

DOCUMENT RESUME

ED 383 232

FL 800 959

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 TITLE Bibliography of Career, Vocational and VESL Materials for the LEP: A List of NEC Library Holdings.
 INSTITUTION Illinois State Board of Education, Springfield. Dept. of Adult, Vocational and Technical Education.
 PUB DATE Jul 90
 NOTE 68p.
 AVAILABLE FROM Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455.
 PUB TYPE Reference Materials - Bibliographies (131)
 EDRS PRICE MF01/PC03 Plus Postage.
 DESCRIPTORS Adult Education; Career Awareness; Classroom Techniques; Counseling Services; Information Sources; Instructional Design; *Instructional Materials; Job Development; *Limited English Speaking; Professional Development; Program Development; *Vocational Education; *Vocational English (Second Language)

ABSTRACT

This bibliography lists the library holdings of the Illinois Bilingual Vocational Education Project that pertain to vocational English as a Second Language (VESL), career, and vocational education for the limited-English-proficient (LEP) population. The project is a statewide technical assistance and staff development center designed to help improve vocational education for LEP youth and adults. The bibliography is in three parts. The first, "Instructional Materials," lists student texts and curriculum guides for teaching career awareness, pre-employment skills, occupational skills, and English as a Second Language (ESL). Included here are a section on materials that are written in simplified English or a non-English language, or rely heavily on illustrations, and a section on resources to teach general employment and job-specific language skills. The second part, "Professional References," cites readings on program models, teaching strategies, counseling, and linguistic minorities and includes research studies and inservice teaching materials. The third part, "Sources of Information," contains bibliographies of additional resources and a list of information clearinghouses. (MSE) (Adjunct ERIC Clearinghouse on Literacy Education)

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Bibliography of Career, Vocational and VESL Materials for the LEP

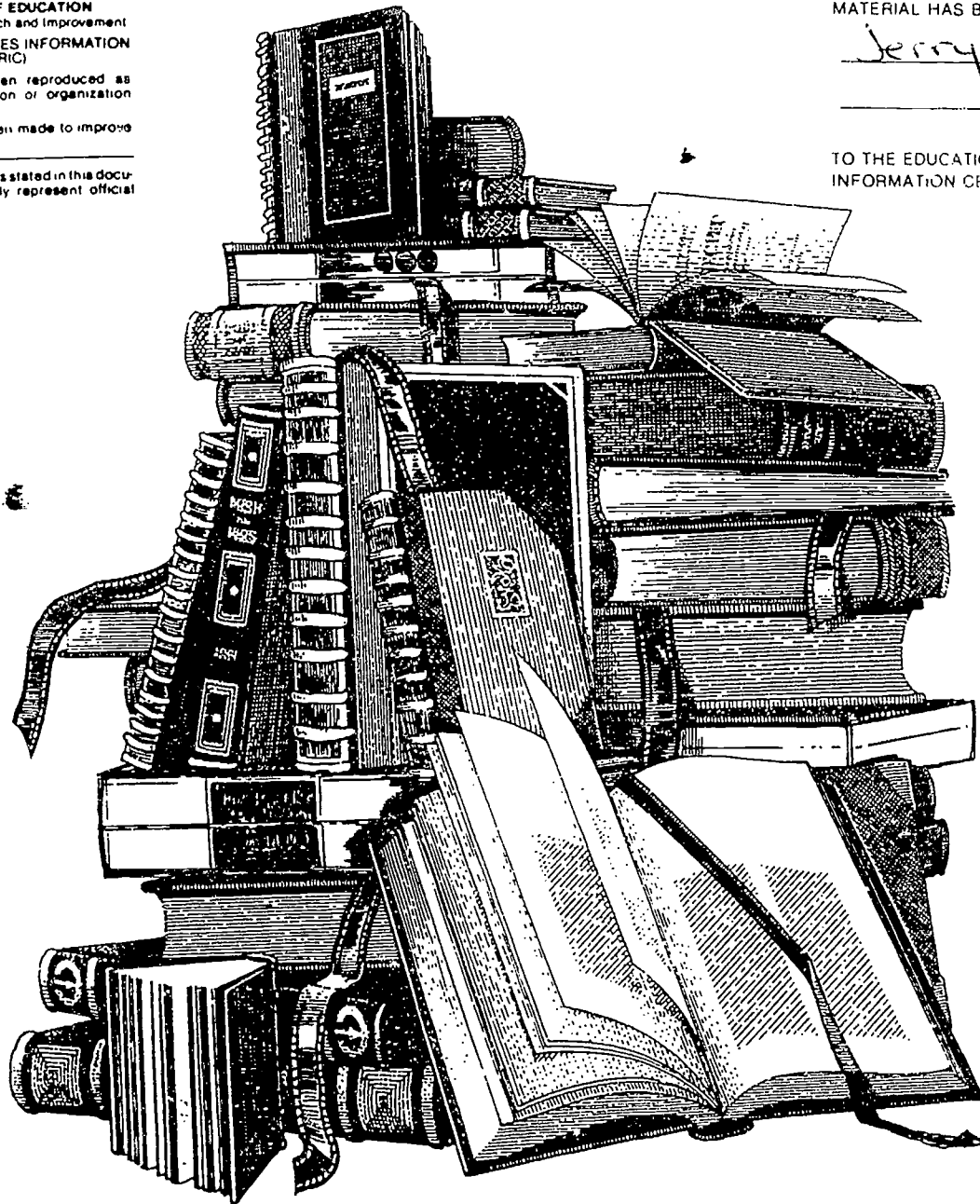
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BIBLIOGRAPHY OF CAREER, VOCATIONAL AND VESL
MATERIALS FOR THE LEP:
A LIST OF NEC LIBRARY HOLDINGS

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JULY 1990



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ACKNOWLEDGEMENTS

This bibliography represents the diligent work of numerous NEC employees. The initial time-consuming research was conducted by Cristy Bruns.

