

2021 RECOMMENDED RESOURCES LIST

This bibliography includes recommendations by LEARN members. These items and websites have been helpful to tutors and students and are included in this list to demonstrate the variety of materials available. The list serves as a starting point for libraries developing their collection. Wherever possible, the newest edition of a title is listed.

- 1. General**
- 2. Dictionaries (including picture dictionaries) and Idioms**
- 3. Grammar**
- 4. Reading Skills (including phonics)**
- 5. Readers/Reading Selections for Adult Learners**
- 6. Speaking, Listening, Pronunciation**
- 7. Vocabulary**
- 8. Writing**
- 9. Teachers/Tutoring Tips and Ideas**
- 10. American Culture & Customs (including holidays)**
- 11. Citizenship**
- 12. Life Skills (getting a driver's license, banking, shopping, etc.)**
- 13. Math**
- 14. Newspapers**
- 15. Tests (including TOEFL, IELTS, TOEIC)**
- 16. Work/Job Related Skills**

1. General

- Chase, Becky Tarver. *Pathways: Listening, Speaking, and Critical Thinking*. Boston, MA: National Geographic Learning: Cengage Learning, 2018.
- Collins, Tim. *Correct Your English Errors: Avoid 99% of the Common Mistakes Made by Learners of English*. New York: McGraw-Hill, 2017.
- Cottrell, Stella. *The Study Skills Handbook*. Basingstoke: Palgrave Macmillan, 2013.
- Crichton, Jonathan. *English Made Easy: Learning English through Pictures*. [2 vols.] Rutland, VT: Tuttle Publishing, 2015.
- Engelhardt, Diane. *Perfect Phrases for ESL Conversation Skills*. Chicago: McGraw-Hill, 2017.
- Gast, Natalie. *Perfect Phrases for ESL: Everyday Situations*. Chicago: McGraw-Hill, 2013.
- Harvey, William C. *Ingles para Latinos*. Hauppauge, NY: Barron's, 2018.
- Jenkins, Rob and Staci Johnson. *Stand Out: Standards-Based English*. Boston: Heinle/Cengage Learning, 2016.
- Lewis, Marilyn and Hayo Reinders. *Studying in English*. Red Globe Press, 2017.
- Milner, Martin. *World English: Real People, Real Places, Real Language* (Levels 1–3). Boston: Heinle Cengage Learning: National Geographic, 2020.
- Moreira, Elena. *Como Estudiar*. Buenos Aires: Longseller, 2011.

General Websites/Databases

[Burlington English](#): Includes many useful online programs, including *Everyday English*, *English in America*, and more.

[ESLDEsk.com](#): ESL activities, including vocabulary, grammar, spelling, reading, and more.

[GCF LearnFree.org](#) offers free online tutorials about computers, reading, math, and more. Registration is required, but the tutorials are free.

<http://www.keybr.com/> for practice with keyboard skills.

[The Literacy Assistance Center](#) in New York has some good links.

[Mango Languages](#): (database and website).

[Pronunciator](#): More than 4,000 language learning combinations. Courses are offered in your native tongue, and you can learn whatever language you choose.

[Universal Class](#): [Pay database] It has self-directed online classes on over 500 topics.

[USA Learns](#): Learn beginning and intermediate English free. Watch video lessons and do thousands of activities. Practice English speaking, listening, vocabulary, pronunciation, reading, spelling, writing, and grammar.

2. Dictionaries (including picture dictionaries) and Idioms

- Adelson-Goldstein, Jayme and Norma Shapiro. *Oxford Picture Dictionary: Monolingual*. New York: Oxford University Press, 2008. (Available in Arabic, Cambodian, Chinese, French, Haitian-Creole, Japanese, Korean, Portuguese, Spanish, Thai, Vietnamese).

- DK Visual Bilingual Dictionaries. Arabic, French, German, Hindi, Italian, Spanish, 2017-2019 -.
- *The Heinle Picture Dictionary* (+ CD-ROM). National Geographic, 2014.
- Jourist, Igor. *The Firefly Spanish/English Visual Dictionary*. Buffalo, NY.: Firefly Books, 2015.
- Makkai, Adam. *A Dictionary of American Idioms*. Hauppauge, NY: Barron's, 2013.
- *Merriam-Webster's Advanced Learner's English Dictionary*. Springfield, MA: Merriam-Webster, 2016. (Study guide also available).

