

# Materials and Resources

## Materials and Textbooks

### ESOL LEVEL ONE AND LEVEL TWO

**Before Book One** (Pearson Education). This workbook/cassette program sharpens students' aural skills to prepare them to speak English. Students listen to the cassettes and complete a series of workbook exercises, circling the correct letter, number, word, or illustration or filling in the blanks.

**Book One** (Pearson Education). Students listen to the cassettes and choose the correct illustration or answer in their workbook.

**A Conversation Book, Book 1** (Pearson Education). This book presents an all-skills, student-centered approach to developing conversational fluency.

**True Colors-Basic** (Pearson Education). This basic level provides an introduction to English for true beginners. It uses real English as opposed to "text-book" English to prepare students to understand native speech outside of English class.

**ExpressWays** (Pearson Education). *ExpressWays 1 and 2* provide beginning level students with essential vocabulary, grammar, and functional expressions needed to communicate at a basic level.

**Side by Side, Book One** (Pearson Education). The *Side by Side* series engages students in guided conversation within carefully structured grammatical frameworks. (The teacher's guidebook is essential for this series.)

**Exploring English** (Pearson Education). This six-level series teaches all four language skills right from the start, and gives students a wealth of opportunities to practice what they've learned.

**Firsthand Access/Firsthand Success** (Pearson Education). Each text helps low beginning students to communicate confidently in English by providing realistic language models, clear listening tasks, personalized activities, and language support.

A free self-study audio CD for listening and pronunciation practice is also available.

**Handbook for Citizenship** (Pearson Education). This book is designed for oral use and teaches the information needed to answer oral U.S. citizenship exam question. Line maps and facsimile copies of naturalization petition forms are useful realia.

**A First Look at the USA** (Pearson Education). High interest feature stories, written almost exclusively in the present tense and each less than a half-page long, motivate and promote confidence.

**Introducing the USA, A Cultural Reader** (Pearson Education). Twenty-eight units cover a wide variety of topics—from popcorn and buffaloes to Native Americans; from Beverly Hills and the Sequoias to peanut butter—that entertain students while they learn.

**American Handwriting** (Delta Systems, Co., Inc.). This text is a step-by-step instruction workbook for handwriting that was developed for those in the workplace or classroom who do not read or write the Roman alphabet.

**The Oxford Picture Dictionary** (Delta Systems, Co., Inc.). Monolingual edition. This book can be used at all levels. It is a reference to essential everyday vocabulary. (Listening cassettes are available.)

**Word by Word Basic Vocabulary Development Program** (Delta Systems, Co., Inc.). This series is designed for literacy and low beginning level students. It includes tests, wall charts, cassettes, workbooks, song-

books (with an accompanying karaoke-style song album which features 11 original songs that offer entertaining practice with key vocabulary through a variety of popular musical styles.)

**Collaborations Literacy** (Heinle & Heinle). This comprehensive literacy program includes a worktext, transparencies, an audio tape, two maps (U.S. and world), plus an assessment package.

**Literacy in Lifeskills** (Heinle & Heinle). This book is designed for adult learners who have not acquired basic literacy skills in their primary language. Book one includes numbers, the alphabet, introductions, dates and addresses. Book 2 includes lowercase letters, time, money, feeling, family, health, and the body.

**Listen to Me!** (Heinle & Heinle). This is a beginning level text in a series of practically oriented listening texts that offer a variety of real-life topics embedded in a central storyline. It includes pre-listening exercises, task-based final activities and a pronunciation section.

**Facts and Figures** (Heinle & Heinle). Beginning reading practice. Units include topics such as Animals, Plants, Popular Music, Explorations and Adventure and Interesting people of the World. Students increase their active vocabulary from 300 to 800 words.

**Crossroads Café** (Heinle & Heinle). *Crossroads Café* is a video program about real people working and living in the U.S. This program helps students practice listening, speaking, writing and reading skills, as well as learning about U.S. culture and workplace competencies. The level reaches from beginning to high intermediate. The *Crossroads Café* program includes 26 half-hour episodes of videos, worktexts, teacher's resource books, assessment packages and a partner guide for distance learning programs.

