



**Contemporary/McGraw-Hill Correlations  
WIN Instruction Solution for WorkKeys**

Name \_\_\_\_\_

Class \_\_\_\_\_

**Applied Mathematics (AM)**

AM Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>1:</b> Math symbols, telling time, simple meters, number place value, money place value, counting money, read & write fractions	Number Power Level E Number Power-Fractions/Decimals/Percents- 2 Number Power-Problem Solving- 7 Number Power-Measurement-9 Number Sense- Whole Numbers, Add & Subtract Number Sense- Meaning of Fractions Math Foundations Breakthroughs- Math 1 Math Skills that Work-1	1-5,7-10,18,46-47,58-59,101-102,104-106, 111, 113-115 49,51 20-21 14-15 1-9, 25-26 1-4, 11-13 2-7, 74-84, 96, 120-121 7-11, 14 2-9, 36-37, 52-55, 164-166		
<b>2:</b> Using calculator, converting dollars & cents, rounding numbers, estimation, converting time units, relevant information, simple word problems	Number Power Level E Number Power-Problem Solving- 7 Number Power-Measurement-9 Number Sense- Whole Numbers, Add & Subtract Math Foundations Breakthroughs- Math 1 Math Skills that Work-1 Get That Job- Your Basic Skills Essential Skills for the Workplace: Using Forms	9, 11-14, 25, 31-35, 40, 77, 113-115 61-70 132-135 27-30, 59 9-10, 17-18, 20-31, 72, 74-80, 96, 117 12-14, 16-17, 47, 49 58-66, 120-122, 166-168 11 21, 28-29		
<b>3:</b> Basic Operations in Problem Solving, Adding and Subtracting Monetary Units, Multiplying Monetary Units, Division of Monetary Units, Practical Applications, Signed Numbers Addition/Subtraction, Application of Signed Numbers, Percent/ Decimal and Fraction Conversion, Applications of Percent/ Decimals and Fractions	Number Power Level E Number Power-Fractions/Decimals/Percents- 2 Number Power-Level M Number Power-Review Number Sense- Whole Numbers, Add & Subtract Number Sense- Whole Numbers, Multiply & Divide Number Sense-Decimals, Add & Subtract Math Foundations Breakthroughs- Math 1 Breakthroughs- Math 2 Get That Job- Your Basic Skills Essential Skills for the Workplace: Using Forms Essential Skills for the Workplace: Obtaining Information Number Power Pre-Algebra Number Power-Algebra-3	17, 31, 46, 53 67-69 17,28 22-23 50 19-20, 50-54 29-31 21, 30-31, 56, 59-60, 72, 84-97, 108 28-31, 40-41, 65-66, 125-131 104-108 5-8, 10-11 18-19, 28-29, 62-63 39-48, 131-140 16-17 10-17		



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AM Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>4:</b> Basic Problem Solving, English & Metric Conversions, Using Conversions, Multi-step Problems, Averages/Ratios/ Rates & Proportions, Percentages, Add Fractions with Like Denominators, Add Common Fractions, Adding Requiring Conversions Multiplication of Fractions Reading Graphs	Number Power Level E Number Power-Level M Number Power-Add, Subtract, Multiply, Divide-1 Number Power- Fractions/Decimals/Percents- 2 Number Power-Review Number Power-Analyzing Data-8 Number Power-Measurement-9 Number Sense- Fractions, Add & Subtract Number Sense- Fractions, Multiply & Divide Math Foundations Breakthroughs- Math 1 Breakthroughs- Math 2 Math Skills that Work-1 Pre GED- Math  Get That Job- Your Basic Skills	83, 100-118 65, 67, 69, 71-72, 89, 114-115, 122-123 111, 149 11-12,19,21-23,25-28,30-31,37-42, 45-46, 55-56 72-77, 94-97, 128, 154-171 28-35, 38-42, 60, 62-69 8-11, 30, 60-61, 63-65, 74-81, 103-104 4-11, 28-30, 41 16-19 120-124, 130-132, 134-135, 138, 141 54-55, 67, 140-152 66-70, 78-84, 88-94, 100-103, 107, 113 164-174 69-70,78-80,82-83,90-92,144-145,149-163, 181-183, 212, 216-217 9-11		
<b>5:</b> Metric Units, Unit Conversions, Area & Perimeter, Area & Circumference of Circles, Percent Problems & Applications, Proportions, Finding Extraneous Information	Number Power Level M Number Power Level D Number Power-Level A Number Power- Fractions/Decimals/Percents- 2 Number Power-Review Number Power-Geometry-4 Number Power-Consumer Math Breakthroughs- Math 1 Building Skills with TABE, Level M, Math Pre GED- Math GED Math Problem Solver Essential Skills for the Workplace: Obtaining Infor- mation	78-81 27, 112, 116-118 115, 117-118 65-68, 160-161, 167-168 216-225, 227 73-145 105, 120, 236 54-55, 67 35-40 82-85, 112-120, 125-134, 136-140, 225-235 77-78, 84, 202-253 95-106		



