If you have suggested additions, or you find that some links are not working, please email [resoucelist@fess.ie](mailto:resoucelist@fess.ie)

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| --- | --- |
| **Minor Award Name** | **English & Communications** |
| **Minor Award Code** | 3N0880 |
| **Level** | 3 |

**Some suggested resources to support delivery:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| **Approaches to Teaching** | e-book | **Course objectives is a Tutor support that suggested classroom techniques and activities** | City & Guilds | <http://cdn.cityandguilds.com/ProductDocuments/Skills_for_Work_and_Life/English_Mathematics_and_ICT_Skills/3800/Centre_documents/Adult_Literacy_Core_Curriculum_v1.pdf> |
| **Finding your learning profile** | On-line questionnaire | **VARK:** A support to help learners and tutors identify the learning styles in a group |  | <http://vark-learn.com/the-vark-questionnaire/> |
| **Managing workshops** | e-Workshop | **Communications Workshop L3**. Creative and original ideas for presenting communications at level 3 | National Adult Literacy Agency (NALA) | <https://www.nala.ie/sites/default/files/videoresources/files/fetac_level_3_communications_janna_t.pdf> |
| **Reading** | Website | Useful website for reading techniques and tasks – TV schedules, movie and book reviews | Entertainment.ie | <http://entertainment.ie/tv/?utm_source=entertainment.ie&utm_medium=navmenu&utm_campaign=fullmenu> |
| Reading – Extend | Book | Functional Skills English Improve reading and writing skills. Self-help tests included | Published by: CPG Books | <http://www.amazon.co.uk/gp/product/184762877X?keywords=communications%20level%203&qid=1445949864&ref_=sr_1_7&sr=8-7> |
| **Reading - Timetables** | Website | Source for timetables to be used as examples for scanning and locating information | Bus Éireann | <http://www.buseireann.ie/?gclid=CKbejqf84sgCFWKe2wodZi8IZw> |
| **Reading - genre** | PowerPoint presentation | Short PowerPoint presentation explaining genre and showing examples | Ms. Shortela’s channel | <https://www.youtube.com/watch?v=eMldJBLuQLo> |
| **Creative Writing – getting started** | Book | **10 Steps Forward** is a Creative writing resource which supports getting started with: drafting and rough-work. Proof-reading written material | Author: Yvonne Coppard Published by: Eprint Publishing | <http://www.eprint.co.uk/EPRINT-Publishing/English-Resources/Creative-Writing/Suitable-for-14---16-year-olds/10-Steps-Forward/p-352-353-376-488-1503/> |
| **Creative Writing -Made Easy** | Leaflet | Tips for planning, drafting and writing creative stories in a handy one card format | Graspit.ie | <http://www.graspit.ie/product/creative-writing-made-easy/> |
| **Writing: notes and letters** | Learner workbook | Writing notes and letters. Spelling tips. Recognising and avoiding common errors. | National Adult Literacy Agency (NALA) | <https://www.nala.ie/sites/default/files/publications/Read%20Write%20Now%20learner%20support%20book_1.pdf> |
| **Writing skills** | Website | Help with improving spelling and writing skills. Focuses on hints for better spelling, understanding punctuation | Skilllsyouneed.com | <http://www.skillsyouneed.com/write/spelling.html> |
| **Writing - spelling** | Book | **Adult Learners’ Guide to Spelling Provides practical techniques to improve spelling for adults** | Author: Anne Betteridge Published by: Chambers | <http://www.amazon.co.uk/dp/0550102248/ref=as_sl_pd_tf_lc?tag=howtospe-21&camp=2902&creative=19466&linkCode=as4&creativeASIN=0550102248&adid=0B5NZWYVWE3FNMRG6ED1&&ref-refURL=http%3A%2F%2Fwww.howtospell.co.uk%2Fbooks.php> |
| **Writing Guidelines** | Booklet | **The Writer’s Companion** Guidelines and worksheet exercises for many areas of English writing including punctuation, spelling, writing dialogue. | Graspit.ie | <http://www.graspit.ie/product/the-writers-companion-2/> |
| **non-verbal communication** | Worksheet | Identifying and using correct non-verbal communication including body language, facial expressions, gestures, voice intonation | Busyteacher.org | Request the worksheet at this link: <http://busyteacher.org/12469-types-of-non-verbal-communication-and-body.html> |
| **Non-verbal (road signs)** | Website | **Warning road signs** To be used in the non-verbal communication section | Drivingtesttips.ie | <http://www.drivingtesttips.ie/Warning-Traffic-Signs.php> |
| Non-verbal (Health and Safety) | workbook | **Safe and Well** Provides essential information and extensive examples of health and safety signs and symbols | Published by: Fás and NALA | <https://www.nala.ie/sites/default/files/publications/Steps%20to%20safety%20-%20module%20one%20-%20safety%20signs_1.pdf> |
| **Media** | Book | Tutor support. Module 3 on Media & Communications is particularly useful for discussions and exercises on the role of media in modern communications | National Council for Curriculum and Assessment (NCCA) | <http://pdst.ie/sites/default/files/English.pdf> |
| **Information Technology – Social Networking** | Article | **Survey on social network** usage in Ireland Highlights the many reasons why adults use social networking. Can be used to examine the importance of networking in general | Voltedge.ie | <http://www.voltedge.ie/human-resources-news/eight-out-of-10-online-adults-in-ireland-use-social-networks-survey-findings/> |
