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| **Field area / Field of Learning covered by this Level 1 resource list** | **Literacy and Communications** |
| **Minor Awards - Names** | **Reading**  **Writing** |
| **Minor Awards - Codes** | **M1C01**  **M1C02** |
| **Level** | **1** |

**Suggested resources to support delivery at Level 1:**

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| --- | --- | --- | --- | --- |
| **Theme/Topic:**  **Reading** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Recognise some familiar words independently, including some that are commonly used and personally relevant. | Web links to factsheets and corresponding worksheets | A combination of a factsheet and worksheet (bingo game) which introduces learners to basic sight words. Excellent resource for demonstrating to learners the importance of knowledge of sight words and reinforcing their knowledge through a literacy game. | BBC Skillswise.  (Ctrl+Click to follow links) | <http://www.bbc.co.uk/skillswise/topic/recognising-letters-and-words/resources/e1-e2> |
| Recognise some familiar words independently, including some that are commonly used and personally relevant. | Reading comprehensions and corresponding questions/follo w up activities | Basic stories written for adults which reflect real-life situations. Stories contain a large selection of sight words and CVC words to reinforce learners' previous knowledge. Stories are also accompanied by discussion points and activities. | Linda M Hoole*,* contributor to Skills Workshop. | <https://www.skillsworkshop.org/resources/readwell-road-step-1-stories-c> |
| Recognise some familiar words independently including some that are commonly used and personally relevant. | Web links to worksheets, reading comprehensions  (Free samples available but paid membership required for full access.) | A large selection of materials ranging from reading familiar words (sight words) to reading short reading comprehensions with familiar vocabulary. A wide range of worksheets available which prove very useful at L1 reading. Although aimed at young learners, a lot of materials are adult friendly or can be adapted. | Super Teacher | <https://www.superteacherworksheets.com/full-early-literacy.html> |
| Use word identification strategies, e.g context of words, sight sounds, word endings. | Web links to worksheets, reading comprehensions  (Free samples available but paid membership required for full access.) | A large selection of materials ranging from phonics to word family units which support learners in terms of their word identification strategies. Although aimed at young learners, a lot of materials are adult friendly or can be adapted. | Super Teacher | <https://www.superteacherworksheets.com/full-early-literacy.html> |
| Interpret some common symbols and signs in familiar contexts | PDF file on website | Useful PowerPoint presentation which includes a selection of various social signs. Excellent prompts for discussion within class as to the types of social signs and their accompanying text. | Heidi Griffin contributor to Skills Workshop | <https://www.skillsworkshop.org/resources/types-text-social-signs> |
| Demonstrate awareness of text conventions, print material and the alphabet. | PDF workbook | Although written for ESOL learners, this resource has a lot of useful resources for reading at Level 1. Resources include reading and writing the alphabet, numbers, times and correcting incomplete sentences. Excellent materials for use at the very initial stages of L1. | Scottish Qualifications Authority | <http://www.sqa.org.uk/files_ccc/ESOLLiteraciesNational2AlphabetNumbersPhonics.pdf> |
| Use word identification strategies, e.g. context of words, sight sounds, word endings. | Web links to worksheets. | A selection of information sheets and worksheets which can be used or adapted for use at L1. Resources include letter patterns, syllables, dolch words, phonics and blends. Resources form part of the larger *Write On* and *Read Write Now* series. | NALA | <https://www.nala.ie/tutors/worksheets> |
| Use word identification strategies, e.g. context of words, sight sounds, word endings. (Phonics specific.) | Interactive online tool. | Interactive tool which allows tutor/learner to listen to the sounds of English. Allows learners to break words down into sounds before blending them into complete words. Excellent tool for demonstrating to learners the purpose of phonetic learning. Tool also can be expanded upon to reading sentences. | BBC Skillswise | <http://downloads.bbc.co.uk/skillswise/flash/phonics-tool/swf/phonics.swf> |
| Use word identification strategies, e.g. context of words, sight sounds, word endings. (Phonics specific.) | Web links to worksheets | A selection of phonics worksheets created for each letter of the alphabet. Each worksheet consists of four words and a picture in which learners must find the correct word using their knowledge of sounds. Also includes worksheets for blends such as 'ch' etc. and space for more advanced learners to construct sentences. | English for Everyone | <http://www.englishforeveryone.org/Topics/Phonics.htm> |
| Identify the nature of familiar documents, e.g. bills, junk mail, and instructions. | Factsheet and corresponding worksheet | A combination of factsheets and worksheets which examine the various types of documents learners encounter on an everyday basis. Set to a very basic level suitable for L1 learners and can also act as a prompt for further discussion of familiar documents. | BBC Skills wise | <http://www.bbc.co.uk/skillswise/topic/types-of-text/resources/e1-e2> |
| Identify the nature of familiar documents, e.g. bills, junk mail, and instructions. | Web links to worksheets | A selection of worksheets which can be used or adapted for use at L1. Resources include reading a bill, reading a poster, reading TV listings and reading a 24hour clock. Resources form part of the larger *Read Write Now* series. | NALA | <https://www.nala.ie/tutors/worksheets> |
| Reading resource which covers all learning outcomes. | Web links to workbooks.  Complete workbooks require purchasing, but there are sample pages available online. | L1 Communications workbook available which contains many specific L1 reading resources as well as a L1 workbook dedicated to reading questions. There is also a L1 subject specific reading workbook available which has been written for the component. This is an excellent resource which contains relevant, learner-friendly materials and covers all aspects of L1 reading outcomes. | Educoot.org | <https://educoot.org/infoeducootcom/> |
| Reading resources which cover all learning outcomes. | Website | Website which consists of adult orientated resources. Searching under the filter of E1 English results in resources relating to phonics, the alphabet, CVC words among many others. Searching under the category of ESOL also results in resources which can be used when learning personally relevant vocabulary, e.g. clothes, hobbies, colours etc. and for making sense of personally relevant sentences. | Skills Workshop | <https://www.skillsworkshop.org/> |
| Reading resources which cover all learning outcomes. | Website | Although published as an ESOL site, this site has many useful resources suitable for reading at L1. Useful resources include phonics/blends resources, alphabet and basic reading comprehensions. There is also a large selection of worksheets available in relation to composing short personally relevant sentences. Basic reading comprehensions and corresponding questions are also available. | ESOL Materials Ireland | <http://esolmaterialsireland.com/literacymaterials/index1.php> |
| Reading resources which cover all learning outcomes. | Web links to resources (some require payment.) | Requires free membership but upon gaining access and clicking onto resources, there are links (paid and free) to a selection of resources which cover all outcomes of Level 1 reading. Requires filtering to obtain adult resources but many others can be adapted for use. | TES | <http://www.tes.co.uk> |
| Reading resources which cover all learning outcomes. | Web links for purchasing items for beginner readers | Website which provides a range of reading materials for adults at all levels but can be filtered down to L1 standard. Excellent resources which are relevant and adult friendly. A large number of adult education centres may already have access to these materials, so this is worth investigating. | Gatehouse Books | <https://www.gatehousebooks.co.uk/reading-books/beginner-readers/?reading_level=7> |