**English ASAP** (Steck-Vaughn). This series is a fast way to get ESOL and literacy learners ready for work.

Each unit presents and practices the key language and grammar structures learners will encounter on the job. It combines student books, workbooks, and audio cassettes in a comprehensive program that teaches specific SCANS competencies in a workplace context. There are five levels in this series, Literacy, Low Beginning, Beginning, High Beginning and Low Intermediate.

**English ASAP Assessment Program** (Steck-Vaughn). This assessment program has placement tests and progress tests, along with answer keys. The book is in blackline master format so it can be copied. It contains the six literacy levels now recognized by the NRS. It has a learner progress chart in the back of the book which can be copied as well.

**Real-Life English** (Steck-Vaughn). There are five levels in this series, literacy, low beginning, beginning, low intermediate and intermediate. This series is Steck-Vaughn's most popular program for integrating language and life skills for the ESOL learner. The topic for the literacy level is "personal communication." The low-beginning level's topic is "our community."

This series reinforces the sentence structures used most often. It supports learners from low beginning to intermediate levels with instruction, exercises and activities in a real-world context.

**Better English Everyday** (Steck-Vaughn). Learners practice the four language skills through interesting and varied activities. This series of three books (Level 1, Level 2 and Level 3) includes a variety of activities, and introductory writing chapter and a phonics or spelling lesson ends each chapter.

**English for Everyday Activities, A Picture Process Dictionary** (New Readers Press). This book is for high beginning through intermediate. There are over 60 chapters, each focused on one process, such as frying an egg or mailing a letter. It is suitable for classroom instruction or individual use.

**Key Vocabulary for a Safe Workplace** (New Readers Press). This book is for high beginning through low intermediate. It helps students learn the essential vocabulary they need to be safe at work and gain the tools they need to prevent or reduce accidents and injuries on the job. An appendix includes reading material safety data sheets (MSDS), health and injury terms, typical health and safety policies, lockouts and tagouts, and helpful exercises to lessen or prevent job-related aches and pains.

**Laubach Way to English** (New Readers Press). *It is recommended that only books 1 and 2 be used with the beginning ESOL students.* These books are designed to meet the needs of ESL students who have no, or low, literacy skills in their native language and need basic English skills. It uses a structured phonics-based approach. Level 1: Sounds and Names of Letters, Level 2: Short Vowel Sounds.

**The Oxford Picture Dictionary** (New Readers Press). This book features more than 3,700 words in full-color scenes, each word defined in context. One hundred forty key topics are grouped into 12 thematic areas, many with a vocational strand.

The CD-ROM version is also available.

**First Class Reader** (New Readers Press). Thirty chapters each containing a short reading, picture cues, an Interaction Grid, and a simple writing for low beginning students.

**The Working Experience** (New Readers Press). A series of three texts focusing on adult ESOL students' working experiences in native countries and in the United States.

Pre-reading activities and follow-up exercises develop vocabulary skills, expand reading and comprehension skills, and reinforce basic grammar patterns.

**Contemporary English** (Contemporary Books). This is a series of books that begin with the literacy level

and progresses through Level 4 (advanced level). Each text is accompanied by a cassette package. This series introduces students to grammar structures in meaningful contexts to prepare students for the world of work using SCANS skills in the learning process.

**Put English To Work** (Contemporary Books). This series of texts begins with the literacy level and progresses through six levels to the high advanced level. Each of the seven books follows the workplace experiences of several characters: getting hired, keeping a job, and working toward promotion, along with occasional returns to pre-employment. An accompanying *Testing & Resource Book* provides blackline masters for a screening test; two multiple-choice placement tests; seven exit tests; exercise sheets with additional activities and exercises and an answer key.

**Basic Telephone Training** (Contemporary Books). Speaking and understanding another language on the telephone is one of the most difficult things to master. This listening/speaking text is for beginning ESOL learners, with very little English required to use the book successfully.

