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| **Thematic Area** | **Integrating and Supporting Literacy in FET** |

**Suggested resources to support implementation of the thematic area in FET:**

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| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| **RESEARCHING** | | | | |
| **Primary and Secondary Sources of Information** | Word Document | Clear explanations and examples of Primary and Secondary Sources of Information. References to subject-specific sources can be inserted into Word document as appropriate. | South Australian Certificate of Education (SACE) | <https://www.sace.sa.edu.au/learning/research-advice/narrowing-a-research-question> |
| **Evaluating Information** | Online tutorial | Ten minute interactive tutorial on Credible Sources | Vaughan Memorial Library, Acadia University, Canada | <http://library.acadiau.ca/sites/default/files/library/tutorials/webevaluation/> |
|  | Word document | Checklist to evaluate a website (Academic Note-taking with Website Evaluation) | South Australian Certificate of Education (SACE) | <https://www.sace.sa.edu.au/learning/research-advice/academic-writing-skills> |
| **Saving Time when researching** | Google doc | A few tips to save time when researching e.g. using the snipping tool in MS Office and using Ctrl F or f3 key. | Bernadette Brady  (Unpublished) | <https://drive.google.com/file/d/0B8iziKnrUnRETWgxbkZwV0lUOFU/view?usp=sharing> |
| **READING STRATEGIES** | PDF document | Reading strategies for FET subject areas (including pre-reading suggestions)  Pages 41 – 46 | NALA | <https://www.nala.ie/sites/default/files/publications/integrating_web_1.pdf> |
|  | PDF document | Methodologies to support literacy and effective practice- written for second level but relevant strategies and information for FET (e.g. list of common prefixes, suffixes and Latin morphemes – latter might be of interest to Healthcare students) | PDST | <http://pdst.ie/sites/default/files/Literacy%20Methodologies%202015.pdf> |
| **Skimming and Scanning** | PDF document | Suggested teaching and learning sequence for skimming and scanning text | National Centre of Literacy and Numeracy for Adults, New Zealand | <http://www.literacyandnumeracyforadults.com/resources/355757> |
|  | Various | Fact Sheets and videos on Skimming and Scanning | BBC Skillswise | <https://www.bbc.co.uk/teach/skillswise/skimming-and-scanning/zd39f4j> |
| **Reading to obtain information** | PDF document | Guide to SQ3R Reading Method for college students (Guides to SQ4R and SQ5r methods also available on e.g. YouTube) | Worcester Polytechnic Institute | [https://www.wpi.edu/Images/CMS/ARC/SQ3R\_Textbook\_Study\_System.pdf](https://www.wpi.edu/Images/CMS/ARC/SQ3R_Textbook_Study_System.pdf%20) |
| **Text to Speech (TTS)** | Websites/Apps/Packages | The Speak command in Word can read text. The Mini Translator function in MS Word also provides audio of highlighted text. | Microsoft Office | <https://support.office.com/en-ie/article/Using-the-Speak-text-to-speech-feature-459e7704-a76d-4fe2-ab48-189d6b83333c> |
|  |  | A range of TTS (and STT) applications/software/online tools are available – one free example is Natural Reader (free to download) | AT & T Company | <http://www.naturalreaders.com/index.html> |
|  |  | NALA document (Page 37) for auditory methods of teaching and learning in FET  Record texts e.g. difficult texts or vocabulary lists and email/upload/share | Bláithnaid Ní Chinneide (National Adult Literacy Agency) | <https://www.nala.ie/sites/default/files/publications/integrating_web_1.pdf> |
| **Readability** | PDF document | Review of readability formulae and their use for adult readers | N. Padak  Ohio Literacy Resource Centre | <http://literacy.kent.edu/Oasis/Pubs/0300-45.pdf> |
|  | PDF document | Tips for making printed materials easier to read (Page 47) | NALA | <https://www.nala.ie/sites/default/files/publications/integrating_web_1.pdf> |
| **Reading Practice** | Interactive online exercise | Texts/exercises based on 1,000 commonly used words | GCF LearnFree | <http://www.gcflearnfree.org/practicereading/for-adult-literacy-instructors/1/> |
