

Learning materials and resources



6

- **Guidelines on selecting resources**
- **Checklist for assessing materials**
- **Selected ESOL resource list**
- **List of distributors/publishers**
- **ESOL links pages**

Learning materials and resources



6

■.....Guidelines on selecting resources

There are a number of questions to ask when you are looking for good-quality, stimulating and relevant teaching and learning materials:

- What are your learners' aims and aspirations for learning English? Are they work, further study, helping their children, etc?
- What is their level of English in speaking, listening, reading and writing?
- What kind of learning style do they prefer?
- What are their expectations about learning?

Include materials that are not specifically designed for ESOL learners, such as general readers, realia (information leaflets with plenty of illustrations, forms that they may have to fill in), videos of relevant television programmes, materials that can be downloaded through the Internet, CD-ROMs (produced for other basic skills learners) that you can adapt, text books relevant to your learners' aspirations. Think of other sources for materials, such as libraries – librarians are often willing to order bilingual dictionaries and books in other languages.

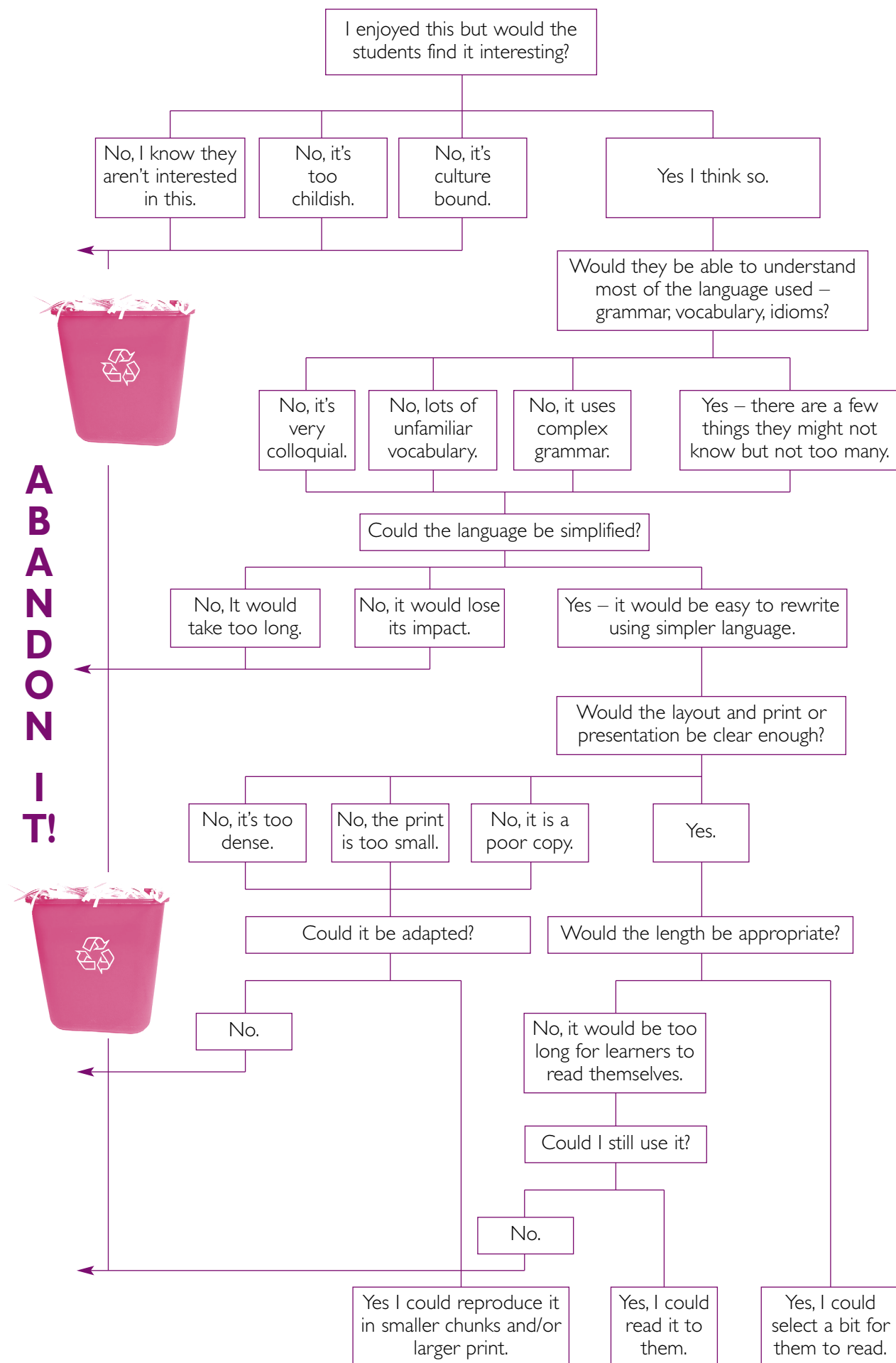
As part of the Skills for Life strategy, the Adult Basic Skills Strategy Unit (ABBSU) has commissioned a consortium led by the Centre for British Teachers (CfBT) to produce learning materials for ESOL, literacy and numeracy. These are mapped to the curricula and cover all levels from pre-entry to level 2. They include printed materials for learners, teachers' guides and audio cassettes. They aim to reflect diversity and to be adult and learner-centred in their approach, with clear aims, objectives and learning outcomes.

