CA CAMBRIDGE UNIVERSITY PRESS

1 Listening Tasks

Textbook and Audio. Schecter. 1984.

Program: ESL, Level: B, Basic skills: Speaking/Listening, Assessment tools: None Teacher's manual and audiocassettes available.

Section	Comp. No.	Description
Pp. 24,25	1.1.2	Use the metric system
Pp. 24,25	1.3.2	Interpret, use, maintain credit and applications
Pp. 28,29	1.3.4	Use catalogs, order forms to buy goods, services
Pp. 16,17	1.4.2	Select housing, interpret classified ads
Pp. 28,29	1.7.4	Maintain household appliances, personal possession
Pp. 2,3	1.8.1	Demonstrate the use of checking, savings accounts
Pp. 2,3	1.8.2	Interpret procedures and forms for banking account
Pp. 24,25	1.9.4	Interpret maps related to driving
Pp. 26,27	1.9.5	Interpret information to select and purchase a car
Pp. 26,27	1.9.6	Interpret information regarding automobile maintenance
Pp. 6,7	2.2.4	Interpret transportation schedules and fares
Pp. 30-33	2.2.5	Use maps relating to travel needs
Pp. 12,13	2.5.1	Locate emergency help agencies
Pp. 20,21	2.5.5	Locate, use educational services and facilities
Pp. 4,5,18,19	2.6.1	Interpret information regarding recreational activities
Pp. 18,19,22,23	2.6.2	Locate information in TV, movie, recreational listings
Pp. 10,11,30-41	2.6.3	Interpret information in order to plan for outings
Pp. 38,39	3.4.1	Interpret product labels, and safety warnings
Pp. 16,17	4.1.3	Identify and use information in job ads
Pp. 4,5,36,37	4.4.3	Interpret workplace charts, forms
Pp. 38,39	4.5.4	Demonstrate use of common business machines
Pp. 14,15	5.7.3	Interpret information about earth science
Pp. 38,39	8.2.4	Recognize/demonstrate laundry skills

2 Task Reading

Textbook. Davies, Whitney. 1990. ISBN: 0-521-35810-8.

Program: ESL, Level: B/A, Basic skills: Reading, Assessment tools: None

Task Reading has an ongoing story line-a day in the life of two adult students in San Francisco. Presents realistic situations, supported by a wide variety of authentic reading materials. Teacher's notes give unit-by-unit suggestions for teaching.

Section	Comp. No.	Description
Pt. 2	1.2.1	Interpret ads, labels, charts to select goods
Pt. 2	2.1.7	Take, leave phone messages, use answering machines
Pt. 1	2.2.1	Ask for, give, follow, or clarify directions
Pt. 1	2.2.4	Interpret transportation schedules and fares
Pt. 1	2.2.5	Use maps relating to travel needs
Pt. 1	2.5.4	Read and follow directions found on public signs
Pt. 2	2.6.1	Interpret information regarding recreational activities
Pt. 2	2.6.4	Interpret restaurant menus and compute costs
Pt. 2	2.7.5	Interpret literary materials
Pt. 2	5.1.6	Communicate one's opinions on a current issue

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CASAS Competencies by Publisher Title

CA CAMBRIDGE UNIVERSITY PRESS

3A Let's Talk. Student Book 1. Let's Talk. Series.

Textbook. Jones. 2002. ISBN: 0-521-75074-1.

Program: ESL/EL Civics, Level: A/B, Basic skills: Speaking/Listening/Grammar, Assessment tools: Answer Key

Revised edition expanded to a new three-level series. Designed to develop oral communication skills. Thematic units with topics to encourage students to express themselves. Includes self-study audio CD and a grammar reference.

Section	Comp. No.	Description
All	0.1.2	Use language for informational purposes
All	0.1.3	Use language to influence or persuade; request
All	0.1.4	Use language in general social situations
All	0.1.5	Use appropriate classroom behavior
All	0.1.6	Clarify or request clarification
All	0.2.1	Respond appropriately to personal information questions
All	0.2.4	Converse about daily activities and interests
Ch. 5	1.1.6	Count, convert and use coins and currency
Ch. 5	1.2.1	Interpret ads, labels, charts to select goods
Ch. 5	1.2.2	Comparison shop: price, quality
Ch. 5	1.2.3	Compute discounts
Ch. 5	1.2.4	Compute unit pricing
Ch. 6	1.3.8	Identify common foods
Ch. 4	2.3.3	Interpret information about weather conditions
Ch. 3	2.6.1	Interpret information regarding recreational activities
Ch. 8	2.6.2	Locate information in TV, movie, recreational listings
Ch. 6	2.6.4	Interpret restaurant menus and compute costs
Ch. 12	2.7.1	Interpret information about holidays
Ch. 9	3.5.2	Select a balanced diet
Ch. 9	3.5.9	Practice physical well-being
Ch. 13	5.2.1	Interpret information about U.S. history
Ch. 1	6.0.1	Identify and classify numeric symbols
All	7.5.6	Use strategies for communicating successfully
Ch. 14	8.2.3	Recognize/demonstrate housekeeping tasks

3B Let's Talk. Student Book 2. Let's Talk. Series.

Textbook and Audio. Jones. 2002. ISBN: 0-521-77695-3.

Program: ESL/EL Civics, Level: A/B, Basic skills: Speaking/Listening/Grammar, Assessment tools: None Part of a new three-level series. Designed to develop oral communication skills. Thematic units with topics to encourage students to express themselves. Includes self-study audio CD and a grammar reference.

Section	Comp. No.	Description
All	0.1.2	Use language for informational purposes
All	0.1.3	Use language to influence or persuade; request
All	0.1.4	Use language in general social situations
All	0.1.5	Use appropriate classroom behavior
All	0.1.6	Clarify or request clarification
All	0.2.1	Respond appropriately to personal information questions
All	0.2.4	Converse about daily activities and interests
Ch. 3	1.3.8	Identify common foods

CA CAMBRIDGE UNIVERSITY PRESS

Let's Talk. Student Book 2. Let's Talk. Series.

Textbook and Audio. Jones. 2002. ISBN: 0-521-77695-3.

Program: ESL/EL Civics, Level: A/B, Basic skills: Speaking/Listening/Grammar, Assessment tools: None Part of a new three-level series. Designed to develop oral communication skills. Thematic units with topics to encourage students to express themselves. Includes self-study audio CD and a grammar reference.

Section	Comp. No.	Description
Ch. 6	2.6.1	Interpret information regarding recreational activities
Ch. 9	2.6.3	Interpret information in order to plan for outings
Ch. 5	4.1.6	Interpret work-related vocabulary
Ch. 12	5.1.6	Communicate one's opinions on a current issue
Ch. 15	5.2.1	Interpret information about U.S. history
All	7.5.6	Use strategies for communicating successfully
Ch. 3	8.2.1	Demonstrate meal, snack preparation activities

3C Let's Talk. Student Book 3. Let's Talk. Series.

Textbook and Audio. Jones. 2002. ISBN: 0-521-77692-9.

Program: ESL/EL Civics, Level: A/B, Basic skills: Speaking/Listening/Grammar, Assessment tools: Answer Key

Part of a new three-level series. Designed to develop oral communication skills. Thematic units with topics to encourage students to express themselves. Includes self-study audio CD and a grammar reference.

Section	Comp. No.	Description
Ch. 2	0.1.1	Use appropriate non-verbal behavior
All	0.1.2	Use language for informational purposes
All	0.1.3	Use language to influence or persuade; request
All	0.1.4	Use language in general social situations
All	0.1.5	Use appropriate classroom behavior
All	0.1.6	Clarify or request clarification
All	0.2.1	Respond appropriately to personal information questions
All	0.2.4	Converse about daily activities and interests
Ch. 16	2.1.8	Use telephone to make and receive calls
Ch. 10	2.3.3	Interpret information about weather conditions
Ch. 7	2.7.2	Interpret information regarding ethnic, language groups
Ch. 9	3.5.9	Practice physical well-being
Ch. 16	4.1.8	Identify skills and education for various jobs
Ch. 11	5.1.6	Communicate one's opinions on a current issue
Ch. 3	5.3.1	Interpret common legal forms, rules, ordinances
Ch. 5	7.1.1	Identify personal, educational, workplace goals
Ch. 4	7.2.4	Make inferences, hypothesize, predict, conclude
All	7.5.6	Use strategies for communicating successfully

CA CAMBRIDGE UNIVERSITY PRESS

4A Clear Speech From the Start. Clear Speech. Series.

Textbook. Gilbert. 2005. ISBN: 0521-63737-6.

Program: ESL, Level: A, Basic skills: Speaking/Listening, Assessment tools: None

Gives beginning students immediate help in mastering the essential elements of English pronunciation without relying on verbal expressions. Contains unique photos of lifelike models of the inside of the mouth and "music of English" boxes that teach the fundamental patterns of English rhythm and intonation. Student book, audio program, and Teacher's Resource book components.

Section	Comp. No.	Description
All	0.1.1	Use appropriate non-verbal behavior
All	0.1.2	Use language for informational purposes
All	0.1.4	Use language in general social situations
All	0.2.4	Converse about daily activities and interests
All	7.1.2	Demonstrate organized approach to achieving goals
All	7.2.1	Identify and paraphrase pertinent information
All	7.2.2	Analyze a situation, statement, or process
All	7.5.6	Use strategies for communicating successfully

4B Clear Speech. Clear Speech 3rd Edition Series.

Textbook and Audio. Gilbert. 2005. ISBN: 0-521-54354-1.

Program: ESL, Level: B, Basic skills: Speaking/Listening, Assessment tools: None

The third edition of Clear Speech is a revised and expanded version of the highly successful and innovative pronunciation text for intermediate and high-intermediate students of English. Provides new graphics that visually represent important pronunciation features. Student book, audio program, and Teacher's Resource book components are available.

Section	Comp. No.	Description
All	0.1.1	Use appropriate non-verbal behavior
All	0.1.2	Use language for informational purposes
All	0.1.4	Use language in general social situations
All	0.2.4	Converse about daily activities and interests
All	7.2.1	Identify and paraphrase pertinent information
All	7.2.2	Analyze a situation, statement, or process
All	7.5.6	Use strategies for communicating successfully

6 From Writing to Composing: An Introductory Composition Course Textbook. Ingram, King. 2004. ISBN: 0-521-53914-5. Program: ABE/ASE, Level: C/D, Basic skills: Writing, Assessment tools: None

This book introduces students to the basics of formal writing in English. It employs a unique approach in which guided, structured writing activities interweave with freer, multi-draft composing activities. This new edition has an all new organization, incorporates new writing instruction theory, and contains many new activities and features. Includes a self-study appendix to help students deepen their understanding of sentence and paragraph structure.

Section

Comp. No. Description

CA CAMBRIDGE UNIVERSITY PRESS

7 The Quick-Word Handbook for Practical Writing

Textbook. Sitton, Forest. 1994.

Program: ABE/ESL, Level: B/C, Basic skills: Writing, Assessment tools: None Reference book of vocabulary words to assist students with writing tasks.

Section	Comp. No.	Description
All	0.2.3	Interpret or write a note, invitation or letter
All	4.6.2	Interpret and write work-related correspondence
All	4.6.5	Communicate information, orally or in writing

8A Interchange 3rd Edition. Introductory Level. Interchange 3rd Edition Series. Multimedia. Richards. 1994. ISBN: 0-521-60149-5.

Program: ESL/Family Literacy, Level: A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Performance Assessment/Answer Key

This series features life skills topics, but also takes a communicative approach. Activities focus on conversation and structure practice. A high interest format provides activities for pronunciation, listening, reading, and writing practice. Each unit includes comprehension and grammar exercises, pair and group work. Supplemental materials include audio cassettes, CD-ROM activities, vacation cards, videos, workbooks, placement tests, and instructor's editions. Color illustrations and photographs.

Section	Comp. No.	Description
All	0.1.2	Use language for informational purposes
Ut. 1	0.1.4	Use language in general social situations
Ut. 1	0.1.5	Use appropriate classroom behavior
Ut. 1,3,11,15	0.2.1	Respond appropriately to personal information questions
Ut. 5,6,10,14	0.2.4	Converse about daily activities and interests
Ut. 9	1.3.8	Identify common foods
Ut. 4	1.3.9	Identify common articles of clothing
Ut. 2,7	1.4.1	Identify types of housing, household items
Ut. 5	2.1.3	Interpret information about time zones
Ut. 16	2.1.8	Use telephone to make and receive calls
Ut. 13	2.2.1	Ask for, give, follow, or clarify directions
Ut. 13	2.2.5	Use maps relating to travel needs
Ut. 5	2.3.1	Interpret clock time
Ut. 11	2.3.2	Identify months of year and days of the week
Ut. 4	2.3.3	Interpret information about weather conditions
Ut. 13	2.5.4	Read and follow directions found on public signs
Ut. 16	2.6.1	Interpret information regarding recreational activities
Ut. 11	2.7.1	Interpret information about holidays
Ut. 12	3.1.1	Describe symptoms, parts of the body
Ut. 12	3.1.2	Make medical or dental appointments
Ut. 12	3.5.9	Practice physical well-being
Ut. 8	4.1.8	Identify skills and education for various jobs
Ut. 8	6.7.2	Interpret data given in a bar graph

CA CAMBRIDGE UNIVERSITY PRESS

8B Interchange 3rd Edition. Student's Book 1. Interchange 3rd Edition Series. Multimedia. Richards. 2005. ISBN: 0-521-60171-1. Program: ESL, Level: B/C, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools:

Performance Assessment/Answer Key

This is a fully revised third edition. This series features life skills topics, but also takes a communicative approach. Activities focus on conversation and structure practice. A high-interest format provides activities for pronunciation, listening, reading, and writing practice. Each unit includes comprehension and grammar exercises, pair and group work. Supplemental materials include workbook, Class Audio Program, Video Program, CD-ROM, and a comprehensive testing package. Color illustrations and photographs.

