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IDENTIFIERS \*Mississippi

ABSTRACT

This annotated bibliography of supplementary materials for adult literacy students in Mississippi arranges the annotations in the following categories: automobiles; biography; communication skills; consumer information; coping skills; English as a second language; fiction; health, nutrition, and safety; history and government; insurance; job skill; money management; readers; religion; and tutor. Within each category the entries are arranged alphabetically by author's last name. Complete bibliographic information, prices, a brief description of the contents, and the reading level as furnished by the publisher are provided. The last page contains the names, addresses, and phone numbers of publishers and distributors. (CML)

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CE 055 337



SUBJECT BIBLIOGRAPHY  
OF SUPPLEMENTARY  
ADULT LITERACY MATERIALS

Purchased Through LSCA Title VI Funds  
by the Mississippi Library Commission, Jackson, Mississippi

Mississippi Library Commission  
August 1988

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Office of Educational Research and Improvement  
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As part of its adult literacy initiative, the Mississippi Library Commission is making the supplementary materials contained in this bibliography available to Mississippi adult literacy students and tutors through their local public libraries. From its contacts with librarians working with literacy programs and with educators involved in adult literacy efforts throughout the state, the Library Commission determined there is a need for books to supplement the textbooks literacy students and tutors are using and a need for materials of interest to new adult readers that would allow them to practice their developing reading skills.

Through a \$25,000 Library Services and Construction Act Title VI (Library Literacy Program) grant from the U.S. Department of Education, the Mississippi Library Commission has placed collections of recreational, coping skills, and tutor materials in 16 selected Mississippi public libraries that sponsor local adult literacy programs. If your local library does not have the title(s) you need, ask your librarian to request it from the Library Commission through interlibrary loan.

Also, through this same Title VI grant, the Mississippi Library Commission can provide an entire set of the books listed in this bibliography for use at literacy conferences or tutor training workshops, or as a start-up collection for public libraries initiating local adult literacy programs. Contact Ruth Ann Gibson at the Library Commission (359-1036) if you are interested in borrowing a demonstration set of these supplementary literacy materials.

Please use all of these materials often. We hope that by using them new readers can gain confidence and become more self-sufficient as they become better readers, and tutors will be better able to meet the needs of their adult students.

### *Arrangement of Bibliography*

This bibliography of adult literacy materials is arranged in 15 different topics: automobiles; biography; communication skills; consumer information; coping skills; English as a second language; fiction; health, nutrition, and safety; history and government; insurance; job skills; money management; readers; religion; and tutor materials. Within each topic, the entries are arranged alphabetically by author.

For each entry listed under the heading Fiction, the following information may be found:

Title, Author's name. Pagination or number of volumes.  
Series statement. City and state of publication:  
Publisher and/or distributor, publication and/or  
copyright date. International Standard Book Number.  
Price.  
Call number for Mississippi Library Commission copy  
Annotation or brief description of contents.  
Reading level as furnished by publisher or distributor

Entries under all other subject headings may contain the following information:

Title, Author's name. Edition statement. Pagination  
or number of volumes. Series statement. City and  
state of publication: Publisher and/or distributor,  
publication and/or copyright date. International  
Standard Book Number. Price  
Call number for Mississippi Library Commission copy  
Annotation or brief description of contents.  
Reading level as furnished by publisher or distributor

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## Literacy Bibliography

*Automobiles*

Finding a good used car, Fletcher, William and Kelley, Patrick.  
64 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser  
Educational [distributor], c1977. 0915510197 (pbk.).\$3.95.  
629.2222 F615  
Includes types of cars, where and how to shop for a used car,  
and more. Reading level: 2.0-2.6

Becoming a driver, Grebel, Rosemary and Pogrund, Phyllis. 2nd ed.  
63 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser  
Educational [distributor], c1981. 091551057X (pbk.).\$3.95.  
629.28307 G788 1981  
How to shop for auto insurance, get repair estimates, report  
an accident, and more. Reading level: 2.0-2.6

Studying for a driver's license : revised review of driver's  
manual, expanded sample questions and definitions, over 50  
illustrations, Joyce, Donald P. [Rev.] ed. 64 p. Syracuse, N.  
Y: New Readers Press, c1985. 0883364417.\$3.88.  
629.28 J89 1985  
Based on the New York state driver's manual. Provides help  
for passing an oral or written driver's test. Can be used in  
conjunction with Mississippi's driving manual. Sample test  
questions. Glossary. Reading level: 5.0

Maintaining your car, Oates, Jean. 80 p. Syracuse, N.Y: New  
Readers Press, c1987. 0883364573 (pbk.) \$4.95.  
629.287 011  
Discusses the electrical, braking, cooling, suspension, and  
other automobile systems. Explains many simple repairs and  
maintenance functions. Index. Reading level: 5.0

Caring for your car, Pogrund, Phyllis and Grebel, Rosemary. 64 p.  
Hayward, CA El Toro, CA: Janus Book Publishers Wieser  
Educational [distributor], c1981. 0915510596.\$3.95.  
629.28722 P746  
Readers follow people who experience common automotive  
problems and learn to take care of them on their own.  
Reading level: 2.0-2.6

Driver's license language : a survival vocabulary, Richey, Jim.  
48 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser  
Educational [distributor], c1980. 0915510499 (pbk.).\$3.45.  
343.730946 R529  
Teaches 80 words or phrases associated with getting and  
keeping a driver's license. Reading level: vocabulary

Becoming a car owner, Stein, Wendy. 64 p. Syracuse, NY: New Readers Press, c1986. 0883364565 (pbk.).\$4.95.  
629.2222 S819  
Helps the reader decide whether to buy a new or used car, how to shop for a car, how to find a service station, and how to insure a car. Index. Reading level: 5.0

Taking the wheel, Stein, Wendy. 95 p. Syracuse, NY: New Readers Press, c1986. 0883364557 (pbk.).\$5.95.  
629.283 S819  
Covers rules for driving, explanations of signs and markings, instructions for handling a car, driving in dangerous situations, and more. Photos, cartoons, diagrams. Index. Reading level: 5.0

Basic skills in getting around : lesson sheets on long-run spirit masters, Young, Eleanor R. 6 p.; 24 duplication masters. [Fairfield, N.J.] El Toro, CA: Gebco Wieser Educational [distributor], c1974. \$8.95.  
910 Y71  
Discusses driver's license, road signs, parking meters, compass directions, maps, time-tables, etc. Reading level:

### *Biography*

Jesus of Nazareth, Harralson, David M. v, 40 p. New York, N.Y: Cambridge Book Co, c1983. 0842896082 (pbk.).\$2.10.  
232.9 H296  
The life and teachings of Jesus. Reading level: 3.0-4.0

Famous Americans, Hurst, John A. 78 p. Lake Bluff, Ill: Quality Books, 1987. 0891961372.\$7.95.  
428.62 H966  
Sketches of the lives of such people as Abraham Lincoln, Sitting Bull, Stonewall Jackson, and Patrick Henry. Reading level: 6.0

Horses, bats, and Christmas trees, Hurst, John A. 78 p. Lake Bluff, Ill: Quality Books, 1987. 0891961364 (pbk.).\$7.95.  
428.62 H966  
Biographical sketches on people such as James White, Anna Sewell, Kate Littlefield Greene, and James Naismith. Reading level: 5.0

Mysteries, nicknames, and medals, Hurst, John A. 76 p. Lake Bluff, Ill: Quality Books, 1987. 0891961348 (pbk.).\$7.95.  
428.62 H966  
Sketches of the lives of such people as Alfred Nobel, Molly "Pitcher" Hayes, Captain Willie Driver, and Daniel Defoe. Reading level: 4.0

Presidents--pitchers--and passers, Hurst, John A. 76 p. Lake Bluff, Ill: Quality Books, 1987. 089196133X (pbk.).\$7.95.  
428.62 H966  
Sketches of the lives of Ulysses S. Grant, Robert E. Lee, Théodore Roosevelt, Bob Feller, and others. Reading level: 3.0

Some artists: their lives, loves, and luck, Marston, Elsa. iii, 40 p. New York: Cambridge, 1983. 0842896171 (pbk.).\$2.10.  
709.2 M374  
Biographies of Rembrandt, Van Gogh, Grandma Moses, and others. Reading level: 4.0-5.0

Memories of East Utica, Nassar, Eugene Paul. 2 v. New York: Cambridge Book Co, c1983. 0842896023 (pbk. : v.1) 0842896031 (pbk. : v.2).\$2.10/vol.  
B N265  
Reminiscences of a Lebanese boy growing up in an immigrant neighborhood. Reading level: 3.0-4.0

#### *Communication Skills*

Writing to others, Cook, Cheri. 79 p. Syracuse, NY: New Readers Press, c1986. 0883363844 (pbk.).\$3.75.  
395.4 C771 1986  
Presents formats and examples of various types of written messages. Exercises. Reading level: 5.0

The Laubach way to cursive writing, Koschnick, Kay. 64 p. Syracuse, N.Y: New Readers Press, c1983. 0883369095 (pbk.).\$3.00.  
652.1 K86  
Uses a dot and arrow system for teaching cursive writing. Reading level: 3.0

Give me a call, Lefkowitz, William. 60 p. Belmont, CA El Toro, CA: Fearon Education Wieser Educational [distributor], c1988. 0822434407 (pbk.).\$4.50.  
395.59 L493  
Telephone etiquette. Worktext on a wide range of telephone skills, including calling for information, taking messages, and calling long distance. Reading level: 2.8

Let's have a talk, Lefkowitz, William. 60 p. Belmont, Calif El Toro, CA: Fearon Education Wieser Educational [distributor], c1988. 0822442841 (pbk.).\$4.50.  
158.1 L493  
Explores interpersonal relations with a focus on verbal skills, including thinking of something to say, apologizing, asking for a raise, and expressing feelings. Reading level: 2.6



