

**PHILLIP ROY, INC.
PRESENTS
PRE-GED: ADULT BASIC
EDUCATION PROGRAM**

**A PDF AND ONLINE
CURRICULUM**

DESCRIPTION OF CONTENTS

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A Collection of Essential Knowledge

A Collection of Essential Knowledge is a duplicatable, PDF program intended to provide students with information that they need and want to know.

There are 8 categories, 45 topics and over 250 lessons. A complete list of the lessons is available at www.PhillipRoy.com.

EMPLOYMENT		5 Topics – 34 Lessons	
Choosing a Job		Finding a Job	
Job Scams and Fraud		Workplace Issues	
Public Service & Volunteering			

CONSUMER PROTECTION		5 Topics – 30 Lessons	
ID Theft		Consumer Scams and Fraud	
Smart Shopping		Where to Complain	
Consumer Rights – Resolving Consumer Issues			

MONEY		10 Topics – 122 Lessons	
Child Support		Credit	
Debt		Insurance	
Investing and Saving		Banking	
Retirement Planning		Loans	
Managing Your Money		Money Scams and Frauds	

SMALL BUSINESS		9 Topics – 21 Lessons	
Business Finance		Patents and Copyrights	
Scams		Security	
Hiring & Employee Relations		Selling to the Government	
Advertising and Marketing		Starting a Small Business	
Workplace Health and Safety			

FOODS		5 Topics – 25 Lessons	
Food Labeling		Food Safety	
Nutrition		Organic Food	
Recipes			

PERSONAL FINANCE		6 Topics – 60 Lessons	
Accounts		Featured Topics	
Credit		Money Management	
Mortgages		Special Issues	

EDUCATION		2 Topics – 30 Lessons	
Preparing for College		Paying for Higher Education	

CARS		4 Topics – 25 Lessons	
Buying, Leasing, and Renting		Paying for Your Car	
Maintaining Your Car		Safety	

Basic Adult Competencies

Basic Adult Competencies is a series of 14 books, a teacher's guide, and lesson plans that address everyday situations. Each book has a pre and post-test along with a glossary, which defines the words as they are used in each book. In addition, after each subsection of the book, there is a brief test for students to use to check their understanding of the materials. An answer key is provided at the end of each book. A correlation to CASAS is also included.

TITLES

Finding a Job
Job Applications
Job Interviews
Keeping a Job
Safety Hazard
Comparison Shopping
Credit Laws

Income and Budgeting
Credit
Buying Wisely
Advertising
Insurance
Emergencies
Legal Documents

Basic Reading Skills

Basic Reading Skills is a duplicatable, PDF program intended to help students with their basic reading skills within specific skill areas.

For each of these specific skills areas there is a series of lessons that consist of reading sections and activities. Each lesson begins with a reading section which is then followed by one of six different possible activities. Each of the activities is designed to focus on a different skill.

Skill Areas and Titles:

Finding the Main Idea

Jeans

An Ancient Culture

Man's Best Friend

Mechanical Mean

A Golf Pro

A Man of Courage

Getting the Facts

Nature's Builders

Charles Drew

Our Modern Rockets

Oh That Odor!

Airships of the Past

Drawing Conclusions

A New Found Friend

Where are They?

An Unusual Bird

Mercury's Last Flight

Clothing Machines

Descent from Space

Television Influences Our Lives

Sequencing Events

Sounds from the Dark

Something a Little Different

Missing

An Unusual Metamorphosis

The Star-Spangled Banner

Identifying Fact and Opinion

The American Way of Advertising

A Monument of Greatness

Superstitions

Seward's Ice Box

Amelia Earhart

A Genius before His Time

Under the Sea

Secrets of Easter Island

Determining Cause and Effect

Riding the Rails

Warning at Sea

Strange-Souvenirs

Danger in the Shipping Lanes

At the Top of the World

The Endangered Species

Answer Key

Becoming a Better Student

Becoming a Better Student is a duplicatable PDF program that includes over 516 sequentially developed lessons, and is correlated to TABE and CASAS, and includes a record keeping log, correlations, and a teacher's guide. In addition, all the lessons can be duplicated.

