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Adolescent Literacy

What Content-Area Teachers should know about Adolescent Literacy.

From the National Institute for Literacy. Washington, D.C.: National Institute for Literacy, 2007.

This report contains basic information about how to build adolescents' reading and writing skills. It summarizes some of the current literature on adolescent literacy research and practice. It also suggests some evidence-based methods of building adolescent reading and writing skills in the classroom.

Adult Education & Learning

Celebrating language with adult literacy students: lesson to engage and inspire. Francis E. Kazemek. Newark, DE: International Reading Association, 2008.

Written for both seasoned and novice teachers and tutors, this book focuses on expressive and poetic writing in adult literacy classes. It contains 23 specific lessons highlighting different forms of writing. The lesson plans include examples to use with learners and suggestions for modifying lessons to meet the needs of ELL adult literacy students.

Facilitating group learning: strategies for success with adult learners. George Lakey. San Francisco: Jossey-Bass, 2010.

"This book defines principles and techniques for teaching adults in groups and includes illustrative stories from the experiences of the author. It deals with issues of diversity, as well as authenticity and emotions in group learning. This book describes how to design effective learning experiences, and how to facilitate these learning experiences..."

Brain Science & Learning

In a reading state of mind: brain research, teacher modeling, and comprehension instruction. (Book + DVD) Douglas Fisher, Nancy Frey, Diane Lapp. Newark, DE: International Reading Association, 2009.

Combining reading, comprehension and neuroscience, this book reviews what happens in the brain as a person reads and explains how a teacher can effectively model comprehension and word solving strategies.

Digital Storytelling

Digital storytelling in the classroom: new media pathways to literacy, learning, and creativity. By Jason Ohler. Thousand Oaks, CA: Corwin Press, 2008.

This book outlines a way of using digital technology to teach creative storytelling.

ESL Literacy

How the ELL brain learns. David Sousa. Thousand Oaks, CA: Corwin, 2011.

Combines current research on how the brain learns language with strategies for teaching English language learners in K-12 classrooms. Looks at the linguistic reorganization needed to acquire another language after the age of 5. Includes a chapter on detecting English language learning problems and intervention strategies to use with struggling learners.

Instruction and assessment for struggling writers: evidence-based practices. Edited by Gary A. Troia. New York: Guilford Press, 2009.

This book focuses on how to provide effective instruction to K-12 students who find writing challenging, including English language learners and those with learning disabilities or impairments. Topics include writing workshop instruction, strategies to support the writing process, motivation, and self-regulation, classroom technologies, spelling instruction for diverse learners, and assessment approaches.

Learning computers, speaking English: cooperative activities for learning English and basic word processing. Steve Quann and Diana Satin. Ann Arbor, MI: University of Michigan Press, 2007.

Leads high-beginning and intermediate ESL students through cooperative computer-based activities that combine language learning with training in basic computer skills and word processing.

On-the-job English: student book and teacher's guide. *ESL for job success.* By Christy M. Newman. Syracuse, NY: New Reader's Press, 2000. Developed to help high-beginning ESL learners develop the language skills and effective communication strategies they need to succeed in the workplace.

Grammar & Punctuation

Eats shoots and leaves. By Lynne Truss. New York: Truss Books, 2003. See how using (or not using) a comma can change the meaning of a sentence. This book reminds readers of the importance of punctuation in the English language by mixing humour and instruction. Truss touches on varied aspects of the history of punctuation and includes anecdotes. In the book's final chapter, she explains the importance of maintaining punctuation rules and addresses the damaging effects of e-mail and the Internet on punctuation.

The elements of style. 4th ed. William Strunk Jr. & E.B. White. New York: Longman, 2000.

A classic resource on making writing clear and concise.

Oxford guide to plain English. 3rd ed. By Martin Cutts. New York: Oxford University Press, 2009.

Expert practical advice on writing clearly in print and online.

Quick and painless business writing: an essential guide to clear and powerful communication. By Susan F. Benjamin. Franklin Lakes, NJ: Career Press, 2007.

A quick guide on how to avoid the pitfalls of business-writing to create strong documents that get results. It outlines the principles of grammar, sentence structure and punctuation and the secrets of powerful writing. This guide helps you craft strategic messages that get the right response.

Woe is I: a grammarphobe's guide to better English in plain English. Updated and expanded 3rd ed. Patricia T. O'Conner. New York: Riverhead Books, 2009.

This readable guide with plain English explanation of good grammar includes chapters on spelling and pronunciation.

Instructional Materials & Learning Resources

Activist Series: Set 3. By Linda Kita-Bradley. Edmonton, AB: Grass Roots Press, 2009.

