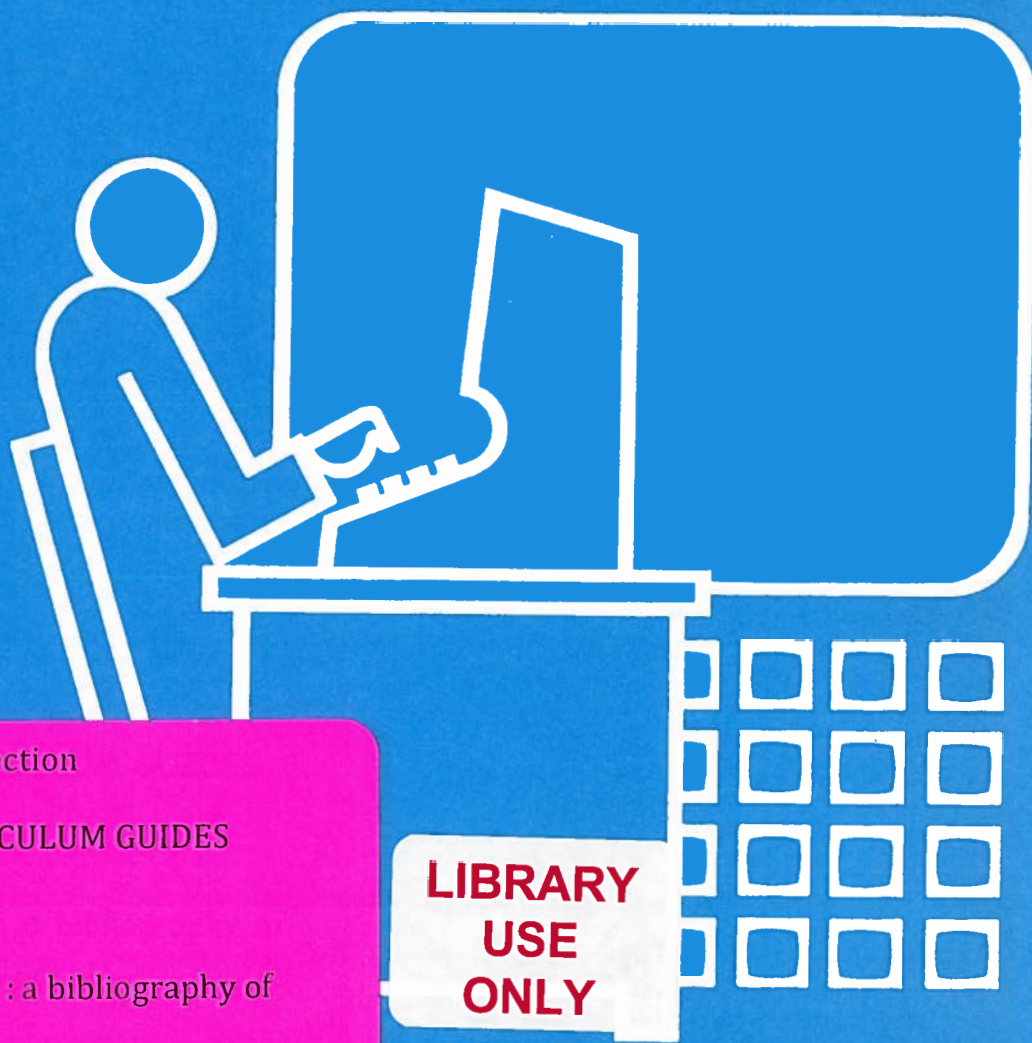




Elementary Keyboarding

A Bibliography of Resources



Historical Textbook Collection

SASKATCHEWAN CURRICULUM GUIDES

PAA - KEYBOARDING

Elementary keyboarding : a bibliography of
resources
(1991)

c.2

**LIBRARY
USE
ONLY**





Elementary Keyboarding

A Bibliography of Resources

Prepared by:

Instructional Resources Branch

Curriculum and Instruction Division

Saskatchewan Education

February 1991

EDUCATION LIBRARY

Canadian Cataloguing in Publication Data

Elementary Keyboarding: A Bibliography for Grades K - 6

1. Electronic data processing - Keyboarding - Bibliography.
- I. Saskatchewan Education. Curriculum and Instruction Division

016.6523
652.316

Contents

	Page
Foreword	iv
Acknowledgements	v
How to Use the Bibliography	vi
Elementary Keyboarding Resources	1
Media Index	13
Publisher/Producer/Distributor Directory	17

Foreword

This annotated bibliography represents a selected listing of learning materials evaluated by Saskatchewan teachers and considered appropriate for support of Elementary Keyboarding.