The checklist on the next page is intended to help you to assess the suitability of learning materials. Not all the material will meet all the criteria, so you will have to exercise your own judgement as to whether to use it for a particular purpose, to adapt it or reject it altogether. Wherever possible, involve your learners in the selection of materials – for instance, ask them to bring documents they need to deal with in their everyday lives, books or songs they particularly like. Ask them for feedback on materials you use and their advice on how the materials might be adapted to make them more effective. The flowchart on page 105 is intended to help you to decide whether or not to use or adapt particular materials.

■.....Checklist for assessing materials

		✓	x
Is the material	<ul style="list-style-type: none"> • up to date? • relevant to the learners' interests? • adult/age appropriate? • bilingual? • challenging, stimulating, motivating? • clear, simple, readable (large enough typeface, well-spaced text), easy to understand – written/audio? • adaptable? • referenced to the national standards for adult literacy and the ESOL curriculum? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Does it	<ul style="list-style-type: none"> • have clear illustrations? • have clear instructions accessible to learners on: <ul style="list-style-type: none"> – who it is intended for – its purpose – how it is to be used – the skills it addresses and the range of activities it covers? • offer a structure that ensures clear progression, with activities and texts set at the appropriate level? • stimulate a variety of activities with a high level of learner participation and communication? • use design and layout appropriate to audience, skill and level? • develop transferable skills? • use different accents and varieties of English on audio material? • use authentic examples that relate to learners' experience? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has it	<ul style="list-style-type: none"> • been trialled and evaluated with the target users? • been supported by a technical analysis which demonstrates fitness for purpose, e.g. assessment materials? 	<input type="checkbox"/> <input type="checkbox"/>	
Is it	<ul style="list-style-type: none"> • copiable? • free, or reasonably priced? 	<input type="checkbox"/> <input type="checkbox"/>	
Does the material	<ul style="list-style-type: none"> • contain positive images of men, women, people of all races, disabled people, etc.? • give a positive reflection of different ethnic groups, customs, lifestyles, traditions and abilities, etc.? • reflect the requirements of people with learning difficulties and/or disabled people, including those with dyslexia, visual and hearing impairments? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Checklist for assessing materials



■.....Selected ESOL resource list

The following resources include materials relevant to working with refugees and recommendations made by practitioners during our consultation.