Section	Comp. No.	Description
All	0.1.2	Use language for informational purposes
All	0.1.3	Use language to influence or persuade; request
All	0.1.4	Use language in general social situations
All	0.1.6	Clarify or request clarification
All	0.2.1	Respond appropriately to personal information questions
All	0.2.2	Complete a personal information form
All	0.2.3	Interpret or write a note, invitation or letter
All	0.2.4	Converse about daily activities and interests
All	7.2.1	Identify and paraphrase pertinent information
All	7.4.2	Take notes or write a summary or an outline
All	7.4.3	Identify, utilize processes for remembering information
All	7.5.6	Use strategies for communicating successfully

8C Interchange 3rd Edition. Student's Book 2. Interchange 3rd Edition Series. Multimedia. Richards. 2005. ISBN: 0-521-60194-0.

Program: ESL, Level: B/C, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment/Performance Assessment/Answer Key

"English for International Communication." This is a fully revised third edition. This series features life skills topics, but also takes a communicative approach. Activities focus on conversation and structure practice. A high interest format provides activities for pronunciation, listening, reading, and writing practice. Each unit includes comprehension and grammar exercises, pair and group work. Supplemental materials include workbook, Class Audio Program, Video Program, CD-ROM and a comprehensive testing package. Color illustrations and photographs.

Section	Comp. No.	Description
All	0.1.2	Use language for informational purposes
All	0.1.3	Use language to influence or persuade; request
All	0.1.4	Use language in general social situations
All	0.2.1	Respond appropriately to personal information questions
All	0.2.2	Complete a personal information form
All	0.2.3	Interpret or write a note, invitation or letter
All	0.2.4	Converse about daily activities and interests
All	7.1.1	Identify personal, educational, workplace goals
All	7.2.1	Identify and paraphrase pertinent information
All	7.2.2	Analyze a situation, statement, or process
All	7.2.3	Make comparisons, sort, classify items and information
All	7.3.4	Utilize problem solving strategies

CA CAMBRIDGE UNIVERSITY PRESS

Interchange 3rd Edition. Student's Book 2. Interchange 3rd Edition Series. Multimedia. Richards. 2005. ISBN: 0-521-60194-0.

Program: ESL, Level: B/C, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment/Performance Assessment/Answer Key

"English for International Communication." This is a fully revised third edition. This series features life skills topics, but also takes a communicative approach. Activities focus on conversation and structure practice. A high interest format provides activities for pronunciation, listening, reading, and writing practice. Each unit includes comprehension and grammar exercises, pair and group work. Supplemental materials include workbook, Class Audio Program, Video Program, CD-ROM and a comprehensive testing package. Color illustrations and photographs.

Section	Comp. No.	Description
All	7.4.2	Take notes or write a summary or an outline
All	7.4.3	Identify, utilize processes for remembering information
All	7.4.5	Use reference materials, such as dictionaries
All	7.4.6	Use indexes or tables of contents
All	7.4.7	Identify or utilize test-taking skills
All	7.5.5	Identify personal, family, work responsibilities

8D Interchange 3rd Edition. Student's Book 3. Interchange 3rd Edition Series. Multimedia. Richards. 1994. ISBN: 0-521-60216-5.

Program: ESL, Level: C, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Performance Assessment/Answer Key

This series features life skills topics, but also takes a communicative approach. Activities focus on conversation and structure practice. A high interest format provides activities for pronunciation, listening, reading, and writing practice. Each unit includes comprehension and grammar exercises, pair and group work. Supplemental materials include audio cassettes, CD-ROM activities, vacation cards,videos, workbooks, placement tests, and instructor's editions. Color illustrations and photographs.

Section	Comp. No.	Description
All	0.1.2	Use language for informational purposes
Ut. 1,3	0.1.3	Use language to influence or persuade; request
Ut. 6	1.6.3	Report unsatisfactory service
Ut. 6	1.7.4	Maintain household appliances, personal possession
Ut. 8	2.5.5	Locate, use educational services and facilities
Ut. 3,5	2.7.2	Interpret information regarding ethnic, language groups
Ut. 4,10,15	2.7.3	Interpret information about social issues
Ut. 14	2.7.6	Interpret materials related to the arts
Ut. 2	4.1.8	Identify skills and education for various jobs
Ut. 2	4.4.1	Identify attitudes, etc. affecting job retention
All	5.1.6	Communicate one's opinions on a current issue
Ut. 15	5.6.1	Interpret information regarding neighborhood problems
Ut. 7	5.7.1	Interpret information on environmental issues
Ut. 2	7.2.3	Make comparisons, sort, classify items and information
Ut. 13	7.2.4	Make inferences, hypothesize, predict, conclude
Ut. 8	7.4.9	Identify personal learning style
Ut. 1,11,16	7.5.1	Identify personal values, interests, aptitudes
Ut. 9,12,16	7.5.2	Develop a positive attitude, self-esteem

CA CAMBRIDGE UNIVERSITY PRESS

9 Skills for Success: Working and Studying in English Textbook. Price-Machado. 1998. ISBN: 0-521-657423. Program: ABE/ESL/Workforce, Level: B/C, Basic skills: Reading/Speaking/Listening/Writing, Assessment

tools: None

Strengthens the connection between ESL classes and vocations for employment-bound learners. Integrates English language instruction with competencies essential for succeeding in a workplace or academic setting. Incorporates the SCANS competencies throughout. Field recommended.