Write me a note, Lefkowitz, William. 59 p. Belmont, CA El Toro, CA: Fearon Education Wieser Educational [distributor], c1988. 0822498820 (pbk.).\$4.50. 395.4 L493  
 Lessons in written communication, including lists, notes, business and personal letters, and ordering by mail.  
 Worktext. Reading level: 2.8

Write all about it, Leis, Andrea and Chodos, Robert. Student's ed. 159 p. Syracuse, NY: New Readers Press, c1986. 0883363755 (pbk.).\$6.95. 808.042 L532  
 Teaches techniques of clear, objective writing -- writing in complete sentences, use of commas, choosing the correct verb form, etc. Reading level: 5.0

English for everyday living, Pellati, Sally Shapiro and Reitman, Nell Stiglitz. 2nd ed. 269 p. Oak Lawn, Ill El Toro, CA: Ideal Publications Wieser Educational [distributor], c1982. 0890995109.\$14.95. 425 P385 1982  
 Emphasis on grammar, spelling, and composition skills. Exercises, graphics. Reading level:

Your first job : putting your English to work, Prince, David W. and Gage, Julia Lakey. x, 117 p. Englewood Cliffs, N.J: Prentice-Hall, c1986. 0139785035 (pbk.).\$7.25. 428.24 P954  
 An introduction to business and technical English. Exercises. Reading level: ESL

Banking language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1980. 0915510375.\$3.45. 332.1 R529  
 Teaches 80 words or phrases common to a bank setting. Exercises included. Reading level: vocabulary

Credit language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1980. 0915510367 (pbk.).\$3.45. 428.42 R529  
 Presents 80 words or phrases associated with credit. Reading level: vocabulary

Entertainment language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1979. 0915510340 (pbk.).\$3.45. 428 R529  
 Teaches 80 words or phrases associated with entertainment. Reading level: vocabulary

Communicating with others, Udvari, Stephen S. Rev. ed. 80 p.  
Austin, Tex: Steck-Vaughn, c1978. 0811406695 (pbk.).\$4.08.  
302.2 U21 1978  
Basics of communication skills. Reading level: 4.0-6.0

### *Consumer Information*

Be credit-wise : a guide to credit, Bruton, Elsa. 64 p. Hayward,  
CA Alexandria, VA El Toro, CA: Janus Book Publishers Miles  
River Press Wieser Educational [distributor], c1984.  
0881020176 (pbk.).\$3.95.  
332.7 B913  
Learn about layaways, buying on time, opening accounts, using  
credit cards, dangers of "easy" credit, and the benefits of  
using credit. Reading level: 2.5

Be ad-wise : a guide to reading ads, Canario, Jack. 64 p.  
Hayward, CA El Toro, CA: Janus Book Publishers Wieser  
Educational [distributor], c1981. 0915510545 (pbk.).\$3.95.  
640.73 C213  
Teaches about different kinds of ads, what ads do and don't  
tell, how to shop at home, comparison shopping, etc.  
Reading level: 2.5

Know your rights : a guide to consumer protection, Hernandez,  
Mary Beth. 64 p. Hayward, CA Alexandria, VA El Toro, CA:  
Janus Book Publishers Miles River Press Wieser Educational  
[distributor], c1984. 0881020184.\$3.95.  
381.34 H557  
How to voice complaints over the phone, in person, or by  
letter. Looks at guarantees, warranties, and sellers'  
policies on returns, refunds, and exchanges. Reading  
level: 2.5

Using the want ads, Jew, Wing and Tandy, Carol. 64 p. Hayward,  
Calif El Toro, CA: Janus Book Publishers Wieser Educational  
[distributor], c1977. 0915510162 (pbk.).\$3.95.  
659.132 J59  
Helps students become familiar with the abbreviated language  
of classifieds. Reading level: 2.0-2.6

More for your money : a guide to comparison shopping, Kelsey,  
Keenan Colton and Gundlach, Patricia Parrott. 64 p. Hayward,  
CA El Toro, CA: Janus Book Publishers Wieser Educational  
[distributor], c1981. 0915510537 (pbk.).\$3.95.  
640.73 K29  
Students learn to compare stores, products, sizes, units of  
measure, packaging, quality, and price. Exercises.  
Reading level: 2.5

Drugstore language : a survival vocabulary, Richey, Jim. 46 p.  
Hayward, Calif El Toro, CA: Janus Book Publishers Wieser  
Educational [distributor], c1978. 0915510286 (pbk.).\$3.45.  
428.42 R529  
Presents 80 words or phrases common to a drug store setting.  
Reading level: vocabulary

Supermarket language : a survival vocabulary, Richey, Jim. 48 p.  
Hayward, Calif El Toro, CA: Janus Book Publishers Wieser  
Educational [distributor], c1978. 0915510278 (pbk.).\$3.45.  
428.42 R529  
Presents 80 words or phrases associated with supermarkets and  
grocery shopping. Reading level: vocabulary

Becoming a car owner, Stein, Wendy. 64 p. Syracuse, NY: New  
Readers Press, c1986. 0883364565 (pbk.).\$4.95.  
629.2222 S819  
Helps the reader decide whether to buy a new or used car, how  
to shop for a car, how to find a service station, and how to  
insure a car. Index. Reading level: 5.0

Buying guides, Udvari, Stephen S. and Laible, Janet. Rev. ed. 112  
p. Austin, Tex: Steck-Vaughn, c1978. 0811406660  
(pbk.).\$4.08.  
640.73 U21 1978  
Tips on shopping and money management. Reading level:  
4.0-6.0

### *Coping Skills*

Sharing an apartment, Anema, Durlynn. 65 p. Hayward, CA El Toro,  
CA: Janus Book Publishers Wieser Educational [distributor],  
c1981. 091551060X.\$3.95.  
428.4 A578  
Discusses sharing, respect for another's rights, and privacy.  
Reading level: 2.0-2.6

Getting help : a guide to community services, Chan, Janis Fisher.  
65 p. Hayward, Calif El Toro, CA: Janus Book Publishers  
Wieser Educational [distributor], c1981. 0915510618  
(pbk.).\$3.95.  
361 C454  
Learn about finding a lawyer, dealing with pregnancy, drug  
abuse, emotional problems, and more. Reading level: 2.0-  
2.6

Using the phone book, Gundlach, Patricia Parrott; Kelsey, Keenan Colton and Kelley, Robert G. 65 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1980. 0915510472 (pbk.).\$3.95.

384.6 G975

Teaches students applied alphabetical-order skills; six clues to finding a phone number, how to use the yellow pages, and what is found in the index. Exercises. Reading level: 2.0-2.6

Need a doctor?, Lappin, Myra A. and Feinglass, Sanford J. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 0915510588 (pbk.).\$3.95.

362.10973 L316

Covers how to make an appointment, what to ask the doctor, how to explain symptoms, and how to follow the doctor's advice. Reading level: 2.0-2.6

Reading a newspaper, Larned, Phyllis and Randall, Nicholas J. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 091551026X (pbk.).\$3.95.

428 L325

Includes identifying main ideas and supporting details, locating features, and reading various types of advertising. Reading level: 2.0-2.6

Choices in your life, McKenzie, Marian. iii, 28 p. New York, N.Y: Cambridge Book Co, c1983. 0842896201 (pbk.).\$2.10.

153.83 M157

Stories about making difficult choices. Reading level: 3.0-4.0

Decisions in your life, McKenzie, Marian. iii, 25 p. New York, N.Y: Cambridge Book Co, c1983. 0842896198 (pbk.).\$2.10.

153.83 M157

Stories about decision making. Reading level: 2.0-3.0

English spoken here, getting started, Messec, Jerry L. and Kranich, Roger E. 153 p. New York: Cambridge Book Company, c1982. 0842808507.\$5.75.

428 M584

This competency-based worktext uses conversational English to describe how to use the phone, use maps, follow directions, ask for information, use a calendar, etc. Reading level: ESL

English spoken here, life in the United States, Messec, Jerry L. and Kranich, Roger E. iv, 153 p. New York: Cambridge Book Company, c1982. 0842808531 (pbk.).\$5.75.

428 M584

Competency-based activities to help students adjust to living in the U.S. Reading level: ESL

- Time cards and paychecks, Rand, Kenneth J. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 0915510502 (pbk.).\$3.95.  
331.2 R186  
Students learn the entire hourly pay process beginning with the nature and function of time cards and the various ways of calculating and recording time. Reading level: 2.5-2.8
- Clothing language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1979. 0915510332 (pbk.).\$3.45.  
428 R529  
Teaches 80 words or phrases associated with clothing.  
Reading level: vocabulary
- Entertainment language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1979. 0915510340 (pbk.).\$3.45.  
428 R529  
Teaches 80 words or phrases associated with entertainment.  
Reading level: vocabulary
- Restaurant language : a survival vocabulary, Richey, Jim. 46 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 0915510294 (pbk.).\$3.45.  
428.42 R529  
Presents 80 words or phrases associated with restaurants.  
Reading level: vocabulary
- Supermarket language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 0915510278 (pbk.).\$3.45.  
428.42 R529  
Presents 80 words or phrases associated with supermarkets and grocery shopping. Reading level: vocabulary
- Getting around cities and towns, Roderman, Winifred Ho. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 0915510308 (pbk.).\$3.95.  
428 R688  
How to read building directories, compass directions, street maps, bus routes, and more. Reading level: 2.0-2.6
- Reading schedules, Roderman, Winifred Ho. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 0915510235 (pbk.).\$3.95.  
428 R688  
Students learn to read time and understand abbreviations on calendars, bus schedules, class schedules, and movie and tv listings. Reading level: 2.0-2.6

