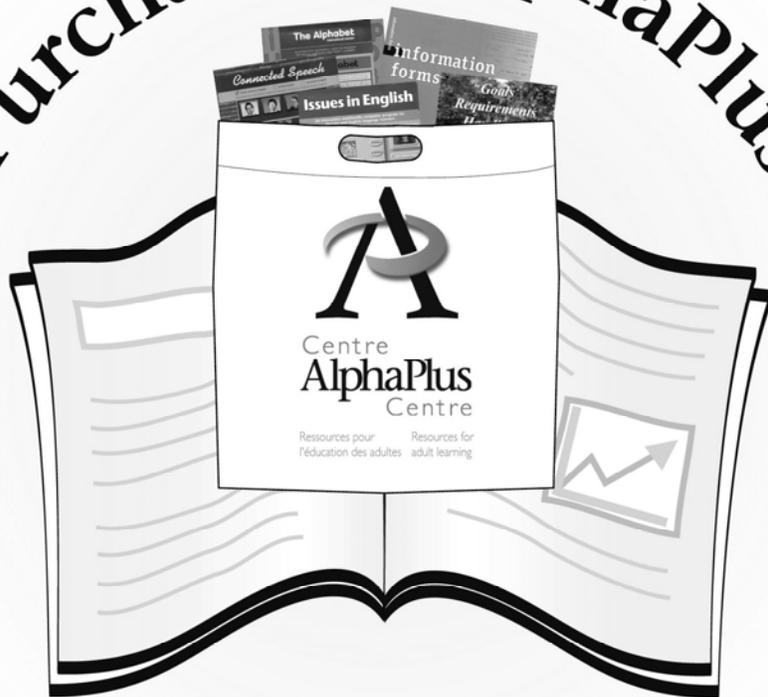


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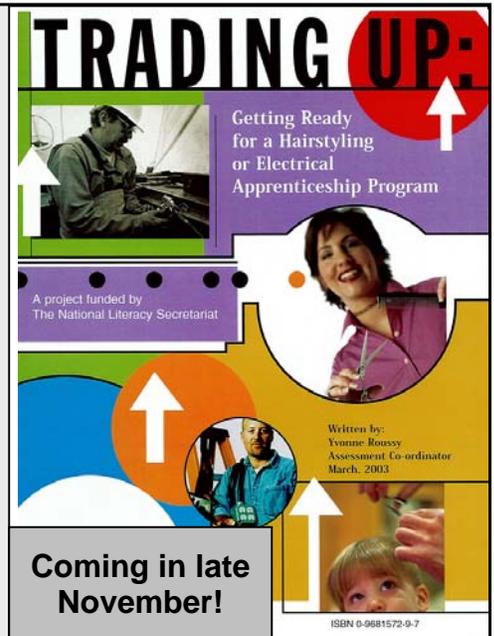
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Trading Up: Getting Ready for a Hairstyling or Electrical Apprenticeship Program

Written by: Yvonne Roussy, Assessment Coordinator

Originally published in 2003 by Project READ Literacy Network

Cost: Cdn\$30.00 plus shipping and handling



Trading Up: Getting Ready for a Hairstyling or Electrical Apprenticeship Program was originally published by Project READ Literacy Network as part of the *Assessment of Apprenticeship Candidates Project*. This project was intended to be a supportive addition to the *Workplace Literacy Coordination Pilot*, which sought to promote literacy and basic skills both in the workplace and for the workforce.

Through this project, they created a new assessment tool to enhance their ability to effectively promote the Literacy and Basic Skills (LBS) system and illustrate the five levels of learning outcomes, in addition to strengthening ties with employers and meeting their need to screening potential apprenticeship candidates.

The book includes *Assessment of Apprenticeship Candidates: Final Report*, as well as two sets of demonstrations that are authentic, sector-specific examples of tasks that apprentices would be expected to perform on the job or in training.

The final report outlines the process that was used to select the trades and the demonstration activities, as well as a review of the target audience and a description of the demonstration format.

Each set of demonstrations represents one of the two selected trades: hairstyling or electrical, and focuses on the communications and numeracy skills required by that trade at all five LBS levels. The assessment tools themselves contain all the information that practitioners will need to administer the demonstrations.

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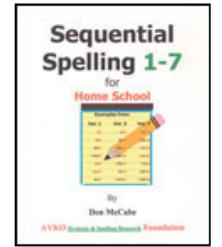
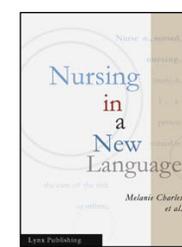
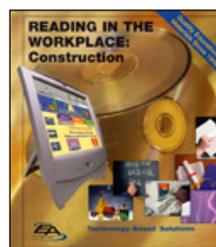
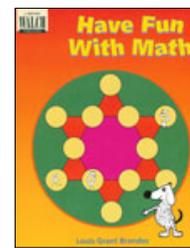
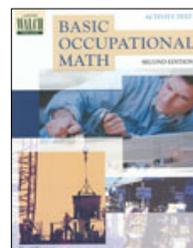
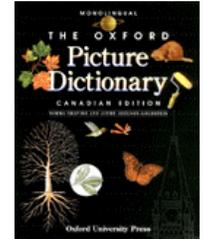
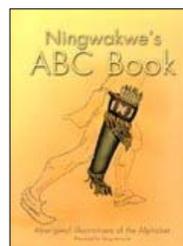
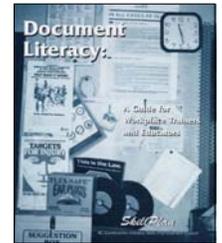
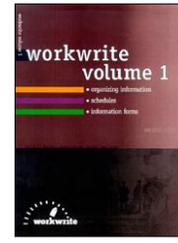
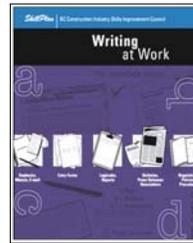
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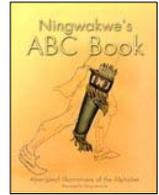
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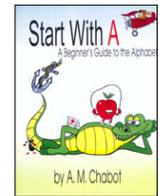


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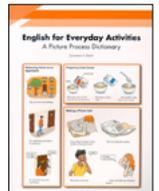
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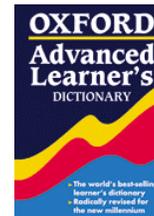
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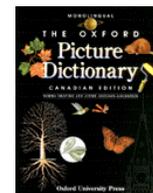
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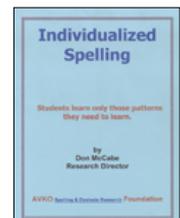
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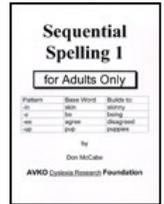
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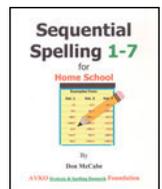
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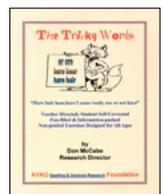
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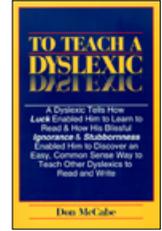
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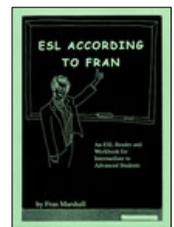
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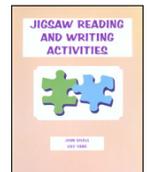
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Irene J.I. Lardizabal

A whole new world of no textbooks in sight! Try this collection of activities and lesson plans, plus lots of reproducible worksheets for classroom use.

ISBN 0973425806, \$35.00 each

Making Connections: A Strategic Approach to Academic Reading (2nd edition)

Kenneth J. Pakenham

A reading skills book aimed at the high-intermediate student who needs to prepare for academic college reading tasks. The book has four high-interest thematic units, each with multiple readings on health, multicultural societies, language and the environment. Twelve reading skills and strategies sections weave their way through the book, giving students insight into how academic text is organized and how to read effectively. Readings begin with pre-reading tasks and end with a post-reading section that takes students "Beyond the Reading", allowing for Internet research, discussion, and writing.

Student's Book - ISBN 05215424847, \$36.40 each

Instructor's Manual - ISBN 0521542855, \$14.00 each

BOOKS: ESL

🍁 Modern Topics series

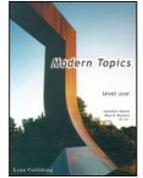
Heather Neale, Maura Majano et al.

A series of reading skills textbooks intended for students of English as a second or foreign language, who have developed an English vocabulary of about 500 words. The series, designed to meet the needs of learners from beginning to intermediate levels, offers about 600 more words in 3 volumes. Reading texts in this series cover a variety of themes to help expand students' exposure to practical modern topics such as: Technology, Health Science, Environment and Humanity Issues, Holidays and Culture, Cities and Travel, Sports and Arts. These themes are addressed in different literature forms to familiarize learners with the English used in real life situations of today. They include Fiction and Non Fiction Stories, Reports, Personal Essays, Journals, Letters and Dialogues.