|  | Website | Write On - Interactive website with reading, writing and number skills exercises | NALA | <https://www.nala.ie/> |
|  | PDF document | NALA publishes a monthly worksheet based on current events | NALA | <https://www.nala.ie/resources/july-2016-worksheet> |
|  | Webpage and PDF documents | Strategy for building Vocabulary Lists with students (see Printouts section on website) | ReadwriteThink.org | <http://www.readwritethink.org/resources/resource-print.html?id=53> |
|  | Web application | Wordle – creates word clouds based on the frequency of words in a particular text. | Jonathan Feinberg | <http://www.edwordle.net/> |
|  | Websites/apps | Language sites and apps continually being developed e.g. Words with Friends, Free Rice, Daily Writing Tips | United Nations World Food Programme | <http://freerice.com> |
|  | PDF document | Language development strategies in FET | NALA | <https://www.nala.ie/sites/default/files/publications/integrating_web_1.pdf> |
| **WRITING** | | | | |
| **Writing in the subject areas** | PDF document | Writing strategies for FET writing tasks (Pages 48-49) | NALA | <https://www.nala.ie/sites/default/files/publications/integrating_web_1.pdf> |
| **Social Media** | Websites/Apps | Information on Blogs including Writing and Promoting your Blog  Use social media with learners e.g. Twitter | GCF LearnFree | <http://www.gcflearnfree.org/blogbasics/> |
| **Writing Ideas** | PDF document | Ideas and activities to help adult learners generate a piece of writing based on a treasured object e.g. sports related memorabilia, an heirloom, favourite pair of shoes, an object from nature. | Scottish Book Trust | <https://epale.ec.europa.eu/en/resource-centre> |
| **Essay Writing** | PDF document | Sample essay with structure  (scroll to second page) | Kieran Harrington, Galway Adult Basic Education Service, GRETB | <http://gabes.ie/file/Punctuation%20and%20sample%20essay6410.pdf> |
|  | PDF document | See Part Two of document for information on essay writing (links in document not recommended - apart from link to BBC Skillswise website on Punctuation) | Kieran Harrington, Galway Adult Basic Education Service, GRETB | <http://gabes.ie/file/Punctuation%20and%20writing%20essays3690.pdf> |
| **Writing – a scaffolding approach** | PDF document | A guide book on Writing - written for second-level teachers but some sections e.g. What are the writing demands of my subject? (**Page 3**) relevant to FET | Professional Development Service for Teachers (PDST) | <http://pdst.ie/sites/default/files/Writing%2C%20A%20Scaffolded%20Approach%20Sep%202015.pdf> |
| **Note-taking** | PDF document | Note-taking for FET students  Learners can also use a variety of Speech to Text and Recording apps | NALA | <https://www.nala.ie/sites/default/files/publications/integrating_web_1.pdf> |
| **Writing a report** | Interactive tutorial | Planning Writing – tutorial on planning a written report (this site provides a range of tutorials on reading and writing skills) | Education and Training Foundation  (ETF) | <http://rwp-stage.excellencegateway.org.uk/portal/planning-writing_lit_1/m02/t09/index.htm> |
| **Summarising** | Interactive tutorial | Identifying main points and summarising | Education and Training Foundation | <http://rwp-stage.excellencegateway.org.uk/portal/identifying-main-points_lit_2/m01/t17/index.htm> |
| **Spelling Rules and Lists** | PDF document | Lists of Spelling Rules and Problem words (many of these kinds of lists available)  A range of Spelling apps available.  Google Translate App can also be used for spelling (using the speech to text tool) | Learning Resources, Academic Skills Office, University of New England | <http://aso-resources.une.edu.au/academic-writing/spelling/> |
| **Spelling Strategies** | Webpage | Suggested teaching and learning spelling strategies | National Centre of Literacy and Numeracy for Adults, New Zealand | <http://www.literacyandnumeracyforadults.com/resources/355790> |
| **Punctuation** | PDF document | Guide to Punctuation (2 separate documents) | Galway Adult Basic Education Service, GRETB | <http://gabes.ie/file/Punctuation%20and%20writing%20essays3690.pdf> |