Refugee reference

Bonus not Bogus (facts about asylum seekers), Churches Commission for Racial Justice.
Tel: 020 7523 2128. Joint Council for Welfare of Immigrants (tel: 020 7553 7471), National Coalition of Anti-Deportation Campaigns (tel: 020 7701 5197).

A Concise Guide to Refugees' Education and Qualifications, Hernan Rosenkranz (2000), RETAS.
For details on Refugee Education and Training Service (RETAS), see page 120.

Credit to the Nation (covering the history of refugee settlement in the UK, the positive benefits that refugee groups and individuals have brought and the changing political and social context), Refugee Council Publication (2002).

For details on Refugee Council, see page 120.

Handbook on Education for Refugees in the UK, Baden Prince with Jill Rutter and Marie Kerrigan (2000), RETAS.

For details on Refugee Education and Training Service (RETAS), see page 120.

Inexile (bi-monthly magazine providing up-to-date information on asylum issues from around the world), Refugee Council Publications.

For details on Refugee Council, see page 120.

Language Issues Journal (biannual publication which includes articles on refugees), National Association for Teaching English and other Community Languages to Adults (NATECLA).

For details on NATECLA, see page 119.

NATECLA news (for members only, contains articles, reports, reviews, teachers' tips and students' writing), NATECLA.

For details on NATECLA, see page 119.

Nationality, Immigration and Asylum Act 2002, The Stationery Office. Tel: 0870 600 5533. Order online from www.tso.co.uk/bookshop or download from www.hms0.gov.uk/acts/acts2002/20020041.htm

Out of Exile: Developing youth work with young refugees, R. Norton and B. Cohen (2000), National Youth Agency.

Tel: 0116 285 3709. Online catalogue: www.nya.org.uk

Refugees (Quarterly Magazine), UNHCR, www.unhcr.ch.

Refugees and Progression Routes to Employment, Refugee Council Report (2002).

For details on Refugee Council, see page 120.

Secure Borders, Safe Havens: Integration with diversity in modern Britain, Home Office White Paper (February 2002), The Stationery Office.

For details, see *Immigration and Nationality Bill* above.

Training Programme for Refugees' Advisers, CD-ROM (2002), RETAS.

For details on Refugee Education and Training Service (RETAS), see page 120.

Volunteering? Is it worth it? (the effect of volunteering on refugees' prospects for getting paid work), Susan Stopforth (2001), RETAS.

For details on Refugee Education and Training Service (RETAS), see page 120.

Welcome to Britain: A special investigation into asylum seekers and immigration, *Guardian*, June 2001.

Tel: 0870 727 4155 or www.guardian.co.uk/Refugees_in_Britain/

Refugee teaching material

The Bend in the Road (Refugees writing with accompanying teaching pack), Jennifer Langer (ed) (1998). Mottingham/Avanti Books.

Lingo: Resources for teaching English to refugees, Refugee Council (2000). Brasshouse Publications.

Voices From . . . (series Angola, Eritrea, Kurdistan, Sudan etc), (dual language collections of autobiographical writing by refugees), Rachel Warner (ed) (1995). Minority Rights Group International. See page 112 for details.

Where Do I Belong? A Refugee's Story, Shabibi Shah (2002). Avanti Books.

See page 111 for details of Avanti Books.

Teachers' reference

Available from DfES Publications Prolog (see p. 111).

Breaking the Language Barriers: The report of the working group on English for Speakers of Other Languages.

Delivering Skills for Life (booklet and CD ROM). A briefing pack designed to assist organisations as they prepare to deliver the new teaching and learning infrastructure.

Delivering Skills for Life (toolkit): A shelf-top library box containing nine publications and a CD-ROM.

A Guide to Support the Common Inspection Framework: Guidelines to help learning organisations use the Common Inspection Framework.

Improving Adult Basic Skills: Wider benefits of learning, benefits to the individual and to society.

National Standards for Literacy and Numeracy: National standards for adult literacy and numeracy.

Pathways to Proficiency: QCA mapping report about the alignment of ESOL and language qualification frameworks to the NQF.

