

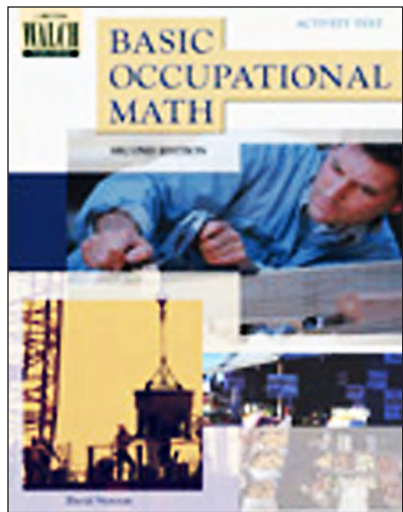
RESOURCE GUIDE

POPULAR RESOURCES

*Supporting the Transitioning of Adult Learners with
Independence or Employment Goals*

Use Numbers and Think in Quantitative Terms (Numeracy)





Basic Occupational Math

Basic Occupational Math shows students why math really matters at work, at home, and in life. It places mathematical concepts in real-life settings, especially in the workplace. It covers basic operations — decimals, fractions, percent, measurement, graphing, powers/roots and mathematical functions. It sums up all concepts with clear examples for greater comprehension. The lessons help students attain basic math concepts commonly used in employment and everyday living. The teacher's guide provides suggestions for teaching and a complete answer key. A diagnostic pre-test and a post-test for each chapter are included in a reproducible format.

OALC Competency: Find/Use Information, Numeracy

Essential Skills: Document Use, Numeracy, Thinking Skills

EMPLOYMENT

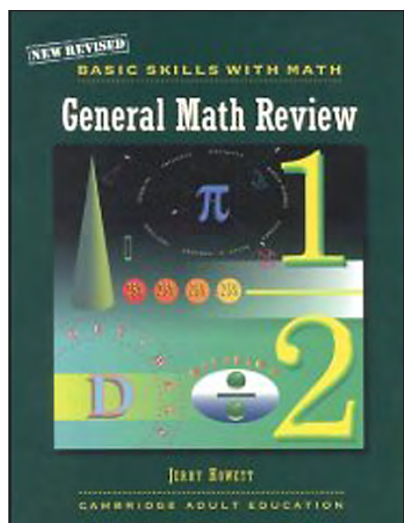
Book 172 pages

Walch Education

www.walch.com

Student book \$22

Teacher's Guide \$16



Basic Skills with Math

Basic Skills with Math is a series of seven books plus a teacher's guide and a test package, designed to prepare students for the GED math test. Books in the series include the following: *Whole Numbers*, *Fractions*, *Decimals*, *Ratios and Percents*, *Algebra and Geometry*, and *General Math Review*. Lessons are written with clear, easy to understand instructions using real-world examples. All books in the series offer opportunities for practice and reinforcement of operations such as using a calculator, estimation, measurement and data analysis.

OALC Competency: Numeracy

Essential Skills: Numeracy, Thinking Skills

INDEPENDENCE/EMPLOYMENT

Cambridge/Pearson

www.pearsonschool.com

Price: Approx \$16 – 18



INDEPENDENCE/EMPLOYMENT
Book Series

New Readers Press

www.newreaderspress.com/

and at Laubach Literacy Ontario
Bookstore

www.laubach-on.ca

Individually priced books: \$3 – \$8

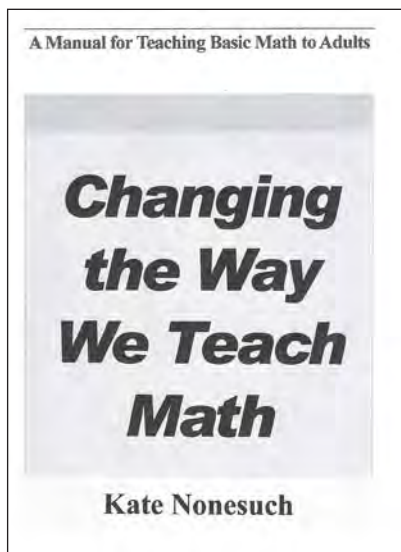
Breakthrough to Math Series

Breakthrough to Math is a series of instructional math workbooks for adult learners. With step-by-step instructions, math problems are broken down to the simplest tasks that use one skill at a time, thus making difficult concepts easy to understand. Through their success, learners gain confidence in their math abilities and overcome math anxiety. Concepts covered include whole number computation, fractions, decimals, percents, algebra, and geometry. The series also includes a teacher's guide with diagnostic, prescriptive and evaluative tools.