|  |  |  |  | <http://gabes.ie/file/Punctuation%20and%20sample%20essay6410.pdf> |
| **Spelling/**  **Grammar/**  **Punctuation** | PDF document | Brushing Up – Workbook on basic spelling, grammar and punctuation | NALA | <https://www.nala.ie/sites/default/files/publications/nala_brushing_up_workbook.pdf> |
| **Gender neutral terms** | PDF document | Information and list of gender neutral terms | Equality Office, Trinity College, Dublin | <https://www.tcd.ie/equality/assets/docs/Gender-neutral_Guide.pdf> |
| **Dictionaries** | Website/app/paper-based | Dictionaries – many include information on areas such as Spelling tests and rules and word origins e.g. Oxford dictionaries | Oxford University Press | <https://en.oxforddictionaries.com/explore> |
| **Proofreading** | Word document | Proofreading Tip – use the Speak command in Word to read text back to you. The Mini Translator function in MS Word also provides audio of highlighted text.  Range of text to speech apps/online tools available | Microsoft | <https://support.office.com/en-ie/article/Using-the-Speak-text-to-speech-feature-459e7704-a76d-4fe2-ab48-189d6b83333c> |
| **Saving Written**  **Assignments** | Word document | A few tips on saving written assignments – particularly for non-IT students | Bernadette Brady  (Unpublished) | <https://drive.google.com/file/d/0B8iziKnrUnREQmhTOTlBWkNBbzg/view?usp=sharing> |
| **USING MIXED MEDIA** | | | | |
| **Visual Methods** | PDF document | See suggested Visual Methods of teaching and learning (Page 37) in NALA document | NALA | <https://www.nala.ie/sites/default/files/publications/integrating_web_1.pdf> |
| **Images to start a lesson** | Various | Using images to start a lesson/learning session | ictevangelist.com  Anderson, M. | <http://ictevangelist.com/literacy-and-numeracy-lesson-starters/> |
| **Online tools/apps** | Various | 100+ Tools for Differentiating Instruction Through Social Media -  Scroll through article to section *And the List Keeps Growing* and click on link. This opens a Google doc - Differentiation with Social Media tools | McCarthy, J. | [http://www.edutopia.org/blog/differentiated-instruction-social-media-tools-john-mccarthy](http://www.edutopia.org/blog/differentiated-instruction-social-media-tools-john-mccarthy%20) |
| **Tell a story in 5 images** | Various | Tell a story in 5 images (or any number).  Learners select images to construct e.g. a narrative, description, sequence, and set of instructions. Text can then be added.  Variation of above – provide a number of images and learners construct a narrative/sequence/series etc. | Dr. Wesley Fryer | Example: <http://showwithmedia.com/story-in-5-photos/> |
| **Presentation software/apps** | Various | Explore with students visual and audio assignments in place of traditional type written assignments where appropriate - e.g. using PowerPoint, Prezi, Explain Everything. Video and audio tools and apps on tablets and smart phones are often free and user-friendly. | Kieft, J. | <https://www.youtube.com/watch?v=KwbDbnPGveo>  A short guide to Prezi (Educational use version) |
| **Using Photographs/**  **Videos etc.** | Websites/Apps | Range of apps/sites available e.g. Google images, Flickr, Instagram, Pinterest, PicsArt, imagebank.ie, pixabay.com, YouTube).  As many of these apps etc. are public sharing sites, caution may be required.  Range of free photo editing apps e.g. PicsArt, Prisma, Aurasma | Computer Education Society of Ireland (CESI) | Difficult to make recommendations due to rapid development of apps - Information on online tools/apps can be found on edtech sites and related social media and through groups such as CESI’s Google group <https://groups.google.com/forum/#!forum/cesi-list> |
| **Meme generators** | Websites/apps | Range of meme generators available | Imgflip | Example  <https://imgflip.com/memegenerator> |
| **Designing Infographics** | Websites/apps | Learners design an infographic | Easelly | Example:  <https://www.easel.ly/> |
| **eBook Generator** | Website/app | A growing range available – enables users to write an ebook/report/narrative/story either as an individual or group project | Computer Education Society of Ireland (CESI) | For current recommendations for apps etc. Ed Tech sites and social media e.g. <https://groups.google.com/forum/#!forum/cesi-list> |