Skills for Life CD-ROM: Adult ESOL Core Curriculum: Interactive version of the ESOL curriculum, fully searchable.

Skills for Life CD-ROM: Adult Pre-Entry Curriculum Framework for Adults: Interactive version of the Pre-entry curriculum framework, fully searchable.

Skills for Life diagnostic assessment materials: Diagnostic assessment materials for literacy, numeracy, ESOL as well as indicators for dyslexia. Covers all levels from Pre-Entry to level 2.

Skills for Life Executive Summary: Executive summary of national strategy.

Skills for Life: A guide to funding: Adult basic skills: a guide to funding adult literacy and numeracy learning programmes.

Skills for Life Learning materials: Learning materials for literacy, numeracy, ESOL.

Skills for Life, National Strategy: The national strategy for improving adult literacy and numeracy skills.

Subject Specifications for Teachers of ESOL: Guidelines for existing and new teachers. Teachers have to meet the specification at HEI.

Update Newsletter: Update for everyone involved with improving adult basic skills.

Available from Basic Skills Agency distributors (see p. 111)

Access For All, Guidance on making the adult literacy/numeracy core curricula accessible.

**Adult ESOL Core Curriculum*

**Adult Numeracy Core Curriculum*

**Adult Pre-Entry Curriculum Framework for Literacy and Numeracy*

Introduction to Teaching English as an Additional Language to Adults, Jill Jordan (1992).

*These publications are also available in an A3 large-print version; you can obtain a copy by contacting the Adult Basic Skills Strategy Unit.

Available from other sources

500 Tips for TESOL, Sue Wharton and Phil Race (1999). Kogan Page.

Personalizing Language Learning, Griff Griffiths and Kathy Keohane (1999). Cambridge University Press.

See page 111 for details.

Teaching Basic Literacy to ESOL Learners – A training course for ESOL practitioners (video and pack), Marina Spiegel and Helen Sunderland (2001). London Language and Literacy Unit.

See page 118 for details.

Course books

BBC Beginners English (series), Garton-Sprenger et al (1999). BBC.

See page 111 for details.

New Headway English Course (series, available in five levels), Liz Soars and John Soars. (This series replaces the *Headstart/Headway* series.) Oxford University Press.

See page 111 for details.

Speaking and listening

Basic Telephone Training (cassette), Anne Watson-Delestree (1992): Language Teaching Publications (LTP).

Basic Telephone Training Student's Book, Anne Watson-Delestree (1992). Language Teaching Publications (LTP).

Beginners' Communication Games, Jill Hatfield (1992). Pearson Education/Longman.

Simple Listening Activities, Jill Hatfield and Charles Hatfield (1999). Oxford University Press.

Simple Speaking Activities, Jill Hatfield and Charles Hatfield (1999). Oxford University Press.

See page 111 for details of all these publishing organisations.

Reading

Bilingual Folk Stories (intended for primary age children but appropriate for family programmes) – stories from Afghanistan, Albania, Algeria, Bosnia, Democratic Republic of Congo, Iraq, Kurdistan, Somalia and Sri Lanka (Tamil)), Refugee Council Publications (1998).

See page 112 for details.

Friends, Families and Folktales (a collection of students' writing with activities for English language development), Marina Spiegel and Helen Sunderland. London Language and Literacy Unit (1997).

See page 118 for details.

Our Lives Series 1–5 (students' life stories, including refugees from Vietnam and Somalia), Croydon English Language Service (1992).

Sets of readers suitable for people in the early stages of learning English are available from distributors such as Avanti (see p. 111). Examples include the Forest Readers, published by Nottingham English Language Scheme.

Vocabulary

Bilingual Words for School Use (Albanian, Arabic, Farsi (Persian), Turkish, Somali and English). Refugee Council Publications.

See page 112 for details.

English Vocabulary In Use (higher levels also available), Michael McCarthy and Felicity O'Dell (1999). Cambridge University Press.