OALC Competency: Numeracy

Essential Skills: Numeracy, Thinking Skills

Note: Some books in the series were first published in the 1980s and 1990s but are still available from the publisher's website.



Changing the Way We Teach Math

Changing the Way We Teach Math: A Manual for Teaching Basic Math to Adults is a manual for ABE math instructors who are interested in changing their teaching practice to align with recommendations from the research literature on teaching numeracy to adults. The books simplify what is often perceived as complicated by both literacy instructors and students. The manual sets out some best practices, outlines some difficulties instructors may face in implementing them, and makes suggestions for overcoming the difficulties. There are many pages of activities ready for immediate classroom use, to help develop skills to work with others, to build real-life math skills and to put students in charge of their own learning.

OALC Competency: Numeracy, Work with Others

Essential Skills: Numeracy, Working with Others, Thinking Skills

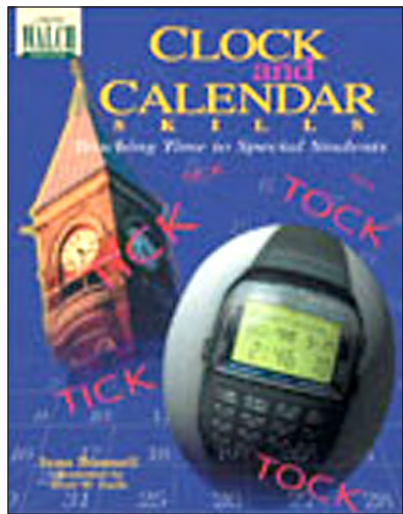
INDEPENDENCE/EMPLOYMENT
Book pdf file 117 pages

Malaspina University-College

Available from NALD

www.nald.ca

No cost



Clock and Calendar Skills: Teaching Time to Special Students

Clock and Calendar Skills: Teaching Time to Special Students covers time-telling from the basics to practice in advanced skills required on the job. There are many pictures, charts and diagrams, along with sequential worksheets, that consider the challenges for struggling readers. Many activities are targeted for non-readers. Topics include setting alarm clocks, using timers, understanding bus schedules, filling out time cards, scheduling appointments, etc. Teaching notes cover specific objectives, materials, and detailed suggestions for introducing each activity.

OALC Competency: Find/Use Information, Numeracy, Self-Direction

Essential Skills: Document Use, Numeracy, Thinking Skills

INDEPENDENCE

Book 148 pages

Walch Education

www.walch.com

and online bookstores

\$24



Cool Math

Coolmath.com is the central website in a group of math-related sites created and maintained by a U.S. college math professor. The website is for people of all ages (13 – 100), with a particular focus on those who don't like math or who have experienced difficulty with it in the past. *Coolmath.com* covers a range of math concepts, from fractions (pre-algebra) and up. The site is easy to navigate, and includes lessons, practice, a math glossary and other reference tools, as well as various calculators and tips about how to study for math tests.

Other sites linked to coolmath.com include the following:

- **Coolmath4kids.com** — designed for children 3 – 12
- **Coolmath-Games.com** — thinking and math games, puzzles
- **FinanceFREAK.com** — money math and personal finance
- **TotallyStressedOut.com** — stress management
- **SpikesGameZone.com** — huge selection of games, just for fun
- **ScienceMonster.com** — a variety of science topics

OALC Competency: Find/Use Information, Numeracy, Technology

Essential Skills: Numeracy, Computer Use

INDEPENDENCE/EMPLOYMENT

Book series

Coolmath.com, Inc.

