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WorkKeys Assessment- Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Reading for Information- 3</p> <ul style="list-style-type: none"> • Identify main ideas and clearly stated details • Choose the correct meaning of a word that is clearly defined in the reading • Choose the correct meaning of common, everyday workplace words • Choose when to perform each step in a short series of steps • Apply instructions to a situation that is the same as the one in the reading materials 	<p>Achieving TABE Success in Reading, Level M, 21-28, 37-44, 59-82, 109-116, 131-138, 163-166, 209-212 Breakthroughs in Critical Reading 13-27, 56-76, 113-121, 128-139, 164-167 Breakthroughs in Social Studies 22-27 Reading Basics, Intermediate 1 Reader 10, 16, 21, 26, 32, 36-44, 48, 55, 62, 67, 72, 77, 84, 89, 121-128 Reading Basics, Intermediate 1 Workbook 8-9, 11-15, 21-44, 53-86, 117-170, 209-210, 212-213 Vocabulary Exercises: Getting Meaning from Context 3-6, 24-28 Word Power, Intermediate 2 12, 16, 20, 24, 30, 34, 38, 42, 48, 52, 56, 60, 66, 70, 74, 78, 84, 88, 92, 96, 102, 106, 110, 114 Building Skills with TABE, Level M, Reading, Language, Spelling 10-14, 16-26 Essentials of Reading, Book 4: 9-10, 15, 17-18, 27-28, 33, 35-36, 45-46, 53, 55-56, 63, 65-66, 73, 75-76, 81, 83-84, 94, 99, 101-102, 111-113 Essentials of Reading, Book 5: 7, 10, 17-20, 25, 27-28, 35-36, 45-46, 54, 63-64, 71, 73-74, 83-86, 93-94, 99, 101-102, 109, 111 Breakthroughs in Science 96-106, 32-36 Foundations: Social Studies 4-21, 26-39, 48-55 Vocabulary Exercises: Understanding Language 8-13 Math Skills That Work, Book Two 165-179 Number Power 5: Graphs, Tables, Schedules, and Maps 16-68, 81-87 Number Power, Intermediate 1, Level M 84-96 Real Numbers: Tables, Graphs, and Data Interpretation 1-43, 61-65 Building Skills with TABE, Level M, Math 42-45 Word Power, Intermediate 2 12, 16, 20, 24, 30, 34, 38, 42, 48, 52, 56, 60, 66, 70, 74, 78, 84, 88, 92, 96, 102, 106, 110, 114 Essential Skills for the Workplace: Forms 12-13, 38-39, 80-85, 140-141, 165-166 Essential Skills for the Workplace: Obtaining Information 19-21, 25-36, 49-58 Essential Skills for the Workplace: Building Workplace Competencies 58-59, 72-74, 104-108 Essential Skills for the Workplace: Improving Workplace Performance 16-17, 76-77, 123 GED Science 129-134 Get That Job: Your Basic Skills 25-27</p> <p><i>Software</i> MHC Interactive: Pre-GED: Reading Unit 1, Lesson 1.1-1.4, Unit 3, Lesson 3.2- 3.5, Unit 6, Lesson 6.3 MHC Interactive Software: GED, Science Unit 5-lesson 5.1</p>		

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WorkKeys Assessment-Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Reading for Information-4</p> <ul style="list-style-type: none"> Identify important details that may not be clearly stated Use the reading material to figure out the meaning of words that are not defined Apply instructions with several steps to a situation that is the same as the situation in the reading materials Choose what to do when changing conditions call for a different action (follow directions that include "if-then" statements) 	<p>Achieving TABE Success in Reading, Level M, 21-28, 37-44, 59-82, 131-146, 155-162, 167-170, 209-212 Breakthroughs in Critical Reading 13-27, 56-76, 113-121, 128-139, 164-167 Breakthroughs in Social Studies 22-27 Breakthroughs in Science 96-106, 32-36 Reading Basics, Intermediate 1 Reader 10, 16, 21, 26, 32, 36-44, 48, 55, 62, 67, 72, 77, 84, 89, 121-128 Reading Basics, Intermediate 1 Workbook 8-9, 11-15, 21-44, 53-86, 117-170, 209-210, 212-213 Vocabulary Exercises: Getting Meaning from Context 3-6, 24-28 Word Power, Intermediate 2 12, 16, 20, 24, 30, 34, 38, 42, 48, 52, 56, 60, 66, 70, 74, 78, 84, 88, 92, 96, 102, 106, 110, 114 Building Skills with TABE, Level M, Reading, Language, Spelling 10-14, 16-26 Building Skills with TABE, Level M, Math 42-45 Essentials of Reading, Book 4: 9-10, 15, 17-18, 27-28, 33, 35-36, 45-46, 53, 55-56, 63, 65-66, 73, 75-76, 81, 83-84, 94, 99, 101-102, 111-113 Essentials of Reading, Book 5: 7, 10, 17-20, 25, 27-28, 35-36, 45-46, 54, 63-64, 71, 73-74, 83-86, 93-94, 99, 101-102, 109, 111 Foundations: Social Studies 4-21, 26-39, 48-55 Vocabulary Exercises: Understanding Language 8-13 Math Skills That Work, Book Two 165-179 Number Power 5: Graphs, Tables, Schedules, and Maps 16-68, 81-87 Number Power, Intermediate 1, Level M 84-96 Real Numbers: Tables, Graphs, and Data Interpretation 1-43, 61-65 Word Power, Intermediate 2 12, 16, 20, 24, 30, 34, 38, 42, 48, 52, 56, 60, 66, 70, 74, 78, 84, 88, 92, 96, 102, 106, 110, 114 Essential Skills for the Workplace: Forms 38-40, 50-51, 80-85, Unit 4 Essential Skills for the Workplace: Obtaining Information 30-33, 49-63, 81-92 Essential Skills for the Workplace: Building Workplace Competencies 24-31, 58-60, 109-111, 171 Essential Skills for the Workplace: Improving Workplace Performance 10-14, 18-19, 30-31, 88-93, 116-117, 123-125, 147, 151 GED Science 129-134 Get That Job: Your Basic Skills 27</p> <p><i>Software</i> MHC Interactive: Pre-GED: Reading Unit 1, Lesson 1.1-1.4, Unit 3, Lesson 3.2- 3.5, Unit 6, Lesson 6.3 MHC Interactive Software: GED, Science Unit 5-lesson 5.1</p>		