Teachers are advised that, although resources in this bibliography have been identified as suitable for the grades K - 5 level, materials selection remains a local responsibility. It remains the responsibility of the school to preview and select materials in order to meet the needs of that particular school. Teachers and teacher-librarians are advised to refer to their school board's selection policy for guidance in making choices about resources. The Saskatchewan Education publication, *Learning Resource Centres in Saskatchewan: A Guide for Development* provides valuable direction for development of a selection policy.

Additional copies of this bibliography are available from the Book Bureau, or schools may photocopy this publication.

The materials are not available for loan. Schools interested in purchasing materials should contact the distributor listed in the Publisher/Producer/Distributor Directory at the end of the document. Please refer to the section on "How to Use the Bibliography" for information to assist in efficient use of this document.

Prices quoted are subject to change, but are included as a guide to approximate costs.

Acknowledgements

Saskatchewan Education expresses its appreciation to the publishers and producers who provided material for examination and gratefully acknowledges the contribution made by the following educators who served as evaluators in the evaluation program. While we have attempted to list everyone who was involved in evaluating materials, we may have missed someone. Please accept our apologies if your name has been omitted.

Norma Ash, Thom Collegiate, Regina

Louise Baillargeon, Vawn School, Vawn

Judy Behrns, Robert Usher Collegiate, Regina

Darrell Collins, Brunswick School, Melfort

Thomas German, H. Hardcastle School, Edam

Patricia Gorius, Greenall School, Balgonie

Laura Greer, Ashley Park School, Swift Current

Della Irvine, Dr. L. M. Hanna School, Regina

Joan Kruger, Saskatchewan Education, Regina

Dan LaBelle, Holy Rosary, Regina

Alisa Leidl, East School, Esterhazy

Joan McCulloch, Regina Separate School Board, Regina

Joanne McGowan, Saskatchewan Education, Regina

Colleen McMillan, Paradise Hill School, Paradise Hill

Darrell Paproski, East School, Esterhazy

James Roberts, Elmwood Education Center, Swift Current

Eveline Schuster, Hague High, Hague

Bruce Shaw, P. J. Gillen School, Esterhazy

Greg Smith, Central Elementary School, Swift Current

Egbert Stang, Macklin School, Macklin

Dennis Trefiak, Scott Collegiate, Regina

How to Use the Bibliography

Titles and Descriptions

Titles are listed alphabetically. The citations provide bibliographic information, annotations, and information on suggested use.

Title	Media Designation	Author
Are You Ready? Elementary Keyboarding	(Print-Non-Fiction).	S. Ubelacker and G. Cathcart.
McGraw-Hill Ryerson Ltd. (MHR), 1990.	104 p.	ISBN 0-07-549768-9 (\$23.47)
Publisher	Distributor	Date
	Collation	Order Number
		Price

Annotation

This Canadian keyboarding text uses a practical, introductory approach, featuring appealing dinosaur drawings with speech balloons. The resource is coil-bound with a softcover easel base.

The resource has fingering charts for IBM, ICON, Apple Ile and Commodore 64 computers. Permission is given to duplicate these charts for student use. Instructions are provided for making a wall-sized keyboard chart. The resource may also be used with students using typewriters instead of computers.

The first 18 lessons stress technique only, while later lessons emphasize speed and accuracy with good technique. In all there are 40 lessons of approximately 30 minutes each. Two new keys are introduced in each lesson.

While the writing process is encouraged in this resource, it is introduced only after students have learned the alphabetic keyboard. A number of language arts activities are integrated after Lesson 22, incorporating composition, grammar, spelling and vocabulary development. By Lesson 25, capitalization is introduced. Punctuation is integrated throughout the book. Other key functions are taught toward the end of the course.

This durable resource, with bright, vivid colours, upbeat motif, large print and short lines is an ideal choice for use with elementary keyboarding students.