Book 1: High Beginner - ISBN 0968952240, 181 pages, \$29.95 each

Book 2: Intermediate - ISBN 0968952259, 181 pages, \$29.95 each

Book 3: High Intermediate - ISBN 0968952267, 191 pages, \$29.95 each

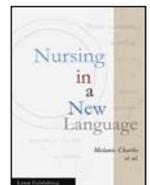


🍁 Nursing in a New Language

Melanie Charles et al.

An ESL textbook designed to help nursing students master the English language skills needed to work in an English-speaking environment or to communicate with English-speaking patients in their own countries. The textbook is divided into 20 lessons that cover different types of literature and health topics using language true to real life. Each lesson consists of a main text, a vocabulary list, a conversation drill and three or four sets of exercises.

ISBN 0968952275, 192 pages, softcover, \$39.95 each



Practical English Usage

Michael Swan

A dictionary of problem points in the English language as encountered by learners and their teachers. Common problems are solved and questions answered with practical, clear information in over 600 entries, which often include useful examples of typical mistakes.

ISBN 019431197X, \$49.50 each

🍁 Reading for Real series

Manuela Costantino, Carol Corsi and Toni Dabbs

A series of language skills textbooks intended for students who have obtained basic knowledge of English grammar and vocabulary at a secondary school level and who are ready for the transition from classroom methodology to real life applications. The essays in this series have been purposely selected to reflect real life sources, contexts, language and emotions. They strengthen students' grasp of English by exposing them to a variety of cultural context and assist students in applying English to everyday situations. The books are available in textbook (without answer key) or self study (with answer key) format, softcover,

Book 1: Start Up - Textbook, ISBN 096889464X, 163 pages, \$29.95 each

Book 1: Start Up - Self-Study, ISBN 0968894658, 163 pages, \$34.95 each

Book 2: Basic Intermediate - Textbook, ISBN 0968894666, 184 pages, \$29.95 each

Book 2: Basic Intermediate - Self-Study, ISBN 0968894674, 184 pages, \$34.95 each

Book 3: Intermediate - Textbook, ISBN 0968894615, 181 pages, \$29.95 each

Book 3: Intermediate - Self-Study, ISBN 0968894623, 181 pages, \$34.95 each

Book 4: High Intermediate - Textbook, ISBN 0968894607, 189 pages, \$29.95 each

Book 4: High Intermediate - Self-Study, ISBN 0968894631, 189 pages, \$34.95 each

Book 5: Advanced I - Textbook, ISBN 0968894682, 206 pages, \$29.95 each

Book 5: Advanced I - Self-Study, ISBN 0968894690, 206 pages, \$34.95 each

Book 6: Advanced II - Textbook, ISBN 0968952208, 206 pages, \$29.95 each

Book 6: Advanced II - Self-Study, ISBN 0968952216, 206 pages, \$34.95 each



BOOKS: ESL

Teaching Adults: An ESL Resource Book

This book is specifically designed to help tutors and teachers with the special challenges they face in ESL. A valuable supplement to whatever teaching materials or approach you choose to use, it will help you get started in learner assessment, goal setting, and lesson planning. It includes 61 specific easy-to-use activities such as teaching basic vocabulary through Total Physical Response, using rubber bands to improve stress and rhythm, and developing role-playing from basic dialogues. Appendices include The Sounds of English and Two Skills Assessment Tools.

ISBN 1564201309, \$22.00 each

*Tell Me The Story (Multilevel Sequence Pictures)

NEW

Irene J.I. Lardizabal

Everybody has a story to tell, right? This is a book of five stories created to help your students use English in speaking, reading and writing activities. Designed for a multilevel setting, this is an excellent resource for ESL teachers handling all levels.

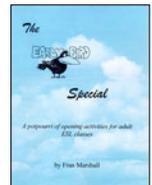
ISBN 0-9734258-1-4, 145 pages, \$35.00 each

*The Early Bird Special

Fran Marshall

An instructor's handbook of easily prepared review openers for an entire ESL year. They provide a variety of practical grammar-based review activities that will encourage the self-directed capabilities of learners. The activities encourage learners to speak, listen, think and write in English and require very little teacher preparation time.

ISBN 9968112625, 34 pages, comb binding, \$11.95 each

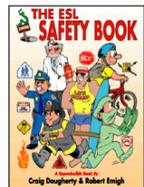


*The ESL Safety Book

Craig Dougherty & Robert Emigh

A 50-unit reproducible book with reading and discussion activities related to health and safety. Designed for ESL, EFL and literacy learners at a lower level, the book introduces the topics in a simple, journalistic style and provides a variety of different exercises related to each reading activity.

ISBN 1895451396, coil-binding, 118 pages, \$44.95 each



The Good Grammar Book

Michael Swan and Catherine Walter

A complete grammar resource for beginner to low intermediate level students. Designed to be used for self-study and in the classroom, it explains the rules, shows how the language works, and provides a range of activities for thorough practice. Full appendices, including a summary of active and passive verb forms, a guide to contractions, notes on the grammar of common words, and lists of prepositional collocations and irregular verbs.

With answers – ISBN 0194315193, \$33.50 each

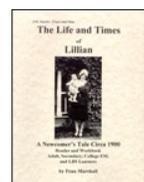
Without answers – ISBN 0194315207, \$32.50 each

*The Life and Times of Lillian

Fran Marshall

A story of the struggles and triumphs in the life of the author's mother, Lillian, used to reinforce learners listening, reading, speaking and writing skills. The book consists of 16 units that allow learners to practice asking questions to elicit information, to hear how verb tenses are used, to learn new vocabulary, and to retell events in sequence.

ISBN 0968112609, 80 pages, comb binding, \$19.95 each



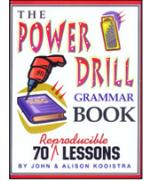
BOOKS: ESL

★The Power Drill Grammar Book

John & Alison Kooistra

A reproducible grammar book with 70 lessons on basic grammatical structures, common usage problems, the fundamentals of punctuation, and elementary paragraphing skills. It is intended to provide teachers and practitioners with simple, practical grammar activities that make it easier and more enjoyable for lower-level learners to understand grammar vocabulary and rules.

ISBN 1895451353, coil binding, 79 pages, \$39.95 each

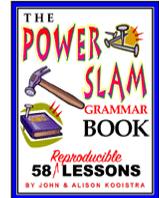


★The Power Slam Grammar Book

John & Alison Kooistra

This sequel to the highly successful Power Drill Grammar Book is a reproducible grammar book with 60 practical lessons designed to help ESL, EFL and literacy learners with error correction of their writing and speech. It covers proper sentence structures, questions, quotations and pronouns, commands and diction, and present, past, and future tenses. The book is an excellent, high-energy complement to instructional material for the analysis of literature and popular media.

Coil binding, 112 pages, \$44.95 each



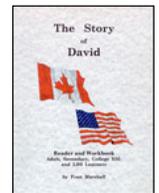
★The Story of David

Fran Marshall

A sequel to *The Life and Times of Lillian*, this reader and workbook chronicles the struggles and triumphs of a resourceful orphan, David, in the early 1900s. The book has 20 units accompanied by comprehension and inference questions, vocabulary studies, writing exercises and other related communicative activities. The resource allows learners to develop and practise their listening, reading, speaking and writing skills.

The Story of David - ISBN 0968112641, 82 pages, comb binding, \$19.95 each

The Story of David – Comprehension Review - 23 pages, stapled pages, \$3.95 each



★Vocabulary is Important

Jack Strauss

An exercise book that improves the vocabulary skills of intermediate-level users. It is divided into 10 lessons supported by word-creator exercises. Users find definitions for groups of words, use these words to construct sentences and practise using them in context.

ISBN 09731571, 40 pages, softcover, \$6.95 each

★What's So Funny?

Gene Michael-Higney

These two books filled with jokes and funny stories are designed for adult students who are learning English as a second or foreign language. Book 1 is intended for students with a reading level of over 1,500 words; Book 2 for those with a level of 3,000 words or more. Adult literacy learners will enjoy these books as well. The series is designed for leisure reading or homework assignments, but it can also be used in the classroom. It includes jokes, short vocabulary lists, quizzes, and additional remarks or explanations. An audio CD is included with each book.

What's So Funny? 1 - ISBN 1894929314, soft cover, 120 pages, \$18.95 each

What's So Funny? 2 - ISBN 1894929322, soft cover, 120 pages, \$18.95 each



★Write Right it right!

Marlene Gellert Hutchins

An easy-to-use resource that tests learners on more than 500 tricky English homonyms, words that sound the same but are spelled differently, such as to, two and too, or I'll, isle and aisle.

ISBN 0968990304, 147 pages, softcover, \$17.95 each

Books: Family Literacy

🍁 Canadian Parenting Workshops: Preparing Children for School Success

Judith K. Bernhard, Ph.D, Marlinda Freire, M.D., F.R.C.P. (C), and Vicki Mulligan, M.A.

Developed for diverse groups of parents with young children and designed for community-based delivery, this resource includes ten workshops providing parents with information, skills, and support to assist them in caring for their children and preparing them for success in school. Parenting approaches that support children's social and emotional development, self-control, and self-confidence are highlighted. Effective strategies for communicating with school personnel are introduced. The workshops also provide parents with the opportunity to develop informal networks of continuing mutual support. The teaching methodologies include mini-lectures, activities, and discussion in supportive environment.

