



Brown and Brown Catalogue

Alone in the Air
Book 1
Photocopy Master

Basic Comprehension
Photocopy Master

The Bank Raid
Second edition
Photocopy Master

Chance of a Lifetime
The Accident
2
The car driver's story

Crosswords for Photocopying
Book 4

Everyday Maths
Second edition

Everyday Worksheets
Book 2

Everyday Maths
Second edition

Everyday Worksheets
Book 2

The Fire
Photocopy Master

Everyday Reading

Filling in Forms
Photocopy Master

The Foul
Photocopy Master

Everyday Spelling
Third edition

Finding the Words
Photocopy Master

Maths in Practice
Photocopy Master

The Mistake
Photocopy Master

Companion
Third edition

IN THE SKIN
Photocopy Master
Third edition

Gordon's View
Photocopy Master

A Question of Trust
Photocopy Master

LOOK HERE!
Photocopy Master

Reading Worksheets
Photocopy Master
Second edition

A Man about the House
Photocopy Master

Left to Write
Photocopy Master

Some Chance!
Photocopy Master

Spelling in Practice
Photocopy Master

Crosswords for Photocopying
Book 2

Spelling Worksheets
Photocopy Master

The Lift
Photocopy Master

Crosswords for Photocopying
Book 3

A Cloze Thing
Third edition

Shadow of a Doubt
Photocopy Master

News Worksheet 2007
Complete set

The Telegram
Photocopy Master

The Accident
3
The lorry driver's story

Everyday Worksheets
Book 1
Photocopy Master

The Interview
1
The Manager's View
Photocopy Master

The Interview
1
The Manager's View
Photocopy Master

The Rescue
Photocopy Master

The Accident
1
The lorry driver's story

The Accident
1
The lorry driver's story

The Accident
3
The lorry driver's story

Everyday Worksheets
Book 1
Photocopy Master

The Interview
1
The Manager's View
Photocopy Master

The Interview
1
The Manager's View
Photocopy Master

The Rescue
Photocopy Master

The Accident
1
The lorry driver's story

The Accident
1
The lorry driver's story

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Catalogue

This catalogue gives information about our publications along with current prices.

Please note: The publishers reserve the right to alter prices without notification, if necessary.

Orders

*All orders for **Brown and Brown** publications should go directly to our distributor at the address below. For more details, see pp. 6 & 7.*

Gatehouse Media Ltd.

P.O. Box 965,

WARRINGTON

WA4 9DE

Tel./Fax: 01925 267778

Email: sales@gatehousebooks.com

Online: www.gatehousebooks.com

About *Brown and Brown*

Brown and Brown began publishing in 1987, to provide material for adults wishing to improve their skills in reading, spelling, writing and maths. Their publications are now widely used in many areas of education and are very popular in schools.

All the material is written and designed by the publishers, Margaret and Hugh Brown, who aim to produce relevant, clearly printed books at the lowest possible cost. Many of the publications are in the form of workbooks and worksheets which could be used independently by students, with guidance when needed.

N.B. We regret that we cannot publish material written by other authors.

Brown and Brown publications are used in the following areas of education:

- *Adult Basic Education / Basic Skills / Key Skills / Skills for Life*
- *Further Education (Learning Support; Special Needs; A.B.E.)*
- *Schools (English; Maths; Special Needs; Learning Support)*
- *Pupil Referral Units*
- *English for speakers of other languages (ESOL)*
- *Adult and Youth Basic Skills Training*
- *Open Learning and Family Learning*
- *H.M. Prisons and Young Offender Institutions*
- *Dyslexia*
- *Speech Therapy*
- *Dysphasia Support (work with stroke patients)*
- *Head Injury patient rehabilitation*
- *Work with adults and children with learning disabilities*
- *Teacher Training*



Recycled paper



Our policy, as publishers, is to use recycled paper and card for all our publications and office stationery. Good quality recycled stationery is now available in a wide range of styles, at reasonable prices.

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How to Order

Orders

All orders for **Brown and Brown** publications should go directly to our distributor, *Gatehouse Media Ltd.*

*Contact details are given on p.2 and on the downloadable order form found on the **How to Order** page of the website.*

How to order

Gatehouse Media Ltd. charge post and packing in addition to the book prices given in the Catalogue at 10% of the total order value (minimum charge £2.95). For help with calculating these costs in advance, please contact Gatehouse.

- **Phone: 01925 267778** Orders can be made using a Credit/Debit Card **or** an Official Purchase Order Number from your organisation or establishment. *Post & packing will be added.*
- **Fax: 01925 267778** Include either Credit/Debit card details plus the last 3 digits of the Security Code on the back of the card **or** an Official Purchase Order Number from your organisation or establishment. *Post & packing will be added.*
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Dispatch

- *Gatehouse Media Ltd.* usually dispatch orders within 3 days of receipt.
- Orders are delivered by Royal Mail, Parcelforce or courier. *If U.K. orders have not arrived within 14 days, please contact Gatehouse.*

Prices

The publishers reserve the right to alter prices without notification, if necessary.

We strongly recommend that all orders are sent directly to *Gatehouse Media Ltd.* Bookshops and other distributors have to obtain our publications from *Gatehouse* and so their price to customers is likely to be greater and delivery later.

VAT Books are currently zero-rated for VAT, but VAT is included in the price of *Look Here! Flash Cards*, the *Greetings Cards/Notelets* and *PDF* items.

Overseas Orders

All overseas orders, other than those from North America, should be sent to *Gatehouse Media Ltd.* Post and packing will be charged at cost. If paying by cheque/banker's draft with order, please email Gatehouse in advance to request the cost of post & packing. Payment must be made in £ sterling.

Orders from North America should be sent directly to: *Peppercorn Books and Press*, 68158 Red Arrow Highway, Hartford, MI 49057, USA.

email: post@peppercornbooks.com; website: www.peppercornbooks.com

Inspection/Approval copies

Neither *Brown and Brown* nor *Gatehouse Media Ltd.* offers an inspection or approval copy service, but they will be happy to answer queries if the information in this catalogue is considered insufficient.

Revision of ISBNs

All books published up to December 2006 have two ISBNs, the original *10 digit* one and a new *13 digit* one.

Since *January 1st 2007*, only *13 digit* numbers apply, but we have retained both old and new numbers in this catalogue for ease of reference.

Quick Guide to Catalogue Material

As an aid to selection, the titles in the catalogue are grouped below in a few broad categories. This guide is best used only as a starting point, since the scope of the material in many titles means that the skills involved inevitably overlap.

Most of our publications relate to *Entry Level* in the Adult Literacy and Numeracy Core Curricula and the National Qualifications Framework, although some worksheets and exercises could be used at *Levels 1 & 2*. Many will also be found useful at equivalent levels in the National Curriculum.

We do not map individual worksheets or exercises to specific elements in either curriculum. We feel that tutors themselves are in a better position to select items suitable for the individual needs and abilities of their students. *Catalogue page numbers are given in brackets.*

Spelling & Writing

Spelling - General

Everyday Spelling (p.36)

Spelling in Practice (p.54)

Everyday Worksheets (pp.44/45)

Spelling Worksheets (p.55)

Looking at Spelling (p.49)

Exercise books for the Readers

A Speller's Companion (p.40)

Spelling - Visual skills

Looking at Spelling (p.49)

Exercise books for the Readers

Spelling in Practice (p.54)

Form-filling practice

Everyday Spelling (p.36)

Filling in Forms (p.46)

Free writing

Finding the Words (p.47)

Spelling Worksheets (p.55)

Left to Write (p.48)

Exercise books for the Readers

Word games

Crosswords for Photocopying (p.32)

Exercise books for the Readers

Word Play (p.41)

Quick Guide to Catalogue Material [continued]

Reading

Cloze procedure

A Cloze Thing (p.31)

Finding the Words (p.47)

Readers with Exercises

(see p.11 for word count for each title)

Basic

The Accident (p.12)

The Interview (p.14)

The Bank Raid (p.17)

The Lift (p.21)

The Fire (p.19)

The Rescue (p.26)

The Foul (p.20)

Middle

Alone in the Air (p.16)

A Question of Trust (p.25)

Chance of a Lifetime (p.18)

Shadow of a Doubt (p.27)

A Man about the House (p.22)

Some Chance! (p.28)

The Mistake (p.23)

The Telegram (p.29)

A Place in the Sun (p.24)

Reading - General

Basic

Basic Comprehension (p.43)

Everyday Reading (p.35)

Look Here! (p.37)

Look Here! Flash Cards (p.38)

Middle

Everyday Worksheets 1 & 2 (pp.44/45)

Finding the Words (p.47)

Phrases (p.39)

Reading Worksheets (p.53)

A Speller's Companion (p.40)

Maths

Everyday Maths (p.34)

Maths Worksheets (p.51)

Maths in Practice (p.50)

News Worksheet (p.52)

ADDITIONAL NOTE

News Worksheet (p.52) covers all categories - not necessarily in every issue !

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<i>(Each of the above titles consists of a set of small A6 size readers)</i>	
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The Foul & Exercises	20
The Lift & Exercises	21
A Man about the House & Exercises	22
The Mistake & Exercises	23
A Place in the Sun & Exercises	24
A Question of Trust & Exercises	25
The Rescue & Exercises	26
Shadow of a Doubt & Exercises	27
Some Chance! & Exercises	28
The Telegram & Exercises	29

The purpose of this series is to provide stories with adult themes in simple, straightforward language, and to accompany each Reader with a set of photocopiable exercises which will improve reading and visual spelling skills, increase vocabulary and stimulate writing and discussion. The stories should appeal to a wide range of students and the exercises, many of which could be done orally, can be selected to suit the ability of each individual.

The series is not graded but the books do vary in length and range of vocabulary. A rough order of difficulty, based on a count of the number of different words in each book, is given opposite.

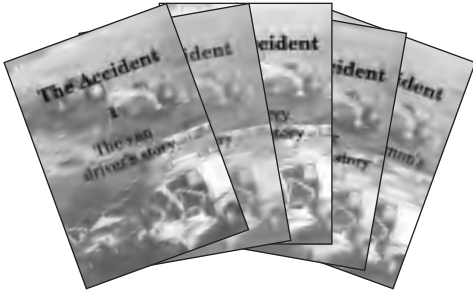
Readers with Exercises

Word Count

	<i>Different words</i>	<i>Total words in story</i>
The Accident	240	950
The Foul	320	1110
The Interview	360	1370
The Rescue	360	1650
The Lift	380	1190
The Fire	420	1380
The Bank Raid	520	1770
Some Chance!	540	1880
Chance of a Lifetime	600	2220
Alone in the Air	600	2330
The Mistake	680	2760
The Telegram	760	2970
A Question of Trust	910	4570
Shadow of a Doubt	940	4390
A Man about the House	960	3720
A Place in the Sun	1140	5680

N.B. See p.56 for details of Copying & Reproduction Restrictions and p.8 for a note on the National Qualifications Framework.

The Accident



The Accident, a set of 5 short stories, is about an accident involving a car, a van and a lorry. Each story is written from the viewpoint of one of the 5 people involved in the accident.

All five stories are 16 pages long and easy to read, with only two or three sentences to a page. There are approximately 200 words in each book (with a vocabulary of about 100 different words), and there is a lot of repetition of words from one book to the next. The total vocabulary of the five books is 240 different words. The books are without illustrations in order to encourage the reader to imagine the scene of the accident and the events leading up to it.

The books are not graded, but it is recommended that students read the stories in the order given. They will suit both individual students and groups or classes and should appeal to students across a wide range of ability because, although the text is simple, the topic is adult and relevant to all ages. *The Accident* could be used as the basis for developing skills in role play, aural comprehension and discussion and should provide stimulus for writing.

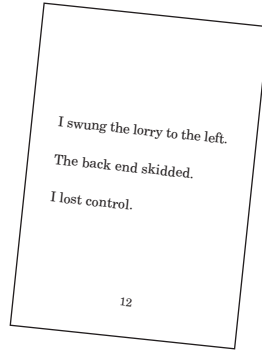
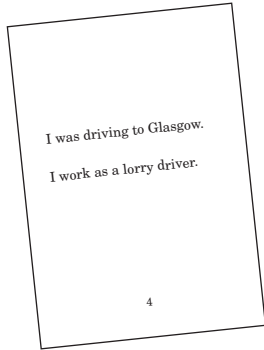
The Accident : Exercises

Photocopy Master

The Accident : Exercises tests the reader's understanding of each of the 5 stories. There are 4 pages of exercises on each story and 13 pages of general exercises covering all 5 stories. The general exercises include a word search, a crossword, form filling and drawing plans of the accident. All the exercises may be photocopied.