| **Theme/Topic:**  **Writing** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Write some familar words for different purposes. | Web links to written forms as well as computer-based activities. | Webpage which consists of questions which can be completed online (or in the case of L1 learners, used by the tutor to read aloud to the class.) Short basic form is linked to the page which introduces learners to form filling in a simplified manner. Good discussion prompts from online activity which allows students to think about the importance of filling out forms correctly. | British Council | <http://esol.britishcouncil.org/content/learners/skills/writing/filling-short-form> |
| Write some familiar words for different purposes. | Web links to information sheets and worksheets | The website contains a large variety of writing information sheets as well as worksheets to cover the learning outcomes for L1 writing. Resources include capital letters, writing days and months, writing lists, writing addresses and filling in forms. Although resources cover a wide range of levels, there are many useful materials which can be used or adapted to L1 standard. | Literacy Tools | <http://www.literacytools.ie/viewPrintableCategory.cfm?catid=2&id=27> |
| Transcribe simple information in specific order e.g. Alphabet, days, months, addresses. | PDF workbook | Although written as an ESOL resource, this contains many excellent materials suitable for use at L1 writing. Resources include writing the alphabet and corresponding activities. It also covers numbers, days of the week, months and alphabetical order in a simplified manner for beginner writers. Also contains printable flashcards very useful in teaching the alphabet. | Scottish Qualifications Authority | <http://www.sqa.org.uk/files_ccc/ESOLLiteraciesNational2AlphabetNumbersPhonics.pdf> |
| Write for different personal and socially relevant audiences. | Web link to worksheet | A set of writing tasks which covers a wide range of forms of writing including, good luck cards, birthday cards, addressing envelopes and more. | Janice Thorn contributor to Skills Workshop | <https://www.skillsworkshop.org/resources/e1-e2-cards-and-notes-functional-english> |
| Writing for different personal and socially relevant audiences. E.g. shopping list, reminder, sending a card/postcard, sending a text message. | Web links to fact sheet and accompanying activities. | Fact sheet on writing notes and lists accompanied by a worksheet template for writing diary entries and writing words. | BBC Skillswise | <http://www.bbc.co.uk/skillswise/factsheet/en08hand-e1-f-writing-notes> |
| Use some rules of writing appropriately e.g. Use of capital letters to start a sentence, write a sentence correctly. | Web links to fact sheet and worksheets | Fact sheets on the use of capital letters and basic punctuation. Also accompanied by an activity where learner should insert the correct capital letters or punctuation. | BBC Skillswise | <http://www.bbc.co.uk/skillswise/topic/punctuation/resources/e1-e2> |
| Use some rules of writing appropriately e.g. capital letters to start a sentence, write a sentence correctly. | Link to printable flashcards. | Printable flashcards which can be used to teach the basics of basic punctuation. Very useful resource to reinforce learning accompanied by a range of suggestions as to how the flashcards can be used. | Laura Jeffrey Kiiza for Skills Workshop. | <https://www.skillsworkshop.org/resources/entry-level-punctuation-cards> |
| Writing resource which covers all learning outcomes. | Web link to workbook.  Complete workbook requires purchasing, but there are sample pages available online. | L1 Communications workbook available which contains many specific L1 writing resources which can be used for the purpose of L1 assessment. Consists of lots of relevant, learner-friendly materials. Some resources as part of the subject specific L2 writing workbook could also be used as part of a L1 module. (Specifically the initial activities, e.g. writing the alphabet.) | Educoot.org | <https://educoot.org> |
| Writing resource which covers all learning outcomes. | Web link to learner workbook. | A comprehensive writing workbook for beginner writers. Covers all stages of writing, from holding a pen, to forming letters to more advanced stages such as using capital letters and writing basic documents. Excellent resource for L1 writing which covers each stage individually. | NALA | <https://www.nala.ie/resources/better-handwriting-adults> |
| Writing resource which covers all learning outcomes. | Web links to worksheets | Links to a large variety of worksheets which covers topics such as capital letters, writing sentences, writing notes, writing lists etc. A wealth of resources which can be used or adapted for use at Level 1. | NALA | <https://www.nala.ie/tutors/worksheets> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| National Adult Learning Association | <http://www.nala.ie> |
| Further Education Support Service (FESS) | <http://www.fess.ie> |
| Department of Education and Skills | <https://www.education.ie/en/> |
| Literacy Ireland | [www.literacyireland.com](http://www.literacyireland.com) |
| Write On | <http://www.writeon.ie> |
| NALA Distance Learning Service | <https://www.nala.ie/what-we-do/effective-teaching-practice/distance-learning-service> |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | <https://www.mooc-list.com/> |

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| **Field area / Field of Learning covered by this Level 1 resource list** | **Literacy and Communications** |
| **Minor Awards - Names** | **Reading**  **Writing**  **Listening and Speaking**  **Non-Verbal Communication** |
| **Minor Awards - Codes** | **M1C01**  **M1C02**  **M1C03**  **M1C04** |
| **Level** | 1 |

**Suggested resources to support delivery at Level 1:**

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| --- | --- | --- | --- | --- |
| **Theme/Topic**  **Reading** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Recognise some familiar words independently | SESS Functional Language & Communication Resource | A key vocabulary guide is provided in the following areas;   * *Myself* * *My Family* * *My House* * *School* * *Food* * *Television* * *Shopping* * *Pastimes* * *Clothes* * *Weather* * *Special Occasions / Time* | Special Education Support Service | <https://www.sess.ie/resources/sess-functional-language-and-communication-resource> |
| Interpret some common symbols and signs in familiar contexts | Flash cards | Do2learn provides thousands of free pages with social skills and behavioural regulation activities and guidance, learning songs and games, communication cards, academic material, and transition guides for employment and life skills including: commonly used signs e.g. bathroom signs | do2learn | <http://www.do2learn.com/picturecards/printcards/safety_signs.htm> |
|  | Workbook | Safe and Well: Improving workplace basic education and health and safety is a workbook covering word identification strategies e.g. similar sounding words, syllables, root words etc. it also looks at common safety signs. | FAS, NALA and The Health and Safety Authority | <http://en.calameo.com/read/000888330e391885547d0> |
|  | Flash cards | A comprehensive range of traffic signs and their meanings | safetysign.com | <http://www.safetysign.com/road-symbol-signs> |
|  |  | Google images has a comprehensive range of images of common signs and symbols | Google images |  |
| Demonstrate awareness of text conventions, print material and the alphabet | Guidelines for teachers | Guide for teachers supporting emergent readers. This is intended for use with young children however, the basic skills of text conventions are the same. | Make Way for Books | <http://makewayforbooks.org/wordpress/wp-content/uploads/2015/01/Emergent-literacy.pdf> |
|  | Guidelines for teachers | A Practical Guide for the Teaching of Literacy to Adults with Learning Difficulties | Department of Education, Quebec | <http://www.education.gouv.qc.ca/fileadmin/site_web/documents/temp/DFGA/Alphabetisation/41-1123-04.pdf> |