See page 111 for details.

Grammar

First English Grammar, Celia Blisset and Katherine Hallgarten (1992). Language Teaching Publications (LTP).

Grammar in Use (with answers), Raymond Murphy (2002). Cambridge University Press.

See page 111 for details of these publishing organisations.

Dictionaries

Collins Cobuild Dictionary for Advanced Learners (2001). Collins.

Collins Cobuild Learner's Dictionary (1996). Collins.

Longman Photo Dictionary (2001). Pearson Education/Longman.

Oxford Elementary Learner's Dictionary (2002). Oxford University Press.

Oxford English Picture Dictionary (paperback bilingual editions available in eight languages) (1977). Oxford University Press.

See pages 111–12 for details of these publishing organisations.

Writing

Basic Writing (book and teacher's manual), Joy Reid (1987). Pearson Education/Prentice Hall.

Check Your Punctuation, Linda Lockhart and Moira Turner (1995). Oxfordshire County Council.

Formal Letters 1, Linda Lockhart and Moira Turner (1995). Oxfordshire County Council.

Formal Letters 2, Linda Lockhart and Moira Turner (1995). Oxfordshire County Council.

How Much do I Know Already?, Linda Lockhart and Moira Turner (1995). Oxfordshire County Council.

Pack A, B and C, Linda Lockhart and Moira Turner (1995). Oxfordshire County Council.

Tip Cards (numbers in words, capital letters, most common words etc.). Basic Skills Agency.

Writing Cards, Linda Lockhart and Moira Turner (1995). Oxfordshire County Council.

Writing Cheques, Linda Lockhart and Moira Turner (1995). Oxfordshire County Council.

Writing Short Notes and Letters, Linda Lockhart and Moira Turner (1995). Oxfordshire County Council.

Writing to Suit the Purpose, Linda Lockhart and Moira Turner (1995). Oxfordshire County Council.

Writing Works (post basic), Marina Spiegel and Helen Sunderland (1999). London Language and Literacy Unit.

All Oxfordshire County Council publications are available from Avanti Books (see p. 111). For details of other publishing organisations, see pages 111–12.

Handwriting

Handwriting Skills, Jan Nightingale (1997): Suffolk County Council.

Available from Avanti Books – see page 111.

Spelling

Foundation Spelling (series), Catherine Hilton and Margaret Hyder (1996). MCH publications.

Literacy Basics: Spelling worksheets 1, 2 and 3, Stuart Sillars and Anat Arkin (2002). Chalkface Project.

Social signs/photos/everyday objects

Functional Signs (large format cards), Winslow Press (1995): Avanti Books.

A wide range of pictures, photographs of everyday objects, activities and social signs, action cards and simple language, literacy and numeracy games are available from Taskmaster, Morris Road, Leicester LE2 6BR (www.taskmasteronline.co.uk) and LDA, Duke Street, Wisbech, Cambs, PE13 2AE or Avanti Books (see p. 111). Taskmaster's products are designed mainly for schools; avoid choosing any that are too childish.

Packs

Citizen 2000, (ideas and learning resources for teachers to develop learners' basic communication skills through citizenship), Basic Skills Agency (2001).

See page 111 for details.

Lists of publishers of English language teaching and learning materials can be found on www.bebc.co.uk/ELTPublishers.htm

Distributor/Publishers

Avanti Books (distributor)

8 Parsons Green, Boulton Road, Stevenage, SG1 4QG

Tel: 01438 350155. E-mail: AVANTIORD@aol.com Online bookshop: www.avantibooks.com

Basic Skills Agency

Publisher of ESOL materials and literacy materials that can be adapted for ESOL use, and a journal, *Basic Skills*, which contains useful articles.

