



Workplace Essential Skills

User's Guide

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Project Sponsors
Massachusetts Department of Education
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Materials and teacher support are free to enrolled students.

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Overview

Workplace Essential Skills is a multimedia education series designed to help adult learners improve basic skills in reading, writing, communication, math, and employment readiness. The program includes videos, workbooks and online activities.

Program Components

Videos: Twenty-five half-hour video programs comprise the WES program. Each program teaches essential attitudes, abilities, and competencies. Basic reading, writing, communication and math skills are introduced using workplace situations.

Workbooks: Four workbooks contain important topics in the areas of employment, reading, math, and writing/communication. Each workbook chapter contains vocabulary lists, key points, and chapter reviews, and is linked to a video. Chapters have a preview section called “Before You Watch” and an instruction and activity section called “After You Watch”. Answer keys are provided at the back of each book making self-checking possible. The workbooks can be used effectively with or without the video component.

Online Materials: WES has an online classroom with additional content in each of the four main areas of the program. Students can access support and assistance from their online teacher through the use of the portfolio system. The portfolio allows students to save work and teachers to view and comment on completed online activities. A message center supports communication between teachers and students. The distance learning program teaches students basic computer skills for effective online classroom use.

CD-ROM: A CD-ROM is available to give access to online video clips that are used to enhance the Video Activities in the online classroom.

Using the Workbooks

Workplace Essential Skills has four workbooks. One workbook for each learning area:

Employment
Communication and Writing
Reading
Math

Each workbook has:

- Skills Preview
- Answer Key
- Skills Preview Evaluation Chart
- Glossary of vocabulary words
- Index of subjects covered in the workbook
- Reference Handbook specific to the workbook subject area

After selecting the workbook, you will start by reading the information in the program overview, taking the pretest, and following the step by step instructions for using the workbook.

Workbook Pretest

The first activity in each workbook is the pretest. The pretest is a survey that provides a preview of the material and an assessment tool for the student and the teacher. After completing the pretest, check your work with the answer key at the end of the pretest. Complete the pretest assessment.

Step by Step

1. Read “Before You Watch” and check your work at the end of the section.
2. Watch the Video that matches the workbook chapter. (Skip if you are not using the videos.)
3. Begin “After You Watch” section in your workbook.
4. Check your work using the answer key in the back of the book.
5. Make a list of questions or circle any items you had trouble with, and discuss with your teacher or tutor.

Using the Videos

There are 25 half-hour video programs that go along with the print material and the online classroom resources. Each video provides instruction on a particular workplace skill. You can watch each video and proceed with the chapter work in a structured format, or watch selected videos on topics of particular interest to you. Follow the suggestions below on using the videos. Use the table to keep a record of the video programs viewed and any questions you have to discuss with your teacher or tutor.

1. Select the video that matches the chapter/topic you are working on in your workbook.
2. Read and complete the “Before You Watch” section at the beginning of the chapter.
3. View the video, and remember that you can:
 - take notes
 - stop and rewind the video to watch and review any section as needed
 - watch short portions of the video or the whole program at one time
 - record any questions you have to discuss with your teacher or tutor
4. Complete the “After You Watch” section of your workbook chapter.

Video Program (# + title)	Questions for your teacher/tutor	Date completed

Using the Web Component

Workplace Essential Skills includes Web-based learning activities at the PBS Literacy Link Web site. Featured are full length learning modules, quizzes, and practice for each area of the WES curriculum. Students work in an online classroom with online teacher support and feedback. The topics correspond to the chapters in the WES workbooks.

Follow the instructions below and then complete the step-by-step procedure to enroll in and use the online classroom component.

Using the online classroom

1. Enroll in the online classroom (see Online Materials User's Guide)
2. Send a message to your teacher at the Message Center
3. Locate the online lessons for Workplace Essential Skills
4. Select and view a practice lesson/unit
5. Send a completed activity to your teacher using the Portfolio

Step by Step - How to Begin

Complete the checklist below:

Getting Started Checklist	Done
1. Look over program materials with your teacher	
2. Complete an Individual Learning Plan with your teacher	
3. Review and complete a practice packet Practice Packets include: <ul style="list-style-type: none">• Excerpt from one workbook chapter• Video program matched with this chapter• Online classroom activity for the selected chapter	
4. Try your first assignment	
5. Meet with your teacher to evaluate completed work.	