Suggested Use: Grades K-5, particularly grades 3 and 4

Publisher/Producer/Distributor Directory

The abbreviations, enclosed in parenthesis, following the price, stand for the distributor. The full name and address of these companies is given in this section.

Elementary Keyboarding Resources



Are You Ready? Elementary Keyboarding (Print-Non-Fiction). S. Ubelacker and G. Cathcart. McGraw-Hill Ryerson Ltd. (MHR), 1990. 104 p. ISBN 0-07-549768-9 (\$23.47)

This Canadian keyboarding text uses a practical introductory approach, featuring appealing dinosaur drawings with speech balloons. The resource is coil-bound with a softcover easel base.

Although there is no teacher's manual, there is adequate information provided in the introductory pages of the program for novice keyboarding teachers.

The resource has fingering charts for IBM, ICON, Apple IIe and Commodore 64 computers. Permission is given to duplicate these charts for student use. Instructions are provided for making a wall-sized keyboard chart. The resource may also be used with students using typewriters instead of computers.

The first 18 lessons stress technique only, while later lessons emphasize speed and accuracy with good technique. In all there are 40 lessons of approximately 30 minutes each. Two new keys are introduced in each lesson.

While the writing process is encouraged in this resource, it is introduced only after students have learned the alphabetic keyboard. A number of language arts activities are integrated after Lesson 22, incorporating composition, grammar, spelling and vocabulary development. By Lesson 25, capitalization is introduced. Punctuation is integrated throughout the book. Other key functions are taught toward the end of the course.

The resource encourages positive reinforcement and provides for teacher and peer evaluation through checklists. Four tests are included which test for typing speed. Accuracy is not emphasized at this stage. As well, four timed speed practices are interspersed throughout the lessons and "Zoo Games" provide drill in the form of mazes. The review lessons reinforce correct fingering and key locations.

This durable resource, with bright, vivid colours, upbeat motif, large print and short lines is an ideal choice for use with elementary keyboarding students.

Suggested Use: Grades K - 5, particularly grades 3 and 4

Clever Cat Keyboarding for Beginners (Print-Non-Fiction). Paul Roberts and Janet Hollens. The Jacaranda Press (WIL), 1986. 33 p. ISBN 0-7016-2161-3 (\$15.90)

This is a very basic keyboarding textbook suitable for use with young students. The resource, which features a "talking cat," uses easy vocabulary and large print, making it an ideal choice for primary grades.

The emphasis in this coil-bound, easel style resource is on teaching touch techniques of keying, with the main focus on speed through short drills and less emphasis on accuracy.

A keyboarding chart on the inside cover is reproducible for practice purposes. Colour-coding is recommended.

The resource aims to teach keyboarding in ten 30-minute lessons. After five hours of instruction, students are expected to achieve 15 - 20 words per minute. Alphabetic and numeric keys are taught as stretches from the home keys. The home keys are taught in the introductory lessons. The only function key introduced is the shift key.

Techniques are suggested for the relief of stress and to make the work area more comfortable with proper furniture and screen heights.

While there is no teacher's manual per se, several pages of instructions guide even the novice keyboarding teacher. The program may also be used as a tutorial.

Since this is very basic it would be a good introduction to the keyboard for young students. Materials which incorporate more functions and more word processing skills could be used next.

Suggested Use: Grades K - 6, particularly grades 2 - 4

Computer Keyboarding: An Elementary Course (Print-Non-Fiction). T.J. Crawford, L.W. Erickson, Lee R. Beaumont, J.W. Robinson, and A.C. Ownby. South-Western Publishing Company (NEL), 1985. ISBN 0-538-26300-8 (\$20.45)

Computer Keyboarding: An Elementary Course is one of the five components of the *Successful Keyboarding* kit. It is an optional part purchased separately from the kit.

This coil-bound softcover textbook has built-in easel format and features 80 colourful pages. The left-hand third of the page contains instructions, goals, photographs or sketches, while the right-hand side of each page presents the keyboarding exercises.

Thirty-two 20-minute lessons are presented. The first 14 lessons can be correlated with the software package: *Microtype: The Wonderful World of Paws*. However, the text also can be used independently of the software.

Alphabetic keys are taught in the first 27 lessons, then the number-row keys, and lastly the most frequently used punctuation keys.