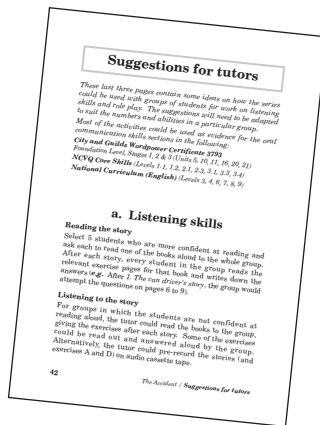
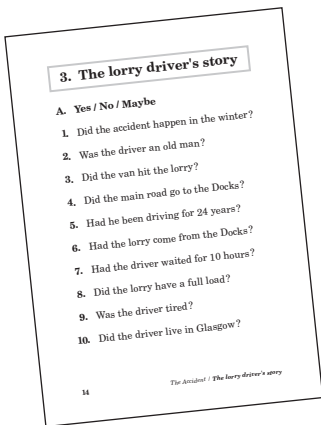
In addition to the exercises, there are some suggestions for tutors, teachers and trainers about how the books might be used with groups of students for role play and for work on listening skills. The activities outlined could be used as evidence for the speaking and listening skills sections within the National Qualifications framework.

The Accident



<i>The Accident</i>	1. <i>The van driver's story</i>	16 pages	A6
<i>The Accident</i>	2. <i>The car driver's story</i>	16 pages	A6
<i>The Accident</i>	3. <i>The lorry driver's story</i>	16 pages	A6
<i>The Accident</i>	4. <i>The car passenger's story</i>	16 pages	A6
<i>The Accident</i>	5. <i>The policewoman's story</i>	16 pages	A6

1994 ISBN 1 870596 94 3 (10 digit) for set (set of 5 books) £7.00
 ISBN 978 1 870596 94 7 (13 digit) for set

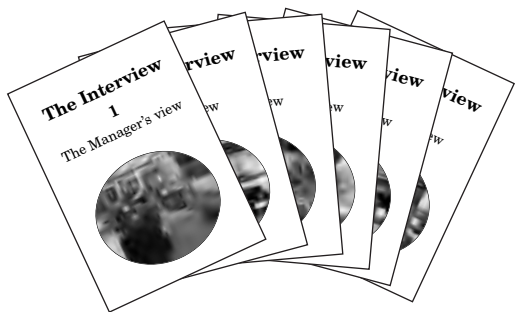


The Accident : Exercises

Photocopy Master

1994 ISBN 1 870596 49 8 (10 digit) 44 pages A5 £4.50
 ISBN 978 1 870596 49 7 (13 digit)

The Interview



The Interview is a set of six short books about a forthcoming interview for the job of Assistant Manager at a furniture and carpet store. The first book is written by the Manager of the store and each of the other books is written by one of the five short-listed candidates.

All the books are 16 pages long and easy to read, with only two or three sentences to a page. There are approximately 230 words in each book (with a vocabulary of about 130 different words), and there is some repetition of words from one book to the next. The total vocabulary of the five books is 360 different words.

The books are not graded, but it is recommended that students read the stories in the order given. They will suit both individual students and groups or classes and should appeal to students across a wide range of ability because, although the text is simple, the topic is adult and relevant to all ages. *The Interview* is similar to, but slightly harder than, *The Accident*.

The Interview : Exercises

Photocopy Master

The Interview : Exercises provides 4 pages of exercises for each of the six stories. They are followed by general exercises covering all 6 books. These include a word search, a crossword, form-filling and opportunities for writing and discussion. All the exercises may be photocopied.

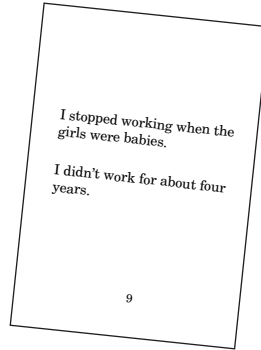
In addition to the exercises, there are some suggestions for tutors, teachers and trainers about how the books might be used with groups of students for role play and for work on listening skills. The activities outlined could be used as evidence for the speaking and listening skills sections within the National Qualifications framework.

The Interview

Book 1

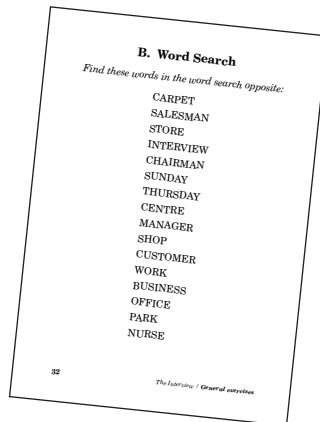
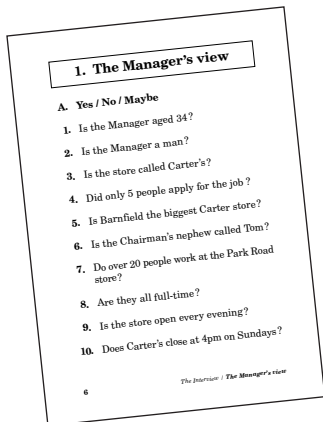


Book 3



<i>The Interview</i>	1. <i>The Manager's view</i>	16 pages	A6
<i>The Interview</i>	2. <i>Carl's view</i>	16 pages	A6
<i>The Interview</i>	3. <i>Leela's view</i>	16 pages	A6
<i>The Interview</i>	4. <i>Gordon's view</i>	16 pages	A6
<i>The Interview</i>	5. <i>Martin's view</i>	16 pages	A6
<i>The Interview</i>	6. <i>Doreen's view</i>	16 pages	A6

2002 ISBN 1 870596 95 1 (10 digit) for set (set of 6 books) **£8.50**
 ISBN 978 1 870596 95 4 (13 digit) for set



The Interview : Exercises

Photocopy Master

2002 ISBN 1 870596 92 7 (10 digit) 44 pages A5 **£4.50**
 ISBN 978 1 870596 92 3 (13 digit)

Alone in the Air

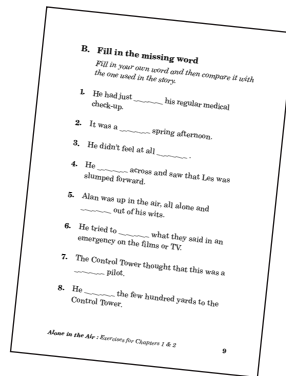
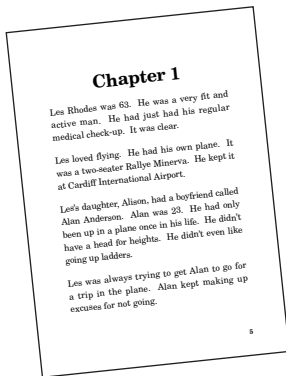
Alone in the Air



Alone in the Air is the true story of a flying incident which happened at Cardiff International Airport in 1992. It is a dramatic tale in which the main character finds himself in an unexpected and very frightening situation. *Alone in the Air* is written in eight short chapters and is illustrated with black and white photographs. Students of all ages should enjoy the suspense of the story as it unfolds.

The whole book has a vocabulary of about 600 different words. It should be suitable for most students who have mastered the basic reading skills.

1999 ISBN 1 870596 71 4 (10 digit) 32 pages A5 £4.00
ISBN 978 1 870596 71 8 (13 digit)



Alone in the Air : Exercises Photocopy Master

This book of photocopiable exercises accompanies *Alone in the Air*. The exercises are grouped into 4 sections, each dealing with 2 chapters of the book. There are 4 pages of exercises in each section providing practice in reading skills; spelling and vocabulary work; and short written answers. These are followed by a set of general exercises on the book as a whole, including a word search and crossword.

1999 ISBN 1 870596 72 2 (10 digit) 32 pages A5 £4.50
ISBN 978 1 870596 72 5 (13 digit)

The Bank Raid



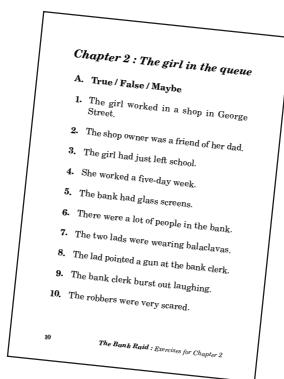
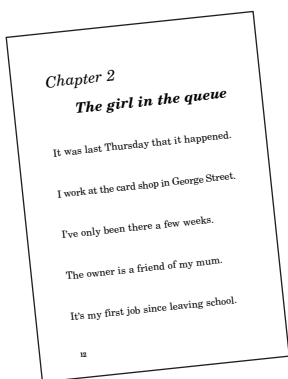
The Bank Raid is a short story in 5 chapters told by five of the people involved in a robbery at a bank. The story is taken up and advanced a little by each person in turn. Although the story of the raid on the bank is complete in itself, readers are asked, if they wish, to invent a sixth chapter describing if and how the robbers were caught.

The Bank Raid is quite easy to read and should appeal to a wide range of students. It has a vocabulary of about 520 different words. Like *The Accident* and *The Fire*, it could be used as the basis for role play and aural comprehension and as stimulus for writing.

1998

48 pages A5

Please Note: This reader is now out of print, but a PDF version can be downloaded and printed for use by students. £4.80 (inc.VAT)



The Bank Raid : Exercises

Photocopy Master

The Bank Raid : Exercises provides 4 pages of photocopiable exercises on each chapter, testing comprehension and reading skills. There are 10 pages of general exercises to be undertaken after reading the whole book. These include questions on recall, a word search, a crossword, drawing a street plan and ideas for writing. A possible version of Chapter 6 is included for students to compare with their own attempts.

1998

44 pages A5

Please Note: The Exercises are now out of print, but a PDF version can be downloaded and printed for use by students. £5.40 (inc.VAT)

Chance of a Lifetime

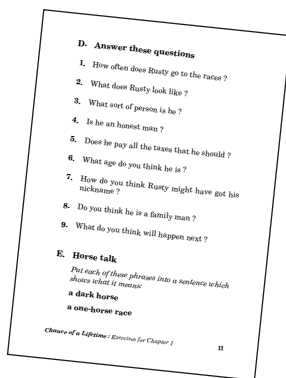
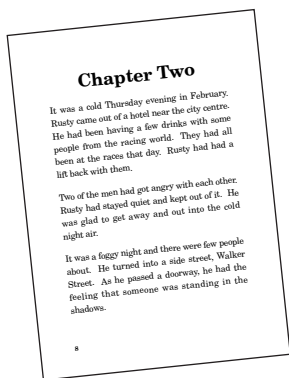


Chance of a Lifetime is a short story set in the world of horse racing. It is an unusual tale about a man who is a keen gambler, and the intriguing twists and turns of the plot should appeal to a wide range of readers - not just those who follow racing.

The story is in six short chapters. It is illustrated with several black and white photographs and the print is large and clear. The book has a vocabulary of about 600 different words. It should be suitable for anyone except those at the most basic reading level.

For the **2nd edition**, *Chance of a Lifetime* was brought into line with the other readers in the series, having story and exercises in separate books.

2002 2nd edition ISBN 1 870596 84 6 (10 digit) 28 pages A5 £4.00
ISBN 978 1 870596 84 8 (13 digit)



Chance of a Lifetime : Exercises Photocopy Master

The **2nd edition** of *Chance of a Lifetime : Exercises* is now in the same format as the other exercise books in the series. There are 4 pages of exercises on each chapter of the story and the general exercises on the story as a whole include a crossword, a word search and an exercise on racing terms used in the story, for which detailed answers are given.

N.B. The **2nd edition** should not be used with the original edition of the story.

2002 2nd edition ISBN 1 870596 85 4 (10 digit) 40 pages A5 £4.50
ISBN 978 1 870596 85 5 (13 digit)

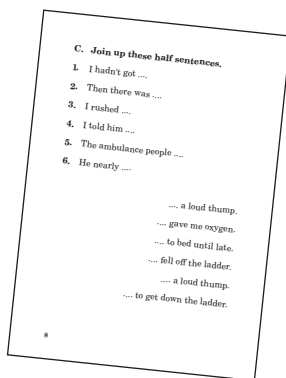
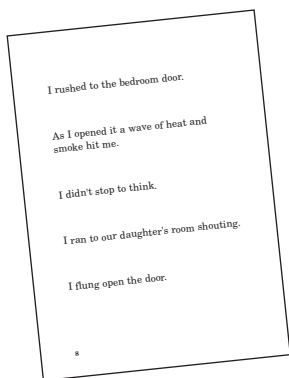
The Fire



The Fire is the story of a house fire as told by 4 of the people involved in it. The four chapters are written in the first person, in simple, short sentences. The people telling the story (the wife, the next-door neighbour, the husband and the daughter) only hint at the possible cause (or causes) of the fire and it is left up to the reader to try to decide what actually started it.

The Fire has a vocabulary of about 420 different words. Although the text is simple, the topic is adult and relevant to all ages and the story should appeal to students of a wide range of ability. Like *The Accident*, the book could be used as the basis for role play, aural comprehension and as a stimulus for writing.

1997 ISBN 1 870596 62 5 (10 digit) 44 pages A5 £4.00
ISBN 978 1 870596 62 6 (13 digit)



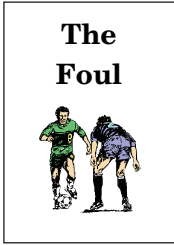
The Fire : Exercises

Photocopy Master

The Fire : Exercises provides 4 pages of exercises on each chapter, testing comprehension and basic reading skills. General exercises on the book as a whole include a chance for students to write a further chapter in the story from the point of view of a firefighter. The questions also raise the issue of fire safety in the home and the simple precautions that all householders should take to reduce the risk from fire.