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AM Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>6:</b> Review of fractions, Introduction to negative numbers, Adding & subtracting negative & positive numbers, Multiply & divide signed numbers, Problems involving signed numbers, Review of percent problems, Multiple rate problems, Review of area & perimeter problems, Introduction to volume, multi-step problems	Number Power Level D Number Power- Fractions/Decimals/Percents- 2 Number Power- Word Problems-6 Number Power-Problem Solving- 7 Number Power- Measurement-9 Number Power- Review Number Power-Consumer Math Building Skills with TABE, Level D, Math GED Math Problem Solver Number Power-Algebra-3	67-78, 113, 116-117, 130 65-68, 160-161, 167-168 89-92, 129-131 200-205 108-114 78-111, 132-157, 180-181, 218-225, 252-253, 256-257 11-223 17-19, 30-35 100-111 18-23		
<b>7:</b> Solving for percent of change, Proportion Review, Perimeter & Area& and Volume Review, Solving Multi-step Problems, Using Charts and Graphs, Multi-step Decision Problems, Finding Mistakes	Number Power Level E Number Power Level M Number Power Level A Number Power- Graphs, Charts, Maps-5 Number Power-Problem Solving- 7 Number Power- Measurement-9 Number Power- Review Math Skills that Work-2 Pre GED- Math Breakthroughs- Math 2 Building Skills with TABE, Level A, Math GED Math Problem Solver  GED Math	73-84 84-96 11-14, 23, 54-62, 65, 67-68, 92, 109-119 throughout book 156-167 44-51 154-171 160-179 149-231 159-171 12-15, 30-43, 50-55, 64-68 10, 12-15, 20, 24, 34-37, 75-87, 108-111, 140, 173, 178, 187, 196-203, 205, 207-219, 226-253, 258 36-38, 51-60, 63-74, 95-102, 137-211, 234-249, 252-258, 292-293, 306-316, 343-346		