This textbook can be used with a typewriter or with any of several microcomputers including Apple IIe, Commodore 64, IBM, PCjr and TRS-80 Model 4 machines.

Suggested Use: Grade 4 - 9, particularly grades 5 - 7

Hand in Hand: The Writing Process and the Microcomputer (Print-Teacher Reference). Gail Parson. 137 p. Alaska Department of Education (NCTE), 1985. #20407 (\$11.50 U.S. pbk.)

The writing process and the microcomputer go literally hand in hand as implied by the title. This resource was written to describe a writing project that used microcomputers as a tool in the process. Based on the actual endeavours of novice and experienced computer-using teachers of all grade levels, the honest responses of practicing teachers in a variety of educational settings are presented.

Numerous black and white photographs help to illustrate the practical suggestions given for word processing training and the adaptations required to make the switch from pencil to computers.

Although only Apple equipment and software were used in this project, the articles are general enough to apply to any computer and related software package.

Teachers attempting to integrate the writing process with computers will find this to be a collection of easily-read commentaries on beginning the process.

Suggested Use: Teacher Reference

I Can Keyboard! (Print-Non-Fiction). Lloyd W. Bartholome and Ilone Long. Glencoe Publishing Company (MMC), 1985. 77 p. ISBN 0-02-819240-0 (\$23.14) ISBN 0-02-819250-8 (\$5.96 Teacher's Manual)

This spiral-bound easel-style softcover textbook is suitable for grade 3 to 8 students. Older students could use the text but might find the sketches too elementary. The large type-face and robotic cartoon character "Beep" make the text visually appealing to young students. Beep introduces each lesson and provides humorous commentary throughout.

The resource features keyboard foldouts for a microcomputer and an electric typewriter. Numerous diagrams and colourful illustrations are interspersed throughout. Both technique and skill building are stressed.

The resource is best used in 20 - 30 minute time periods as the short activities presented keep interest high. The content is appealing to elementary students as it contains riddles, puzzles, tongue twisters, jokes and rhymes. Students progress at their own pace.

There is good sequential development of alphabetic, numeric and function keys. Each page has instructions on the left-hand side and keyboarding exercises on the right. Two keys are introduced at a time. Since the drill sections are brief, supplementary material may be required. As well, any software package may be used with this program.

The teacher's manual supplements the text with helpful advice especially for the novice keyboarding teacher. Sequential instructions, evaluation techniques and remediation aids are included. Assessment charts are in the manual and available for reproduction.

This program integrates other subject areas including math. The "Stretch Your Skill" section is especially good in this area. As well, advanced instruction is provided here, in that BASIC is taught near the end of the resource.

American.

Suggested Use: Grade 3 - 8, particularly grades 5 - 7

MECC Communikeys Instructional Computing Courseware for the Apple II Computer (Computer Software). Minnesota Educational Computing Corporation (MECC), 1989. 40 p. ISBN 0-874090-718-7 3 1/2" disk No. A-248-3 \$59.00 U.S., 5 1/4" disk No. A-248-5 \$59.00 U.S.

MECC Communikeys is an instructional software program produced by the Minnesota Educational Computing Corporation (MECC). It is an elementary, language-based keyboarding package that provides instructions, lessons and activities and features immediate motivational, informative feedback for the students.

The manual, 40 photocopied 3-ring binder sheets, is the Teacher Resource. All instructional and practice material is on the 5 1/4" diskette which is exclusive to Apple II. A 3 1/2" computer disk version is available. Sample keyboard blackline masters form part of the manual. These are reproducible.

The program provides immediate as well as hardcopy feedback to both students and teacher to monitor student progress. A print-out of keystrokes practiced is available at the end of each session and a certificate can be printed at the completion of the program.

The object of the program is to teach touch typing. The program is individual tutorial in nature. At its conclusion, standards for speed and accuracy can be increased and the lessons can be repeated for self-improvement.

The command keys presented are Return, Delete, Escape, Shift and the Space Bar.

After the home row keys are taught, the other keys are introduced in order of their frequency of use. Students type words, phrases and sentences almost immediately, not letter drills. In this manner exercises are practical and useable. The formal lessons lead to writing activities where newly acquired skills are reinforced.

It is recommended in the program that sessions of 20 - 30 minutes be regularly scheduled over a semester. Extra individual practice time would be beneficial.