All0.1.2Use language for informational purposesCh. 6,90.1.4Use language in general social situationsCh. 44.1.2Complete job applications, resumesCh. 1,3,94.1.3Identify and use information in job adsCh. 34.1.4Use information about training opportunitiesCh. 54.1.5Recognize and select behaviors for job interviewsCh. 24.1.6Interpret work-related vocabularyCh. 24.1.7Identify appropriate behavior for getting a jobCh. 24.1.8Identify skills and education for various jobsCh. 24.1.8Identify stiltudes, etc. affecting job retentionCh. 84.6.1Follow, clarify, give feedback to instructionsCh. 9,104.6.2Interpret and write work-related correspondenceAll4.8.1Demonstrate ability to work together with othersCh. 76.4.3Calculate percentsCh. 76.7.1Interpret data given in a line graphAll7.2.1Identify and paraphrase pertinent informationCh. 87.2.6Generate ideas using divergent/convergent thinkingCh. 76.7.1Interpret data given in a line graphAll7.2.1Identify and paraphrase pertinent informationCh. 87.2.6Generate ideas using divergent/convergent thinkingCh. 76.7.1Interpret data given in a line graphAll7.2.1Identify problem and its possible causesCh. 76.7.2Devise and implement a solution to a problemAll	Section	Comp. No.	Description
Ch. 44.1.2Complete job applications, resumesCh. 1,3,94.1.3Identify and use information in job adsCh. 34.1.4Use information about training opportunitiesCh. 54.1.5Recognize and select behaviors for job interviewsCh. 24.1.6Interpret work-related vocabularyCh. 2,54.1.7Identify appropriate behavior for getting a jobCh. 24.1.8Identify skills and education for various jobsCh. 94.4.1Identify attitudes, etc. affecting job retentionCh. 84.6.1Follow, clarify, give feedback to instructionsCh. 9,104.6.2Interpret and write work-related correspondenceAll4.8.1Demonstrate ability to work together with othersAll4.8.2Identify ways to learn from othersCh. 76.4.3Calculate percentsCh. 76.7.1Interpret data given in a line graphAll7.2.6Generate ideas using divergent/convergent thinkingCh. 6-87.3.1Identify a problem and its possible causesCh. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify or utilize appropriate information resourcesCh. 97.5.2Devise province and subus, interests, aptitudesCh. 77.5.1Identify or utilize appropriate informationCh. 8,97.5.3Use strategies to cope with negative feedback	All	0.1.2	Use language for informational purposes
Ch. 1,3,94.1.3Identify and use information in job adsCh. 34.1.4Use information about training opportunitiesCh. 54.1.5Recognize and select behaviors for job interviewsCh. 24.1.6Interpret work-related vocabularyCh. 2,54.1.7Identify appropriate behavior for getting a jobCh. 24.1.8Identify skills and education for various jobsCh. 24.1.8Identify attitudes, etc. affecting job retentionCh. 44.6.1Follow, clarify, give feedback to instructionsCh. 94.4.1Identify ways to learn from othersCh. 9,104.6.2Interpret and write work-related correspondenceAll4.8.1Demonstrate ability to work together with othersAll4.8.2Identify ways to learn from othersCh. 76.4.3Calculate percentsCh. 76.7.1Interpret data given in a line graphAll7.2.6Generate ideas using divergent/convergent thinkingCh. 6-87.3.1Identify a problem and its possible causesCh. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify a rubilize appropriate information resourcesCh. 27.5.1Identify a prospinate ability to with eedback	Ch. 6,9	0.1.4	Use language in general social situations
Ch. 34.1.4Use information about training opportunitiesCh. 54.1.5Recognize and select behaviors for job interviewsCh. 24.1.6Interpret work-related vocabularyCh. 2,54.1.7Identify appropriate behavior for getting a jobCh. 24.1.8Identify skills and education for various jobsCh. 24.1.8Identify skills and education for various jobsCh. 24.1.1Identify attitudes, etc. affecting job retentionCh. 84.6.1Follow, clarify, give feedback to instructionsCh. 9,104.6.2Interpret and write work-related correspondenceAll4.8.1Demonstrate ability to work together with othersAll4.8.2Identify ways to learn from othersCh. 76.4.3Calculate percentsCh. 76.7.1Interpret data given in a line graphAll7.2.1Identify and paraphrase pertinent informationCh. 87.3.1Identify a problem and its possible causesCh. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify personal values, interests, aptitudesCh. 27.5.1Identify personal values, interests, aptitudesCh. 8,97.5.3Use strategies to cope with negative feedback	Ch. 4	4.1.2	Complete job applications, resumes
Ch. 54.1.5Recognize and select behaviors for job interviewsCh. 24.1.6Interpret work-related vocabularyCh. 2, 54.1.7Identify appropriate behavior for getting a jobCh. 24.1.8Identify skills and education for various jobsCh. 24.1.8Identify attitudes, etc. affecting job retentionCh. 84.6.1Follow, clarify, give feedback to instructionsCh. 9,104.6.2Interpret and write work-related correspondenceAll4.8.1Demonstrate ability to work together with othersAll4.8.2Identify ways to learn from othersCh. 76.4.3Calculate percentsCh. 76.4.3Calculate percentsCh. 76.7.1Interpret data given in a line graphAll7.2.1Identify and paraphrase pertinent informationCh. 87.3.1Identify an problem and its possible causesCh. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify or utilize appropriate information resourcesCh. 27.5.1Identify personal values, interests, aptitudesCh. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify personal values, interests, aptitudesCh. 7,87.5.1Identify personal values, interests, aptitudesCh. 8,97.5.3Use strategies to cope with negative feedback	Ch. 1,3,9	4.1.3	Identify and use information in job ads
Ch. 24.1.6Interpret work-related vocabularyCh. 2,54.1.7Identify appropriate behavior for getting a jobCh. 24.1.8Identify skills and education for various jobsCh. 94.4.1Identify attitudes, etc. affecting job retentionCh. 84.6.1Follow, clarify, give feedback to instructionsCh. 9,104.6.2Interpret and write work-related correspondenceAll4.8.1Demonstrate ability to work together with othersAll4.8.2Identify ways to learn from othersCh. 74.8.6Demonstrate negotiation skills, resolve conflictsCh. 76.4.3Calculate percentsCh. 76.7.1Interpret data given in a line graphAll7.2.1Identify and paraphrase pertinent informationCh. 87.2.6Generate ideas using divergent/convergent thinkingCh. 6-87.3.1Identify a problem and its possible causesCh. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify or utilize appropriate information resourcesCh. 27.5.1Identify personal values, interests, aptitudesCh. 2,97.5.2Develop a positive attitude, self-esteemCh. 8,97.5.3Use strategies to cope with negative feedback	Ch. 3	4.1.4	Use information about training opportunities
Ch. 2,54.1.7Identify appropriate behavior for getting a jobCh. 24.1.8Identify skills and education for various jobsCh. 94.4.1Identify attitudes, etc. affecting job retentionCh. 84.6.1Follow, clarify, give feedback to instructionsCh. 9,104.6.2Interpret and write work-related correspondenceAll4.8.1Demonstrate ability to work together with othersAll4.8.2Identify ways to learn from othersCh. 74.8.6Demonstrate negotiation skills, resolve conflictsCh. 76.4.3Calculate percentsCh. 76.7.1Interpret data given in a line graphAll7.2.1Identify a problem and its possible causesCh. 7.87.3.2Devise and implement a solution to a problemAll7.4.4Identify or utilize appropriate information resourcesCh. 27.5.1Identify personal values, interests, aptitudesCh. 8,97.5.3Use strategies to cope with negative feedback	Ch. 5	4.1.5	Recognize and select behaviors for job interviews
Ch. 24.1.8Identify skills and education for various jobsCh. 94.4.1Identify attitudes, etc. affecting job retentionCh. 84.6.1Follow, clarify, give feedback to instructionsCh. 9,104.6.2Interpret and write work-related correspondenceAll4.8.1Demonstrate ability to work together with othersAll4.8.2Identify ways to learn from othersCh. 74.8.6Demonstrate negotiation skills, resolve conflictsCh. 76.4.3Calculate percentsCh. 76.7.1Interpret data given in a line graphAll7.2.1Identify and paraphrase pertinent informationCh. 87.2.6Generate ideas using divergent/convergent thinkingCh. 6-87.3.1Identify or utilize appropriate information resourcesCh. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify or utilize appropriate information resourcesCh. 27.5.1Identify personal values, interests, aptitudesCh. 2,97.5.2Develop a positive attitude, self-esteemCh. 8,97.5.3Use strategies to cope with negative feedback	Ch. 2	4.1.6	Interpret work-related vocabulary
Ch. 94.4.1Identify attitudes, etc. affecting job retentionCh. 84.6.1Follow, clarify, give feedback to instructionsCh. 9,104.6.2Interpret and write work-related correspondenceAll4.8.1Demonstrate ability to work together with othersAll4.8.2Identify ways to learn from othersCh. 74.8.6Demonstrate negotiation skills, resolve conflictsCh. 76.4.3Calculate percentsCh. 76.7.1Interpret data given in a line graphAll7.2.1Identify and paraphrase pertinent informationCh. 87.2.6Generate ideas using divergent/convergent thinkingCh. 6-87.3.1Identify or utilize appropriate information resourcesCh. 27.5.1Identify personal values, interests, aptitudesCh. 2.97.5.2Develop a positive attitude, self-esteemCh. 8,97.5.3Use strategies to cope with negative feedback	Ch. 2,5	4.1.7	Identify appropriate behavior for getting a job
Ch. 84.6.1Follow, clarify, give feedback to instructionsCh. 9,104.6.2Interpret and write work-related correspondenceAll4.8.1Demonstrate ability to work together with othersAll4.8.2Identify ways to learn from othersCh. 74.8.6Demonstrate negotiation skills, resolve conflictsCh. 76.4.3Calculate percentsCh. 76.7.1Interpret data given in a line graphAll7.2.1Identify and paraphrase pertinent informationCh. 87.2.6Generate ideas using divergent/convergent thinkingCh. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify or utilize appropriate information resourcesCh. 27.5.1Identify personal values, interests, aptitudesCh. 8,97.5.3Use strategies to cope with negative feedback	Ch. 2	4.1.8	Identify skills and education for various jobs
Ch. 9,104.6.2Interpret and write work-related correspondenceAll4.8.1Demonstrate ability to work together with othersAll4.8.2Identify ways to learn from othersCh. 74.8.6Demonstrate negotiation skills, resolve conflictsCh. 76.4.3Calculate percentsCh. 76.7.1Interpret data given in a line graphAll7.2.1Identify and paraphrase pertinent informationCh. 87.2.6Generate ideas using divergent/convergent thinkingCh. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify or utilize appropriate information resourcesCh. 27.5.1Identify personal values, interests, aptitudesCh. 2,97.5.2Develop a positive attitude, self-esteemCh. 8,97.5.3Use strategies to cope with negative feedback	Ch. 9	4.4.1	Identify attitudes, etc. affecting job retention
All4.8.1Demonstrate ability to work together with othersAll4.8.2Identify ways to learn from othersCh. 74.8.6Demonstrate negotiation skills, resolve conflictsCh. 76.4.3Calculate percentsCh. 76.7.1Interpret data given in a line graphAll7.2.1Identify and paraphrase pertinent informationCh. 87.2.6Generate ideas using divergent/convergent thinkingCh. 6-87.3.1Identify a problem and its possible causesCh. 7, 87.3.2Devise and implement a solution to a problemAll7.4.4Identify personal values, interests, aptitudesCh. 2,97.5.2Develop a positive attitude, self-esteemCh. 8,97.5.3Use strategies to cope with negative feedback	Ch. 8	4.6.1	Follow, clarify, give feedback to instructions
All4.8.2Identify ways to learn from othersCh. 74.8.6Demonstrate negotiation skills, resolve conflictsCh. 76.4.3Calculate percentsCh. 76.7.1Interpret data given in a line graphAll7.2.1Identify and paraphrase pertinent informationCh. 87.2.6Generate ideas using divergent/convergent thinkingCh. 6-87.3.1Identify a problem and its possible causesCh. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify personal values, interests, aptitudesCh. 2,97.5.2Develop a positive attitude, self-esteemCh. 8,97.5.3Use strategies to cope with negative feedback	Ch. 9,10	4.6.2	Interpret and write work-related correspondence
Ch. 74.8.6Demonstrate negotiation skills, resolve conflictsCh. 76.4.3Calculate percentsCh. 76.7.1Interpret data given in a line graphAll7.2.1Identify and paraphrase pertinent informationCh. 87.2.6Generate ideas using divergent/convergent thinkingCh. 6-87.3.1Identify a problem and its possible causesCh. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify or utilize appropriate information resourcesCh. 27.5.1Identify personal values, interests, aptitudesCh. 2,97.5.2Develop a positive attitude, self-esteemCh. 8,97.5.3Use strategies to cope with negative feedback	All	4.8.1	Demonstrate ability to work together with others
Ch. 76.4.3Calculate percentsCh. 76.7.1Interpret data given in a line graphAll7.2.1Identify and paraphrase pertinent informationCh. 87.2.6Generate ideas using divergent/convergent thinkingCh. 6-87.3.1Identify a problem and its possible causesCh. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify or utilize appropriate information resourcesCh. 27.5.1Identify personal values, interests, aptitudesCh. 2,97.5.2Develop a positive attitude, self-esteemCh. 8,97.5.3Use strategies to cope with negative feedback	All	4.8.2	Identify ways to learn from others
Ch. 76.7.1Interpret data given in a line graphAll7.2.1Identify and paraphrase pertinent informationCh. 87.2.6Generate ideas using divergent/convergent thinkingCh. 6-87.3.1Identify a problem and its possible causesCh. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify or utilize appropriate information resourcesCh. 27.5.1Identify personal values, interests, aptitudesCh. 2,97.5.2Develop a positive attitude, self-esteemCh. 8,97.5.3Use strategies to cope with negative feedback	Ch. 7	4.8.6	Demonstrate negotiation skills, resolve conflicts
All7.2.1Identify and paraphrase pertinent informationCh. 87.2.6Generate ideas using divergent/convergent thinkingCh. 6-87.3.1Identify a problem and its possible causesCh. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify or utilize appropriate information resourcesCh. 27.5.1Identify personal values, interests, aptitudesCh. 2,97.5.2Develop a positive attitude, self-esteemCh. 8,97.5.3Use strategies to cope with negative feedback	Ch. 7	6.4.3	Calculate percents
Ch. 87.2.6Generate ideas using divergent/convergent thinkingCh. 6-87.3.1Identify a problem and its possible causesCh. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify or utilize appropriate information resourcesCh. 27.5.1Identify personal values, interests, aptitudesCh. 2,97.5.2Develop a positive attitude, self-esteemCh. 8,97.5.3Use strategies to cope with negative feedback	Ch. 7	6.7.1	Interpret data given in a line graph
Ch. 6-87.3.1Identify a problem and its possible causesCh. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify or utilize appropriate information resourcesCh. 27.5.1Identify personal values, interests, aptitudesCh. 2,97.5.2Develop a positive attitude, self-esteemCh. 8,97.5.3Use strategies to cope with negative feedback	All	7.2.1	Identify and paraphrase pertinent information
Ch. 7,87.3.2Devise and implement a solution to a problemAll7.4.4Identify or utilize appropriate information resourcesCh. 27.5.1Identify personal values, interests, aptitudesCh. 2,97.5.2Develop a positive attitude, self-esteemCh. 8,97.5.3Use strategies to cope with negative feedback	Ch. 8	7.2.6	Generate ideas using divergent/convergent thinking
All7.4.4Identify or utilize appropriate information resourcesCh. 27.5.1Identify personal values, interests, aptitudesCh. 2,97.5.2Develop a positive attitude, self-esteemCh. 8,97.5.3Use strategies to cope with negative feedback	Ch. 6-8	7.3.1	Identify a problem and its possible causes
Ch. 27.5.1Identify personal values, interests, aptitudesCh. 2,97.5.2Develop a positive attitude, self-esteemCh. 8,97.5.3Use strategies to cope with negative feedback	Ch. 7,8	7.3.2	Devise and implement a solution to a problem
Ch. 2,97.5.2Develop a positive attitude, self-esteemCh. 8,97.5.3Use strategies to cope with negative feedback	All	7.4.4	Identify or utilize appropriate information resources
Ch. 8,9 7.5.3 Use strategies to cope with negative feedback	Ch. 2	7.5.1	Identify personal values, interests, aptitudes
	Ch. 2,9	7.5.2	Develop a positive attitude, self-esteem
	Ch. 8,9	7.5.3	Use strategies to cope with negative feedback
All 7.5.6 Use strategies for communicating successfully	All	7.5.6	Use strategies for communicating successfully

10A Vocabulary in Use. Basic. Vocabulary in Use. Series.

Textbook and Audio. McCarthy, O'Dell. 2001. ISBN: 0-521-78865-X.

Program: ESL, Level: A, Basic skills: Reading/Speaking/Listening/Writing, Assessment tools: Answer Key Designed as a self-study reference, but may also be used as a supplemental practice text in the classroom. Formatted in 60 easy-to-digest units. Vocabulary items are presented on the left-hand pages, with follow-ups on the right-hand pages. Includes a student-friendly index and key. Full color and illustrations. Also available in an edition without answers.

Section	Comp. No.	Description
All	0.1.2	Use language for informational purposes
All	0.1.4	Use language in general social situations
All	0.1.6	Clarify or request clarification

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Vocabulary in Use. Basic. Vocabulary in Use. Series.

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Section	Comp. No.	Description
All	0.2.1	Respond appropriately to personal information questions
All	0.2.4	Converse about daily activities and interests
Ut. 51	1.2.2	Comparison shop: price, quality
Ut. 43	1.3.8	Identify common foods
Ut. 31	1.3.9	Identify common articles of clothing
Ut. 42,44-46	1.4.1	Identify types of housing, household items
Ut. 16,17	2.3.2	Identify months of year and days of the week
Ut. 53	2.6.4	Interpret restaurant menus and compute costs
Ut. 30,33	3.1.1	Describe symptoms, parts of the body

10B Vocabulary in Use. Intermediate. Vocabulary in Use. Series.

Textbook and Audio. Redman, Shaw. 1999. ISBN: 0-521-63477-6.

Program: ESL, Level: B, Basic skills: Reading/Speaking/Listening/Writing, Assessment tools: Answer Key Appropriate for both in-classroom use and self-study. Formatted in 100 easy-to-digest units. Vocabulary items are presented on the left-hand pages, with follow-ups on the right-hand pages. Includes a student-friendly index and key. Full color and illustrations. Also available in an edition without answers.

Section Comp. No. Description	
All 0.1.2 Use language for informational purposes	
All 0.1.4 Use language in general social situations	
All 0.1.6 Clarify or request clarification	
All 0.2.1 Respond appropriately to personal information questions	
All 0.2.4 Converse about daily activities and interests	
All 2.6.1 Interpret information regarding recreational activities	
All 2.6.3 Interpret information in order to plan for outings	
All 2.7.3 Interpret information about social issues	
All 4.5.6 Set up, operate machines in a technological system	

10C Vocabulary in Use. Upper-Intermediate. Vocabulary in Use. Series.

Textbook and Audio. McCarthy, O'Dell. 1997. ISBN: 0-521-57768-3.

Program: ESL, Level: C, Basic skills: Reading/Speaking/Listening/Writing, Assessment tools: Answer Key Appropriate for both in-classroom use and self-study. Formatted in 100 easy-to-digest units. Vocabulary items are presented on the left-hand pages, with follow-ups on the right-hand pages. Includes a student-friendly index and key. Full color and illustrations. Also available in an edition without answers.

Section	Comp. No.	Description
All	0.1.2	Use language for informational purposes
All	0.1.4	Use language in general social situations
All	0.1.6	Clarify or request clarification

CA CAMBRIDGE UNIVERSITY PRESS

Vocabulary in Use. Upper-Intermediate. Vocabulary in Use. Series. Textbook and Audio. McCarthy, O'Dell. 1997. ISBN: 0-521-57768-3.