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<p>Reading for Information-5</p> <ul style="list-style-type: none"> • Figure out the correct meaning of a word based on how the word is used • Identify the correct meaning of an acronym that is defined in the document • Identify the paraphrased definition of a technical term or jargon that is defined in the document • Apply technical terms and jargon and relate them to stated situations • Apply straightforward instructions to a new situation that is similar to the one described in the material • Apply complex instructions that include conditionals to situations described in the materials 	<p>Achieving TABE Success in Reading, Level D 20-44, 58, 75-82, 167-178, 193-200, 221-224, 229-236 Breakthroughs in Critical Reading 13-21, 29-36, 56-63, 104-112, 164-167 Breakthroughs in Social Studies 27-36, 38-44, 98-106, 170-174, 180-183 Breakthroughs in Science 133-134 Building Skills with TABE, Level D, Reading, Language, Spelling 10-12, 19-32 Building Skills with TABE, Level D, Math 37-43 Complete Pre-GED 196-197, 211-213, 224-236, 239-254, 261-264, 271-280, 293-295, 767-784 Pre-GED Language Arts, Reading 13-22, 27-32, 38-46, 49-53, 77-80, 143-145, 149-153, 172-174, 186, 189 Pre-GED Science 31-38, 42-44, 55-62 Pre-GED Social Studies 29-30 Pre-GED Mathematics 144-181 Reading Basics, Intermediate 2 Reader 8, 14, 18-28, 68, 72, 76, 80, 84, 88, 93, 98 Reading Basics, Intermediate 2 Workbook 7-8, 12-15, 21-36, 37-44, 53-54, 56, 125-170, 183-237, 241-243 Essentials of Reading, Book 6: 8-9, 15-17, 25, 27-28, 33, 35, 45-46, 55, 63, 65-66, 71, 73-74, 81-84, 91-94, 99-101, 110-111 Word Power, Advanced 1: 17-18, 22-23, 27-28, 35, 39-40, 44-45, 49-50, 56-57, 61-62, 66-67, 71-72, 78-79, 83-84, 88-89, 93-94, 100-101, 105-106, 110-111, 115-116, 122-123, 127-129, 132-133, 137-138 Number Power 5: Graphs, Tables, Schedules and Maps, 12-96 Number Power 8: Analyzing Data 8-26, 28-52 Number Power, Intermediate 2, Level D 80-92 The Math Problem Solver 10, 20, 140, 173, 205, 219, 236, 251, 258 Essential Skills for the Workplace: Forms 25-26, 48-51, 81-82, Unit 4, Unit 5 Essential Skills for the Workplace: Obtaining Information 30-35, 59-68, 78-80 Essential Skills for the Workplace: Building Workplace Competencies 22-23, 26-29, 52-54, 70-71, 86-87, 104-108, 118-119 Essential Skills for the Workplace: Improving Workplace Performance 48-49, 54-59, 64-65, 90-91, 118-125, 143-144, 147, 159 Essential GED 308-310, 313-316 Complete GED 619-623, 628-636 GED Language Arts, Reading 117-148, 193-196, 230-237 Get That Job: Your Basic Skills 15-16 Top 50 Reading Skills for GED Success 20-21, 28-29, 32-35, 38-39, 60-61</p> <p><i>Software</i> MHC Interactive: Pre-GED: Reading Unit 1, Lessons 1.1, 1.4, Unit 2, Lesson 2.2, Unit 3, Lessons 3.2, 3.4-3.6, Units 5, 6, 7, 8 MHC Interactive: Pre-GED: Math Unit 8, Lesson 8.1 MHC Interactive Software: GED, Reading Unit 4-lesson 4.3 Basic Skills Interactive: Reading Unit 4, Lesson 4.2, Unit 5, Lesson 5.3 Basic Skills Interactive: Math Unit 8, Lessons 8.1-8.4</p>		

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<p>Reading for Information-6</p> <ul style="list-style-type: none"> • Identify implied details • Use technical terms and jargon in new situations • Figure out the less common meaning of a word based on the context • Apply complicated instructions to new situations • Figure out the principles behind policies, rules, and procedures • Apply general principles from the materials to similar and new situations • Explain the rationale behind a procedure, policy, or communication 	<p>Achieving TABE Success in Reading, Level D 20, 37-44, 59-82, 113-120, 151-166, 185-192, 201-212, 225-236 Breakthroughs in Critical Reading 13-21, 29-36, 56-63, 69-76, 104-112 Breakthroughs in Social Studies 17-22, 27-36, 38-44, 87-93, 98-106, 170-174, 180-183 Breakthroughs in Science 14-27, 96-101 Complete Pre-GED 111-112, 224-236, 239-254, 261-280, 293-295, 341, 767-784 Pre-GED Language Arts, Reading 13-20, 27-32, 38-46, 49-53, 77-80, 143-145, 149-153, 172-174, 186, 189 Pre-GED Science 31-38, 53-62 Pre-GED Mathematics 144-181 Pre-GED Social Studies 22-24, 55-56 Reading Basics, Intermediate 2 Reader 8, 13-14, 18, 23, 28, 33, 39, 43, 47, 54, 58, 63, 68, 72, 76, 80, 83-84, 88, 93, 98, 114 Reading Basics, Intermediate 2 Workbook 12-15, 19-28, 57-86, 125-170, 183-236, 241-243 Building Skills with TABE, Level D, Reading, Language, Spelling 13-32 Building Skills with TABE, Level D, Math 37-43 Essentials of Reading, Book 6: 8-10, 15, 17-18, 25, 27-28, 33, 35-38, 45-48, 55-56, 63, 65-66, 73-74, 81, 83-84, 93-94, 101, 111 Number Power 5: Graphs, Tables, Schedules and Maps, 12-96 Number Power 8: Analyzing Data 8-26, 28-52 Number Power, Intermediate 2, Level D 80-92 The Math Problem Solver 10, 20, 140, 173, 205, 219, 236, 251, 258 Essential Skills for the Workplace: Forms 25-34, Unit 3, 157-160 Essential Skills for the Workplace: Obtaining Information 25-36, 71-80, 136-137 Essential Skills for the Workplace: Building Workplace Competencies 42-43, 46-47, 58-60, 72-77, 94-95, 107-108, 118-124, 128-129 Essential Skills for the Workplace: Improving Workplace Performance 30-31, 64-65, 116-125 Essential GED 308-310, 313-316 Complete GED 619-623, 628-636 GED Language Arts, Reading 117-148, 193-196, 230-237 Top 50 Reading Skills for GED Success 20-21, 24-25, 28-29, 38-45, 52-61</p> <p><i>Software</i> MHC Interactive: Pre-GED: Reading Unit 1, Lessons 1.1, 1.3, 1.4, Unit 2, Lesson 2.2, Unit 3, Lessons 3.2-3.6, Units 5, 6, 7, 8 MHC Interactive: Pre-GED Math Unit 8, Lesson 8.1 MHC Interactive Software: GED, Reading Unit 4-lesson 4.3 Basic Skills Interactive: Reading Unit 3, Lesson 3.1, Unit 4, Lesson 4.2, Unit 5, Lesson 5.3, Math Unit 8, Lessons 8.1-8.4</p>		

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WorkKeys Assessment-Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Reading for Information-7</p> <ul style="list-style-type: none"> • Figure out the definitions of difficult, uncommon words based on how they are used • Figure out the meaning of jargon or technical terms based on how they are used • Figure out the general principles behind policies and apply them to situations that are quite different from any described in the materials 	<p>Achieving TABE Success in Reading, Level A 37-44, 117-124, 155-162, 193-216, 225-248 Essential GED 31, 34-36, 38-43, 45, 48, 51, 121-122, 289-290, 293, 297, 300-301, 322, 325 GED Social Studies 27-38, 59-70, 73-94, 105-106, 110-115 GED Science 49-94, GED Language Arts, Reading 15-72, 79-84, 99-105, 110-128, 166-216, 225-248, 263-266 GED Reading, Social Studies, Science Exercise Bks. in exercises throughout Reading Basics, Advanced Reader 59, 65, 71, 76, 81, 86, 91, 96 Reading Basics, Advanced Workbook 12-15, 129-252, 257-262 The Complete GED 61, 170-171, 212, 217-230, 231-239, 242-249, 251-262, 594-590, 603-605, 607-612, 674, 809 Building Skills with TABE, Level A, Reading, Language, Spelling 18-32 Essential Skills for the Workplace: Forms- throughout Essential Skills for the Workplace: Obtaining Information- throughout Essential Skills for the Workplace: Building Workplace Competencies- throughout Essential Skills for the Workplace: Improving Workplace Performance- throughout Top 50 Reading Skills for GED Success 24-25, 34-35, 38-41, 52-59 Top 50 Science Skills for GED Success 24-29, 34-39 Top 50 Social Studies Skills for GED Success 22-35, 42-43, 54-55</p> <p><i>Software</i> MHC: Interactive: GED: Social Studies Unit 1, 2, Unit 3, Lessons 3.1-3.3, Unit 4 MHC: Interactive: GED: Language Arts, Reading Unit 1, Lesson 1.1, Unit 3, Lessons 3.1, 3.2, 3.3, Unit 4, Lesson 4.5, Units 2, 5, 6, 7</p>		