Dictionaries and Idioms Websites

[Dictionary Help](#): Basic dictionary to help learn English words and their meanings.

[Idiom Connection](#): Explanations of hundreds of idioms with quizzes to practice learning their meanings.

[Idioms 4 you](#): Site contains all types of idiom information for ESL learners; ESL worksheets and vocabulary lessons for intermediate and advanced levels; exercises on idioms.

[Learners Dictionary](#): Online dictionary from Merriam-Webster including word of the day, quizzes, and core vocabulary.

[Word Reference](#): Online word translator from English to many other languages and from other languages to English.

3. Grammar

- Lee, Richard. *Columbia Common English Usage Mistakes at ACT*. Vancouver, BC: Columbia Press, 2012.
- Murphy, Raymond. *English Grammar in Use: Self-Study Reference and Practice for Students of North American English*. New York: Cambridge University Press, 2019.
- Schoenberg, Irene. *Focus on Grammar*. White Plains, NY: Pearson Education, 2017.
- Smalzer, William. *Basic Grammar in Use: Workbook with Answers*. New York, Cambridge University Press, 2017.
- Swick, Edward. *Practice Makes Perfect English Grammar for ESL Learners*. New York: McGraw-Hill, 2018.
- Torres-Gouzerh, Robin. *Practice Makes Perfect Intermediate English Grammar for ESL Learners*. Chicago: McGraw-Hill, 2019.
- Yates, Jean. *Master the Basics—English*. Hauppauge, NY: Barron's, 2013.

Grammar Websites

[Dave's ESL Cafe on the Web](#): Helpful pages on grammar, pronunciation, slang, test preparation advice, and links to other ESL websites.

[English Central](#): Learn the correct pronunciation and grammar by selecting videos to watch online to record your voice and compare it to correct speech patterns.

[ESL Lessons and Help](#): Learn how to use nouns, verbs, adverbs, prepositions and other parts of speech to construct correct sentences.

[Grammar Guide](#): Build English grammar and vocabulary skills.

[Learn English Feel Good](#): ESL portal with a wide variety of exercises and resources for students and teachers of English; over 300 free grammar and vocabulary exercises, 120 free printable grammar worksheets, media-based listening comprehension exercises, lists of American idioms and phrasal verbs, an “English for Travelers” section, and much more.

[Learn English Online](#): Grammar, listening, vocabulary lessons, and exercises for all levels of English learners.

[Tense Busters](#): Tense Buster, Clarity’s most popular program, helps learners improve their understanding of key grammar areas from some/any at Elementary level to phrasal verbs at Advanced level.

[Train your Accent](#): Listen to short recorded speeches on various topics to help reduce the accents in new English language speakers.

4. **Reading Skills (including phonics)**

- Bitterlin, Gretchen. *Ventures* (Levels 1 – 4 with Teachers’ Guides). New York: Cambridge University Press, 2018.
- Brosh, Hezi. *Arabic Stories for Language Learners: Traditional Middle Eastern Tales in Arabic and English*. Rutland, VT: Tuttle Publishing, 2013.
- Conklin, Lia. *What’s Next: A Multilevel Phonics Approach for ESL Students* (Levels 1 – 4). Syracuse, NY: New Readers Press, 2012.
- Gianolo, Ann. *Novel Scenes* [series]. Syracuse, NY: New Readers Press, 2012.
- Heyer, Sandra. *Very Easy True Stories: A Picture Based First Reader*. White Plains, NY: Addison-Wesley Longman, 2018 (Also by Heyer: *All New Easy True Stories, Easy True Stories, Even More True Stories, More True Stories, True Stories in the News*).
- Laubach, Frank. *Laubach Way to Reading* (Levels 1 – 4 with Workbooks). Syracuse, New York: New Readers Press, 2016.
- *Step Forward: Language for Everyday Life* (Levels 1 – 4). New York: Oxford University Press, 2017.