Based on Activist Series set 3 biographies: Rosa Parks, Dalai Lama, David Suzuki, and Elizabeth Fry. The workbook aims to help beginner readers to develop a strategy-based approach to reading and writing.

Acts of Courage Series Workbook. By Linda Kita-Bradley. Edmonton, AB: Grass Roots Press, 2009.

Based on the Acts of Courage biographies: Rick Hanson, Fannie Lou Hamer, Laura Secord and Oskar Schindler. The workbook aims to help beginner readers to develop a strategy-based approach to reading and writing.

All new very easy true stories: a picture-based first reader. By Sandra Heyer. White Plains, NY: Pearson/Longman, 2006.

Fourteen real believe-it-or-not stories adapted from newspapers and magazines for beginning adult readers. Each story is accompanied by pre-reading, pronunciation, spelling and vocabulary, comprehension, speaking and writing exercises.

Canadian forms made easy. Joan Allaby. Ottawa: Laubach Literacy of Canada, 2007.

This workbook looks at understanding and filling out different types of forms.

Celebrating language with adult literacy students: lesson to engage and inspire. Francis E. Kazemek. Newark, DE: International Reading Association, 2008.

See complete description under Adult Education & Learning.

David Suzuki. By Terry Barber. Edmonton, AB: Grass Roots Press, 2009.

This biography of David Suzuki is written in simple language and illustrated with black and white photos. It is accompanied by a brief glossary and discussion questions. Grade 2 reading level.

Drive into danger. *Oxford Bookworms, Starter.* Rosemary Border; illus. by Simon Gurr. Oxford: Oxford University Press, 2008.

On her first day at work, Kim ends up driving a truck across the border. When Kim's passenger Andy finds something strange under the truck, things get dangerous.

Facilitating group learning: strategies for success with adult learners.

George Lakey. San Francisco: Jossey-Bass, 2010.

See complete description under Adult Education & Learning.

Louis Riel. By Terry Barber. Edmonton, AB: Grass Roots Press, 2006.

This biography of Louis Riel is written in simple language and illustrated with black and white photos. It is accompanied by a brief glossary and discussion questions. Grade 2 reading level.

Mother Teresa. By Terry Barber. Edmonton, AB: Grass Roots Press, 2009.

This biography of Mother Teresa is written in simple language and illustrated with black and white photos. It is accompanied by a brief glossary and discussion questions. Grade 2 reading level.

Nelson Mandela. By Terry Barber. Edmonton, AB: Grass Roots Press, 2009.

This biography of Nelson Mandela is written in simple language and illustrated with black and white photos. It is accompanied by a brief glossary and discussion questions. Grade 2 reading level.

Not just for Christmas. Roddy Doyle. Dublin: New Island, 1999.

Danny Murphy gets a call from his brother, Jimmy, who he hasn't seen in more than 20 years. The story leads up to their reunion. This is an original work written to help adult learners improve their skills while enjoying a good story. (This is not a book about Christmas.)

One fine day you're gonna die. Gail Bowen. Victoria, BC: Raven Books, 2010.

Events on Charlie D's radio show take a bizarre turn when one of his callers threatens to kill not only himself but also the young daughter of Charlie's on-air guest, who happens to be an expert on death and dying. Reading level 4.2.

Organizing information; Schedules; Information forms: Vol. 1, Books 1-3. 4th ed. *Workwrite.* Karen Geraci and Aleksandra Popovic. Toronto, ON: PTP, 2010.

Book 1 examines the uses of labels, lists and directories. Book 2 looks at the use of a variety of schedule formats. Book 3 deals with forms to document problems, questionnaires, checklists and third-party forms. Lesson plans

include background information, documents for use as learning materials, and learning activities.

Reading at work: workplace reader. By Lynda Fownes, Vanya Wong and Corinne Volpatti. Burnaby, BC: SkillPlan, 2005.

This reader is designed for workers who want to improve their reading skills and people who are preparing for employment. It identifies reading skills used by workers in a variety of occupations and provides activities to practice these skills.

ReadingWise: comprehension strategies that work. Books 1 & 2 and Teacher's Guide. By the New Readers Press. Syracuse, NY: New Readers Press, 2003.

These student guides help students learn to select and use appropriate strategies to understand text. Lessons are based newspapers, magazines, charts, how-to instructions, labels and communications. Books 1 and 2 correspond to grades 1 and 2 reading levels. The teacher's guide offers suggestions about using ReadingWise with students at all levels.