Program: ESL, Level: C, Basic skills: Reading/Speaking/Listening/Writing, Assessment tools: Answer Key Appropriate for both in-classroom use and self-study. Formatted in 100 easy-to-digest units. Vocabulary items are presented on the left-hand pages, with follow-ups on the right-hand pages. Includes a student-friendly index and key. Full color and illustrations. Also available in an edition without answers.

Section	Comp. No.	Description
All	0.2.1	Respond appropriately to personal information questions
All	0.2.4	Converse about daily activities and interests
Ut. 62	1.2.2	Comparison shop: price, quality
Ut. 48	1.3.8	Identify common foods
Ut. 52	1.3.9	Identify common articles of clothing
Ut. 70	2.3.1	Interpret clock time
All	2.6.1	Interpret information regarding recreational activities
All	2.6.3	Interpret information in order to plan for outings
Ut. 55	2.7.1	Interpret information about holidays
All	2.7.2	Interpret information regarding ethnic, language groups
All	2.7.3	Interpret information about social issues
Ut. 46	2.7.6	Interpret materials related to the arts
Ut. 53,68	3.1.1	Describe symptoms, parts of the body
Ut. 44	4.1.6	Interpret work-related vocabulary
All	4.5.6	Set up, operate machines in a technological system
All	5.6.1	Interpret information regarding neighborhood problems
Ut. 57	5.7.4	Interpret information about new technologies
Ut. 56	6.0.1	Identify and classify numeric symbols

11 Cambridge Dictionary of American Idioms

Textbook. Cambridge Editors. 2003. ISBN: 0-521-53271-X.

Program: ABE/ASE/ESL, Level: A/B/C/D, Basic skills: Reading/Speaking/Writing/Grammar, Assessment tools: None

A dictionary that opens the door to American English idioms. Provides more than 5,500 idioms with simple, easy-to-understand definitions and usage notes. Features attractive two-color illustrations, a study section, and a subject index.

Section	Comp. No.	Description
All	0.1.2	Use language for informational purposes
All	0.1.3	Use language to influence or persuade; request
All	0.1.4	Use language in general social situations
All	7.5.6	Use strategies for communicating successfully

CA CAMBRIDGE UNIVERSITY PRESS

12A Strategic Reading 1. Building Effective Reading Skills. Strategic Reading. Series. Textbook. Richards, Eckstut-Didier. 2003. ISBN: 0-521-5580-9.

Program: ESL, Level: B, Basic skills: Reading/Critical/Writing, Assessment tools: None Strategic Reading is a three-level series designed to develop reading, vocabulary building, and critical thinking skills. Directed at low-intermediate to high-intermediate adult and young adult learners. Thematic units provide a selection of engaging topics that motivate learners to relate the readings to their own experiences. The variety of original sources----including newspapers, magazines, the Internet, and works of fiction and non-fiction, and poetry----exposes students to a wide range of writing styles.

Section	Comp. No.	Description
All	0.2.3	Interpret or write a note, invitation or letter
All	0.2.4	Converse about daily activities and interests
All	7.2.1	Identify and paraphrase pertinent information
All	7.2.2	Analyze a situation, statement, or process
All	7.2.3	Make comparisons, sort, classify items and information
All	7.2.4	Make inferences, hypothesize, predict, conclude
All	7.2.5	Evaluate a situation, make judgements
All	7.2.6	Generate ideas using divergent/convergent thinking
All	7.4.2	Take notes or write a summary or an outline
All	7.5.6	Use strategies for communicating successfully

12B Strategic Reading 2. Building Effective Reading Skills. Strategic Reading. Series. Textbook. Richards, Eckstut-Didier. 2003. ISBN: 0-521-5579-5.

Program: ESL, Level: B, Basic skills: Reading/Critical/Writing, Assessment tools: None Strategic Reading is a three-level series designed to develop reading, vocabulary building, and critical thinking skills. Directed at low-intermediate to high-intermediate adult and young adult learners. Thematic units provide a selection of engaging topics that motivate learners to relate the readings to their own experiences. The variety of original sources----including newspapers, magazines, the Internet, and works of fiction and non-fiction, and poetry----exposes learners to a wide range of writing styles.

Section	Comp. No.	Description
All	0.2.3	Interpret or write a note, invitation or letter
All	0.2.4	Converse about daily activities and interests
All	7.2.1	Identify and paraphrase pertinent information
All	7.2.2	Analyze a situation, statement, or process
All	7.2.3	Make comparisons, sort, classify items and information
All	7.2.4	Make inferences, hypothesize, predict, conclude
All	7.2.5	Evaluate a situation, make judgements
All	7.2.6	Generate ideas using divergent/convergent thinking
All	7.4.2	Take notes or write a summary or an outline
All	7.5.6	Use strategies for communicating successfully

CA CAMBRIDGE UNIVERSITY PRESS

12C Strategic Reading 3. Building Effective Reading Skills. Strategic Reading. Series. Textbook. Richards, Eckstut-Didier. 2003. ISBN: 0-521-5578-7.

Program: ESL, Level: B, Basic skills: Reading/Critical/Writing, Assessment tools: None Strategic Reading is a three-level series designed to develop reading, vocabulary building, and critical thinking skills. Directed at low-intermediate to high-intermediate adult and young adult learners. Thematic units provide a selection of engaging topics that motivate learners to relate the readings to their own experiences. The variety of original sources----including newspapers, magazines, the Internet, and works of fiction and non-fiction, and poetry----exposes learners to a wide range of writing styles.

Section	Comp. No.	Description
All	0.2.3	Interpret or write a note, invitation or letter
All	0.2.4	Converse about daily activities and interests
All	7.2.1	Identify and paraphrase pertinent information
All	7.2.2	Analyze a situation, statement, or process
All	7.2.3	Make comparisons, sort, classify items and information
All	7.2.4	Make inferences, hypothesize, predict, conclude
All	7.2.5	Evaluate a situation, make judgements
All	7.2.6	Generate ideas using divergent/convergent thinking
All	7.4.2	Take notes or write a summary or an outline
All	7.5.6	Use strategies for communicating successfully

13 Pronunciation Pairs

Textbook and Audio. Baker, Goldstein. 2004. ISBN: 0-521-34972-9.

Program: ESL, Level: B/A, Basic skills: Speaking/Listening, Assessment tools: None

A comprehensive pronunciation course for students of English as a second or foreign language. The course helps students to recognize and pronounce the individual sounds of English and to differentiate sounds they often confuse. Uses dialogues, games, puzzles, and conversation to provide practice of sounds, stress, and intonation. Clever illustrations help students understand the material and make the practice fun, interesting, and meaningful.

Section	Comp. No.	Description
All	0.1.2	Use language for informational purposes
All	0.1.4	Use language in general social situations
All	0.2.4	Converse about daily activities and interests
All	7.2.3	Make comparisons, sort, classify items and information
All	7.4.4	Identify or utilize appropriate information resources
All	7.5.6	Use strategies for communicating successfully

14 Pronunciation Plus---Practice Through Interaction

Textbook and Audio. Hewings, Goldstein. 2004. ISBN: 0-521-57797-7.

Program: ESL, Level: B, Basic skills: Speaking, Assessment tools: None

Pronuciation Plus helps students of North American English improve their pronunciation through a variety of stimulating listening and speaking tasks that address all of the important aspects of English pronunciation, including individual speech sounds, stress and rhythm, intonations, and pronunciation of spelling and grammar features. A strong emphasis on partner and group activities allows students to talk about aspects of everyday life as they learn.

Section	Comp. No.	Description
All	0.1.2	Use language for informational purposes

CA CAMBRIDGE UNIVERSITY PRESS

Pronunciation Plus---Practice Through Interaction

Textbook and Audio. Hewings, Goldstein. 2004. ISBN: 0-521-57797-7.

Program: ESL, Level: B, Basic skills: Speaking, Assessment tools: None

Pronuciation Plus helps students of North American English improve their pronunciation through a variety of stimulating listening and speaking tasks that address all of the important aspects of English pronunciation, including individual speech sounds, stress and rhythm, intonations, and pronunciation of spelling and grammar features. A strong emphasis on partner and group activities allows students to talk about aspects of everyday life as they learn.

Section	Comp. No.	Description
All	0.1.4	Use language in general social situations
All	0.1.6	Clarify or request clarification
All	0.2.4	Converse about daily activities and interests
All	7.2.1	Identify and paraphrase pertinent information
All	7.2.3	Make comparisons, sort, classify items and information
All	7.4.3	Identify, utilize processes for remembering information
All	7.4.4	Identify or utilize appropriate information resources
All	7.5.6	Use strategies for communicating successfully

15A Touchstone Student Book Level One. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66611-2.

Program: ESL, Level: A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Section	Comp. No.	Description
Ut. 1,10	0.1.1	Use appropriate non-verbal behavior
Ut. 2,3,5-11	0.1.2	Use language for informational purposes
Ut. 2-4,6-12	0.1.3	Use language to influence or persuade; request
Ut. 1-11	0.1.4	Use language in general social situations
Ut. 2	0.1.5	Use appropriate classroom behavior
Ut. 2,4,6,9,10	0.1.6	Clarify or request clarification
Ut. 1-12	0.2.1	Respond appropriately to personal information questions
Ut. 1,7,8,12	0.2.2	Complete a personal information form
Ut. 1-6,9-11	0.2.3	Interpret or write a note, invitation or letter
Ut. 2-12	0.2.4	Converse about daily activities and interests
Ut. 12	1.1.1	Interpret recipes
Ut. 11	1.1.3	Interpret maps and graphs
Ut. 8	1.1.9	Interpret clothing sizes
Ut. 8	1.2.1	Interpret ads, labels, charts to select goods
Ut. 8	1.2.2	Comparison shop: price, quality
Ut. 8	1.2.4	Compute unit pricing
Ut. 8,12	1.2.5	Interpret information about consumer topics

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Student Book Level One. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66611-2.

Program: ESL, Level: A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Section	Comp. No.	Description
Ut. 8	1.3.1	Compare methods to purchase goods, services
Ut. 8	1.3.3	Use various methods to buy goods, services
Ut. 8	1.3.7	Interpret information to locate consumer goods
Ut. 9,12	1.3.8	Identify common foods
Ut. 6	1.4.1	Identify types of housing, household items
Ut. 6	1.4.2	Select housing, interpret classified ads
Ut. 12	1.6.1	Interpret food packaging labels
Ut. 9	2.2.3	Identify, use different types of transportation
Ut. 9	2.2.5	Use maps relating to travel needs
Ut. 9	2.3.1	Interpret clock time
Ut. 4,11	2.3.2	Identify months of year and days of the week
Ut. 7	2.3.3	Interpret information about weather conditions
Ut. 6	2.5.1	Locate emergency help agencies
Ut. 7	2.5.3	Locate medical and health facilities
Ut. 12	2.5.4	Read and follow directions found on public signs
Ut. 6,11	2.5.5	Locate, use educational services and facilities
Ut. 6	2.5.9	Identify child care services in the community
Ut. 5	2.6.1	Interpret information regarding recreational activities
Ut. 5	2.6.2	Locate information in TV, movie, recreational listings
Ut. 5,12	2.6.3	Interpret information in order to plan for outings
Ut. 12	2.6.4	Interpret restaurant menus and compute costs
Ut. 5,9	2.7.1	Interpret information about holidays
Ut. 9,10	2.7.2	Interpret information regarding ethnic, language groups
Ut. 3-6,9-12	2.7.3	Interpret information about social issues
Ut. 12	3.5.1	Interpret nutrition information on food labels
Ut. 12	3.5.2	Select a balanced diet
Ut. 7	3.5.9	Practice physical well-being
Ut. 4	4.5.5	Demonstrate basic computer skills
Ut. 4	4.6.2	Interpret and write work-related correspondence
Ut. 4,11	4.6.5	Communicate information, orally or in writing
Ut. 11	4.8.3	Demonstrate effective communication skills
Ut. 11	4.8.7	Work effectively within a multicultural workforce
Ut. 11	5.1.6	Communicate one's opinions on a current issue
Ut. 9	5.2.4	Interpret information about U.S. states, cities
Ut. 9	5.2.5	Interpret information about world geography
Ut. 5,9	7.4.4	Identify or utilize appropriate information resources

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Student Book Level One. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66611-2.

Program: ESL, Level: A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. It draws on the Cambridge International Corpus, a large database of conversations and written texts, to build a syllabus based on how people actually use English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. Components include the student book with self-study audio CD, workbook, Teacher's Edition, and class audio CDs or cassettes.

Section	Comp. No.	Description
Ut. 9	7.4.5	Use reference materials, such as dictionaries
Ut. 9	7.4.9	Identify personal learning style
Ut. 10	7.5.2	Develop a positive attitude, self-esteem
Ut. 10	7.5.5	Identify personal, family, work responsibilities
Ut. 10	7.5.6	Use strategies for communicating successfully
Ut. 12	8.1.3	Recognize and/or demonstrate dining skills
Ut. 12	8.2.1	Demonstrate meal, snack preparation activities
Ut. 10,12	8.3.2	Interact with people in the community

15B Touchstone Workbook Level One. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66610-4.