Each component of this curriculum consists of a series of lessons and activities that begin at a very basic level and gradually progress to more advanced levels. At times, skills are repeated within a unit; however, each time a skill is repeated there is a slight increase in difficulty. As students move through the lessons, they meet with success.

These materials are designed for easy use with a variety of student levels and abilities and they provide maximum flexibility and control for you. These materials are a practical resource for teachers and students.

UNITS

Improving Your Study Skills	79 lessons
Developing Your Reading Power	70 lessons
Building Your Vocabulary	37 lessons
Spelling Rules & Principles	60 lessons
Understanding What You Read	43 lessons
Mathematics	78 lessons
Intermediate Mathematics	90 lessons
Math Facts	51 lessons
Review Topics in English	45 lessons

Contemporary Math Series

Contemporary Math Series is a series of duplicatable PDF 6 books, teacher's guides, lesson plans, and correlations to CASAS and TABE. This curriculum was developed to help your students develop the basic math skills they need to live and function successfully in our society.

Each duplicatable PDF book in this curriculum consists of a series of lessons that begin at a very basic level and gradually progress to more advanced levels. As students move through the lessons, they meet with success. Because of this progression, students will quickly master the skills.

You may select lessons in a variety of ways: students need to develop skills in these areas; students have an interest in the topics; students need reinforcement activities on these topics.

TITLES

- Graphs
- Charts, Graphs, Scale Drawings and Timelines
- Consumer Math and Averaging
- Measurement, Tables, Charts and Graphs
- Reading a Map
- Solving Word Problems

Contemporary Reading in Science and Social Studies

Contemporary Reading in Science and Social Studies is a duplicable PDF reading program based on the premise that students who show significant weakness in reading also lack basic information in the content areas. This program is an attempt to sharpen essential reading skills by using content information.

Students are given a series of reading passages within the designated subject areas. The passages range from 100 to 150 words. Each selection is followed by nine comprehension questions, which pertain to the material contained in the passage.

Each book comes with a teacher's guide, lesson plan, and correlation TABE.

SCIENCE TITLES

On The Move
How Simple Can You Get?
A Horse of a Different Color
Brain Talk
Well, Well, Well
Tin Is In
What a Way to Travel
Silent Hammers
Letting Off Steam
A Way to Survive
All Those Bones
A Great Place for Eyes
An Important Discovery
Seeing is Believing

The Simple Moss
The Miracle of Milk
Yolk Time
The Longest Journey
A Matter of Age
Move It Up, Down and Around
Salt of the Earth
Sun + Rain = Rainbow
Solid, Liquid or Gas?
Your Epidermis is Showing
The Cold Bare Facts
That's Some Kind of Magnet
What Type Is It?

Break Time
Watch Those Small Green Dots
Spots Before Your Eyes
It's Not a Lot of Hot Air
Breathe In, Breathe Out
That Sounds Good
A Common Need
A Breath At a Time
Weak or Strong
Journey Around the Sun
From Sound to Words
The Chain of Life
Smelly Gases

SOCIAL STUDIES TITLES

Quiet, Still and Dead
Black Hawk
Surrounded!
An Honor and A Privilege
Not So Dark Anymore
Not the Best of Times
Amber Waves of Grain
A Wide Variety
The Fabulous Five
Customs Live On
A Great Invention
Calling All Canals
Sticks and Stones and Homes

For Your Own Protection
Dirty Air
It's Against the Law
Quiet as a Tomb
Down By the River
Money Makes Sense
A Gift from the Past
Watch Your Newspaper
A Blanket of Ice
Some Plain Talk
That Old Man River
A Land of Plenty
The Noblest of All

A Quiet Rule
Sticks and Stones and Bones
In the Thick of It
One Man's Wish
The Most popular Metal Today
Maps are Models Too
Marvelous Myths
New England Riches
9/11/01`
Protection Through the Ages
A Wide Variety
Follow that Indian
Equal Rights

How to Write an Essay

How to Write an Essay is made up of a duplicatable PDF student's guide and duplicatable PDF teacher's guide. The writing plan encouraged in this course of study is to train the student to take a position on a topic and defend it. You may wish to have students address both sides of a question. Regardless, the first step in the process is the same - training the student to discover the basic question, whether stated or implied.