Reading Skills Websites

[Marshall Adult Education](#): Improve reading by using the research strategies of repeated reading and guided oral reading, aid in building adult learners' fluency, and increasing comprehension skills.

[New York Times Learning Network](#): Learn about United States current events and more using the New York Times learning network.

[News For You Online](#): Easy to read weekly online newspaper including participation in polls, teachers’ guides, voting guides to learn about upcoming political elections and new vocabulary words.

[Phonetics](#): Learn phonetic sounds of the English language. It has English, Spanish, and German language translations.

5. Readers/Reading Selections for Adults

- Amazing Americans [series]. Chicago: Wright Group/McGraw-Hill, 2006-
- [Cambridge English Readers](#).
- [Grassroots Press](#). Canada. (Includes many adult easy-to-read paperback novels)
- [MacMillan Readers](#) [series].
- Oxford Bookworms Library [series]. Oxford: Oxford University Press.
- Penguin Readers [series]. Harlow, England: Pearson Education.
- [Playaway Bookpacks](#) (preloaded MP3 player with book).
- Saddleback Classics [series]. Irvine, CA: Saddleback Pub.
- Saddleback Pageturners [series]. Irvine, CA: Saddleback Pub.
- [We Both Read](#) [series]. South San Francisco, CA: Treasure Bay.

Readers/Reading Selections Websites

[Boggles World ESL for Adults](#): Site includes many stories, exercises, and games for improving English language skills.

[Capstone Press](#) has bilingual titles on many topics.

[Center for the Study of Adult Literacy](#): Adult stories in beginner, intermediate, and advanced levels, including topics such as health, food, babies, teenagers, families, history, and others.

[ESL Yes](#): More than 1600 stories in beginner and intermediate levels that include games, puzzles, and the ability to listen to the audio parts at normal and slow speeds.

[Tumble Books](#): A collection of over 1000 titles, which includes animated talking picture books, chapter books, videos, nonfiction titles, playlists, books in languages other than English such as French and Spanish, graphic novels, and math stories.

6. Speaking, Listening, Pronunciation

- Gilbert, Judy. *Clear Speech: Pronunciation and Listening Comprehension in North American English*. New York: Cambridge University Press, 2012.
- Grant, Linda. *Well Said, Introduction and Well Said: Pronunciation for Clear Communication*. Boston, MA: Heinle Cengage Learning, 2017.
- Kehe, David. *Conversation Strategies: Pair and Group Activities for Developing Communicative Competence*. Brattleboro, VT: Pro Lingua Associates, 2014 (Also by Kehe: *Discussion Strategies: Beyond Everyday Conversation*).
- Lane, Linda L. *Focus on Pronunciation* (1 – 3 levels). White Plains, NY: Pearson, 2013.
- Yates, Jean. *Pronounce It Perfectly in English* [CD]. Hauppauge, NY: Barron's, 2013.

Speaking, Listening, Pronunciation Websites

[eEnglish Online](#) from English Computerized Learning: Includes: Pronunciation Power 1, Pronunciation Power 2, 8 in 1 English Dictionary, Pronunciation Power Idioms,

eEnglish Speech Test, Grammar and Vocabulary with Color Key, Usage Tracking, and Vocabulary Builder.

[English Language Listening Library Online](#): ELLLO offers over 3,000 free listening activities. Teachers and students can access lessons for beginner, intermediate and advanced learners.

[Tune in to Learning](#): General language site to help adults gain skills they need to achieve their educational, career, and personal goals.

7. **Vocabulary (see also “Dictionaries”)**

- Greenberg, Michael. *Painless Vocabulary*. Hauppauge, NY: Barron’s, 2016.
- Lee, Richard. *Columbia 1000 Words You Must Know for ESL*. Vancouver, BC: Columbia Press, 2013.
- Sattler, Ann. *Essential Vocabulary: Survival Words*. Scottsdale, AZ: Remedia Publications, 2011- (Also *Shopping Mall Words*, *Computer Words*, and *Restaurant Words*).