| **Using Audio** | Various | Free Music, audio files including sound effects for activities and assignments  Examples:-  1. Audio can be added to e.g. a PowerPoint presentation or other text/images.  2. Guessing games (songs/sound effects) learners try to identify the song/sound effect and write down their guesses – individual or team game. | Richard Byrne | <http://www.freetech4teachers.com/2016/08/six-good-places-to-find-free-music-and.html#.V_v21eArLIV> |
|  |  |  | Internet Archive (a non-profit digital library offering universal access to books, films and music) | <https://archive.org/index.php> |
| **Digital Portfolios** | Various | Digital Portfolio options  The second link listed provides an overview of digital portfolios and information on their components, purposes and processes. | Richard Byrne | <https://www.freetech4teachers.com/> |
|  |  |  | Dr. Helen Barratt, National Institute of Adult Continuing Education (NIACE) | <http://electronicportfolios.org/NIACE/html/web_data/slides_and_notes.htm> |
| **LITERACY AND ICT** | | | | |
| **Typing Tutorial** | Webpage | Online Typing Tutorial (many others available) | GCF LearnFree | <http://www.gcflearnfree.org/typing/> |
| **Software Package guides** | Webpages | Clear instructions for using common software packages e.g. MS Word | GCF LearnFree | <http://www.gcflearnfree.org/topics/> |
| **Ease of Access** | Software e.g. Microsoft Windows | Explore Ease of Access settings (e.g. High Contrast, Mouse (change of pointer size and colour) | Microsoft | <https://support.microsoft.com/en-us/help/17180/windows-10-make-your-pc-easier-to-use> |
| **Creating Quizzes and other resources** | Online tools/apps | Create quizzes etc. with tools such as Moodle and Flipquiz. With Flipquiz learners can create quizzes which can be used by individuals or for team games. | Flipquiz (Founder: Marcus Burnett | <https://www.playfactile.com/flipquiz> |
| **ICT and subject areas** | Webpage | ICT and subject areas – suggestions from NALA | NALA | <https://www.nala.ie/> |
| **Internet Security** | Video and webpage | A number of videos on Internet Security issues such as creating strong passwords | GCF LearnFree | <http://www.gcflearnfree.org/internetsafety/> |
| **Online tools and apps** | Online tools/apps | Various apps available for specific sectors/areas – e.g. Visual Anatomy | Education Mobile | <https://play.google.com/store/apps/details?id=com.hssn.anatomyfree&hl=en> |
| **SUBJECT SPECIFIC RESOURCES** | Various | **Sector specific resources**  This site provides a number of resources including videos and worksheets with suggested teaching and learning strategies for embedding literacy into subject areas. | National Centre of Literacy and Numeracy for Adults, New Zealand | <http://www.literacyandnumeracyforadults.com/resources/356173> |
|  | PDF document | **Health Exercises** – a series of basic reading and writing exercises on health issues. Could also be used to get ideas for literacy exercises for other sectors/subjects | NALA | <https://www.nala.ie/sites/default/files/publications/Health%20literacy%20exercies%20for%20literacy%20students_1.pdf> |
|  | Website with tutorials etc. | **Science** - Website exploring Ireland’s scientific heritage – may also be of general interest e.g. Ireland’s first blood transfusion | Consortium – see website | <https://ingeniousireland.ie/> |
|  | PDF document | **Skillwords** – worksheets on very basic terms for specific sectors e.g. Catering. Might be useful for ideas for integrating literacy into other sectors/subjects | NALA | <https://www.nala.ie/sites/default/files/publications/Skillwords_1.pdf> |
|  | PDF document | **A, B, Sea - Basic Skills For The Fishing Industry** (some sections of general use) | A. Byrne & T. Gilligan West Galway Adult Learning Centre | <https://www.nala.ie/sites/default/files/publications/absea_resource_book.pdf> |
|  | PDF document | **Move with Literacy** – Integrating literacy in to sports and physical exercise | Fingal County Council and NALA | <https://www.nala.ie/sites/default/files/publications/move_with_literacy_0_1.pdf> |
