



CAE Publication Resources

Literacy, ESL & Numeracy

Youth Education

Adult Education & Training



CAE sells a number of innovative and popular titles in the areas of literacy, ESL and numeracy education. They are relevant to youth and adult education providers across Australia and other English speaking countries.

In Australia many of the resources are suitable for use in the teaching of a range of accredited courses such as the Certificates in General Education for Adults (CGEA) and the Victorian Certificate of Applied Learning (VCAL).



Literacy & ESL Resources

A Word on Words

Pam Peters

Ever wondered whether you should fill 'in' a form or fill it 'out'? Why it's 'hippopotamuses', not 'hippopotami'? And how do new words make it into the dictionary, anyway? *A Word on Words* explores real English and real language usage in an engaging and accessible way and helps readers to understand the puzzles of contemporary English. "Pam Peters is a delight to read, informative and sensible ... I don't need to tell you to enjoy this book – you will." Kel Richards, *WordWatch*, ABC Radio.

CAE Press, 2005
Book, 94 pp
\$16.50

Spelling Well: How to improve your spelling

Bronwen Hickman

Spell hundreds of words accurately with this accessible guide. Improve your spelling with straight forward guidelines and simple solutions for language complexities in a clear and concise format.

CAE Press, 2004
Book, 116pp
\$27.50

A Real i Opener: Use of the internet by adults with low levels of literacy

Jan Hagston

The internet provides a useful medium for adult learners to practice and develop their literacy skills. This important resource documents the research findings of a project focussed on four groups of adult literacy students who use the internet in their learning.

CAE Press, 2004
Book, 118pp
\$27.50

Real Texts: Authentic texts for adult and youth literacy classes

Written and compiled by Corinna Ridley

This resource provides detailed support for use of authentic texts in the classroom and includes everyday samples such as magazine articles, takeaway menus, advertising flyers, websites and council election notices.

Language Australia, 2003
Book, 194pp
\$38.50

Learn2Learn: An interactive CD ROM based multimedia program

Robyn Hodge

Learners can use this selection of multimedia and print based activities to develop everyday learn to learn and problem solving skills such as goal setting, action planning and getting organised. Each learning unit includes quizzes, games and interactive tasks.

Language Australia, 2002
Multimedia CD
\$17.50

Working Works: A users guide to written communication at work

Jan Kindler/Hagston

Working Words covers all the things a writer needs to assess before they begin to write, how to best utilise language and structure in a document to make it look better and easier to read. Includes sample documents, checklists and more.

ACFE, 1994 (revised 2001)
Book, 85pp
\$27.50

Inside Out! A literacy workbook

Jenni Oldfield, Rosemary Pullan

An innovative and inclusive resource suitable for use in a wide range of literacy education programs. *Inside Out* features stimulating texts and activities to provide practice in reading, vocabulary extensions and writing skills.

Language Australia, 2001
Book, 116pp
\$27.50

Learning Differently: Assessing and developing literacy skills with adults and young people.

Judy Geiger-Jennings, Ros Butcher, Daryl Greaves

Learning Differently combines the expertise of experienced literacy tutors, academics and special educator knowledge and provides practical pathways for literacy practitioners to assist and meet the diverse needs of literacy learners – especially those students who struggle to make progress despite good teaching practice.

Language Australia, 2001
Book, 102pp
\$33.00

To Write?... Too Right!

P. Bosard, J. Holiday, J Mackey

Designed for people who would like to write but don't know how to get started, this book guides you through the writing process and provides a help section with tips on structure, punctuation, spelling and editing.

Language Australia, 1998
Book, 109pp
Special discounted price
\$22.00

Understanding life in Australia: ESL for older learners - a resource for teachers

Mary Nicholls and Robyn Raleigh

Understanding Life in Australia is the result of a project that investigated the need for English language classes for older learners. Innovative and successful delivery strategies and curriculum were trialled, resulting in a comprehensive selection of teaching ideas. Activities include writing, reading and oral communication tasks.

Victoria. Adult, Community and Further Education Board (ACFE) 1998
Book, 254pp
\$38.50

Adult Literacy Teaching

The *Adult Literacy Teaching* course is a popular and rigorous professional development package designed for those with a teaching qualification and/or with adult literacy teaching experience. Covers adult learners, adult literacy background, program development and curriculum areas such as language in context, reading, writing, numeracy and plain English.

National Staff Development Committee, 1995
Book, 482pp
\$88.00



Literacy & ESL Readers

On the Map

Tricia Bowen, Ana- Maria Espinoza (illustrator)

On the Map is a compilation of stories written by refugees to Australia about their homes, their journeys, their families and their hopes. It is based around the experiences of a diverse group of people, young and old, from Iraq, Afghanistan, Palestine, Kosovo, East Timor and Somalia. The stories are moving and powerful, written in simple language and supported by thought provoking illustrations.

