

Section 7 – WLES Program Model

Resource Lists

Reading Document Use Writing Numeracy Oral Communication Thinking Working with Others Computer Use Continuous Learning

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ISBN: 978-0-9878971-1-4

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WLES Program – General Resource List

M	Title	Publisher	ISBN / Contact	Year
1	A Dream That Walks DVD	Action Read Distributed by Grass Roots Press	Phone: 1-888-303-3213	2000
1	A Dream That Walks II: Planning for Change	Action Read Distributed by Grass Roots Press	0-9695863-8-8	2005
1	A Dream That Walks: A Goal Setting Workbook	Action Read Distributed by Grass Roots Press	0-9695863-6-1	2005
	A Guide for Tutoring Adult Literacy Students	Canadian Cataloguing in Publication Data	0-7718-9580-1	1951
5	A Practitioner's Guide: Thinking Strategies for Numeracy	SkillPlan	978-1-926584-00-3	2008
5	Adding to My Skills: Numeracy Curriculum for Essential Skills Levels 1 & 2	Project READ Literacy Network	Phone: 1-519-570-3054	None
	Apprenticeship: Building for the Future	PTP Adult Learning and Employment Programs	978-0-9794139-8-9	2008
	Basic-fst: Food Safety Training in Canada	TrainCan	0-920591-11-6	2006
	Best Practices and Tools for Not-For-Profit Boards	Canadian Society of Association Executives	0-921998-44-9	2004
	Boilermakers Study Guide	SkillPlan	www.skillplan.ca	2001
7	Bridging the Employment Gap: Clerical	Simcoe/Muskoka Literacy Network	Phone: 1-888-518-4788	2008
7	Bridging the Employment Gap: Grounds Maintenance	Simcoe/Muskoka Literacy Network	Phone: 1-888-518-4788	2008
7	Bridging the Employment Gap: Janitorial	Simcoe/Muskoka Literacy Network	Phone: 1-888-518-4788	2008
7	Bridging the Employment Gap: Kitchen Help	Simcoe/Muskoka Literacy Network	Phone: 1-888-518-4788	2008
8	Bridging the Employment Gap: Ready for Work	Simcoe/Muskoka Literacy Network	Phone: 1-888-518-4788	2008
7	Bridging the Employment Gap: Retail	Simcoe/Muskoka Literacy Network	Phone: 1-888-518-4788	2008
2	Bridging the Employment Gap: Workforce Curricula DVD	Simcoe/Muskoka Literacy Network	Phone: 1-888-518-4788	2008
	Build on your Talents	SkillPlan	www.skillplan.ca	2001
	By Definition: Policies for Volunteer Programs	Linda Graff and Associates INC	0-9684760-0-7	1997
	Canadian Adult Reading Assessment: Instructor's Manual and CD-ROM	Dr. Pat M Campbell and Flo M Brokop	Phone: 1-888-303-3213	None
1	Catching Confidence Summary Report	NIACE	Phone: 0116-204-4200/1	None
	Choose Your Words	Stand & Live Inc	978-0-9823253-0-8	2009
	Class Nine: Making Calculations Using Rates	Project READ Literacy Network	Phone: 1-519-570-3054	None
	Clear Language Guide	Alberta Food Processors Association	978-0-9811853-4-7	2009
	Construction Workers Workbook	SkillPlan	www.skillplan.ca	2007
2	Conversations for Work	New Readers Press	978-1-56420-587-2	2007
4	Day by Day: English for Employment Communication	Prentice Hall Regents	0-13-328238-4	1994
A	Diagnostic Adult Literacy Assessment for Beginning Readers	Grass Roots Press	Phone: 1-888-303-3213	2010
	DIY:4 ALL Numeracy	None	None	None
	Dollars and Sense: A guide for your money	Family Services of Greater Vancouver	Phone: 1-604-874-2938	2010
	Emerit Housekeeping Trainer's Guide	Emerit	978-1-55304-753-7	2005
	Emerit Tourism Essentials Trainer's Guide	Emerit	978-1-55304-709-4	2005
A	Employability Skills Assessment Tool	FutureWorx	www.futureworx.ca	None
2	Employability Skills Curriculum	ASPECT	0-9685645-2-6	2000
A	EmployAbility Success! Essential Skills at Work	QUILL Learning Network	www.quillnet.org	None