www.Coolmath.com

Available free online



INDEPENDENCE/EMPLOYMENT
Interactive CD

Attainment
www.attainmentcompany.com

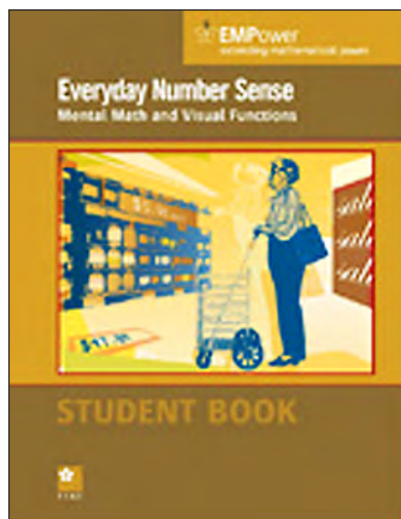
Combined set \$99
Individual Programs \$59

Dollars & Cents Software

Dollars & Cents Software consists of three interactive money programs, on one CD or available individually. All include U.S. and Canadian currency options. **First Money**, the first step in independent money skills, uses voice prompts and graphics to move through three segments: Money Names (coins and bills), Equal Value (different combinations to equal same value) and What's it Worth (adding various groups of money). Each segment includes a teacher (step-by-step instruction) and quiz option. In **Spending Money**, users go to eight stores in a "money mall" and buy everyday products. They select appropriate bills and coins and receive change back. Exercises let students practice their money-handling skills. **Making Change** is the most advanced level. Users act as a store clerk, entering purchases and giving back change. The program randomly generates purchasing situations, each time showing an amount due for the purchase. Students then count money given for payment and enter the value on the keypad. The "cash register" then shows the change due. The "cash drawer" appears and the user gives back change, just like a store clerk.

OALC Competency: Numeracy, Technology, Self-Direction

Essential Skills: Numeracy, Computer Use



INDEPENDENCE
Student Book 192 pages
Teacher Book 235 pages

Empower — Key Curriculum Press
www.keypress.com

and Grass Roots Press
www.grassrootsbooks.net

Student \$12
Teacher \$30

Everyday Number Sense: Mental Math and Visual Functions

Everyday Number Sense: Mental Math and Visual Functions moves students into the world of mathematical problem solving, reasoning, connecting, and communicating in an engaging manner. The lessons focus on the whole number benchmarks of 1, 10, 100, and 1,000 in real-life situations where multiple strategies are key. Students come to understand the addition/subtraction and multiplication/division relationships, using problems involving travel distances, dates, temperature, mortgages, shopping, calculator problems and math puzzles. Activities strengthen number and operation sense by encouraging mental math strategies such as estimating, adjusting, and grouping. Students see how math tools — number lines, arrays, diagrams, and calculators — can ease mathematical problem solving. Sample teacher and student pages at www.keypress.com/EMPower

OALC Competency: Find/Use Information, Numeracy, Self-Direction

Essential Skills: Document Use, Numeracy, Thinking Skills

**EMPLOYMENT**

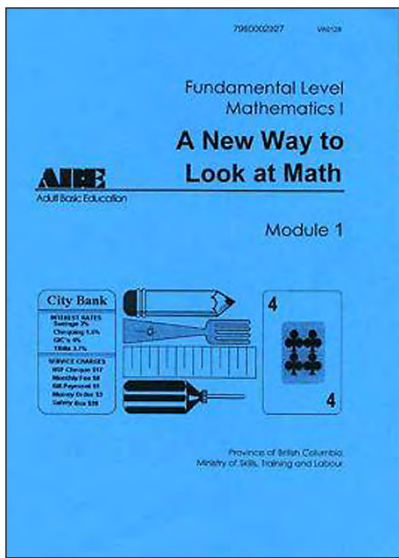
Coil book 110 pages

SkillPlanwww.skillplan.ca

\$40

Formulas at Work

Formulas at Work: Tradesworkers on the Job is another of SkillPlan's many resources designed to help prepare learners for the workplace. It provides opportunities to practice numeracy skills using scenarios typical in the construction industry. The book employs photographs and diagrams to teach problem-solving strategies for area, volume and right-angle triangles. A good introduction to the construction trades while learning Essential Skills.