Tricia Bowen, 2002
Book, 35pp
\$13.20

Make a Man out of Him

Pam Baker

This novella follows Max, one of the 'St Kilda lads' who, at age 20, was conscripted into the army and sent to fight in Vietnam. He left behind his new wife and baby son. Read the story of his time in Vietnam and of the repercussions of his return. A glossary of Australian slang is included, with a short history of the Vietnam War.

Language Australia, 2000
Book, 63pp
\$15.40

The Yorta Yorta Tribe

Shannon Firebrace

A small full-colour reader presenting a collection of Yorta Yorta tribal stories about their culture and their people. Written in Koorie English, with translations into Standard Australian English (SAE), stories include: Hunting; The Long-Neck Turtle; Canoes; Women; Night Time; and The Ghosts.

Goulburn Valley Aboriginal Education Consultative Group Inc., 1998
Book, 28pp
\$16.50

Adult ESL Literacy Readers - Lan is Sick, School & Present

Miriam Faine, Barbara Feather, Maeo Treerat, Amina Rosina, Lucia Matilde Costanze and Sitamma Raju

This set of three short and simple readers is designed to fill a gap for very easy, yet appropriate reading material for women beginner readers of English. The readers are at three different levels and are designed to stimulate talking and writing.

Northern Metropolitan College of TAFE, 1993
\$17.60 Set of 3 books

Resources For Youth and Young at Heart

Great for VCAL students

Got a Problem?

Great materials to use to stimulate a range of communication activities alongside the development of problem solving strategies. This game pack consists of a set of instructions; a step-by-step approach to problem solving; and sets of role playing cards – one set with “problem” scenarios described, and another set of characters for role playing. Characters vary from Bart Simpson to Her Majesty the Queen!

Language Australia, 2003
Set of laminated cards
\$66.00

DJ Dad - A film by Cale

Written, directed and produced by Cale Wilkinson

DJ Dad tells the story of a vexed but loving relationship between a boy and his dad. When Dad realises his dream of DJing, it had some unexpected and tragicomic results. This warm tale provides light-hearted and enjoyable stimulus materials for the development of ideas, concepts and discussions about role reversal, responsibility, drug use, family dynamics and relationships. A four star movie!

This version published by Language Australia, 2003
Video or DVD versions available (please specify).
Duration: 6 minutes 29 seconds
\$19.80



VCAL Literacy & Numeracy Units Record Keeping Kit

This useful set of record-keeping pro-formas enables teachers to easily chart and monitor students' progress against each learning outcome of the Literacy and Numeracy Skills Units of Foundation, Intermediate, Senior and Advanced Senior levels of VCAL. Three types of records are included in the kit: Assessment Records, Records of Achievements; and Summary Sheets.

Language Australia, 2003
(updated 2007)
Book, 103pp
\$29.70

Inside Out! A Literacy Workbook

Jenni Oldfield, Rosemary Pullan

An innovative and inclusive resource suitable for use in a wide range of literacy education programs. Inside Out features stimulating texts and activities to provide practice in reading, vocabulary extensions and writing skills.

Language Australia, 2001
Book, 116pp
\$27.50

Learning Differently:
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Learning Differently combines the expertise of experienced literary tutors, academics and special educator knowledge and provides practical pathways for literacy practitioners to assist and meet the diverse needs of literacy learners – especially those students who struggle to make progress despite good teaching practice.

Language Australia, 2001
Book, 102pp
\$33.00

Youth Readers

Written for foundation or low-level readers and targeted at young people, these readers are written with wry humour and a keen eye for observation. With easy and engaging reading on youth related topics, each of the books stimulates discussion and broader investigations of topics from the reader's perspective as well as through questions listed at the end.

Clubbing is Fun

Lee Kindler

Clubbing is Fun is about a night out at a club.

Language Australia, 2003
Book, 12pp
\$7.70

Crushes 101

Bethany Neville

Crushes 101 tells the story of unrequited classroom love.

CAE Press, 2004
Book, 12pp
\$7.70

Memoirs of a Job Seeker

Lee Kindler

Memoirs of a Job Seeker is a story about getting a job.