| **Financial Literacy** | Website | **Financial literacy** – websiteincluding Jargon Buster function | EBS/NALA | <https://www.nala.ie/publications/making-cents-a-tutors-guide-to-financial-literacy/> |
| **Plain English Guides** | PDF documents | **Plain English Guides** available on Citizenship Terms, Environmental Terms, Financial Terms, Legal Terms and Political Terms | NALA | <https://www.nala.ie/resources/118> |
| **Health and Safety** | PDF document | **Steps to Safety** - improving workplace basic education and health and safety – series of Workbooks | NALA | <https://www.nala.ie/resources/steps-safety-improving-workplace-basic-education-and-health-and-safety-introduction> |
|  | PDF document | **Looking after health, safety and welfare at work** – information and exercises | FÁS and NALA | <https://www.nala.ie/sites/default/files/publications/Clocking%20in%20to%20clocking%20out%20-%20health%20guide_1.pdf> |
| **GENERAL RESOURCES** | Webpage | **How to write in Plain English** | National Adult Literacy Agency (NALA) | <http://www.simplyput.ie/plain-english-writing-tips> |
|  | PDF document | **Plain English Checklist**  Checklist to see if document uses Plain English | NALA | <https://www.nala.ie/sites/default/files/publications/A%20plain%20English%20checklist%20for%20documents_1.pdf> |
|  | Website | **Reading and Writing skills**  A range of basic worksheets and tutorials for adults | BBC Skillswise | <http://www.bbc.co.uk/skillswise/0/> |
|  | Website | **Scoilnet**  While designed for primary and post-primary levels some resources suitable for FET e.g. Inequalities and Climate Action | Dept. of Education and Skills | <https://www.scoilnet.ie/> |
|  | Word document | **Creating resources for literacy**  - an example and some key questions to consider when developing materials | European Commission, EPALE | <http://ec.europa.eu/epale/en/resource-centre/content/creating-resources-literacies?utm_content=bufferde139&utm_medium=social&utm_source=twitter.com&utm_campaign=buffer> |
|  | Website/Video | **Getting information from videos**  Range of sites available providing information through videos etc. | World Economic Forum | Example:  <https://www.weforum.org/agenda/2016/04/100-people-video-explains-inequality-in-2-minutes/> |
|  | PDF document | **Cloud based Tools and Applications for Learning** – Information Sheet | PDST | <http://www.pdsttechnologyineducation.ie/en/Technology/Advice-Sheets/Cloud-based-Tools-and-Applications.pdf> |
|  | PDF document | **Bring your own Device for Learning**  Advice Sheet | PDST | <http://www.pdsttechnologyineducation.ie/en/Technology/Advice-Sheets/Bring-your-own-Device-BYOD-for-Learning.pdf> |
| **REPORTS** | PDF document | **Integrating Literacy: Guidelines for further education and training**  (Guideline 8) | National Adult Literacy Agency (NALA) | <https://www.nala.ie/resources/integrating-literacy-guidelines-further-education-and-training> |
|  | Video  (9 mins.) | **Successful learners supported with embedded literacy** | National Centre of Literacy & Numeracy for Adults (NZ) | <https://www.youtube.com/watch?v=TYOe5YcmJpU&list=PLVqlPS2O0VVNj6BANbdId63grNNKNtG2r&index=5> |
|  | PDF document | **Read all about it:** Case studies of teaching reading to adults in Ireland | NALA | <https://www.nala.ie/sites/default/files/publications/nalacs_report_pdf_for_web.pdf> |
|  | PDF document | **Technology Tools for Teachers** | Vidya, M.S.  Commonwealth Educational Media Centre for Asia (CEMCA) | <http://oasis.col.org/bitstream/handle/11599/564/TechnologyTools_Teachers%5b1%5d%20Copy.pdf?sequence=1&isAllowed=y> |
|  | Website | **Mobile & Digital ELearning Toolkit -** MODERN Toolkit (work in progress) | EFVET | <http://www.modern.pm/> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| National Adult Literacy Agency (NALA) | [www.nala.ie](http://www.nala.ie) Sandford Lodge, Sandford Rd, Dublin 6. (01) 4127900 |
| National Centre of Literacy and Numeracy for Adults, New Zealand | <https://www.literacyandnumeracyforadults.com/> |

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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/> |