1997 ISBN 1 870596 63 3 (10 digit) 40 pages A5 £4.50
ISBN 978 1 870596 63 3 (13 digit)

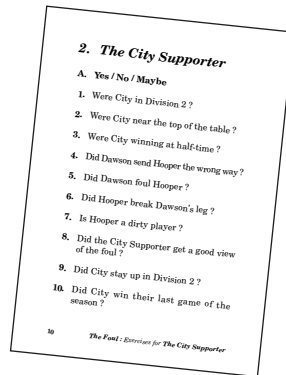
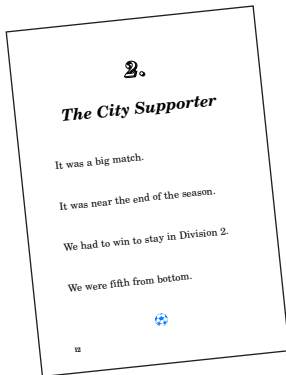
The Foul



The Foul is a short story in 5 chapters about a foul during a soccer match. It is told by five different people at the match: a defender, a striker, two rival fans and the referee. They have conflicting views on the incident and the reader can make up his or her own mind about the referee's decision.

Written in the first person in simple sentences, *The Foul* should be accessible to most adults and young people who are learning to read. Although the book may well provoke the liveliest discussion amongst soccer fans (at all reading levels), it should also be of interest to those with only a vague knowledge of sport. The book has a vocabulary of about 320 different words.

2000 ISBN 1 870596 77 3 (10 digit) 40 pages A5 £4.00
ISBN 978 1 870596 77 0 (13 digit)



The Foul : Exercises

Photocopy Master

The Foul : Exercises provides 4 pages of comprehension exercises on each chapter of the book, including *Yes/No/Maybe* questions, filling in missing words and joining half sentences. The general exercises relate to the book as a whole and include a *What can you remember?* section, a word search, and a crossword. There are exercises for free-writing and oral work as a commentator and work on listening skills and role play.

2000 ISBN 1 870596 78 1 (10 digit) 40 pages A5 £4.50
ISBN 978 1 870596 78 7 (13 digit)

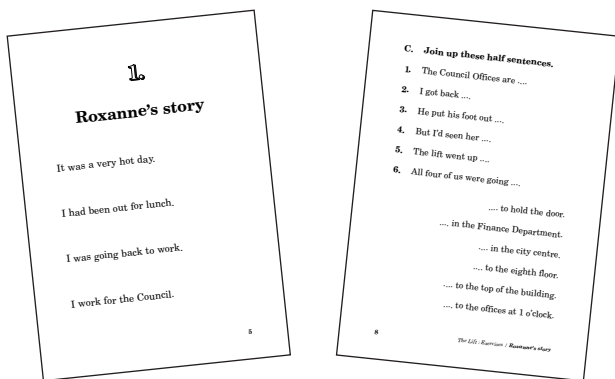
The Lift



The Lift is a short story about five people who get stuck in a lift. Each person relates a chapter and takes up the story as it develops. The book is easy to read, with short sentences written in the first person. It has a vocabulary of about 380 different words and a total word count of 1190 words.

The story should be of interest to a wide range of students who are just beginning to read with a little fluency. The repetition of many of the words will help readers to gain some confidence in their reading and comprehension skills.

2006 ISBN 1 904874 10 X (10 digit) 40 pages A5 £4.00
ISBN 978 904874 10 2 (13 digit)



The Lift : Exercises

Photocopy Master

The Lift : Exercises, like many others in this series, provides 4 pages of exercises for each chapter in the story. The exercises include basic *True/False/Maybe* comprehension questions, joining half sentences, and picking a word from a box to complete a sentence. In addition there are general exercises such as a word search, a crossword and opportunities for both short and longer pieces of writing.

2006 ISBN 1 904874 11 8 (10 digit) 36 pages A5 £4.50
ISBN 978 1 904874 11 9 (13 digit)

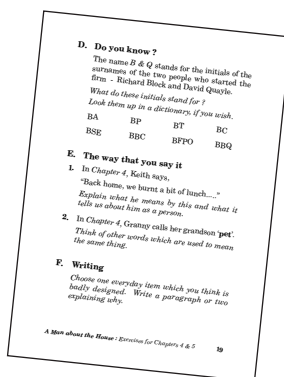
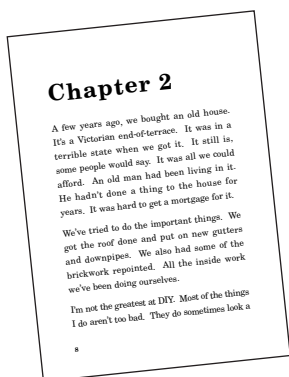
A Man about the House



A Man about the House is a light-hearted story in 9 short chapters, told in the first person by Keith Gallows, a married man and home owner in his early thirties. He describes what happens when a spot of D.I.Y. doesn't quite go to plan. Along the way, he gets side-tracked into considering some of the more absurd features of life in 21st Century Britain.

A Man about the House should appeal to students of both sexes who are beginning to gain some confidence at reading. The book has a vocabulary of about 960 different words.

2001 ISBN 1 870596 81 1 (10 digit) 36 pages A5 £4.00
ISBN 978 1 870596 81 7 (13 digit)



A Man about the House : Exercises Photocopy Master

In *A Man about the House : Exercises* the exercises are arranged in five sections, each dealing with one or two chapters of the story. There are 4 pages of exercises in each section covering reading skills, spelling, vocabulary work and writing. The general exercises on the book as a whole include a word search with clues, a crossword and writing an insurance claim.

2001
36 pages A5

Please Note: This book of exercises is now out of print, but a PDF version can be downloaded and printed for use by students. £5.40 (inc.VAT)

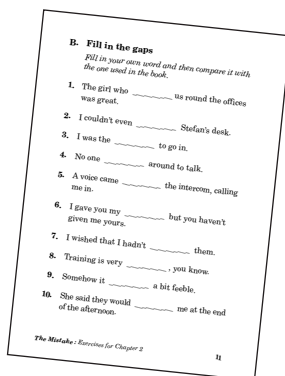
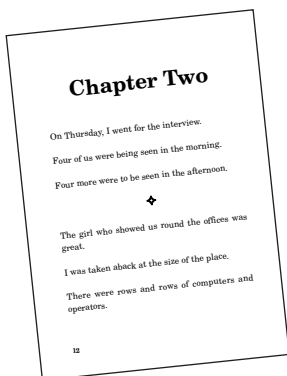
The Mistake



The Mistake is a short story in 5 chapters, written by a young man who is going for his first job since leaving college. He has to cope with a difficult interview and then follows it by making what could be a most embarrassing mistake. He tries to avoid being found out but there is a twist in the tale yet to come.

The Mistake is one of several middle-level readers in the series, and it should appeal to many students who are beginning to gain some confidence in reading. The book has a vocabulary of about 680 different words.

2005 ISBN 1 904874 06 1 (10 digit) 40 pages A5 £4.00
 ISBN 978 1 904874 06 5 (13 digit)

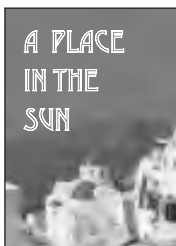


The Mistake : Exercises Photocopy Master

This book of photocopiable exercises accompanies *The Mistake*. The exercises are grouped into 5 sections, each dealing with a chapter of the book. There are 4 pages of exercises in each section providing practice in reading skills; spelling and vocabulary work; and short pieces of writing. These are followed by a set of general exercises on the whole book, including a crossword, a word search and some questions to stimulate discussion or free writing.

2005 ISBN 1 904874 07 X (10 digit) 36 pages A5 £4.50
 ISBN 978 1 904874 07 2 (13 digit)

A Place in the Sun

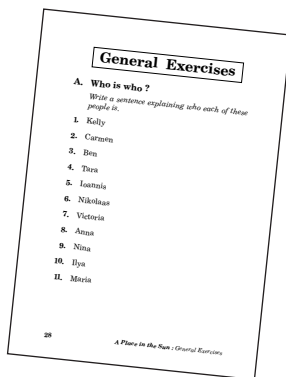
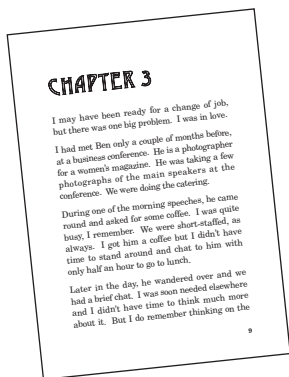


A Place in the Sun is a romance in 14 short chapters, told in the first person by a girl in her twenties. After several years of working for a firm of caterers in London, Vicky decides to pack in her job. She suddenly has the chance to go and work in a hotel on a Greek island, but it means leaving behind her boyfriend, Ben. Can their love withstand the long separation?

A Place in the Sun is the longest in this series of readers, but it should appeal to students of both sexes who can read with some confidence. The book has a vocabulary of about 1140 different words.

2000
48 pages A5

Please Note: *This reader is now out of print, but a PDF version can be downloaded and printed for use by students. £4.80 (inc.VAT)*



A Place in the Sun : Exercises *Photocopy Master*

A Place in the Sun : Exercises contains exercises grouped into five sections, each dealing with 2 or 3 chapters of the book. There are 4 pages of exercises in each section, providing practice in reading skills; spelling and vocabulary work; and opportunities for writing and discussion. The 8 pages of general exercises on the book as a whole encourage readers to think and write about topics arising from the story.

2000 ISBN 1 870596 76 5 (10 digit) 36 pages A5 £4.50
ISBN 978 1 870596 76 3 (13 digit)

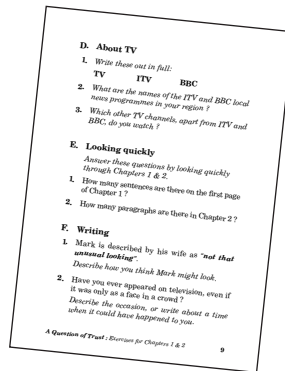
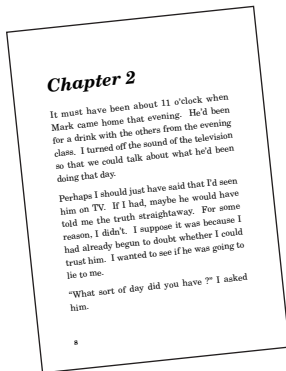
A Question of Trust



A Question of Trust is a story in 12 chapters written by a young nurse who finds out, by chance, that her husband may be deceiving her. She decides to find out the truth. Her 'detective work' and the thoughts and feelings which accompany it are amusingly described. The unexpected outcome of her search raises some interesting questions about trust between partners and friends.

A Question of Trust is one of the longer readers in the series, but it should appeal to students who are beginning to gain confidence at reading. The book has a vocabulary of about 910 different words.

2004 ISBN 1 870596 98 6 (10 digit) 40 pages A5 £4.00
ISBN 978 1 870596 98 5 (13 digit)



A Question of Trust : Exercises Photocopy Master

This book of photocopiable exercises accompanies *A Question of Trust*. The exercises are grouped into 6 sections, each dealing with 2 chapters of the book. There are 4 pages of exercises in each section providing practice in reading skills; spelling and vocabulary work; and short pieces of writing. These are followed by a set of general exercises on the whole book, including a crossword, a word search and some questions to stimulate discussion or free writing.

2004 ISBN 1 870596 99 4 (10 digit) 40 pages A5 £4.50
ISBN 978 1 870596 99 2 (13 digit)

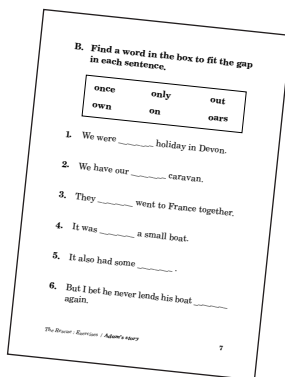
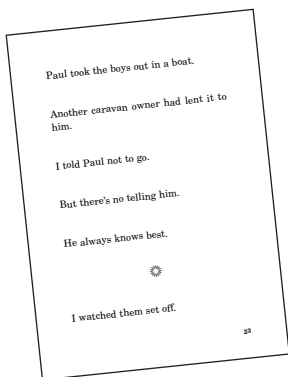
The Rescue



The Rescue is the story of a boating accident as told by five of the people involved. The five chapters are written in the first person in simple, short sentences. The people telling the story, a family of four and a member of the lifeboat's crew, describe how the boat trip came about during a holiday in Devon and why the three who went out in the boat had to be rescued.

The Rescue has a vocabulary of about 360 different words. Although the text is simple, with plenty of word repetition, the topic is adult and relevant to all ages and the story should appeal to students of a wide range of ability.

2004 ISBN 1 904874 00 2 (10 digit) 48 pages A5 £4.00
 ISBN 978 1 904874 00 3 (13 digit)



The Rescue : Exercises

Photocopy Master

The Rescue : Exercises provides 4 pages of photocopiable exercises on each chapter of the book, testing comprehension and basic reading skills. General exercises, at the end, relate to the book as a whole and contain a word search and a crossword. Questions for writing and discussion look at the reader's knowledge of boats and the sea, and raise the issue of safety at sea and the role of the lifeboat service.