Vocabulary Websites

[ESLDEsk.com](#): ESL activities, including vocabulary, grammar, spelling, reading, and more.

[ESL Gold](#): Provides thousands of free resources and information for both students and teachers; all materials are organized by skill level for quick and easy access to speaking, vocabulary, listening, reading, writing, flashcards and other practice pages.

[The Internet Picture Dictionary](#): Includes practice activities such as flash cards, fill-in-the-blanks and word scrambles to learn English; program also has vocabulary in Spanish, French, German, and Italian.

[Learners Dictionary](#): Online dictionary from Merriam-Webster including word of the day, quizzes, and core vocabulary.

[The New York Times Learning Network](#): Current event stories, quizzes, crossword puzzles and other vocabulary and knowledge building resources for students, parents, and instructors. Includes geography. Great for vocabulary.

[USA Learns](#): Learn beginning and intermediate English free. Watch video lessons and do thousands of activities. Practice English speaking, listening, vocabulary, pronunciation, reading, spelling, writing, and grammar.

8. **Writing**

- Blanchard, Karen. *Ready to Write*. Hoboken, N.J.: Pearson Education, 2017.
- Carlock, Janine. *The ESL Writer’s Handbook*. University of Michigan Press, 2017.
- Folse, Keith. *Great Writing*. National Geographic: Cengage Learning, 2014.
- *Maximize Your Writing*: Hoboken, N.J.: Pearson Education, 2017.
- *Trio Writing*. New York: Oxford University Press, 2017.

Writing Websites

[English as a Second Language Home Page](#): A starting point for ESL learners who want to study English using the Web; contains a lightly annotated directory of links in categories, including Listening and Speaking; Reading with Understanding; Grammar and Writing; ESL-related Information; English Language Schools; and More ESL Sites.

[ESL Gold](#): Provides thousands of free resources and information for both students and teachers; all materials are organized by skill level for quick and easy access to speaking, vocabulary, listening, reading, writing, flashcards and other practice pages

[USA Learns](#): Learn beginning and intermediate English free. Watch video lessons and do thousands of activities. Practice English speaking, listening, vocabulary, pronunciation, reading, spelling, writing, and grammar.

9. **Teachers/Tutoring Tips and Ideas**

- Celce-Murcia, Marianne, et al. *Teaching English as a Second Language or Foreign Language* (2014). Heinle/National Geographic Learning.
- Fenner, Diane Staehr & Snyder, Sydney. *Unlocking English Learners' Potential*. (2017). Corwin/Sage Publications.
- Ferlazzo, Larry & Hull-Sypnieski, Katie. *The ELL Teacher's Toolbox: Hundreds of Practical Ideas to Support Your Students*. (2018). Jossey-Bass.
- Ferlazzo, Larry & Hull-Sypnieski, Katie. *The ESL/ELL Teacher's Survival Guide: Ready-to-Use Strategies, Tools, and Activities for Teaching All Levels*. (2012). Jossey-Bass.
- Herrell, Adrienne. *50 Strategies for Teaching English Language Learners*. (2016). Boston, Pearson.
- Johnson-Colvin, Ruth. *Tutor: A Collaborative, Learner-Centered Approach to Literacy Instruction for Teens and Adults*. (2009: a classic and one of the original tutor training books). New Readers Press.
- Johnson-Colvin, Ruth. *I Speak English* (2012: a classic and one of the original learner training books). New Readers Press.

Teachers/Tutoring Tips and Ideas Websites

[Adult Learning Resource Center](#): The Adult Learning Resource Center (ALRC), a nationally recognized educational resource, provides professional development, including instructional and program support, for adult and family educators.

[CAELA](#): Center for Adult English Language Acquisition has resources for teachers to help adults learn English.

[English as a Second Language Home Page](#): A starting point for ESL learners who want to study English using the Web; contains a lightly annotated directory of links in categories, including Listening and Speaking; Reading with Understanding; Grammar and Writing; ESL-related Information; English Language Schools; and More ESL Sites.