Facilitator's Guide – ISBN 1894601068, \$29.95 each

Handbook for Participating Families - \$49.95 for a package of 10 handbooks



Family Life and How it Works: 38 Learning Activities

Susan Puffer

A resource designed to guide students in learning about family life and how to deal with the challenges faced by many families today. Through 38 learning activities, it explores family structures, functions and relationships. It discusses marriages, divorces, parenting, handling family money, lifestyles, as well as attitudes towards alcohol and drugs.

ISBN 0825121590, soft cover, 54 pages, \$29.95 each

Home and Family Life Education: 55 Projects, Games, and Activities

NEW

A resource designed to build responsibility, social skills, and connections to the community and home. It covers nutrition, housing, consumer issues, relationships, clothing, and child development.

ISBN 0825117941, 250 pages, \$38.50 each

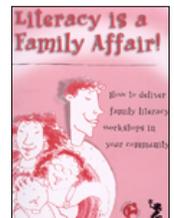
🍁 Literacy is a Family Affair!:

How to deliver family literacy workshops in your community

Marianne Paul

A resource designed to show parents, trainers, organizations, and agencies how to set up and deliver family literacy workshops aimed at helping adults increase opportunities for young children to acquire early or "first" literacy skills. It is divided into four main sections: background knowledge, step-by-step plans for the family literacy workshop, additional plans to help adults support children's literacy efforts, and appendices that offer supplementary ideas, as well as contact and other information about selected resources and related agencies.

ISBN: 0968157289, 264 pages, \$45.00 each



BOOKS: Health

Walch Science Literacy Series: Health

NEW

This book, which is one in a high-interest, easy-to-understand series, is designed to help develop the critical science-literacy skills that students need in the real world. It provides hands-on activities, reading sections, and clear illustrations that make science – and scientific thinking – come alive. The book has ideas on how to manage stress, recognize eating disorders, improve posture, and stay fit. It also provides facts on "fad" diets, sexually transmitted diseases, and smoking.

Book - ISBN 0825133076, 64 pages, \$14.70 each

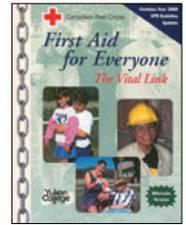
Teacher's Guide – ISBN 0825132878, 96 pages, \$18.90 each

BOOKS: Health

*First Aid for Everyone: The Vital Link (Alternate edition)

NEW

A first aid manual developed specifically for literacy students and designed to support the Red Cross Training Courses: First Aid and Emergency First Aid courses. It concentrates on the emergency medical system, body systems, emergency action principles, specific emergencies, and healthy lifestyles. Each chapter includes learning objectives, definitions, and key terms. Examples, specific action steps accompanied by pictures and figures, and chapter summaries are also provided. Some of the emergencies covered in this manual include airway, breathing, heart, head and spine, bone, muscle and joint, soft tissue, and other emergencies or injuries. ISBN 1584800410, \$30.00 each



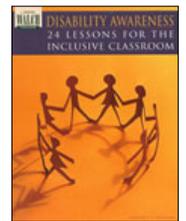
BOOKS: Learning Disabilities

Disability Awareness: 24 Lessons for the Inclusive Classroom

Kimberly A. Williams

A resource designed to prepare teachers to better instruct their differently abled students. It teaches about vision, hearing, speech, and mobility impairments and other common disabilities. The book includes detailed lesson plans, student activities, a list of supporting organizations and resources, a bibliography of fiction with disability themes and much more.

ISBN 0825138272, soft cover, 122 pages, \$30.10 each



The Source for Dyslexia and Dysgraphia

NEW

Regina G. Richards

A resource designed to help teachers and parents recognize and understand students with dyslexia and dysgraphia, and provide ideas, as well as teaching and remedial strategies to help them. Written by an educational professional and mother of a dyslexic child, it provides insightful ideas and comments, real-life examples, and well tested how-to techniques to help students who have difficulty with the reading and writing process.

ISBN 0760603081, \$60.95 each

The Source for Processing Disorders

NEW

Gail J. Richard

A resource designed to help professionals differentiate among processing disorders, discuss the major processing models, explain assessment procedures, and outline intervention strategies for various types of processing disorders.

ISBN 076060360X, \$60.95 each

The Source for Reading Fluency

NEW

Nancy B. Swigert

A resource designed for teachers, volunteers, and parents to provide important information and strategies to help non-fluent readers increase their speed and accuracy of reading in the areas of written letter patterns, syllable and word patterns, multi-syllabic words, sight words, semantics and vocabulary, as well as connected text.

ISBN 0760604452, \$60.95 each

The Source for Solving Reading Problems

NEW

Carol Stockdale and Carol Possin

A resource designed to identify for the teacher, clinician, and parent a range of problems that underlie reading failure and to target solutions to those root problems through instructional approaches that help the student remediate or compensate in resolving their reading problems. Organized in three parts, the book describes reading at basic and advance levels, related skills of spelling and handwriting, methods for teaching those skills, and problems that underlie reading difficulty along with illustrative cases and instructional strategies.

ISBN 0760604045, \$60.95 each

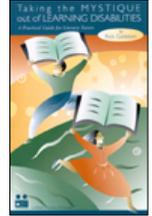
BOOKS: Learning Disabilities

★Taking the Mystique out of Learning Disabilities: A Practical Guide for Literacy Tutors

Ricki Goldstein

A resource for literacy tutors, adult education practitioners and students who want or need to know more about learning disabilities (LD). This book will be most welcome for anyone who is “fearful of the unknown world” of LD. Practical, clearly written and easy to follow, the book is packed with information and tips about LD: causes, impact on learners, compensatory strategies, accommodations and other important issues.

ISBN: 009016694, soft cover, 114 pages, \$22.00 each



BOOKS: Life Skills

Choosing and Preparing Foods: Basic Nutrition and Food Preparation for Special Students

NEW

A resource designed to teach students how to prepare nutritious meals successfully. It sparks nonreaders interest with picture versions of recipes and worksheets, and features 20 easy-to-follow illustrated recipes. The book includes objectives, materials lists, and teacher demonstrations.

ISBN 0825127025, 126 pages, \$ 34.30 each

Developing Health Skills

David A. Birch

A reproducible book designed to teach non-readers how to develop healthy lifestyles, protect themselves from sexual exploitation, and avoid unsafe situations. It includes 153 activities accompanied by clear illustrations and diagrams.

ISBN 0825112141, \$35.50 each

Learning Basic Social Skills

NEW

Focuses on choosing and caring for clothes, getting along with others, developing conversation skills, and having a good work attitude. It includes a teacher's guide with objectives, vocabulary, additional activities, and answer guides.

ISBN 082513885X, 104 pages, \$30.10 each

Learning Strategies for School, Home, & Work

Richard S. Kimbell

A resource that reinforces the importance of solid study skills, and cultivates essential skills for succeeding at school, home and work. It teaches students how to use their own learning styles to master new skills. The book focuses on goal setting, organization, locating information, active reading, note taking, test taking and more. It includes background information, vocabulary, answers additional activities, and assessment tools.

ISBN 0825146291, \$34.00 each

Fax us at (416) 322-0780 or 1-800-788-1417

BOOKS: Life Skills

Life Skills Literacy Series

Richard S. Kimbell

A series of six books targeting special needs of students, including adult literacy and low-intermediate ESL learners, designed to improve vocabulary, critical-thinking, and writing skills with 24 engaging lessons. It includes teaching suggestions, fascinating facts, and Internet resources.

Things to Know About Community Resources – ISBN 0825142741, \$24.25 each

Things to Know About Cars and Driving – ISBN 0825138280, \$24.25 each

Things to Know About Medicine and Health – ISBN 0825138825, \$24.25 each

Things to Know About Housing – ISBN 0825139422, \$24.25 each

Things to Know About Personal Paperwork – ISBN 0825138833, \$24.25 each

Things to Know About Spending and Saving Money – ISBN 0825138302, \$24.25 each

Set of All 6 books - ISBN 0825142776, \$145.50 each



Living on Your Own: An independent Living Simulation (2nd edition)

Jean Bunnell

A tool for teachers designed to help their students build solid skills in finding the right job, choosing a place to live, managing expenses, and more. It includes activities on the Internet for information about jobs and housing, electronic banking and up to date health and nutrition information. The resource features daily lesson plans, reproducibles, and answers to all activities.

Living on Your Own: Student Book - ISBN 0825142733, soft cover, 126 pages, \$19.00 each

Living on Your Own: Teacher's Book – ISBN 0825142814, soft cover, 168 pages, \$26.00 each

Steps to Independent Living Series

A set of books designed to show students how to take care of themselves and face the challenges of everyday living through easy to follow activities, explanations, and problems, as well as self-tests and comprehension checks. The books show how to budget money and set financial goals, stay emotionally healthy, treat common illnesses, develop good grooming habits, find affordable place to live, and make a home safe.