| **Information Technology** | Workbook | **Getting to Grips with Technology.** A workbook to support learners develop Information Technology Skills. Includes grammar, spelling, email and internet | Donegal ETB | Contact [*learningforliving@donegaletb.ie*](mailto:learningforliving@donegaletb.ie)  for copies |
| **Listening and Speaking** | Website | **BBC Skillswise.**  How to improve overall listening skills. Help to become a more confident speaker. Listening and speaking exercises | British Broadcasting Corporation (BBC) | <http://www.bbc.co.uk/skillswise/topic-group/speaking-and-listening> |
| **Listening and Speaking – how to** | Website | Article focusing on the importance of essential communication skills in everyday life | Author: Melanie Pinola Lifehacker.com | <http://lifehacker.com/top-10-ways-to-improve-your-communication-skills-1590488550> |
| **Effective Communication** | e-Book | **Hidden Communication Secrets Revealed** An overview of effective and essential inter-personal communication skills including listening, asking questions and body language | Published by Bookboon.com | <http://bookboon.com/en/hidden-communication-skills-revealed-ebook> |
| **Speaking and Vocabulary building** | Book | **Watch your Language** Comprehensive guide to improving basic grammar, spelling and punctuation at an appropriate level. Useful sections on vocabulary building | Author: Mary O Maolmhuire.  Published by: Gill and Macmillian | <http://www.schoolbooks.ie/21286-1285-0-%7CGill_and_MacMillan%7CWatch_Your_Language%21> |
| **General Writing Workbook** | Writing Workbook | **Write Now! 3 Motivational** texts to engage students with spelling, punctuation and grammar skills. Each activity contains a reference section which explains rules, conventions and exceptions in clear and simple terms. Students are explicitly taught correct grammatical terms and tasks provide the opportunity to apply this knowledge in fun contexts | Axis Education | <http://www.axiseducation.co.uk/products/11426/write_now/write_now_3.aspx> |
| **General Reading workbook** | Workbook | **Functional Skillbuilders**  **Reading Entry Level 3 Motivational**, functional reading tasks set in workplace contexts. Tasks at Entry Level 3 include sequencing instructions, reading for information, using a dictionary, reading reference sources, using indexes and word building skills. | Axis Education | <http://www.axiseducation.co.uk/products/10550/functional_skillbuilders/functional_skillbuilders_english/reading_entry_level_3.aspx> |
| **Extending reading, writing and spelling** | Website | **BBC Skillswise** Guidelines, tips, games and exercises to help adult learners improve basic reading, writing and spelling skills | British Broadcasting Corporation (BBC) | <http://www.bbc.co.uk/skillswise/english> |
| **Complete course workbook** | Workbook | **Communications Level 3 Workbook**: this is a learner workbook and guide to completing all course topics at level 3 standard - reading, writing, spelling, grammar, non-verbal communication, comprehension, media, listening & speaking and everyday technology. | Authors: Donegal ETB | Contact [*learningforliving@donegaletb.ie*](mailto:learningforliving@donegaletb.ie)  for copies |
| **Summary worksheets for all parts of the course** | Book | **Junior Cert English Exam Papers Past exam papers. Great resource for various reading genres and writing exercises. Level and standard appropriate.** | Published by: The Educational Co. of Ireland | <http://www.easons.com/p-4566696-exam-papers-junior-cert-english-ordinary-level.aspx> |
| **Effective Communication** | Article | In depth article promoting steps to improved communication skills. Focuses on common and not so common barriers to effective communication and how to cope when breakdowns appear in the communication process. | Authors: L. Robinson, J. Segal & M. Smith | <http://www.helpguide.org/articles/relationships/effective-communication.htm> |

**Useful Organisations:**

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| --- | --- |
| **Name** | **Contact Information** |
| BBC Skillswise | <http://www.bbc.co.uk/skillswise/0/> |
| Citizens Information Board | <http://www.citizensinformation.ie/en/> |
| Dept. of Social Protection | <https://www.welfare.ie/en/Pages/home.aspx> |
| Health and Safety Authority | <http://www.hsa.ie/eng/> |
| National Adult Literacy Agency | <https://www.nala.ie/> |
| National Council for Curriculum and Assessment | <http://www.ncca.ie/en/> |

**Other Resources:**

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| --- | --- |
| **MOOCs (Massive Online Open Courses)** | |
| Online courses delivered mainly by Universities and Colleges worldwide.  Useful to search regularly for new courses and new start dates. Most courses are free. Charge often applies if assessment and certification is required.  Provide excellent CPD for individuals or resources that can support teaching and learning. | What is a MOOC?  <https://www.youtube.com/watch?v=eW3gMGqcZQc>  Providers of MOOCs  e.g.  https://www.mooc-list.com/ |