**Contemporary/McGraw-Hill Correlations  
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Name \_\_\_\_\_

Class \_\_\_\_\_

**Applied Technology (AT)**

AT Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>1:</b> Properties of Matter Principles of Energy, Inclined Plane, Levers	GED Science GED Science Exercises Complete GED	150, 154, 257-260, 305-332 65 485-489, 533-555, 558, 560-564		
<b>2:</b> Electricity, Direct currents, Alternating currents, Magnetic Fields, Using Ohm's Law, Calculating Voltage	GED Science GED Science Exercises Complete GED	312-313, 315-317, 319-323 13-14, 24, 57, 62-63, 69-71 571-577		
<b>3:</b> Solar Heat Experiment, thermodynamics, fluid dynamics, electricity, mechanics, Computer, Overheating Car, Clock Gears	Essential Skills for the Workplace: Improving Workplace Performance GED Science GED Science Exercises Complete GED	37-49, 116-120, 123-125, 153  100, 104, 305-307, 330-331 16, 21, 51, 53-54, 69-71 561-564, 573		
<b>4:</b> Temperature, Reflection And Absorption, Vocabulary Machine Shop Bearings And Shaft, Garden Water Hose, Car Brakes, Three-Way Light Switch, New Home Amps, Lawn Mower	Essential Skills for the Workplace: Obtaining Information GED Science GED Science Exercises Complete GED Number Power- Measurement-9	119-121, 124-125  100, 112, 305, 309, 359, 457, 461-457 53, 55, 64-65, 67 561-562 17		
<b>5:</b> Office Cooling And Heating Transformer Box Fans, Using A Voltmeter, Calculating Voltage, Circuit Predictions Machine Indicator Lights Lawn Mower Start-Up Truck Loading	GED Science Exercises Complete GED Number Power- Measurement-9	64 513, 891 120-121		
<b>6:</b> Car Air Conditioner, Calculating Flow Rate, Cooling System, Conveyor Belt Pulleys	Number Power- Measurement-9	116		



**Locating Information (LI)**

LI Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>1:</b> Recognizing Graphics Organizing information- alphabetical, numerical order Medical Records Logic Patterns Chronological order Definitions Abbreviations Key words and symbols	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Obtaining Infor- mation Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Your Basic Skills Number Power E Work Matters-Workplace Skills	16-17, 25-26, 40-41 17-19  24-31, 191  44-45, 117-120, 124-125, 151, 153  15-16 86-88, 90, 93 43-50		
<b>2:</b> Using a key Vertical, horizontal axes Reading Flowcharts Recognizing Formats of data Directions, map scales Reading Scales Making Comparisons	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Your Basic Skills Number Power E Real Numbers, Tables, Graphs and Data Number Power 5	86-87 107, 109  58-59, 90-91, 124-125, 171  28 79, 116 12-17 114-115		
<b>3:</b> Recognizing Graphics in Everyday Life Identifying Graphics Read a Bar Graph Read Tables Read Diagrams and Charts Read Maps and Floor Plans Read Gauges and Dials Reading Graphics Inserting Information into Graphics	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Obtaining Infor- mation Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Number Power E Number Power M Number Power 5 Number Power 7 Number Power 8 Math Skills That Work, Book 2 Breakthroughs in Math Book 2	16-17, 38-39, 50-53, 64-66, 106-107 22-23, 39-48, 119-130  102, 107, 109  108-109, 117-120, 124-125  73-85 90-96 2-4, 20-43, 56-67 156-165 32-48 168-173, 178-179 164-171		



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LI Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>4:</b> Identifying Graphics Extracting & Inserting Data Summarizing Graphics Drawing Conclusion from Two Similar Graphics	Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Improving Workplace Performance Number Power M Real Numbers, Tables, Graphs and Data Math Skills That Work, Book 2 Breakthroughs in Math Book 2	39-48  57-59, 108-109, 117-120, 124-125  84-87 1-11, 22-35, 44-50, 61-65 162-164, 174-177 162-163		
<b>5:</b> Graphic Relationships Distinguish representational from nonrepresentational graphics Distinguishing Discrete and Continuous Data Finding Pertinent Data Analyzing & Synthesizing Relating multiple Graphics Conditional statements Value judgments	Essential Skills for the Workplace: Improving Workplace Performance Number Power D Number Power 5 Number Power Review	57-59, 117-120, 124-125  80-82, 93 70-91 154-155, 157-159		
<b>6:</b> Reading confusing graphics Relating data from multiple graphics Assimilating data to make a decision Assimilating Data Sorting and Prioritizing Verbal and Visual clues	Essential Skills for the Workplace: Improving Workplace Performance Number Power A Number Power 7 Number Power 8 Number Power Review	117-120, 124-125  65, 74, 77 142-143, 151, 153 34-37, 54-59 158-175		



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Name \_\_\_\_\_  
 Class \_\_\_\_\_