How to Use Money Wisely – ISBN 0825125928, soft cover, 60 pages, \$17.50 each

How to Look Out for Yourself – ISBN 0825127106, soft cover, 6 pages, \$17.50 each

How to Get Well When You're Sick or Hurt – ISBN 0825125901, soft cover, 26 pages, \$17.50 each

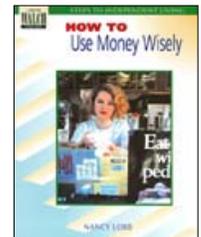
How to Stay Healthy – ISBN 0825127092, soft cover, 58 pages, \$17.50 each

How to Set Up a Home – ISBN 0825127114, soft cover, 66 pages, \$17.50 each

How to Take Care of Your Home – ISBN 082512591X, soft cover, 54 pages, \$17.50 each

Teacher's Guide – ISBN 0825127122, soft cover, 68 pages, \$16.25 each

Set of all seven books – ISBN 0825127130, soft cover, \$120.00 each



Survival Reading Flash Cards

NEW

A set of cards that include a single word or phrase on the front and a definition on the back. It enhances independent living skills with 160 words and phrases and features safety vocabulary, medicine labels, signs in building, and more.

ISBN 0825126134, 28 pages, \$70.70 each

Using the Newspaper to Teach Basic Living Skills

Jean Bunnell

A practical resource designed to provide teachers with over 50 activities, directions, materials, lists, and extension activities designed to enhance student's appreciation of newspapers. It develops skills in locating information, applying for jobs, finding an apartment, using the Internet, and more.

ISBN 0825137268, soft cover, 133 pages, \$32.50 each

BOOKS: Life Skills

What to Do series

A set of two simple and direct books written by health professionals, designed to provide essential health care guidance in a non-threatening, highly accessible way. What to Do When Your Child Gets Sick includes chapters on newborn care, medications, and handling an emergency. What To Do for Senior Health includes chapters on getting health care, health insurance, and healthy diet and exercise.

What to Do When Your Child Gets Sick – ISBN 082514178, \$18.25 each

What to Do for Senior Health – ISBN 082514177, \$18.25 each

BOOKS: Literacy

400 Words That Work: A Life Skills Vocabulary Program

Allan O. Donnell

A book filled with 400 words representing everyday words in a real-life context!

It motivates students to master must-know words through real-life situations and provides context tools needed for success outside the classroom. It features extensive teacher support including directions, extension activities, help for ESL students, and answer keys.

Student Book – ISBN 0825138590, 104 pages, \$22.00 each

Teacher's Guide – ISBN 08251038868, 65 pages, \$17.50 each

All About Me and Those Important to Me

David Ward

A guide for practitioners to help improve learners' ability to organize and manage their personal information. It discusses the importance of having crucial information at hand for emergency situations, helps learners create a personal information booklet, discusses safety deposit boxes, keeping PIN numbers secret and other security measures, and helps learners develop a method for revising and updating information as necessary.

97 pages, loose-leaf in binder, \$45.00 each

ALL
ABOUT
ME

AND THOSE
IMPORTANT
TO ME

NEW

Fascinating News Stories: A Reading Comprehension Skill Builder

Uses real-life stories from newspapers and magazines to develop comprehension, vocabulary, and critical-reading skills. It includes prereading and postreading activities.

ISBN 0825101077, 214 pages, \$ 25.90 each

Good Day! How May I Help You?

David Ward

This guide helps practitioners introduce learners to various job opportunities in the hospitality and retail industries, and gives them the skills that will make them suitable candidates for employment in this area. It presents information about customer and employer expectations, examines the abilities that successful employees need, and provides learners with self-assessment tools to determine their strengths and areas in need of improvement.

139 pages, loose-leaf in binder, \$45.00 each

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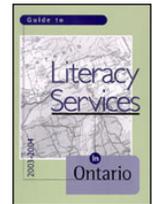
BOOKS: Literacy

Guide to Literacy Services in Ontario (2004-2005)

NEW

AlphaPlus Centre

A useful reference tool listing almost 500 Francophone and Anglophone organizations involved in adult literacy in Ontario. The information includes: contact names, addresses, telephone/TTY/fax numbers, email and Web site addresses (where available), and other valuable information. The Guide is a useful reference tool for literacy practitioners, tutors, researchers, volunteers, and learners, issued and updated every September. ISBN 1 4808366, 220 pages, wire binding, \$25.00 each



Hey Ma! Where Did I Come From?

David Ward

A guide for practitioners intended to help learners develop their research skills while creating an accurate genealogical chart. The unit supports learners' exploration of their family history and helps to develop a stronger link between generations and to improve learners' sense of self-identity. It also teaches documenting, letter-writing, creative-thinking and communication skills. 106 pages, loose-leaf in binder, \$45.00 each

LITSTART: Strategies for Adult Literacy and ESL Tutors

Christy M. Newman

This proven resource provides the framework, guidance, and strategies to teach lessons that focus on the personal goals and learning styles of the learners. It includes a three-step process for preparing a lesson, guidance on phonics and writing, a chapter on checking progress, and a separate Where to Start Placement Guide insert. \$26.75 each

Media Literacy series

NEW

A series of six books designed to encourage students to think critically about movies, music, media, visual culture, the Internet, advertising, and television. Each unit contains clear background information and calls out key media concepts.

Media Literacy: Advertising – ISBN 0825 143659, \$32.90 each

Media Literacy: Movies – ISBN 0825 144868, \$32.90 each

Media Literacy: Music & Media – ISBN 0825 144876, \$32.90 each

Media Literacy: The Internet – ISBN 0825 149908, \$32.90 each

Media Literacy: Television – ISBN 0825 143640, \$32.90 each

Media Literacy: Visual Culture - ISBN 0825 1499 16, \$32.90 each

6 Book Set – 0825 15 1457, \$197.40 each

Network Practitioner Training Manual

Project Researcher/Writer: Jane Tuer, Project Coordinator: Anne Ramsay

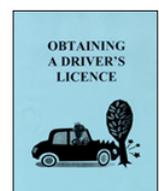
A training manual for anyone who assesses professional development needs and coordinates training events in a literacy network setting. It is designed as a 'living' document to which users can add their own information and network practices as training processes change. It includes outlines for coordinators, sample checklists, evaluation forms, facilitator contracts, and even budgeting and costing guidelines. A key feature of the manual is the Practitioner Self-Assessment Tool, which is based on the Ontario Literacy Coalition (OLC) Core Skills List. The tool enables practitioners to pinpoint their strengths and identify their skills challenges for future training. ISBN: 0973208309, \$25.00 each



Obtaining a Driver's Licence

David Ward

A guide for practitioners designed to give learners the confidence and literacy skills required to pass the knowledge test for an Ontario Graduated Licence and to prepare them for the road-test requirements. 90 pages, loose-leaf in binder, \$45.00 each



BOOKS: Literacy

🍁 Oh Yeah! Mind Your Own Business

David Ward

A guide for practitioners designed to help learners recognize their talents, skills, and abilities and consider putting them to use in their own business. The unit analyzes a variety of small business ideas, outlines the process of setting up a business and explains the responsibilities, legal issues, bookkeeping requirements, and safety precautions associated with starting their own business.

113 pages, loose-leaf in binder, \$45.00 each



🍁 Putting Your Best Self Forward

David Ward

A guide for practitioners containing lessons on self-confidence, self-esteem, and self-image, all designed to improve self-awareness. It discusses taking pride in learners' appearance, personal hygiene, everyday etiquette, fitting in socially, feeling comfortable at work, and 'reading' other people's reactions to learners' personality and behaviour. The guide includes a wide range of examples and exercises, self-evaluation questionnaires and checklists.

80 pages, loose-leaf in binder, \$45.00 each



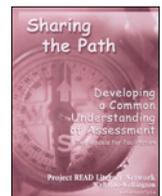
🍁 Sharing the Path:

Developing a Common Understanding of Assessment – Two Models for Facilitation

Project Manager: Anne Ramsay, Report Writers: Marianne Paul and Robb MacDonald

Description: A report on a project which investigated facilitative processes or models used by two network regions, Project READ Literacy Network Waterloo-Wellington and Simcoe County Literacy Network, to bring about common understanding of assessment among their member agencies and frontline practitioners. Both models are presented in a "how-to" fashion and consist of step-by-step outlines of each process, and the product or outline that resulted from it. The report includes information on meeting agendas, topics, group activities, facilitation tips, notes, recommendations, and actual results.

ISBN: 0968157254, \$15.00 each

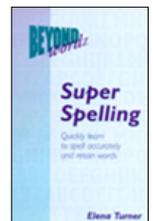


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Elena Turner

A handbook for practitioners that provides information and guidelines to improve learners' spelling accuracy and increase their retention of learned words. Filled with information on good spelling skills, the traits of great spellers and spelling coaches, and the importance of rapport skills, this handbook provides the tools that are necessary to overcome spelling difficulties.