|  | Guidelines for teachers | Guidelines for tutors supporting adult learners’ alphabet recognition. | Busy Teacher | <https://busyteacher.org/17917-how-to-teach-abc-to-adults-7-proven-ways.html> |
|  | Workbook | Pricelists, delivery dockets, telephone messages, order forms, writing addresses, alphabetical order | NALA | <https://www.nala.ie/sites/default/files/publications/Steps%20to%20safety%20-%20module%202%20-%20handling%20information_1.pdf> |
|  | Workbook | Worksheets on alphabetical order, using full stops | Seomra Ranga | <https://www.seomraranga.com/2017/12/alphabetic-order-pictures/> |
| Make sense of simple personally relevant sentences containing familiar words | Cloze worksheets | This literacy resource is aimed at pupils in middle classes or SEN pupils. It is made up of cloze sentences with one word missing in the middle. The missing words are all people/occupations. | Seomra Ranga | <https://www.seomraranga.com/2017/10/cloze-sentences-04/> |
| Use word identification strategies | Workbook | Safe and Well: Improving workplace basic education and health and safety is a workbook covering word identification strategies e.g. similar sounding words, syllables, root words etc. it also looks at common safety signs. | FAS, NALA and The Health and Safety Authority | <http://en.calameo.com/read/000888330e391885547d0?page=18> |
|  | Online article | Free online article for teachers to support learners using reading cues such as context, pictures etc | Louise Spear-Swerling | <http://www.readingrockets.org/article/use-context-cues-reading> |
|  | Workbook | Write on: A learning support book is a workbook addressing reading, writing and spelling issues including the Dolch Word List of 100 most common words used. | NALA | <http://en.calameo.com/read/000888330c4414b909cb7> |
|  | App | Special Words app for Available for the Apple iPad, iPhone and iPod touch, and Android tablets and phones. Personalise the app with your own words, photos and sound recordings. Can be used to teach familiar words through word recognition, word and picture matching and audio recognition | Special iApps | <https://www.specialiapps.org/en-gb/> |
|  | Game based on Dolch Word Lists | These spelling activities are based on the Dolch Words Lists. Each set focuses on the spelling of the 20 words in the list. All the letters are provided, and the pupil must select the correct letters to spell the word. | Seomra Ranga | <https://www.seomraranga.com/2017/11/dolch-spelling-activities/> |
| Identify the nature of familiar documents | Book of worksheets | This pack provides real forms which range from giving simple information, e.g. name and address to those requiring more complex information, e.g. bank details. Some include comprehension exercises to help learners understand what is required. | NALA | <https://www.nala.ie/resources/form-filling> |
|  |  | Links to Electric Ireland and Virgin are provided here. All the energy companies have a similar page. These are sample household bills with the different parts labelled. |  | <https://www.electricireland.ie/residential/help/billing/understanding-your-electricity-bill>  <https://my.virginmedia.com/discover/welcome/your-bill/intro.html> |
| **Theme/Topic:**  **Writing** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Write some familiar words for different purposes | Book of photocopiable work sheets | Spelling in Practice contains over 40 photocopiable worksheets. It is the most basic of our three books of A4 worksheets on spelling. It complements and extends the work covered in our most popular spelling workbook, Everyday Spelling. The worksheets are grouped in three sections. The first section contains four sheets of useful information on spelling: a basic way of learning a spelling; a list of 100 key words; vowel sounds & their spellings; consonant sounds & their spellings. The second section provides exercises on spelling basics: key words; single vowels; single & doubled consonants; silent letters. In the third section, examples of everyday writing tasks give practice in spelling commonly-used words. Topics covered include: days, months & numbers; names & addresses; family relationships; writing notes, text messages, postcards, e-mails and letters; making a shopping list; spotting spelling errors in familiar signs & notices; word puzzles. | NALA | <https://www.nala.ie/resources/spelling-practice> |
| Transcribe simple information in specific order | App | Special Stories app available for the Apple iPad, iPhone and iPod touch, and Android tablets and phones. This app allows teachers create photo, text and audio stories that that can be rearranged into different order or used for oral and written story telling | Special iApps | <https://www.specialiapps.org/en-gb/special-stories.html> |
| Write for different personal and socially relevant audiences | Workbook | Putting Pen to Paper is a writing skills workbook that supports students learning to build sentences, write lists, write greeting cards, postcards, personal letters etc | Sinead Hawkins (NALA) | <http://en.calameo.com/read/000888330ccdc1e97bb6c?page=46> |
| Use some rules of writing appropriately | Workbook | Read Write Now explores a variety of everyday events such as attending a concert. Each section includes writing supports such as using capital letters and full stops. | NALA | <http://en.calameo.com/read/0008883307df2107e2d8d> |
|  | Workbook | Putting Pen to Paper is a writing skills workbook that supports students learning to build sentences, write lists, write greeting cards, postcards, personal letters etc | Sinead Hawkins (NALA) | <http://en.calameo.com/read/000888330ccdc1e97bb6c> |
| **Theme/Topic:**  **Listening & Speaking** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Listen to obtain information | Book of games and activities | Speaking and Listening aims to develop oral language and improve reading in the classroom through oral language activities, oral language games and listening exercises.  Pupils will gain confidence in speaking so that they communicate more effectively and converse more freely.  For example:  in giving their point of view  giving instructions  requesting information  giving a speech  discussing topics with peers  having conversations  talking about personal experiences  telling a joke  *E.g. weather forecast, taking clock, traffic report* | Janna Tiearney | <https://www.prim-ed.com/webshop/Literacy/Oral-and-Listening-Skills/Speaking-and-Listening> |
|  | Game based on recordings | A game that requires students to listen to and obtain information from recordings of voicemails | Skillswise | <http://www.bbc.co.uk/skillswise/game/en35spec-game-listening-to-voicemail> |
| Follow clear succinct instruction in familiar contexts | Book | Oral Language contains photocopiable activities for oral language development and to develop speaking and listening skills.    Features:   * photocopiable activities to encourage pupils to listen with understanding * develops ability to respond orally with confidence and coherence * requires pupils to give clear and precise instructions and descriptions * ideal for paired and small-group work   Teacher instruction page included for each activity. | Written by Graeme Beals  Published by PrimEd | <https://www.prim-ed.com/webshop/Literacy/Oral-and-Listening-Skills/Oral-Language> |
|  | Card game | Follow Me! - Loop Card Games - English is a series of three books designed to reinforce basic literacy skills using auditory discrimination as the major focus. Using interactive game cards, pupils work in small groups or class to complete a chain of questions and answers. Each pupil maintains involvement in the oral language game by using the supporting active listening enrichment copymaster, designed to track the progress of the game. | Written by Trisha Callella  Published by Prim Ed | <https://www.prim-ed.com/webshop/Literacy/Oral-and-Listening-Skills/Follow-Me-Loop-Card-Games-English> |
| Explore ideas and new vocabulary that is relevant and appropriate to a personal situation | Workbook | Read Write Now is a comprehensive workbook that uses a range of everyday events such as going to the cinema and a birthday party to support literacy development | NALA | <http://en.calameo.com/read/0008883307df2107e2d8d> |
|  | Discussion cards | Speaking and listening cards activity which gives learners prompts for conversations. Learners are given a topic to discuss with a friend/classmate, e.g. to introduce themselves | Twinkl | <https://www.twinkl.ie/resource/t4-s-67-speaking-and-listening-cards-activity> |