[English Club](#): Helps students to learn English and instructors to teach English; includes lessons for learners and teachers, including fun pages like games, quizzes, and chat.

[ESL Gold](#): Provides thousands of free resources and information for both students and teachers; all materials are organized by skill level for quick and easy access to speaking, vocabulary, listening, reading, writing, flashcards and other practice pages.

[Internet TESL Journal](#): A monthly, online journal with teaching techniques, lessons, Web-based textbooks, projects, classroom jokes, games and conversation questions, as well as related links for both teachers and students; site is searchable and archived.

[Libraries' English and Reading Network \(LEARN\)](#): LEARN offers resources on its website for ESL and basic reading adults and tutors; marketing tools for promoting English language learning in libraries.

[LINCS](#): Literacy Information and Communication System has research and practice resources.

[Literacy Connections](#): Provides a wealth of information on reading, teaching and tutoring techniques, ESL literacy, and adult literacy.

[Literacy DuPage](#): Local agency for ESL and adult basic education offers tutor training, adult learner assignment to a tutor, and sponsors English Conversation Groups at local libraries.

[NCSALL](#): National Center for the Study of Adult Learning and Literacy is a good site for teachers that includes many research articles.

[People's Resource Center](#): Community agency providing basic skills tutoring, computer training, food pantry, and other resources.

[ProLiteracy Worldwide](#): A worldwide nonprofit international literacy organization to provide literacy and English as a second language support to agencies, libraries, government entities, and other organizations interested in advancing the vision of helping adults and families to succeed.

[Tower of English](#): This Internet resource guide is for students and teachers of English as a second language, including interest categories and several hundred websites in an A-Z list that use games and fun activities to learn English.

10. **American Culture & Customs (including holidays)**

- Murtha, Sheila. *Celebrate the American Way: A Fun ESL Guide to English Language and Culture in the U.S.* (2016). Piscataway, NJ: Research & Education Association.
- Murtha, Sheila. *English the American Way: A Fun ESL Guide to Language and Culture in the U.S.* (2011). Piscataway, NJ: Research & Education Association.

American Culture and Customs Websites

[InterExchange](#): Learn about American customs and culture.

[Nations Online](#): View a virtual guide to the United States.

11. **Citizenship**

- *Citizenship 2.0 Interactive DVDs: A Bilingual Overview of United States' History and Government.* Cupertino, CA: California Language Laboratories, 2010-.

(Available in 29 languages, including Amharic, Arabic, Cambodian, Cantonese, Farsi, French, German, Haitian-Creole, Hebrew, Hindi, Hmong, Indonesian, Italian, Japanese, Korean, Laotian, Mandarin, Polish, Portuguese, Punjabi, Russian, Serbo-Croatian, Somali, Spanish, Tagalog, Thai, Urdu, Vietnamese, and English Only).

- U.S. Citizenship & Immigration Services. *Civics and Citizenship Toolkit*. Washington, DC: US Government Printing Office, 2011.
- Weintraub, Lynne. *Citizenship, Passing the Test, Ready for the Interview*. Syracuse, NY: New Readers Press, 2016 (Also *Citizenship Passing the Test Civics and Literacy* and *Citizenship, Passing the Test, Literacy Skills*).

Citizenship Websites

[Citizenship Sample Interview and Test](#): Watch videos to hear the citizenship interview and learn about how the citizenship written test is administered to individuals.

[Citizenship Test Study Guide](#): Use this study guide to practice for the citizenship test process.

[Civics Flash Cards](#): Practice learning how to answer the citizenship exam questions using flash cards.

[Form N-400 to Apply for U.S. Citizenship](#): Download this form to apply to take the citizenship test.

[Free Citizenship Classes at College of DuPage](#): Register to take citizenship classes to help prepare for the citizenship test.

[U.S. Citizenship](#): Learn about U.S. passports, voting, dual citizenship, jury duty, public service, and many other topics of interest to new U.S. citizens.

[Preparing for the Oath](#) is an easy-to-use study guide for the civics portion of the U.S. naturalization test.

[Presidents of the United States](#): Use this site to learn about all the past presidents who led our country.