**Listening (LS)**

LS Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>1:</b> Listening basics Barriers to effective listening Behaviors to improve listening Extracting basic information Retaining messages Deciphering Notes	Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Finding Job Openings Get That Job: Job Hunting with the Telephone Work Matters-Workplace Skills Work Matters-Personal Resources	5-14  72-73, 125-127  15-17, 28-29, 46-47, 62-63, 102-109  9, 11, 15, 20-21 20-31 1-36, 69-72 53-56		
<b>2:</b> Listening for information and details Following instructions Note taking while listening	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Finding Job Openings Get That Job: Job Hunting with the Telephone Get That Job: Getting Ready for Interviews Work Matters-Personal Resources Work Matters-Human Relations on the Job	92-93, 118-119 5-14  44-45, 72-73, 125-127  15-17, 28-29, 46-47, 62-63, 102-109  9, 19 14-17, 20-31 5 53-56 13-33		
<b>3:</b> Main idea Critical information Irrelevant information Record information	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Finding Job Openings Get That Job: Job Hunting with the Telephone Work Matters-Personal Resources Work Matters-Human Relations on the Job Work Matters-Job Search	92-93, 118-119 6-14  72-73, 125-127  28-29, 62-63, 102-109  9, 17, 19 16-31 53-56 101-102 65-68, 79-82		



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LS Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>4:</b> Dispelling myths Identifying primary information Relaying messages Understanding Speaker's influence Filtering irrelevant information	Essential Skills for the Workplace: Obtaining Information	6-14		
	Essential Skills for the Workplace: Building Workplace Competencies	44-45, 125-127		
	Essential Skills for the Workplace: Improving Workplace Performance	28-29, 46-47, 62-63, 102-109		
	Work Matters-Personal Resources	53-56		
	Work Matters-Workplace Skills	65-68		
	Work Matters-Career Exploration	67-70		
<b>5:</b> Accuracy and completeness Verbal and nonverbal influence Underlying messages Clarification	Essential Skills for the Workplace: Forms	118-119		
	Essential Skills for the Workplace: Obtaining Information	7-12		
	Essential Skills for the Workplace: Building Workplace Competencies	44-45		
	Essential Skills for the Workplace: Improving Workplace Performance	15-17, 62-63, 78-79, 102-109		
	Work Matters-Personal Resources	53-56		



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Class \_\_\_\_\_

**Observation (OB)**

OB Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>1:</b> Using Mental Pictures Noticing Change Product Inspection Finding Items, Step-By-Step, Out-Of-Place, What Is Wrong With This Picture?	Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Work Matters-Human Relations on the Job Work Matters-Workplace Skills	6-9, 22-23, 30-31, 40-41, 107-108  6-7, 24-25, 38-39, 46-47, 52-53, 70-71, 84-85, 90-91, 98- 99, 112-113, 121-125 91-100 65-68		
<b>2:</b> Noticing Change Step-By-Step Out-Of-Place Noticing Names Name Associations	Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Work Matters-Career Exploration Work Matters-Human Relations on the Job	7, 21, 37, 42-43, 51, 69, 85, 101, 107-108, 117  7, 25, 39, 53, 71, 85, 88-91, 99-101, 113  67-70 101-102		
<b>3:</b> Telephone Memory Barriers to effective observation Awareness of learning styles Observation strategies Optical Illusions Observe a process Inspect and Change Fuses	Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Work Matters-Human Relations on the Job	30-31, 44-47, 61-65, 80-81, 94-95  15-17, 54-56, 90-91, 106-109, 121-125  91-100		
<b>4:</b> Context Clues Whole-Part-Whole Computer, Blueprint Occupation Concentration Location Concentration Roadside Emergency Kit Understanding GPS	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Work Matters-Human Relations on the Job Work Matters-Career Exploration	38-39 30-31, 42, 46-47, 52-55, 61-65, 80-81, 94-95, 107-108, 128-129 46-47, 54-56, 90-91, 106-109, 121-125  101-102 1-8, 67-70		