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<p>Applied Mathematics-3</p> <ul style="list-style-type: none"> Solve problems that require a single type of mathematics operation (addition, subtraction, multiplication, and division) using whole numbers Add or subtract negative numbers Change numbers from one form to another using whole numbers, fractions, decimals, or percentages Convert simple money and time units (e.g., hours to minutes) 	<p>Achieving TABE Success in Mathematics- Level M 15-23, 26-33, 36-45, 48-60, 75-76, 86, 99, 125, 137-140 Building Skills with TABE, Level M, Math 4-11, 22-28, 30-39, 46-58, 67-70 Number Power Level E 17, 31, 46, 53 Number Power-Add, Subtract, Multiply, Divide-1: 15-22, 37-43 Number Power-Fractions/Decimals/Percents- 2: 22-25, 32-35, 67-69, 73-83 Number Power-Level M 3-4, 6-17, 19-28, 30-32, 38-41, 52-66, 68, 71-72, 82-83, 86-89, 95-117, 119, 123-126 Number Power-Review 22-23, 34-35 Number Power Pre-Algebra 16-17 Number Power-Algebra-3: 10-17, 42-43, 64-65, 146-147 Number Power-Calculator Power 51, 91-96 Number Sense- Whole Numbers, Add & Subtract 17-69 Number Sense- Whole Numbers, Multiply & Divide 7-23, 25-29, 50-54, 57-69 Number Sense-Decimals, Add & Subtract 26-46, 57-67 Number Sense-Decimals, Multiply & Divide 24-31 Number Sense-Fractions, Add & Subtract 7-18, 32-67 Math Foundations 2-10, 13, 21, 30-31, 56, 59-60, 72, 84-97, 99-109, 133-136, 138, 170 Math Exercises, Problem Solving and Applications 3-7, 10-19 Math Exercises, Whole Numbers 5-8, 10-14 Math Exercises, Decimals 12-19, 28 Math Exercises, Fractions 3-11, 13-17 Math Exercises, Pre-Algebra 8-11, 14-22 Real Numbers, Algebra Basics 3-29, 31-32 Real Numbers, Geometry Basics 26-32 Real Numbers, Measurement 11-24, 46-63, 69 Math Skills That Work, 1: 18-19, 38-39, 116-117, 124-125, 143, 159 Math Skills That Work, 2: 2-18 Breakthroughs- Math 1: 18-24, 28-37, 40-50, 56-66, 125-131 Breakthroughs- Math 2: 104-108 Get That Job- Your Basic Skills 5-8, 10-11 Essential Skills for the Workplace: Using Forms 18-19, 28-29, 62-63 Essential Skills for the Workplace: Obtaining Information 39-48, 131-140</p> <p><i>Software</i> MHC Interactive: Pre-GED: Math Units 1, 2, 3, 7, and 9 Basic Skills Interactive: Math Unit 1, Lessons 1.1, 1.3, 1.4, Unit 2, Unit 3 Lessons 3.3-3.5, Unit 4, Unit 5, Lessons 5.1-5.4, Unit 6, Lessons 6.1-6.3</p>		

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<p>Applied Mathematics-4</p> <ul style="list-style-type: none"> • Solve problems that require one or two operations • Multiply negative numbers • Calculate averages, simple ratios, simple proportions, or rates using whole numbers and decimals • Add commonly known fractions, decimals, or percentages (e.g., 1/2, .75, 25%) • Add up to three fractions that share a common denominator • Multiply a mixed number by a whole number or decimal • Put the information in the right order before performing calculations 	<p>Achieving TABE Success in Mathematics- Level M 63-81, 84-93, 100-101, 113 Number Power Level E 83, 100-118 Number Power-Level M 3-6, 9, 16-41, 51-65, 67-69, 71-72, 76, 82-117, 119, 122-126 Number Power-Add, Subtract, Multiply, Divide-1: 37-42, 62-68, 71-75, 111, 149 Number Power- Fractions/Decimals/Percents- 2: 11-12,19,21-28,30-35,37-42, 45-46, 55-56, 73-83, Number Power-Algebra-3: 42-43, 64-65, 146-147 Number Power-Graphs, Tables, Schedules, and Maps-5: 16-68, 81-87 Number Power-Review 12-14, 33-35, 72-77, 94-97, 128, 154-171 Number Power-Analyzing Data-8: 2-35, 38-42, 60, 62-69, 92-98 Number Power-Measurement-9: 8-11, 30, 60-61, 63-65, 74-81, 103-104 Number Power-Calculator Power 51, 91-96 Number Sense- Whole Numbers, Add & Subtract 33-69 Number Sense- Whole Numbers, Multiply & Divide 7-29, 57-69 Number Sense-Decimals, Add & Subtract 26-46, 57-67 Number Sense-Decimals, Multiply & Divide 7-31 Number Sense-Ratio & Proportion 7-33 Number Sense- Fractions, Add & Subtract : 4-18, 28-30, 32-67 Number Sense- Fractions, Multiply & Divide: 16-19 Math Exercises, Problem Solving and Applications 3-7, 8-19 Math Exercises, Whole Numbers 10-14, 16-20 Math Exercises, Decimals 12-19, 28 Math Exercises, Fractions 3-11, 13-17 Math Exercises, Pre-Algebra 8-11, 14-22 Real Numbers, Algebra Basics 3-29, 31-32 Real Numbers, Geometry Basics 26-32 Real Numbers, Measurement 11-24, 46-63, 69 Real Numbers, Tables, Graphs, & Data Interpretation 1-43, 61-65 Real Numbers, Estimation 2, Fractions 23-27, 29 Foundations Math: 2-10, 13, 84, 99-109, 120-124, 130-136, 138, 141, 170 Breakthroughs- Math 1: 44-50, 54-64, 67, 72-89, 140-152 Breakthroughs- Math 2: 66-70, 78-84, 88-94, 100-103, 107, 113, 172-177 Math Skills that Work-1: 18-19, 38-39, 116-117, 124-125, 143, 159, 164-174 Pre GED- Math 69-70,78-80,82-83,90-92,144-145,149-163, 181-183, 212, 216-217 Building Skills with TABE, Level M, Math 8-16, 22-28, 30-34, 42-58, 67-70, 72-76 Get That Job- Your Basic Skills 9-11 Math Skills That Work, 2: 2-18, 165-179</p> <p><i>Software</i> MHC Interactive: Pre-GED: Math Unit 1, Lessons 1.1, 1.2, 1.4, 1.5, Units 2, 3, 7, 9 Basic Skills Interactive: Math Unit 1 Lessons 1.1, 1.2, 1.4, 1.5, Units 2,4,5, 6, Unit 3 Lessons 3.3-3.5</p>		