- Reading and following directions, Roderman, Winifred Ho. 64 p.  
Hayward, Calif El Toro, CA: Janus Book Publishers Wieser  
Educational [distributor], c1978. 0915510251 (pbk.).\$3.95.  
428 R688  
Starts with one-step directions and progresses to directions  
of two or more steps. Reading level: 2.0-2.6
- Building real life English skills, Starkey, Carolyn Morton and  
Penn, Norgina Wright. 329 p. Lincolnwood, Ill El Toro, CA:  
National Textbook Co Wieser Educational [distributor], c1984.  
\$12.95.  
428.24 S795  
Worktext contains sections on reading labels, following  
directions, reading newspapers, legal documents, writing  
letters, reference skills, basic writing, and more.  
Teacher's guide. Reading level: 5.0
- Filling out forms, Stein, Wendy. 78 p. Syracuse, N.Y: New Readers  
Press, c1986. 0883363879 (pbk.).\$3.75.  
651.29 S819  
Offers pointers on how to answer questions on applications.  
Exercises. Reading level: 6.0
- Understanding yourself, Udvari, Stephen S. Rev. ed. 96 p. Austin,  
Tex: Steck-Vaughn, c1978. 0811406709 (pbk.).\$4.08.  
155.2 U21 1978  
Basic information on psychology of self and personality.  
Reading level: 4.0-6.0
- Your family, Udvari, Stephen S. Rev. ed. 96 p. Austin, Tex:  
Steck-Vaughn, c1978. 0811406733 (pbk.).\$4.08.  
158.24 U21 1978  
Information on understanding and getting along within a  
family setting. Reading level: 4.0-6.0
- Basic skills around the house : lesson sheets on long-run spirit  
masters, Young, Eleanor R. 24 duplicating masters. Fairfield,  
N.J El Toro, CA: Cebco Standard Wieser Educational  
[distributor], c1974. \$8.95.  
371.9 Y71  
Designed to develop skills that will be useful for ordinary  
activities in the home: using a telephone book, telling time,  
using a calendar, writing checks, and keeping young children  
safe. Includes duplicating masters for tutors to use with  
students. Reading level:
- Basic skills in getting around : lesson sheets on long-run spirit  
masters, Young, Eleanor R. 6 p., 24 duplication masters.  
[Fairfield, N.J.] El Toro, CA: Cebco Wieser Educational  
[distributor], c1974. \$8.95.  
910 Y71  
Discusses driver's license, road signs, parking meters,  
compass directions, maps, time-tables, etc. Reading  
level:

Basic skills in filling out forms : lesson sheets on long-run spirit masters, Young, Eleanor R. vii p., 24 duplication masters. [Fairfield, N.J.?] El Toro, CA: Cebco Wieser Educational [distributor], c1980. \$8.95.

651.29 Y71

Practice in printing and writing, subscription forms, change of address, driver's license, loan applications, Social Security, etc. Includes 24 spirit masters. Reading level:

Basic skills in following directions : lesson sheets on long-run spirit masters, Young, Eleanor R. 7 p., 24 duplication masters. Chatsworth, CA El Toro, CA: Opportunities for Learning, Inc Wieser Educational [distributor], 1987. 086703193X (pbk.).\$8.95.

374 Y71 1987

Directions on tests, recipes, charts, packages, as well as directions for appliances and making things.

*English as a Second Language*

Entry to English, Beal, Kathleen Kelley. 4 v. English as a second language. Austin, Tex: Steck-Vaughn Co., c1982. 0811410129 (pbk.).\$3.69/volume.

428.2407 B366

For students who have little or no literacy in their own language. Suggestions for listening and speaking activities. Reading level: 0+, ESL

Great American stories : an ESL/EFL reader : beginning-intermediate to intermediate levels, Draper, C. G. v. Englewood Cliffs, N.J: Prentice-Hall, c1985-. 0133637484 (pbk. : v. 1).\$4.75.

428.64 D765

Adaptations of classic American short stories. Reading level: ESL

Steps to U.S. citizenship, Flynn, Eleanor G. and Sellen, Jane B. x, 86 p. Austin, Tex: Steck-Vaughn Co, c1985. 0811411184 (pbk.).\$3.36.

323.62 F648

Provides the foundation to help the alien resident through the naturalization process. Practice in completing required forms. Reading level: ESL, 5.0-6.0

English spoken here, health and safety, Messec, Jerry L. and Kranich, Roger E. 156 p. New York: Cambridge Book Company, c1982. 0842808523.\$5.75.

428 M562

Part of the English Spoken Here series, this book describes how to talk with the doctor, act in an emergency situation, use medicines correctly, etc. Reading level: ESL

English spoken here, getting started, Messec, Jerry L. and Kranich, Roger E. 153 p. New York: Cambridge Book Company, c1982. 0842808507.\$5.75.

428 M584

This competency-based worktext uses conversational English to describe how to use the phone, use maps, follow directions, ask for information, use a calendar, etc. Reading level: ESL

English spoken here, life in the United States, Messec, Jerry L. and Kranich, Roger E. iv, 153 p. New York: Cambridge Book Company, c1982. 0842808531 (pbk.).\$5.75.

428 M584

Competency-based activities to help students adjust to living in the U.S. Reading level: ESL.

Your first job : putting your English to work, Prince, David W. and Gage, Julia Lakey. x, 117 p. Englewood Cliffs, N.J.: Prentice-Hall, c1986. 0139785035 (pbk.).\$7.25.

428.24 P954

An introduction to business and technical English. Exercises. Reading level: ESL

*Fiction*

Chance of a lifetime, Abbott, Jennie. 62 p. Double fastback romance. Belmont, CA: Fearon, c1987. 0822423820 (pbk.).\$2.75.

F A132

Young adult romance. Reading level: 4.5-5.0

Good-bye and hello, Abbott, Jennie. 62 p. Double fastback romance. Belmont, Calif: Fearon, c1987. 0822423774 (pbk.).\$2.75.

F A132

Young adult romance. Reading level: 4.5-5.0

Love in bloom, Abbott, Jennie. 60 p. Double fastback romance. Belmont, Calif: Fearon, c1987. 0822423804 (pbk.).\$2.75.

F A132

Young adult romance. Reading level: 4.5-5.0

A second look, Abbott, Jennie. 61 p. Belmont, Calif: Fearon, c1987. 0822423855 (pbk.).\$2.75.

F A132

Young adult romance. Reading level: 4.5-5.0

Pride and prejudice, Austen, Jane. 61 p. Pocket classics, C59. West Haven, Connecticut: Academic Industries, 1984. \$1.80.

F A933

Classic tale of the Bennett family in England. Comic strip format. Reading level:



Break away, Bledsoe, Lucy Jane. 60 p. Double fastback sports.

Belmont, Calif: Fearon, c1987. \$2.75.

F B646

A young woman is determined to be a champion bike racer.

Reading level: 4.5-5.0

The experiment, Brandner, Gary. 58 p. Belmont, Calif: Fearon,

c1987. 0822423316.\$2.75.

F B818

Chilling tale of horror. Reading level: 4.5-5.0

Mind grabber, Brandner, Gary. 62 p. Belmont, Calif: Fearon,

c1987. 0822423359.\$2.75.

F B818

Horror story. Reading level: 4.5-5.0

Time for a change, Cebulski, Marcia. 30 p. New York: Cambridge Book Co, c1983. 0842896066 (pbk.).\$2.10.

F C387

Stories about people going through changes in their lives.

Reading level: 2.0-3.0

Don Quixote, Cervantes Saavedra, Miguel de. 61 p. Pocket classics, C51. West Haven, Connecticut: Academic Industries, 1984. 0883017504.\$1.80.

J C419

Classic tale of the quest of Don Quixote told in comic strip format. Reading level:

Vanished, Colby, Robert. 61 p. Double fastback mystery. Belmont, Calif: Fearon, c1987. 0822423677 (pbk.).\$2.75.

F C686

Mystery story. Reading level: 4.5-5.0

The life of Lucy Fern, Crone, Moira. 2 v. New York: Cambridge Book Co, c1983. 0842896007 (pbk. : v.1 - v.2).\$2.10/vol.

F C947

The story of a young Indian woman. Reading level: 2.0-

3.0

Robinson Crusoe, Defoe, Daniel. 61 p. Pocket classics, C45. West Haven, Connecticut: Academic Industries, 1984.

088301744X.\$1.80.

J D315

Classic island adventure retold in comic strip format.

Reading level:

A Christmas carol, Dickens, Charles. 61 p. West Haven, Conn: Academic Industries, 1984. 0883017377.\$1.80.

J D548

Tale of Tiny Tim and Scrooge retold in comic strip format.

Reading level:

- Great Expectations, Dickens, Charles. 61 p. Pocket classics, C52.  
West Haven, Conn: Academic Industries, 1984.  
0883017512.\$1.80.  
J D548  
Classic tale told in comic strip format. Reading level:
- Oliver Twist, Dickens, Charles. 61 p. Pocket classics, C58. West  
Haven, Conn: Academic Industries, 1984. 0883017571.\$1.80.  
J D548  
Classic retold in comic strip format. Reading level:
- A tale of two cities, Dickens, Charles. 61 p. Pocket classics,  
C22. West Haven, Conn: Academic Industries, 1984.  
0883017210.\$1.80.  
J D548  
Classic tale retold in comic strip format. Reading level:
- The three musketeers, Dumas, Alexandre. 61 p. Pocket classics,  
C23. West Haven, Connecticut: Academic Industries, 1984.  
0883017229.\$1.80.  
J D886  
Classic tale of the French adventurers told in comic strip  
format. Reading level:
- Break-in, Eisenberg, Lisa. 74 p. Belmont, Calif: Pitman Learning,  
Inc, c1984. 0822462613.\$3.24.  
F E36  
Another case for Officers Hall and Brightwater. Reading  
level: 3.5-4.0
- Hit man, Eisenberg, Lisa. 74 p. Belmont, Calif: Fearon Education,  
c1984. 0822462621.\$3.24.  
F E36  
Officers Hall and Brightwater investigate another case.  
Reading level: 3.5-4.0
- Kidnap!, Eisenberg, Lisa. 74 p. Belmont, Calif: Fearon Education,  
c1984. 082246263X.\$3.24.  
F E36  
Officers Hall and Brightwater are involved in another case.  
Reading level: 3.5-4.0
- Murder behind the wheel, Eisenberg, Lisa. 74 p. Belmont, Calif:  
Fearon Education, c1984. 0822462648.\$3.24.  
F E36  
Another case for Officers Hall and Brightwater. Reading  
level: 3.5-4.0
- On the run, Eisenberg, Lisa. 74 p. Belmont, Calif: Fearon  
Education, c1984. 0822462656.\$3.24.  
F E36  
Officers Hall and Brightwater work on a case. Reading  
level: 3.5-4.0

The payoff game, Eisenberg, Lisa. 75 p. Belmont, Calif: Fearon Education, c1984. 0822462664.\$3.24.