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Name \_\_\_\_\_  
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OB Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>5:</b> Differentiate important details from unnecessary information Link between sight, sound Whole-Part-Whole Sustaining your focus	Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Work Matters-Human Relations on the Job Work Matters-Career Exploration	107-108  15-17, 106-109  101-102 1-8		
<b>6:</b> Observing Items Visualize tasks, instructions Logic Patterns Noticing Details Predictions, comparisons, evaluations Updating Charts Focus through distractions	Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Work Matters-Human Relations on the Job Work Matters-Career Exploration	48, 80, 92, 118, 130, 140  24-25, 80-81, 94-95, 107-108  10-11, 18-19, 28-29, 60-61, 90-91, 121-125  101-102 1-8		



Reading for Information (RI)

RI Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>1:</b> Finding The Right Word Using word parts Compound Words Words with multiple meanings What Happens Next? Alike And Different What Does It Mean? Clues For Cause And Effect	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Your Basic Skills	102-105 49-58 114-125 24-28		
<b>2:</b> Which Word Makes Sense? Prefixes, Suffixes Find The Right Meaning Time-order, Compare-contrast Drawing Conclusions Cause And Effect	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Improving Workplace Performance	36-39, 42-44, 72-77, 80-81, 126-127 34-35 94-95, 114-125		
<b>3:</b> Informal Reading Inventory Main idea and details Mind Map, Preregistration Memo, Emergency Procedures Using Signal Words-context Applicant Checklist Motor Vehicle Accident	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance GED Science MHC Interactive Software: GED, Science Get That Job: Your Basic Skills	12-13, 38-39, 80-85, 140-141, 165-166 1921, 25-36, 49-58 58-59, 72-74, 104-108 16-17, 76-77, 123 129-134 Unit 5-lesson 5.1 25-27		



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RI Level / Topics	MHC Book Title	Pages	Assign	Complete
Regulations, Instructions				
<b>4:</b> Observing And Describing Items Identify important details Following & applying Instructions Cause effect relationships Flowchart Memorial Hospital Patient Care Policies Educational Institutions - Fire Safety	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance GED Science MHC Interactive Software: GED, Science Get That Job: Your Basic Skills	38-40, 50-51, 80-85, Unit 4 30-33, 49-63, 81-92  24-31, 58-60, 109-111, 171  10-14, 18-19, 30-31, 88-93, 116-117, 123-125, 147, 151  129-134 Unit 5-lesson 5.1 27		
<b>5:</b> HMOs Using jargon, technical terms Understanding acronyms Words With Multiple Meanings Delinquent Accounts Performance Appraisal System Calendar Ordering from a Catalog Applying complicated instructions	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Essential GED Complete GED Pre GED Language Arts, Reading GED Language Arts, Reading MHC Interactive Software: Pre GED, Reading MHC Interactive Software: GED, Reading Get That Job: Your Basic Skills	25-26, 48-51, 81-82, Unit 4, Unit 5 30-35, 59-68, 78-80  22-23, 26-29, 52-54, 70-71, 86-87, 104-108, 118-119  48-49, 54-59, 64-65, 90-91, 118-125, 143-144, 147, 159  308-310, 313-316 619-623, 628-636 149-153, 172-174 117-148, 193-196, 230-237 Unit 6- lesson 6.5, Unit 7- lesson 7.3 Unit 4-lesson 4.3 15-16		



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 Class \_\_\_\_\_

RI Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>6:</b> Implied details Management By Objectives Terms and jargon Introduction To Technical Writing Reasoning behind policy, procedure, communicate General Travel Payroll Check Distribution	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Essential GED Complete GED Pre GED Language Arts, Reading GED Language Arts, Reading MHC Interactive Software: Pre GED, Reading MHC Interactive Software: GED, Reading	25-34, Unit 3, 157-160 25-36, 71-80, 136-137  42-43, 46-47, 58-60, 72-77, 94-95, 107-108, 118-124, 128-129  30-31, 64-65, 116-125  308-310, 313-316 619-623, 628-636 149-153, 172-174 117-148, 193-196, 230-237 Unit 6- lesson 6.5, Unit 7- lesson 7.3 Unit 4-lesson 4.3		
<b>7:</b> Elderly Patient Needs Using Affixes Acceptable Use Policy ADA Hypothetical Scenarios Drawing inferences	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance	Throughout Throughout  Throughout  Throughout		