Program: ESL, Level: A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Section	Comp. No.	Description
Ut. 1,10	0.1.1	Use appropriate non-verbal behavior
Ut. 2,3,5-11	0.1.2	Use language for informational purposes
Ut. 2-4,6-12	0.1.3	Use language to influence or persuade; request
Ut. 1-11	0.1.4	Use language in general social situations
Ut. 2	0.1.5	Use appropriate classroom behavior
Ut. 2,4,6,9,10	0.1.6	Clarify or request clarification
Ut. 1-12	0.2.1	Respond appropriately to personal information questions
Ut. 1,7,8,12	0.2.2	Complete a personal information form
Ut. 1-6,9-11	0.2.3	Interpret or write a note, invitation or letter
Ut. 2-12	0.2.4	Converse about daily activities and interests
Ut. 12	1.1.1	Interpret recipes
Ut. 11	1.1.3	Interpret maps and graphs
Ut. 8	1.1.9	Interpret clothing sizes
Ut. 8	1.2.1	Interpret ads, labels, charts to select goods
Ut. 8	1.2.2	Comparison shop: price, quality

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Workbook Level One. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66610-4.

Program: ESL, Level: A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Section	Comp. No.	Description
Ut. 8	1.2.4	Compute unit pricing
Ut. 8,12	1.2.5	Interpret information about consumer topics
Ut. 8	1.3.1	Compare methods to purchase goods, services
Ut. 8	1.3.3	Use various methods to buy goods, services
Ut. 8	1.3.7	Interpret information to locate consumer goods
Ut. 9,12	1.3.8	Identify common foods
Ut. 6	1.4.1	Identify types of housing, household items
Ut. 6	1.4.2	Select housing, interpret classified ads
Ut. 12	1.6.1	Interpret food packaging labels
Ut. 9	2.2.3	Identify, use different types of transportation
Ut. 9	2.2.5	Use maps relating to travel needs
Ut. 9	2.3.1	Interpret clock time
Ut. 4,11	2.3.2	Identify months of year and days of the week
Ut. 7	2.3.3	Interpret information about weather conditions
Ut. 6	2.5.1	Locate emergency help agencies
Ut. 7	2.5.3	Locate medical and health facilities
Ut. 12	2.5.4	Read and follow directions found on public signs
Ut. 6,11	2.5.5	Locate, use educational services and facilities
Ut. 6	2.5.9	Identify child care services in the community
Ut. 5	2.6.1	Interpret information regarding recreational activities
Ut. 5	2.6.2	Locate information in TV, movie, recreational listings
Ut. 5,12	2.6.3	Interpret information in order to plan for outings
Ut. 12	2.6.4	Interpret restaurant menus and compute costs
Ut. 5,9	2.7.1	Interpret information about holidays
Ut. 9,10	2.7.2	Interpret information regarding ethnic, language groups
Ut. 3-6,9-12	2.7.3	Interpret information about social issues
Ut. 12	3.5.1	Interpret nutrition information on food labels
Ut. 12	3.5.2	Select a balanced diet
Ut. 7	3.5.9	Practice physical well-being
Ut. 4	4.5.5	Demonstrate basic computer skills
Ut. 4	4.6.2	Interpret and write work-related correspondence
Ut. 4,11	4.6.5	Communicate information, orally or in writing
Ut. 11	4.8.3	Demonstrate effective communication skills
Ut. 11	4.8.7	Work effectively within a multicultural workforce
Ut. 11	5.1.6	Communicate one's opinions on a current issue
Ut. 9	5.2.4	Interpret information about U.S. states, cities

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Workbook Level One. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66610-4.

Program: ESL, Level: A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. It draws on the Cambridge International Corpus, a large database of conversations and written texts, to build a syllabus based on how people actually use English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. Components include the student book with self-study audio CD, workbook, Teacher's Edition, and class audio CDs or cassettes.

Section	Comp. No.	Description
Ut. 9	5.2.5	Interpret information about world geography
Ut. 5,9	7.4.4	Identify or utilize appropriate information resources
Ut. 9	7.4.5	Use reference materials, such as dictionaries
Ut. 9	7.4.9	Identify personal learning style
Ut. 10	7.5.2	Develop a positive attitude, self-esteem
Ut. 10	7.5.5	Identify personal, family, work responsibilities
Ut. 10	7.5.6	Use strategies for communicating successfully
Ut. 12	8.1.3	Recognize and/or demonstrate dining skills
Ut. 12	8.2.1	Demonstrate meal, snack preparation activities
Ut. 10,12	8.3.2	Interact with people in the community

15C Touchstone Level One. Teacher's Edition. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66609-0.

Program: ESL, Level: B/A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment/Performance Assessment/Answer Key

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. The teacher's edition provides comprehensive notes, homework options, audio scripts, written and oral testing package, interleaved pages with extra activities, and an answer key for both the student book and workbook.

Section	Comp. No.	Description
All	0.1.1	Use appropriate non-verbal behavior
All	0.1.2	Use language for informational purposes
All	0.1.3	Use language to influence or persuade; request
All	0.1.4	Use language in general social situations
All	0.1.5	Use appropriate classroom behavior
All	0.1.6	Clarify or request clarification
All	0.2.1	Respond appropriately to personal information questions
All	0.2.2	Complete a personal information form
All	0.2.3	Interpret or write a note, invitation or letter
All	0.2.4	Converse about daily activities and interests
All	1.1.1	Interpret recipes
All	1.1.3	Interpret maps and graphs
All	1.1.4	Interpret length, width, perimeter, area, weight
All	1.1.8	Compute averages

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Level One.Teacher's Edition. Touchstone. Series. Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66609-0. Program: ESL, Level: B/A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment/Performance Assessment/Answer Key

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. The teacher's edition provides comprehensive notes, homework options, audio scripts, written and oral testing package, interleaved pages with extra activities, and an answer key for both the student book and workbook.

Section	Comp. No.	Description
All	1.1.9	Interpret clothing sizes
All	1.2.1	Interpret ads, labels, charts to select goods
All	1.2.4	Compute unit pricing
All	1.2.5	Interpret information about consumer topics
All	1.3.1	Compare methods to purchase goods, services
All	1.3.2	Interpret, use, maintain credit and applications
All	1.3.3	Use various methods to buy goods, services
All	1.3.7	Interpret information to locate consumer goods
All	1.3.8	Identify common foods
All	1.3.9	Identify common articles of clothing
All	1.4.1	Identify types of housing, household items
All	1.4.2	Select housing, interpret classified ads
All	1.6.1	Interpret food packaging labels
All	2.2.3	Identify, use different types of transportation
All	2.2.4	Interpret transportation schedules and fares
All	2.2.5	Use maps relating to travel needs
All	2.3.1	Interpret clock time
All	2.3.3	Interpret information about weather conditions
All	2.5.1	Locate emergency help agencies
All	2.5.2	Identify social, governmental resources
All	2.5.3	Locate medical and health facilities
All	2.5.4	Read and follow directions found on public signs
All	2.5.5	Locate, use educational services and facilities
All	2.5.9	Identify child care services in the community
All	2.7.1	Interpret information about holidays
All	2.7.2	Interpret information regarding ethnic, language groups
All	2.7.3	Interpret information about social issues
All	3.5.1	Interpret nutrition information on food labels
All	3.5.2	Select a balanced diet
All	3.5.4	Identify practices that promote dental health
All	3.5.5	Practice cleanliness and hygiene
All	3.5.8	Identify practices that promote mental well-being
All	3.5.9	Practice physical well-being
All	4.1.8	Identify skills and education for various jobs
All	4.5.6	Set up, operate machines in a technological system
All	4.6.2	Interpret and write work-related correspondence
All	4.8.4	Demonstrate initiative in solving customer needs

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Level One.Teacher's Edition. Touchstone. Series. Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66609-0. Program: ESL, Level: B/A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment/Performance Assessment/Answer Key

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. The teacher's edition provides comprehensive notes, homework options, audio scripts, written and oral testing package, interleaved pages with extra activities, and an answer key for both the student book and workbook.

Section	Comp. No.	Description
All	5.1.6	Communicate one's opinions on a current issue
All	5.2.4	Interpret information about U.S. states, cities
All	5.2.5	Interpret information about world geography
All	7.4.4	Identify or utilize appropriate information resources
All	7.4.5	Use reference materials, such as dictionaries
All	7.5.5	Identify personal, family, work responsibilities
All	7.5.6	Use strategies for communicating successfully
All	8.1.3	Recognize and/or demonstrate dining skills
All	8.2.1	Demonstrate meal, snack preparation activities
All	8.3.2	Interact with people in the community

16A Touchstone Student Book Level Two. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 005 . ISBN: 0-521-6605-8.

Program: ESL, Level: B/A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Section	Comp. No.	Description
Ut. 1,6,10	0.1.1	Use appropriate non-verbal behavior
Ut. 2,3,6-10,12	0.1.2	Use language for informational purposes
Ut. 1,2,4,6,7,9-12	0.1.3	Use language to influence or persuade; request
Ut. 1,2,4-8,10,11	0.1.4	Use language in general social situations
Ut. 1,10	0.1.5	Use appropriate classroom behavior
Ut. 1-3,5,6,8-10,12	0.1.6	Clarify or request clarification
Ut. 1-12	0.2.1	Respond appropriately to personal information questions
Ut. 3,10,12	0.2.2	Complete a personal information form
Ut. 1,3-10	0.2.3	Interpret or write a note, invitation or letter
Ut. 1-12	0.2.4	Converse about daily activities and interests
Ut. 7	1.1.3	Interpret maps and graphs
Ut. 7	1.2.5	Interpret information about consumer topics
Ut. 7	1.3.1	Compare methods to purchase goods, services
Ut. 1	1.3.8	Identify common foods

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Student Book Level Two. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 005 . ISBN: 0-521-6605-8.

Program: ESL, Level: B/A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Section	Comp. No.	Description
Ut. 1	1.3.9	Identify common articles of clothing
Ut. 8	1.4.1	Identify types of housing, household items
Ut. 8	1.4.7	Communicate housing problems
Ut. 8	1.7.3	Interpret directions, labels for consumer products
Ut. 8	1.7.4	Maintain household appliances, personal possession
Ut. 6	1.9.1	Interpret highway and traffic signs
Ut. 9	1.9.7	Recognize what to do in automobile emergencies
Ut. 10	2.1.1	Use the telephone directory
Ut. 9,10	2.1.2	Identify emergency numbers, place calls
Ut. 10	2.1.6	Interpret information about using a pay telephone
Ut. 10	2.1.7	Take, leave phone messages, use answering machines
Ut. 10	2.1.8	Use telephone to make and receive calls
Ut. 6,10	2.2.1	Ask for, give, follow, or clarify directions
Ut. 6	2.2.2	Recognize and use signs related to transportation
Ut. 6,7	2.2.3	Identify, use different types of transportation
Ut. 6	2.2.4	Interpret transportation schedules and fares
Ut. 7	2.2.5	Use maps relating to travel needs
Ut. 8	2.3.1	Interpret clock time
Ut. 7,8	2.3.2	Identify months of year and days of the week
Ut. 7,8	2.3.3	Interpret information about weather conditions
Ut. 10	2.4.1	Address letters and envelopes
Ut. 6	2.5.1	Locate emergency help agencies
Ut. 6	2.5.2	Identify social, governmental resources
Ut. 6,9	2.5.3	Locate medical and health facilities
Ut. 6	2.5.4	Read and follow directions found on public signs
Ut. 6	2.5.5	Locate, use educational services and facilities
Ut. 6	2.5.9	Identify child care services in the community
Ut. 1,7	2.6.1	Interpret information regarding recreational activities
Ut. 1	2.6.2	Locate information in TV, movie, recreational listings
Ut. 1,7	2.6.3	Interpret information in order to plan for outings
Ut. 4,7	2.7.1	Interpret information about holidays
Ut. 4,5,10,11	2.7.2	Interpret information regarding ethnic, language groups
Ut. 5,7,10-12	2.7.3	Interpret information about social issues
Ut. 5,7	2.7.4	Interpret information about religion
Ut. 3,9,11	3.1.1	Describe symptoms, parts of the body
Ut. 3,9	3.1.3	Identify appropriate health care services

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Student Book Level Two. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 005 . ISBN: 0-521-6605-8.