2004 ISBN 1 904874 01 0 (10 digit) 40 pages A5 £4.50
 ISBN 978 1 904874 01 0 (13 digit)

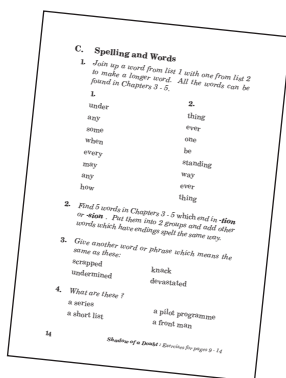
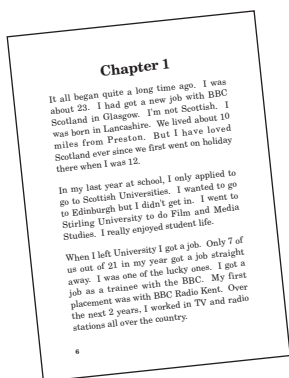
Shadow of a Doubt



Shadow of a Doubt is a mystery story in 17 short chapters, written in the first person. The author is a TV producer whose Scottish girlfriend, Alison, leaves him for a well-known TV presenter, Ian Eastwood. Some years later the author meets Eastwood again and learns what has become of Alison. He decides to seek his revenge and sets out to commit the perfect crime. The tale has a strange twist to it which leaves both the author and the reader in doubt about what actually happened.

Shadow of a Doubt should appeal to students who are becoming more fluent at reading. It has a vocabulary of about 940 different words.

1995 ISBN 1 870596 54 4 (10 digit) 40 pages A5 £4.00
ISBN 978 1 870596 54 1 (13 digit)



Shadow of a Doubt : Exercises Photocopy Master

This book of photocopiable exercises accompanies *Shadow of a Doubt*. The exercises are grouped into 6 sections, each dealing with roughly 3 chapters of the book. There are 4 pages of exercises in each section providing practice in reading skills; spelling and vocabulary work; and opportunities for writing and discussion. These are followed by a set of general exercises on the book as a whole.

1995 ISBN 1 870596 55 2 (10 digit) 36 pages A5 £4.50
ISBN 978 1 870596 55 8 (13 digit)

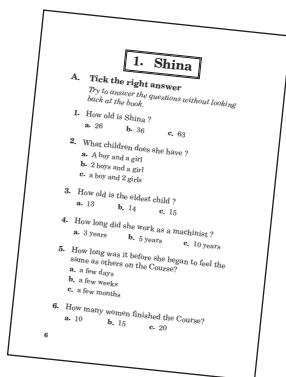
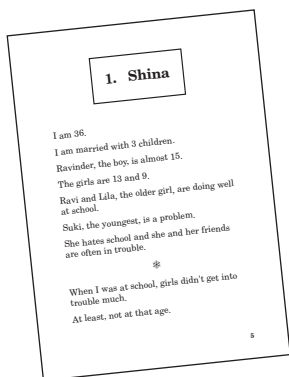
Some Chance!



Some Chance! is a short story in 5 chapters. The first and last chapters are written by Shina, a 36-year-old mum who left school with no qualifications, having had problems with English and Maths. She decides to go to college as a mature student and describes the effect it has on her and the family. Her husband, Alan, who writes Chapter 2, supports her in her studies. Chapter 3 is written by Shina's mother, who has strong, old-fashioned views on women and family life. In Chapter 4, Shina's College Tutor looks at adult education from yet another angle.

Some Chance! presents problems and opinions which will be familiar to students of all ages. It should generate lively discussion and writing, especially among those involved in Family Literacy. Written in a simple, straightforward style, it has a vocabulary of about 540 different words.

1995 ISBN 1 870596 52 8 (10 digit) 24 pages A5 £4.00
ISBN 978 1 870596 52 7 (13 digit)



Some Chance! : Exercises

Photocopy Master

Some Chance! : Exercises provides 4 pages of comprehension exercises on each chapter of the book, ranging from simple true/false questions to more complex ones involving writing or discussion. General exercises on the whole book include a 'clue' word search on family names; making a family tree and a questionnaire for students to try on their own families.

1995 ISBN 1 870596 53 6 (10 digit) 32 pages A5 £4.50
ISBN 978 1 870596 53 4 (13 digit)

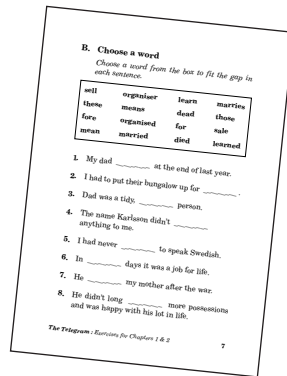
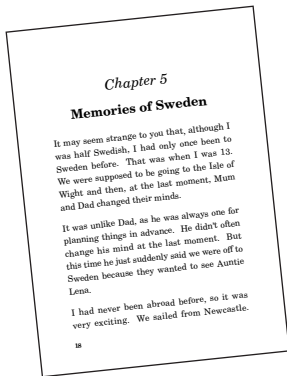
The Telegram



The Telegram is a short story in 8 chapters. It is written in the first person by a man who has lost both his parents in the last couple of years. As he sorts through some of their books and papers he comes across a wartime telegram. He sets out to discover more about the significance of the telegram and in doing so uncovers a great deal that he didn't know about his mother's early life.

The Telegram is another of the middle-level readers in the series, and it should appeal to many students who are beginning to gain some confidence in reading. The book has a vocabulary of about 760 different words.

2007 ISBN 978 1 904874 13 3 (13 digit) 32 pages A5 £4.00



The Telegram : Exercises

Photocopy Master

The Telegram : Exercises starts with 4 groups of exercises, each one dealing with 2 chapters of the story, designed to give practice in reading skills, vocabulary and spelling. These are followed by general exercises on the book as a whole, including a crossword, a word search and work to encourage writing or discussion based on family history.

2007 ISBN 978 1 904874 14 0 (13 digit) 32 pages A5 £4.50

Section Two: Workbooks & Cards

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All the books in this section are A5 size and provide a range of exercises and information covering the basics of reading, spelling and maths. They are all based on material encountered by adults in everyday life. Two of the books are accompanied by cards:

*- **Look Here!** is the most basic of all the books. It deals with words found in common signs and notices. The accompanying set of Flash Cards contains words and signs from the book plus some extra signs, and can be used for a variety of exercises and games.*

*- The four Greetings Cards based on **A Speller's Companion**, our very popular introduction to the history of English spelling, show the Old English words for days and months, and the alphabet in Anglo-Saxon runes and Celtic oghams.*

For full details, see each individual entry on the following pages.

N.B. See p.56 for details of Copying & Reproduction Restrictions and p.8 for a note on the National Qualifications Framework.

A Cloze Thing



'Cloze' exercises are reading passages from which occasional words are omitted so that the reader must think of appropriate words to fill the gaps. 'Cloze' procedure provides excellent practice in a variety of reading skills including anticipation, re-reading and using context as a guide to word meanings. It is also helpful for spelling if the student writes the words into the gaps.

The passages chosen for this workbook include short newspaper items and extracts from well-known publications. Many are humorous, others are essential everyday reading. The words omitted from each passage fall into one of 7 categories: *beginnings of sentences; descriptive words; key words; nouns and pronouns; verbs; words often confused; and general.*

The book contains 41 passages, plus a subject index and a category index. Answers are not given because a choice of words is possible in most contexts.

2000 3rd edition ISBN 1 870596 79 X (10 digit) 48 pages A5 £4.00
ISBN 978 1 870596 79 4 (13 digit)

Mystery Tour

Some years ago, Mr and _____ Farmer from Margate went _____ Wales for their summer holiday. Soon after they _____ arrived, they saw an advertisement _____ a British Rail Mystery Tour. They decided to _____ on the Tour and settled down in _____ train to enjoy it.

It _____ a long trip and they were surprised to find it ended up in their home town _____ Margate! Mr. Farmer _____ that they nearly fell through the platform. They had _____ looking forward to getting away _____ Margate all summer. _____ didn't go on the tour of the town. _____ popped home for a cup of tea.

7

Money and Sport

Sport has seen huge changes in recent years. Television has _____ the audience for most major sports but money from TV companies and advertisers has also _____ sport into big business. Sports clubs and sports events _____ more and more on business sponsors. Top sportsmen and women _____ huge sums from advertisers - often more than they earn from the sport itself.

Footballers and racing drivers _____ contracts which pay them millions of pounds a year. Tennis players and golfers _____ earn half a million pounds for winning one tournament.

Sports stars now _____ all over the world to play for the club that pays the most. Some _____ international players in other countries because a distant relative may have been _____ there. Top European soccer clubs now employ more foreign players than native ones.

Fortunately, millions of people still _____ out each week to take part in their sport for the fun of it. _____ your local fun-run or the London Marathon to see what true sportsmanship is about.

33

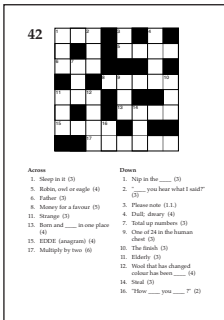
Crosswords for Photocopying

These popular books of crosswords are compiled for adults who are improving their reading and spelling and they have straightforward, non-cryptic clues. Crosswords provide excellent practice in a wide variety of reading and spelling skills. Brief information on how to tackle them is included in each book.

The books are A5 size but individual crosswords could be enlarged as appropriate.

Please note: The books are not graded and there are some crosswords in each book to suit students at most levels of ability.

Crosswords for Photocopying: Book 1



Book 1 covers a range of common words and spelling patterns, including key words, question words, small words commonly mis-spelt, *b/d, th, ch/sh, ee/ea*.

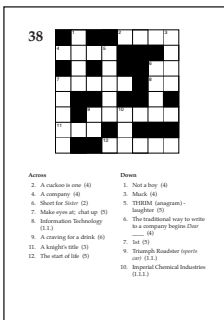
A good introduction to crosswords for those who have not done them before.

1997 64 pages A5 £7.00

ISBN 1 870596 58 7 (10 digit)

ISBN 978 1 870596 58 9 (13 digit)

Crosswords for Photocopying: Book 2



Book 2 concentrates mainly on 2-letter spelling patterns which include a vowel (e.g. *ai, or, ou*).

There are usually two crosswords for each of the spelling patterns and extra ones on single vowels and silent 'e'. The patterns covered are:

oo, ee, ar, or, oy, oi, aw, au, ay, ai, oa, ou, ow, ir, ur, air/are, ea, ie/ie

1997 64 pages A5 £7.00

ISBN 1 870596 59 5 (10 digit)

ISBN 978 1 870596 59 6 (13 digit)

Crosswords for Photocopying: Book 3

Book 3 is the first of two books covering groups of words connected with everyday topics, as follows:

Babies; Benefits; Births/Marriages/Deaths; Cars; Children; Days (abbreviations); Education; Health; Key words; Leisure; Measurement; Money; Months (abbreviations); Numbers; Opposites; Painting/Decorating; Pairs; Reading/Writing/Spelling; Shopping (Food); Signs/Notices; Sounds the same; Sport; Time; Travel; TV/Radio.

1997 ISBN 1 870596 60 9 (10 digit) 64 pages A5 £7.00
 ISBN 978 1 870596 60 2 (13 digit)

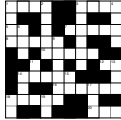
15 Numbers

Across

1. A quarter of twenty (4)
2. Numbers (10-1, 2, 3, 4, 5, 6, 7, 8, 9) (10)
3. Number of sides in a regular hexagon (6)
4. The difference between 40 and 10 (30)
5. Half of twenty (10)
6. Number on a four-sided die (4)
7. Number of months (12)
8. Ten (10)
9. A dozen (12)
10. The age of a child in days (7)
11. Number of syllables in a centimeter (3)

Down

1. Number of sides in a rectangle (4)
2. Number of corners in half a pyramid (3)
3. Number of fingers in a right hand (5)
4. The book containing work in ... to ... to ... (10)
5. Half of ten (5)
6. Ten (10)
7. One for all (10) (1, 1)
8. Number of people in a dozen in nature (12)
9. A range (1)
10. One for each hand (10) (1, 1)
11. Ten (10)
12. Ten (10)
13. Ten (10)
14. Ten (10)
15. Ten (10)
16. Ten (10)
17. Ten (10)
18. Ten (10)
19. Ten (10)
20. Ten (10)



Crosswords for Photocopying: Book 4

Book 4 is the second of two books covering groups of words connected with everyday topics, as follows:

Abbreviations/Initials; Books/Libraries; Computers/I.T.; Conservation & Environment; Council services; Days; D.I.Y.; Food; Gardening; Geography; Holidays; Household; In the Office; Letters/Messages; Maths; Months; News/Media; Pets; Religions; Rivers; Sayings/Phrases; Sounds the same; Sports/Games; Street names/Addresses; Surnames; Work.