The Basic Skills Agency, Admail 524, London WC1A 1BR

Tel: 0870 600 2400. Fax: 0870 600 2401. Order online: www.basic-skills.co.uk

BBC Worldwide Ltd

80 Wood Lane, London W12 0TT

Tel: 020 8433 2000. Online bookshop: www.bbcshop.com

Online learning: www.bbcenglish.com

Cambridge University Press

ELT Department, The Edinburgh Building, Shaftesbury Road, Cambridge CB2 2RU

Tel: 01223 325846/7. Fax: 01223 325984. Online bookshop: www.cambridge.org

DfES publications

PO Box 5050, Sherwood Park, Annesley, Nottingham NG15 0DJ

Tel: 0845 6022260. Fax: 0845 6033360. Order online: www.dfes@prolog.uk.com

Gatehouse Publishing Charity Ltd (Books written by students in Basic Skills & ESOL)

Hulme Centre, Stretford Road, Manchester M15 5FQ

Tel/Fax: 0161 226 7152. Online catalogue: www.gatehousebooks.org.uk

HarperCollinsPublishers

77–85 Fulham Palace Road, Hammersmith, London W6 8JB

Tel: 0870 900 2050. Fax: 0870 900 2060. Order online: www.collins.co.uk

Keltic Books

Keltic London Bookshop, 154 Southampton Row, Bloomsbury, London WC1B 5AX

Tel/Fax 020 7278 6110. Online bookshop: www.keltic.co.uk

Kogan Page

120 Pentonville Road, London N1 9JN

Tel: 020 7278 0433. Fax: 020 7837 6348. E-mail: kpsales@kogan-page.co.uk

Language Teaching Publications (LTP)

114a Church Road, Hove, East Sussex BN3 2EB

Tel: 020 7067 2652. E-mail: LanTeaPub@aol.com Online bookshop: www.ltpwebsite.com

LCL International Booksellers

104–106 Judd Street, London WC1H 9PU

Tel: 020 7837 0486. Fax 020 7833 9452. E-mail sales.lcl@btinternet.com

Minority Rights Group

379 Brixton Road, London SW9 7DE

Tel: 020 7978 9498. Fax: 020 7738 6265. Online bookshop: www.minorityrights.org

Oxford University Press ELT Division

UK and Ireland Sales, Great Clarendon Street, Oxford OX2 6DP

Tel: 01865 353567. E-mail: eltinfo@oup.co.uk www.oup.com

Pearson Education/Longman/Prentice Hall

Edinburgh Gate, Harlow, Essex CM20 2JE

Tel: 01279 623623. E-mail: elt@pearsoned-ema.com <http://www.pearsoned-ema.com/elt.html>

Refugee Council Publications Unit

3 Bondway, London SW8 1SJ

Tel: 020 7820 3042. Online catalogue: www.refugeecouncil.org.uk

Refugee Education and Training Advisory Service (RETAS)

World University Service UK, 14 Dufferin Street, London EC1Y 8PD

Tel: 020 7426 5800. Online catalogue: www.wusuk.org (click on RETAS)

You can also visit the Basic Skills Agency's Resource Centre at the Institute of Education Library and Media Services, 20 Bedford Way, London WC1H 0AL (tel: 020 7612 6069), where you can view a wide selection of ESOL as well as literacy and numeracy resources.

Many local Learning and Skills Councils are also establishing resource centres – contact yours to find out if there is one in your area.

■.....ESOL links pages

The following sites provide links to useful ESOL web pages.

<http://babel.uoregon.edu/yamada/guides/esl.html>

University of Oregon (Yamada Language Centre) provides links to ESOL web pages, games and quizzes.

www.aitech.ac.jp/~iteslj/links/

Maintained by the internet TESL journal. Links to sites for both ESOL students and staff. The teachers' links page is organised according to categories such as teaching techniques, testing, poetry, pronunciation, etc.

www.cln.org/subjects/esl_cur.html

Links to pages for ESOL staff.

www.smuc.ac.uk/TEFL/Index.html

St Mary's College, Twickenham. Useful TESOL/TEFL links for teachers.

www.vatme.vic.edu.au or www.tesolinx.lotelinx.vic.edu.au

The Victorian Association of TESOL and Multicultural Education. Includes a links page to ESOL resources on the web.