F E36

Officers Hall and Brightwater investigate a protection racket and are led deep into danger. Reading level: 3.5-4.0

A long road, Galan, Fernando Javier. 30 p. New York: Cambridge Book Co, c1983. 084289604X (pbk.).\$2.10.

F G146

The story of an undocumented worker from Mexico living and working in Texas. Reading level: 2.0-3.0

One summer, Galan, Fernando Javier. 27 p. New York: Cambridge Book Co, c1983. 0842896058 (pbk.).\$2.10.

F G146

Young men in a New York halfway house. Reading level: 3.0-4.0

The bird, Gersdorf, A. G. 59 p. Belmont, Calif: Fearon, c1987. 0822423278.\$2.75.

F G379

Chilling tale of horror. Reading level: 4.5-5.0

Fun house, Girard, Ken. 60 p. Belmont, Calif: Fearon, c1987. 0822423332.\$2.75.

F G517

Horror tale. Reading level: 4.5-5.0

Weekend vacation, Girard, Ken. 58 p. Belmont, Calif: Fearon, c1987. 0822423367.\$2.75.

F G517

A family's stay at an isolated motel is terrifying. Reading level: 4.5-5.0

Dirt rider, Greene, Janice. 60 p. Double fastback sports. Belmont, Calif: Fearon, c1987. 0822423944 (pbk.).\$2.75.

F G811

Environmentalists and dirt bikers clash over a wilderness area. Reading level: 4.5-5.0

Fast forward, Greene, Janice. 61 p. Belmont, Calif: Fearon, c1987. 0822423324.\$2.75.

F G811

Horror tale. Reading level: 4.5-5.0

These are your neighbors, Halpern, Barbara. 41 p. New York: Cambridge Book Co, c1983. 0842896147 (pbk.).\$2.10.

F H195

Descriptions of people from different cultures. Reading level: 3.0-4.0

- The return of the native, Hardy, Thomas. 61 p. Pocket classics, C44. West Haven, CT: Academic Industries, c1985.  
0883017431.\$1.80.  
J H272  
Classic retold in comic strip format. Reading level:
- The hunchback of Notre Dame, Hugo, Victor. 61 p. Pocket classics, C15. West Haven, Conn: Academic Industries, 1984.  
0883017148.\$1.80.  
J H892  
Classic French tale retold in comic strip format. Reading level:
- The big time, Lane, Bradley. 59 p. Double fastback sports: Belmont, Calif: Fearon, c1987. 0822423901 (pbk.).\$2.75.  
F L265  
A rookie and a veteran struggle to stay in the majors.  
Reading level: 4.5-5.0
- The beast, Laymon, Richard. 61 p. Belmont, Calif: Fearon, c1986.  
0822465027 (pbk.).\$2.63.  
F L427  
Tale of a strange occurrence. Reading level: 4.5-5.0
- Halloween hunt, Laymon, Richard. 60 p. Belmont, Calif: Fearon, c1987. 0822423340.\$2.75.  
F L427  
A tale of horror. Reading level: 4.5-5.0
- The night creature, Laymon, Richard. 61 p. Belmont, Calif: Fearon, c1986. 0822465019 (pbk.).\$2.63.  
F L427  
A vampire chases a psychic. Reading level: 4.5-5.0
- The return, Laymon, Richard. 61 p. Belmont, Calif: Fearon, c1986. 0822465035 (pbk.).\$2.63.  
F L427  
Tale of a strange occurrence. Reading level: 4.5-5.0
- Thin air, Laymon, Richard. 61 p. Belmont, Calif: Fearon, c1986. 0822465043 (pbk.).\$2.63.  
F L427  
Rescue mission in a parallel universe. Reading level: 4.5-5.0
- Coming home, Liberatore, Karen. 59 p. Belmont, Calif: Fearon, c1987. 0822423286.\$2.75.  
F L695  
A tale of horror. Reading level: 4.5-5.0
- Brannigan's folly, Lorimer, Janet. 61 p. Double fastback mystery. Belmont, Calif: Fearon, c1987. \$2.75.  
F L872  
Mystery tale. Reading level: 4.5-5.0

Deadly rose, Lorimer, Janet. 61 p. Belmont, Calif: Fearon, c1987.  
0822423294.\$2.75.

F L872

A tale of horror. Reading level: 4.5-5.0

The dollhouse, Lorimer, Janet. 61 p. Belmont, Calif: Fearon,  
c1987. 0822423308.\$2.75.

F L872

Horror story. Reading level: 4.5-5.0

Family reunion, Lorimer, Janet. 62 p. Double fastback mystery.  
Belmont, Calif: Fearon, c1987. 0822423634 (pbk.).\$2.75.

F L872

A tale of mystery and intrigue. Reading level: 4.5-5.0

The glory girl, Lorimer, Janet. 59 p. Double fastback sports.  
Belmont, Calif: Fearon, c1987. 0822423952 (pbk.).\$2.75.

F L872

A fencer's attitude to win at any cost jeopardizes her team.  
Reading level: 4.5-5.0

The night marchers, Lorimer, Janet. 61 p. Double fastback  
mystery. Belmont, Calif: Fearon, c1987. 0822423650  
(pbk.).\$2.75.

F L872

A tale of suspense. Reading level: 4.5-5.0

The Devlin affair, Marlowe, Dan J. 60 p. Double fastback mystery.  
Belmont, Calif: Fearon, c1987. 0822423626 (pbk.).\$2.75.

F M349

A tale of mystery. Reading level: 4.5-5.0

The hitter, Marlowe, Dan J. 61 p. Double fastback sports.  
Belmont, Calif: Fearon, c1987. 0822423960 (pbk.).\$2.75.

F M349

A minor league scout helps a young man reach the big leagues.  
Reading level: 4.5-5.0

The mudder, Marlowe, Dan J. 61 p. Double fastback sports.  
Belmont, Calif: Fearon, c1987. 0822423979 (pbk.).\$2.75.

F M349

A college running back puts his special talent to good use.  
Reading level: 4.5-5.0

The sixth man, Marlowe, Dan J. 61 p. Double fastback sports.  
Belmont, Calif: Fearon, c1987. 0822423987 (pbk.).\$2.75.

F M349

A high school basketball player must adapt to being second  
string. Reading level: 4.5-5.0

Death at the border, Matthews, Clayton. 59 p. Double fastback  
mystery. Belmont, Calif: Fearon, c1987. 0822423618  
(pbk.).\$2.75.

F M438

Mystery story. Reading level: 4.5-5.0

- Billy Budd, Melville, Herman. 61 p. Pocket classics, C49. West Haven, Conn: Academic Industries, 1984. 0883017482.\$1.80.  
J M531  
Tale of a young seaman retold in comic strip format.  
Reading level:
- Moby Dick, Melville, Herman. 61 p. Pocket classics, C7. West Haven, Connecticut: Academic Industries, 1984.  
0883017067.\$1.80.  
J M531  
Classic tale of the sea retold in comic strip format.  
Reading level:
- The Maine forest, Merchant, Roger L. v, 24 p. New York: Cambridge Book Co, c1983. 0842896112 (pbk.).\$2.10.  
F M554  
Stories about people who live and work in the forest.  
Reading level: 2.0-3.0
- The lost train, Middleton, Robert. 59 p. Double fastback mystery. Belmont, Calif: Fearon, c1987. 0822423642 (pbk.).\$2.75.  
F M629  
Suspense story. Reading level: 4.5-5.0
- A day at a time, Miner, Jane Claypool and Schroeder, Howard. Fearon Education ed. 62 p. Belmont, Calif: David S. Lake Publishers, c1982. 0822416514 (pbk.).\$3.34.  
J M664  
A family coping with an alcoholic father. Reading level: 2.3-4.5
- Miracle of time, Miner, Jane Claypool and Schroeder, Howard. Fearon Education ed. 63 p. Belmont, Calif: David S. Lake Publishers, c1982. 0822416522 (pbk.).\$3.34.  
J M664  
A teenager tries to make an adopted sister feel she belongs with the family. Reading level: 2.3-4.5
- Mountain fear, Miner, Jane Claypool and Schroeder, Howard. Fearon Education ed. 63 p. Belmont, Calif: David S. Lake Publishers, c1982. 0822416530 (pbk.).\$3.33.  
J M664  
A boy must learn to cope with the death of his twin brother.  
Reading level: 2.3-4.5
- She's my sister, Miner, Jane Claypool and Schroeder, Howard. Fearon Education ed. 63 p. Belmont, Calif: David S. Lake Publishers, c1982. 0822416557.\$3.33.  
J M664  
After 10 years at an institution, Mary Lou's retarded sister returns home. Mary Lou must choose between her need for peer acceptance and her love for her sister. Reading level: 2.3-4.5