**Entry Into Citizenship** (Contemporary Books). This is a consumable text for beginning students who need to pass the Citizenship exam and to get through the INS interview given prior to the exam.

**Citizenship Practice Cards** (Contemporary Books). This is a group of the 100 INS questions ideal for memorization practice alone or in pairs. It also contains 25 additional flash cards that the INS asks senior citizens. An eight-page guide assists students in further understanding the questions and proposes a number of ways the cards and audiocassette can be used to practice.

**English, YES!** (Contemporary Books). This series of seven texts uses contemporary literary selections chosen and adapted specifically to help ESOL students

improve their English skills. Skill development throughout the series is progressive. The literacy level teaches Recognizing Letters and Numbers, Filling Out Forms, Making Schedules, Reading Ads and Labels, Very Short Stories and Articles.

**English Works** (Pearson Education). This video and book provides training in basic communication tasks encountered by entry-level workers. Each of the ten video segments and corresponding text chapters explores authentic problems derived from actual workplace situations and incidents. The five typical workplace settings are hotels/motels, hospitals, nursing homes, convenience stores, and maintenance sites.

### ESOL LEVEL THREE AND LEVEL FOUR

**Jazz Chants** (Delta Systems Co., Inc.). Chanting these jazz chants is a unique way for students to improve their speaking and listening comprehension while reinforcing the language structures of everyday situations. This book is a favorite of most ESOL teachers.

**Sing It** (Delta Systems Co., Inc.). This is a six-level series consisting of text, workbooks and cassettes that introduce English grammar and vocabulary through authentic and varied songs. (Songs include *Imagine*, *We Are the World*, *Don't Worry, Be Happy* and many others.)

**The Pizza Tastes Great** (Delta Systems Co., Inc.). This text and workbook use stories and role-play dialogues to help students acquire a basic vocabulary, build fluency, improve pronunciation and intonation, and learn key aspects of American culture.

**The Salsa Is Hot** (Delta Systems Co., Inc.). The same as above with a more difficult vocabulary.

**Practical English** (Delta Systems Co., Inc.). This three-level series provides a solid grounding in the structures and communicative functions of English, as well as extensive practice in speaking, listening, reading and writing.

**Stars and Stripes** (Delta Systems Co., Inc.). Readings in this text become longer and more difficult as the text progresses. The text covers reading skills such as finding the main idea, guessing meaning from context, reading for speed, scanning and predicting. A large variety of activities includes tasks such as cloze exercises, matching, drawing, sentence ordering, and more.

**Whattaya Hear?** (Delta Systems Co., Inc.). This text teaches students to be familiar with common conversational vocabulary such as the use of “you know” to establish understanding between the speaker and listener. These common conversational vocabulary items are introduced in each unit by an American speaker teaching a foreign friend a popular American joke, and why it’s funny.

**Writers At Work** (Delta Systems Co., Inc.). This text is aimed at preparing students to write academic English. A special editing reference section at the end deals with the most common errors that students make in writing.

**Ready to Write** (Delta Systems Co., Inc.). *Ready to Write* presents paragraph development and the fundamental composition skills needed for successful academic work.

**Caps, Commas, and Other Things** (Delta Systems Co., Inc.). This blackline master activity book concentrates on capitalization and punctuation (6 levels) and written expression (4 levels), with an overview section for each level that provides specific suggestions for developing lesson plans using the reproducible activity worksheets.

**American Vocabulary Builder** (Delta Systems Co., Inc.). Each unit begins with a short, interesting article that highlights specific words to be studied. There are two books in this series.

**Can't Stop Talking** (Delta Systems Co., Inc.). This book is designed to create situations where students do the talking. Each unit presents a stimulating problem—ranging from budget decisions to life and death issues—which the students must solve.