1997 ISBN 1 870596 61 7 (10 digit) 64 pages A5 £7.00
 ISBN 978 1 870596 61 9 (13 digit)

1 Abbreviations / Initials

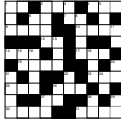
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Across

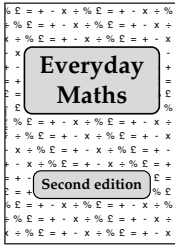
1. Sun (2)
2. Initials (2)
3. Edinson (2)
4. National Anthem (1, 1)
5. Book (2)
6. Religion (2)
7. Road (2)
8. Country (2)
9. Country (2)
10. Country (2)
11. Country (2)
12. Country (2)
13. Country (2)
14. Country (2)
15. Country (2)
16. Country (2)
17. Country (2)
18. Country (2)
19. Country (2)
20. Country (2)

Down

1. Book (2)
2. Book (2)
3. Book (2)
4. Book (2)
5. Book (2)
6. Book (2)
7. Book (2)
8. Book (2)
9. Book (2)
10. Book (2)
11. Book (2)
12. Book (2)
13. Book (2)
14. Book (2)
15. Book (2)
16. Book (2)
17. Book (2)
18. Book (2)
19. Book (2)
20. Book (2)



Everyday Maths

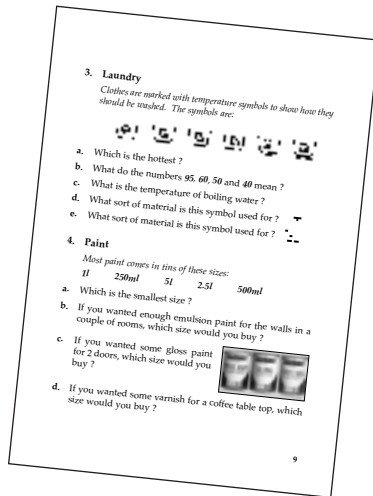
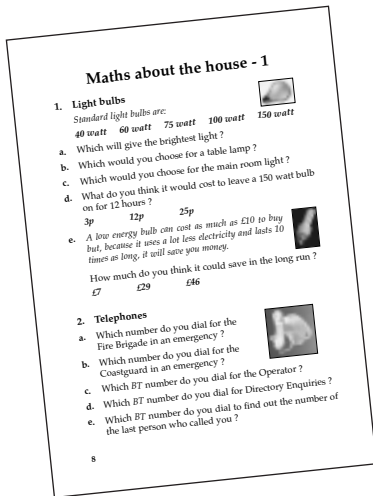


Everyday Maths is a book of basic maths exercises on everyday themes such as shopping, using a TV guide, sport, advertisements, cooking, medicines, bills etc. The exercises give practice in the skills of addition, subtraction, multiplication and division; measuring; time; money; simple percentages and fractions; use of a calculator and metric/imperial conversion. There are two sections on *Maths about the house* and one on *Shopping sizes*.

Simple graphs, tables and charts are also included. Students are frequently encouraged to use both estimation and practical mathematical judgement. The language is kept simple and straightforward and an index and detailed answers are given.

The **2nd edition** of the book was published for the year 2000. 14 of the 23 topics were revised or completely re-written, with up-to-date prices, weights and measures. The whole book was re-typeset and many of the illustrations were improved.

2000 2nd edition ISBN 1 870596 73 0 (10 digit) 48 pages A5 £4.00
 ISBN 978 1 870596 73 2 (13 digit)



Everyday Reading



A workbook for students at a fairly basic reading level, providing comprehension work and practice in other reading skills. It contains over 20 short extracts from items of everyday reading matter, each followed by easy-to-read exercises which test and broaden the reader's understanding. Subjects include instructions for cooking, D.I.Y., laundry, medicine and video; gas safety; car park charges; a letter from school to parents; sowing seeds; job advertisements.

The exercises require little writing ability and include straightforward and inferential comprehension questions (e.g. *True/False, Yes/No/Maybe*); choosing the correct word to fill a gap; jumbled words and sentences; alphabetical order; vocabulary work and word puzzles.

The **2nd edition** of the book was published in April, 2000. The whole book was re-typeset and some of the illustrations were improved. Items on the video recorder, car park charges and a lunch menu were up-dated and a new exercise, on leisure centre charges, was added.

2000 2nd edition ISBN 1 870596 74 9 (10 digit) 48 pages A5 £4.00
ISBN 978 1 870596 74 9 (13 digit)

Leisure Centre charges

Badminton	£3.05	per hour
Badminton - off peak	£3.45	per hour
Climbing wall - Adult	£2.00	per session
Climbing wall - Under 18	£1.50	per session
Hire of small hall	£15.95	per hour
Hire of small hall - off peak	£9.00	per hour
Sauna	£3.20	per session
Squash	£4.50	per 45 mins.
Squash - off peak	£3.35	per 45 mins.
Sunbed	£3.20	per 30 mins.
Table tennis - Adult	£2.50	per hour
Table tennis - off peak	£1.55	per hour

Fill in the gaps in these sentences

1. A sunbed costs _____ for half an hour.
2. The small _____ costs £9.00 per hour off peak.
3. _____ costs a lot less per hour than badminton.
4. The climbing wall costs 50p _____ for under 18s.
5. A _____ in the sauna would cost £3.20.
6. _____ hours of table tennis costs £3.10 off peak.
7. A squash session only lasts _____.
8. Hiring the hall for 2 hours costs _____ at peak rate.

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Fish Fingers

COOKING INSTRUCTIONS: **To Shallow Fry:** Gently fry the Fish Fingers in a little melted fat or oil for 3-4 minutes, turning once. **To Grill:** Place the Fish Fingers under a pre-heated moderate grill for 5 minutes, turning once.

A. Yes / No / Maybe

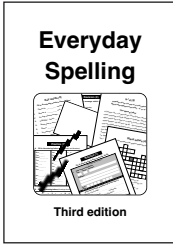
1. Fish Fingers should be deep fried.
2. Fry in melted fat or oil.
3. Grill Fish Fingers for 3-4 minutes.
4. Fish Fingers contain cod.
5. The grill should be heated before cooking starts.
6. Fish Fingers are 5 inches long.
7. It is quicker to fry Fish Fingers.
8. Fish Fingers take 5 minutes to cook.

B. Fill in the right word

1. Gently _____ the Fish Fingers.
(dry / fry / try)
2. _____ on kitchen paper and serve.
(drain / brain / grain)
3. Place the Fish Fingers under a _____ for 5 minutes.
(grill / grid / grill)
4. Turn Fish Fingers _____ while cooking.
(one / ounce / once)

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Everyday Spelling



Everyday Spelling is a workbook providing practice in some of the basics of spelling. Many of the words most often used in everyday reading and writing are included. There are 12 special practice pages. Six deal with form-filling and six cover the spelling of days, months, numbers and common greetings. Some of the practice pages offer students the chance to identify their own particular spelling needs, such

as name and address; names of their family; words to do with work. There is plenty of repetition and there are two revision pages for each half of the book. An index is included. An A4 sheet of blank cheques (for photocopying) accompanies each book.

Exercise sections cover: *name and address; key words; question words; vowels; days and months; numbers; cheques; b/d; c/g; silent letters; notes and messages; alphabet; double letters; basic punctuation.*

The **3rd edition** of the book was published in November, 2001. The whole text was re-typeset; the samples used for form-filling practice were updated where necessary; and minor changes were made to the text and layout of the exercises.

2001 3rd edition ISBN 1 870596 83 8 (10 digit) 64 pages A5 £4.00
ISBN 978 1 870596 83 1 (13 digit)

Practice (1)

Fill in these extracts from everyday forms.

TELEVISION LICENCE

1 Your name and address

Title initials surname

Address

Post code

APPLICATION FOR A SUPPLY OF ELECTRICITY

1. WHAT IS YOUR NAME?

MR/MRS/MISS SURNAME FORENAMES

2. ADDRESS WHERE SUPPLY IS REQUIRED?

ADDRESS

POSTCODE TEL. NO.

Please complete and return to British Gas

Name

Address

Tel. No. (Home)

Tel. No. (Work)

Signed Date

8

b / d (1)

b and **d** are often confused in spelling and reading. One way to remember which is which is to think of the word **bed**. If **bed** is spelt correctly, it looks like a bed seen from the side:

bed = bed

If it is spelt wrongly (e.g. deb, beb or deid), it doesn't look like a bed.

If you are not sure whether to write **b** or **d** when spelling a word, say the word aloud and then compare the **b** or **d** sound with the sounds in **bed**.

In each line, pick out the word or words on the right which are spelt the same way as the word on the left.

bad	bad	dab	deb	bed	bud
did	dub	did	dib	bud	bib
bud	but	bud	dub	dud	bed
band	band	bind	band	drab	bird
debt	debit	debt	dept	debt	deep
BREAD	dread	BRED	breed	bread	bread
dead	BEAD	dead	DEED	dread	DEAD
double	double	doodle	bubble	doubt	double

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Look Here!



Look Here! is a workbook for students who need practice in reading the most basic words found in signs, notices and instructions. Examples of words and signs included are: *left, right, front, back, up, down, No Smoking, Open, Closed, Way in, Poison, Telephone.* Each page contains one exercise on, for example, matching signs and symbols, or upper and lower case, or finding words with similar or opposite meanings.

meanings.

Questions and instructions are simply worded and the print size is large and clear. Some of the signs and words are printed in different formats (black on white, white on black, black on shaded background) to give practice in reading the variety of styles seen in everyday life.

N.B. For the **2nd edition** in 2002, the book was re-typeset and some of the illustrations were up-dated. A few minor alterations were made to the text and so the **2nd edition** should not be used alongside the original edition.

2002 2nd edition ISBN 1 870596 93 5 (10 digit) 32 pages A5 £3.50
ISBN 978 1 870596 93 0 (13 digit)

A B C D
 E F
 top bottom upper deck
 front back lower deck
 Match the right word to the right letter.

10

TO FIRE EXIT
 Entrance
 EMERGENCY EXIT ONLY
 This way out
 Way in
 Fire escape
 Way out
 IN
 OUT
 Please knock and enter

Which signs are to do with

1. Going in ?
2. Going out ?

27

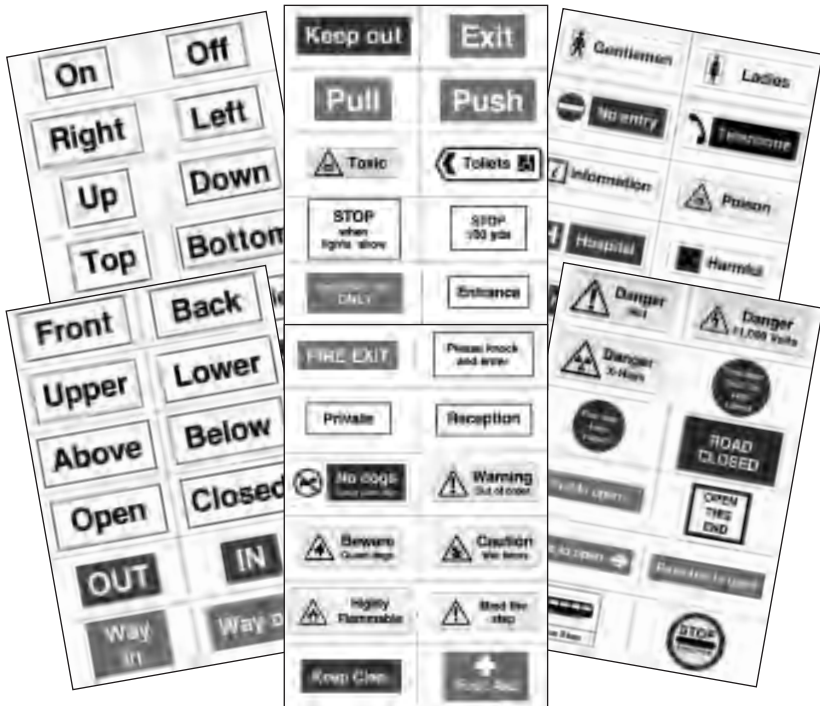
Look Here! Flash Cards

A set of 72 flash cards containing the words and signs from the *Look Here!* book, plus 11 extra signs. The flash cards can be used in a variety of exercises and games, and suggestions for these are supplied together with an alphabetical list of the cards. Two packs of cards will be needed for games such as *Snap* or *Pelmanism*. The cards may also be useful for initial assessment of students.

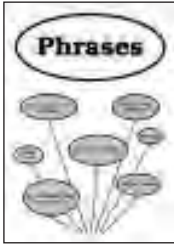
Printed on 300gsm white card in several colours (in accordance with British Standard safety colours, where appropriate), the flash cards are supplied in six A5 sheets ready for cutting into single 35mm x 75mm cards.

The cards were re-typeset in 2002 and the colour shades vary slightly from the original printing.

