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WORK IN OZ

The Work in Oz series explores the world of work through the eyes of Australian workers. The resources include audio and video recordings and learning activities which are designed to assist learners achieve Learning Outcomes from the Certificates 1, 2 and 3 in Spoken and Written English.

Suitable for learners from culturally and linguistically diverse backgrounds who are either preparing to enter the Australian workforce, or who are already working.

Resources for low level learners

Jobs is designed for preliterate and low literacy beginner ESL learners. Each unit commences with a narrative and comprehension questions then interactive pair work and group work where learners share and practise. The emphasis on interaction is a major strength of this book.

- Unit 1 - Home Duties
- Units 2 and 3 - Learning about different jobs
- Unit 4 - Looking for work
- Unit 5 - Safety at work
- Unit 6 - Shift work
- Unit 7 - Seasonal work.

Price: $180

Jobs – Let’s Begin is particularly useful for post beginner, low literacy learners. Through narratives about the job search activities of newly arrived migrants and refugees, learners explore the stages, of finding a job including developing the skills to write their own resumé. Learners build their skills through a series of activities which raise awareness of Australian workplace culture. The book can be used as a course book for job seekers or as a teachers’ resource for a general ESL course.

- Unit 1 - Thinking About a Job
- Unit 2 - Making a Resumé
- Unit 3 - Map, Phone and Street Directory Skills
- Unit 4 - Looking for a Job
- Unit 5 - Going for an Interview
- Unit 6 - Starting a New Job
- Unit 7 - An Accident at Work.

Price: $80

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WORK IN OZ

Margo the Cleaner

The first in the Work in Oz series is Margo the Cleaner.

Level 1 builds the learners’ understanding of vocabulary, duties and includes:

- a CDRom slideshow presentation introducing Margo the cleaner
- worksheets of activities
- flash cards and other interactive activities
- Teachers’ Notes & Answer Keys.

Price: $132

Level 2 covers duties, procedures, communication at work, finding work and Occupational Health and Safety. It includes:

- a DVD showing Margo at work and procedures relating to cleaning
- a CDRom of audio recordings
- worksheets of activities
- flash cards and other interactive activities
- Teachers’ Notes & Answer Keys.

Price: $198

Level 3 covers duties, skills and qualities, finding work and Occupational Health and Safety. It includes:

- a DVD of Margo at work and discussing work-related issues, and a series of presentations giving facts about OHS, job searching etc
- worksheets of activities
- Teachers’ Notes & Answer Keys.

Price: $198

Complete Boxed Set: $506

Video: $55
WORK IN OZ

Nella the Childcare Worker

This is the second title in the Work in Oz series. It explores the world of work through the occupation of childcare worker and also raises issues for parents as consumers of childcare, including finding a good childcare centre, the role of childcare in preparing children for school, understanding the importance of play, childcare centre policies and how children are disciplined in Australia.

Level 1 builds the learners' understanding of vocabulary and duties. It includes:

- a CD Rom slideshow presentation introducing Nella the childcare worker
- worksheets of activities
- flash cards and other interactive activities
- Teachers' Notes and Answer Keys.

Price: $176

Level 2 covers working in childcare, roles and responsibilities, procedures, caring for children in Australia, Occupational Health and Safety and choosing a childcare centre. It includes:

- a DVD showing Nella at work and procedures relating to childcare
- a CD Rom of audio recordings
- worksheets of activities
- flash cards and other interactive activities
- Teachers' Notes and Answer Keys.

Price: $132

Level 3 covers working in childcare, volunteering, training in childcare, roles and responsibilities, caring for children in Australia, Occupational Health and Safety and using childcare. It includes:

- a DVD of Nella at work, Nella discussing work-related issues, a series of presentations giving facts about OHS, training in childcare and issues such as discipline, play etc
- a CD Rom of audio recordings of dialogues revolving around a problem within a childcare setting
- worksheets of activities
- Teachers' Notes and Answer Keys.

