on self-assessment, transferable skills, understanding the labour market, and searching for, finding, and keeping a job. Employability for Youth contains lesson plans that emphasize the “soft skills” needed for lifelong learning, self-management, teamwork, and the world of work and job maintenance. Employment for People with Disabilities is a unique employment manual addressing the specific needs of people with disabilities wanting to enter, remain, or advance in the world of work. Topics covered include knowing your rights, making a successful transition, obtaining employment, and job retention.

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Dr. Pat Campbell
President

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