| Interact appropriately in a narrow range of formal and informal social situations | Quiz | Quiz which could be completed orally. Questions explore language that can be used in formal and informal situations  *E.g. in relation to greeting, leaving, seeking information/ assistance from an employer/doctor/family member/friend* | Skillswise | <http://www.bbc.co.uk/skillswise/quiz/en37spea-e1and2-quiz> |
| Express opinions, facts and feelings in response to familiar and/or personal situation | Worksheets | Worksheets exploring whether statements are fact or opinion. Can be used as oral work. Twinkl offers resources across a range of literacy and numeracy areas. | Twinkl | <https://www.twinkl.ie/resource/t2-e-181-fact-or-opinion-worksheets> |
|  | Discussion cards | Picture cards with a stimulus question on each. A picture of people playing sports, labelled SPORTS, is accompanied by the question ‘what do you think about…? | Twinkl | <https://www.twinkl.ie/resource/au-l-53270-point-of-view-topic-discussion-cards> |
|  | Posters | Posters of sentence starters for learners giving their opinion. Starters include I believe…, I think…, I prefer… | Twinkl | <https://www.twinkl.ie/resource/t2-e-1322-opinion-sentence-starters-posters> |
| **Theme/Topic:**  **Non-Verbal**  **Communication** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Communicate about the past, present and future activities | Exercise sheets and answer key | Exercise sheets on past, present and future tenses. These exercises get more complicated and therefore the whole series may not be suitable but many of the exercises are appropriate | English for Everyone | <http://englishforeveryone.org/PDFs/To_Be_Exercise_1.pdf> |
| Use appropriate non-verbal behaviour to secure and maintain the attention of another | Article | *Non-verbal Communication* is an article outlining strategies to teach nonverbal cues. It defines different types of nonverbal cues and provides a sample lesson plan. | Teaching English | <https://www.teachingenglish.org.uk/article/non-verbal-communication> |
| Communicate an idea/request non-verbally | Article | *Adults with Special Needs and Learning Disabilities.* This article outlines methods for promoting non-verbal communication with adults experiencing communication difficulties | icommunicate Speech and Communication Therapy | <https://www.icommunicatetherapy.com/adult-communication-difficulties-2/adult-learning-difficulties-intellectual-disability/> |
| Respond to body language | Video clips | YouTube has a myriad of videos exploring nonverbal communication, facial expressions etc. Some are childish, and some are more suited to an adult audience. I have included a sample here but there are hundreds. | YouTube | <https://www.youtube.com/watch?v=nhzXeZj6sx4>  <https://www.youtube.com/watch?v=anHnpDfsItc>  <https://www.youtube.com/watch?v=ihKXQbYeV5k> |
| Respond to common place signs and symbols | Cards | Do2learn provides thousands of free pages with social skills and behavioural regulation activities and guidance, learning songs and games, communication cards, academic material, and transition guides for employment and life skills including: printable safety signs | Do2learn | <http://www.do2learn.com/picturecards/printcards/safety_signs.htm> |
|  |  | A workbook from NALA which |  |  |
|  | Workbook | Supports learners in identifying colours and meanings of common signs including hazard signs | NALA | <https://www.nala.ie/sites/default/files/publications/Steps%20to%20safety%20-%20module%20one%20-%20safety%20signs_1.pdf> |
|  |  | Key Vocabulary for a Safe Workplace is a collection of free photocopy masters on a range of workplace topics including common workplace signs and symbols |  | <https://www.newreaderspress.com/filebin/pdf/KeyVocab/KeyVocab_PCMs.pdf> |
| Sequence images/symbols associated with a familiar activity and or process |  | Write on: A learning support book is a workbook addressing reading, writing and spelling issues including using technology - computers and mobile phones – commonly used terms and function keys |  | <http://en.calameo.com/read/000888330c4414b909cb7> |
|  | Video | YouTube clip on how to use a car park pay station. | YouTube | <https://www.youtube.com/watch?v=3o5zulc10Vo> |
|  | Video | From Aptaclub, this YouTube video demonstrates how to make a formula bottle for a baby. | YouTube | <https://www.youtube.com/watch?v=fNdLUfXhh48g> |
|  | Video | Short video demonstrating how to sort and load washing before beginning the wash cycle. It then demonstrates the use of a tumble dryer. | YouTube | <https://www.youtube.com/watch?v=91Y53nmwpAU> |
| Additional resources |  | view2do: Programme to allow teachers create teaching aids for visual learners | Do2learn | <http://do2learn.com/subscription/do2learn_plus/view2do_about.php> |
|  |  | Flash card maker |  | <http://www.senteacher.org/worksheet/10/Free-Word-List-FlashCard-Printer.html> |
| Additional resources |  | BBC Skillswise is a website that offers a wide variety of lesson ideas including games and one-minute videos across a range of written and spoken literacy skills in addition to spelling/grammar/punctuation etc Many Level 1 learning outcomes are supported by this site. This website has many resources intended for adult use. | BBC Skillswise | <http://www.bbc.co.uk/skillswise> |

**Useful Organisations:**

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| --- | --- |
| **Name** | **Contact Information** |
| Skillswise | <http://www.bbc.co.uk/skillswise> |
| National Adult Literacy Agency | <https://www.nala.ie/> |
| Further Education Support Service | [www.fess.ie](http://www.fess.ie) |
| Study Ladder | <https://www.studyladder.com/> |
| Twinkl.ie | <https://www.twinkl.ie/> |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | <https://www.mooc-list.com/> |

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| **Field area / Field of Learning covered by this Level 1 resource list** | **Literacy and Communications** |
| **Minor Awards - Names** | **Reading**  **Writing**  **Computer Skills**  **Using Technology** |
| **Minor Awards - Codes** | **M1C01**  **M1C02**  **M1T11**  **M1T10** |
| **Level** | **1** |

**Suggested resources to support delivery at Level 1:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme/Topic:**  **Reading** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Interventions for Struggling Readers – advice and tips from Educational Psychologists. | PDF Document | ***Effective Interventions for Struggling Readers*** This guide has been developed by psychologists from NEPS and aims to help teachers in primary, post-primary and special schools, by sharing information about evidence-based approaches to teaching reading. | National Educational Psychological Service | <https://www.education.ie/en/Education-Staff/Information/NEPS-Literacy-Resource/neps_literacy_good_practice_guide.pdf> |
| Read some familiar words | PDF Documents | ***ESOL Literacies National 2 Learning Support Material*** A range of downloadable pdf/word files that cover a variety of topics relevant to reading at level 1. Aimed primarily at ESOL learners with literacy difficulties but also useful for learners at level 1. The **alphabet, number and phonics** pack is useful as is the **personal identity** pack for common words such name, address, dates, form filling, | SQA – Scottish Qualifications Authority. | <http://www.sqa.org.uk/sqa/33697.html> |
| Reading: familiar and common words and sentences. | Tutor’s Resource Pack | ***Missling the Tobar – Travelling the Road***. An adult literacy resource pack containing a set of four reading books by members of the travelling community and a teaching and learning resource based on the reading books. | NALA | <https://www.nala.ie/resources/missling-tobar> |
| Reading: Dolch list – read commonly used words | Website | **Dolch list 1 – 20 words most frequent.** The Dolch list of sight words, is a list of the 220 most common words in the English language. The list makes up from 50 to 75 percent of all ordinary reading matter excluding proper names. They are sorted here into 11 lists, in order according to frequency of occurrence. | SESS (Special Education Support Service) | <https://www.sess.ie/sites/default/files/Resources/Cirricular_Material/DolchWord_List_220.pdf> |