- Split decision, Miner, Jane Claypool and Schroeder, Howard.  
Fearon Education ed. 63 p. Belmont, Calif: David S. Lake Publishers, c1982. 0822416565 (pbk.).\$3.33.  
J M664  
When her parents decide to divorce, 16 year old Ann must decide with which parent she will live. Reading level: 2.3-4.5
- Voices in the night, Napoli, Tony. 62 p. Double fastback mystery.  
Belmont, Calif: Fearon, c1987. 0822423685 (pbk.).\$2.75.  
F N216  
Mystery tale. Reading level: 4.5-5.0
- The Sleepers, Nussman, Alf. 61 p. Double fastback mystery.  
Belmont, Calif: Fearon, c1987. 0822423669 (pbk.).\$2.75.  
F N975  
Tale of mystery and suspense. Reading level: 4.5-5.0
- The scarlet pimpernel, Orczy, Emmuska Orczy and Baroness. 61 p. Pocket classics, C46. West Haven, Conn: Academic Industries, 1984. 0883017458.\$1.80.  
J O64  
Classic tale retold in comic strip format. Reading level:
- The actress, Rosensteel, Mary C. 62 p. Double fastback mystery.  
Belmont, Calif: Fearon, c1987. 0822423596 (pbk.).\$2.75.  
F R815  
Mystery tale. Reading level: 4.5-5.0
- The rivals, Rosensteel, Mary C. 59 p. Double fastback sports.  
Belmont, Calif: Fearon, c1987. 0822423995 (pbk.).\$2.75.  
F R815  
Two long-time friends become bitter tennis rivals.  
Reading level: 4.5-5.0
- Ivanhoe, Scott, Walter and Sir. 61 p. Pocket classics, C40. West Haven, Connecticut: Academic Industries, 1984. 0883017393.\$1.80.  
J S431  
Classic romance retold in comic strip format. Reading level:
- Frankenstein, Shelley, Mary Wollstonecraft. 61 p. Pocket classics, C5. West Haven, Connecticut: Academic Industries, 1984. 0883017040.\$1.80.  
J S545  
Classic horror tale of the monster retold in comic strip format. Reading level:
- Casey's claw, St. Vincent, David. 61 p. Double fastback sports.  
Belmont, Calif: Fearon, c1987. 0822423928.\$2.75.  
F S155  
A veteran hockey player tries to turn around a losing team.  
Reading level: 4.5-5.0

- Dr. Jekyll and Mr. Hyde, Stevenson, Robert Louis. 61 p. Pocket classics, C3. West Haven, Conn: Academic Industries, 1984. 0883017024.\$1.80  
J S845  
Classic tale retold in comic strip format. Reading level:
- Kidnapped, Stevenson, Robert Louis. 61 p. Pocket classics, C18. West Haven, Connecticut: Academic Industries, 1984. 0883017172.\$1.80.  
J S848  
Classic adventure tale retold in comic strip format.  
Reading level:
- Treasure Island, Stevenson, Robert Louis. 61 p. Westhaven, Conn: Academic Industries, 1984. 0883017105.\$1.80.  
J S845  
Classic adventure tale retold in cartoon format. Reading level:
- Dracula, Stoker, Bram. 61 p. Pocket classics, C4. West Haven, Connecticut: Academic Industries, 1984. 0883017032.\$1.80.  
J S874  
Classic vampire tale retold in comic strip format.  
Reading level:
- Gulliver's travels, Swift, Jonathan. 61 p. Westhaven, Conn: Academic Industries, 1984. 088301713X.\$1.80.  
J S977  
Classic tale retold in comic strip format. Reading level:
- Kiss and make up, Turner, T. P. 61 p. Double fastback romance. Belmont, Calif: Fearon, c1987. 0822423847 (pbk.).\$2.75.  
F T953  
Young adult romance. Reading level: 4.5-5.0
- A love to share, Turner, T. P. 61 p. Double fastback romance. Belmont, Calif: Fearon, c1987. 0822423863 (pbk.).\$2.75.  
F T953  
Young adult romance. Reading level: 4.5-5.0
- Never too late, Turner, T. P. 61 p. Double fastback romance. Belmont, Calif: Fearon, c1987. 0822423790 (pbk.).\$2.75.  
F T953  
Young adult romance. Reading level: 4.5-5.0
- The road to love, Turner, T. P. 61 p. Double fastback romance. Belmont, Calif: Fearon, c1987. \$2.75.  
F T953  
Young adult romance. Reading level: 4.5-5.0
- Willie's choice, Warren, William. 59 p. Double fastback sports. Belmont, Calif: Fearon, c1987. 0822423936 (pbk.).\$2.75.  
F W294  
A veteran boxer is pressured to throw his last fight.  
Reading level: 4.5-5.0



Follow your dream, White, Nancy. 59 p. Double fastback romance.  
Belmont, Calif: Fearon, c1987. 0822423839 (pbk.).\$2.75.  
F W586  
Young adult romance. Reading level: 4.5-5.0

No secrets, White, Nancy. 59 p. Double fastback romance. Belmont,  
Calif: Fearon, c1987. 0822423812 (pbk.).\$2.75.  
F W585  
Young adult romance. Reading level: 4.5-5.0

### *Health, Nutrition, & Safety*

Can you give first aid?, Bontrager, Frances M. Rev. ed. 32 p.  
Syracuse, N.Y: New Readers Press, 1979, c1969. 0883363615  
(pbk.).\$1.50.  
616.0252 B722 1979  
Describes how to treat cuts, burns, bruises, and bites, as  
well as life saving techniques such as the Heimlich maneuver  
and artificial respiration. Reading level: 4.3

Help! : first steps to first aid, Canario, Jack; Mathias,  
Marilynne; Potter, Gary and Cervenak, Tom. 65 p. Hayward,  
Calif El Toro, CA: Janus Book Publishers Wieser Educational  
[distributor], c1980. 0915510464 (pbk.).\$3.95.  
614.88 C213  
Prepares students to handle 10 common medical emergencies.  
Reading level: 2.0-2.6

Food & nutrition, 3 v. Hayward, Calif El Toro, CA: Janus Books  
Wieser Educational [distributor], c1986. 0881020338  
(set).\$14.95/vol.  
640.711 F686  
Set includes "Measuring for Cooking," "Reading & Following  
Recipes," and "Planning Healthy Meals." Each volume contains  
duplicatable activity sheets for students. Reading level:  
2.0-2.8

Need a doctor?, Lappin, Myra A. and Feinglass, Sanford J. 64 p.  
Hayward, Calif El Toro, CA: Janus Book Publishers Wieser  
Educational [distributor], c1981. 0915510588 (pbk.).\$3.95.  
362.10973 L316  
Covers how to make an appointment, what to ask the doctor,  
how to explain symptoms, and how to follow the doctor's  
advice. Reading level: 2.0-2.6

English spoken here, health and safety, Messec, Jerry L. and  
Kranich, Roger E. 156 p. New York: Cambridge Book Company,  
c1982. 0842808523.\$5.75.  
428 M562  
Part of the English Spoken Here series, this book describes  
how to talk with the doctor, act in an emergency situation,  
use medicines correctly, etc. Reading level: ESL

- Drugstore language : a survival vocabulary, Richey, Jim. 46 p.  
Hayward, Calif El Toro, CA: Janus Book Publishers Wieser  
Educational [distributor], c1978. 0915510286 (pbk.).\$3.45.  
428.42 R529  
Presents 80 words or phrases common to a drug store setting.  
Reading level: vocabulary
- Medical language : a survival vocabulary, Richey, Jim. 48 p.  
Hayward, Calif El Toro, CA: Janus Book Publishers Wieser  
Educational [distributor], c1980. 0915510480 (pbk.).\$3.45.  
610.14 R529  
Teaches 80 words or phrases common to a medical setting.  
Reading level: vocabulary
- Food & fitness, Snowman, Margaret Knight. 94 p. Syracuse, N.Y:  
New Readers Press, [c1986]. 0883365472 (pbk.).\$3.95.  
613.2 S674  
Guidebook to the five basic food groups. Includes eating  
disorders, nutritional needs of men and women, body building  
and weight control, and more. Index. Reading level: 5.2
- Understanding yourself, Udvari, Stephen S. Rev. ed. 96 p. Austin,  
Tex: Steck-Vaughn, c1978. 0811406709 (pbk.).\$4.08.  
155.2 U21 1978  
Basic information on psychology of self and personality.  
Reading level: 4.0-6.0
- Health, safety and sanitation, Udvari, Stephen S. and Laible,  
Janet. Rev. ed. 96 p. Austin, Tex: Steck-Vaughn, c1978.  
0811406717 (pbk.).\$4.08.  
613 U21 1978  
Basic information on health, safety, and sanitation.  
Reading level: 4.0-6.0

*History & Government*

- March toward freedom : a history of Black Americans, Banks, James  
A. 2d, rev. ed. iv, 194 p. Belmont, Calif: David S. Lake,  
c1978. 0822444062.\$9.00.  
917.309 B218 1978  
Traces the history of blacks in America from the early days  
of the slave trade to the present day. Index. Reading  
level: 6.0
- Mississippi : the land and the people, Betterworth, John Knox.  
vii, 376 p. Austin, Tex: Steck-Vaughn Co., c1981.  
0811408698.\$8.88.  
MS 976.2 B565  
Presents the history of Mississippi. Index, maps.  
Reading level: 9.0

Steps to U.S. citizenship, Flynn, Eleanor G. and Sellen, Jane B. x, 86 p. Austin, Tex: Steck-Vaughn Co, c1985. 0811411184 (pbk.).\$3.36.  
323.62 F648

Provides the foundation to help the alien resident through the naturalization process. Practice in completing required forms. Reading level: ESL, 5.0-6.0

Inventions and discoveries, Hurst, John A. 76 p. Lake Bluff, Ill: Quality Books, 1987. 0891961321 (pbk.).\$7.95.  
428.62 H966

Historical sketches of such inventions as matches, oil wells, plows, and the vacuum cleaner. Reading level: 3.0

More inventions and discoveries, Hurst, John A. 78 p. Lake Bluff, Ill: Quality Books, 1987. 0891961356 (pbk.).\$7.95.  
428.62 H966

Historical sketches of the development of such inventions as X-rays, the lie detector, the microphone, and television. Reading level: 4.0

Anthropology : the story of people, Kerewsky-Halpern, Barbara. iii, 44 p. New York, N.Y: Cambridge, c1983. 0842896139 (pbk.).\$2.10.  
572 K39

Explains anthropology, archaeology, and linguistics in easy terms. Reading level: 4.0-5.0

The Americans since 1914 : Yank, flyer, G.I., robot, Larned, Phyllis. [1987] ed. 64 p. Castro Valley, Calif El Toro, CA: Quercus Corp Wieser Educational [distributor], c1987. 0912925477 (pbk.).\$4.50.  
973.9 L325 1987