Price: $176

Complete Boxed Set: $440

WORK IN OZ

Nick the Handyman

This is the third title in the Work in Oz series. It explores the world of work through the occupation of a handyman. It also explores everyday household problems from the perspective of a handyman, a house owner and a tenant. It includes a wide range of spoken and written communication activities as well as numeracy practice.

Level 1 builds the learners’ use of vocabulary and communication skills. It includes:

- a DVD showing Nick at work
- a CD Rom of audio recordings
- a CD with PowerPoint
- worksheets of activities
- flash cards and other interactive activities
- Teachers’ Notes, Answer Keys and Transcripts of audio recordings.

Price: $175

Level 2 covers working as a handyman, procedures, communication skills and Occupational Health and Safety. It includes:

- a DVD showing Nick at work and procedures relating to his daily work
- a CD Rom of audio recordings
- worksheets of activities
- Teachers’ Notes, Answer Keys and Transcripts of audio recordings.

Price: $135

Level 3 covers working as a handyman, communication skills, setting up a small business and Occupational Health and Safety. It includes:

- a DVD of Nick at work, Nick talking about becoming a handyman, learning English and working as a volunteer
- a CD Rom of audio recordings
- worksheets of activities
- Teachers’ Notes, Answer Keys and Transcripts of audio recordings.

Price: $175

Complete pack: $425

Now also available in a Student workbook. $60 each

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GET YOUR Ls

Simple and easy to use, the ‘Get Your Ls’ Resource Pack is designed to help people get their learner’s permit. It combines clear, easily understood information about Australia’s road rules with a range of interesting and varied individual and small group activities.

Get Your Ls is suitable for migrants and refugees, secondary school students, indigenous learners, adult literacy students and people with visual and interactive learning styles.

- Teacher’s Pack of resources includes:
  - Teacher’s Notes & Answer Keys
  - Thumbnails
  - A3 sized Intersections and give way posters
  - Quiz question cards
  - a CDRom of real life photographs to support all phases of the teaching and learning process.

Price: $128

The Classroom Kit consists of a folder set which includes:
- Teacher’s Pack
- 5 boxed sets of flash cards of give way situations and test questions with answers on the back
- 20 student books

Classroom Kit: $715.00
Individual student book: $38.00

USING YOUR COMPUTER @ HOME

Described as “a friend sitting next to me”, Using Your Computer @ Home provides a simple and accessible guide to a comprehensive range of computing issues – from the very first steps of opening and closing to more complex issues of exploring the Internet, communicating online and troubleshooting problems.

Each of the 10 units includes:
- A checklist of skills
- Key words
- Dialogues
- Exercises
- Instructions
- Resources
- Tips.

Using Your Computer @ Home also includes an index of instructions, answer keys and a glossary.

Price per book: $38.50
LEARNING ABOUT THE LAW IN AUSTRALIA

Learning about the Law in Australia, a series of 5 books, has been developed to provide basic awareness of Australian law to adult migrants from non-English speaking backgrounds.

Each book is available at two levels, Basic and Intermediate. Copies may be purchased individually or in class sets of 10 books.

Our Legal System
- The Rule of Law
- The People
- The Police
- The Courts

Working in Australia
- Getting a Job
- Getting Paid
- Being Safe at Work
- Fair Treatment at Work

Living in Australia
- Shopping
- Entering a Contract
- Renting
- Driving

Family Law
- Getting Married
- When Problems Arise in a Marriage
- Separation and Divorce
- Children and Property

Parenting
- Children at Home
- Children at School
- Children and the Police
- Children and Money

Each topic has:
- a story presented in colourful comic strip style which stimulates discussion
- information about the relevant laws
- activities which the teacher can use to reinforce key language and content including Internet research activities.

Each book also contains a glossary and a List of Resources section.