[Proliteracy](#) offers dictation and writing practice.

[Translations of Citizenship Questions](#): View translations of the test questions in Arabic, Chinese, Korean, Spanish, Tagalog, Vietnamese, and other languages.

[U.S. Citizen Naturalization](#): Review the general eligibility requirements before you apply to take the citizenship test.

[Your Rights as a United States Citizen](#): Learn about your rights and responsibilities as a U.S. citizen.

12. Life Skills (Getting a driver's license, using a checkbook, etc.)

- Adelson-Goldstein, Jayme, et al. *Workplace Skills Builder*. (2014). Oxford University Press.
- Branca, Brian. *ESL Conversation Rocket: a Scaffolded, Grammar-Based Conversation Workbook for ESL Learners*. (2019). ESL Publishing.
- Clark, Raymond C. *Money: The Vocabulary of the Financial World*. (w/audio CD). (2019). ProLingua Associates.
- Dignen, Bob. *Communicating in Business English*. (w/audio CD). (2003). Compass Publishing.

- Gast, Natalie. *Perfect Phrases for ESL Everyday Situations: With 1,000 Phrases*. (2013). McGraw Hill; Available on amazon.com
- Northcutt, Ellen & Griffith-Wagner, Christine. *Building a Strong Vocabulary for Life Skills*. (2016). New Readers Press.
- Paul, David. *Communicate* (Series 1-4 w/audio CD). (2012). Compass Publishing.
- Swick, Ed. *Practice Makes Perfect: Complete English All-in-One for ESL Learners*. (2019). McGraw Hill; Available on amazon.com
- Yates, Jean. *Practice Makes Perfect: English Conversation*. (2016). McGraw Hill; Available on amazon.com

Life Skills Websites

[Building Conversations](#): Practice conversation skills through questions under many topics, such as food/eating, school, secrets, animals/pets, goals, healthcare and more.

[Conversation Cards](#): Download conversation questions that can be cut into index card-sized paper to be used as conversation cards for discussion and building speaking skills.

[ESL America](#): Comprehensive site includes information about safety, health, nutrition, banking, shopping, computers, and government.

[English for Your Health](#): Learn about health issues, your medicines, health emergencies, doctors, and dentists.

[Illinois Driver License Practice Tests](#): Use this site for practice tests to pass the written part of the driver's license exam; tests are also available in Spanish.

[GCF LearnFree](#): Offers everyday life learning around real life situations such as using an ATM machine, food and cooking, making a bank deposit, or reading safety information.

[Passport to English](#): Lessons on practical topics such as greetings, food, health, banking in beginner, intermediate, and advanced levels; includes audio and a companion site for Spanish speakers.

[USA Learns](#): Helps adult learners understand how to ask questions, read signs, speak to doctors, and to communicate in English about life skills needs.

13. **Math**

- *Breakthrough to Math*. Syracuse, NY: New Readers Press, 2010.
- Graham, Alan. *Teach Yourself Mathematics: A Basic Introduction*. London: Hodder & Stoughton, 2013.

Math Websites

[Funbrain](#): Review math facts or parts of speech. Includes many interactive, online games to practice basic math and language arts concepts.

[GCF LearnFree.org](#) offers free online tutorials about computers, reading, math, and more. Registration is required, but the tutorials are free.

14. Newspapers

- *Easy English News*. Saddle Brook, NJ: Eardley Publications, 1996-.
- *Newcomer's Almanac: A Newsletter for Families New to the United States*. [newsletter]. Brookline, MA: Interchange Institute, 1996-.
- *News for You*. Syracuse, NY: New Reader's Press, 1985- (also available online).
- *Reflejos [bilingual newspaper]*. Arlington Heights, IL: Reflejos Pub., 1990-.

Newspapers Websites and Databases

[Library PressDisplay](#) provides instant online access to today's newspapers from around the world in full-color, full-page format. The ever-expanding collection currently includes more than 2,000 U.S. and international titles—from 100 countries in 56 languages.

[The New York Times Learning Network](#): Current event stories, quizzes, crossword puzzles and other vocabulary and knowledge building resources for students, parents, and instructors. Includes geography. Great for vocabulary.