Presents World War I through the Cold War and the civil rights movement to the start of automation. Maps, worktext. Reading level: 2.4

Industrial giant : richman, poorman, cattleman, woman, Larned, Phyllis. [1988] ed. 64 p. Castro Valley, Calif El Toro, CA: Quercus Corp Wieser Educational [distributor], c1988. \$4.50.  
973.8 L325 1988

Explores the time between the Civil War and World War I, the causes and growth of industrialization, significance of the Civil War, and development of machinery. Reading level: 2.4

Statehood, the West, and Civil War : founder, pioneer, Yankee, rebel, Larned, Phyllis. [1987] ed. 64 p. Castro Valley, CA El Toro, CA: Quercus Corp Wieser Educational [distributor], c1987. \$4.50.  
973.4 L325 1987

Covers U.S. history for the period following the Revolution through the Civil War. Reading level: 2.4

To the new land : Indian, sailor, pirate, trader, Larned, Phyllis. 64 p. Castro Valley, Calif El Toro, CA: Quercus Corp Wieser Educational [distributor], c1987. 0912925434 (pbk.).\$4.50.  
973.1 L325  
Discusses the life of the Indians, the explorers from Europe, and pirates and traders. Index. Reading level: 2.4

Government at work : from City Hall to State Capitol, Lefkowitz, William and Uhlich, Richard. 80 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1982. 0915510731 (pbk.).\$5.95.  
320.973 L493  
Reviews the foundations of democracy and relates these principles to the workings of state and local governments. Index. Reading level: 2.5

It's our government : Congress, the President, and the courts, Lefkowitz, William and Uhlich, Richard. 95 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1982. 0915510723 (pbk.).\$5.95.  
320.973 L493  
Focuses on the foundations of democracy in the U.S. and how the federal government works. Complete overview of the three branches of government. Reading level: 2.5

Participating in government, Nuttall, Linda Renae. [1988] ed. 64 p. Castro Valley, Calif El Toro, CA: Quercus Corp Wieser Educational [distributor], c1988. 1555550142 (pbk.).\$4.50.  
323.65 N979 1988  
Involves students in government processes. Students can examine issues, form opinions, and discover ways to express their opinions. Reading level: 2.2

A nation grows, Peck, Ira; Jantzen, Steven; Rosen, Daniel and Scholastic, Inc. 2nd ed. vii, 432 p. Scholastic American adventures. [New York?]: Scholastic, Inc, c1987. 059034840X (Book 2).\$10.20.  
973 P366 1987  
Focuses on events and people in U.S. history since 1877. Graphics, maps, and charts. Reading level: 7.0

A trip through time, Salvucci, Donald. v, 40 p. New York: Cambridge Book Co, c1983. 0842896155.\$2.10.  
974.482 S186  
U.S. history through the turn of the century. Reading level: 4.0-5.0

A Nation develops, Scholastic, Inc. 2nd ed. vii, 343 p. Scholastic American adventures. [New York?]: Scholastic, Inc, c1987. 0590348396 (pbk.).\$10.20.  
973 N277 1987  
Focuses on events and people in U.S. history to 1877. Graphics, maps, and charts. Reading level: 7.0

Foundations in history, Schwach, Howard. 4 v. Chatsworth, CA:

Opportunities for Learning, c1982. 0867030097 (book 1).\$5.95/vol.

973 S398

Series of worktexts covering U.S. history from exploration up to the Reagan Administration. Includes "Building a Nation," "Road to Disunity," "A Nation Grows," and "Modern America." Maps, illustrations, timelines. Reading level: 4.0

Government is news : studying the Constitution, Scott, Corinn

Codye. Rev. ed. 64p. Castro Valley, Calif El Toro, CA:

Quercus Corp Wieser Educational [distributor], 1987.

0912925507 (pbk.).\$4.50.

342.73 S425 1987

Uses daily news stories to explain the structure and function of federal government, including the separation of powers, checks and balances, the Articles of the Constitution, and the Bill of Rights. Reading level: 2.4

Your rights and the law, Silveira, Ted. 75 p. Belmont, Calif El

Toro, CA: Fearon Education Wieser Educational [distributor],

c1985. 0822476800 (pbk.).\$4.95.

J342 S587

Examines how the constitutional amendments and civil rights laws protect the individual's freedoms and guarantee equal treatment for all people. Includes a discussion of historical court cases and review questions. Reading level: 4.0

Being an informed citizen, Udvari, Stephen S. Rev. ed. 80 p.

Austin, Tex: Steck-Vaughn, c1978. 0811406652 (pbk.).\$4.08.

323 U21 1978

Discusses being a good citizen. Reading level: 4.0-6.0

Government in Mississippi, Walker, Thomas G. and Walker, Betty

Driver. iv, 124 p. Austin, Tex: Steck-Vaughn, c1981.

0811407608 (pbk.).\$3.45.

MS 353.9762 W185

Presents the history and operations of Mississippi government. Index. Reading level: 7.0-9.0

*Insurance*Insuring yourself, Bywater, Sharon. 48 p. To the point on money

management. Syracuse, NY: New Readers Press, c1980.

0883367157 (pbk.).\$2.95.

368 B998

How to insure oneself with different types of coverage.

Cartoons, discussion questions, and worksheets. Reading level: 3.0-4.0

Becoming a driver, Grebel, Rosemary and Pogrund, Phyllis. 2nd ed. 63 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 091551057X (pbk.).\$3.95. 629.28307 G788 1981  
How to shop for auto insurance, get repair estimates, report an accident, and more. Reading level: 2.0-2.6

Insure yourself : a guide to insurance, Snyder, Sarah. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1984. 0881020168 (pbk.).\$3.95. 368 S675  
Explains the concept of insurance. Auto, health, homeowner, and life insurance are examined. Reading level: 2.5

Becoming a car owner, Stein, Wendy. 64 p. Syracuse, NY: New Readers Press, c1986. 0883364565 (pbk.).\$4.95. 629.2222 S819  
Helps the reader decide whether to buy a new or used car, how to shop for a car, how to find a service station, and how to insure a car. Index. Reading level: 5.0

#### *Job Skills*

Don't get fired : 13 ways to hold your job, Anema, Durlynn. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 0915510243 (pbk.).\$3.95. 428 A578  
Thirteen stories portray young employees who jeopardize their jobs by exhibiting laziness, irresponsibility, dishonesty, or other traits that could lead to dismissal. Reading level: 2.5-2.8

Get hired! : 13 ways to get a job, Anema, Durlynn. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1979. 0915510359 (pbk.).\$3.95. 650.14 A578  
Thirteen tips for getting a job. Reading level: 2.5-2.8

Finding a job, DeCaprio, Annie. 128 p. Austin, Tex: Steck-Vaughn, c1982. 0811408671 (pbk.).\$3.36. 650.14 D291  
Develops critical reading skills through adult situations. Features job seeking and interview skills. Exercises. Reading level: 1.0-2.0

How to get a job and keep it, Goble, Dorothy Y. 3rd ed. iii, 92 p. Austin, Tex: Steck-Vaughn, c1985. 0811415740 (pbk.).\$3.36. 650.14 G575 1985  
Lists procedures, requirements, and rules for getting and keeping a good job. Contains information on how to get a Social Security card. Worktext. Reading level: 5.0-6.0

Janus job application file, Kahn, Charles; Tong, Robert and Jew, Wing. 4th ed. 64 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1987. 0881020893 (pbk.).\$3.95. 331.128 K12 1987  
Practice for completing job applications. Reading level: 2.5-2.8

Janus job interview guide, Livingstone, Arnold. 2nd ed. 80 p. Hayward, Calif El Toro, CA: Janus Wieser Educational [distributor], 1977. 0915510154 (pbk.).\$3.95. 650.14 L788 1977  
Introduces students to basics of interviewing and presents 15 sample interviews. Reading level: 2.5-2.8

On the job : readings in real-life competencies, Mikulecky, Larry and Drew, Rad. 2 v. New York: Cambridge, c1986-. 084280160X (pbk. : v. 1) 0842801618 (pbk. : v. 2).\$4.25/vol. 651 M636  
Presents realistic situations illustrating how entry-level employees integrate reading, writing, and comprehension skills to solve problems and accomplish their work. Reading level: 4.0-5.0, vol. 1; 5.0-6.0, vol. 2

Your first job : putting your English to work, Prince, David W. and Gage, Julia Lakey. x, 117 p. Englewood Cliffs, N.J.: Prentice-Hall, c1986. 0139785035 (pbk.).\$7.25. 428.24 P954  
An introduction to business and technical English. Exercises. Reading level: ESL

Time cards and paychecks, Rand, Kenneth J. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 0915510502 (pbk.).\$3.95. 331.2 R186  
Students learn the entire hourly pay process beginning with the nature and function of time cards and the various ways of calculating and recording time. Reading level: 2.5-2.8

Job application language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 0915510227 (pbk.).\$3.45. 428 R529  
Teaches 80 words or phrases related to job applications and completing them. Reading level: vocabulary

Working with others, Udvari, Stephen S. Rev. ed. 80 p. Austin, Tex: Steck-Vaughn, c1978. 0811406679 (pbk.).\$4.08. 302.4 U21 1978  
Interpersonal skills for getting along with others in a work environment. Reading level: 4.0-6.0

Basic skills on the job : lesson sheets on long-run spirit masters, Young, Eleanor R. 7 p., 24 duplication masters. Chatsworth, CA El Toro, CA: Opportunities for Learning Wieser Educational [distributor], 1987. 0867031913 (pbk.).\$8.95. 650.14 Y71 1987  
Covers want ads, writing neatly, the job application, the resume, measuring, pricing, alphabetical order, filing, etc. Includes 24 spirit masters for the tutor to use with the student. Reading level:

*Money Management*

Personal & family financial planning : strategies for teaching, American Council of Life Insurance. 78 leaves. Washington, D.C: American Council of Life Insurance, [1982]. \$2.00. 332.024 P467  
Collection of instructional activities designed to teach elements of personal and family financial planning. Contains lesson plans, student materials, and teacher resources. Reading level:

Make your money grow : a guide to savings plans, Beshers, Martha. 64 p. Hayward, CA Alexandria, VA: Janus Book Publishers Miles River Press, c1984. 088102015X.\$3.95. 332.1 B554  
Teaches students how to investigate alternative savings plans and places, choose a plan, open an account, make a deposit, measure interest, and more. Reading level: 2.5

Be credit-wise : a guide to credit, Bruton, Elsa. 64 p. Hayward, CA Alexandria, VA El Toro, CA: Janus Book Publishers Miles River Press Wieser Educational [distributor], c1984. 0881020176 (pbk.).\$3.95. 332.7 B913  
Learn about layaways, buying on time, opening accounts, using credit cards, dangers of "easy" credit, and the benefits of using credit. Reading level: 2.5

Using a checking account, Bywater, Sharon. 48 p. Syracuse: New Readers Press, 1980. 0883367122.\$2.95. 332.17 B998  
Basics of a checking account. Cartoons, discussion questions, and worksheets. Reading level: 3.0

Using credit, Bywater, Sharon. 56 p. Syracuse: New Readers Press, 1980. 0883367149.\$2.95. 332.743 B998  
Basics of credit. Cartoons, discussion questions, and worksheets. Reading level: 3.0



Pay by check : a guide to checking accounts, Chan, Janis Fisher. 64 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 0915510529 (pbk.).\$3.95. 332.175 C454

Sample documents and transactions for practice. Reading level: 2.5

Basic skills in using banks : lesson sheets on long-run spirit masters, MacKenzie, Richard. x p., 24 leaves. [Grand Rapids, Mich.] El Toro, CA: Instructional Fair/ Cebco Wieser Educational [distributor], c1979. \$8.95. 332.102 M157

Basic understanding of how the average person can make use of banking services - savings accounts, deposits, withdrawals, interest, loans, money orders, etc. Teacher's guide and spirit masters. Reading level:

Basic skills in using checks : lesson sheets on long-run spirit masters, MacKenzie, Richard. xii p., 24 leaves. [Grand Rapids, Mich.] El Toro, CA: Instructional Fair/Cebco Wieser Educational [distributor], c1979. \$8.95. 332.76 M157

Basic understanding of checking accounts - opening accounts, deposits, writing checks, writing money amounts, statements, reconciling, etc. Teacher's guide and spirit masters. Reading level:

Financial planning, employee benefits, and you : a reading workbook, McCabe, Patrick. 35 p. Washington, D.C: Health Insurance Association of America, [1981]. \$.50. 332.024 F491

Student workbook designed to develop reading and financial planning skills. Increases understanding of employee benefits and the way they fit into financial plans. Reading level:

Banking language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1980. 0915510375.\$3.45. 332.1 R529

Teaches 80 words or phrases common to a bank setting. Exercises included. Reading level: vocabulary

Credit language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1980. 0915510367 (pbk.).\$3.45. 428.42 R529

Presents 80 words or phrases associated with credit. Reading level: vocabulary

Managing money, Shelton, Elaine. 80 p. Austin, Tex: Steck-Vaughn Co, c1983. 0811408477.\$3.36. 640.42 S545

Worktext designed to teach reading and consumer competencies. Answer key. Reading level: 4.0-6.0

Where does the money go?, Spitze, Hazel Taylor and Rötze, Patricia  
H. 94 p. Austin, Tex: Steck-Vaughn, [1969]. 0811401871  
(pbk.).\$3.12.  
640.42 S761  
Basics of budgeting and money management. Reading level:  
3.0-4.0.

Making a budget, Stein, Wendy. 47 p. To the point on money  
management. Syracuse, N.Y: New Readers Press, 1980.  
0883367130 (pbk.).\$2.95.  
332.024 S819  
Basic information on budgeting. Cartoons, discussion  
questions, worksheets. Reading level: 3.0

Buying guides, Udvari, Stephen S. and Laible, Janet. Rev. ed. 112  
p. Austin, Tex: Steck-Vaughn, c1978. 0811406660  
(pbk.).\$4.08.  
640.73 U21 1978  
Tips on shopping and money management. Reading level:  
4.0-6.0

Family money management, Udvari, Stephen S. and Laible, Janet.  
Rev. ed. 96 p. Austin, Tex: Steck-Vaughn, c1978. 0811406725  
(pbk.).\$4.08.  
640.42 U21 1978  
Basics of money management. Reading level: 4.0-6.0

Master your money : a guide to budgeting, Wilson, Rachel. 63 p.  
Hayward, CA El Toro, CA: Janus Book Publishers Wieser  
Educational [distributor], c1981. 0915510510 (pbk.).\$3.95.  
640.42 W752  
Looks at concepts of variable and fixed expenses, financial  
planning, disciplined spending, and more. Reading level:  
2.5

Basic skills in using money : lesson sheets on long-run spirit  
masters, Young, Eleanor R. 24 duplicating masters.  
[Fairfield, N.J El Toro, CA: Cebco Wieser Educational  
[distributor], c1974. \$8.95.  
332.4 Y71  
Includes coin combinations, vending machines, making change,  
writing dollars and cents, etc. 24 duplicating spirit  
masters. Reading level:

*Readers*

Reading for life : a first book for adults and their tutors,  
Allen, Virginia French. xvi, 269 p. Wheat Ridge, Colo: Spring  
Institute for International Studies, c1987. 094072300X  
(pbk.).\$15.00.  
428.40715 A431  
Leads step-by-step from alphabet to newspapers to books.  
Includes phonics and sentence information. Index.  
Reading level: 0+

Sayings and stories, Cebulka, Marcia. iii, 26 p. New York: Cambridge Book Co, c1983. 0842896228 (pbk.).\$2.10.  
398 C387

A book of folklore. Reading level: 3.0-4.0

Great American stories : an ESL/EFL reader : beginning-intermediate to intermediate levels, Draper, C. G. v. Englewood Cliffs, N.J: Prentice-Hall, c1985-. 0133637484 (pbk. : v. 1).\$4.75.

428.64 D765

Adaptations of classic American short stories. Reading level: ESL

Everyday people, Goldin, Barbara E. 112 p. Austin, Tex: Steck-Vaughn Co., c1984. 0811410196 (pbk.).\$3.36.

372.4 G619

Teaches basic reading skills using relevant experiences in the adult world. Bound in answer key. Reading level: 3.0-4.0

What is a crime?, Hansel, Mark V. iii, 26 p. New York: Cambridge Book Co, 1983. 0842896120 (pbk.).\$2.10.

364 H249

Stories and essays on criminal justice. Reading level: 3.0-4.0

Stories from the Old Testament, Harralson, David M. v, 39 p. New York: Cambridge Book Co, c1983. 0842896074 (pbk.).\$2.10.

221.9 H296

Biblical stories. Reading level: 3.0-4.0

Anthropology : the story of people, Kerewsky-Halpern, Barbara. iii, 44 p. New York, N.Y: Cambridge, c1983. 0842896139 (pbk.).\$2.10.

572 K39

Explains anthropology, archaeology, and linguistics in easy terms. Reading level: 4.0-5.0

Art in your home town, Marston, Elsa. v, 24 p. New York, N.Y: Cambridge Book Co, c1983. 0842896163 (pbk.).\$2.10.

701.18 M374

Stories about art in the community. Reading level: 2.0-3.0

Choices in your life, McKenzie, Marian. iii, 28 p. New York, N.Y: Cambridge Book Co, c1983. 0842896201 (pbk.).\$2.10.

153.83 M157

Stories about making difficult choices. Reading level: 3.0-4.0

Decisions in your life, McKenzie, Marian. iii, 25 p. New York, N.Y: Cambridge Book Co, c1983. 0842896198 (pbk.).\$2.10.

153.83 M157

Stories about decision making. Reading level: 2.0-3.0

A light in the dark, Simmons, Judy. 41 p. New York: Cambridge Book Co, c1983. 084289621X (pbk.).\$2.10.  
818.54 S592  
Stories and poems about human relationships. Reading level: 3.0-4.0

*Religion*

People and their religions, Clarke, Thomas J. 2 v. New York: Cambridge Book Co, c1983. 0842896090 (part 1) 0842896104 (part 2).\$2.10/vol.  
291 C611  
Looks at Judaism, Christianity, Islam, Hinduism, and Buddhism. Reading level: 4.0-5.0

Jesus of Nazareth, Harralson, David M. v, 40 p. New York, N.Y.: Cambridge Book Co, c1983. 0842896082 (pbk.).\$2.10.  
232.9 H296  
The life and teachings of Jesus. Reading level: 3.0-4.0

Stories from the Old Testament, Harralson, David M. v, 39 p. New York: Cambridge Book Co, c1983. 0842896074 (pbk.).\$2.10.  
221.9 H296  
Biblical stories. Reading level: 3.0-4.0

*Tutor*

Reading for life : a first book for adults and their tutors, Allen, Virginia French. xvi, 269 p. Wheat Ridge, Colo: Spring Institute for International Studies, c1987. 094072300X (pbk.).\$15.00.  
428.40715 A431  
Leads step-by-step from alphabet to newspapers to books. Includes phonics and sentence information. Index.  
Reading level: 0+

Personal & family financial planning : strategies for teaching, American Council of Life Insurance. 78 leaves. Washington, D.C: American Council of Life Insurance, [1982]. \$2.00.  
332.024 P467  
Collection of instructional activities designed to teach elements of personal and family financial planning. Contains lesson plans, student materials, and teacher resources.  
Reading level:

Functional literacy and the workplace : proceedings of a National Invitational Conference, American Council of Life Insurance and Education Services. 67 p. Washington, D.C: Education Services, American Council of Life Insurance, [1983?]. \$2.00.  
331.11 F979  
Proceedings of a 1983 conference on literacy. Designed to focus attention on issues of importance to leaders in business and education.

Job-related basic skills : a guide for planners of employee programs, Business Council for Effective Literacy (U.S.). 45 p. BCEL bulletin, no.2. New York, N.Y: Business Council for Effective Literacy, 1987. \$5.00.