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Nancy Lobb

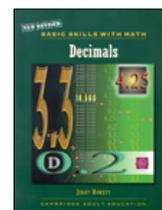
A resource designed to build students' vocabulary and skills they need for dealing with the day-to-day challenges of maintaining financial responsibility. It ensures that students master everything from basic paycheque vocabulary to credit cards and loan payments.
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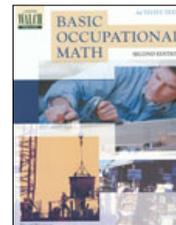
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Sanderson M. Smith

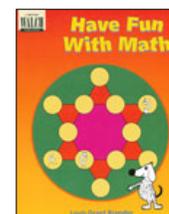
Designed for all levels of teaching, this book covers the development of mathematics, logic and thinking skills, writing in mathematical communication, ways to introduce statistical ideas, printed examples of easy computer simulations, and illustrations of the importance of math in finance.
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ISBN 0825113091, 240 pages, \$36.50 each



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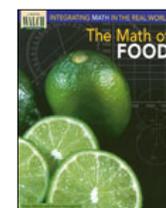
Hope Martin and Susan Guengerich

A series of resources designed to demonstrate the everyday nature of mathematics with the series of skill-building activities built around real-life topics. It sharpens students' math skills from whole-number operations through basic algebra and geometry and builds problem-solving and critical-thinking skills. The resources include teacher notes, concepts and skills covered, relevant Internet sites, and more.

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Susan Brendel

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BOOKS: Numeracy

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A guide for practitioners designed to familiarize learners with the metric system and to develop and practise their metric system skills. The unit shows learners how to convert from the linear system to the metric system using mathematical tools and how to apply their metric skills to everyday activities.

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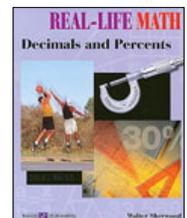
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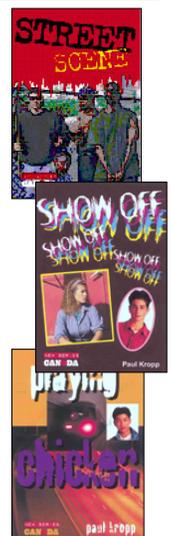
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Cathy Haghait

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Language Profiles, vol. 1 - \$39.95 each

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🍁 Building Our Capacity: A Workplace Literacy Coordination Model

Laura Marges and Jane Tuer

A report on a project designed to address the gap between identified local workplace literacy needs, delivery capacity and potential partnership opportunities. Its focus was to develop a process and products for marketing workplace literacy programs to local business sectors and to develop relationships with key workplace stakeholders: employers, employees, and organized labour groups in the region.

139 pages, \$25.00 each

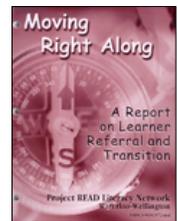


🍁 Moving Right Along: A Report on Learner Referral and Transition

Anne Ramsay, Writer/Researcher: Marianne Paul

A report on the results of a research project which looked at support for adult students in making transitions from Literacy and Basic Skills (LBS) agencies to other settings, where they would continue the journey towards their goals. The report includes information on the initial research results, strategies and responses to increase referrals, the role of self-management and self-direction skills, and samples of the tools that were developed and field-tested.

ISBN: 0968157246, \$15.00 each



🍁 Planning Together: The Final Report of the Literacy Community Planning Process (LCPP) Development Project

Writer: Marianne Paul, Project Coordinator: Anne Ramsay

A report reviewing the development or evolution of the Literacy Community Planning Process (LCPP) Committees in Waterloo Region and finding ways for the LCPP Committees to work together more effectively to serve the literacy needs of local communities.

128 pages, \$10.00 each

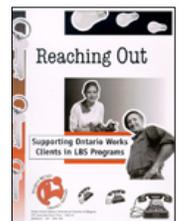


🍁 Reaching Out: Supporting Ontario Works Clients in LBS Programs

Reaserchers: Yvonne Roussy-Heninger & Marianne Paul, Project Manager: Anne Ramsay

A resource about the Supporting Ontario Works Clients in Literacy and Basic Skills (LBS) Programs project, which identified, piloted and evaluated strategies to recruit and retain Ontario Works clients in LBS programs throughout all three delivery sectors – colleges, school boards, and community-based agencies. The project was carried out in partnership with the programs in the Region of Waterloo and Wellington County Social Services Departments and focused on Ontario Works clients who were deemed hard to serve. It covers such topics as Defining Terms: "Hard-to-Serve" Clientele, Background Research: Recruitment and Retention, Selection of Strategies and Tools, Student Retention Strategies, and Recruitment Strategies.

ISBN: 0973208317, 137 pages, \$25.00 each

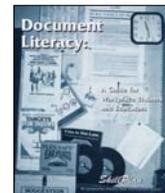


BOOKS: Workforce/Workplace

🍁 Document Literacy: A Guide for Workplace Trainers and Educators

A publication intended for workplace educators teaching basic skills in the workplace, to provide some ideas for developing learning activities for document literacy. It familiarizes educators with the complexities of document use and assists them in preparing adult learners for the document literacy demands of the workplace. In the course of their working day most workers will use documents, such as entry forms, catalogues, and graphic representations. Many are printed on paper, but others appear only on a computer screen. Document Literacy uses authentic workplace documents as examples to describe documents and the distinctive cognitive processes that are needed to use them.

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A book designed to help students learn the essential vocabulary they need to be safe at work and gain the tools they need to prevent or reduce accidents and injuries on the job. The accessible picture-dictionary format of this book helps students quickly recognize even complicated or technical terms and relate them to their own workplaces. The book is divided into four main units: Warning Signs and First Aid Items, Health and ergonomics, Safe use of Tools and Machinery, and Safety Information on Labels and Tags. A valuable Safety Tool Kit appendix in the student book supplements the main body of the text.

Student Book _ ISBN 1564201759, \$16.00 each

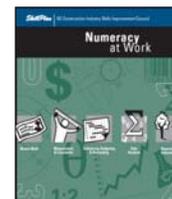
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🍁 Numeracy at Work

A collection of workplace examples illustrates workplace applications of numeracy: Money Math, Scheduling or Budgeting and Accounting Math, Measurement and Calculation Math and Data Analysis Math. Intended as a resource for educators and their students, it incorporates stories from workers across Canada about how they use these skills in their jobs, and provides activities and suggestions for further exploration.

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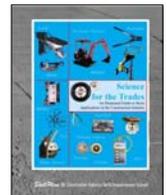
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A sequel to *Document Literacy*, this publication demonstrates the visual and organizational features that distinguish among document types, and the transferable features of reading documents. It provides document examples appropriate for some workplace education settings which could also be models for adaptation, and establishes a common language for talking about documents. Some scripted lessons are included.

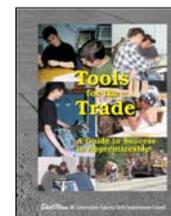
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★Tools for the Trade: A Guide to Success in Apprenticeship

A resource written for individuals considering or completing an apprenticeship in the building trades or other settings. Apprenticeship is a unique combination of on-the-job training and technical training. Success in apprenticeship depends on many things - essential skills such as reading text, using documents and solving mathematical problems; personal characteristics and attitudes; and job-related skills. The book addresses a number of issues specific to apprenticeship. A problem solving model and strategies are introduced. Essential skills as they relate to success in apprenticeship are explained. There's an opportunity to evaluate skills. The final chapter discusses attitudes and behaviours as keys to success. Tools for the Trade points apprentices in the direction of lifelong learning in their careers and is a major contribution to the apprenticeship tool box. 2000.

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Karen Geraci and Aleksandra Popovic

A collection of instructional workbooks and teacher's guides focusing on the functions and features of workplace documents. These practical resources were initially published as three books in a series: Book 1: Organizing Information, Book 2: Schedules, and Book 3: Information Forms, and have now been reprinted in a single volume. ISBN 096890484X, 350 pages, coil binding, \$49.50 each



★workwrite: workplace communications (Book 4)

Karen Geraci

The fourth book in the *workwrite* series, it explains and demonstrates various ways individuals within a workplace communicate with each other. The book includes a broad range of original workplace document types and styles and discusses the use of notices, **postings, memoranda, agenda, meeting minutes, fax cover sheets, email work orders, job postings and letters.**

ISBN 0968904831, 205 pages, coil binding, \$38.50 each

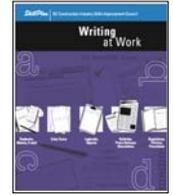


BOOKS: Workforce/Workplace

✶ Writing at Work

A resource that comes from the world of work. It describes the writing used in many occupations. The descriptions and examples use the language of HRDC's Essential Skills Research Project, which has become standard in addressing workplace writing in Canada. Each chapter examines the purpose, style, organization and use of such writing forms as Memos, Entry Forms, Logbooks, Bulletins and Regulations. Writing at Work provides a wealth of suggested activities for practice and over 50 workplace documents.

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GAMES: Literacy

Real Life Reading Cards

A set of 50 reading cards, accompanied by a reproducible book, designed to help low-ability readers develop essential reading skills. It presents high-interest/low-readability short stories in a convenient card format, strengthens language skills essential for independent living, and reinforces vocabulary and comprehension with follow-up worksheets.

ISBN 082512882X, \$67.50 each

ON-LINE TRAINING: Workforce/Workplace

Practical WHMIS

Self-paced, on-line training in the Workplace Hazardous Materials Information System (WHMIS).

WHMIS is a Canada-wide standard designed to ensure chemicals and other hazardous substances are handled safely. All Canadian employers are required by law to ensure that employees who work in contact with hazardous materials have proper WHMIS

training. This on-line training, written for individuals who are already in the workplace or who are entering the workplace, ensures that employees have the skills and knowledge to work safely. Easy to navigate and understand, *Practical WHMIS* provides information and guidelines on how to properly and safely handle, use, store and dispose of hazardous materials in the workplace. *Practical WHMIS* was developed using clear language and is accessible to individuals with reading and writing difficulties. There is an extensive glossary for individuals who may not have extensive work experience or who speak English as a second language. This training tool can be used for independent on-line learning or as a classroom supplement.