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<p>Applied Mathematics-5</p> <ul style="list-style-type: none"> • Decide what information, calculations, or unit conversions to use to solve the problem • Look up a formula and perform single-step conversions within or between systems of measurement • Calculate using mixed units (e.g., 3.5 hours and 4 hours 30 minutes) • Divide negative numbers • Find the best deal using one- and two-step calculations and then comparing results • Calculate perimeters and areas of basic shapes (rectangles and circles) • Calculate percent discounts or markups 	<p>Achieving TABE Success in Mathematics- Level D 32-37, 73-78, 86-87, 91-96, 133-148 Number Power Level M 78-81 Number Power Level D 1-13, 23-30, 34-47, 57-62, 64, 66-77, 80-93, 95-96, 100-102, 104-118, 122-135, Number Power-Level A 115, 117-118 Number Power- Fractions/Decimals/Percents- 2: 11, 13, 25, 64-68, 73, 75, 79-82, 86-90, 98-108, 110-120, 160-161, 167-168 Number Power-Review 8-9, 38-39, 46-50, 54-59, 65, 92-94, 116-117, 120-123, 136-139, 182-183, 188-189, 204-211, 216-225, 227 Number Power-Algebra-3: 38-50, 52-64 Number Power-Geometry-4: 73-145 Number Power-Word Problems-6: 28-30, 48-55, 61-62, 89-103, 118, 129-131 Number Power-Analyzing Data-8: 8-26, 28-52 Number Power-Measurement-9: 20-36, 38-43, 108-112, 128-140 Number Power-Consumer Math 105, 120, 236 Breakthroughs- Math 1: 54-55, 67, 140-144, 154-155 Breakthroughs- Math 2: 6-21, 34-39, 42-45, 48-65, 88-91, 100-103, 114-122, 124-127, 132, 134-136, 141 Building Skills with TABE, Level M, Math 35-40 Building Skills with TABE, Level D, Math 14-19, 24-35, 37-69 Pre GED- Math 16-20, 34-51, 57-61, 64-72, 75-89, 109-122, 125-181, 187-208, 212-219, 225-235 GED Math Problem Solver 10, 13-15, 20, 25-32, 38-47, 52-57, 77-84, 116, 131, 140, 144, 156, 173, 189-195, 202-253, 258 Essential Skills for the Workplace: Obtaining Information 95-106 Complete Pre GED 707-721, 753-784, 801-811, 813-818 Math Exercises, Decimals 12-15, 17-23, 28 Math Exercises, Percents 6-9, 12-13, 20-21 Math Exercises, Geometry 4-7, 10-11, 14-15, 24, 26, 28 Math Exercises, Algebra 3-9</p> <p><i>Software</i> MHC Interactive: Pre-GED: Math Units 2, 7, 9, Unit 4-Lessons 4.1-4.3, Unit 5-Lessons 5.1-5.4, Unit 6-Lessons 6.1-6.2, Unit 8-Lesson 8.1 Basic Skills Interactive: Math Units 2, 4, 6, 7, 8, Unit 1 Lesson 1.1, Unit 5 Lessons 5.1, 5.4, 5.5</p>		

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<p>Applied Mathematics-6</p> <ul style="list-style-type: none"> • Use fractions, negative numbers, ratios, percentages, or mixed numbers • Rearrange a formula before solving a problem • Use two formulas to change from one unit to another within the same system of measurement • Use two formulas to change from one unit in one system of measurement to a unit in another system of measurement • Find mistakes in questions that belong at Levels 3, 4, and 5 • Find the best deal and use the result for another calculation • Find areas of basic shapes when it may be necessary to rearrange the formula, convert units of measurement in the calculations, or use the result in further calculations • Find the volume of rectangular solids • Calculate multiple rates 	<p>Achieving TABE Success in Mathematics- Level D 37, 40-50, 53-70, 73-78, 81-96, 102-110, 122-123, 133-138, 141-148 Number Power Level D 1-13, 23-30, 34-49, 53-64, 66-78, 92-93, 100-101, 106-118, 122-135 Number Power- Fractions/Decimals/Percents- 2: 11, 13, 22, 25-26, 31-32, 34-35, 42-44, 49-54, 65-68, 73, 75, 79-82, 86-90, 98-108, 110-120, 160-161, 167-168 Number Power- Word Problems-6: 26, 28-30, 37, 48-55, 58, 61-62, 68, 87, 89-103, 129-131, 135, 154-160 Number Power-Problem Solving- 7: 200-205 Number Power- Measurement-9: 20-36, 38-43, 108-114, 128-140 Number Power- Review 8-9, 22-23, 38-39, 46-50, 54-59, 65, 78-111, 116-117, 120-123, 132-157, 180-181, 204-211, 218-225, 252-253, 256-257 Number Power-Consumer Math 11-223 Building Skills with TABE, Level D, Math 10-22, 24-35, 50-75 GED Math Problem Solver 8, 13-15, 38-47, 52-57, 72, 77-84, 100-111, 116, 131, 138, 144, 156, 181, 189-195, 202-204, 214-218, 226-253 Number Power-Algebra-3: 10-23, 48-52, 162-185, 226-239, 242-253 Math Exercises, Geometry-4: 10-34 Breakthroughs- Math 1: 140-144, 154-155 Breakthroughs- Math 2: 6-21, 34-39, 42-45, 48-65, 88-91, 100-103, 114-122, 134-135, 142-148 Math Exercises, Decimals 12-15, 17-23, 28 Math Exercises, Percents 6-9, 12-13, 20-21 Math Exercises, Geometry 3-7, 10-11, 14-15, 24, 26, 28 Math Exercises, Pre-Algebra 3-4, 28 Math Exercises, Fractions 7-8, 13-15, 19-22, 24-26, 28 Pre GED- Math 16-25, 34-51, 57-72, 75-122, 125-143, 212-219 Complete Pre GED 676-679, 697, 707-721, 721-744, 753-766, 801-811, 813-818 Top 50 Math Skills for GED Success 18-23, 26-47, 62-65, 92-95</p> <p><i>Software</i> MHC Interactive: Pre-GED: Math Units 2, 3, 7, Unit 1 Lesson 1.2, Unit 4 Lessons 4.1-4.3, Unit 5 Lessons 5.1-5.4, Unit 6 Lessons 6.1-6.2, Unit 9 Lesson 9.5 Basic Skills Interactive: Math Units 1, 2, 3, 7, Unit 5 Lessons 5.1, 5.4, 5.5, Unit 6 Lessons 6.1-6.3</p>		

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<p>Applied Mathematics-7</p> <ul style="list-style-type: none"> • Solve problems that include nonlinear functions and/or that involve more than one unknown • Find mistakes in Level 6 questions • Convert between systems of measurement that involve fractions, mixed numbers, decimals, and/or percentages • Calculate multiple areas and volumes of spheres, cylinders, or cones • Set up and manipulate complex ratios or proportions • Find the best deal when there are several choices • Apply basic statistical concepts 	<p>Achieving TABE Success in Mathematics- Level A 24-29, 45, 51-52, 64, 73, 76-81, 87-91, 106, 122, 125-126, 148, 150-157 Number Power Level E 73-84 Number Power Level M 84-96 Number Power Level A 11-16, 23, 47-50, 54-62, 65-76, 78-84, 92, 105-135 Number Power- Graphs, Charts, Maps-5: throughout book Number Power- Word Problems-6: 44-45 Number Power-Problem Solving- 7: 22-23, 121-126, 148-150, 156-167 Number Power- Measurement-9: 44-51 Number Power- Review 8, 22-23, 38-39, 46-50, 63, 92-94, 154-172, 261 Math Skills that Work-2: 160-179 Pre GED- Math 149-231 Breakthroughs- Math 2: 159-171 Building Skills with TABE, Level A, Math 12-19, 24-43, 50-62, 64-68, 70-75 GED Math Problem Solver 8, 10, 12-15, 20, 24, 34-56, 72, 75-94, 102-105, 108-111, 114, 116, 131, 140, 144, 167, 173, 178-179, 181, 187, 196-205, 207-219, 226-253, 258 GED Math 24-29, 36-38, 51-74, 95-102, 137-212, 215, 217, 223-290, 292-293, 306-316, 323-335, 343-346 Calculator Power for GED 17-19, 37-39, 70-77, 90-99, 144-186 Calculator Essentials for GED 12-13, 24-29, 36 GED Math Exercises 20-21, 27-35, 48-111 Essential GED 341-354, 360, 366-371, 380-407, 410-413, 419-424, 429-455 Complete GED 275-282, 285, 702-708, 729-730, 742-743, 775-804, 809-815, 820-834, 841-846, 850-851, 854-863, 873-911 Top 50 Math Skills for GED Success 30-33, 38-45, 62-65, 92-95, 106-109</p> <p><i>Software</i> MHC Interactive: GED: Math Units 1, 5, 6, 8</p>		