OALC Competency: Find/Use Information, Numeracy, Self-Direction**Essential Skills:** Numeracy, Thinking Skills**INDEPENDENCE/EMPLOYMENT**

Book Series

**Province of BC, Ministry of Skills,
Training & Labour**

Available at Grass Roots Press

www.grassrootsbooks.net

Price Range: \$6.50 – \$18

Fundamental Level Mathematics I

Fundamental Level Mathematics I The three modules of this series — *A New Way to Look at Math*, *Natural Number Sense* and *Natural Number Operations* — show the student strategies for dealing with mathematics anxiety and methods to develop better ways to learn, to understand abstractions and to build learning partnerships with instructors and other learners. The series uses real-life context by encouraging learners to write about mathematical ideas, create word problems, keep journals and use case studies and physical items. A *Guide for Instructors* is also available.

OALC Competency: Communicate, Numeracy, Self-Direction**Essential Skills:** Numeracy, Thinking Skills



INDEPENDENCE/EMPLOYMENT
Book Series

Province of BC, Ministry of Skills,
Training & Labour

Available at Grass Roots Press
www.grassrootsbooks.net

Price Range: \$14 – \$20

Fundamental Level Mathematics II

Fundamental Level Mathematics II consists of three modules in six books, which can be purchased separately or in a complete set. These are

- Module One: Whole Numbers
- Module Two: Fractions
 - Workbook 1 — Decimal Fractions
 - Workbook 2 — Common Fractions
 - Workbook 3 — Percentage
- Module Three: Metric Measurement, Getting Started with Geometry, Reading Graphs
- Tests and Answer Keys

The exercises are broken into related units followed by an answer key and a glossary of mathematical terms.

OALC Competency: Numeracy

Essential Skills: Numeracy



INDEPENDENCE/EMPLOYMENT
3 book series 80 pages ea

Walch Education
www.walch.com

\$13 each, \$32 – 3-Book Set

Integrating Math in the Real World Series

Students care most about what matters to them, including food, sports, and their home lives. This series shows students that they really do use math every day, and that it can be fun. Each book has dozens of activities that reinforce basic operations, fractions, algebra, geometry, statistics, and probability, while building problem-solving and critical-thinking skills. Activities include charts, drawings, maps, puzzles, etc. Books include teacher notes, concepts/skills covered, materials lists, and relevant websites. Written at a Grade 5–8 level. Series includes one each of the following: *The Math of Foods*, *The Math of Homes and Other Buildings*, *The Math of Sports*.

OALC Competency: Communicate, Find/Use Information, Numeracy, Self-Direction

Essential Skills: Document Use, Numeracy, Thinking Skills

**INDEPENDENCE/EMPLOYMENT**

Book Series

Jump Math

Available at U of T Books:

www.uoftbookstore.com and online bookstores

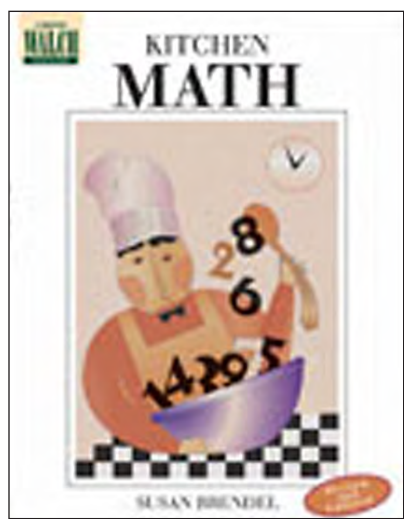
Workbooks \$11 ea

Worksheets \$20

Teacher's Guides \$25

JUMP Math

JUMP Math was created to be used by teachers in the classroom for Grades 1 to 8 to teach children to think mathematically. It is flexible and can be used as a curriculum or as a support to other materials. The grade-specific materials (both Teacher's Guides and Student Workbooks) present math in an accessible manner and provide a balance between guided and independent work. Student Workbooks are printed in two parts to keep the workbooks in a manageable size and to allow for the satisfaction of completing a workbook and the excitement of moving on to a new one. The worksheets in these books are designed for students to succeed in numerical and symbolic work as well as the communication and exploration of ideas. Each grade-specific workbook has a corresponding teacher's guide, which contains JUMP philosophy and teaching method, mental math skills, activities and extension exercises, and blackline masters. Samples available at <http://jumpmath.org/publications/materials>

OALC Competency: Numeracy**Essential Skills:** Numeracy, Thinking Skills**INDEPENDENCE/EMPLOYMENT**

Walch Education

www.walch.com

\$21

Kitchen Math

Kitchen Math is a math book suitable for Grades 6–12. It offers 38 activities that connect basic math operations to the real-life activities of buying, cooking, preparing and serving various dishes. Activities require comparisons (which price is really better?), making calculations (how long in the oven?) and thinking skills (what do nutrition labels mean?). The book includes teacher notes, pre- and post-tests, and answer keys.