2002 No ISBN 6 x A5 sheets per pack (inc. VAT) £3.00



Phrases



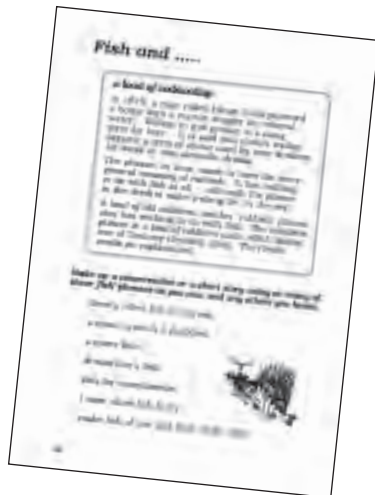
Much of our everyday conversation is riddled with well-worn turns of phrase which make perfect sense to us, although their actual meaning and our reason for using them could be quite hard to explain. Why, for instance, do we talk *a load of codswallop*, pay *cash on the nail*, get *the sack*, or have *a bit of how's-your-father*? Many such phrases are contained in this book and information on their origin is combined with exercises

which encourage students to look more closely at the things we say and the way that we say them.

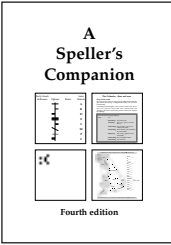
The phrases are grouped under topic headings (e.g. *Weather, Food, Money, Work*). All the sections contain exercises and many of them also include explanations of one or more well-known phrases. Opportunities are given for students to contribute extra phrases of their own, whether they are generally known or particular to their own locality, family or work.

The theme of the book is relevant to students at all levels, and the text is presented as simply and clearly as possible. There is an index of all the phrases included in the book and a list of books for further reading. Detailed answers to the exercises are provided.

1992 ISBN 1 870596 34 X (10 digit) 52 pages A5 £4.00
 ISBN 978 1 870596 34 3 (13 digit)



A Speller's Companion



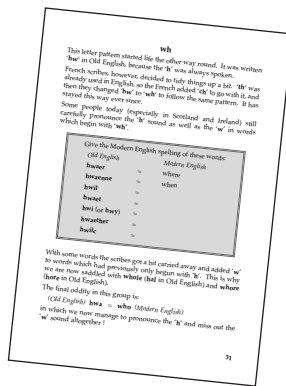
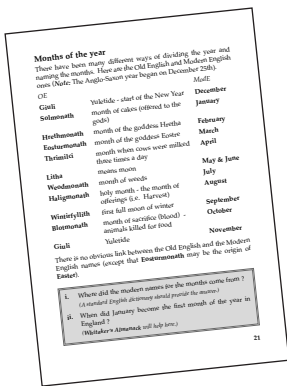
This is a book which will encourage the frustrated speller to enjoy the oddities of the English language. In an attempt to answer the vexed question "Why on earth is it spelt like that?", explanations are provided for the peculiar spelling of many words in everyday use (*e.g. was; would; money; right; laugh*). At the same time, the book pieces together a rough history of the English language, highlighting along the way some

fascinating facts about the origins of familiar words; place-names; the alphabet and printing; foreign words in English and much more. Some practical exercises are included which are fun to do and give experience of the way words work.

A Speller's Companion has attracted a very wide readership both within education and amongst the general public. Anyone who has acquired some confidence at reading could dip into this book and find something in its pages to interest and entertain them.

The **4th edition** has been re-typeset with some revisions to the text.

2005 *4th edition* ISBN 1 904874 04 5 (10 digit) 64 pages A5 £4.00
 ISBN 978 1 904874 04 1 (13 digit)



Greetings Cards/Notelets

A pack of 4 designs based on extracts from *A Speller's Companion*, showing *Runes; Oghams; Days - then and now; Months - then and now*. Blank for your own message, they are printed in brown on cream recycled card. **Pack with envelopes (inc. VAT) £1.95**

Word Play



Word Play is a book of 40 word games for spelling students, most of which can be played with pencil and paper or a set of letter tiles, cards or dice. The games involve a range of basic spelling techniques and also provide many opportunities for using and extending vocabulary. Well-known games like Hangman, Categories, Hidden Words, Initials and Crosswords are included along with some less familiar ones.

Almost all of the games can be played by any number of players from 1 to 20, and can be adapted to suit people of all ages and at all stages of reading and spelling. Ideas for variations on the basic games are included. Answers are given where appropriate.

1995 2nd edition ISBN 1 870596 51 X (10 digit) 64 pages A5 £4.00
ISBN 978 1 870596 51 0 (13 digit)

Boxword

How many words of 4 or more letters can you make, using the letter in the large box in every word? You must not use the same letter twice in any word, and plurals and proper names are not allowed.

At least one word can be made using all the letters.

T
D
P
A
I

S

A
I
L
E
T
O

A

N
A
R
O
G

G

Answers for 10-letter words on p. 61

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Take-away

Remove one letter at a time from a given word, so that a complete word is left each time.

Example

SCORED
SCORE
CORE
ORE
OR

Note: The letter can be removed from any part of the word, as long as the order of the letters stays the same.

Remove 1 letter at a time from the first of each of these pairs of words, until you arrive at the second word. You must make a complete word each time.

1. TABLETS ↓ ALE
2. CHARMS ↓ A
3. SPARED ↓ A
4. FUSING ↓ I
5. MARCHED ↓ ACE
6. BOUNCERS ↓ ON
7. STARTLING ↓ I

Answers on p. 61.

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Section Three: Worksheets for Photocopying

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All Worksheets for Photocopying, apart from News Worksheet, are published as A4 books. Between them, they cover a wide variety of reading, spelling, writing and maths topics and range in level of difficulty from fairly basic to more advanced.

News Worksheet is different from the other worksheets. It was published three times a year from 1988 to 2007. Each of the 3 issues provided 10 loose A4 worksheets based on recent news stories and other current topics of interest. The exercises cover all areas of basic skills work. Back copies from 2000 - 2007 continue to be available as many of the topics are still relevant. Selected worksheets published before 2000 have been revised, updated and incorporated in other books of worksheets.

For full details, see each individual entry on the following pages.

N.B. See p.56 for details of Copying & Reproduction Restrictions and p.8 for a note on the National Qualifications Framework.

Basic Comprehension



Basic Comprehension is a book of 44 A4 worksheets for photocopying. It provides practice in a variety of reading skills for students whose reading ability is at a fairly basic stage. Each worksheet contains a short piece of reading matter between 6 and 12 lines long and in clear print. It is followed by exercises, grouped in sections, which test understanding and encourage careful re-reading and thinking about the text. Instructions are kept as brief and simple as possible. As the worksheets are all similar in format, students should benefit from the repetition. The topics covered in the reading text are all factual items of everyday interest and many are humorous.

30 of the worksheets first appeared in *News Worksheet*, in which a basic comprehension worksheet was a regular item. **Basic Comprehension** brings them, revised and improved where necessary, to a wider readership, along with a further selection of worksheets written specially for this book.


1999 ISBN 1 870596 70 6 (10 digit) 48 pages A4 £15.00
 ISBN 978 1 870596 70 1 (13 digit)

Couple refuse to ring changes

British Telecom engineers got a shock when they went to move a telephone from a farmhouse in Lincolnshire in 1989. They found that the phone was a 1930 candlestick model, worth £400. It had been in use since 1931. The owners, Mr and Mrs Evans, wanted it moved to their new retirement bungalow in a nearby village.

British Telecom said that they did not normally reconnect old phones but, in this case, they agreed to do so. It is thought to be the only one of that kind still working in the United Kingdom.

Reuters 1989



A. True / False / Maybe

- BT agreed to reconnect the phone.
- The phone was made in 1930.
- The phone was Mr and Mrs Evans' 60th birthday present.
- The owners of the farmhouse were Mr and Mrs Evans.
- The farmhouse is in Lincolnshire.
- Mr and Mrs Evans were moving to a new bungalow.
- The telephone is in Lincolnshire.
- The phone had been in use for 58 years.

B. Fill in the missing word

- The phone was 1930 candlestick model.
- They agreed to do so.
- Mr and Mrs Evans wanted a moved.
- British engineers got a shock.
- Had been in use since 1931.

C. Complete these words (from the article)

engineer --- normal ---
 candle --- --- long --- ---
 table --- ---

D. Abbreviations

Which words in the article are short for?

phone UK: Lincs. ET: didn't its

British and Foreign / British Comprehensions


The gentle gorilla

Some years ago at Jersey Zoo a father lifted his five-year-old son on to a wall to see the gorillas. The boy fell 12 feet into the pit below and split his head near the others away. He sat by the boys' ankles and his back and protected him.

Two keepers tried to move the gorillas back into their shelter. All of them went to check the boy over before he could be moved. The young gorilla ran sadly. The boy was badly hurt but he has recovered.

Jamba, the gentle giant, died at the early age of 31. There is now a life-size statue of him at the zoo.

Simon & Schuster / Simon & Schuster Ltd



A. Yes / No / Maybe

- The son is in the Channel Isles.
- The gorilla split the boy's head open.
- Jamba was the largest gorilla.
- The boy was hurt on his arm.
- There were two keepers on duty.
- The young gorilla feels remorse.
- The ambulance man was hurt.
- Jamba died at age 31.

B. Fill in the missing word

- The boy fell into the pit below.
- The gorilla all moved the boy.
- An ambulance man jumped down into the pit.
- The boy was badly hurt but has recovered.
- Jamba, the gentle giant, died at the early age of 31.

C. Sort out the jumbled words

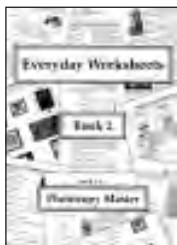
split pilot
 broken father
 if any milk
 injured nurse

D. Endings and beginnings

- Make a list of all the words in the article which end in y.
- Make a list of all the words in the article which end in ed.
- Make a list of all the words in the article which begin with th.

British and Foreign / British Comprehensions

Everyday Worksheets: Book 2



Everyday Worksheets: Book 2 is the second of two books of A4 photocopy masters selected from issues of *News Worksheet* published before 2000, on the grounds that they are unlikely to date quickly and, therefore, are suitable for current and future use. Each book contains 41 worksheets to help students improve comprehension, vocabulary, spelling and writing skills. Where appropriate, they have been revised, re-typeset or up-dated.

Because *Everyday Worksheets* is wide-ranging, it should be possible to find exercises in it for students at almost any level of ability. Each book has an index which cross-references skills and topics covered, some of which, in *Book 2*, are: *cloze exercises; comprehension; weather; knowledge of office work; proof reading; reading graphs & tables; writing exercises; news stories; the NHS; the London Marathon; jokes; holidays; pets; computers.*

2005 ISBN 1 904874 05 3 (10 digit) 48 pages A4 £15.00
ISBN 978 1 904874 05 8 (13 digit)

Good luck!

A woman in Italy remembered that she had forgotten to wish her son good luck in his driving test. She set off to put it right. The son's test had already started but she drove after him. She finally caught up with her son on a dual carriageway.

"Good luck, my darling Giuseppe!" she shouted out of the window of her car. Her son was so distracted by this that he spun off the road into a wall, breaking both his examinee's legs.

- Find a word in the story which contains the same sound and spelling as each of those underlined in the words below.

br <u>ea</u> ke	pl <u>ea</u> se	br <u>ea</u> st	br <u>ea</u> st	br <u>ea</u> st
-----------------	-----------------	-----------------	-----------------	-----------------
- Find a word in the story which sounds like each of the words below but has a different spelling and meaning.

one	court	sun
doed	rode	boak
- How many words in the story end in -ed?
- How many words in the story contain -er?
- Describe what each of these road signs means. In all of them the outer triangle is red and the inside is black on a white background.

A.	B.	C.
D.	E.	F.

Answers 1 to 5 on p. 48

Warning! Computer at work

I work for a mail order company. We sell clothes - both men's and women's. I take phone orders from customers. I both love and hate my computer. Quite a lot of the time I do love it. You may find that hard to believe. But, when my computer works properly it's great. It becomes a sort of friend. You can often impress customers with the speed of it. But, a couple of weeks ago, we had a new system installed. Our computers kept crashing. It took nearly a week to track down the fault. We had angry customers shouting down the phone at us all day. At times like that, I hate computers.

- Replace each of these words in the article with another word (or 2) which will fit.

company	women's	had	property
fixed	installed	crashing	shouting
- Computer-Spell Checks can't help you correct errors with words that sound the same but have different spellings and meanings (homophones). Find homophones in the article for each of these words:

male	grate	four	week	knew	find	cell
------	-------	------	------	------	------	------
- Find words in the article which begin with these prefixes. Add one or two more words with the same prefix in the spaces from the article.

com-	im-	in-	be-
------	-----	-----	-----
- Describe your own relationship with computers.
- Write a piece similar to the one above about a bit of technology that you like or dislike. (e.g. washing machine; car; train; mobile phone; DVD recorder; TV; cash machine)

Filling in Forms



Filling in Forms is a book of A4 photocopy masters which contains 42 worksheets designed to give students practice in form-filling. Almost all of the examples are taken from actual forms found in everyday life. Some of the worksheets concentrate on sections common to many forms, such as name and address, family information and questions on health or housing. Tips are given on form-filling, signatures and using postcodes.

Many different kinds of form are covered within the book, including *questionnaires, evaluation sheets, multiple-choice formats, job applications, mail order forms, benefits claims*. Although some attempt has been made to simplify forms, in general the examples stick closely to the original wording and layout.