Sally's phone. Oxford Bookworms, Starter. Christine Lindop; illus. by Gavin Reece. Oxford: Oxford University Press, 2008.

Sally is always busy and she has her phone with her all the time. But, one afternoon she suddenly has a different phone ... and it changes her life.

That dog won't hunt. Lou Allin. Victoria, BC: Raven Books, 2010.

A drifter takes a job at a hunting lodge in Northern Ontario, with the expectation of a big payday for the summer's work. But when the eccentric owner decides to renege on her promises, she ends up dead. Reading level 2.8.

The way it works. William Kowalski. Victoria, BC: Raven Books, 2010.

A young bi-racial man, who suddenly finds himself homeless, struggles to maintain his dignity and to make his own place in the world. Reading level 2.6.

Wow! Stories from real life: a low-beginning, multi-skills text. Natalie Hess & Laurel Pollard. Burlingame, CA: Alta Book Center, 2008.

This book contains 8 units, each focused on a true story. Exercises for each unit include pre-reading activities, exercises for comprehension, vocabulary and holistic grammar, and personalized extensions. Designed for beginning students.

Learning Disabilities & Special Needs

Dyslexia and stress. 2nd ed. Edited by T.R. Miles. London: Whurr, 2004.

This collection of articles focuses on the different types of stress that dyslexics experience. Its aim is to increase awareness and encourage reflection on how these stresses can be avoided.

Instruction and assessment for struggling writers: evidence-based practices. Edited by Gary A. Troia. New York: Guildford Press, 2009.
See complete description under ESL Literacy.

Learning disabilities: learning from the source. (DVD) Seattle, Wa.: Workforce Development Council of Seattle – King County, 2003.
Eight adults with a variety of learning disabilities talk about how they found out about their learning disability, how they feel about it, whether they tell others, what their strengths are, what helps them learn, their goals, and advice they'd offer to others. Also included are comments from an employment specialist and a teacher.

Plain Language & Design

The elements of style. 4th ed. William Strunk Jr. & E.B. White. New York: Longman, 2000.
See complete description under Grammar & Punctuation.

The non-designer's design book: design and typographic principles for the visual novice. 3rd ed. Robin Williams. Berkeley, CA: Peachpit, 2008.
This book is an introduction to principles of design with specific tips on designing effective newsletters, brochures, flyers, and other projects that are more organized, unified, and interesting. It is written for people who need to design pages but have no background or formal training in design.

Oxford guide to plain English. 3rd ed. By Martin Cutts. New York: Oxford University Press, 2009.
See complete description under Grammar & Punctuation.

Quick and painless business writing: an essential guide to clear and powerful communication. By Susan F. Benjamin. Franklin Lakes, NJ: Career Press, 2007.
See complete description under Grammar & Punctuation.

Type & layout: are you communicating or just making pretty shapes?
By Colin Wheildon, with additional material by Geoffrey Heard. Mentone, Aust.: The Worsley Press, 2005.
Based on research, this book looks at how to use type, colour and layout to enhance printed communication.

Woe is I: a grammarphobe's guide to better English in plain English. Updated and expanded 3rd ed. Patricia T. O'Conner. New York: Riverhead Books, 2009.

See complete description under Grammar & Punctuation.

Program Assessment

Guide to performance management for community literacy coalitions.

By Harry Hatry & Elaine Morley. Washington, D.C.: National Institute for Literacy, 2008.

This guide shows community literacy coalitions and their partner organizations how to track their progress in improving literacy in their communities and how to use this information to improve activities and the effectiveness of their work. It contains suggests for a community literacy outcome measurement process that covers both individual literacy assistance programs and the community Literacy Coalition.

Reading Comprehension

Document use at work. By SkillPlan. Burnaby, BC: SkillPlan, 2004.

Designed for practitioners in adult basic education, workforce education and training situations, this resource examines the various types of documents used at work and analyzes the skills needed to interpret these documents. Teaching tips and sample documents are included.

In a reading state of mind: brain research, teacher modeling, and comprehension instruction. (Book + DVD) Douglas Fisher, Nancy Frey, Diane Lapp. Newark, DE: International Reading Association, 2009.

See complete description under Brain Science.

ReadingWise: comprehension strategies that work. Books 1 & 2 and Teacher's Guide. By the New Readers Press. Syracuse, NY: New Readers Press, 2003.

See complete description under Instructional Materials & Learning Resources.

Technology & Literacy

Digital storytelling in the classroom: new media pathways to literacy, learning, and creativity. By Jason Ohler. Thousand Oaks, CA: Corwin Press, 2008.

See complete description under Digital Storytelling.