OALC Competency: Find/Use Information, Numeracy**Essential Skills:** Reading Text, Document Use, Numeracy, Thinking Skills



INDEPENDENCE/EMPLOYMENT Book Series

New Readers Press

www.newreaderspress.com/

and at Laubach Literacy Ontario
Bookstore

www.laubach-on.ca

Individually priced books:

\$12 – \$15

Math Sense Series

Math Sense is a research-based series designed for adult learners, using methods that correspond to how adults best learn math. There are five books in the series — four student books and a review book — as well as a teacher's guide and a student placement tool. *Math Sense* covers the math concepts needed to pass the GED; the content is also suitable for learners who wish to improve their employability skills or who seek other education or training. Lessons and review exercises emphasize real-life situations and applications.

OALC Competency: Find/Use Information, Numeracy

Essential Skills: Reading Text, Document Use, Thinking Skills



INDEPENDENCE/EMPLOYMENT Books approx 200 pages each

Steck Vaughn

<http://steckvaughnadult.hmhco.com/en/steckvaughnadult.htm>

\$19

Math Skills for the Workforce

Math Skills for the Workforce is a four-book set for adult learners reading at Grade levels 4–6. Topics include Whole Numbers, Fractions, Decimals and Percents, and Measurement, Geometry and Algebra. The books focus on developing skills for work, and use workplace scenarios with real-life examples and concrete step-by-step instructions. The books also include practice exercises and answer keys.

OALC Competency: Numeracy

Essential Skills: Numeracy



Mathszone

Mathszone is a UK-based website that aims to collect, bring together and order a range of free resources discovered on the Internet, which can be used for teaching Math in primary grades, but

much is suitable for adults. The site is well organized (by level and objectives) and easy to use. Students can try a variety of games. Students have the ability to pick easier or more difficult games and levels to play. The site offers opportunities to discuss addition, subtraction, division, multiplication, decimals, fractions, percent, ratio, proportion, geometry, charts and graphs. It has a lot of options for students who like different things (in the way of games) and students can even play at home.

OALC Competency: Numeracy, Technology

Essential Skills: Numeracy, Computer Use

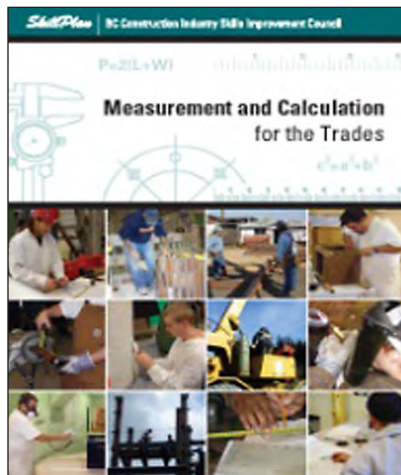
INDEPENDENCE/EMPLOYMENT

Website Interactive Games

UK National Grid for Learning

www.mathszone.co.uk

No cost



Measurement and Calculation for the Trades

Measurement and Calculation for the Trades enables learners to build their numeracy skills for apprenticeship and technical training. Using trades applications, it starts by reviewing basic numeracy skills and builds on them to help the learner retain new concepts. It includes illustrated explanations, review and practice in whole numbers, decimals, fractions, ratio/proportion, percent, measurement & conversions, perimeter, area, volume, and right-angle triangles. *Measurement and Calculation for the Trades* can be used for both individual study and group instruction. Accompanying workbooks are also available for additional trade-specific measurement and calculation problems. As with all SkillPlan publications, it provides a link between Essential Skills and success in technical training and on the job.