2003

48 pages A4

Please Note: *These Worksheets are now out of print, but a PDF version can be downloaded and printed for use by students. £18.00 (inc.VAT)*

Name and address (5)

These forms are for name, address, phone number and related information.

Fill in each of the examples in accordance with the instructions.

A. Please write clearly in BLOCK CAPITALS putting only one letter or space in a box.

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Other names

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Address

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postcode

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Telephone no. _____

Date of birth _____

B. Please print your details using black ink.

Surname (BLOCK CAPITALS ONLY)

Title & initials

Address, including postcode

Daytime phone no.

e-mail address

Age last birthday

C. Complete in ink in your own handwriting.

MR		MISS		MRS		MS	
Mr	Mrs	Miss	Ms				
Name				Address			

Printed and Bound by Elibell for Future

Job Applications (3)

This is part of a job application for a local Council.

Fill in the form for this applicant, making up all the details that are not given.

Orla Bernadette Murphy aged 32, married with 2 children aged 6 and 4. She is applying for a job as a City Assistant with Social Services.

PERSONAL DETAILS

SURNAME	TITLE	FORENAME(S)

ADDRESS

TELEPHONE NUMBER - HOME _____ **TELEPHONE NUMBER - BUSINESS** _____

May we contact you here? Yes NO May we contact you here? Yes NO

Please state where you saw this vacancy advertised:

EMPLOYER:	CURRENT OR MOST RECENT EMPLOYMENT
	NATURE OF BUSINESS:
	GRADE/SALARY:
JOB TITLE:	OTHER BENEFITS:
DATE APPOINTED:	NOTICE REQUIRED:
Reasons for seeking other employment?	

BRIEF DESCRIPTION OF DUTIES:

Do you have a full current driving licence? Yes No	Do you own a car? Yes No
--	--------------------------

Printed and Bound by Elibell for Future

Finding the Words



Finding the Words, a book of 42 A4 worksheets for photocopying, is designed primarily for improving reading and vocabulary skills. Many exercises are of the 'cloze' type, in which different kinds of words or phrases are omitted from a passage and readers are asked either to supply them or to choose from a given selection. In some cases, several sentences are left out of a piece, providing a framework for writing practice.

Other exercises involve using a dictionary or thesaurus; explaining word meanings; giving synonyms or antonyms.

The material ranges in level from short, fairly easy pieces in larger print to longer more complex ones. Some of the topics covered are: *fox-hunting; water shortages; food scares; weddings; home security; household appliance instructions; sport; fiction; news stories*. Several pieces are humorous. There are 4 pages of signs and notices in which the student has to find and correct one error. Most students, other than absolute beginners, should be able to tackle some of the worksheets.

1998 ISBN 1 870596 69 2 (10 digit) 48 pages A4 £15.00
 ISBN 978 1 870596 69 5 (13 digit)


Crimes that went wrong (1)
The Big Mistake

Choose a word from the box to fill each gap in the story.

the	by	with	a
over	out	in	off
and	her	who	to

One night in Los Angeles, Mrs. Sharpe was _____ walking her dog. She was attacked _____ a mugger _____ pushed her _____ the ground _____ forced her to hand _____ her bag.

Unfortunately for _____ mugger, what he made _____ with was not worth _____ lot. _____ bag contained a small shovel and a plastic carrier _____ the dog's droppings _____ it!



11

Bridges and Brown / Finding the Words

Reading Instructions (3)

Read the instructions for recharging the shaver, then do the exercises below.


ELECTRIC SHAVER

Recharging your shaver

This shaver is fitted with a quick charge facility that will enable batteries to be recharged to 85% capacity in one hour.

To fully charge the shaver allow it to be recharged overnight (8 hours). The energy consumption for recharging is minimal and the cells cannot be overcharged.

Periodically (every 6 months) the shaver should be totally discharged starting normal use and then fully recharged for the eight hour period. This will prolong the life of the cells and give a better shaving performance.



1. a. Make a list of all the words in the shaver instructions which have the least **change** as their root word.
 b. Can you think of any other words which have **'change'** as their root word?
2. Each of these words from the shaver instructions has several shades or meanings. Put each word into a sentence which uses it in a different way from the one in the instructions.

overcharged	quick	performance
cells	used	consumption
3. Re-read paragraph 3 of the shaver instructions. What exactly does it mean? Can you think of any problems that might arise when following the instruction?

2a

Bridges and Brown / Finding the Words

Left to Write



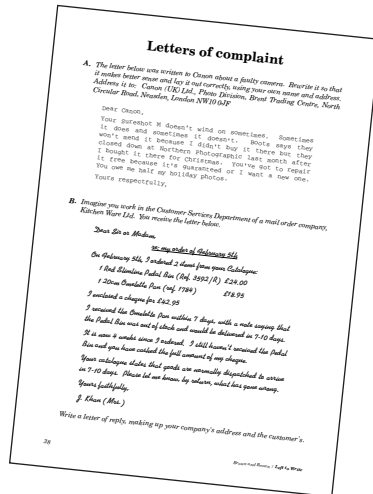
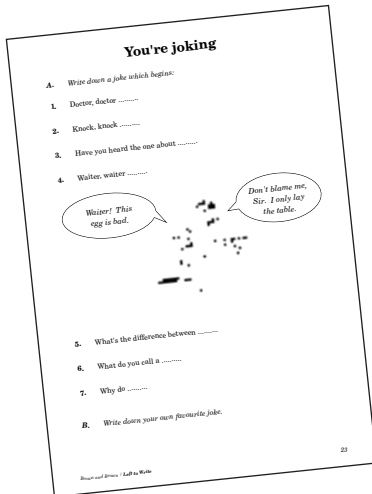
Left to Write is a book of A4 photocopy masters which contains 44 worksheets designed to encourage students at all levels to put pen to paper. The worksheets are arranged roughly in order of difficulty, starting with simple exercises, such as completing a sentence or answering a question, and going on to more complex tasks like letter-writing or making up stories or news items. It should provide tutors with ideas on how to

stimulate writing and how to adapt items of interest to suit their own students.

Exercises include: *making up beginnings and endings for sentences; putting words into sentences; answering and making up questions; filling in speech balloons; giving instructions for everyday tasks; writing notes, messages and letters; keeping a diary; recording personal details for a CV; describing photographs; writing advertisements; making up news items and stories.*

For the **2nd edition**, the text and illustrations were updated where necessary.

2004 *2nd edition* ISBN 1 904874 03 7 (10 digit) 48 pages A4 £15.00
ISBN 978 1 904874 03 4 (13 digit)



Looking at Spelling

Looking at Spelling

Photocopy Master

Looking at Spelling, a book of A4 photocopy masters, contains over 40 worksheets which provide practice in the recognition and use of 2-letter spelling patterns. The book helps to bridge the gap between *Everyday Spelling* and *Spelling Worksheets*. The emphasis is on encouraging students to look more carefully at words and the spelling patterns which make them up.

Most worksheets deal with one or two spelling patterns at a time (e.g. *ar*; *ei/ie*; *ow*), although several revision sheets incorporate a wider range. The exercises include many words which can be seen daily on road signs, in shops and offices, in newspapers and other everyday reading matter. In addition to spelling practice, there are opportunities to improve reading skills such as skimming and scanning and to use words with specific spelling patterns in imaginative writing. Some of the worksheets cover general spelling points (e.g. ways of remembering spellings; confusion between *its* and *it's*).

N.B. Crosswords for Photocopying Book 2 (p.32 of this catalogue) covers 2-letter spelling patterns and could provide extra practice for some worksheets.

2003 ISBN 1 870596 97 8 (10 digit) 48 pages A4 £15.00
 ISBN 978 1 870596 97 8 (13 digit)

ow

The exercises on this sheet are mainly about the spelling 'ow' as a word ending.

A. All the answers to the clues end in 'ow'.
 1. Colour of the sun
 2. Underneath
 3. Opposite of wide
 4. Not fast
 5. Part of the body
 6. Not deep water
 7. Take books or videos from a library
 8. Walk behind someone

B. The word 'snow' means 'place' in Old English. Some towns or villages have the same word as part of their name - usually at the end, but sometimes in the middle.
 1. How many place names can you think of with the word 'snow' in them?
 2. Use a road atlas to find more.

C. What do these words and phrases mean?
 go with the flow swallow your pride
 below the belt blow-out window of opportunity
 throw in the towel

D. 1. How many words can you make by adding one or two letters to the beginning of 'ow'?

2. When you have made your list of words, try adding endings from the box to make even more words.

-er	-ing	-est	-ed	-y	-ly
-----	------	------	-----	----	-----

E. Write a short poem with one of these titles, using some of the words given.

1. The countryside in Autumn 2. Winter in the city

swallow willow snow crow sow sorrow hollow
 grow marrow know tomorrow snow row blow

Vowel + r

Many words in English contain a spelling pattern made up of a vowel + 'r'. Some of these patterns have several different sounds, so it is important to remember to look at any word containing the pattern as well as its sound.

The exercises on this sheet include all the above patterns. Other sheets concentrate on one or two of the patterns at a time.

A. Days, months and numbers
 1. Write down the months of the year which contain **ar**.
 2. Write down the months of the year which contain **er**.
 3. Write down the days of the week which contain **ir**.
 4. Write these in words: 13 30 10th 90th 1st 31st

B. Fill the gaps in these everyday signs and names. Each sign contains one of these spelling patterns.

M ___ RISONS	er	ir	or	ur
B ___ RG ___ KING	M ___ KS AND SPENC ___			
SUP ___ ST ___ E	ST. PET ___ S CH ___ CH			
F ___ NT ___ E ST ___ E	V ___ GIN			
	NO P ___ KING			

C. Think of some place-names which contain any of these spelling patterns:
 ar er ir or ur
 e.g. Carmarthen Chester Irvine Ozark Thirza

D. Write a few sentences describing a day's Christmas shopping. Include words which contain each of these spelling patterns:
 ar er ir or ur
 e.g. cereal merry file past trolley

Maths in Practice



Maths in Practice is a book of A4 photocopy masters containing 40 pages of exercises on the maths needed in daily life. Some are based on worksheets which first appeared in *News Worksheet*, now revised and updated. Others are published here for the first time.

The skills and topics covered include: *estimation and reckoning-up; charts, tables and graphs; averages; probability; sequences; the language of maths; sales offers; supermarket sizes; sport; the cost of holidays and consumer goods; maths 'crosswords'.*

Maths in Practice covers many of the elements specified in *Entry Level* and *Level 1* of the Adult Numeracy Core Curriculum and equivalent stages in the National Curriculum (Maths). Some sheets span more than one level and, for *Entry Level* work in particular, it may be necessary to select some questions and omit others on a given sheet. Detailed answers are provided where needed and an index gives guidance as to which sheets include practice in particular skills.

2005 ISBN 1 904874 08 8 (10 digit) 48 pages A4 £15.00
 ISBN 978 1 904874 08 9 (13 digit)

How much do you drink?

Alcohol content of drinks

Ordinary beer (lager) = 1 pint = 2 units	Stronger beer (lager) = 1 pint = 4 units
Cider (strong) = 1 to 1.5 units	Large glass = 2 units
White wine (12% alc) = 1.5 units	Small glass = 1 unit
Red wine (12% alc) = 1.5 units	Small glass (12% alc) = 1 unit
Sherry = 2 standard glasses = 2 units	Small glass (12% alc) = 1 unit
Whisky = 1 standard glass = 1 unit	Small glass (12% alc) = 1 unit

Guidelines for responsible drinking

<p>Amount of too much Maximum per day which should be within for most healthy people:</p> <p>Men: 4-7 units per day or 21-28 units per week Women: 3-5 units per day or 15-20 units per week</p>	<p>WOMEN 1.5 units per day or 10-14 units per week</p> <p>CHILDREN 1.5 units per day or 10-14 units per week</p>
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Guidelines for responsible drinking (continued)

<p>Alcohol on weekend only Limit of drinks that is an average risk of problems such as raised blood pressure, stroke, liver damage</p> <p>Men 4-7 units per day or 21-28 units per week</p> <p>Women 3-5 units per day or 15-20 units per week</p>	<p>WOMEN 1.5 units per day or 10-14 units per week</p> <p>CHILDREN 1.5 units per day or 10-14 units per week</p>
--	--

Calculate the daily number of units, the weekly number of units and the risk group for these people:

- A man who drinks 2 units of ordinary beer every day
- A woman who drinks 3 pints of ordinary lager each day from Monday to Thursday and 2 large glasses of wine and 4 measures of spirits each day on Friday/Saturday and Sunday
- A man who drinks on Fridays and Saturdays only and has 3 pints of extra strong lager and 4 drinks on each day
- A woman who drinks 2 large gin and tonics every day and half a bottle of wine on each day at the weekend (including Friday evening)

1. Make a list of what you drink in the next 7 days and calculate the number of units consumed each day and over the whole week.