| Read familiar and common words – bingo c | Website bingo creator | **Sight words bingo creator** allows you to create bingo cards from sight words and/or to customise the bingo cards with your own word list. The cards, along with a corresponding word list, are created and displayed onscreen in printable PDF format. | Sight words, US. | <http://www.sightwords.com/sight-words/games/bingo/card-creator/> |
| Reading: Recognise some familiar words - Word searches, crosswords, word shapes. | Website – puzzle creator | ***A to Z Teacher Stuff*** is useful for the worksheet generator where you can generate your own word searches, crossword puzzles, handwriting worksheets and word shape worksheets. | AtoZteacherstuff.com | <http://tools.atozteacherstuff.com/> |
| Reading: Interpret Social sight signs and symbols | Online games | Free online games to recognise and read common social sight signs and symbols. Aimed at beginner ESOL students but would also be useful for level 1 reading students | Sue Lyon-Jones at esolcourses.com | <https://www.esolcourses.com/uk-english/beginners-course/unit-1/signs-symbols.html> |
| Reading: Interpret social sight signs and symbols | PowerPoint presentation | Social sight signs PowerPoint presentation – very useful for teaching. Lots of pictures and points for group discussion making it a great group activity for level 1. Can be edited to take out some of the signs or add one or two of your own. | Sally Shipton Black – contributor at Skillsworkshop | [http://www.skillsworkshop.org](http://www.skillsworkshop.org/resources/types-text-social-signs)  [/resources/types-text-social-signs](http://www.skillsworkshop.org/resources/types-text-social-signs) |
| Reading: Interpret Social sight signs and symbols | Printable quiz | Social signs quiz that could be used as a standalone activity or for consolidation and extension work after using Sally Shipton’s Types of Text: Social Signs PPT (see above). Could be used either as a paper-based quiz or cut into flashcards for working on recognition and discussion skills. Or could be used to assess. | Heidi Griffin – contributor at Skillsworkshop | <http://www.skillsworkshop.org/resources/social-signs-quiz> |
| Reading: Interpret common symbols- Alphabetical order | Workbook | ***Alphabetical order*** – 30 Photocopiable Worksheets for Adult Learners. Covers lower & upper case, find the missing letters, beginning letters, blocks of 3, blocks of 4/5, letter placement, long lists, telephone directories. | ABC Production – Butterworth and Cane | <https://www.nala.ie/resources/alphabetical-order> |
| Reading common signs – safety signs | Basic Education Pack dealing with health and safety issues. | ***Steps to Safety*** – improving workplace basic education and health and safety. Contains exercises in recognising safety signs in the workplace. Useful especially for those working in construction, retail or service industries. | FAS and NALA in association with the HSA | <https://www.nala.ie/resources/steps-safety-module-1-safety-signs> |
| Reading: Signs and symbols | Flashcards | ***Look Here! Flash Cards*** - set of 72 flash cards containing the words and signs from the **Look Here!** book, plus 11 extra signs. Printed on 300gsm white card in several colours the flash cards are supplied in six A5 sheets ready for cutting into single 35mm x 75mm cards. | Brown and Brown | <https://www.gatehousebooks.co.uk/collections/brown-brown/look-here-flash-cards/> |
| Identify the nature of familiar documents e.g. Bills, junk mail, instructions | Printable lessons | Part of the bbcskillswise website. Factsheets and exercises for on different types of text. Choose Entry 1&2 for Level 1 Reading. | BBC Skillswise | <http://www.bbc.co.uk/skillswise/topic/types-of-text> |
| Reading: Identify the nature of familiar documents e.g. Bills, junk mail, instructions | Online interactive game | Interpret different forms of writing and recognise the main features of texts with this online resource. Lots of different games which would be useful across different aspects of reading and writing. | BBC Skillswise | <http://www.bbc.co.uk/skillswise/english/games?page=3> |
| Interpreting different forms of text and  Signs and symbols | Online past exam papers for Trinity ESOL exams | ***Trinity Entry Level 1*** sample reading papers include some exercises on reading social sight signs and symbols and interpreting and understanding different forms of text (tasks 2 and 3). Aimed at ESOL students but would be useful for students at the higher end of level 1. | Trinity College London | <http://www.trinitycollege.com/site/?id=3767> |
| Reading: Demonstrate awareness of text conventions, print material and alphabet | Workbook | ***Essential communication Topics*** 1 – Worksheets covering reading and writing skills. Help develop and gain self-reliance in communication skills, and, where appropriate produce portfolio evidence. | MCH Publication, Margaret Hyder, Catherine Hilton | <https://www.amazon.co.uk/Essential-Communication-Topics-Catherine-Hilton/dp/189890118X> |
| Reading: Demonstrate awareness of text conventions - Logos and brand name | Website | Logos in order of popularity – [www.goodlogo.com](http://www.goodlogo.com) *–* ***top 10 logos****.* Images of the top ten logos*.* | www.goodlogo!.com | <https://goodlogo.com/top.250/interval/1> |
| Reading: Make sense of personally relevant sentences -  Reading strategies including LEA | Website | Advice to tutors on reading strategies. Gives tips on **Language Experience Approach (LEA)** which is particularly useful for Level 1 students. | NALA | <https://www.nala.ie/tutors/top-tips/teaching-reading/approaches> |
| Reading: Use word identification strategies - phonics Demonstrate awareness of text conventions e.g. reading left to right, | Work pack | **Fast Track to Phonics 1**step by step progressive course for non-readers using a phonics-based approach. Worksheets and flashcards on left to right tracking, alphabet sounds, beginning, end, vowel sounds CVC words. | Joy Collins, Published by Axis Education | <http://www.axiseducation.co.uk/products/20097/fasttrack.aspx> |
| Use word identification strategies -phonemic awareness | Workbook | ***Word & sentence puzzles, 30 photocopiable worksheets for Adult Learners***, ABC Production. A range of word and sentence focus activities aimed at developing phonemic awareness and knowledge of sound-letter correspondence. Pages 1-15 are useful for Level 1 Learners. Activities include crosswords with picture clues, letter ends, changing letters to make a new word and making sentences. | ABC Production – Butterworth and Cane | <http://www.abcproduction.co.uk/> |
| Use word identification strategies – context of words | Resource packs with photo stories | ***This Life Readers – Resource Pack***. A tutor’s resource pack which contains readers at level 1. Each resource pack has a tutors’ guide with exercises to improve word recognition. Engaging **photo stories** for emerging **readers**. The stories feature one or two short, simple sentences per page with good, clear print and plenty of repetition and reinforcement. | Axis Education | <http://www.axiseducation.co.uk/products/20109/this_life_readers.aspx> |
| Use word identification strategies | Teachers’ resource pack | ***FastTrack to Reading*** -a structured course that has been specifically designed to teach non-readers. Worksheets include tracking, visual discrimination, letter matching, CVC words, onset and rime | Axis Education, Joy Collins | <http://www.axiseducation.co.uk/products/10083/fasttrack/fasttrack_to_reading.aspx> |
| Reading & Writing resources that cover a wide range of Learning Outcomes | Printable and online worksheets | ***BBC Skillswise*** Contains resources on recognising sounds, sight words, different text types, using dictionaries. Sentence grammar section also contains punctuation practice. Arranged in order of level. All resources are printable and give factsheets followed by worksheets and quizzes. | BBC Skillswise | [http://www.bbc](http://www.bbc.co.uk/skillswise/topic-group/reading)  [.co.uk/skillswise/topic-group/reading](http://www.bbc.co.uk/skillswise/topic-group/reading) |
| Reading and writing resources that cover a wide range of Learning Outcomes | Interactive website | **Write on**: a free online e-learning site that offers students the opportunity to study at level 1 (and higher levels) independently. At level 1, there are lessons, videos and exercises that cover most of the learning outcomes such as recognising logos, signs, symbols, reading common words, recognising sentences, reading documents. | NALA | <http://www.writeon.ie> |