EMPLOYMENT

Book 283 pages

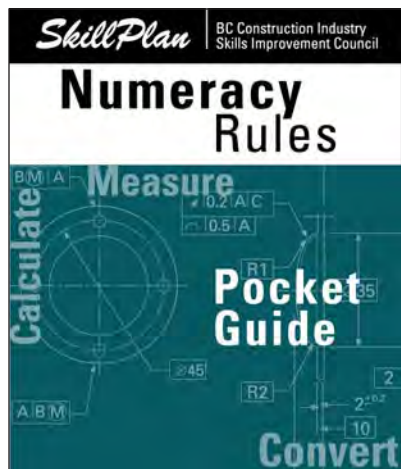
SkillPlan

www.skillplan.ca

\$45

OALC Competency: Find/Use Information, Numeracy

Essential Skills: Document Use, Numeracy

**EMPLOYMENT**

3-Ring Binder, 100+ Pages

SkillPlanwww.skillplan.ca

Kit \$27

Pocket Guides \$1.25 each

Numeracy Rules Kit

Numeracy Rules Kit includes a *Pocket Guide*, *Rulers* and *Worksheets* for practicing the numeracy skills used by apprentices and journey-workers in the construction industry. The *Pocket Guide* is a quick reference for Metric-Imperial conversions and frequently used formulas for perimeter, area, and volume; decimal or foot equivalents; changing decimals to fractions and fractions to decimals; weight load estimations; and common Imperial and metric measurements. The *Worksheets* binder has more than 100 pages of numeracy exercises with real workplace problems, providing the opportunity to practice trades applications, but are not meant to teach everything there is to know about each topic. The *Worksheets* are integrated with the *Pocket Guide* and demonstrate how to use the two together. The *Ruler* can be used with the *Worksheets* to measure in both Imperial and metric, and to review fractions. Illustrations and diagrams demonstrate equivalent fractions, and how to add and subtract fractions.

OALC Competency: Find/Use Information Numeracy**Essential Skills:** Document Use, Numeracy, Thinking Skills**Practical Money Skills for Life**

Practical Money Skills for Life is a website provided by VISA. It has a variety of tools, games and information about managing money responsibly. It

promotes financial literacy with free educational and consumer resources for all ages. An excellent teaching tool can be found in the **Resources** tab → **Free Materials** → **Classroom**. Next, go to **Students with Special Needs**. Here you will find a free ten-module curriculum covering the following topics: Making Decisions, Making Money, Budgeting Your Money, Shopping Wisely, Living on Your Own, Using Banking Services, Understanding Credit, Cars & Loans, Protecting Your Money, and Savings & Investments. You will have to register (no cost) before downloading materials. The site also offers a free newsletter with ideas for teaching financial management.

OALC Competency: Communicate, Find/use Information, Numeracy, Technology, Self-Direction**Essential Skills:** Reading Text, Document Use, Numeracy, Working with Others, Thinking Skills, Computer Use**INDEPENDENCE/EMPLOYMENT****VISA**www.practicalmoneyskills.com

No cost

**INDEPENDENCE/EMPLOYMENT**

Book Series 162 to 262 pages each

McGraw-Hill Ryersonwww.mcgrawhill.ca/school

Student Books \$12 each

Teacher Edition \$55

Prism Math

Prism Math is the Canadian edition of the respected *Spectrum Math* workbook series. *Prism Math* is designed to help struggling students gain a solid understanding of, and confidence in, numeracy fundamentals from Grade 1 through adult education. Eight levels of non-grade specific, skill-based numeracy workbooks provide thorough development of basic mathematics skills and strategies. The program provides coverage of all major areas of mathematics, including geometry, algebra, number sense and numeration, measurement, data management and probability, which students can work through independently at their own skill level. Problem-solving strategies at the beginning of each book re-teach key concepts and real-world problem solving. Fully Canadian; adapted with metric measurements. For more information, [download the Prism Math brochure 2009](#).