Learning computers, speaking English: cooperative activities for learning English and basic word processing. Steve Quann and Diana Satin. Ann Arbor, Mich.: University of Michigan Press, 2007.
See complete description under ESL Literacy.

Social media for trainers. Jane Bozarth. San Francisco: Pfeiffer, 2010.
Social media can help trainers build learning communities, facilitate quick assignments, offer updates or follow-up tips, and extend the training event. This how-to guide covers the most popular Web 2.0 tools including blogs, wikis, Twitter and Facebook.

Workplace Literacy & Essential Skills

The benefits to employers of raising workforce basic skills levels: a review of the literature. Katerina Ananiadou, Andrew Jenkins and Alison Wolf. London: NRDC, 2003. Also available online at http://www.nrdc.org.uk/publications_details.asp?ID=42#
This paper summarizes the literature on the benefits which employers gain from raising the basic skills levels of the workforce.

The business of kindness. Olivia McIvor. Vancouver: FairWinds Press, 2006.
Written for business leaders, this book looks at developing a positive, productive workplace environment that promotes employee engagement and retention. Proactive kindness is identified as a determining factor for business success.

Document use at work. By SkillPlan. Burnaby, BC: SkillPlan, 2004.
See complete description under Reading Comprehension.

Literacy and essential skills in industrial arts (LESIA). A project of Literacy Ontario Central South. Peterborough, ON: Literacy Ontario Central South, 2010. Available online at www.nald.ca.
A set of five industrial arts-based courses designed for working adults or those wanting to enter the workforce. Each title includes a facilitator's guide and student notes. Complete series is freely available online.

Titles:

Blacksmith and essential skills
Jewellery making and essential skills
Mosaics and essential skills
Stained glass and essential skills
Welding and essential skills.

On-the-job English: student book and teacher's guide. *ESL for job success.* By Christy M. Newman. Syracuse, NY: New Reader's Press, 2000.

See complete description under ESL Literacy.

Reading at work: facilitator's guide. Jean Tonski; project manager. Lynda Fownes; editor, Vanya Wong. Burnaby, BC: SkillPlan, 2006.

This guide is designed to support and supplement the "Reading at work: workplace reader" (below). Lessons are organized around the chapters in the reader which is a separate resource. Transferable strategies and skills are offered in the lessons.

Reading at work: workplace reader. By Lynda Fownes, Vanya Wong and Corinne Volpatti. Burnaby, BC: SkillPlan, 2005.

This reader is designed for workers who want to improve their reading skills and people who are preparing for employment. See complete description under Instructional Materials and Learning Resources.

Science for the trades: an illustrated guide to basic applications in the construction industry. Sue Grecki. Burnaby, BC: SkillPlan, 2003.

This publication links theory and practice, demonstrating practical uses of scientific knowledge. It uses construction industry content, but the model of integrating essential skills with work-related applications can be applied to other work situations.

Working together, working well. Lorri Sauve and Jane Tuer. Kitchener, ON: Project READ Literacy Network, 2005.

This instructor's manual contains learning activities on topics related to working in groups including being open and flexible to thought and opinions of others, recognizing and respecting diversity and individual differences, providing feedback in a constructive manner, and problem solving and managing conflict.

The write direction: a new teacher's practical guide to teaching writing and its application to the workplace. Fred S. Wolff & Lynna Garber Kalna. Boston, Ma: Allyn & Bacon, 2010.

This guide looks at how to teach writing and the connection between classroom writing and writing for the business world. Designed for beginning Grade 4 - 12 teachers, the information linking writing skills to workplace writing can also be valuable for adult literacy teachers.

Writing

Celebrating language with adult literacy students: lesson to engage and inspire. Francis E. Kazemek. Newark, DE: International Reading Association, 2008.

See complete description under Adult Education & Learning.

Eats shoots and leaves. By Lynne Truss. New York: Truss Books, 2003.

See complete description under Grammar & Punctuation.

The elements of style. 4th ed. William Strunk Jr. & E.B. White. New York: Longman, 2000.

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The write direction: a new teacher's practical guide to teaching writing and its application to the workplace. Fred S. Wolff & Lynna Garber Kalna. Boston, Ma: Allyn & Bacon, 2010.

See complete description under Workplace Literacy & Essential Skills.

The writing coach. By Lee Clark Johns. Clifton Park, NY: Delmar Cengage Learning, 2004.

The guide takes writers through the writing process. It helps develop a decision-making process that taps the critical thinking skills and life experience of adult learners. To be used for writing courses that include participants' writing samples. Also useful as a self-directed study or reference tool.