While *Communikey's* instructional focus is on keyboarding, it is suitable as support for the language arts program. Several activities follow once the keyboard is learned.

The writing activities or "expeditions" are randomly selected, 30 different expeditions in all, so motivation is high for each student to get through his expedition, share with others and try a new expedition.

There is provision for accommodating individual differences through the manner in which each student's records are kept and built into the program. The records reserve expedition progress and measure speed and accuracy; however, evaluation of technique, attitude and transfer would have to be done separately by the teacher.

Through this program students learn and practice proper keyboarding technique and reinforce language arts skills by doing interesting writing activities.

Suggested Use: Grades 3 - 8, particularly grades 3 - 5

Microtype: The Wonderful World of Paws (Computer Software) South-Western Publishing Company (NEL), 1985. ISBN 0-538-26306-7 (\$79.95/\$115.45 backup \$20.00 Lab pack of 10 \$269.80)

Must order class set of textbook:

ISBN 0-538-26306-7	\$79.85 Commodore
ISBN 0-538-26309-1	\$79.95 Apple
ISBN 0-538-263 105	\$79.95 IBM
<i>Computer Keyboarding</i> , ISBN 0-538-263-008 - Manual \$.45	

Microtype, the Wonderful World of Paws is a software program consisting of two 5 1/4" diskettes. There are 17 formal lessons and the capability of "Open Screen." This feature allows students to enter other text. It works like a basic word processor.

PAWS, the cat, an animated character, presents new material in an appealing manner for young students. Positive and negative reinforcement is provided with PAWS showing a happy or a sad face.

The package is available for IBM, Apple or Commodore microcomputers.

The tutorial format of this program allows students to work independently and progress at their own rate of ability.

There are 18 twenty-minute lessons which introduce each letter of the alphabet, number and punctuation keys. Sequential lessons present new materials succinctly by providing a drill component, a new lesson, a practice lesson and a game. The review includes two drill lines and a technique review. During the instruction, only correct key responses are accepted. The practice session assesses speed and accuracy. Two different games provide an opportunity for self-competition. At the end of each session, a report is produced which may be printed if a printer is attached.

The program is menu driven and easy to control. Students may exit and return to specific lesson points at any time. Feedback is immediate and relevant.

Extensive use of graphics and sound makes the program appealing to younger students. Transparent hands over a keyboard show proper finger technique. Music is used in the games, but sound may also be turned off.

The animated graphics and easy control make this program attractive and effective, especially for grades 3 to 6. It does, however, lack a recording feature. Teachers would have to monitor posture and finger positioning.

A companion text, *Computer Keyboarding, An Elementary Course* is also available.

Suggested Use: Grades K - 9, particularly grades 3 - 6

Paws Presents Computer Keyboarding, 2nd edition (Print-Non-Fiction). Jerry W. Robinson, T.J. Crawford, L.W. Erickson and Lee R. Beaumont. South-Western Publishing Company (NEL), 1991. 107 p. ISBN 0-538-60251-1 (\$20.45) ISBN 0-538-60252-X (\$.95 Teacher Manual)

This spiral-bound softcover resource has a built-in easel. With its small print and detailed instructions it would best be utilized with older elementary students. It is a general purpose keyboarding instruction manual which can be used with the Apple IIe, the IBM PCjr, or the Tandy 1000 computer.

The major goal of the program is touch keyboarding through proper technique and ample practice.

Numerous exercises are provided which teach the keyboard and provide opportunity for drill. Sequential lessons facilitate group or individual instruction. As well there are many timed exercises which encourage speed improvement.

The book features a table of contents, 42-item glossary, numerous charts and colour photographs.

The Teacher's Manual may only be bought when a class set is purchased.

The resource is used with the software *Microtype: The Wonderful World of Paws* described elsewhere in this document.

Suggested Use: Grade 4 - 9

Paws with Language Arts: Level 1 (Print-Non-Fiction). Carolee Sormunen and Gail G. Wickersham. South-Western Publishing Company (NEL), 1990. ISBN 0-538-60329-1 (\$20.45) (\$123.94 diskettes to accompany)

Apple 5.1 disks ISBN 0-538-607777
IBM 3 1/2" disks ISBN 0-538-607793
IBM 5 1/4" disks ISBN 0-538-607785
\$123.94 includes disk, manual & text

Apple/Commodore 3 1/2" disks ISBN 0-538-603313 (\$115.45)
Teacher's Manual 0-538-603356

Commodore/IBM 3 1/2" disks ISBN 0-538-60333X (\$123.94 with diskettes)
Teacher's Manual 0-538-603356 (\$7.45)

Paws with Language Arts is a keyboarding program that specifically integrates Language Arts skills.