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**Teamwork (TW)**

TW Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>1:</b> Teams and teamwork Understanding yourself and team members Emotions Goals Communication Listening Communication Breakdowns	Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Finding Job Openings Work Matters-Human Relations on the Job Work Matters-Personal Resources Work Matters-Workplace Skills Work Matters-Job Search	28-29, 48-49, 54-56, 78-79, 86-89, 100-109, 121-122  5, 7, 9 1-12, 25-46, 49-58 19-28, 53-66 33-36 1-10, 19-24, 31-36		
<b>2:</b> Attitudes Customers Peer Pressure Order of Priorities Decisions Based on Priorities Comparing skills	Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Finding Job Openings Get That Job: Filling Out Job Applications Work Matters-Workplace Skills	28-29, 44-45, 52-54, 61-63, 78-79, 109-111, 125-127  13-14, 72-73, 78-79, 88-89, 92-93, 102-109, 114-115, 121-122  11 13-17, 23-25 23-32		
<b>3:</b> Job Responsibilities Task Skills, Consequences of Irresponsibility, Performance results and Problems, Positive and negative Feedback Relationship Skills	Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Filling Out Job Applications Work Matters-Workplace Skills Work Matters-Human Relations on the Job	13-14, 26-29, 48-49, 72-73, 78-79, 90-93, 100-109, 116-125  3, 26-30 43-50 59-68		
<b>4:</b> Identifying work problems and Establishing priorities Using and creating a Flowchart Using open ended questions Criticism Task and Relationship Skills	Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Finding Job Openings Work Matters-Human Relations on the Job	22-23, 58-60, 70-71, 92-93, 109-111, 118-119  13-14, 26-29, 40-41, 72-73, 78-79, 90-93, 100-101, 104-107, 114-115, 121-125 13, 15 81-90		



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TW Level / Topics	MHC Book Title	Pages	Assign	Complete
<p><b>5:</b> Process skills for decision Making &amp; Problem Solving Empowerment Principle Leadership Action Planning Evaluation techniques in decision making Overcoming barriers with assertiveness</p>	<p>Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Work Matters-Personal Resources</p>	<p>22-23, 70-71, 86-87, 118-119, 128-129  26-33, 40-41, 48-49, 72-73, 78-79, 88-93, 106-107, 112-117, 121-125 29-40</p>		
<p><b>6:</b> Developing an action plan Making Adjustment Chain of Events Giving Criticism Managing conflict</p>	<p>Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Finding Job Openings Work Matters-Human Relations on the Job</p>	<p>22-23, 107-108, 118-119, 128-129  13-14, 26-33, 40-41, 48-49, 72-73, 78-79, 88-93, 100-101, 106-109, 114-115, 123-125 4-30 59-80</p>		



**Contemporary/McGraw-Hill Correlations  
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Name \_\_\_\_\_

Class \_\_\_\_\_

**Writing (WR)**

WR Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>1:</b> Basic sentence structure and parts of speech Capitalization rules Synonyms, Antonyms, and Homonyms Abbreviations and acronyms Clear, concise sentences Combining sentences Work related documents Developing ideas	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Finding Job Openings Get That Job: Writing Letters and Resumes Get That Job: Your Work Experience Inventory Get That Job: Your Basic Skills Work Matters-Career Exploration Work Matters-Job Search	25-26 156-159 40-41, 72-74, 118-119, 128-129, 191 32-33 28-31 4-31 4-31 15-19, 21 37-62 1-18, 37-64		
<b>2:</b> Audience And Purpose Business Letters And Memos Complete Sentences Compound and complex sentences Commonly misspelled or misused words Basic grammatical errors Work related documents	Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Get That Job: Using a Job Hunt Planner Get That Job: Your Basic Skills Get That Job: Filling Out Job Applications Get That Job: Writing Letters and Resumes Work Matters-Job Search	36 72-74 21, 29 12-14, 17, 20-22 6 4-31 1-18, 37-46		
<b>3:</b> Sentence Fragments Sentence Review Point of view Principles of organization Clear, Concise, Correct, and Conversational Transitional Words, Phrases, & Expressions Letter Writing	GED Essay Pre GED Language Arts, Writing MHC Interactive Software: Pre GED, Writing Work Matters-Job Search	65-84 177-197 Unit 8-lesson 8.1 37-64		