| Reading resources that cover a wide range of Learning Outcomes | Online listing with links to NALA produced literacy worksheets | ***Resources.writeon.ie***  this is a web search page which lists the resources according to topic and level which are on the [**Putting Pen to Paper**](https://www.nala.ie/resources/putting-pen-paper-writing-workbook), [**Write on**](https://www.nala.ie/sites/default/files/publications/Write%20on%20-%20a%20learning%20support%20book_1.pdf), [**Time 4 Learning**](https://www.nala.ie/resources/time-4-learning-numeracy-workbook), [**Read Write Now**](https://www.nala.ie/resources/search?keys=read+write+now&=Search), and [**Really Useful Guide**](https://www.nala.ie/resources/search?keys=really+useful+guide&=Search) workbooks produced by NALA. Resource lists can be filtered for Level 1 which then leaves about fifty relevant Level 1 reading worksheets which are differentiated by topic. Topics include Dolch list, reading common words, alphabetical order, reading signs and symbols, reading a bill, email, | NALA | <http://resources.writeon.ie/> |
| Reading resources that cover a wide range of Learning Outcomes | Book | ***Skillbuilders Reading Level 1***. Reading texts set in workplace contexts – a hotel, a supermarket and a factory. Covers a range of Learning Outcomes at Level 1 including alphabetical order, letter matching, tracking the alphabet, sight vocabulary, reading a variety of texts including poster, notice, ad, sight signs, menu, labels. | Axis Education | <http://www.axiseducation.co.uk/products/10551/functional_skillbuilders/functional_skillbuilders_english/reading_level_1.aspx> |
| Reading & Writing Resource that covers a range of learning outcomes | Website - online resource of worksheets and lesson plans | ***Skillsworkshop*** - Website with free adult literacy and numeracy resources. Over 2000 free downloadable resources aimed at a variety of levels. The search function allows you to search for the appropriate level. Reading lessons cover a range of topics and skills including text focus, sentence focus and word focus. | Skillsworkshop Site owned by Maggie Harnew – contributions from a wide variety of tutors/educators. | <http://www.skillsworkshop.org/> |
| Resource which covers a range of learning of outcomes | Sample resource workbook and full reading level 1 workbook | ***Educoot*:** This company provides adult education resources. The resources are mapped to the QQI levels. They are very clear, uncluttered and attractively presented. Full workbooks are paid for and free samples can be downloaded. The links are to the Educoot website and to the sample reading worksheets. | www.edu  coot.org | <https://static1.squarespace.com/static/53e7dd4fe4b0fb1fc62c318a/t/5a4a6d93652deacfabf57f12/1514827163298/Sample_Reading_Worksheets_1.pdf>  <https://educoot.org/> |
| **Theme/Topic:**  **Writing** | **Type** | ***Relevance*** | **Author/Source** | **Web link** |
| Handwriting | School book | ***Modern Handwriting for Irish Primary School B*** Handwriting practice – introduces small and capital letter formation, tracing and copying words and captions. Designed for Primary School Children, but also would be useful for struggling level 1 students. | Author Brendan Molloy,  Publisher CJ Fallon | <http://www.easonschoolbooks.com/product/index/Modern-Handwriting-B> |
| Handwriting | Tutor’s Resource Pack | ***FastTrack to Writing*** – tutor’s work pack on developing writing skills. Contains assessment material, step-by-step approaches to developing handwriting skills including exercises in tracking, fine motor control, letter and number formation, joined writing | Published by Axis Education | <http://www.axiseducation.co.uk/products/20097/fasttrack.aspx> |
| Handwriting  Writing for different audiences | Downloadable workbook. | ***Better Handwriting for Adults***. A clear and uncluttered workbook for the beginner writer. Contains tips and practical exercises on getting ready for writing, choosing a pen, doodling, forming the letters, writing Dolch words, name and address, lists, postcards, writing numbers, dates, forms and fixes for handwriting problems. | Authors: Meliosa Bracken and Pam Buchanan. Edited and published by NALA | <https://www.nala.ie/sites/default/files/publications/better_handwriting_for_adults.pdf> |
| Spelling | Book of worksheets | **Everyday Spelling** - a workbook providing practice in name and address; key words, question words; vowels; days and months; numbers; cheques; silent letters; notes and messages, alphabet; double letters; basic punctuation. An A4 sheet of blank cheques (for photocopying) accompanies each book. | Brown & Brown | <https://www.gatehousebooks.co.uk/collections/brown-brown/everyday-spelling/> |
| Spelling – using phonics | Teacher’s Resource Pack | ***FastTrack to Phonics 1.*** Useful for helping learners with sounds of the letters for spelling. Uses a progressive step by step approach to phonemic awareness. Aimed at non-readers. Useful worksheets on left to right tracking, alphabet sounds, beginning, end, vowel sounds, identifying syllables. Includes alphabet flash cards | Axis Education | <http://www.axiseducation.co.uk/roi.aspx> Links to Axis education website  Links to Phonics book  <http://www.axiseducation.co.uk/products/10081/fasttrack/fasttrack_to_phonics_1.aspx> |
| Writing and spelling common words | Writing dictionary | ***Black’s Writing Dictionary*** - A simple writing dictionary suitable for improving writers on the higher end of Level 1.  this is an intermediate resource between a simple wordbook and a full adult dictionary. It contains over 8000 words with simple definitions, offering writing and spelling support without complicated meanings and grammatical labelling. | Compiled by T.J. Hulme, T.F. Carmody J.A. Hulme. Published by A & C Black, London. (now Bloomsbury Publishing) | <https://www.bloomsbury.com/uk/blacks-writing-dictionary-9780713665123/> |
| Spelling -  Word searches, crosswords.  Word shape worksheets | Online worksheet generator | ***A to Z Teacher Stuff*** is useful for the worksheet generator where you can generate your own word searches, crossword puzzles, handwriting worksheets and word shape worksheets. | AtoZteacherstuff.com | <http://tools.atozteacherstuff.com/> |
| Write familiar words. | Missing letter creator | ***School Express.com missing letter.*** This tool allows you to create worksheets for spelling and word recognition practice. Enter the words you wish to practice. You may choose to make vowels missing, or 1 or 2 randomly selected letters missing. Very useful for creating worksheets to practice students name and address or common words. | School Express | <http://www.schoolexpress.com/missingletters/missing01.php> |
| Write some familiar words -  Form filling | Workbook of forms | ***Form Filling*** - 30 Photocopiable worksheets for Adult Learners. The forms at the start of the book are suitable for Level 1 Learners to practice writing their name and address and other basic details into forms. | ABC Production (Butterworth and Cane) | <http://www.abcproduction.co.uk/> |
| Writing familiar and common words.  Use the rules of writing appropriately. | Resource packs | ***This Life Readers – Resource Pack***. Although these are reading photo stories, they are useful if teaching reading and writing as an integrated module. Contain many writing elements which practice writing familiar and common words and full stops and Capital letters. | Axis Education | [http://www.axiseducation.co.uk/roi.aspx](http://www.axiseducation.co.uk/roi.aspx%20%20%20)  Links to Axis education website  <http://www.axiseducation.co.uk/products/20109/this_life_readers.aspx> |
| Use some rules of writing appropriately and  Writing for different audiences | Teaching and learning workbook | ***Putting Pen to Paper*** covers the basic rules of writing including capital letters for days, months, addresses, making sentences. It also includes exercises on writing lists, notes, cards, greeting cards, forms. | NALA | <https://www.nala.ie/resources/putting-pen-paper-writing-workbook> |