Diskettes are available in IBM, Apple or Commodore versions. The text is in a stand-up easel format and is coil bound.

The program assumes a knowledge of the alphabetic and numeric keys of the keyboard. It emphasizes the use of the computer as a tool. With Language Arts as its focus, it reviews the keyboard and presents drills on the more difficult key combinations. Technique and speed are mentioned often in the instructions to the student.

Language Arts concepts such as synonyms, possessive nouns, adjectives etc., are introduced, then practiced in an exercise. Students type words, sentences and later paragraphs, newspaper articles, and stories. The mesh of language arts skills and keyboarding practice is well structured.

Sketches and photographs brighten each page. Several cultures are represented in the photos.

Suggested Use: This material would provide a supplementary review for students in grades 3 - 6 who have already learned keyboarding.

Ready! Set! Keyboard! (Print-Non-Fiction). Marsha Wilsker Iverson and Gerard Camilleri. Harcourt, Brace, Jovanovich (HBJ), 1988. ISBN 0-15-310502-X (Teacher's Resource Guide) ISBN 0-15-310503-8 (\$16.95)

Ready! Set! Keyboard! is a three-part elementary keyboarding package that attempts to incorporate keyboarding with language arts skills. It consists of the student text, the Teacher's Resource Guide, and an optional wall chart available in four versions: Apple, IBM, Commodore and TRS-80. An optional word processing package called "HBJ Writer's File" is also available.

The Teacher's Resource Guide is a clearly written, comprehensive manual. It has three intended audiences: classroom teachers (both novice and experienced), business education teachers and/or computer coordinators.

The 128-page booklet includes Teacher's Manual, Lesson Plans, and reproducible Keyboarding and Language Arts Worksheets.

A brief section of the manual addresses special needs students. Information is provided for teachers to make adaptations for orthopedic, visual or hearing impaired students as well as for learning disabled, colour blind, younger, or left-handed students. Also, various approaches to instruction are employed including visual, kinesthetic and auditory methods.

The Student's Text is a spiral-bound, easel-style, 93-page book in full vivid colour.

Introductory pages include charts of four microcomputers: Apple IIe, IBM, Commodore 64 and TRS-80.

Thirty 20-30 minute sequential lessons are presented in easy-to-understand language with large typeface.

Lessons may be teacher-directed using the lesson plans provided, or students may move along at their own pace using the text independently.

The approach is two-fold: a keyboarding lesson is presented, then practice involves reviewing language arts skills. A sports theme runs throughout the text and illustrations, emphasizing the necessity for practice in order to progress.

The keyboarding lessons stress technique. Speed is considered of lesser importance, although quick quizzes called "Brain Joggers" are provided for each lesson. They could be used for teacher assessment or student self-evaluation.

Background computer terminology such as "word wrapping," "scrolling," "hard and soft copy," "DOS," "formatting," and "data base graphics" is presented in each lesson plan to be used at the teacher's discretion.

Suggested Use: Grades 3 - 9, particularly grades 5 - 7

Successful Keyboarding: An Elementary Approach (Videotape Kit). South-Western Publishing Company (NEL), 1987. ISBN 0-538-26401-2 (\$247.95 kit including teacher's guide) ISBN 0-538-28632-6 (\$40.95 text only)

Video 1	ISBN 0-538-264020	\$104.45
Video 2	ISBN 0-538-264039	\$104.45

This is a general purpose elementary keyboarding course which includes a 3-ring binder Teacher's Guide and two videocassettes. Computer software entitled *Microtype: The Wonderful World of Paws* and an additional textbook, *Computer Keyboarding: An Elementary Course*, are additional components which are purchased separately.

The video package, while designed specifically for use with the South-Western materials, may also be used with any elementary keyboarding program.

The software, on two diskettes, is available for Apple II, Commodore 64, IBM PC, PCjr, and Tandy 1000. As the software is purchased independently of the kit, it has been described elsewhere in this document.