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 Class \_\_\_\_\_

WR Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>4:</b> Verb Forms Conjunction review Audience and Purpose Clear and Concise Formal vs. Informal Closing Directions - Requesting Information Listening To A Conversation Paragraph Development Transitional Relationships Proofreading	Essential Skills for the Workplace: Building Workplace Competencies GED Language Arts, Reading Essential GED Complete GED GED Language Arts, Writing GED Essay MHC Interactive Software: GED, Writing	12-13  128-136 109-122, 126 172-175, 187-190, 196 219-230, 239-252 16-20, 34-36, 52-55, 71-74, 92-95, 109-111, 127-129 Unit 3-lesson 3.1		
<b>5:</b> Prepositional Phrases, Conjunctions, Interjections Parallel Structure Compound, and Complex Sentences Punctuation and Spelling Correcting A Paragraph Transitions Effective Summaries	Get That Job: Your Basic Skills Essential GED Complete GED GED Language Arts, Writing GED Essay MHC Interactive Software: GED, Writing Work Matters-Workplace Skills Work Matters-Job Search	13-14 109-122, 126 172-175, 187-190, 196 219-230, 239-252 16-20, 34-36, 52-55, 71-74, 92-95, 109-111, 127-129 Unit 3-lesson 3.1 43-50 47-64		



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Name \_\_\_\_\_

Class \_\_\_\_\_

**Business Writing (BW)**

BW Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>1:</b> Basic sentence structure and parts of speech Capitalization rules Synonyms, Antonyms, And Homonyms Abbreviations and acronyms Clear, concise sentences Combining sentences Work related documents	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Finding Job Openings Get That Job: Writing Letters and Resumes Get That Job: Your Work Experience Inventory Get That Job: Your Basic Skills Get That Job: Using a Job Hunt Planner Get That Job: Job Hunting with the Telephone Get That Job: Filling Out Job Applications Work Matters-Job Search	25-26 156-159 72-74, 118-119, 128-129, 191 32-33 22, 28-31 4-31 4-31 15-20 4, 6, 11, 16, 21, 31 4, 8, 12-14, 18, 24, 26 4, 7, 13, 18, 20, 23, 26 1-18, 37-46		
<b>2:</b> Audience And Purpose Business Letters And Memos Complete Sentences Compound / complex sentences Misspelled, misused words Basic grammatical errors	Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Get That Job: Using a Job Hunt Planner Get That Job: Writing Letters and Resumes Get That Job: Filling Out Job Applications Get That Job: Your Basic Skills Work Matters-Job Search Work Matters-Workplace Skills	36 72-74 21-29 4-31 6, 13-17 13-14, 17, 20-22 1-18, 37-64 43-50		
<b>3:</b> Comma splices, run-on sentences, and sentence fragments, Point of view Sentence structure, Listening to Instructions and following directions, Principles of organization, Transitional Words And Expressions	GED Language Arts, Reading GED Essay Get That Job: Using a Job Hunt Planner Pre GED Language Arts, Writing MHC Interactive Software: Pre GED, Writing	79 65-84 21-31 177-197 Unit 8-lesson 8.1		



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Name \_\_\_\_\_  
Class \_\_\_\_\_