| Transcribe simple information in specific order - Alphabet, numbers | Downloadable work pack | ***SQA Esol Literacies National 2, Alphabet, numbers and phonics.*** Free Work pack aimed at ESOL learners with literacy difficulties. Over 100 pages of worksheets. Activities include alphabet and letter formation and ordering, writing phone numbers and ordering days and months. | Scottish Qualifications Authority | <https://www.sqa.org.uk/files_ccc/ESOLLiteraciesNational2AlphabetNumbersPhonics.pdf> |
| Transcribe simple information in specific order  Months of the year  Days of the week | Website | ***GuruParents.com*** Website aimed at parents who want to help their young child. However, many of the available resources are useful for literacy level 1 learners. Use the search function to find days of the week and months of the year worksheets. | Guru Parents | <http://www.guruparents.com/support-files/months-of-the-year-worksheets.pdf>  for months and  [www.guruparents.com/support-files/days-of-the-week-worksheets.pdf](http://www.guruparents.com/support-files/days-of-the-week-worksheets.pdf)  for days of the week. |
| Language Experience Approach (LEA) | Web article | ***The Language Experience Approach and Adult Learners*** outlines how to use the LEA with adults in a group or one to one situation | Marcia Taylor on ERIC Digest | <https://www.ericdigests.org/1993/approach.htm> |
| Language Experience Approach | Website | ***Approaches to teaching Reading o***utlines the Language Experience Approach to Reading which can be adapted to teaching writing. The first link outlines the Language Experience Approach while the second link gives more general hints about approaches to writing. | NALA | <https://www.nala.ie/tutors/top-tips/teaching-reading/approaches>  and  <https://www.nala.ie/tutors/top-tips/teaching-writing/approaches> |
| Cloze texts | Website | ***Cloze text creator –***Tool for creating professional looking cloze texts. Can be personalized to the class/students that you have. | The Teachers Corner | <https://worksheets.theteacherscorner.net/make-your-own/fill-in-the-blank/> |
| Writing for different personal and socially relevant audiences | Web resource | ***Resources.writeon.ie***  this is a web search page which lists the resources according to topic and level which are on the [**Putting Pen to Paper**](https://www.nala.ie/resources/putting-pen-paper-writing-workbook), [**Write on**](https://www.nala.ie/sites/default/files/publications/Write%20on%20-%20a%20learning%20support%20book_1.pdf)[, **Better Handwriting for Adults**](https://www.nala.ie/sites/default/files/publications/better_handwriting_for_adults.pdf), [**Read Write Now**](https://www.nala.ie/resources/search?keys=read+write+now&=Search), and [**Really Useful Guide**](https://www.nala.ie/resources/search?keys=really+useful+guide&=Search) workbooks produced by NALA. Resource lists can be filtered for Level 1 which then leaves about fifty relevant Level 1 writing Level worksheets which are differentiated by topic. Topics include handwriting, alphabetical order, filling in forms, writing notes, messages and cards, diary entries, common words, numbers and many more. | NALA | Enter the write on site at  http://[www.writeon.ie](http://www.writeon.ie)  Log in and then choose a level. On the left-hand side click on the resources button. It will take you to resources.writeon.ie |
| Write for different audiences | PowerPoint presentation | ***Different Types of Text*** is 3 sets of PowerPoint slides designed to help learners work with different types of text and understand purpose and audience. The second set of slides explore the purpose of a text, who are you writing for? What style will you use? How will you write it? What with? May be adapted for Level 1. | Author, Sally Shipton Black. Published on www.skillsworkshop.org | <https://www.skillsworkshop.org/resources/different-types-text-ppts> |
| Writing Resource that covers a range of learning outcomes | Interactive website | **Write on.ie**: a free online e-learning site that offers students the opportunity to study at level 1 (and higher levels) independently. Lessons are included on the English alphabet, sounds of the English alphabet, Writing Common Words, Writing down Information in the correct order, Types of Writing, and Rules of Writing. | NALA | http://[www.writeon.ie](http://www.writeon.ie) |
| Writing Resource that covers a range of learning outcomes | Website - online resource of worksheets and lesson plans | ***Skillsworkshop*** - Website with free adult literacy and numeracy resources. Over 2000 free downloadable resources aimed at a variety of levels. The search function allows you to search for the appropriate level. Writing worksheets include lessons contributed by tutors/educators on spelling, handwriting, grammar, punctuation, form filling, notes, messages, cards, Dolch words. Lessons take various forms including worksheets, PowerPoint presentations, flash cards etc. | Site owned by Maggie Harnew – contributions from a wide variety of tutors/educators. | <https://www.skillsworkshop.org/> |
| Writing Resource that covers a range of learning outcomes | Writing support book | **Write on – a learning support book**. – Learner’s work. It contains hints and tips on: how to use a dictionary, when to use capital letters how to use a calendar, common words used in forms, texting from your mobile phone. It also contains: a personal dictionary and a useful Learning journal template. | NALA | <https://www.nala.ie/resources/write-learning-support-book> |
| Writing Resource that covers a range of learning outcomes | Graded teaching book | ***Skillbuilders writing level 1***. A series of graded teaching books. All the tasks are set in three workplaces. This book is targeted at students at level 1. Includes exercises and tips on the alphabet, common words, name and address, filling basic forms, punctuation, writing notes and messages, writing letters and emails. | Axis Education | <http://www.axiseducation.co.uk/products/10553/functional_skillbuilders/functional_skillbuilders_english/writing_entry_level_1.aspx> |
| Writing Resource that covers a range of learning outcomes | Web links to specific workbook pages | A ***compilation online*** of many of ***NALA’s worksheets***. Each web link opens at a printable worksheet. Has already been categorised into spelling, punctuation writing, puzzles and games and word searches. Level 1 practice worksheets include writing addresses, dates, cards, sentences, lists, envelopes and more. | NALA | <https://www.nala.ie/tutors/worksheets> |
| Resource which covers a wide number of learning outcome | Website with printable factsheets and worksheets | ***BBC Skillswise* –** Online resource covering factsheets and exercises on handwriting, typing, form-filling, letters, format and style, paragraphing editing and proofreading. Also has spelling and games sections. | BBC Skillswise | <http://www.bbc.co.uk/skillswise/topic-group/writing> |
| Resources that cover a wide range of learning outcomes. | Downloadable work packs | ***ESOL Literacies National 2 Learning Support Material.***  Contains links to the work packs with lots of useful material for writing at level 1. The packs include Alphabet, numbers and phonics, daily life, food and drink, personal identity, free time and leisure, travel and shopping. Health, house home environment. | Scottish Qualifications Authority | <https://www.sqa.org.uk/sqa/33697.html> |
| Resource that covers a range of learning outcomes. | Interactive web lessons | ***Excellence Gateway*** This website is a huge portal of educational lessons, worksheets and resources. This link is to the site’s interactive literacy lessons. Check the lessons at M7/7, Entry 1 and Entry 2 for suitability. | The Education and Training Foundation (UK) | <https://www.excellencegateway.org.uk/interactive-resources/literacy> |
| **Theme/Topic: Computer Skills** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Understanding hardware and software | Web based  PDF document | **Getting to Grips with ICT:** This is a useful resource to integrate as part of any ICT related course. It contains excellent handouts and tasks to ensure that a number of learning outcomes for Computer Skills are achieved. | |  | | --- | | Patricia Walsh Gillespie and  Geraldine O'Haire Skills for Work  North West Region. | | |  | | --- | | <http://www.kerryabetutors.ie/wp-content/uploads/Getting-to-Grips-with-Technology-13.5.13.pdf> | |