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M	Title	Publisher	ISBN / Contact	Year
	Employment Skills Toolkit: for the self-managing learner	The Conference Board of Canada	0-07-087847-1	2000
	English for Everyday Activities: Audio CD for Basic Student Book	New Readers Press	1-56420-288-7	2002
	English for Everyday Activities: Basic	New Readers Press	978-1-56420-284-0	2002
	English for Everyday Activities: Basic Teacher's Guide	New Readers Press	978-1-56420-289-5	2002
	English for Everyday Activities: Basic Workbook	New Readers Press	978-1-56420-285-7	2002
	English in the Workplace Curriculum	Lethbridge Lifelong Learning Association	Phone: 1-403-524-3868	2007
	English in the Workplace Lesson Plans	Alberta Food Processors Association	978-0-9811853-0	2009
	Essential Skills and Workforce Literacy Project: Resources and Learning Tools	Literacy Victoria	www.literacyvictoria.ca	2009
3	E.S.I.: Essential Skills Investigation II Facilitator Guide	Canadian Automotive Repair and Service Council	ednasello@cars-council.ca	None
	Essential Skills Training Audit	Literacy Alberta	www.literacyalberta.ca	2008
7	Essential Skills Training: Hospitality	Quinte Literacy Group	Phone: 1-613-962-9615	2004
7	Essential Skills Training: Retail	Literacy Link Eastern Ontario	Phone: 1-613-507-5307	2004
7	Essential Skills/Training: Cleaner	Employment Ontario	None	2007
7	Essential Skills/Training: Grocery Clerk/Store Shelf Stocker	Employment Ontario	None	2007
3	Facilitator's Guide: Reading at Work	SkillPlan	0-9739232-1-0	2006
7	Food and Beverage Servers Workplace Activities	SkillPlan	www.skillplan.ca	2006
	Frontier College Tutor's Handbook	Frontier College Press	0-921031-20-3	1997
	Get That Job	New Readers Press	978-1-56420-233-8	2001
6	Guide to Blended Learning	Centre AlphaPlus Centre	0-9733278-0-4	2004
	Handbook for Literacy Tutors	Grass Roots Press	1-894593-10-3	2001
2	Have Your Say!	Oxford University Press	0-19-541400-4	1999
	Helping Families Learn is Everyone's Buisness: Employer's Guide	Center for Family Learning	Phone: 1-866-421-7323	2008
	Helping Families Learn Is Everyone's Buisness: Practitioner's Guide	Center for Family Learning	Phone: 1-866-421-7323	2010
	How Do Your Skills Measure Up?	Center for Family Learning	Phone: 1-866-421-7323	2007
	liyus Siiye 'yu- Happy Friends	Aboriginal Funding By 6	Phone: 1-866-421-7323	None
A	Initial Assessment: An assessment of literacy and numeracy level	The Basic Skills Agency	1-85990-227-8	2002
	ita: The Right Skills A Proven Advantage Sample Test Questions	ita: industry training authority	Phone: 1-866-660-6011	None
8	Job Profiles: Help for Career Advisors	Government of Alberta	978-0-7785-8833-7	None
2	Job Well Done: ASPECT's Guide to Success at Work	ASPECT	0-9685645-4-2	2004
	Key Vocabulary for a Safe Workplace	New Readers Press	978-1-56420-175-1	2000
	Key Vocabulary for a Safe Workplace: Teacher's Guide	New Readers Press	1-56420-176-7	2000
	Making it Work	Library and Archives Canada	0-9782372-0-X	2006
	Managing the Volunteer Process	Ottawa-Carleton Coalition for Literacy	0-9694516-6-0	2002
	Marketing and Selling: Essential Skills	Association of Canadian Community Colleges	Phone: 1-613-746-2222	2007
	Measures of Success: Workplace Literacy & Essential Skills Background Paper	The Centre for Literacy	info@web.mb.ca	2010
	Measuring Up	Protea Textware Pty Ltd	978-0-646-33064-8	1997