**Internet English** (Delta Systems Co., Inc.). *Internet English* is a WWW based conversation course. It helps students develop the skills to search the World Wide Web for information. The teacher's guide offers notes on presenting the units, optional activities, photocopiable resource pages, and lists of useful web addresses.

**The Irregular Verb Book** (Delta Systems Co., Inc.). This book contains photocopiable, fun activities for post-beginner to high intermediate students focusing on meaning, form and use of 138 irregular verbs through crosswords, word searches, proverbs and other entertaining formats.

**Azar English Grammar Series** (Delta Systems Co., Inc.). One of the most important grammar series in use for ESOL students is presented with grammar exercises, speaking, listening, and writing skills. The first book, *Basic English Grammar*, is designed for lower intermediate students.

**Fun With Grammar** (Delta Systems Co., Inc.). This teacher resource book is filled with more than 200 communicative, interactive, task-based games to make learning grammar fun.

**Immigration Made Simple** (Delta Systems Co., Inc.). This is an excellent resource for teachers. It includes important definitions and answers to many commonly asked immigration questions, an overview of the application process for temporary and permanent

visas, addresses and telephone numbers of U.S. Immigration, Department of Labor and U.S. Passport offices and a directory of immigration lawyers.

**Essential Idioms in English** (Delta Systems Co., Inc.). This text is designed to help beginning through advanced ESL/EFL students learn to understand and use approximately 500 of the most common English idioms.

**All Clear!** (Delta Systems Co., Inc.). This text is a comprehensive presentation of American English idioms. It includes a text, cassette package and/or a compact disk package.

**Street Speak and BIZ Speak** (Delta Systems Co., Inc.). These two books explore some of the most popular slang and idioms that are used by native-born Americans. *Biz Speaks* also explores slang and idioms used actively in American business. The chapters contain dialogues, group activities, pair work, role playing and word puzzles.

**Crossroads Café** (Heinle & Heinle). *See Level One and Level Two.*

**Side by Side** (Pearson Education). *See Level One and Level Two.*

**English ASAP** (Steck-Vaughn). *See Level One and Level Two*

## LEVEL 5 AND LEVEL 6

**Communicator I and II** (Pearson Education). A two-level course in functional communication designed for use as a stand-alone program or as the upper two levels of *Side by Side*, *Expressways*, or any other core series. The texts feature communicative practice; reading, writing, and listening comprehension exercises;

role playing; cooperative learning activities; and cross-cultural discussions.

**Explore English** (Pearson Education). Levels 5 and 6. Each chapter reviews and consolidates what has already been learned. Every fourth chapter is a review chapter featuring an optional achievement test. This series integrates SCANS and CASAS competencies.

**Azar Grammar Series** (Pearson Education). *Fundamentals of English Grammar* is a high intermediate level grammar book. *Understanding and Using English Grammar* is an advanced level grammar book and one that would be helpful for any class where students intend to enter a university for undergraduate or graduate work.

**Longman Preparation Course for the TOEFL Test** (Pearson Education). *Volume A* provides skills and strategies for a comprehensive coverage of the language skills tested on both the paper and pencil TOEFL test and the TOEFL CBT as well as pre- and post-tests that diagnose needs and measure performance to determine areas of weakness.

*Volume B* offers five complete tests that reproduce the format and style of the TOEFL test (paper and pencil) and further familiarizes students with the exam.

**Longman Introductory Course for the TOEFL Test** (Pearson Education). This course was designed to help intermediate and advanced students (TOEFL test scores 380–480) increase their scores on all sections of the revised TOEFL Test. It is a good starting point for students preparing for the new TOEFL CBT.

**Learn to Listen, Listen to Learn** (Pearson Education). This text helps prepare students for academic listening and note taking. It offers readers valuable tips for getting the most from lectures as it deals with numbers and statistics, organizing notes and also incorporates a variety of quiz and test questions to familiarize stu-

dents with the challenges of true/false, multiple choice, and short answer items.