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WorkKeys Assessment- Level/Skills	MHC Resources / Pages	Assign	Complete
Business Writing-1	Achieving TABE Success in Reading- Level E 21-36 Achieving TABE Success in Language- Level E 71-94, 131-142, 147-166, 183-186 Essential Skills for the Workplace: Forms 25-26 Essential Skills for the Workplace: Obtaining Information 156-159 Essential Skills for the Workplace: Building Workplace Competencies 72-74, 118-119, 128-129, 191 Essential Skills for the Workplace: Improving Workplace Performance 32-33 Get That Job: Finding Job Openings 22, 28-31 Get That Job: Writing Letters and Resumes 4-31 Get That Job: Your Work Experience Inventory 4-31 Get That Job: Your Basic Skills 15-20 Get That Job: Using a Job Hunt Planner 4, 6, 11, 16, 21, 31 Get That Job: Job Hunting with the Telephone 4, 8, 12-14, 18, 24, 26 Get That Job: Filling Out Job Applications 4, 7, 13, 18, 20, 23, 26 Work Matters-Job Search 1-18, 37-46 Reading Basics, Introductory Reader 9, 13 Reading Basics, Introductory Workbook 10, 12, 15, 19-44, 53-56, 212-213, 215 Vocabulary Exercises: Understanding Language 8-19, 25-27 Word Power, Intermediate I: 12, 16, 19-20, 24, 30, 34, 38, 42, 48, 51-52, 56, 60, 66, 70, 74, 78, 80-81, 84, 86, 88, 90-92, 96, 98, 102, 105-106, 110, 114 Building Skills with TABE, Level E, Reading, Language, Spelling 9-13, 39-43, 49-57 Essentials of Reading, Book 2: 46-48, 50, 53-57, 59-61, 72-73, 80-81 Essentials of Reading, Book 3: 7, 15-16, 25, 35, 55-56, 63, 71-72, 81, 91, 99 Language Builder, Introductory 18-30, 70-97, 130-165, 174-181 Introductory Word Book Activity Book 19-22 Reading and Writing Handbooks: Introductory Word Book 58-59, 61		

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WorkKeys Assessment-Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Business Writing-2</p>	<p>Achieving TABE Success in Language- Level M 77-100, 137-148, 157-180, 189-204 Essential Skills for the Workplace: Obtaining Information 36 Essential Skills for the Workplace: Building Workplace Competencies 72-74 Get That Job: Using a Job Hunt Planner 21-29 Get That Job: Writing Letters and Resumes 4-31 Get That Job: Filling Out Job Applications 6, 13-17 Get That Job: Your Basic Skills 13-14, 17, 20-22 Work Matters-Job Search 1-18, 37-64 Work Matters-Workplace Skills 43-50 Breakthroughs in Writing and Language 12-13, 18-19, 26-37, 46-49, 52-55, 62-65, 88-90, 110-114, 121-124, 131-137, 141-161, 187-189 Foundations: Writing 114-115, 119-121, 153, 163-171, 119-121, 128-129 Grammar Write Away, Book 1: 10-11, 115-119, 122-131, 134-136, 140-142, 145-148 The Write Stuff: Shaping Sentences 10-13, 22-23, 50-67, 70-74, 76-86, 117, 128-131, 152-159 The Write Stuff: Writing for a Purpose 142-157 Writing and Reading the Essay 130-131, 135-137, 179-194 Building Skills with TABE, Level M, Reading, Language, Spelling 41-46, 52-67 Language Builder, Intermediate 1: 74-97, 130-141, 146-165, 170-185 Word Power, Intermediate 2: 50, 58, 62, 76, 86, 94, 98, 108, 112, 116 Beginning English Writing Skills 111-114 Communication Skills That Work, Book 2: 112-116 Essentials of Reading, Book 4 7, 25, 81, 91 Essentials of Reading, Book 5 15, 51, 61</p> <p><i>Software</i> MHC Interactive: Pre-GED: Writing Unit 1, Lesson 1.4, Unit 3 Lesson 3.1, Unit 4, Lessons 4.1, 4.2, Unit 5, Lesson 5.1, 5.2 Basic Skills Interactive: Writing Unit 1, Lesson 1.2, Unit 3 Lesson 3.1, Unit 4, Lesson 4.2, Unit 5, Lessons 5.1-5.5</p>		

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WorkKeys Assessment-Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Business Writing-3</p>	<p>Achieving TABE Success in Language- Level M 77-100, 109-112, 129-132, 137-140, 157-160, 173-180, 193-204 Achieving TABE Success in Reading- Level M 67-74, 165-170 GED Language Arts, Reading 79 GED Essay 65-84 Get That Job: Using a Job Hunt Planne r21-31 Pre GED Language Arts, Writing 177-197 Breakthroughs in Writing and Language 12-13, 18-19, 26-37, 46-49, 52-65, 70-83, 88-90, 98-114, 120-135, 141-161, 187 Breakthroughs in Critical Reading 13-27, 56-76, 128-139 Breakthroughs in Science 32-36, 96-106 Foundations: Writing 4-9, 16-19, 22-29, 34-35, 52-53, 66-69,114-115, 119-121, 123-130, 133-142, 143-148, 153-171 Foundations: Social Studies 4-21, 26-39, 48-55 Grammar Write Away, Book 1: 10-11, 28-40, 54-56, 59-60, 74-75, 79-92,99-119, 122-131, 134-136, 140-142, 145-148 The Write Stuff: Shaping Sentences 10-13, 22-23, 50-67, 70-74, 76-86,117, 128-131,142-145, 154-159 The Write Stuff: Writing for a Purpose 146-157 The Write Stuff: Putting It in Paragraphs 14-29, 38-55 Writing and Reading the Essay 10-14, 16-19, 22-24,130-131, 135-137, 139-147,149-194 Building Skills with TABE, Level M, Reading, Language, Spelling 16-26, 33-67 Language Builder, Intermediate 1: 22-69, 74-97, 102-125,134-141, 146-165, 170-181 Word Power, Intermediate 2: 50, 58, 62, 76, 86, 94, 98, 108, 112, 116 Beginning English Writing Skills 111-114 Communication Skills That Work, Book 2: 112-116 Essentials of Reading, Book 4: 9-10, 17-18, 27-28, 35-36, 45-46, 55-56, 65-66, 75-76,83-84, 91,94, 101-102, 111-113 Essentials of Reading, Book 5: 10, 18-20, 27-28, 35-36, 45-46, 54, 63-64, 73-74,83-86, 91-94, 101-102, 111 Reading Basics, Intermediate 1 Reader 10, 16, 21, 26, 32, 36, 42, 48, 55, 62, 67, 72, 77,84, 89 Reading Basics, Intermediate 1 Workbook 11-15, 57-86, 117-170, 212-213</p> <p><i>Software</i> MHC Interactive: Pre-GED: Writing Unit 1, Lesson 1.4-1.5, Unit 2, Lessons 2.2, 2.3, Unit 3 Lesson 3.1-3.2, Unit 4, Lessons 4.1, 4.2, Unit 5, Lesson 5.1, 5.2, Unit 6, Unit 8-lesson 8.1 MHC Interactive: Pre-GED: Reading Unit 1, Lesson 1.1- 1.3, Unit 3, Lessons 3.2-3.5, Unit 6, Lesson 6.3 Basic Skills Interactive: Writing Unit 1, Lesson 1.2, Unit 3 Lesson 3.1-3.2, Unit 4, Lesson 4.1-4.4, Unit 5, Lessons 5.1-5.5 Unit 2, Lessons 2.4-2.5</p>		