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M	Title	Publisher	ISBN / Contact	Year
	Numeracy at Work	SkillPlan	0-9685027-6-8	2002
	Opening Doors: A Literacy Audit Tool Kit for Customer Service Excellence	Literacy Alberta	978-0-920137-60-4	2008
	Opening Doors: How to Market Your Essential Skills to Employers	QUIL Learning Network	Phone: 1-888-303-3213	2004
	Plain Language in the Workplace	Canada Communications Group	plain@web.net	2009
	Preparing for Carpenter Training	SkillPlan	www.skillplan.ca	2001
	Reading at Work: Literacy in the New Workplace	Lawrence Erlbaum	0-8058-4621-2	2004
4	ReadWritePlus: Skills for Life	Learning & Skills Improvement Service	http://rwp.excellencegateway.org.uk/	2010
5	ReadWritePlus: Skills for Life	Learning & Skills Improvement Service	http://rwp.excellencegateway.org.uk/	2010
	Real Achievement: Dilemma in the Workplace	Education Activities/Siboney Learning Goups	Phone: 1-800-645-2796	2001
	Recreating the World	Four Worlds Press	0-9688233-1-9	2006
	Research Report: Workplace Literacy and Essential Skills	PTP Adult Learning and Employment Programs	Phone: 1-416-239-7309	2007
	Reserach Report: Filling the Gap	PTP Adult Learning and Employment Programs	Phone: 1-416-239-7309	2008
	Retail Essential Skills Training: Commitment to Customer Service	Literacy Link Eastern Ontario	www.lleo.ca	None
A	Signposts: Workforce Literacy And Essential Skills Instructional Guidelines	PTP Adult Learning and Employment Programs	1-55383-078-4	2008
	Six Steps to Mentoring: Instructor's Guide	SkillPlan	978-1-9926584-03-4	2009
	Skilled Trade Helper	Literacy Link Eastern Ontario	www.lleo.ca	2004
	Skills Level Check-list	Wellington County Learning Centre	0-9682878-3-2	None
	Speaking Up At Work	Oxford University Press	0-19-434196-8	1985
	Spotlight on Change: An Essential Skills Upgrading Program for Women Over 40	Office of Literacy and Essential Skills	978-0-9732083-4-4	None
	Strategies to Increase Participation: A look at underemployed adults in basic skills programs	QUILL Learning Network	Phone: 1-800-530-6852	2002
	Stretch your Dollars	Credit Counselling Services of Alberta	Phone: 780-427-5775	2005
4	Success for All Learners	Manitoba Education, Citizen and Youth	978-0-7711-3906-2	2007
	Sweetness in Life: The Diabetes Story DVD 1	Grass Roots Press	Phone: 1-888-303-3213	None
	Sweetness in Life: The Diabetes Story DVD 2	Grass Roots Press	Phone: 1-888-303-3213	None
	Sweetness in Life: The Diabetes Story DVD 3	Grass Roots Press	Phone: 1-888-303-3213	None
	Sweetness in Life: The Diabetes Story DVD 4	Grass Roots Press	Phone: 1-888-303-3213	None
	Teaching Adults: A Literacy Resource Book	New Readers Press	978-1-56420-039-6	2003
8	Teaching Employment Groups	YWCA Toronto	1-895625-16-5	2006
	The Budget Workbook	Wellington County Learning Centre	0-9682878-2-4	None
	The Screening Handbook	Canadian Assoc. of Volunteer Bureaux & Centres	0-9680701-0-8	1996
	The Voluneer Recruitment Book	Energize INC	0-940576-25-2	2002
	Trainer's Manual	Ottawa-Carleton Coalition for Literacy	0-9694516-9-5	1951
4	Vocabulary Building Workbook	Human Resources & Skills Development Canada	978-1-100-12137-6	2009
8	Workability: What You Need to Get & Keep a Job	Alberta Employment, Immigration & Industry	978-0-7785-5393-9	2007
7	Workbook: Housekeeping Room Attendant	Emerit	978-1-55304-691-2	None
	Workbook: Tourism Essentials	Emerit	978-1-55304-751-3	None