Price per book: $40.00

To place your order visit us: https://shop.tafesa.edu.au
UNDERSTANDING FIRST AID

The Understanding First Aid Resource Pack presents First Aid training in simple English and is designed to support people undertaking Senior / Intermediate First Aid training. It provides simple explanations of concepts, step-by-step diagrams and vocabulary exercises and can be used in class, one to one with a tutor or for self study.

Understanding First Aid is suitable for school students, people from culturally and linguistically diverse backgrounds and literacy students, and includes:

• 20 copies of the student workbook containing diagrams of emergency procedures, conditions, injuries, and techniques, a glossary of First Aid terms, language activities and quizzes, multiple choice questions and revision activities

• a binder of teacher resources including:
  – The student workbook
  – Teachers’ Notes
  – Answer Keys
  – A practice theory test and scenario cards
  – Flash cards, posters and activities
  – A CD Rom of Slideshow presentations - Parts of the Body, The Systems of the Body, Bites & Stings.

Price for classroom kit: $715
Teacher’s Pack: $385
Student Book: $33

SOUNDS RIGHT LOOKS RIGHT

A guide to the sounds of English for reading and spelling, with a focus on strategies for effective and ongoing learning, ‘Sounds Right Looks Right’ is written for anyone wanting to get a better grasp of the English language sound system. The style is ‘non-academic’ and the examples used generally come from everyday vocabulary.

It is designed for English as a Second Language learners who may need literacy support, in particular students in levels 2 & 3 of the Certificate in Spoken and Written English, the Certificate in English Proficiency, or equivalent. It may also be useful for secondary school students or adult learners who need support in improving their word-decoding and spelling skills.

The book can be used in the classroom, in small groups or one to one with a tutor.

Price per book: $38.50

To place your order visit us: https://shop.tafesa.edu.au
READ TO LEARN

Read to Learn is a series of 5 booklets for beginning learners of English as a Second Language. These resources are suitable for a wide range of learners including those with minimal formal education and/or minimal literacy. They incorporate themes important for settlement and participation in Australian life and are particularly useful for class sets.

- Summer Clothes
- Winter Clothes
- Hot Summer Days
- Cold Winter Days
- Going to the Library

Price for each title: $10

IT’S EASY

It’s Easy is a series of slideshows on CDRom for beginning learners of English as a second language. These resources are suitable for a wide range of learners including those with minimal formal education and/or minimal literacy. Each slide has a word, phrase or sentence accompanied by an illustration and audio track. Learners can view and listen to them as many times as they like. The simple and predictable format enables learners with very basic computer skills to use these resources. All they need to be able to do is “click”.

Each title is supported by flash cards.

Titles in this series include:
- Fruit
- Vegetables
- Jobs
- Places
- Sounds of English
- How many?
- What are you doing?
- Hello!

Price for each title: $70
ENGLISH FOR NEW LEARNERS

English for New Learners is a series of readers for beginning learners of English as a Second Language. These resources are suitable for a wide range of learners including those with minimal formal education and/or minimal literacy. They are particularly useful for independent learning.

Titles in this series of 7 booklets include:
- Alphabet
- Days
- Months
- Numbers
- Colours
- Money
- Time

Price for each title + CD: $20

LET’S PRESENT - ORAL PRESENTATIONS FOR ESL LEARNERS

Let’s Present! is both a DVD and CD pack showing examples of oral presentations to be used with intermediate ESL learners. While it is designed for use with learners undertaking Certificate in Spoken and Written English Level 3 or Certificate 3 in English Proficiency (Stage 2), it is also useful for secondary school students and international students needing to develop skills in oral presentation.

The DVD consists of 5 oral presentations, each about 5 minutes long. They take place in a variety of settings and show different styles and levels of formality. Four of the presentations are good models while one demonstrates what not to do, in an obvious and humorous way.

Accompanying worksheets for each of the 5 presentations cover listening comprehension as well as an analysis of the effectiveness of each presentation.

An accompanying CD contains support materials to use with the DVD.

DVD and CD
Price: $40
HOW TO ORDER OUR ENGLISH LANGUAGE RESOURCES

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