[The Times Plain in Plain English](#): Freshly written, easy to read articles.

15. Tests

- *Barron's IELTS: International Language Testing System*. Hauppauge, NY: Barron's, 2016.
- *Barron's TOEIC*. Hauppauge, NY: Barron's.
- *Cracking the TOEFL IBT [Princeton Review]*. New York: Random House.
- *Kaplan IELTS*. New York: Simon & Schuster.
- *Kaplan TOEFL*. New York: Simon & Schuster.
- *Kaplan TOEIC Premier*. New York, Simon Schuster.
- *The Official Guide to the TOEFL Test*. New York: McGraw-Hill.

Tests Websites

[Exam English](#): Contain free online practice tests for the most important international ESL exams: IELTS, the TOEFL® and TOEIC® tests, and the Cambridge English exams such as Advanced (CAE), First (FCE), Key (KET) and Preliminary (PET).

[GED Prep](#): GED/HiSet preparation including study guides, practice tests and flashcards to earn a high school diploma.

[IELTS](#): The home of The International English Language Testing System (IELTS).

[Self-Study Quizzes for ESL Students](#): A very large collection of quizzes for English study.

[Test Den](#): Online resource center for the TOEFL® test, TOEIC® test and Accent Reduction.

[TOEFL](#): The official website for the Test of English as a Foreign Language.

[TOEIC](#): The official site of The Test of English for International Communication.

16. Work/Job Related Skills

- Brown, Stephen E. *Improve Your English: English in the Workplace [with CD]*. Chicago: McGraw-Hill, 2009.
- Burke, David. *The Slangman Guide to Biz Speak [CD]*. Studio City, CA: Slangman.

- California Language Laboratories. *Persuasive English for Job Seekers: Surviving the Job Interview*. (2014). (DVDs translated into separate ones in English, Korean, Arabic, Spanish, Russian, Polish, Mandarin).
- Gast, Natalie. *Perfect Phrases for ES: Advancing Your Career*. (2010). McGraw Hill.
- Kita-Bradley, Linda. *Soft Skills at Work*. (Photoseries with various titles, such as *Getting to Work on Time; Working as a Team; Taking the Extra Step; Thinking on Your Feet; Putting Customers First; Standing Up for Yourself*). (2018). Grass Roots Press.
- Lynn, Sarah, et al. *Future: English for Work, Life, and Academic Success*. (Series 1-4). (2019). Pearson Education.
- Magy, Ronna. *Road to Work: Applying and Interviewing*. (Series with other titles including *Choosing a Job Path* and *Succeeding on the Job*). (2017). New Readers Press.
- Molinsky, Steven J. & Bliss, Bill. *Career View: Exploring the World of Work*. (2018). Pearson Education.
- Newman, Christy. *On-the-Job English*. Syracuse, NY: New Readers Press, 1998.
- Penruddocke, Andrea. *English for the Real World* [with CD]. New York: Living Language, 2009.

Work/Job Related Skills Websites

[All About Work](#): How to Find a Job: Includes getting ready for interviews, what to do at an interview, filling out a job application and more

[Business English Site](#): Over 200 free exercises covering a wide variety of Business English topics (accounting, sales & marketing, information technology, medical English, general business English and many others); includes two listening comprehension sections (video and audio), as well as a special section to practice business English grammar.

[ChicagoJobs.com](#) allows searching job postings for all the newspapers in the Chicago area simultaneously. It also includes a “smart” search so that abbreviated.

[English For My Job](#): English practice exercises for hospitality industry workers, with separate sections for those working in the hotel, restaurant, and travel/tourism industries; includes a special politeness training section

[GCF LearnFree](#): Check out this site to learn about everyday life skills such as shopping, basic math, banking, how to use computers and more

[Go Natural English](#): Watch videos to learn what not to say at work and other workplace information

words are also searched spelled out (e.g. a search for “tech” would also retrieve listing with “technician”).

[Illinois WorkNet](#): Receive training, attend job club meetings, go to job fairs, connect with employers, and more.