\$39.95 per learner

(please contact us for free demonstration)



PUBLICATIONS: ESL

English Teaching Professional

A practical English-language teaching magazine for teachers. Each issue is packed with fresh ideas and innovations for practical teaching. The magazine includes articles on the latest ideas for teaching practice, classroom resources, advice on teacher development and teacher training, and competitions and reviews.

Four issues per year, 64 pages

Individual subscription: 1 year - \$53.00; 2 years - \$96.00; 3 years - \$134.00

Institutions (Library/Schools): 1 year - \$84.00; 2 years - \$154.00; 3 years - \$214.00

Multi-copy (3 copies of each issue): 1 year - \$120.00; 2 years - \$216.00;

3 years - \$305.00



Modern English Teacher

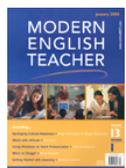
This magazine has been established for over 30 years and offers authoritative and informative coverage of all aspects of English instruction. Written by leading teachers, professors and authors in their fields, each issue covers examinations and testing, language theory, reviews, methodology, and specialist areas such as computer-assisted language learning.

Four issues per year, 96 pages

Individual subscription: 1 year - \$60.00; 2 years - \$96.00

Institutions (Library/Schools): 1 year - \$84.00; 2 years - \$156.00

Multi-copy (3 copies of each issue): 1 year - \$120.00; 2 years - \$216.00



PUBLICATIONS: ESL

Modern English Digest

A new, reader-based magazine that makes it fun and interesting for students to learn English or improve their knowledge of the language. It is filled with articles about movie stars, popular culture, science, business and current affairs, written for students with elementary or intermediate English. It includes glossaries of complex words and teacher's notes. The Modern English Digest is an excellent resource for teachers and provides enjoyable reading material for learners.

Six issues per year, 64 pages

Individual subscription: 1 year - \$46.00; 2 years - \$70.00; 3 years - \$115.00

Class sets (10 copies of each issue): 1 year - \$408.00; 2 years - \$624.00; 3 years - \$1,032.00



REFERENCE WHEELS: ESL

Wonder Disc – English Irregular Verbs

A quick and easy reference tool consisting of two connected wheels: the outer wheel lists 92 of the most common irregular verbs in their basic form and the inner wheel shows their present, past, and future tenses; modal auxiliaries; present perfect, past perfect, and past conditional; present continuous; present perfect continuous, past perfect continuous and present conditional continuous tenses.

\$3.50 each



Wonder Disc – Adjectives, Adverbs, Nouns

A quick and easy reference tool consisting of two connected wheels: the outer wheel lists 92 of the most common adjectives and the inner wheel shows their comparative, superlative, adverb, noun, and opposite forms.

\$3.50 each



The Idiom Wheel

A quick and handy reference tool designed to explain 88 of the most often used idioms. It consists of two connected wheels: the outer wheel lists the idioms and the inner wheel gives their meaning and illustrates their usage in a sentence.

\$8.00 each



The Citizenship Wheel

A handy reference tool designed to provide quick questions, facts and answers related to writing a Canadian Citizenship test. It is made of two connected wheels: the inner wheel navigates a list of potential questions and the outer wheel provides answers to them.

\$12.00 each



Email us at purchase@alphaplus.ca

SOFTWARE: Understanding Computer Software Licensing

It is important always to investigate the site-licensing options for software PRIOR to purchase, as each supplier develops different requirements and limitations for licence agreements.

Each piece of software you purchase comes with a licence. Under the provisions of the Canadian Copyright Act you must honour the terms of the licence, otherwise you will be committing copyright infringement.

The following options are the most common but it is often possible to negotiate special site-licensing agreements with software producers and suppliers.

Single-user Licence (sometimes called Stand-alone Licence)

Allows you to install the software on one computer at one geographic location only.

Multi-user Licence

Allows you to install the software on a specific number of computers (specified by the site licence agreement purchased) at one geographic location only. Most vendors will offer different licence configurations, for example: 2-5 computers, 11 computers, or site licence.

The number of computers on which the program can run will depend on the suppliers' packages. Some vendors will allow you to run the program on 5 computers for one discounted price, others will increase the licence price incrementally with the number of computers added.

Some programs may require a CD-ROM for each computer when purchasing a multi-user licence. You may have to purchase extra CD-ROMs. These are usually available at a discounted price when you purchase a licence. It is important to ask about this since additional CD-ROMs are not always necessary.

Site Licence (sometimes called Network Licence)

Allows you to install the software on an unlimited number of computers at one geographic location only. Organizations may want to install the program on a local network and allow all users to have access to it. Those who do not have a network can install the program on each computer, or purchase additional CD-ROMs for each workstation.

Registering a Licence

It is important to know that some software publishers ask buyers to register their licence. This involves sending the suppliers a registration note (included in the purchased software package) that will be kept on file in case you, the buyer, want to return or upgrade the software. It acts as a proof of purchase and gives you a right to certain discounts. Other suppliers may include the licence agreement in the software package and ask you to keep it in your records. Regardless of the method suppliers use to provide you with a licence, it is very important to keep a copy of the licence and a proof of purchase (for example, the invoice) in your records. They will be necessary if you want to upgrade or exchange the program, and will be required by systems administrators prior to installing or reinstalling the programs.

Upgrades

If the suppliers release a new version of the software within a specified time period (usually 30 days) from the date the software was purchased, the suppliers will usually allow you to replace the disks at no charge. After that period there will be an upgrade fee that you might have to cover.

Warranty

Most suppliers warrant that their products are free of defects in materials and workmanship for a specified period of time (often one year) from the date of purchase. If a defect is discovered within that time period, you can often return the product for a free replacement.

SOFTWARE: Dictionaries

8 in 1 English Dictionary

A software designed to teach a variety of practical English words and includes pronunciation features not found in any other product. It will help learners to improve their pronunciation, reading comprehension, vocabulary, and spelling abilities.

1 computer – \$49.95; 2 computers - \$72.00; 3 computers - \$108.00; 4 computers - \$144.00; 5 computers - \$180.00; 6 and more – please contact AlphaPlus



The Interactive Picture Dictionary

A computer program designed to teach and test spelling, pronunciation, and knowledge of vocabulary for over 800 words in over 40 topics. Instructors can customize the program to suit the learners' needs by adding new word lists.

1 computer - \$140.00; 2-5 computers - \$280.00; 6-10 computers - \$420.00; Site Licence - \$560.00

The Maltese Picture Dictionary

A computer program designed to teach and test spelling, pronunciation, and knowledge of vocabulary in Maltese language. Instructors can customize the program to suit the learners' needs by adding new word lists.

1 computer - \$140.00; 2-5 computers - \$280.00; 6-10 computers - \$420.00; Site Licence - \$560.00

Software: ESL

Connected Speech

An interactive multimedia pronunciation program that covers the suprasegmental features of spoken English: pause groups, pitch change, sentence stress, linking, syllables, and word stress. All activities are based on extended passages of natural speech. There are over 300 hours of interactive language and pronunciation activities.

1 computer – \$240.00; 2-5 computers - \$480.00; 6-10 computers - \$720.00;
Site Licence - \$960.00



Educational Software Products (ESP) series

Crossword Challenge – a crossword generator that features a 3,300 word/phrase database, divided into sections on nouns, verbs, adjectives, phrasal verbs, prepositions, and idioms.

Beat the Clock - a learning game designed to increase learners' vocabulary level, by providing a definition of a word, which the learner has to guess and type in the box.

Word Invaders – entertaining software that allows learners to practise English grammar. The program includes more than 2,400 different vocabulary words.

Error Terror - an interactive software program that allows learners to practice their English by identifying errors in a moving passage of text and destroying them.

Newspaper Editor – a computer simulation software that can help upper intermediate students improve their English and computer skills by working on the editing team of a newspaper.

FCE (First Certificate in English) Tutor – software that provides information and practice to learners who are studying for the First Certificate in English (Cambridge examination), but can also be useful for anyone who wants to practice English examination skills.

CAE (Certificate of Advanced English) Tutor – a program that provides information and practice to learners who are studying for the Certificate of Advanced English (Cambridge examination), but can also be useful for anyone who wants to practice English examination skills.

CPE (Certificate of Proficiency in English) Tutor – a computer program that provides information and practice to learners who are studying for the Certificate of proficiency in English (Cambridge examination), but can also be useful for anyone who wants to practice English examination skills.

For pricing information please contact AlphaPlus

Software: ESL

🍁English Express (Canadian Version)

The first content-based ESL software of its kind. The English Express CD-ROM is packed with Canadian multimedia content, informative key visuals, and interactive writing tools to help students learn effectively. This Canadian ESL program covers over 100 topics such as Canadian history, geography, culture, heritage and environmental issues. The program is available in three levels, basic, intermediate and advanced all on one CD. English Express teaches and reinforces skills such as reading, writing, listening, spelling, pronunciation and more.

