

**NEW
EDITION**

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

ED *Serve*

WORKPLACE LITERACY

Resources for Teachers and Trainers

Author: Sandra Kenman

A whole of school approach

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

Circulate to:

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

Resources include:

Teacher's Handbook (on CD):

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

Student Workbooks:

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

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

Activities Books:

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

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

Additional electronic activities:

- Available on CD
- Students complete activities electronically.

Workplace Literacy Order Form

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

Name _____

School/Organisation _____

Address _____ Postcode _____

Order No _____

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

Postage

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

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ED Serve Education and Business Consultants

Manager: Sandra Kenman BEd, LLB, Cert IV TAA
Tel: +61 7 3358 5880
Fax: +61 7 3358 5881
Email: kenman@edserve.com.au
Website: www.edserve.com.au