CHAPTER TITLES

- **What Are They Asking Me?**
- **What Can I Say About This Topic?**
- **How Can I Sort My Ideas?**
- **How Can I Organize My Groups of Ideas?**
- **How Should My Essay Look?**
- **How Should I Write the Introduction?**
- **How Should I Write the Body?**
- **How Should I Write the Conclusion?**
- **How Can I Polish My Essay?**
- **How Will My Essay Be Scored?**

Life Skills

77 Duplicable PDF Books and Online Access

Life Skills – contains 77 duplicatable, PDF Books and Online Access. Your students should have skills needed to succeed in work and the community. This curriculum incorporates multimedia lessons that include subjects students want and need to know. **WRITTEN SO YOUR STUDENTS WILL SUCCEED!** Your students can read the complete book on their smart phones, tablets, computers, etc. – ANYWHERE – with or without audio.

THIS CURRICULUM INCLUDES THE FOLLOWING TITLES

EMPLOYABILITY SKILLS - 21 DUPLICATABLE DIGITAL PDF BOOKS AND 21 INTERACTIVE ONLINE LESSONS

Earning Money Now	Losing a Job	Silent Evaluation
Fired, Laid Off, Resigned	Loyalty – To Whom?	Successful Work Attitudes
First Weeks of Work	Personal Pay Records	Suppose I Do Something Wrong
How To Get and Hold a Job	Productivity, Advancement & Raises	The Interview
I've Been Fired	Quitting a Job	Unemployment
Job Information	Second Job	You Can Get the Job
Job Safety	Self Concept and Work	You Have a Job! Now What?

SOCIAL SKILLS - 21 DUPLICATABLE DIGITAL PDF BOOKS AND 21 INTERACTIVE ONLINE LESSONS

Cooperation in Groups	Non-Verbal Communication Skills	Self Concept
Decision Making	Peer Pressure	Self Control
Group Rules and Roles	Persuasion	Sickness, Then Death
Important Critical Situations	Planned Ignoring	Social Awareness
Interpersonal Relationships	Problem Solving	Social Risk Taking
Loneliness	Responding Behaviors	Values Clarification
Negotiation	Risk Taking	Verbal Communication Skills

FINANCIAL MANAGEMENT SKILLS - 17 DUPLICATABLE DIGITAL PDF BOOKS AND 17 INTERACTIVE ONLINE LESSONS

Buying a Used Car	Financing a Car	Mail Order Problems
Comparative Shopping	Getting Consumer Help	Poor Credit Rating
Consumer Fraud	How to Handle Money	Reading Ads
Consumer Laws	I Didn't Get What I Paid For	Warranty – Any Good?
Consumerism	Insurance	What Am I Worth?
Establishing Credit	Interest	

CONSUMERISM SKILLS - 10 DUPLICATABLE DIGITAL PDF BOOKS AND 10 INTERACTIVE ONLINE LESSONS

Advertising – Believe It?	Phony Returns	Quality vs. Quantity
Discontinued Merchandise	Pilferage	Sales – Are They For Real?
Food Prices Always Up – Why?	Professional Fees – Too High?	Understanding Labels
High Pressure Sales		

STUDENT/SPECIAL ISSUES - 8 DUPLICATABLE DIGITAL PDF BOOKS AND 8 INTERACTIVE ONLINE LESSONS

Arrest	Involved in an Accident	Reading a Map
Death	Lost Driver's License	You and the Law
Discrimination	My Apartment's Been Robbed	

Money-Money-Money

Money-Money-Money is a unit of 14 duplicable PDF titles. A vocabulary section introduces each lesson to familiarize the students with the subject area to be covered. Each title also comes with a pre/post-test, practice activities, answer key and lesson plan.

TITLES

Financial Planning	Opening a Checking Account
How Do You Manage Money?	Opening a Savings Account
Personal Data	Checking Account Balance
What Are You Worth?	ATM Card
Bank Statement	Credit Card
Checking Account Deposits	Installment Loans
How to Write Checks	Insurance

Professional Grammar and Writing Guide

Professional Writing and Grammar Guide is a duplicable PDF book developed by a major university in response for the urgent need for review materials in grammar and writing. The PDF book covers the following key topics along with writing samples and a sample test.