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M	Title	Publisher	ISBN / Contact	Year
	Workbook: Tourism Essentials Answer Key	Emerit	978-1-55304-708-7	None
	Workplace Communications	Preparatory Training Programs	0-9689048-3-1	2002
	Workplace Essential Skills: Putting Literacy to Work	PTP Adult Learning and Employment Programs	978-0-9865287-5-0	2011
	Workplace Literacy in the Field	Calgary Learning Centre	None	1997
	Workplace Literacy Special Initiative: Assessment Tools in the Workplace	Kingston Literacy & Literacy Link Eastern Ontario	0-9695912-9-2	2005
4	Workplace Oral Communication Curriculum	Workplace Education Manitoba Steering Committee	www.wem.mb.ca	1995
3	Workplace Reader: Reading at Work	SkillPlan	0-9739232-0-2	2005
5	Workwrite: Graphs and Charts Book 6	PTP Adult Learning and Employment Programs	978-0-9854287-3-6	2010
5	Workwrite: Numeracy Book 7	PTP Adult Learning and Employment Programs	978-0-9865287-4-3	2010
4	Workwrite: Organizing Information Schedules Information Forms Books 1, 2, 3	PTP Adult Learning and Employment Programs	978-0-9865287-0-5	2010
4	Workwrite: Policies and Procedures Book 5	PTP Adult Learning and Employment Programs	978-0-9865287-2-9	2010
4	Workwrite: Workplace Communications Book 4	PTP Adult Learning and Employment Programs	978-0-9854287-1-2	2010
8	You're Hired...Now What?	Oxford University Press	978-0-19-543218-3	2010



WLES Program – Online Resource List

M	Website name	Link to website home page	Site origin	Types of activities
	About.com	http://esl.about.com/	U.S.A.	English Language Education
	About.com	http://adulthood.about.com/	U.S.A.	All Adult Education
4	BBC Skillswise	http://www.bbc.co.uk/skillswise/	U.K.	Literacy
5	BBC Skillswise	http://www.bbc.co.uk/skillswise/	U.K.	Numeracy
6	BBC Webwise	http://www.bbc.co.uk/webwise/	U.K.	Internet Education
	California Distance Learning Project	http://www.cdiponline.org/index.cfm?fuseaction=homepage	U.S.A.	Reading / Life Skills
	Capital Community College	http://grammar.ccc.commnet.edu/grammar/	U.S.A.	English Grammar / Writing
	Education Place	http://www.eduplace.com/parents/index.jsp	U.S.A.	All school grade levels pre-K - 6
	English Zone	http://english-zone.com/index.php	U.S.A.	Reading
6	Excellence Gateway: Skills for Life	http://www.excellencegateway.org.uk/page.aspx?o=127639	U.K.	All Adult Education
3	First Nations in British Columbia	http://fnbc.info/content/esi-essential-skills-investigation	Canada	Essential Skills
	Free Rice	http://freerice.com/category	International	English / Math / Humanities
	Fun Trivia	http://www.funtrivia.com/	U.S.A.	General quizzes / games
	Interlink Language Centers	http://eslus.com/	U.S.A.	English Language Education
6	Key Skills 4 U	http://www.excellencegateway.org.uk/keyskills4u	U.K.	Essential Skills
	Literacy Works	http://literacyworks.org/lw/projects.php	U.S.A.	All Adult Education
	Literacynet	http://www.literacynet.org/	U.S.A.	All Adult Education
	Marshall Education	http://resources.marshalladulthoodeducation.org/	U.S.A.	All Adult Education
	National Adult Literacy Database	http://www.nald.ca/	Canada	All Adult Education
	National Center for Family Literacy	http://wonderopolis.org/	U.S.A.	Family Literacy
	ProLiteracy Education Network	http://www.proliteracyednet.org/	U.S.A.	All Adult Education
	Randall's ESL Lab	http://www.esl-lab.com/index.htm	U.S.A.	English Language Education
4	ReadWritePlus: Skills for Life	http://rwp.excellencegateway.org.uk/	U.K.	Literacy
5	ReadWritePlus: Skills for Life	http://rwp.excellencegateway.org.uk/	U.K.	Numeracy
7	Skillplan	http://www.skillplan.ca/	Canada	Skills for work
3	Stolo Aboriginal Skills & Employment Training	http://www.saset.ca/index.php?option=com_content&view=article&id=122&Itemid=155	Canada	Essential Skills
	ToLearnEnglish	http://www.tolearnenglish.com/	International	English Language Education
	ToLearnGames	http://games.tolearnfree.com/	International	Interactive games
	UVIC Study Zone	http://web2.uvcs.uvic.ca/courses/elc/studyzone/	Canada	English Language Education