OALC Competency: Numeracy**Essential Skills:** Numeracy, Thinking Skills**INDEPENDENCE**

2-book set

Remediawww.rempub.com

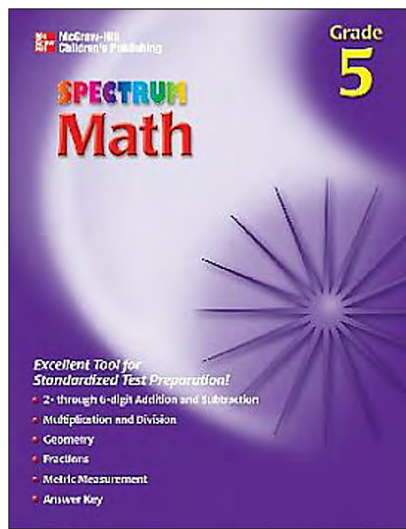
Individual books \$8

Set \$14

Shop 'N Learn Set

Shop 'N Learn is a two-book set designed to help build consumer and math skills. *Shopping Mall Math* includes 27 lessons with real-life finance situations where students must use information depicted in an illustration of a shopping experience to find information as they decide whether to add, subtract, multiply, or divide to solve the various accompanying math problems. Simple fractions and percent computations are also required. *Shopping Around the Town* has 25 lessons where students use a graphic illustration of a storefront window featuring various items and their prices. The exercises ask a variety of addition, subtraction, and multiplication questions and provide a fun and practical way to improve math skills.

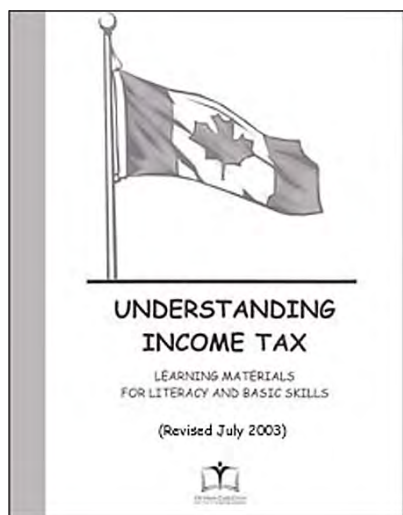
OALC Competency: Communicate, Find/Use Information, Numeracy**Essential Skills:** Reading Text, Document Use, Numeracy, Thinking Skills



Spectrum Math Series

Spectrum Math Series (See Prism Math)

Prism Math is the Canadian edition of the U.S.-based Spectrum Math workbook series.



Understanding Income Tax: Learning Materials for Literacy and Basic Skills

Understanding Income Tax: Learning Materials for Literacy and Basic Skills These learning activities are based on Canada's 2002 income tax, GST credit and Canada Child Tax Benefit forms. They enable and encourage learners, who often pay someone to complete their tax forms, to complete the forms for themselves. The materials were developed with the help of the CCRA and field-tested with adult LBS learners to ensure usability and relevance. Even after completing the materials, some students will still prefer to have someone more knowledgeable complete their return. However, they will be better informed about the information on the forms and they will know how to find services provided by CCRA to low income tax payers with simple tax situations. This resource includes performance indicators after each activity to enable teachers to assess which outcomes the learners demonstrate successfully.

INDEPENDENCE

pdf book — 220 pages

Ottawa-Carleton District School Board

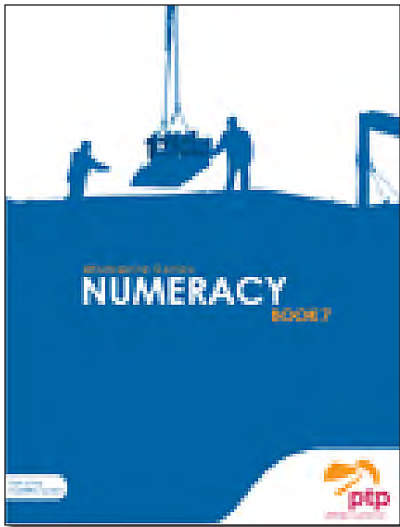
Available from NALD

www.nald.ca

No cost

OALC Competency: Communicate, Find/Use Information, Numeracy, Self-Direction

Essential Skills: Document Use, Numeracy, Thinking Skills



Workwrite Numeracy

Workwrite Numeracy is part of the Workwrite Series — a set of instructional workbooks that focus on workplace documents. Numeracy looks at how math is used on the job: what kinds of tasks need to be performed, how these tasks are completed, and why they are done this way. Activities are suitable for groups or individuals. Workbooks are reproducible and contain many authentic workplace documents.

OALC Competency: Communicate, Find/Use Information, Numeracy

Essential Skills: Reading Text, Document Use, Numeracy, Thinking Skills

EMPLOYMENT

Book

PTP

publications@ptp.ca

416-510-3266

\$44.50