Language Australia, 2003
Book, 12pp
\$7.70

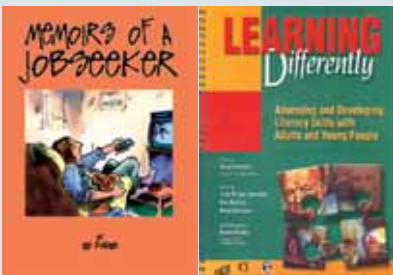
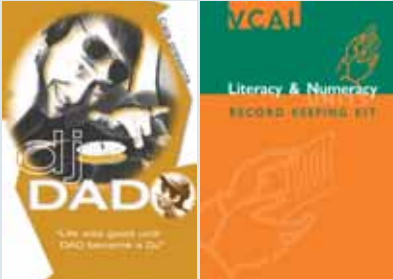
Moving Up Front

Nicky Kindler

Moving Up Front tells the story of attending a concert.

Language Australia, 2003
Book; 12pp
\$7.70

Youth Readers (set):
Clubbing is Fun, Crushes 101, Memoirs of a Job Seeker & Moving Up Front
\$23.10 Set of 4 books



Numeracy

Having Fun with Maths: Activities and games for developing maths language and skills

Dave Tout

The games and activities in this book focus on the development of fundamental maths skills through co-operative group work and the use of hands-on materials, as well as on enjoyment and having fun in order to build confidence and overcome maths anxiety. The photocopiable activities are designed to encourage students to work together and talk about mathematics and share their understanding.

Multifangled P/L, 2007
Book, 108pp
\$29.70

Car Costs II: A numeracy workbook

Dave Tout

This workbook uses the topic of cars to introduce and teach a number of maths and numeracy topics. It is ideal for a range of young people or adults needing to make maths make some sense and who also want to learn about the costs related to buying, running and driving a car. It includes activities and a range of investigations supported by explanations of the mathematics required to undertake the activities.

CAE with the support of RACV, 2006
Book, 152pp
\$29.70

Rethinking Assessment: Strategies for holistic adult numeracy assessment.

A resource book for practitioners, policy makers, researchers and assessors.

Beth Marr, Sue Helme, Dave Tout

Rethinking Assessment is both a practical and theoretical resource. It discusses key assessment issues, provides a bank of models of good practice in assessment and demonstrates how holistic assessment can be undertaken within the assessment criteria of accredited frameworks. Suggested observation and recording sheets are included where appropriate and samples of student responses are discussed.

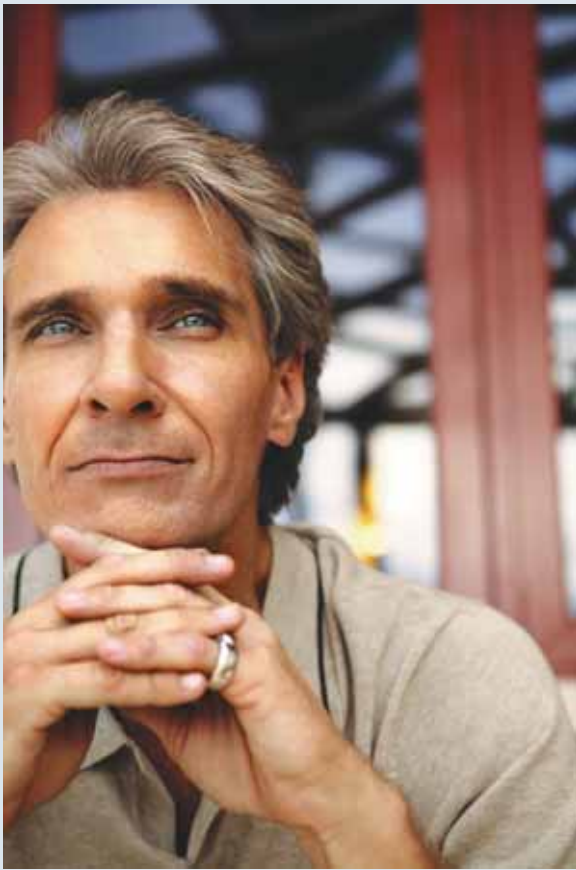
Language Australia, 2003
Book, 262pp
\$39.60

The Adult Numeracy Handbook: Reframing adult numeracy in Australia

Sheilagh Kelly, Betty Johnston, Keiko Yasukawa (eds)

The Adult Numeracy Handbook is a collection of writings representing the key directions in the development of adult numeracy research and practice in Australia over the last fifteen years. The collection is an historical snapshot of the development of Australian adult numeracy research, a celebration of the impacts made by numeracy researchers and practitioners, a resource for new researchers, and a window to emerging research.