Program: ESL, Level: B/A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Section	Comp. No.	Description
Ut. 9	3.2.3	Interpret medical, dental, life insurance
Ut. 9	3.3.1	Identify and use necessary medications
Ut. 9	3.3.2	Interpret medicine labels
Ut. 9	3.3.3	Identify prescription and other medications
Ut. 9	3.4.2	Identify safety measures to prevent accidents
Ut. 3	3.5.1	Interpret nutrition information on food labels
Ut. 11	3.5.5	Practice cleanliness and hygiene
Ut. 3,11	3.5.8	Identify practices that promote mental well-being
Ut. 3,11	3.5.9	Practice physical well-being
Ut. 12	4.1.3	Identify and use information in job ads
Ut. 12	4.1.4	Use information about training opportunities
Ut. 12	4.1.5	Recognize and select behaviors for job interviews
Ut. 12	4.1.6	Interpret work-related vocabulary
Ut. 12	4.1.7	Identify appropriate behavior for getting a job
Ut. 12	4.1.8	Identify skills and education for various jobs
Ut. 12	4.1.9	Identify procedures for career planning
Ut. 10	4.6.1	Follow, clarify, give feedback to instructions
Ut. 2,10	4.6.2	Interpret and write work-related correspondence
Ut. 10	4.6.3	Interpret written workplace announcements
Ut. 10,11	4.6.5	Communicate information, orally or in writing
Ut. 11,12	4.8.2	Identify ways to learn from others
Ut. 10-12	4.8.3	Demonstrate effective communication skills
Ut. 10	4.8.4	Demonstrate initiative in solving customer needs
Ut. 10	4.8.5	Demonstrate leadership skills
Ut. 10	4.8.6	Demonstrate negotiation skills, resolve conflicts
Ut. 10	5.1.6	Communicate one's opinions on a current issue
Ut. 12	5.8.2	Evaluate the impact of economic events
Ut. 2	7.4.4	Identify or utilize appropriate information resources
Ut. 11,12	7.5.1	Identify personal values, interests, aptitudes
Ut. 11	7.5.2	Develop a positive attitude, self-esteem
Ut. 10,11	7.5.3	Use strategies to cope with negative feedback
Ut. 11	7.5.4	Identify sources of stress and stress reduction
Ut. 11,12	7.5.5	Identify personal, family, work responsibilities
Ut. 5,10,11	7.5.6	Use strategies for communicating successfully
Ut. 11,12	7.5.7	Identify constructive ways of dealing with change
Ut. 11	8.1.1	Recognize/demonstrate hygiene and grooming skills

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Student Book Level Two. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 005 . ISBN: 0-521-6605-8.

Program: ESL, Level: B/A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. It draws on the Cambridge International Corpus, a large database of conversations and written texts, to build a syllabus based on how people actually use English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. Components include the student book with self-study audio CD, workbook, Teacher's Edition, and class audio CDs or cassettes.

Section	Comp. No.	Description
Ut. 11	8.1.2	Recognize and/or demonstrate dressing skills
Ut. 10	8.3.1	Interact with people in the home
Ut. 5,10	8.3.2	Interact with people in the community

16B Touchstone Workbook Level Two. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-6605-8.

Program: ESL, Level: B/A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Section	Comp. No.	Description
Ut. 1,6,10	0.1.1	Use appropriate non-verbal behavior
Ut. 2,3,6-10,12	0.1.2	Use language for informational purposes
Ut. 1,2,4,6,7,9-12	0.1.3	Use language to influence or persuade; request
Ut. 1,2,4-8,10,11	0.1.4	Use language in general social situations
Ut. 1,10	0.1.5	Use appropriate classroom behavior
Ut. 1-3,5,6,8-10,12	0.1.6	Clarify or request clarification
Ut. 1-12	0.2.1	Respond appropriately to personal information questions
Ut. 3,10,12	0.2.2	Complete a personal information form
Ut. 1,3-10	0.2.3	Interpret or write a note, invitation or letter
Ut. 1-12	0.2.4	Converse about daily activities and interests
Ut. 7	1.1.3	Interpret maps and graphs
Ut. 7	1.2.5	Interpret information about consumer topics
Ut. 7	1.3.1	Compare methods to purchase goods, services
Ut. 1	1.3.8	Identify common foods
Ut. 1	1.3.9	Identify common articles of clothing
Ut. 8	1.4.1	Identify types of housing, household items
Ut. 8	1.4.7	Communicate housing problems
Ut. 8	1.7.3	Interpret directions, labels for consumer products
Ut. 8	1.7.4	Maintain household appliances, personal possession
Ut. 6	1.9.1	Interpret highway and traffic signs

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Workbook Level Two. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-6605-8.

Program: ESL, Level: B/A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Section	Comp. No.	Description
Ut. 9	1.9.7	Recognize what to do in automobile emergencies
Ut. 10	2.1.1	Use the telephone directory
Ut. 9,10	2.1.2	Identify emergency numbers, place calls
Ut. 10	2.1.6	Interpret information about using a pay telephone
Ut. 10	2.1.7	Take, leave phone messages, use answering machines
Ut. 10	2.1.8	Use telephone to make and receive calls
Ut. 6,10	2.2.1	Ask for, give, follow, or clarify directions
Ut. 6	2.2.2	Recognize and use signs related to transportation
Ut. 6,7	2.2.3	Identify, use different types of transportation
Ut. 6	2.2.4	Interpret transportation schedules and fares
Ut. 7	2.2.5	Use maps relating to travel needs
Ut. 8	2.3.1	Interpret clock time
Ut. 7,8	2.3.2	Identify months of year and days of the week
Ut. 7,8	2.3.3	Interpret information about weather conditions
Ut. 10	2.4.1	Address letters and envelopes
Ut. 6	2.5.1	Locate emergency help agencies
Ut. 6	2.5.2	Identify social, governmental resources
Ut. 6,9	2.5.3	Locate medical and health facilities
Ut. 6	2.5.4	Read and follow directions found on public signs
Ut. 6	2.5.5	Locate, use educational services and facilities
Ut. 6	2.5.9	Identify child care services in the community
Ut. 1,7	2.6.1	Interpret information regarding recreational activities
Ut. 1	2.6.2	Locate information in TV, movie, recreational listings
Ut. 1,7	2.6.3	Interpret information in order to plan for outings
Ut. 4,7	2.7.1	Interpret information about holidays
Ut. 4,5,10,11	2.7.2	Interpret information regarding ethnic, language groups
Ut. 5,7,10-12	2.7.3	Interpret information about social issues
Ut. 5,7	2.7.4	Interpret information about religion
Ut. 3,9,11	3.1.1	Describe symptoms, parts of the body
Ut. 3,9	3.1.3	Identify appropriate health care services
Ut. 9	3.2.3	Interpret medical, dental, life insurance
Ut. 9	3.3.1	Identify and use necessary medications
Ut. 9	3.3.2	Interpret medicine labels
Ut. 9	3.3.3	Identify prescription and other medications
Ut. 9	3.4.2	Identify safety measures to prevent accidents
Ut. 3	3.5.1	Interpret nutrition information on food labels

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Workbook Level Two. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-6605-8.

Program: ESL, Level: B/A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Section	Comp. No.	Description
Ut. 11	3.5.5	Practice cleanliness and hygiene
Ut. 3,11	3.5.8	Identify practices that promote mental well-being
Ut. 3,11	3.5.9	Practice physical well-being
Ut. 12	4.1.3	Identify and use information in job ads
Ut. 12	4.1.4	Use information about training opportunities
Ut. 12	4.1.5	Recognize and select behaviors for job interviews
Ut. 12	4.1.6	Interpret work-related vocabulary
Ut. 12	4.1.7	Identify appropriate behavior for getting a job
Ut. 12	4.1.8	Identify skills and education for various jobs
Ut. 12	4.1.9	Identify procedures for career planning
Ut. 10	4.6.1	Follow, clarify, give feedback to instructions
Ut. 2,10	4.6.2	Interpret and write work-related correspondence
Ut. 10	4.6.3	Interpret written workplace announcements
Ut. 10,11	4.6.5	Communicate information, orally or in writing
Ut. 11,12	4.8.2	Identify ways to learn from others
Ut. 10-12	4.8.3	Demonstrate effective communication skills
Ut. 10	4.8.4	Demonstrate initiative in solving customer needs
Ut. 10	4.8.5	Demonstrate leadership skills
Ut. 10	4.8.6	Demonstrate negotiation skills, resolve conflicts
Ut. 10	5.1.6	Communicate one's opinions on a current issue
Ut. 12	5.8.2	Evaluate the impact of economic events
Ut. 2	7.4.4	Identify or utilize appropriate information resources
Ut. 11,12	7.5.1	Identify personal values, interests, aptitudes
Ut. 11	7.5.2	Develop a positive attitude, self-esteem
Ut. 10,11	7.5.3	Use strategies to cope with negative feedback
Ut. 11	7.5.4	Identify sources of stress and stress reduction
Ut. 11,12	7.5.5	Identify personal, family, work responsibilities
Ut. 5,10,11	7.5.6	Use strategies for communicating successfully
Ut. 11,12	7.5.7	Identify constructive ways of dealing with change
Ut. 11	8.1.1	Recognize/demonstrate hygiene and grooming skills
Ut. 11	8.1.2	Recognize and/or demonstrate dressing skills
Ut. 10	8.3.1	Interact with people in the home
Ut. 5,10	8.3.2	Interact with people in the community

CA CAMBRIDGE UNIVERSITY PRESS

16C Touchstone Level Two. Teacher's Edition. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66603-1. Program: ESL, Level: B/A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment/Performance Assessment/Answer Key

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. The teacher's edition provides comprehensive notes, homework options, audio scripts, written and oral testing package, interleaved pages with extra activities, and an answer key for both the student book and workbook.

Section	Comp. No.	Description
All	0.1.1	Use appropriate non-verbal behavior
All	0.1.2	Use language for informational purposes
All	0.1.3	Use language to influence or persuade; request
All	0.1.4	Use language in general social situations
All	0.1.5	Use appropriate classroom behavior
All	0.1.6	Clarify or request clarification
All	0.2.1	Respond appropriately to personal information questions
All	0.2.2	Complete a personal information form
All	0.2.3	Interpret or write a note, invitation or letter
All	0.2.4	Converse about daily activities and interests
All	1.1.1	Interpret recipes
All	1.1.3	Interpret maps and graphs
All	1.1.4	Interpret length, width, perimeter, area, weight
All	1.1.8	Compute averages
All	1.1.9	Interpret clothing sizes
All	1.2.1	Interpret ads, labels, charts to select goods
All	1.2.4	Compute unit pricing
All	1.2.5	Interpret information about consumer topics
All	1.3.1	Compare methods to purchase goods, services
All	1.3.2	Interpret, use, maintain credit and applications
All	1.3.3	Use various methods to buy goods, services
All	1.3.7	Interpret information to locate consumer goods
All	1.3.8	Identify common foods
All	1.3.9	Identify common articles of clothing
All	1.4.1	Identify types of housing, household items
All	1.4.2	Select housing, interpret classified ads
All	1.6.1	Interpret food packaging labels
All	2.2.3	Identify, use different types of transportation
All	2.2.4	Interpret transportation schedules and fares
All	2.2.5	Use maps relating to travel needs
All	2.3.1	Interpret clock time
All	2.3.3	Interpret information about weather conditions
All	2.5.1	Locate emergency help agencies
All	2.5.2	Identify social, governmental resources
All	2.5.3	Locate medical and health facilities
All	2.5.4	Read and follow directions found on public signs
All	2.5.5	Locate, use educational services and facilities

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Level Two.Teacher's Edition. Touchstone. Series. Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66603-1. Program: ESL, Level: B/A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment/Performance Assessment/Answer Key

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. The teacher's edition provides comprehensive notes, homework options, audio scripts, written and oral testing package, interleaved pages with extra activities, and an answer key for both the student book and workbook.

Section	Comp. No.	Description
All	2.5.9	Identify child care services in the community
All	2.7.1	Interpret information about holidays
All	2.7.2	Interpret information regarding ethnic, language groups
All	2.7.3	Interpret information about social issues
All	3.5.1	Interpret nutrition information on food labels
All	3.5.2	Select a balanced diet
All	3.5.4	Identify practices that promote dental health
All	3.5.5	Practice cleanliness and hygiene
All	3.5.8	Identify practices that promote mental well-being
All	3.5.9	Practice physical well-being
All	4.1.8	Identify skills and education for various jobs
All	4.5.6	Set up, operate machines in a technological system
All	4.6.2	Interpret and write work-related correspondence
All	4.8.4	Demonstrate initiative in solving customer needs
All	5.1.6	Communicate one's opinions on a current issue
All	5.2.4	Interpret information about U.S. states, cities
All	5.2.5	Interpret information about world geography
All	7.4.4	Identify or utilize appropriate information resources
All	7.4.5	Use reference materials, such as dictionaries
All	7.5.5	Identify personal, family, work responsibilities
All	7.5.6	Use strategies for communicating successfully
All	8.1.3	Recognize and/or demonstrate dining skills
All	8.2.1	Demonstrate meal, snack preparation activities
All	8.3.2	Interact with people in the community

17A Touchstone Student Book Level Three. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66611-5.

Program: ESL, Level: B, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. It draws on the Cambridge International Corpus, a large database of conversations and written texts, to build a syllabus based on how people actually use English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. Components include the student book with self-study audio CD, workbook, Teacher's Edition, and class audio CDs or cassettes.

Section Comp. No. Description

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Student Book Level Three. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66611-5.

Program: ESL, Level: B, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. It draws on the Cambridge International Corpus, a large database of conversations and written texts, to build a syllabus based on how people actually use English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. Components include the student book with self-study audio CD, workbook, Teacher's Edition, and class audio CDs or cassettes.

Section

Comp. No. Description

17C Touchstone Level Three. Teacher's Edition. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66609-0.