Topics

- **Capitalization**
- **Punctuation**
- **Sentence Formation**
- **English Usage: Subject and Verbs**
- **English Usage: Pronouns**
- **English Usages: Modifiers & Homonyms**
- **Writing Sample I: Implications of Holistic Grading**
- **Writing Sample II: Organization & Development**
- **Writing Sample III: Step-by-Step Approach**
- **Writing Sample IV: Sample Essays**
- **Reading Skills: Main Ideas & Details**
- **Reading Skills: Fact, Opinion, and Inference**
- **Sample Test**
- **Exercises – Answers**
- **Sample Test – Answers**

United States History

United States History (Preparing for Citizenship) is a duplicable PDF book that teaches the beginning reader or ESL reader basic United States History. This PDF book is unique because it addresses a need for mature adult materials written for individuals. A pre/post-test is also included for each chapter.

CHAPTER TITLES

- **The New World**
- **Becoming a New Nation**
- **The New Government**
- **The First 100 Years**
- **The Twentieth Century**
- **Appendix A**
 - **Answers to Chapter Questions**
- **Appendix B**
 - **Summary of Facts About U.S. History and Citizenship**

Vocational Academic Curriculum: Office Clerical/Technology

Vocational Academic Curriculum: Office Clerical/Technology is a set of 5 duplicable PDF books that help your students understand the need to know reading, writing, and math and how these academic skills are used in their future jobs. They learn academics because they want to learn this material.

This series includes 5 duplicable PDF books, a teacher's guide and a lesson plan. The materials are correlated to TABE, CASAS, and SCANS.

TITLES

Language Mechanics

Complete Sentences
Capitalization
Addressing an Envelope

Punctuation
Business Letters

Reading

Context Clues
Summarize
Main Idea and Details

Reading for Information
Parts of Words

Mathematics

Addition
Multiplication
Decimals

Subtraction
Division

Applied Mathematics I

Fractions
Percents
Decimals

Mixed Numbers
Estimation
Problems Solving

Applied Mathematics II

Measurement

Tables, Charts & Graphs

Vocational Entry-Level Vocabulary

Words: Office/Clerical

Vocational Entry-Level Vocabulary Words: Office/Clerical is a series of duplicatable PDF books developed to help students succeed as they enter a vocational trade.

Before a student can learn about a career or enter a vocational trade he or she should know the vocabulary of the trade. By using these materials your students will be a step ahead of other entry-level students.

These duplicatable PDF books integrate the entry-level vocabulary to improve student reading, writing, and comprehension skills.

TITLES

- **Words of Finance**
- **Words of General Office**
- **Words of Correspondence**

Vocational Skills: Reading a Ruler/Measuring Tools

Vocational Skills: Reading a Ruler/Measuring Tools is a duplicatable PDF book developed to teach your students the basic skills necessary in reading a ruler and using basic measurement tools.

These duplicatable PDF book contains words and illustrations and is at a level so students can use them.

OBJECTIVES

- Learn the various measuring devices
- Learn the three measurements: length, width, and thickness
- Discuss the concept of feet and inches
- Learn the symbols for feet and inches
- Learn how to find the number of inches in a given foot measurement
- Understand the concept of fraction
- Learn the concept of equivalent fractions
- Explain measurements using quarters, eighths, and sixteenths
- Learn the steps in adding fractions and subtracting fractions
- Discuss procedures for measuring and marking

Analysis by Content

Academic Materials

Basic Reading Skills
Becoming a Better Student
Contemporary Math
Contemporary Reading
How to Write an Essay
Professional Writing and Grammar
United States History
Vocational Academic Curriculum
Office Clerical/Technology

Life Skills Materials

A Collection of Essential Knowledge
Basic Adult Competencies
Life Skills
Money-Money-Money
Vocational Entry-Level Words
Clerical/Office
Vocational Skills
Reading a Ruler/Measuring
Tools