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WorkKeys Assessment- Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Business Writing-4</p>	<p>Achieving TABE Success in Language- Level D 75-106, 111-114, 119-130, 159-162, 195-198 Achieving TABE Success in Reading- Level D 135-142, 175-178, 193-208 Essential Skills for the Workplace: Building Workplace Competencies 12-13 GED Language Arts, Reading 128-136 Get That Job: Filling Out Job Applications Throughout Get That Job: Getting Ready for Interviews 29 Essential GED 109-122, 126 Complete GED 172-175, 187-190, 196 GED Language Arts, Writing 219-230, 239-252 GED Essay 16-20, 34-36, 52-55, 71-74, 92-95, 109-111, 127-129 Breakthroughs in Critical Reading 13-21, 29-36, 56-63,104-112 Breakthroughs in Social Studies 27-36, 38-44, 98-106,170-174, 180-183 Breakthroughs in Writing and Language 26-37, 46-49,62-65, 88-90, 110-115, 131-137, 141,143-163, 171-174, 176-178,185-189 Complete Pre-GED 57-69, 83-84, 112-113, 139-150,153-155, 159-176,224-236, 239-254, 261-264, 271-280, 293-295 Pre-GED Language Arts, Reading 13-20, 27-32, 38-46, 49-53, 77-80, 143-145, 186, 189 Pre-GED Science 31-38, 55-62 Pre-GED Language Arts, Writing 13-21, 23-24, 27-28, 33, 101-114, 121-127, 133-134,139-152, 157-169 Reading Basics, Intermediate 2: Reader 68, 72, 76, 80,84, 88, 93, 98 Reading Basics, Intermediate 2: Workbook 12-15, 125-170, 183-236, 241-243 Building Skills with TABE, Level D, Reading, Language, Spelling 19-32, 41-66 Essentials of Reading, Book 6: 8-9, 17, 25-28, 33, 35, 45-46, 55, 63, 65-66, 73-74, 83-84, 91-94, 101, 111 The Write Stuff: Putting It in Paragraphs 19-33, 38-47, 56-60, 86-87, 112, 125-126 The Write Stuff: Shaping Sentences 25-27, 30, 66-67, 113-117, 154-159 The Write Stuff: Test and Essay Writing 2-12, 26-28 The Write Stuff: Writing for a Purpose 142-146 Language Builder, Intermediate 2: 74-149,154-197 Grammar Write Away, Book 2: 12-56, 73-74, 111-113, 152-155 English Exercises: Improving Writing Style & Paragraphing 17-29 Top 50 Writing Skills for GED Success 20-31, 58-61, 72-77, 86-87, 96-97, 102-103</p> <p><i>Software</i> MHC Interactive: Pre-GED: Writing Unit 5, Lesson 5.1-5.2, Units 4, 6 MHC Interactive: Pre-GED: Reading Unit 1, Lessons 1.1, 1.4, Unit 2, Lesson 2.2, Unit 3, Lessons 3.2, 3.4-3.6, Units 5, 6, 7, 8 MHC Interactive GED, Writing Unit 3-lesson 3.1 Basic Skills Interactive: Writing Unit 4, Lessons 4.1-4.2, Unit 5, Lesson 5.1-5.5, Unit 6, Lessons 6.2- 6.3 Basic Skills Interactive: Reading Unit 4, Lesson 4.2, Unit 5, Lesson 5.3</p>		

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WorkKeys Assessment-Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Business Writing-5</p>	<p>Achieving TABE Success in Reading- Level A 171-174, 201-208, 225-228, 245-248 Achieving TABE Success in Language- Level A 75-106, 119-122, 131-134, 143-150, 175-178, 195-198 Essential GED 109-122, 126 Complete GED 172-175, 187-190, 196 GED Language Arts, Writing 219-230, 239-252 GED Essay 16-20, 34-36, 52-55, 71-74, 92-95, 109-111, 127-129 Essential GED 31, 34-36, 38-43, 45, 48, 51, 62-63, 83-106, 121-122, 289-290, 293, 297, 300-301, 306, 322, 325 GED Social Studies 27-38, 59-70, 73-94, 105-106, 110-115 GED Science 49-94 GED Language Arts, Reading 15-72, 79-84, 99-105, 110-128, 166-216, 225-248, 263-266 GED Language Arts, Writing 19-24, 29, 31-32, 34-35, 43, 83-104, 115, 145-147, 149-156, 177-180, 183-185, 259-263, 286-292, 294 GED Language Arts, Writing Exercise Book 4, 24-30, 32-33, 38-46, 52-55, 65, 68-69 Reading Basics, Advanced Reader 59, 65, 71, 76, 81, 86, 91, 96 Reading Basics, Advanced Workbook 12-15, 129-252, 257-262 The Complete GED 61, 65-67, 105-143, 153-168, 170-171, 212, 217-239, 242-249, 251-262, 589-590, 594-598, 603-605, 607-612, 674-675, 809 Building Skills with TABE, Level A, Reading, Language, Spelling 18-32, 42-63 The GED Essay 18-19, 30-32, 34-39, 52-55, 75-76, 89, 97, 112-117, 127-129, 134, 148-149, 161, 187-188, 190, 246-255, 258 Word Power, Advanced 2: 15-16, 42, 86-87, 103, 113-114 Language Builder, Advanced 74-105, 110-133, 138-197 Practical English Writing Skills 19-24 GED Reading, Social Studies, Science in exercises throughout Exercise Books Top 50 Writing Skills for GED Success 20-31, 54-55, 72-73, 78-79, 86-87, 92-93, 96-97, 102-103</p> <p><i>Software</i></p> <p>MHC Interactive: GED: Language Arts, Writing Units 1, 2, Unit 3-lesson 3.1, Unit 5, Lesson 5.1-5.3 MHC Interactive: GED: Social Studies Units 1, 2, 4 Unit 3, Lessons 3.1- 3.3 MHC: Interactive: GED: Language Arts, Reading Units 2, 5, 6, 7, Unit 1, Lesson 1.1, Unit 3, Lessons 3.1-3.3, Unit 4, Lesson 4.5</p>		

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WorkKeys Assessment- Level/Skills	MHC Resources / Pages	Assign	Complete
Writing-1	Achieving TABE Success in Language- Level E 19-66, 79-86, 115-122, 131-142, 147-150, 171-178 Reading Basics, Introductory Reader 9 Reading Basics, Introductory Workbook 19-28, 53-56 Vocabulary Exercises: Understanding Language 8-13, 25-27 Word Power, Intermediate I: 12, 16, 19-20, 24, 30, 34, 38, 42, 48, 51-52, 56, 60, 66, 70, 72-74, 78, 80-81, 84, 86, 88, 90-92, 96, 98, 102, 104-106, 110, 114 Essentials of Reading, Book 2: 48, 53-54, 70, 80-81 Essentials of Reading, Book 3 7, 9, 15, 25, 35, 55-56, 63, 81, 91, 99, 102 Introductory Word Book Activity Book 19-22, 24, 26 Building Skills with TABE, Level E, Reading, Language, Spelling 31-65 Language Builder, Introductory 18-97, 99-189 Reading and Writing Handbooks: Introductory Word Book 19-20, 58-59, 61 Essential Skills for the Workplace: Forms 25-26 Essential Skills for the Workplace: Obtaining Information 156-159 Essential Skills for the Workplace: Building Workplace Competencies 40-41, 72-74, 118-119, 128-129, 191 Essential Skills for the Workplace: Improving Workplace Performance 32-33 Get That Job: Finding Job Openings 28-31 Get That Job: Writing Letters and Resumes 4-31 Get That Job: Your Work Experience Inventory 4-31 Get That Job: Your Basic Skills 15-19, 21 Work Matters-Career Exploration 37-62 Work Matters-Job Search 1-18, 37-64		