Program: ESL, Level: B, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment/Performance Assessment/Answer Key

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. The teacher's edition provides comprehensive notes, homework options, audio scripts, written and oral testing package, interleaved pages with extra activities, and an answer key for both the student book and workbook.

Section	Comp. No.	Description
All	0.1.1	Use appropriate non-verbal behavior
All	0.1.2	Use language for informational purposes
All	0.1.3	Use language to influence or persuade; request
All	0.1.4	Use language in general social situations
All	0.1.5	Use appropriate classroom behavior
All	0.1.6	Clarify or request clarification
All	0.2.1	Respond appropriately to personal information questions
All	0.2.2	Complete a personal information form
All	0.2.3	Interpret or write a note, invitation or letter
All	0.2.4	Converse about daily activities and interests
All	1.1.1	Interpret recipes
All	1.1.3	Interpret maps and graphs
All	1.1.4	Interpret length, width, perimeter, area, weight
All	1.1.8	Compute averages
All	1.1.9	Interpret clothing sizes
All	1.2.1	Interpret ads, labels, charts to select goods
All	1.2.4	Compute unit pricing
All	1.2.5	Interpret information about consumer topics
All	1.3.1	Compare methods to purchase goods, services
All	1.3.2	Interpret, use, maintain credit and applications
All	1.3.3	Use various methods to buy goods, services
All	1.3.7	Interpret information to locate consumer goods

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Level Three.Teacher's Edition. Touchstone. Series. Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66609-0. Program: ESL, Level: B, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment/Performance Assessment/Answer Key

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. The teacher's edition provides comprehensive notes, homework options, audio scripts, written and oral testing package, interleaved pages with extra activities, and an answer key for both the student book and workbook.

Section	Comp. No.	Description
All	1.3.8	Identify common foods
All	1.3.9	Identify common articles of clothing
All	1.4.1	Identify types of housing, household items
All	1.4.2	Select housing, interpret classified ads
All	1.6.1	Interpret food packaging labels
All	2.2.3	Identify, use different types of transportation
All	2.2.4	Interpret transportation schedules and fares
All	2.2.5	Use maps relating to travel needs
All	2.3.1	Interpret clock time
All	2.3.3	Interpret information about weather conditions
All	2.5.1	Locate emergency help agencies
All	2.5.2	Identify social, governmental resources
All	2.5.3	Locate medical and health facilities
All	2.5.4	Read and follow directions found on public signs
All	2.5.5	Locate, use educational services and facilities
All	2.5.9	Identify child care services in the community
All	2.7.1	Interpret information about holidays
All	2.7.2	Interpret information regarding ethnic, language groups
All	2.7.3	Interpret information about social issues
All	3.5.1	Interpret nutrition information on food labels
All	3.5.2	Select a balanced diet
All	3.5.4	Identify practices that promote dental health
All	3.5.5	Practice cleanliness and hygiene
All	3.5.8	Identify practices that promote mental well-being
All	3.5.9	Practice physical well-being
All	4.1.8	Identify skills and education for various jobs
All	4.5.6	Set up, operate machines in a technological system
All	4.6.2	Interpret and write work-related correspondence
All	4.8.4	Demonstrate initiative in solving customer needs
All	5.1.6	Communicate one's opinions on a current issue
All	5.2.4	Interpret information about U.S. states, cities
All	5.2.5	Interpret information about world geography
All	7.4.4	Identify or utilize appropriate information resources
All	7.4.5	Use reference materials, such as dictionaries
All	7.5.5	Identify personal, family, work responsibilities
All	7.5.6	Use strategies for communicating successfully
All	8.1.3	Recognize and/or demonstrate dining skills

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Level Three.Teacher's Edition. Touchstone. Series. Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66609-0. Program: ESL, Level: B, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment/Performance Assessment/Answer Key

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. The teacher's edition provides comprehensive notes, homework options, audio scripts, written and oral testing package, interleaved pages with extra activities, and an answer key for both the student book and workbook.

Section	Comp. No.	Description
All	8.2.1	Demonstrate meal, snack preparation activities
All	8.3.2	Interact with people in the community

18A Touchstone Student Book Level Four. Touchstone. Series.

Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66609-4.

Program: ESL, Level: C/B, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. It draws on the Cambridge International Corpus, a large database of conversations and written texts, to build a syllabus based on how people actually use English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. Components include the student book with self-study audio CD, workbook, Teacher's Edition, and class audio CDs or cassettes.

Section

Description

18C Touchstone Level Four. Teacher's Edition. Touchstone. Series.

Comp. No.

Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66609-0.

Program: ESL, Level: C/B, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment/Performance Assessment/Answer Key

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. The teacher's edition provides comprehensive notes, homework options, audio scripts, written and oral testing package, interleaved pages with extra activities, and an answer key for both the student book and workbook.

Section	Comp. No.	Description
All	0.1.1	Use appropriate non-verbal behavior
All	0.1.2	Use language for informational purposes
All	0.1.3	Use language to influence or persuade; request
All	0.1.4	Use language in general social situations
All	0.1.5	Use appropriate classroom behavior
All	0.1.6	Clarify or request clarification
All	0.2.1	Respond appropriately to personal information questions
All	0.2.2	Complete a personal information form

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Level Four.Teacher's Edition. Touchstone. Series. Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66609-0. Program: ESL, Level: C/B, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment/Performance Assessment/Answer Key

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. The teacher's edition provides comprehensive notes, homework options, audio scripts, written and oral testing package, interleaved pages with extra activities, and an answer key for both the student book and workbook.

Section Comp. No. Description	
All 0.2.3 Interpret or write a note, invitation or letter	
All 0.2.4 Converse about daily activities and interests	
All 1.1.1 Interpret recipes	
All 1.1.3 Interpret maps and graphs	
All 1.1.4 Interpret length, width, perimeter, area, weight	
All 1.1.8 Compute averages	
All 1.1.9 Interpret clothing sizes	
All 1.2.1 Interpret ads, labels, charts to select goods	
All 1.2.4 Compute unit pricing	
All 1.2.5 Interpret information about consumer topics	
All 1.3.1 Compare methods to purchase goods, services	
All 1.3.2 Interpret, use, maintain credit and applications	
All 1.3.3 Use various methods to buy goods, services	
All 1.3.7 Interpret information to locate consumer goods	
All 1.3.8 Identify common foods	
All 1.3.9 Identify common articles of clothing	
All 1.4.1 Identify types of housing, household items	
All 1.4.2 Select housing, interpret classified ads	
All 1.6.1 Interpret food packaging labels	
All 2.2.3 Identify, use different types of transportation	
All 2.2.4 Interpret transportation schedules and fares	
All 2.2.5 Use maps relating to travel needs	
All 2.3.1 Interpret clock time	
All 2.3.3 Interpret information about weather conditions	
All 2.5.1 Locate emergency help agencies	
All 2.5.2 Identify social, governmental resources	
All 2.5.3 Locate medical and health facilities	
All 2.5.4 Read and follow directions found on public signs	
All 2.5.5 Locate, use educational services and facilities	
All 2.5.9 Identify child care services in the community	
All 2.7.1 Interpret information about holidays	
All 2.7.2 Interpret information regarding ethnic, language groups	
All 2.7.3 Interpret information about social issues	
All 3.5.1 Interpret nutrition information on food labels	
All 3.5.2 Select a balanced diet	
All 3.5.4 Identify practices that promote dental health	
All 3.5.5 Practice cleanliness and hygiene	

CA CAMBRIDGE UNIVERSITY PRESS

Touchstone Level Four.Teacher's Edition. Touchstone. Series. Textbook and Audio. McCarthy, McCarten. 2005. ISBN: 0-521-66609-0. Program: ESL, Level: C/B, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment/Performance Assessment/Answer Key

Touchstone is a new series that offers a fresh approach to teaching and learning North American English. The series introduces "conversation management" strategies, places special emphasis on teaching vocabulary and vocabulary-learning strategies, and offers ideas for personalized, learner-centered interaction. The teacher's edition provides comprehensive notes, homework options, audio scripts, written and oral testing package, interleaved pages with extra activities, and an answer key for both the student book and workbook.

Section	Comp. No.	Description
All	3.5.8	Identify practices that promote mental well-being
All	3.5.9	Practice physical well-being
All	4.1.8	Identify skills and education for various jobs
All	4.5.6	Set up, operate machines in a technological system
All	4.6.2	Interpret and write work-related correspondence
All	4.8.4	Demonstrate initiative in solving customer needs
All	5.1.6	Communicate one's opinions on a current issue
All	5.2.4	Interpret information about U.S. states, cities
All	5.2.5	Interpret information about world geography
All	7.4.4	Identify or utilize appropriate information resources
All	7.4.5	Use reference materials, such as dictionaries
All	7.5.5	Identify personal, family, work responsibilities
All	7.5.6	Use strategies for communicating successfully
All	8.1.3	Recognize and/or demonstrate dining skills
All	8.2.1	Demonstrate meal, snack preparation activities
All	8.3.2	Interact with people in the community

19 Ventures 1. Ventures Series.

Textbook and Audio. Bitterlin, Johnson. 2007. ISBN: 978-0-521-54838.

Program: ESL, Level: A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Ventures is a five-level, standards-based, integrated skills series for adult learners. The five levels, which are Basic Literacy through Level Four, are for low beginning to high intermediate students. This series is flexible enough for open enrollment, managed enrollment, and traditional programs. Its multilevel features support teachers who work with multilevel classes. Each student's book contains topic-focused units, review units, projects, self-assessments, a reference section, and a self-study audio CD. Other components available include a teacher's edition with CD-ROM, class audio CDs, workbooks, and Add Ventures, which is a book of reproducible worksheets.

Section	Comp. No.	Description
Ut. 4,5	0.1.1	Use appropriate non-verbal behavior
All	0.1.2	Use language for informational purposes
Ut. 1,4,5	0.1.3	Use language to influence or persuade; request
All	0.1.4	Use language in general social situations
Ut. 1,2	0.1.5	Use appropriate classroom behavior
Ut. 1	0.1.6	Clarify or request clarification
Ut. 1,3-5,8	0.2.1	Respond appropriately to personal information questions
Ut. 1,8	0.2.2	Complete a personal information form

CA CAMBRIDGE UNIVERSITY PRESS

Ventures 1. Ventures Series.

Textbook and Audio. Bitterlin, Johnson. 2007. ISBN: 978-0-521-54838.

Program: ESL, Level: A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Ventures is a five-level, standards-based, integrated skills series for adult learners. The five levels, which are Basic Literacy through Level Four, are for low beginning to high intermediate students. This series is flexible enough for open enrollment, managed enrollment, and traditional programs. Its multilevel features support teachers who work with multilevel classes. Each student's book contains topic-focused units, review units, projects, self-assessments, a reference section, and a self-study audio CD. Other components available include a teacher's edition with CD-ROM, class audio CDs, workbooks, and Add Ventures, which is a book of reproducible worksheets.

Section	Comp. No.	Description
Ut. 4,5	0.2.3	Interpret or write a note, invitation or letter
Ut. 3,6,7,9,10	0.2.4	Converse about daily activities and interests
Ut. 5	1.1.3	Interpret maps and graphs
Ut. 7	1.1.6	Count, convert and use coins and currency
Ut. 7	1.1.7	Interpret product container weight and volume
Ut. 7	1.2.1	Interpret ads, labels, charts to select goods
Ut. 7	1.2.2	Comparison shop: price, quality
Ut. 7	1.2.5	Interpret information about consumer topics
Ut. 7	1.3.1	Compare methods to purchase goods, services
Ut. 7	1.3.6	Use coin-operated machines
Ut. 5	1.3.7	Interpret information to locate consumer goods
Ut. 7	1.3.8	Identify common foods
Ut. 3,5,9	1.4.1	Identify types of housing, household items
Ut. 7	1.5.1	Interpret information regarding personal and family budgets
Ut. 7	1.5.3	Interpret bills
Ut. 7	1.6.4	Check sales receipts
Ut. 9	1.7.4	Maintain household appliances, personal possession
Ut. 7	1.8.1	Demonstrate the use of checking, savings accounts
Ut. 7	1.8.2	Interpret procedures and forms for banking account
Ut. 5	1.9.2	Identify procedures to obtain a driver's license
Ut. 8	1.9.6	Interpret information regarding automobile maintenance
Ut. 1	2.1.1	Use the telephone directory
Ut. 1,4	2.1.8	Use telephone to make and receive calls
Ut. 5	2.2.1	Ask for, give, follow, or clarify directions
Ut. 5	2.2.3	Identify, use different types of transportation
Ut. 5	2.2.5	Use maps relating to travel needs
Ut. 6	2.3.1	Interpret clock time
Ut. 4,6,9,10	2.3.2	Identify months of year and days of the week
Ut. 1	2.4.1	Address letters and envelopes
Ut. 4	2.5.3	Locate medical and health facilities
Ut. 5	2.5.4	Read and follow directions found on public signs
Ut. 1,2,4,6	2.5.5	Locate, use educational services and facilities
Ut. 3,6,10	2.6.1	Interpret information regarding recreational activities
Ut. 10	2.6.2	Locate information in TV, movie, recreational listings
Ut. 5,6,10	2.6.3	Interpret information in order to plan for outings
Ut. 7	2.6.4	Interpret restaurant menus and compute costs

CA CAMBRIDGE UNIVERSITY PRESS

Ventures 1. Ventures Series.