Fred Davidson's and Rodrigo Garreton's assistance in programming the information was invaluable.

Carmen Vazquez had the arduous task of typing and correcting the bibliography countless times.

Ritamarie Davidson and Victoria Hathaway meticulously proofed the document.

The director wishes to acknowledge their contribution and express appreciation for their assistance.

Jeanne Lopez-Valadez
Director
Bilingual Vocational Education Project

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INTRODUCTION

The Bilingual Vocational Education Project (BVEP) is a statewide technical assistance and staff development center funded by the Illinois State Board of Education, Department of Adult, Vocational and Technical Education. The purpose of this project is to assist educators and community members improve the quality and accessibility to vocational education for limited English proficient (LEP) youth and adults. An integral part of the services provided by BVEP is the maintenance of a resource collection of multilingual instructional and professional reference materials.

The collection, containing more than 30,000 print, media, and software resources, is housed at the Northwest Educational Cooperative Library in Des Plaines, IL. In addition to vocational resources, the NEC library has resources for the LEP in all areas of the curriculum from pre-school through adult education and workplace literacy. These resources are available for circulation or in-house use to library borrowers of designated programs. However, the general public is welcome to visit. In addition to serving as a lending library, educators may request materials searches or inquire about publishers.

This bibliography represents the library's holdings pertaining to vocational ESL, career and vocational education for limited English proficient students. As such, the enclosed titles are not an exhaustive list of existent resources but rather a selective sampling of both teacher-made and commercially available materials that are appropriate to this special needs population. These resources are primarily for use with secondary and post-secondary level students except for a few career awareness materials designed for elementary students. Professional reference materials to assist educators improve programs, instruction or counseling are also included. Although materials in BVEP's collection were previewed for applicability, inclusion or exclusion in this bibliography should not imply any positive or negative comment on the value of any material.

USER'S GUIDE

The bibliography has been divided into three major parts. Part 1, *Instructional Materials*, lists student texts and curriculum guides for teaching career awareness, pre-employment skills, occupational skills, and English as a second language (ESL). Occupational resources consist of materials which are written in a simple English, a non English language or which rely heavily on illustrations. The vocational ESL section contains resources to teach general employment and job specific language skills needed to succeed on the job and in training.

In Part 2, *Professional References*, one can find readings on program models, teaching strategies, counseling and linguistic minorities. Included are research studies as well as inservice materials for staff training.

The last section, Part 3, *Sources of Information*, contains bibliographies of additional resources as well as a listing of clearinghouses where one can obtain related materials searches.

In addition to the titles listed herein, the library has extensive holdings on:

- culture and cross cultural communications
- teaching English as a second language
- citizenship/civics
- basic math and literacy

A reference collection of sample tests (language, ability, career interest) is also available for in house preview.

Notes:

In the case of materials in a foreign language, you will find either the title translated in parenthesis or both the English/native language titles if the item is bilingual or has an English language version.

Because of the interdisciplinary nature of many of the instructional materials, the reader is urged to cross check other sections for additional resources (e.g. pre-employment resources under general ESL or ESL resources from the vocational training materials).

PART I - INSTRUCTIONAL MATERIALS

I. CAREER AWARENESS AND PRE-EMPLOYMENT

A. ENGLISH ONLY

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Developmental Learning Materials (1976). *Written language cards - careers*. Level: Elementary-Adult. Niles, IL: Developmental Learning Materials.

Educational Research Council of America (1974). *Real people at work*. (28 career booklets). Cleveland, OH: Educational Research Council of America.

Experiment in International Living (1984). *Shifting gears: Hands-on activities for learning workplace skills and English as a second language*. Brattleboro, VT: Experiment in International Living.

1. Carpenter
2. Mechanic-Attendant
3. Executive Housekeeper
4. Supermarket Cashier
5. Metal Molder
6. Sheetmetal Worker
7. Dressmaker
8. Plumber
9. Medical Technologist
10. Auto Body Repairman

11. Welder
12. Chemical Technician
13. Office Worker
14. Machinist
15. Building Maintenance Worker
16. Computer Operator
17. Industrial Nurse
18. Electrician
19. Lumber Worker
20. Truck Mechanic
21. Cabinetmaker
22. Nursery Worker
23. Tool and Die Apprentice
24. Steelworker
25. Baker
26. Electronic Repairer
27. Carpet Maker
28. Child-Care Attendants

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Husak, Glen (1976). *The work series*. Sewickley, PA: Hopewell Books.

Illinois Conference of Churches. Refugee Resettlement Program (1986). *Job search curriculum*. Springfield and Chicago, IL: Illinois Conference of Churches, Refugee Resettlement Program.

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- Jew, Wing and Tandy, Carol (1977). *Using the want ads*. Hayward, CA: Janus.
- John, Hughes (1975). *Bob the super clerk*. Hayward, CA: Janus.
- John, Hughes (1975). *Jester the bellhop*. Hayward, CA: Janus.
- John, Hughes (1975). *Johnny at the circuits*. Hayward, CA: Janus.
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Rand, Kenneth J. (1981). *Time cards and paychecks*. Hayward, CA: Janus.

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