The software program is self-instructional. When using the Open Screen feature of *Microtype*, students can have additional practice using activities from the textbook: *Computer Keyboarding: An Elementary Course*. The book, which is purchased independently of the program, is described elsewhere in this document.

The 11-minute video, *Keyboarding: Success and You*, is targeted at teachers, parents and administrators. It describes the program and discusses the benefits of keyboarding and is highly motivational. It should help to give novice keyboarding teachers the confidence they require to teach keyboarding skills. The 13-minute video, *Keyboarding: The Right Way*, is meant for student instruction and could be used as an introduction or as a review. It illustrates correct posture and hand positions. Key strokes are introduced and the benefits of acquiring good keyboarding skills are emphasized. The video shows teachers what to look for in observing their students as well as providing other teaching tips.

Charts and graphs which may be used for evaluation are included.

There is a cat character (PAWS) used throughout the program to add humour and appeal for elementary age students. Continuous evaluation of student progress may be facilitated by using a printer to provide a permanent record of the report written by the student at the conclusion of each of the 27 lessons.

Suggested Use: Grades 4 - 6

Writing and Computers (Print-Teacher Reference). Colette Daiute. Addison-Wesley (ADD), 1985. 346 p. ISBN 0-201-10368-0 (\$26.50)

This resource is a comprehensive document discussing current and anticipated trends on the use of computers in the writing process. It gives basic, theoretical background information for teachers wishing to integrate computers with language arts.

Thirteen chapters detail the writing process with computers, explain the tools as they relate to making this process effective, discuss the approaches required with particular grade levels, and provide information necessary to evaluate and select the best possible tools for each educational situation.

In spite of its dense textbook style, the language is easily understood by anyone familiar with computers. It would make a good, thorough reference for teachers applying computers to the writing process at any grade level.

The resource is still quite relevant despite its publishing date.

Glossary. Bibliography. Index. Extensive List of Resources.

Suggested Use: Teacher Reference

Media Index

Computer Software

MECC Communikeys Instructional Computing Courseware for the Apple II Computer
Microtype: The Wonderful World of Paws

Print-Non-Fiction

Are You Ready? Elementary Keyboarding
Clever Cat Keyboarding for Beginners
Computer Keyboarding: An Elementary Course
I Can Keyboard!
Paws Presents Computer Keyboarding, 2nd edition
Paws with Language Arts: Level 1
Ready! Set! Keyboard!

Print-Teacher Reference

Hand in Hand: The Writing Process and the Microcomputer
Writing and Computers

Videotape Kit

Successful Keyboarding: An Elementary Approach

Publisher/Producer/Distributor Directory

- ADD** Addison-Wesley Publishers
26 Prince Andrew Place
P.O. Box 580
Don Mills, ON
M3C 2T9
(416) 447-5101
Fax: (416) 443-0948
- HBJC** Harcourt Brace Jovanovich, Canada
55 Horner Ave.
Toronto, ON
M8Z 4X6
(800) 268-2132
(416) 255-4491
Fax: (416) 255-4046
- MHR** McGraw-Hill Ryerson Ltd.
330 Progress Ave.
Scarborough, ON
M1P 2Z5
(416) 293-1911
Fax: (416) 293-0827
- MECC** Minnesota Educational Centre
Corporation
3490 Lexington Avenue North
St. Paul, MN 55112
U.S.A.
(612) 481-3500
Fax: (612) 481-3551
- MMC** Maxwell Macmillan Canada, Inc.
539 Collier Macmillan Dr.
Cambridge, ON
N1R 5W9
(800) 265-8672
Orders: (800) 265-8669
Fax: (519) 740-8408
- NCTE** Alaska Department of Education
Attention: Public Information
P.O. Box F
Juneau, AK 99811 - 0500
(907) 465-2800 or (907) 465-2821
Fax: (907) 465-4156
- NEL** Nelson Canada
1120 Birchmount Rd.
Scarborough, ON
M1K 5G4
(416) 752-9100
Fax: (416) 752-9646
- WIL** John Wiley & Sons Canada Ltd.
22 Worcester Rd.
Rexdale, ON
M9W 1L1
(416) 675-3580
Fax: (416) 675-6536
and (416) 675-6599