Textbook and Audio. Bitterlin, Johnson. 2007. ISBN: 978-0-521-54838.

Program: ESL, Level: A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Ventures is a five-level, standards-based, integrated skills series for adult learners. The five levels, which are Basic Literacy through Level Four, are for low beginning to high intermediate students. This series is flexible enough for open enrollment, managed enrollment, and traditional programs. Its multilevel features support teachers who work with multilevel classes. Each student's book contains topic-focused units, review units, projects, self-assessments, a reference section, and a self-study audio CD. Other components available include a teacher's edition with CD-ROM, class audio CDs, workbooks, and Add Ventures, which is a book of reproducible worksheets.

Ut. 3,62.7.1Interpret information about holidaysUt. 1,32.7.2Interpret information regarding ethnic, language groupsUt. 43.1.1Describe symptoms, parts of the bodyUt. 43.1.2Make medical or dental appointments	
Ut. 4 3.1.1 Describe symptoms, parts of the body	
Ut. 4 3.1.2 Make medical or dental appointments	
- · · · · · · · · · · · · · · · · · · ·	
Ut. 4 3.1.3 Identify appropriate health care services	
Ut. 4 3.2.1 Fill out medical health history forms	
Ut. 4 3.2.3 Interpret medical, dental, life insurance	
Ut. 4 3.3.1 Identify and use necessary medications	
Ut. 4 3.4.1 Interpret product labels, and safety warnings	
Ut. 4 3.4.3 Interpret procedures for simple first aid	
Ut. 4 3.5.7 Identify childrearing, parenting practices	
Ut. 8 4.1.1 Interpret gov't forms: work, social security	
Ut. 8 4.1.2 Complete job applications, resumes	
Ut. 8 4.1.5 Recognize and select behaviors for job interviews	
Ut. 6,8 4.1.6 Interpret work-related vocabulary	
Ut. 6 4.1.7 Identify appropriate behavior for getting a job	
Ut. 8 4.1.8 Identify skills and education for various jobs	
Ut. 6 4.2.1 Interpret wages, deductions, benefits	
Ut. 6 4.3.1 Interpret workplace safety signs	
Ut. 8 4.4.2 Identify skills to keep a job, get a promotion	
Ut. 8 4.4.4 Interpret job responsibilities, performance review	
Ut. 8 4.4.7 Apply or transfer skills from one job to another	
Ut. 8 4.5.1 Identify common tools, equipment, machines	
Ut. 2 4.5.3 Demonstrate ability to use a filing system	
Ut. 4 4.6.1 Follow, clarify, give feedback to instructions	
Ut. 2,8 4.6.2 Interpret and write work-related correspondence	
Ut. 9 4.6.3 Interpret written workplace announcements	
Ut. 2 4.6.5 Communicate information, orally or in writing	
Ut. 2 4.7.2 Demonstrate management of material resources	
Ut. 2 4.7.4 Process or store information, keep records	
Ut. 1,2,4,5 4.8.1 Demonstrate ability to work together with others	
Ut. 5,10 5.2.4 Interpret information about U.S. states, cities	
Ut. 1-7,106.0.1Identify and classify numeric symbols	
Ut. 2,3,6,76.0.2Count and associate numbers with quantities	
Ut. 6,7,106.0.3Identify information needed to solve a problem	
Ut. 76.0.4Determine appropriate operation to apply	

CA CAMBRIDGE UNIVERSITY PRESS

Ventures 1. Ventures Series.

Textbook and Audio. Bitterlin, Johnson. 2007. ISBN: 978-0-521-54838.

Program: ESL, Level: A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Ventures is a five-level, standards-based, integrated skills series for adult learners. The five levels, which are Basic Literacy through Level Four, are for low beginning to high intermediate students. This series is flexible enough for open enrollment, managed enrollment, and traditional programs. Its multilevel features support teachers who work with multilevel classes. Each student's book contains topic-focused units, review units, projects, self-assessments, a reference section, and a self-study audio CD. Other components available include a teacher's edition with CD-ROM, class audio CDs, workbooks, and Add Ventures, which is a book of reproducible worksheets.

Section	Comp. No.	Description
Ut. 2,7	6.1.1	Add whole numbers
Ut. 7	6.1.2	Subtract whole numbers
Ut. 7	6.2.1	Add decimal fractions
Ut. 7	6.2.2	Subtract decimal fractions
Ut. 7	6.2.5	Perform multiple operations with decimal fractions
Ut. 7	6.5.1	Recognize, evaluate simple consumer formulas
Ut. 5	6.6.5	Interpret diagrams, illustrations, scale drawings
Ut. 7	6.6.7	Solve measurement problems in stipulated situation
Ut. 7	6.9.2	Estimate answers
Ut. 8	7.1.1	Identify personal, educational, workplace goals
Ut. 5,6	7.1.2	Demonstrate organized approach to achieving goals
Ut. 7	7.1.3	Demonstrate personal responsibility, motivation
Ut. 2,3,5-10	7.1.4	Establish a physical system of organization
Ut. 4,5,9	7.2.2	Analyze a situation, statement, or process
Ut. 7,8	7.2.3	Make comparisons, sort, classify items and information
Ut. 1,3-6,8	7.2.4	Make inferences, hypothesize, predict, conclude
Ut. 4	7.2.6	Generate ideas using divergent/convergent thinking
Ut. 5	7.2.7	Identify factors in making decisions
Ut. 4,5	7.3.2	Devise and implement a solution to a problem
Ut. 5	7.3.4	Utilize problem solving strategies
Ut. 1	7.4.3	Identify, utilize processes for remembering information
Ut. 2	7.4.5	Use reference materials, such as dictionaries
Ut. 3	7.4.7	Identify or utilize test-taking skills
Ut. 3,5,9	7.4.8	Interpret visual representations: flowcharts, etc.
Ut. 8,9	7.5.1	Identify personal values, interests, aptitudes
Ut. 4,9	7.5.5	Identify personal, family, work responsibilities
All	7.5.6	Use strategies for communicating successfully
Ut. 6,9	8.1.1	Recognize/demonstrate hygiene and grooming skills
Ut. 6	8.1.2	Recognize and/or demonstrate dressing skills
Ut. 3,6	8.1.3	Recognize and/or demonstrate dining skills
Ut. 9	8.1.4	Demonstrate selection, care of personal property
Ut. 3,7-9	8.2.1	Demonstrate meal, snack preparation activities
Ut. 9	8.2.2	Recognize/demonstrate dishwashing activities
Ut. 9	8.2.3	Recognize/demonstrate housekeeping tasks
Ut. 9	8.2.4	Recognize/demonstrate laundry skills
Ut. 9	8.2.5	Recognize/demonstrate yard and garden tasks

CA CAMBRIDGE UNIVERSITY PRESS

Ventures 1. Ventures Series.

Textbook and Audio. Bitterlin, Johnson. 2007. ISBN: 978-0-521-54838.

Program: ESL, Level: A, Basic skills: Reading/Speaking/Listening/Writing/Grammar, Assessment tools: Unit Assessment

Ventures is a five-level, standards-based, integrated skills series for adult learners. The five levels, which are Basic Literacy through Level Four, are for low beginning to high intermediate students. This series is flexible enough for open enrollment, managed enrollment, and traditional programs. Its multilevel features support teachers who work with multilevel classes. Each student's book contains topic-focused units, review units, projects, self-assessments, a reference section, and a self-study audio CD. Other components available include a teacher's edition with CD-ROM, class audio CDs, workbooks, and Add Ventures, which is a book of reproducible worksheets.

Section	Comp. No.	Description
Ut. 8,9	8.2.6	Recognize/demonstrate general household repair
Ut. 3,9	8.3.1	Interact with people in the home
Ut. 5	8.3.2	Interact with people in the community

20A Active Listening 1: Introducing Skills for Understanding. Active Listening. Series. Textbook and Audio. Brown, Smith. 2006. ISBN: 9780521678131.

Program: ESL, Level: B/A, Basic skills: None, Assessment tools: None

Active Listening, Second Edition is fully revised and updated. Provides topics with a frame of reference enabling students to be more successful learners by activating their prior knowledge. The careful balance of activities teach students to listen for main ideas, to listen for details, and to listen and make inferences. Effective as a main text for listening classes or as a component in speaking or integrated skills classes. Contains optional speaking and pronunciation practice, culturally rich expansion units, and a new self-study listening section with audio CD. A teacher's manual is available with photocopiable quizzes, tests, and answer key. Level one is intended for high-beginning to low-intermediate students.

Section	Comp. No.	Description
All	0.1.2	Use language for informational purposes
All	0.1.3	Use language to influence or persuade; request
All	0.1.4	Use language in general social situations
All	0.2.1	Respond appropriately to personal information questions
All	0.2.4	Converse about daily activities and interests
All	7.1.2	Demonstrate organized approach to achieving goals
All	7.2.1	Identify and paraphrase pertinent information
All	7.2.2	Analyze a situation, statement, or process
All	7.2.3	Make comparisons, sort, classify items and information
All	7.2.4	Make inferences, hypothesize, predict, conclude
All	7.4.3	Identify, utilize processes for remembering information
All	7.4.7	Identify or utilize test-taking skills
All	7.5.6	Use strategies for communicating successfully

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20B Active Listening 2: BuildingSkills for Understanding. Active Listening. Series. Textbook and Audio. Brown, Smith. 2006. ISBN: 9780521678179.

Program: ESL, Level: B, Basic skills: None, Assessment tools: None

Active Listening, Second Edition is fully revised and updated. Provides topics with a frame of reference enabling students to be more successful learners by activating their prior knowledge. The careful balance of activities teach students to listen for main ideas, to listen for details, and to listen and make inferences. Effective as a main text for listening classes or as a component in speaking or integrated skills classes. Contains optional speaking and pronunciation practice, culturally rich expansion units, and a new self-study listening section with audio CD. A teacher's manual is available with photocopiable quizzes, tests, and answer key. Level one is intended for low-intermediate to intermediate students.

Section	Comp. No.	Description
All	0.1.2	Use language for informational purposes
All	0.1.3	Use language to influence or persuade; request
All	0.1.4	Use language in general social situations
All	0.2.1	Respond appropriately to personal information questions
All	0.2.4	Converse about daily activities and interests
All	7.2.1	Identify and paraphrase pertinent information
All	7.2.2	Analyze a situation, statement, or process
All	7.2.3	Make comparisons, sort, classify items and information
All	7.2.4	Make inferences, hypothesize, predict, conclude
All	7.4.1	Identify or utilize effective study strategies
All	7.4.3	Identify, utilize processes for remembering information
All	7.4.7	Identify or utilize test-taking skills
All	7.5.6	Use strategies for communicating successfully

20C Active Listening 3: Expanding Skills through Context. Active Listening. Series.

Textbook and Audio. Brown, Smith. 2006. ISBN: 9780521678216.

Program: ESL, Level: B, Basic skills: None, Assessment tools: None

Active Listening, Second Edition is fully revised and updated. Provides topics with a frame of reference enabling students to be more successful learners by activating their prior knowledge. The careful balance of activities teach students to listen for main ideas, to listen for details, and to listen and make inferences. Effective as a main text for listening classes or as a component in speaking or integrated skills classes. Contains optional speaking and pronunciation practice, culturally rich expansion units, and a new self-study listening section with audio CD. A teacher's manual is available with photocopiable quizzes, tests, and answer key. Level one is intended for intermediate to high-intermediate students.

Section	Comp. No.	Description
All	0.1.2	Use language for informational purposes
All	0.1.3	Use language to influence or persuade; request
All	0.1.4	Use language in general social situations
All	0.2.1	Respond appropriately to personal information questions
All	0.2.4	Converse about daily activities and interests
All	7.2.1	Identify and paraphrase pertinent information
All	7.2.2	Analyze a situation, statement, or process
All	7.2.3	Make comparisons, sort, classify items and information
All	7.2.4	Make inferences, hypothesize, predict, conclude
All	7.4.1	Identify or utilize effective study strategies

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Active Listening 3: Expanding Skills through Context. Active Listening. Series. Textbook and Audio. Brown, Smith. 2006. ISBN: 9780521678216.

Program: ESL, Level: B, Basic skills: None, Assessment tools: None Active Listening, Second Edition is fully revised and updated. Provides topics with a frame of reference enabling students to be more successful learners by activating their prior knowledge. The careful balance of activities teach students to listen for main ideas, to listen for details, and to listen and make inferences. Effective as a main text for listening classes or as a component in speaking or integrated skills classes. Contains optional speaking and pronunciation practice, culturally rich expansion units, and a new self-study listening section with audio CD. A teacher's manual is available with photocopiable quizzes, tests, and answer key. Level one is intended for intermediate to high-intermediate students.

Section	Comp. No.	Description
All	7.4.3	Identify, utilize processes for remembering information
All	7.4.7	Identify or utilize test-taking skills
All	7.5.6	Use strategies for communicating successfully