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<p>Writing-3</p>	<p>Achieving TABE Success in Reading- Level M 21-28, 167-170, 209-212 Achieving TABE Success in Language- Level M 41-44, 77-84, 89-96, 105-132, 157-176, 193-204 Breakthroughs in Critical Reading 13-27, 56-69, 104-112, 128-139, 179-186, 113-120, 164-167 Breakthroughs in Science 32-36, 101-106 Breakthroughs in Writing and Language 12-13, 18-19, 26-37, 46-49, 52-65, 70-83, 88-90, 98-114, 120-137, 141-161, 189 Breakthroughs in Social Studies 22-27 Foundations: Social Studies 4-9, 16-21, 32-39, 48-55, 60-67, 76-83 Foundations: Writing 4-9, 16-19, 22-29, 34-35, 52-53, 66-69, 114-115, 119-121, 123-130, 133-148, 153-171 Reading Basics, Intermediate 1 Reader 10, 16, 62, 67, 72, 77, 84, 89 Reading Basics, Intermediate 1 Workbook 8-9, 11-15, 21-44, 53-56, 117-210, 212-214 Building Skills with TABE, Level M, Reading, Language, Spelling 10-14, 22-26, 28-67 Essentials of Reading, Book 4: 7, 9-10, 15, 17-18, 25, 27-28, 33, 35-36, 45-46, 53, 55-56, 63, 65, 73, 75-76, 81, 83-84, 91, 93-94, 99, 101, 111-113 Essentials of Reading, Book 5: 7, 9-10, 15, 17-18, 25, 27-28, 33, 35-36, 45, 51, 53-54, 61, 63, 71, 73-74, 83-84, 91-94, 99, 101-102, 109-110, 112 Grammar Write Away, Book 1: 10-11, 28-40, 54-56, 59-60, 74-75, 79-92, 99-119, 122-131, 134-136, 140-142, 145-148 The Write Stuff: Shaping Sentences 10-13, 22-23, 50-67, 70-74, 76-86, 117, 128-131, 142-145, 152-159 The Write Stuff: Putting It in Paragraphs 14-29, 38-55 The Write Stuff: Writing for a Purpose 142-157 Writing and Reading the Essay 10-14, 16-19, 22-24, 130-131, 135-137, 139-147, 149-188, 190 Language Builder, Intermediate 1: 22-69, 74-97, 102-125, 134-141, 146-165, 170-185 Word Power, Intermediate 2: 12, 16, 20, 24, 30, 34, 38, 42, 48, 50, 52, 56, 58, 60, 62, 66, 70, 74, 76, 78, 84, 86, 88, 92, 94, 96, 98, 102, 106, 108, 110, 112, 114, 116 Communication Skills That Work, Book Two 112-116 Beginning English Writing Skills 111-114 Vocabulary Exercises: Getting Meaning from Context 3-6, 24-28 GED Essay 65-84 Pre GED Language Arts, Writing 177-197 Work Matters-Job Search 37-64</p> <p><i>Software</i> MHC Interactive: Pre-GED: Reading Unit 1, Lesson 1.1, 1.2, 1.4, Unit 2, Lesson 2.2, Unit 3, Lessons 3.2, 3.4, 3.5, Unit 5, Lesson 5.2, 5.3, Unit 6, Lesson 6.3 MHC Interactive: Pre-GED: Writing Unit 1, Lessons 1.4, 1.5, Unit 2, Lessons 2.2, 2.3, Unit 3, Lessons 3.1, 3.2, Unit 4, Lessons 4.1, 4.2, Unit 5, Lesson 5.1, 5.2, Unit 6, Unit 8-lesson 8.1 Basic Skills Interactive: Reading Unit 4, Lesson 4.2 Basic Skills Interactive: Writing Unit 1, Lesson 1.2, Unit 2, Lessons 2.4-2.5, Unit 3, Lessons 3.1-3.2, Unit 4, Lesson 4.1-4.3, Unit 5, Lessons 5.1-5.5</p>		

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Writing-5	<p>Achieving TABE Success in Language- Level D 35-66, 75-106, 131-134, 159-174, 183-186, 195-198 Achieving TABE Success in Reading- Level D 167-174, 221-225 Breakthroughs in Critical Reading 13-21, 29-36, 56-63, 104-112, 164-167 Breakthroughs in Science 31-38, 55-62, 133-134 Breakthroughs in Social Studies 27-36, 38-44, 98-106, 170-174, 180-183 Breakthroughs in Writing and Language 14-15, 18-21, 26-37, 45-49, 55-65, 70-91, 98-115, 120-137, 141, 143-163, 171-174, 176-178, 180-189 Complete Pre-GED 46-52, 57-69, 78-84, 89-113, 124, 127-136, 139-150, 153-155, 159-176, 196-197, 211-213, 224-236, 239-254, 261-264, 271-280, 293-295 Pre-GED Language Arts, Reading 13-22, 27-32, 38-46, 49-53, 77-80, 143-145, 186, 189 Pre-GED Science 42-44 Pre-GED Social Studies 29-30 Pre-GED Language Arts, Writing 13-21, 23-24, 27-28, 30-46, 51-77, 81-93, 101-119, 121-127, 133-152, 157-169 Reading Basics, Intermediate 2 Reader 8, 14, 18, 68, 72, 76, 80, 84, 88, 93, 98 Reading Basics, Intermediate 2 Workbook 12, 7, 13-15, 21-44, 53-54, 56, 125-170, 183-237, 241-243 Word Power, Advanced 1: 17-18, 22-23, 27-28, 35, 39, 40, 44-45, 49-50, 56-57, 61-62, 66-67, 71-72, 78-79, 83-84, 88-89, 93-94, 100-101, 105-106, 110-111, 115-116, 122-123, 127-129, 132-133, 137-138 Building Skills with TABE, Level D, Reading, Language, Spelling 10-12, 19-66 English Exercises: Improving Writing Style & Paragraphing 5-9, 17-29 Essentials of Reading, Book 6: 8-9, 15-17, 25-28, 33, 35, 45-46, 55, 63, 65-66, 71, 73-74, 81-84, 91-94, 99-101, 110-111 Grammar Write Away, Book 2: 12-56, 67-74, 77-83, 85-103, 111-113, 118-120, 134-135, 152-155 Language Builder, Intermediate 2: 22-197 The Write Stuff: Putting It in Paragraphs 19-28, 38-47, 56-60, 86-87, 112, 125-126 The Write Stuff: Test and Essay Writing 2-12, 26-28 The Write Stuff: Shaping Sentences 25-27, 30, 66-67, 113-117, 154-159 The Write Stuff: Writing for a Purpose 142-146 The Write Stuff: Life Skills Writing 25-27, 30, 66-67 Get That Job: Your Basic Skills 13-14 Essential GED 109-122, 126 Complete GED 172-175, 187-190, 196 GED Language Arts, Writing 219-230, 239-252 GED Essay 16-20, 34-36, 52-55, 71-74, 92-95, 109-111, 127-129 Work Matters-Workplace Skills 43-50 Work Matters-Job Search 47-64 Top 50 Writing Skills for GED Success 20-43, 56-67, 78-79</p> <p><i>Software</i> MHC Interactive: Pre-GED: Reading Unit 1, Lessons 1.1, 1.4, Unit 2, Lesson 2.2, Unit 3, Lessons 3.2, 3.4-3.6, Units 5, 6, 7, 8 MHC Interactive: Pre-GED: Writing Unit 2, Unit 3, Unit 4, Unit 5, Lesson 5.1, 5.2, Unit 6 Basic Skills Interactive: Reading Unit 4, Lesson 4.2, Unit 5, Lesson 5.3 Basic Skills Interactive: Writing Unit 2, Lessons 2.2, 2.4, 2.5, Unit 3, Lessons 3.1-3.2, Unit 4, Lessons 4.1-4.2, Unit 5, Lesson 5.1-5.5, Unit 6, Lessons 6.2- 6.3</p>		