Revised and based on material from the Department of Health

The language of maths

- What are the mathematical symbols for these?

add up	subtract	multiply	divide	equals	more
percentage	square root	percent	energy	degrees	less
find	round	third	fourth	unit	months
twenty-five	twenty-seven	twenty-third	hundredth		
- Draw these:

square	rectangle	triangle	a horizontal and a vertical line
circle	oval	cube	cone
			parallelogram
			trapezium
- Which of these are metric measurements and which are imperial?

inch	foot	millimetre	mile
centimetre	kilometre	metre	metre
- What are these?

radius	diameter	circumference
--------	----------	---------------
- Write these in figures and speak where possible:
 - Twenty five pounds and thirty seven pence.
 - Twenty four degrees Centigrade.
 - One half of nine equals ten point five.
 - The first day of September this year.
 - Three pounds twelve pence.
 - Two metres and five hundred millimetres.
 - Seven feet six inches.
 - Seventeen and a half per cent.
 - A mass of two tons.
- Round these numbers up or down. Write the round number in words.

a. 997	b. 101
c. 999,974	d. 101,704
e. 10,000,001	f. 9.8
- Write down what other words which have the same meaning as each of these:

a. add	b. subtract	c. multiply	d. divide
--------	-------------	-------------	-----------

Revised and based on material from the Department of Health

Maths Worksheets



Maths Worksheets is a book of A4 photocopy masters containing 41 pages of maths exercises arranged in two sections. The first section contains worksheets on specific maths topics such as *place value; time & clocks; multiplication; fractions; decimals; estimation; rounding numbers; using rulers, scales & dials; graphs & maps.* The second section covers the everyday use of maths. It includes *shopping; DIY; paying the newsagent; special offers; maths & babies; timetables; football league tables; calculating VAT.*

Many of the elements specified in *Entry Level* and *Level 1* of the Adult Numeracy Core Curriculum and equivalent stages in the National Curriculum (Maths) are covered. Some sheets span more than one level and, for *Entry Level* work in particular, it may be necessary to select some questions and omit others on a given sheet. Detailed answers are provided where needed and an index gives guidance as to which sheets include practice in particular skills.

The **3rd edition** has been updated to reflect current prices, weights & measures and statistics. Most sheets contain amendments of some sort and two of the sheets (*pp. 37 & 40*) are new. For this reason, copies from this edition should not be used alongside copies from previous editions.

2008 3rd edition ISBN 978 1 904874 15 7 48 pages A4 £15.00

Scales and Dials

A. This postal scale has letters in its grams.

- What weight does the pointer show?
- Why is 100g marked differently?
- Mark three weights on the outside of the scale.

200g	57g	125g
210g	18g	40g

B. This car speedometer shows the speed in miles per hour (mph).

- How fast is the car going?
- Mark the following speeds:

70 mph	35 mph
88 mph	43 mph
12 mph	25 mph

C. These kitchen scales show the weight in kilograms and grams on the trays, and pounds and ounces on the outside.

- What weight does the pointer show:
 - in kg & g?
 - in lb & oz?
- Mark three weights on the scale:

1.5kg	1kg 500g	625g
1 lb 3 oz	3 lb 14 oz	2 1/2 lb

D. These bathroom scales show weight in kilograms and in stones and pounds.

- What weight is the line showing?
 - in kilograms
 - in stones & pounds
 - in pounds only
- Mark the following weights:

55kg	8 st 5 lb
77kg	11 st 13 lb

Source: Adult Numeracy (Maths Worksheets)

Special Offers

- For each of these Special Offers, work out what the figure should be in place of the question mark.
- For items A to H, work out the normal and the sale price per litre or per kilo.

A. **2 for £3**
Surf Swimming Powder 1kg. **SAVE** ?
NORMAL PRICE: £2.07 each

B. **ANY 2 for £1**
200g Soft Butter. **SAVE** ?
NORMAL PRICE: 56p each

C. **3 for £10.00**
Coffee, Frost Free Coffee. **SAVE** £4.97
NORMAL PRICE: £ 7.10 each

D. **2 for £3**
Cooking Paper, Pesto, Pasta. **SAVE** £3.78
NORMAL PRICE: £ 7 each

E. **BUY 1 GET 1 FREE**
Tomatoes 400g. **SAVE** ?
NORMAL PRICE: 65p each

F. **2 for £2**
Milk, Honey, Coffee. **SAVE** £3.98
NORMAL PRICE: £3.99 each

G. **ONE THIRD OFF**
Cheese, Ice Cream, Frozen. **SAVE** 53p
NORMAL PRICE: £ 7 each

H. **ANY 3 FOR £10**
Milk, Eggs, Fruit. **SAVE** ?
NORMAL PRICE: £3.99 each

I. **2 for £3.90**
Tea, Flavours, Potatoes. **SAVE** ?
NORMAL PRICE: £3.61 each

J. **STAIN FREE**
Milk, BARS. **SAVE** ?
NORMAL PRICE: £1.20 / 200ml x 5

Source: Adult Numeracy (Maths Worksheets)

News Worksheet

News Worksheet was published 3 times per year from 1988 to 2007.

Each issue contained a set of 10 x A4 worksheets for photocopying (a total of 30 worksheets per year) based on current news stories and items of general interest. Every item was in the form of an exercise for reading, spelling, writing or basic maths and every issue contained work at a variety of levels. Answers were given where necessary.

Although the relevance of some news items is limited to a short period, most exercises are still of value long after publication and, for this reason, sets of back copies from 2003 to 2007 are available.

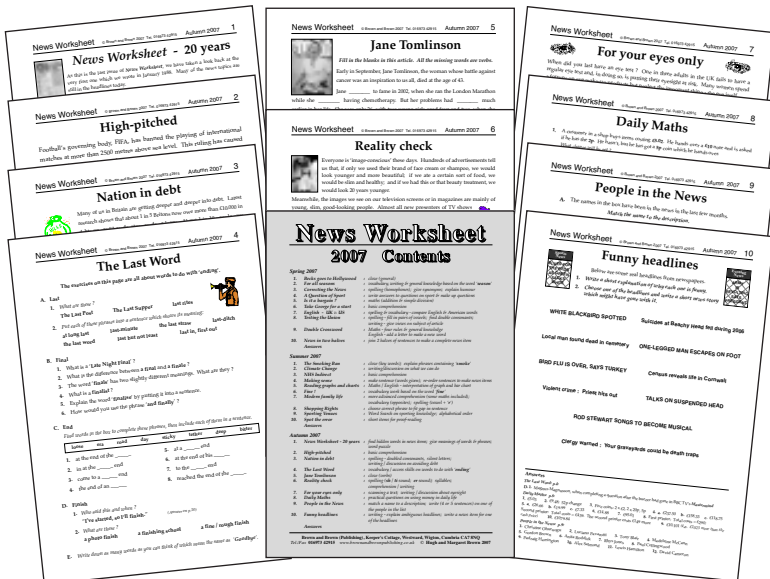
ISSN 1362-8267

2007 Complete set (30 worksheets) : £8.00

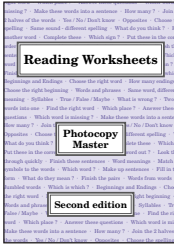
2006 Complete set (30 worksheets) : £6.00

Back Pack (2003-2005) (90 worksheets) : £15.00

Each Back Pack contains three years' issues of *News Worksheet* - a total of 90 worksheets for photocopying, with a full list of contents for each year included for quick reference.



Reading Worksheets



Reading Worksheets is a book of A4 photocopy masters providing 44 pages of reading exercises based on everyday items such as a railway station notice; a simple street map; a bowling rink publicity leaflet; a hotel advertisement; news items; labels from medicines and food; information on current health issues (AIDS, cot deaths etc.). Each A4 page has clear layout and large print.

All the material is designed for readers at a fairly basic level but there is variety within that range. Some of the easier worksheets could be used with beginners; others are aimed at more experienced readers. Most worksheets contain basic comprehension questions (*True/False/Maybe; Yes/No* etc.) plus other questions which make the reader think about what he or she has read. The exercises will help to improve reading and comprehension and could also be used to develop listening skills. In many cases, the answers require little or no writing.

For the **2nd edition**, the whole book has been re-typeset and updated, where necessary. In some cases, a new version of a reading item has replaced the original or a different topic has been chosen.

2006 *2nd edition* ISBN 1 904874 09 6 (10 digit) 48 pages A4 £15.00
ISBN 978 1 904874 09 6 (13 digit)

Railway Station signs

A. True / False / Maybe

- Platform 5 is down to the left.
- Platform 5 is down to the right.
- Information is down to the right.
- The buffet is down to the right and left.
- The way out is down to the left.
- The way out is down to the right and left.
- The signs are on a bridge over the platforms.
- The signs are on a bridge behind you.

B. Match the symbols to the words

Way out (right)	Toilets	Buffet	Taxis
Way out (left)	Information	Way out (right)	Way out (left)

a b c d e f g

Source and Street Reading Worksheets

Using fabric conditioner

To Use:
 Content: Regular fabric conditioner is ready to use. Simply use the 10 ml measurement cap to dispense straight into your washing machine drum.

For large loads or an extra dose of softness and freshness:

- Wash hands after use
- Do not pour directly on to fabrics
- Store between 5°C and 25°C
- Keep out of children's reach
- If splashed in eyes, rinse out well with water

For normal loads: 10 L, 55 ml

For handwashing: 10 L, 55 ml

A. Yes / No / Don't know

- Is the fabric conditioner ready to use?
- Do you pour the conditioner straight on to the washing?
- Do you use the cap to measure the dose?
- Would you store the conditioner in the fridge?
- Should children use the conditioner?

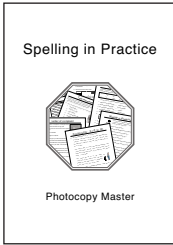
B. Answer these questions

- How much conditioner does the cap hold?
- How much conditioner would you use for a normal load?
- How much conditioner would you use for extra softness?
- Would you use a 50 ml dose for woollens?
- Would you use the conditioner for all your washing?
- How many words can you make containing 2 or more letters, using letters from the word below?

CONDITIONER

Source and Street Reading Worksheets

Spelling in Practice

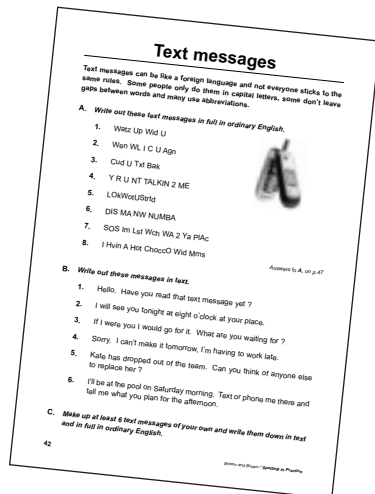
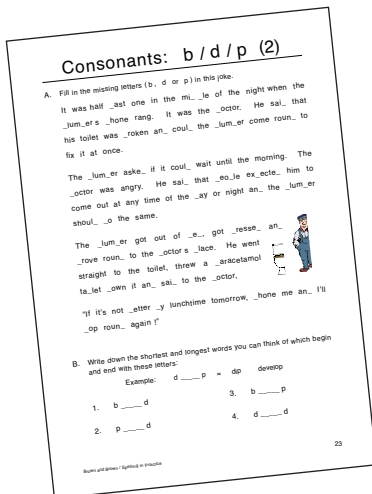


Spelling in Practice contains over 40 photocopiable worksheets. It is the most basic of our three books of A4 worksheets on spelling, complementing and extending the work covered in *Everyday Spelling*, our most popular spelling book. It recognises that much of our writing, whether it be on a keyboard, keypad or on paper, involves the frequent use of certain words, letter sounds and spelling patterns.

The worksheets are grouped in three sections. Section 1 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*. Section 2 provides exercises on spelling basics: *key words; single vowels; single & doubled consonants; silent letters*. Section 3 gives practice in writing and spelling commonly-used words. Topics 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*.

Answers are given where necessary or helpful. An Index gives guidance as to the topics and types of exercise covered.

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Crosswords for Photocopying: Books 1 - 4

Exercises which accompany Readers (but not the Readers themselves):

<i>The Accident : Exercises</i>	<i>A Man about the House : Exercises</i>
<i>Alone in the Air : Exercises</i>	<i>The Mistake : Exercises</i>
<i>The Bank Raid : Exercises</i>	<i>A Place in the Sun</i>
<i>Chance of a Lifetime : Exercises</i>	<i>A Question of Trust : Exercises</i>
<i>The Fire : Exercises</i>	<i>The Rescue : Exercises</i>
<i>The Foul : Exercises</i>	<i>Shadow of a Doubt : Exercises</i>
<i>The Interview : Exercises</i>	<i>Some Chance! : Exercises</i>
<i>The Lift : Exercises</i>	<i>The Telegram : Exercises</i>

Worksheets for Photocopying:

<i>Basic Comprehension</i>	<i>Maths in Practice</i>
<i>Everyday Worksheets 1 & 2</i>	<i>Maths Worksheets</i>
<i>Filling in Forms</i>	<i>News Worksheet</i>
<i>Finding the Words</i>	<i>Reading Worksheets</i>
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<i>News Worksheet Back Pack (1988-2002)</i>	