Resources for ESOL tutors and students

<http://esl.about.com/homework/esl/index.htm>

The ESL section of the About.com homework web page has a very extensive range of resources for both teachers and students.

<http://thecity.sfsu.edu/~funweb/#EXPLORING>

Frizzy University Network (FUN) aims to create 'a relaxed and comfortable environment in which students learning English as a foreign or second language (EFL/ESL) can improve their writing.'

<http://titania.cobuild.collins.co.uk/>

Useful for games with idioms, competitions, quizzes.

www.bbc.co.uk/learning

Not ESOL specific but of general interest.

www.bbc.co.uk/skillswise

Games and quizzes to improve literacy and numeracy (not ESOL specific).

www.bbc.co.uk/worldservice/learningenglish/index.shtml

The World Service has a learning English page that translates current news into several languages. It also provides links to useful phrases in several topic areas (health, music, sport, etc.).

www.bbcenglish.com

Information on English language learning programmes from BBC Worldwide, television programmes, English language 'Learn Online' and products.

www.comenius.com

www.eslcafe.com/

Dave's ESL café. A useful free resource that includes some helpful lesson plans as well as games with phrasal verbs.

www.englishclub.com/index

Free resources and forums for tutors and students. There is a well-rounded selection of tasks, communication, reference, grammar and teacher resources.

www.englishpage.com

This is a good site for advanced learners of English and teachers. Resources include grammar, reading, lessons, games, discussions and more. There is a lot of precise information about tense usage, and a new lesson every week, as well as a lesson archive.

www.englishpractice.com

This service costs \$7.50 Canadian a month.

www.eslpartyland.com/default.htm

Karin's ESL partyland. Learner activities (quizzes, discussion forums, interactive lessons) and teacher materials.

www.learndirect.co.uk/

Provides information on distance learning and online courses as well as part-time and full-time classroom courses throughout the UK. There are around 1,700 Learndirect centres around the country, a growing number of which offer interactive ICT-based ESOL programmes with tutor support.

www.manythings.org

A fun site for students of English as a second language that provides word games, puzzles, quizzes etc.

www.oneworld.net

Provides international news.

www.rong-chang.com

A useful resource for both teachers and learners. Includes a proverbs quiz.

ESOL and ICT

www.bbc.co.uk/webwise

Web familiarisation, including a basics guide.

www.becta.org.uk

British Educational Communications and Technology Agency (BECTA)

This website has a useful search engine – a search for 'ESOL' will list information/advice/CD-ROMs/case studies on using IT in ESOL.

www.becta.org.uk/technology/sayit/

BECTA Say IT information sheets (bilingual information sheets that translate computer technical language into a wide range of languages).

Translation websites

www.babylon.com

Babylon-Pro is a powerful translation, information and conversion tool that instantly provides relevant information about any word or value you click on.

www.Epals.com

Has excellent instant translation service ([/epals.com/translation](http://epals.com/translation)). Translates text directly to and from all European languages, as well as Chinese and Japanese.

www.freetranslation.com

A free translation service.

www.frosina.org

A web page by Van Cristo of Boston, an Albanian-American who informs newcomer Albanians of resources.

www.searchenginecolossus.com

Search Engine Colossus offers links to search engines from 221 countries around the world and enables users to search the web using their choice of language.

www.yourdictionary.com

yourDictionary.com provides the most comprehensive and authoritative portal for language and language-related products and services on the web, with more than 1,800 dictionaries with more than 250 languages. More than 1,500,000 people a month visit YDC.

Local orientation**www.multimap.com**

Multimap.com is the UK's leading interactive mapping service on the web, offering street-level maps of Europe and detailed maps of the world.

www.upmystreet.com

Provides information on local areas – just write post-code into search engine. This could be used as a resource for local orientation and getting to know more about your local area.