374.012 J62

Guide for employers wishing to address the basic skills problems in their workforce. Gives step-by-step guidance on how to plan and implement an effective job-related basic skills program.

Basic literacy : tutor handbook of the Center for Literacy, Inc., Center for Literacy. 91 p. Philadelphia, PA (3723 Chestnut St., Philadelphia 19104): The Center, c1986. \$10.00.

374.22 B311

Specific manual for beginning volunteers. Describes techniques for teaching reading, math, writing, and comprehension. Based on both Luabach and Literacy Volunteers materials.

TUTOR, techniques used in the teaching of reading : a handbook for teaching basic reading to adults and teenagers, Colvin, Ruth J.; Root, Jane H. and Literacy Volunteers of America, Inc. Rev. ed. 103 p. Syracuse, N.Y: Literacy Volunteers of America, c1984. \$9.50.

374.012 C727 1984

Teaching techniques for those with little or no teaching experience. Contains procedures for applying phonics, helping students reach goals, planning lessons, developing comprehension skills, and creating material.

Teacher's guide, Follett Publishing Company. 96 p. Chicago, Ill: Follett, c1982. 0695206435 (pbk.).\$7.00.

158.2 T253

Guide to Follett Success Skills series.

Writing activities for newspaper readers : a teacher's resource, Gebhard, Ann O. 47 p. Syracuse, N.Y: New Readers Press, c1986. 0883369206 (pbk.).\$3.95.

428 G293

Presents effective activities that are integrated with reading newspapers.

How to use the Literacy tutor's library, with the "--and so the story goes--" series by John A. Hurst, Hurst, John A. and Morris, Carol. 14 p. Lake Bluff, Ill: Quality Books, 1987. 0891961313.\$5.00.

428.42 H847

Teacher's guide for using "Inventions and Discoveries," "Presidents, Pitchers, and Passers," "Mysteries, Nicknames, and Medals," "More Inventions and Discoveries," "Horses, Bats, and Christmas Trees," and "Famous Americans."

Adult literacy volunteers : issues and ideas, Ilsley, Paul J.;  
ERIC Clearinghouse on Adult, Career and Vocational Education  
and National Center for Research in Vocational Education  
(U.S.). viii, 50 p. Columbus, OH: ERIC Clearinghouse on  
Adult, Career, and Vocational Education National Center for  
Research in Vocational Education, 1985. \$5.50.  
374.012 I29  
Addresses gaps in the literature about literacy volunteerism  
and examines the current delivery system.

Recruiting and training volunteers, Ilsley, Paul J. and Niemi,  
John A. x, 150 p. New York: McGraw-Hill, c1981.  
0070005567.\$19.95.  
374 I29  
Techniques for recruiting and working with volunteers.  
Index.

Tutoring older adults in literacy programs, Jacobs, Bella;  
National Council on the Aging and Literacy Education for the  
Elderly Project. vii, 23 p. Washington, D.C.: National  
Council on the Aging, 1986. 0910883254 (pbk.).\$4.95.  
374.013 J17  
Describes techniques for working with senior citizens as  
students.

Organizing a literacy program for older adults, Jacobs, Bella;  
Ventura-Merkel, Catherine; National Council on the Aging and  
Literacy Education for the Elderly Project. vi, 62 p.  
Washington, D.C.: Literacy Education for the Elderly Project  
of the National Council on the Aging, 1986. 0910883246  
(pbk.).\$9.95.  
374.012 068  
Tips on establishing literacy programs for older adults.

Libraries and literacy : a planning manual, Johnson, Debra Wilcox  
and Soule, Jennifer A. v, 38 p. Chicago [IL]: American  
Library Association, 1987. 0838904785 (pbk.).\$12.50.  
021.2 J66  
Basics for establishing literacy programs in libraries.

Reading instruction for the adult illiterate, Jones, Edward V.  
and American Library Association. xi, 169 p. Chicago:  
American Library Association, 1981. 0838903177.\$15.00.  
428.42 J76  
Review of reading theory and useful instructional techniques.  
Index.

Developing an employee volunteer literacy program, Kangisser,  
Dianne and Business Council for Effective Literacy (U.S.). 10  
p. BCEL bulletin, no.1. New York, N.Y: Business Council for  
Effective Literacy, [1986]. \$1.00.  
374.012 D489  
How-to-do-it guide for businesses wishing to encourage their  
employees to volunteer as tutors and in other capacities to  
help literacy groups in their communities.

The Laubach way to cursive writing : Teacher's guide, Koschnick, Kay. 32 p. Syracuse, NY: New Readers Press, c1983.  
0883369192 (pbk.).\$2.25.  
652.1 K86 Teacher's Guide  
Companion volume to the student edition.

Write all about it, Leis, Andrea and Chodos, Robert. Teacher's ed. T-14; 159 p. Syracuse, N.Y: New Readers Press, c1986.  
0883363763 (pbk.).\$7.95.  
808.042 L532  
Teacher's guide to "Write All About It."

Effective adult literacy programs : a practitioner's guide, Lerche, Renee S. ix, 282 p. New York: Cambridge Book Co, c1985. 0842822194.\$25.95.  
374.012 L614  
Based on the National Adult Literacy Project, this guide provides all the information to plan, execute, and evaluate a successful local literacy program. Index.

Series guide for English spoken here, Linfield, Trudy. xiv, 270 p. New York: Cambridge Book Co, c1983. 0842808620 (pbk.).\$10.50.  
428 L754  
Teacher's guide to ESL student texts: "Health and Safety," "Getting Started," and "Life in the United States." Index.

Basic skills in using banks : lesson sheets on long-run spirit masters, MacKenzie, Richard. x p., 24 leaves. [Grand Rapids, Mich.] El Toro, CA: Instructional Fair/ Cebco Wieser Educational [distributor], c1979. \$8.95.  
332.102 M157  
Basic understanding of how the average person can make use of banking services - savings accounts, deposits, withdrawals, interest, loans, money orders, etc. Teacher's guide and spirit masters. Reading level:

Basic skills in using checks : lesson sheets on long-run spirit masters, MacKenzie, Richard. xii p., 24 leaves. [Grand Rapids, Mich.] El Toro, CA: Instructional Fair/Cebco Wieser Educational [distributor], c1979. \$8.95.  
332.76 M157  
Basic understanding of checking accounts - opening accounts, deposits, writing checks, writing money amounts, statements, reconciling, etc. Teacher's guide and spirit masters. Reading level:

Tutoring small groups : basic reading, Ottoson, Gerald and Literacy Volunteers of America. 36, [1] p. Syracuse, NY: Literacy Volunteers of America, c1985. \$5.25.  
374 T966  
Presents tips on how to work with small groups, select students for a group, give one-to-one help to group members, and more. Includes suggestions for teaching materials and sample worksheets.

English for everyday living, teacher's manual, Pellati, Sally Shapiro. 113 p. Oak Lawn, Ill El Toro, CA: Ideal Publications Wieser Educational [distributor], c1982. 0897995117 (pbk.).\$13.95.

425 P385 1982 Manual

Answers to all student text exercises. Additional teaching suggestions and activities.

Books for adult new readers : a bibliography, Project: LEARN and Pursell, Frances Josephson. 3rd rev. ed. xiv, 301 p. Cleveland, Ohio: Project: LEARN, c1986. \$6.00.

R 011.6 1986

Annotated bibliography of materials for adults reading at or below the seventh grade level. Indices.

Reading without nonsense, Smith, Frank. 2nd ed. xiii, 166 p. New York: Teachers College press, c1985. 0807727687

(pbk.).\$13.95.

428.4 S647 1985

Provides an understanding of current reading theory. Index.

Personal and family financial planning for multicultural adults : a staff development program for adult basic education teachers and trainers, Tibbetts, John W.; Westby-Gibson, Dorothy and American Council of Life Insurance. 2nd ed. viii, 36, 15, 34, 123 p. Washington, D.C: Teacher Education Program, Education Relations & Resources, American Council of Life Insurance, 1985. \$5.00.

332.024 T552 1985

Designed to train adult educators to help recent immigrants and native Americans deal with money management and financial planning.

Dyslexia, a neuropsychological approach to educating children with severe reading disorders, Valett, Robert E. xii, 321 p. Belmont, Calif: Fearon Pitman Publishers, c1980.. 0822425017 (pbk.) 0822425009.\$18.50.

371.914 V168

Practical applications of current knowledge in diagnosing and educating dyslexic students. Could offer help to tutors working with adult students with reading disabilities.

Teacher's guide for the To the point on money management cluster : Saving and investing, Using a checking account, Making a budget, Using credit, Insuring yourself, Weeks, Doug. 63 p. Syracuse, N.Y: New Readers Press, c1980. 0883367106 (pbk.).\$2.00.

332.024 W395

Series guidebook for "Using a Checking Account," "Making a Budget," "Using Credit," and "Insuring Yourself."



Basic skills in using money : lesson sheets on long-run spirit masters, Young, Eleanor R. 24 duplicating masters.

[Fairfield, N.J El Toro, CA: Cebco Wieser Educational [distributor], c1974. \$8.95.

332.4 Y71

Includes coin combinations, vending machines, making change, writing dollars and cents, etc. 24 duplicating spirit masters. Reading level:

Basic skills around the house : lesson sheets on long-run spirit masters, Young, Eleanor R. 24 duplicating masters. Fairfield,

N.J El Toro, CA: Cebco Standard Wieser Educational [distributor], c1974. \$8.95.

371.9 Y71

Designed to develop skills that will be useful for ordinary activities in the home: using a telephone book, telling time, using a calendar, writing checks, and keeping young children safe. Includes duplicating masters for tutors to use with students. Reading level:

Basic skills in getting around : lesson sheets on long-run spirit masters, Young, Eleanor R. 6 p., 24 duplication masters.

[Fairfield, N.J.] El Toro, CA: Cebco Wieser Educational [distributor], c1974. \$8.95.

910 Y71

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