| Using a computer and improving basic skills | Web based  PDF document | **Click to Go:** The book is divided into three parts.  These resources will support learners in achieving their learning outcomes for Computer Skills minor award. | Alison Jones and Tony Sweeney, Galway and Roscommon ETB | <http://www.gabes.ie/file/Click%20To%20Go%2023944697.pdf> |
| Getting started with the basic computer skills | Website  PDF files | **Age Action:** This website is an excellent source of interesting handouts and exercises. | Age Action Ireland/ Getting Started Computer Training Programme | <https://www.ageaction.ie/how-we-can-help/getting-started-computer-training> |
|  | Website  PDF files | **Getting Started Handbook** (Pages 3-19)   * Introduction * Sitting Comfortably? * Computers: what would you like to be able to do? * How do I turn the computer on and off? * Using the mouse * Using the keyboard * Getting started | Age Action Ireland/ Getting Started Computer Training Programme | <https://www.ageaction.ie/sites/default/files/attachments/age_action_-_getting_started_workbook_web_2017.pdf> |
| E-learning | Web sites | **www.writeon.ie** was launched by the National Adult Literacy Agency (NALA) in 2008. This site allows adults to check their skills and then work on areas that need some learning. | NALA | [www.writeon.ie](http://www.writeon.ie) |
| Using the mouse and basic computer skills | Website | **GCFLearnFree.org** is a program which has helped millions around the world learn the essential skills they need to live and work in the 21st century. From Microsoft Office and email to reading, math, and more, GCFLearnFree.org offers 125 tutorials, including more than 1,100 lessons, videos, and interactives, completely free. | Goodwill Community Foundation® | <http://www.gcflearnfree.org/topics> |
| Using a mouse | Worksheets | EDUCOOT – creates educational materials based on QQI modules. These are based on learning outcomes with a focus on literacy and numeracy.These resources are suitable for Adult Education and Secondary Schools. Topics include everyday living and work. I.T. is one of the subject areas available. These resources can be printed; used on computers; memory sticks – whatever suits you and your learner best. | Educoot | <https://educoot.org/infoeducootcom/computers-for-beginners> |
| **Theme/Topic:**  **Using Technology** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Technology in the modern world | Web based  PDF document | **Getting to Grips with ICT:** This is a useful resource to integrate as part of any ICT related course. It contains excellent handouts and tasks to ensure that a number of learning outcomes for Using Technology are achieved.  The following chapters are particularly helpful in relation to Using Technology QQI module:   * Introduction to Information Technology (Pages 5-12) * Health and Safety (Pages 37-40) * Basic Computer Know How (Pages 49-58) | |  | | --- | | Patricia Walsh Gillespie and  Geraldine O'Haire Skills for Work  North West Region. | |  | |  | | |  | | --- | | <http://www.kerryabetutors.ie/wp-content/uploads/Getting-to-Grips-with-Technology-13.5.13.pdf> | |
| Understanding symbols on technological devices | Web based  PDF document | **Click to Go:** The book is divided into three parts.  The first part has a two-fold purpose: firstly, as an instructional guide for using computers and secondly, as a support for improving basic skills. The worksheets and guides in this section combine these two skill areas. *\*This part is most relevant to Using Technology QQI award.*  The second part presents tutors with different ways of teaching reading and writing by using computer software. It presents various ideas on how to utilise online resources in a basic skills class. (Pages 37-49)  The third part is a ‘How to…’ section at the end of the book aimed at students which shows how to book flights with Ryanair, how to renew motor tax and how to log on to a Yahoo e-mail account among other activities. (Pages 51-64)  These resources will support learners in achieving their learning outcomes for Using Technology minor award. | Alison Jones and Tony Sweeney, Galway and Roscommon ETB | <http://www.gabes.ie/file/Click%20To%20Go%2023944697.pdf> |
| Getting started with the basic computer skills | Website  PDF files | **Age Action:** This website is an excellent source of interesting handouts and exercises. | Age Action Ireland/ Getting Started Computer Training Programme | <https://www.ageaction.ie/how-we-can-help/getting-started-computer-training> |
|  | Website  PDF files | **Getting Started Handbook** (Pages 3-19)   * Introduction * Sitting Comfortably? * Computers: what would you like to be able to do? * How do I turn the computer on and off? * Using the mouse * Using the keyboard * Getting started | Age Action Ireland/ Getting Started Computer Training Programme | <https://www.ageaction.ie/sites/default/files/attachments/age_action_-_getting_started_workbook_web_2017.pdf> |
|  | Website  PDF files | **Getting Started – Tutor Handbook**    This handbook of lesson plans could be used as a teaching guide. It is broken down into logical, manageable parts and includes topics to be covered, approximate timings and any teaching aids/resources that may be needed for the lesson.  Class 1 – Introduction to the Keyboard, Mouse & Search Engines is of relevance to Using Technology QQI award. | Age Action Ireland/ Getting Started Computer Training Programme | <https://www.ageaction.ie/sites/default/files/attachments/tutor_handbook_with_cover_jan_2016.pdf> |
| E-learning | Web sites | **www.writeon.ie** was launched by the National Adult Literacy Agency (NALA) in 2008. This site allows adults to check their skills and then work on areas that need some learning.  Learners can use this site to work on Using Technology Level 1 QQI award but currently there is no option to apply for a minor award at this level.  Learners can also use this site to apply for a national award at Level 2 or 3. | NALA | [www.writeon.ie](http://www.writeon.ie) |
| Using the mouse and basic computer skills | Website | **GCFLearnFree.org** is a program which has helped millions around the world learn the essential skills they need to live and work in the 21st century. From Microsoft Office and email to reading, math, and more, GCFLearnFree.org offers 125 tutorials, including more than 1,100 lessons, videos, and interactives, completely free.  The following topics are particularly relevant to a variety of learning outcomes for Using Technology minor award:   * Computer Basics (Buttons and parts on a computer) * Online Safety * Essential Skills * Work and Career * Life Skills * Work Skills | Goodwill Community Foundation® | <http://www.gcflearnfree.org/topics> |
| Using a mouse | Worksheets | EDUCOOT – creates educational materials based on QQI modules. These are based on learning outcomes with a focus on literacy and numeracy.These resources are suitable for Adult Education and Secondary Schools. Topics include everyday living and work. I.T. is one of the subject areas available. These resources can be printed; used on computers; memory sticks – whatever suits you and your learner best. | Educoot | <https://educoot.org/infoeducootcom/computers-for-beginners> |
| All themes and topics | Worksheets | National Adult Literacy Agency (NALA) – Teaching resources are updated regularly – materials relating to topical issues. These are available to download for free. | NALA | <http://resources.writeon.ie/> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| National Adult Literacy Organisation | <https://www.nala.ie/> |
| Education and Training Boards | <http://www.etbi.ie/etbs/directory-of-etbs/> |
| National Council for Curriculum and Assessment (NCCA) | <http://www.ncca.ie/en/> |
| Quality and Qualifications Ireland (QQI) | <http://www.qqi.ie/Pages/Home.aspx> |
| Further Education Support Service (FESS) | <http://www.fess.ie/> |
| Special Education and Support Services | <https://www.sess.ie/> |
| BBC Skillswise | <http://www.bbc.co.uk/skillswise/0/> |
| Age Action | [www.ageaction.ie](http://www.ageaction.ie) |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | <https://www.mooc-list.com/> |
| 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/>  <https://www.coursera.org/>  <https://www.udemy.com/>  <http://www.extension.harvard.edu/open-learning-initiative>  <https://www.uclaextension.edu/pages/search.aspx?c=free+courses>  <http://oyc.yale.edu/> |