1 computer – \$149.00; 2-5 computers - \$625.00; 6-10 computers - \$1,150; 11-15 computers - \$1,575.00; 16-20 computers - \$1,990.00

🍁English PRO

A complete pronunciation training program. It uses the proven teaching method of ESL Pro Systems products to help students improve their enunciation and speaking ability. The product is perfect for learners with speech impediments, accents and anyone looking to improve their public speaking ability. It provides the user with the ability to breakdown the English language to its fundamental sounds. The student, through practice, will be able to perfect the pronunciation of each sound, thus improving their ability to pronounce words and sentences. Available in North American and British pronunciation.

ISBN 1-894919-96-3, 1 computer - \$44.99

🍁ESL PRO

A computer program that uses a phonetic approach to teaching learners how to speak the English language properly. It accelerates learning by teaching the key sounds that make up the English language. The student is then taught how to combine these sounds into words and sentences. The software provides the learner with native-speaker models to listen to and imitate. Students are able to record their voices and then compare the result with a native speaker's voice. It is available in North American English but students have an option of switching from the English language instructions to instruction in their native language, such as French, Chinese, German, Hindi, Japanese, Korean, Portuguese, Russian, and Spanish.

ISBN 0-9689802-1-X, 1 computer - \$44.99

🍁ESL PRO Plus

NEW

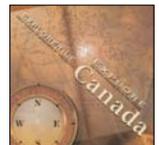
A set of two computer programs provided in one package. It includes the award winning pronunciation software *ESL Pro* and a *TOEFL Advantage One*.

ISBN 1-894919-42-4, 1 computer - \$52.99

🍁Explore Canada

A program that allows to explore Canada, Canada's History and Geography in Plain Language. It has more than 170 text modules, each supported by a photograph or historical image. Each text module includes two levels of language difficulty and covers a facet of Canada's natural and cultural heritage.

1 computer – \$49.00; 2-5 computers - \$225.00; 6-10 computers - \$430.00; 11-15 computers - \$615.00; 16-20 computers - \$820.00



🍁Learning English: Grammar Workbook

A computer-based workbook that provides over 75 pages of grammar instruction. It contains problems and exercises with solutions in the back. The workbook comes in Adobe PDF format, allowing students to work directly on screen or to create a portable paper copy. Concepts covered in the program include: Independent, Adjective, and Noun Clauses, Appositives, Conditionals, Verb Tenses, Irregular Verbs and more.

ISBN 1894957059, 1 computer - \$22.99 each

Software: ESL

🍁 Learning English: Listening Workbook

A computer-based workbook that provides over 80 pages of valuable instruction, useful tips, and hours of practice to ensure the learner develops strong English skills. The student can listen and read each passage through their computer. Questions are then asked about each passage with solutions available at the end of the workbook. The workbook comes in Adobe PDF format, allowing students to work directly on screen or to create a portable paper copy. Concepts covered in the program include: Main Idea, Meaning, Action, Inference, Tone of Voice, Homonyms/Homophones, and Idioms.
ISBN 1894957067, 1 computer - \$22.99 each

🍁 Learning English: Reading Workbook

A computer-based workbook that provides over 60 pages of exercises to help students master their understanding of written English. It contains passages of 250 to 500 words in length, with every passage having exercises for the student to complete. They are designed to test students' understanding and reading abilities. The solutions to these exercises are found at the back of the workbook. The workbook comes in Adobe PDF format, allowing students to work directly on screen or to create a portable paper copy. Exercises include: Main Idea Questions, Details Questions, Vocabulary Questions, Inferences Questions, and more.
ISBN 1894957083, 1 computer - \$22.99 each

🍁 Learning English: Writing Workbook

A computer-based preparation manual providing a step-by-step guide to writing great essays, and includes vocabulary-building tools. The workbook contains problems and exercises, with the solutions found at the back. The workbook comes in Adobe PDF format, allowing students to work directly on screen or to create a portable paper copy. Concepts covered in the program include: Idea Generation, Creating an outline, Creating a thesis, Supporting a thesis, Drafting an essay, and Editing.
ISBN 1894957083, 1 computer - \$22.99 each

Looking for Words

An exploration program that allows users to build vocabulary by navigating through modules such as a small community, home, or school and clicking on graphic images to learn their meaning. This software is accompanied by interesting animation and audio, and helps users learn and memorize hundreds of words in context.
1 computer – \$153.45; 2-5 computers - \$292.95



🍁 Pronunciation Power

A highly interactive and easy to use software that allows first learners to develop and improve their pronunciation and listening skills. It introduces listening exercises that concentrate on receptive skills and builds up to recording pronunciation exercises. Learners can replay the target sounds as often as necessary, and record their voices for comparison. The unique feature of the software, the speech analysis, allows learners to see and understand their mistakes, even if they can't hear them. Available in two levels: Pronunciation Power 1 and Pronunciation Power 2.

Pronunciation Power 1: 1 computer - \$144.95; 2 computers - \$204.80; 3 computers - \$307.20; 4 computers - \$409.60; 5 computers - \$512.00; 6 and more – please contact AlphaPlus

Pronunciation Power 2: 1 computer - \$83.95; 2 computers - \$120.00; 3 computers - \$180.00; 4 computers - \$240.00; 5 computers - \$300.00; 6 and more – please contact AlphaPlus

Pronunciation Power 1 & 2 (a set): 1 computer - \$194.95; 2 computers - \$276.80; 3 computers - \$415.20; 4 computers - \$553.60; 5 computers - \$692.00; 6 and more – please contact AlphaPlus

🍁 Pronunciation Power Idioms

NEW

A unique software program that uses idiom lessons, accompanied by a picture, a description of the idiom and a recorded sample sentence, as well as interactive exercise sections and quizzes, to help learners understand and remember idioms.
1 computer - \$19.95 each

Software: ESL

Talk Now!

A program that uses games and quizzes as a basis for making the learning process fun and relaxing. There's no better way to teach an old dog new tricks and this fun element of the program means that your fears are forgotten as you absorb words and phrases without even realizing you are learning them.

1 computer - \$75.00; 2-5 computers - \$199.00; 6-10 computers - \$325.00; 11-15 computers - \$450.00; 16-20 computers - \$575.00

🍁The Great Canadian Adventure

A CD-ROM that teaches users about Canada and its people, geography, history, culture, and wildlife. This multifaceted program can be used as a learning tool to understand Canadian heritage, politics and multiculturalism, as well as a study aid for classroom or independent learning. It is a practical, easy-to-use resource for students who are preparing to take their citizenship test.

1 computer - \$19.95; 2-5 computers - \$80.00; 6-10 computers - \$140.00; 11-15 computers - \$180.00

🍁TOEFL Advantage

NEW

A program designed to help students prepare for the Test of English as a Foreign Language (TOEFL), which evaluates the English language proficiency of non-English speaking students. It offers practice exams virtually identical to the real exams and creates the look and feel of the actual computer based test (CBT) exam questions. The program provides hours of educational and instructive practice, covers three important areas of English including grammar, vocabulary, and listening, gives exam writing tips and feedback, and provides a detailed score showing students the areas they need to improve. It is available in three versions, TOEFL Advantage One, Two, and Three. Each version has a different question set and includes a complete listening, structure and reading practice exam with answers. The programs are available English, French, Chinese, German, Hindi, Japanese, Korean, Portuguese, Russian, and Spanish.

TOEFL Advantage One - ISBN 0-9689802-3-6, 1 computer - \$29.99

TOEFL Advantage Two - ISBN 0-9689802-4-4, 1 computer - \$29.99

TOEFL Advantage Three - ISBN 0-9689802-5-2, 1 computer - \$29.99

TOEFL Advantage Test Pack (three versions and an Internet based resource center), ISBN 1-894919-24-6, 1 computer - \$52.99

TOEFL Mastery

Computer based program that prepares ESL students for the Test of English as a Foreign Language (TOEFL), helps them increase their TOEFL scores, and strengthens their English language skills. It integrates the latest computer technology - including digitized voice capabilities, and the structure of the TOEFL test - in one environment.

1 computer - \$69.00; 2-10 computers - \$690.00; 11-20 computers - \$1,160.00

WordWise

It combines pictures, words, speech and print features to form a comprehensive language-learning environment in which users can practice word recognition, pronunciation and articulation. Users can choose from over 500 words that are accompanied by illustrations and speech. The program activities include Practice, Match and Test functions, and allow learners to select the correct answer before proceeding.

1 computer - \$199.95; 2-5 computers - \$308.45

Mail your order to us

SOFTWARE: Literacy

🍁 Canada Coast to Coast

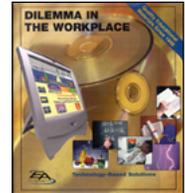
An exploratory software program that takes users on a virtual road trip spanning the entire Trans-Canada Highway and the other major highways from coast to coast. Users can learn about Canada and its major cities and attractions while practising their literacy, language, and computer skills. The program's extensive collection of text, pictures, photos, and videos lets users practise their skills in real-life settings.

1 computer – \$19.95; 2-5 computers - \$80.00; 6-10 computers - \$140.00; 11-15 computers - \$180.00

Dilemma in the Workplace

An interactive program that develops reading comprehension and vocabulary, enhances learners' awareness of workplace dilemmas and etiquette, and promotes critical thinking skills and sound decision-making. All topics represent difficult situations that are encountered every day on the job, and for which there are no easy solutions. After reading each story, learners decide how the dilemma should be resolved, and review the comprehension and vocabulary questions.