BW Level / Topics	MHC Book Title	Pages	Assign	Complete
Formal vs. Informal Writing				
<b>4:</b> Conjunction review Audience and Purpose Clear and Concise writing Formal and Informal Paragraph Development Transitional Relationships Proofreading, peer editing	Essential Skills for the Workplace: Building Workplace Competencies GED Language Arts, Reading Get That Job: Filling Out Job Applications Get That Job: Getting Ready for Interviews Essential GED Complete GED GED Language Arts, Writing GED Essay MHC Interactive Software: GED, Writing	12-13  128-136 Throughout 29 109-122, 126 172-175, 187-190, 196 219-230, 239-252 16-20, 34-36, 52-55, 71-74, 92-95, 109-111, 127-129 Unit 3-lesson 3.1		
<b>5:</b> Parallel Structure Compound, complex sentences Punctuation and Spelling Correcting A Paragraph Transitional words, phrases Effective summaries	Essential GED Complete GED GED Language Arts, Writing GED Essay MHC Interactive Software: GED, Writing	109-122, 126 172-175, 187-190, 196 219-230, 239-252 16-20, 34-36, 52-55, 71-74, 92-95, 109-111, 127-129 Unit 3-lesson 3.1		



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Name \_\_\_\_\_  
Class \_\_\_\_\_

**Career Readiness Skills (CR)**

CR Level / Topics	MHC Book Title	Pages	Assign	Complete
<b>1:</b> Misused Words Communication Breakdowns Practicing Your Listening Skills Attitude and Respect Self-Management Resource Management	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Your Work Experience Inventory Get That Job: Using a Job Hunt Planner Get That Job: Job Hunting with the Telephone Get That Job: Filling Out Job Applications Work Matters-Job Search	Units 1,3,4 5-24 8-9, 22-23, 38-39, 52-54, 86-87, 125-129 28-29, 32-33, 54-59, 121-125 4-6, 24-26 4-10 5-7 18-22 83-92		
<b>2:</b> Listening Self-Management Customer Service	Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Your Work Experience Inventory Get That Job: Finding Job Openings Work Matters-Job Search Work Matters-Personal Resources Work Matters-Human Relations on the Job	5-14 28-29, 52-54, 61-63, 125-129 28-35, 54-59, 102-109, 121-125 4-6, 24-26 4-27 19-24, 83-92 5-12 33-48		
<b>3:</b> Listening Confidence Problems Attitude and Respect Customers Relationship Skills	Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Your Work Experience Inventory Get That Job: Finding Job Openings Work Matters-Job Search Work Matters-Personal Resources Work Matters-Human Relations on the Job Work Matters-Workplace Skills	13, 78-80 22-23, 38-39, 58-63, 70-71, 86-87, 92-93, 118-119 15-17, 28-35, 102-109, 121-125 4-6, 24-26 4-27 83-92 41-46 33-48 33-36, 51-60		



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Name \_\_\_\_\_  
Class \_\_\_\_\_

CR Level / Topics	MHC Book Title	Pages	Assign	Complete
	Work Matters-Career Exploration	67-70		
<b>4:</b> Interpreting Body Language Employees Handling Customers Order of Priorities Ordering	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Obtaining Information Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Finding Job Openings Get That Job: Job Hunting with the Telephone Work Matters-Job Search Work Matters-Personal Resources	Unit 4 58  61-63, 92093, 118-119, 125-129  15-17, 28-35, 42-47, 54-59, 78-79, 102-109, 114-115  4-27 20-31 65-68, 83-92 53-56		
<b>5:</b> Decision Making & Problem Solving Behaviors That Improve Listening Self-Management Decisions Based On Priorities Order of Priorities Ordering	Essential Skills for the Workplace: Forms Essential Skills for the Workplace: Building Workplace Competencies Essential Skills for the Workplace: Improving Workplace Performance Get That Job: Finding Job Openings Work Matters-Job Search Work Matters-Human Relations on the Job	Unit 3 70-71, 92-93, 102-114, 118-130  15-17, 28-35, 72-73, 90-91, 114-115  4-27 83-92 49-80		