NSW Adult Literacy and Numeracy Research Consortium (NSW ALNARC), 2003
Book, 298pp
\$38.50



Adult and Lifelong Education in Mathematics

Gail E. FitzSimons, John O'Donoghue, Diana Coben (eds)

This is a collection of papers presented at the Working Group for Action, Adult and Lifelong Education in Mathematics, August 2000. Organised into three major sections: broad conceptual issues related to lifelong education; issues concerning the field of adult mathematics education; and issues concerning teaching and learning, this collection makes valuable and stimulating reading for anyone interested in the areas of mathematics/numeracy education or lifelong learning.

Adults Learning Mathematics & Adult Education Resource and Information Service (ARIS), Language Australia, 2001

Book, 262pp
\$38.50

Strength in Numbers: A resource book for teaching adult numeracy

Ruth Goddard, Beth Marr, Judith Martin

This popular numeracy resource details material and methods used to encourage students to learn through interaction, co-operation and the use of hands-on materials. As well as providing background, strategies and rationale for people inexperienced in teaching adult numeracy, *Strength in Numbers* contains a wide range of teaching ideas, worksheets and activities.

Eastern Metropolitan Council of ACFE & ARIS, Language Australia, 1997

Book, 350pp
\$59.40

Adult Numeracy Teaching

Betty Johnston, Dave Tout

This comprehensive training package is a professional development program designed to train and support teachers of adult numeracy and to develop confidences in their own use of mathematics and learn about theories, methodologies and communication processes appropriate for teaching numeracy. Trainer's notes, handouts and activity sheets included.

National Staff Development Committee for Vocational Education and Training, 1995
Book, 474pp
\$88.00

The value of time:

Numeracy for workers in manufacturing

Ruth Goddard, Margaret Regan

This book focuses on a range of maths applications based on time. Although written for training new workers in the manufacturing industry, or students of the Cert. in Food Processing, it is useful for all students needing to work on time related skills.

Centre for Adult Education (CAE), 1995
Book, 190pp
\$33.00

Some Beginnings in Algebra

Beth Marr, Sue Helme

A supplement to the enormously popular *Mathematics: a New Beginning*, this text covers the teaching of algebra to adults returning to study. *Some Beginnings in Algebra* contains easy to follow outlines for teachers, lesson plans and photocopiable worksheets.

Northern Metropolitan College of TAFE, 1995
Book, 69pp
\$17.60

Numeracy on the Line
Language based numeracy activities for adults

Beth Marr, Chris Anderson, Dave Tout

Numeracy on the Line addresses the need for materials, activities and trainer's notes to support the teaching of basic mathematical skills. Many of the activities address issues and skills applicable to any modern workplace, and are general enough to be of value to most workers or numeracy students.

National Automotive Industry Training Board, 1994
Book, 260pp
\$44.00

Breaking the Maths Barrier: A kit for building staff development skills in adult numeracy

Beth Marr, Sue Helme, Dave Tout

A professional development kit for numeracy teachers. Illustrated, well set out and easy to follow with sequenced activities, *Breaking the Maths Barrier* contains handouts and background notes suitable for photocopying and overhead projector use, and is comprehensive, practical and easy-to-use.

Department of Education, Employment and Training 1991
Book, 302pp
\$49.50

Mathematics: A new beginning. Resource book for teachers of adult returning to study

Beth Marr, Sue Melme (eds)

This popular numeracy resource includes basic session outlines; structured materials and photocopiable worksheets for teachers; and introductory confidence building activities to generate a supportive anxiety free classroom. It also promotes innovative ways of teaching basic maths concepts using hands-on materials and co-operative activities. Takes up where *Strength in Numbers* finishes.

State Training Board, Victoria, 1987

Book, 332pp + templates
\$59.40



Consultancy & Training

CAE specialises in supporting trainers and teachers in adult English language, literacy and numeracy education and offers a range of activities in this area including professional development and research.

Examples include the revision of the National Reporting System (NRS); support for the re-accreditation of the Certificates in General Education for adults (CGEA); training for teachers of the Victorian Certificate of Applied Learning (VCAL); and in the recognition of non-accredited learning – the A-Frame.

Services available from CAE include:

- Assessment Tools and Testing
- Curriculum and Materials Development
- Professional Learning and Support
- Research and Projects.

For further information follow the "Consultancy and Training" link on the CAE website at www.cae.edu.au

About CAE

CAE was established in 1947 to provide education to the Melbourne community. Activities then offered by CAE included travelling theatre, drama, dance, music, art exhibits, book groups and other courses and classes.

Over the past 60 years, CAE has grown to become the largest provider of adult and community education in Victoria and today offers a wide range of short and nationally accredited courses in visual and performing arts, writing, wellbeing, fitness, lifestyles, languages, business, computers, community services, adult VCE, tertiary pathways, ESL, literacy and numeracy. CAE also delivers Australia's largest Books Group program and the Occupational English Test (OET).



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