**Longman Lecture Series** (Pearson Education). Twelve recorded lectures in each of the three levels are performed in lively and natural styles to provide a motivating introduction to academic listening

**Whaddaya Say?** (Delta Systems Co., Inc.). This book offers guided practice in relaxed spoken English. Students are introduced to such reduced forms of English as gonna, wanna, hafta, and gotta.

**Talk About Values** (Pearson Education). This text presents values-oriented topics such as honesty, money concerns, gift-giving, and what to look for in a husband or wife. The chapters include short readings, surveys of personal experiences and opinions, role plays, and jokes. Each chapter also includes suggestions for writing activities.

**Focus on Pronunciation** (Pearson Education). A comprehensive pronunciation course, it is designed to help students enjoy speaking English well. Written for the advanced student, it addresses the crux of most pronunciation problems by emphasizing elements of English phonology that are difficult or unusual in terms of the world's languages.

**Whattaya Do?** (Delta Systems Co., Inc.). This book is for anyone who works in a business setting or would like to. Some of the topics include greetings, presenting your ideas, talking about cost, business parties, staff meetings, etc. The book indicates how American business people really feel about certain common business practices.

**Street Talk 3** (Delta Systems Co., Inc.). Each dialogue contains ten common expressions for easy and manageable learning. In addition to information about synonyms and antonyms, the book contains extra word games and crossword puzzles, drills, context

exercises plus a section on survival idioms and phrases.

**American Government** (Delta Systems Co., Inc.). *American Government* tells the story of how our government came to be. Five units address the formation of U.S. government, including the Constitution and Bill of Rights; the three branches of federal government; state and local government; campaigns and elections, etc.

**Longman Academic Writing Series** (Delta Systems Co., Inc.). This series helps college-bound and college-level ESOL students to improve their ability to write effectively in English. It gives a step-by-step approach to the conventions of paragraph and essay organization and rhetorical expression.

**Better Writing Through Editing** (Delta Systems Co., Inc.). *Part 1* begins with a diagnostic self-assessment to determine each student's awareness of editing problems. *Part 2* provides practice with a variety of English sentence types and *Part 3* provides clear and simple explanations of typical ESL/EFL editing problems and contains hundreds of practice exercises.

**Looking Ahead** (Heinle & Heinle). *Looking Ahead* is a series of four-level writing and grammar books. Students practice grammar in the context of the writing assignments and can review structures in the comprehensive Grammar and Language Reference guide found in each book. Reading from textbooks, academic journals, newspapers, and other sources allow students to become familiar with the vocabulary, ideas, and issues within each chapter's topic. CNN video clips expand the themes in each chapter.

**Make Your Mark** ( Contemporary Books). This series illustrates situations and enhances workplace literacy that span four major industries: food service, the hotel industry, retail, and health services. These books focus on teaching terminology, common idioms, general job information, and strategies for success.

**Prism** (Steck-Vaughn). *Prism* builds interpersonal communication skills in tandem with academic language proficiency. This series has three textbooks, three workbooks and three cassettes plus teacher's guides and a test booklet.

## Publisher's Information

### RESOURCES

#### Cambridge University Press

40 West 20th Street  
New York, NY 10011  
[www.cambridge.org/esl-efl](http://www.cambridge.org/esl-efl)  
Toll-free 800-872-7423  
FAX 212-691 3239

#### Heinle & Heinle

Thomson Learning  
20 Park Plaza  
Boston, MA 02116  
<http://www.heinle.com>  
FAX 617-368-3971  
Toll-free 800-354-9706

#### Pearson Education

10 Bank Street  
9th Floor  
White Plains, NY 10606-1951  
[Http://www.pearsoned-elt.com](http://www.pearsoned-elt.com)  
FAX 800-445-6991  
Toll-free 800-922-0579

#### Contemporary Books

4255 West Touhy Avenue  
Lincolnwood, IL 60712-1975  
[www.contemporarybooks.com](http://www.contemporarybooks.com)  
Toll-free 800-521-1918

#### New Readers Press

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#### Pro Lingua Associates

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#### Oxford University Press

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