1 computer - \$199.00; 2-5 computers - \$398.00; 6-10 computers - \$598.00; 11-20 computers - \$798.00



ELLIS Basics 3.0

A new software program designed to help beginners build confidence, motivation, and a solid literacy foundation. It is for learners who are pre-literate in their native language or English. The 18 lessons in ELLIS Basics combine basic vocabulary development with phonic-based, beginning reading instruction to create an integrated learning environment for literacy skills generally taught without this essential context. Each lesson engages learners with a contextual video, native language instruction, rewarding exercises, motivating games, and a quiz. A unique mastery exercise based on research proven teaching techniques ensures the success of even the most reluctant learners. Mastery of skills in ELLIS Basics helps provide an adequate vocabulary and sight word base in preparation for more advanced instruction. Students gain much-needed exposure to the rhythm of English as they learn the alphabet, sound/symbol correspondence, sight words, and essential phonemic and phonological skills. Combining targeted content, direct instruction, and play opportunities provides a solid foundation for essential English literacy development.

1 computer – special offer \$149.00 (regular price is \$299.00 per computer), site licenses are available

How to Read for Everyday Living

A program that prepares students to read job ads, labels, applications, forms, and other critical items. On-the-scene videos that precede each topic demonstrate the importance of reading to succeed in everyday life. Activities include reading labels, buying from ads, reading a menu, managing money, working with want ads and job applications, as well as reading schedules and maps. Each lesson is followed by crossword and other puzzles, which reinforce reading comprehension.

1 computer - \$199.00, 2-5 computers - \$398.00, 6-10 computers - \$594.00

How to Write for Everyday Living

An interactive program that helps develop critical word processing and computer skills necessary to succeed at work and at home. Activities include writing a memo, writing a resume, working with business letters, learner permits, driver's licence, social security application, savings or checking accounts, and more. Guided tutorials are accompanied by voice instructions that also pronounce and define essential vocabulary. The program offers direct links to sites that focus on the writing skills covered by the program.

1 computer - \$199.00, 2-5 computers - \$398.00, 6-10 computers - \$594.00

Issues in English

A computer program that teaches and tests comprehension, spelling, vocabulary, grammar, pronunciation, and a range of writing skills, including note-taking, summary writing, and expressing opinions. All activities are based around 32 video clips.

1 computer – \$160.00; 2-5 computers - \$320.00; 6-10 computers - \$480.00; Site Licence - \$640.00

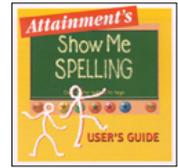


SOFTWARE: Literacy

Show Me Spelling

A clear and easy-to-navigate spelling software program with instructional and quiz modes that allow users to practise words from spelling lists that can be customized and offers helpful spelling hints, such as showing the first letter, or the word, if necessary. Over 600 spelling words and a variety of "hint" options provide learners with challenges while helping them succeed at learning how to spell.

1 computer - \$199.95; 2-5 computers - \$308.45



Starspell 2.2

A computer program that uses the Look-Say-Cover-Write-Check approach to learning. It allows the learner to look carefully at the word, say it, cover it and lastly check whether it is right or work out how to correct it. The program teaches the letter patterns for the sounds and uses a familiar approach to spelling, encouraging learners to look within words. A valuable tool for learners and practitioners that incorporates the activities of looking, listening, speaking, using the keyboard, writing and making associations.

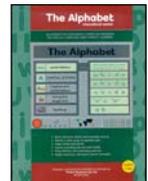
1 computer - \$136.00; add \$23.00 for each additional computer; 21 computers or more - \$596.00



The Alphabet

A software program that teaches and tests understanding of capital and lower case letters, alphabetical order, keyboard familiarity, and sight and sound recognition of letters. It includes six spelling activities for revision of skills. Learners can select a North American, British or Australian accent.

1 computer - \$95.00; 2-5 computers - \$190.00; 6-10 computers - \$285.00; Site Licence - \$380.00



The CGEA CD-ROM

A CD-ROM based on an Australian Certificate in General Education for Adults (CGEA) course that provides learning, practice, and assessment tasks related to literacy, oracy, and numeracy streams.

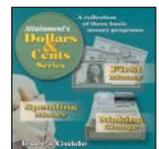
1 computer - \$115.00; 2-5 computers - \$230.00; 6-10 computers - \$345.00; Site Licence - \$460.00

SOFTWARE: Numeracy

Dollars and Cents

A software program designed to help learners understand and manage Canadian or American currency. The three sections, "First Money", "Spending Money" and "Making Change", increase in difficulty and users progress from learning the basic currency denominations to being able to act as a store clerk.

1 computer - \$153.45; 2-5 computers - \$292.95



Math For Everyday Living

A tutorial and practice program that teaches real-life math and business skills. Learners are involved in real life activities such as, paying for meal, calculating sales tax, earning money with overtime or with commission, working with time, reviewing sales slips, and finding a job. All those develop learners' math skills including addition, subtraction, multiplication, division, percentages, fractions, and more.

1 computer - \$199.00; 2-5 computers - \$398.00; 6-10 computers - \$594.00

SOFTWARE: Numeracy

Measuring Up

A software program for numeracy learners that teaches and tests math skills using metric measurement in real-life applications including shopping at a greengrocer, cooking for a barbeque, calculating long jump distances, packing, sorting and dispatching mail, and measuring ribbons at a materials shop. The software covers such concepts as understanding: fractions, decimals, metric units, decimal scales, adding, subtracting, multiplying, dividing, rounding off and conversion of different units of measurement.

1 computer - \$115.00; 2-5 computers - \$230.00; 6-10 computers - \$345.00; Site Licence - \$460.00



Show Me Math

An easy-to-use resource designed for learners who have problems understanding basic mathematical operations. Dedicated to four arithmetic activities: addition, subtraction, multiplication, and division, the program illustrates each operation with an animated movie and uses no number greater than 20. The CD-ROM features both quiz and instructional modes.

1 computer - \$153.45; 2-5 computers - \$292.95

SOFTWARE: Workforce/Workplace

Computers at Work

NEW

A computer program focusing on actual computer skills that prepares students for certain office tasks. It includes two modules: Data Entry (simulates data entry tasks) and Order Processing (teaches how to process orders). The program challenges students to work independently for an hour or more while learning real office procedures. As their skills improve from copying the information to real data entry, they progress from simple tasks to jobs common in today's workplace, including entering orders, checking inventories, and determining payment methods.

1 computer - \$228.00; 2-5 computers - \$579.00

Reading in the Workplace series

A job-based reading program that uses real-life situations to capture the student's attention and improve their vocabulary, as well as comprehension skills. The program provides individualized instruction with immediate feedback and positive reinforcement at a rate controlled by the individual learner. Each program in the series contains 16 stories with three progressive levels of reading difficulty that address language arts development in four major skill areas: main Idea, Details, Inference/Conclusion, and Vocabulary. The learner must read the selections carefully and respond to questions. A built-in Glossary is available to help identify the meaning of unfamiliar words in context. Each program is accompanied by supplemental worksheets that contain a variety of language skills activities. Available programs include:

Reading in the Workplace: Automotive - reading for assembling complex mechanisms, new systems, technical skills, general trade information and more.

Reading in the Workplace: Health Care - understanding medical terminology, hospital and home care, emergency and safety procedures, doctor's orders, counseling instructions and more.

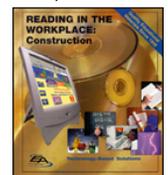
Reading in the Workplace: Food Services understanding different types of foods, preparation, practices, safety and much more.

Reading in the Workplace: Construction reading technical instructions, installation procedures, safety warning, maintenance directions and more.

Reading in the Workplace: Electronics reading and understanding electrical terminology, procedures, safety and more.

Reading in the Workplace: Clerical reading job descriptions, computer documentation, technical skills, notes, memos and more.

For pricing information please contact AlphaPlus

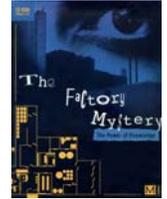


SOFTWARE: Workforce/Workplace

🍁 The Factory Mystery

Canadian software known in the United States as *Basic Life Skills at Work*, it is a game of adventure and strategy for English-speaking workers who want to improve their basic reading, math, and computer skills. It provides an entertaining, non-traditional approach to adult workforce education in which users become detectives and turn their observational and analytical skills towards solving a mystery. The participants read documents, explore locations and solve problems while working on grammar, reading comprehension, and basic arithmetic.

1 computer - \$175.00; 2-5 computers - \$669.19; 6-10 computers - \$1,225.35; 11-15 computers - \$1,575.45



ORDERING DETAILS

You can order resources by filling out the attached order form, placing your order by telephone or email, or using our Web site. When ordering, please specify the exact quantity, title and price.

All orders will be shipped via Canada Post Expedited Service unless otherwise requested.

GST/HST will be added to all orders unless proof of exemption is provided. PST will be added to software, games, reference wheels and on-line training orders.

Shipping and handling costs:

Order value before taxes	Shipping and handling costs
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