

**NEW  
EDITION**

Workplace Literacy: **Communication Rules!**, **Jobs,**  
**Tourism, Hospitality and Retail** and now **BUSINESS!**

**ED** *Serve*

# WORKPLACE LITERACY

Resources for Teachers and Trainers

Author: Sandra Kenman

## A whole of school approach

- – Activities link to national Training Package competencies and employability skills
- – Suitable for young people preparing to enter the workforce or build employability skills

### Circulate to:

- VET Teachers
- Learning Support Staff
- English Teachers
- Business Teachers
- Hospitality and Tourism Teachers
- Workplace Education Teachers
- Teacher Librarian

### Resources include:

#### Teacher's Handbook (on CD):

- Strategies for teaching workplace literacy skills
  - Models
  - Detailed answers to all activities in all books
  - Additional activities for assessment
- Over 300 pages of practical advice and stimulus material linking pedagogy to real world contexts.

#### Student Workbooks:

- Workplace Literacy: **Communication Rules!**
- Workplace Literacy: **Jobs**
- Workplace Literacy: **Are you being served? Tourism, Hospitality and Retail**
- Workplace Literacy: **Business**

Students needing structure and guidance are provided with templates, self-evaluation sheets, and ideas for completing the activities.

#### Activities Books:

- Workplace Literacy: **Communication Rules!**
- Workplace Literacy: **Jobs**
- Workplace Literacy: **Are you being served? Tourism, Hospitality and Retail**
- Workplace Literacy: **Business**

Over 100 tasks in each activities book. Industry input has been received when designing tasks. The author is an employer and small business owner.

#### Additional electronic activities:

- Available on CD
- Students complete activities electronically.

# Workplace Literacy Order Form

Mail to PO Box 1029, New Farm,  
Qld 4005 or Fax to (07) 3358 5881

Name \_\_\_\_\_

School/Organisation \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Order No \_\_\_\_\_

Qty:	Details:	ISBN:	Cost (including GST):	Total:
<input type="checkbox"/>	<b>Teacher's Handbook</b> on CD	978-0-9808091-1-4	\$148.50	\$
<input type="checkbox"/>	<b>Communication Rules!</b> – Activities Book	978-0-9580639-9-9	\$22 each, or \$16.50 each for 10 or more	\$
<input type="checkbox"/>	<b>Jobs</b> – Activities Book	978-0-9808091-0-7	\$22 each, or \$16.50 each for 10 or more	\$
<input type="checkbox"/>	<b>Are you being served?</b> Tourism, Hospitality, Retail – Activities Book	978-0-9580639-8-2	\$22 each, or \$16.50 each for 10 or more	\$
<input type="checkbox"/>	<b>Business</b> – Activities Book	978-0-9808091-7-6	\$22 each, or \$16.50 each for 10 or more	\$
<input type="checkbox"/>	<b>Communication Rules!</b> – Student's Workbook	978-0-9808091-3-8	\$12.10 each	\$
<input type="checkbox"/>	<b>Jobs</b> – Student's Workbook	978-0-9808091-2-1	\$12.10 each	\$
<input type="checkbox"/>	<b>Are you being served?</b> Student's Workbook	978-0-9808091-4-5	\$12.10 each	\$
<input type="checkbox"/>	<b>Business</b> – Student's Workbook	978-0-9808091-8-3	\$12.10 each	\$
<input type="checkbox"/>	<b>CD</b> – Additional Electronic Activities site licence	978-0-9808091-5-2	\$275	\$
<input type="checkbox"/>	<b>Starter Pack</b> – Teacher's Handbook on CD: 60 Activities Books and 60 Student's Workbooks of your choice		\$1,650 (inc postage & handling)	\$
<input type="checkbox"/>	<b>2 year site licence CD:</b> the right to make multiple copies of all CDs, 4 Activities Books and 4 Student Workbooks. For use at one site only.		\$2,750 for two year site licence and \$550 each year thereafter if required	\$
<input type="checkbox"/>	Postage and handling including GST (see below)			\$
<b>Total</b>				\$

## Postage

Queensland	1-10 items \$11.30	11-20 items \$15.95	21-40 items \$22.70	Other by weight
NSW, VIC, SA	1-10 items \$16.30	11-20 items \$21.80	21-40 items \$26.50	Other by weight
TAS, WA, NT	1-10 items \$21.95	11-20 items \$26.80	21-40 items \$34.50	Other by weight

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