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WorkKeys Assessment-Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Locating Information-3</p> <ul style="list-style-type: none"> Find one or two pieces of information in a graphic Fill in one or two pieces of information that are missing from a graphic 	<p>Achieving TABE Success in Reading- Level M 87-116, 139-146 Essential Skills for the Workplace: Forms 16-17, 38-39, 50-53, 64-66, 106-107 Essential Skills for the Workplace: Obtaining Information 22-23, 39-48, 119-130 Essential Skills for the Workplace: Building Workplace Competencies 102, 107, 109 Essential Skills for the Workplace: Improving Workplace Performance 108-109, 117-120, 124-125 Number Power E 73-85 Number Power M 90-96 Number Power 1, Additions & Subtraction 130, 142-148, 151-161 Number Power 5 Graphs, Tables, Schedules & Maps: 2-4, 16-43, 56-67, 80-85 Number Power 7 Problem Solving & Test taking Strategies: 156-165 Number Power 8 Analyzing Data: 32-48 Math Skills That Work, Book 2: 168-173, 178-179 Breakthroughs in Math Book 2: 164-171 Breakthroughs in Social Studies 46-68 Breakthroughs in Critical Reading 13-27, 56-69, 104-112, 128-139, 179-186 Breakthroughs in Science 32-36, 101-106 Foundations in Social Studies 4-9, 16-21, 32-39, 48-55, 60-67, 76-83, 124-141 Building Skills with TABE, Level M, Reading, Language, Spelling 4-9, 22-26, 28-32 Reading Basics, Intermediate 1 Reader 43, 49, 56, 62, 67, 72, 77, 84, 89 Reading Basics, Intermediate 1 Workbook 9-15, 87-120, 171-208, 210-214 Real Numbers: Tables, Graphs & Data Interpretation 1-34 Vocabulary Exercises, Getting Meaning from Context 21, 23 Essentials of Reading, Book 4: 7-10, 17-18, 27-28, 35-36, 45-48, 55-58, 65, 75-76, 83-86, 93-94, 101, 111-113 Essentials of Reading, Book 5: 9-10, 17-18, 27-28, 33, 35-36, 45, 53-56, 63, 65-66, 73-76, 83-84, 93-94, 101-104, 110, 112</p> <p><i>Software</i> MHC Interactive: Pre-GED: Reading Unit 1 Lessons 1.1, 1.2, Unit 2 Lesson 2.2, Unit 3 Lessons 3.2, 3.4, 3.5, Unit 5 Lesson 5.3, Unit 6 Lesson 6.3 Basic Skills Interactive: Reading Unit 4 Lesson 4.2</p>		

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WorkKeys Assessment-Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Locating Information-4</p> <ul style="list-style-type: none"> • Find several pieces of information in one or two graphics • Understand how graphics are related to each other • Summarize information from one or two straightforward graphics • Identify trends shown in one or two straightforward graphics • Compare information and trends shown in one or two straightforward graphics 	<p>Achieving TABE Success in Reading- Level M 87-116, 163-166 Breakthroughs in Critical Reading 13-27, 56-69, 128-139 Breakthroughs in Science 32-36, 101-106 Breakthroughs in Social Studies 46-68 Breakthroughs in Writing and Language 29, 52-55, 62-65, 88-90, 110-114, 131-137, 141, 146-161, 187-189 Breakthroughs in Math Book 2: 162-163 Foundations: Social Studies 4-9, 16-21, 32-39, 48-55, 124-141 Foundations: Writing 119-121, 128-129, 163, 165-171 Reading Basics, Intermediate 1 Reader 43, 49, 56, 62, 67, 72 Reading Basics, Intermediate 1 Workbook 9-15, 87-170, 210-213 Building Skills with TABE, Level M, Reading, Language, Spelling 4-9, 22-26, 52-67 Essentials of Reading, Book 4: 7, 10, 17-18, 25, 28, 36, 46-48, 55-58, 65, 76, 81, 83-86, 91, 94, 101, 111-113, Essentials of Reading, Book 5: 10, 15, 18, 27-28, 35-36, 45, 51, 54-56, 61, 63, 65-66, 73-76, 83-84, 93-94, 102-104 Vocabulary Exercises: Getting Meaning from Context 21, 23 Writing and Reading the Essay 135-137, 144-145, 179-194 Grammar Write Away, Book 1: 122-126, 134, 140-142, 145-148 The Write Stuff: Shaping Sentences 70-74, 152-159 The Write Stuff: Writing for a Purpose 142-157 Word Power, Intermediate 2: 50, 58, 62, 76, 86, 108, 112, 116 Language Builder, Intermediate 1: 138-141, 146-165, 170-185 Communication Skills That Work, Book Two 112-116 Number Power 1: Addition, Subtraction, Multiplication, and Division 130, 142-148, 151-161 Number Power 5: Graphs, Tables, Schedules, and Maps 16-19, 80-85 Real Numbers: Tables, Graphs, and Data Interpretation 1-35, 44-50, 61-65 Essential Skills for the Workplace: Obtaining Information 39-48 Essential Skills for the Workplace: Improving Workplace Performance 57-59, 108-109, 117-120, 124-125 Number Power M 84-87 Math Skills That Work, Book 2: 162-164, 174-177</p> <p><i>Software</i> MHC Interactive: Pre-GED: Reading Unit 1, Lesson 1.1, 1.2, Unit 3, Lessons 3.2, 3.4, 3.5, Unit 6, Lesson 6.3 MHC Interactive: Pre-GED: Writing Unit 5, Lesson 5.1-5.2 Basic Skills Interactive: Writing Unit 5, Lessons 5.1-5.5</p>		

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WorkKeys Assessment- Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Locating Information-5</p> <ul style="list-style-type: none"> • Sort through distracting information • Summarize information from one or more detailed graphics • Identify trends shown in one or more detailed or complicated graphics • Compare information and trends from one or more complicated graphics 	<p>Achieving TABE Success in Reading- Level D 88-120, 135-142 Breakthroughs in Critical Reading 13-21, 29-36, 56-63, 196-207 Breakthroughs in Social Studies 27-36, 38-44, 78-84, 98-106, 142-149 Complete Pre-GED 189-195, 224-236, 271-280, 293-295 Pre-GED Language Arts, Reading 13-16, 19-20, 38-46, 143-145, 186, 189 Pre-GED Science 31-38, 55-62 Reading Basics, Intermediate 2 Reader 54, 58, 63, 68, 72, 76, 80 Reading Basics, Intermediate 2 Workbook 9-12, 97-170, 241-243 Building Skills with TABE, Level D, Reading, Language, Spelling 4-9, 19-25 Essentials of Reading, Book 6: 27-28, 33, 35, 45-48, 57-58, 65-66, 74-76, 83-86, 93-94, 101 Essential Skills for the Workplace: Improving Workplace Performance 57-59, 117-120, 124-125 Number Power D 80-82, 93 Number Power 5: 70-91 Number Power Review 154-155, 157-159 Top 50 Reading Skills for GED Success 18-19 Top 50 Science Skills for GED Success 22-25, 79, 81, 83, 87, 89, 91, 93, 95, 97, 101, 103 Top 50 Social Studies Skills for GED Success 104-121 Top 50 Math Skills for GED Success 78-89</p> <p><i>Software</i> MHC Interactive: Pre-GED: Reading Unit 1, Lessons 1.1, 1.4, Unit 3, Lessons 3.2, 3.4, 3.5 Basic Skills Interactive: Reading Unit 4, Lesson 4.2</p>		
<p>Locating Information-6</p> <ul style="list-style-type: none"> • Draw conclusions based on one complicated graphic or several related graphics • Apply information from one or more complicated graphics to specific situations • Use the information to make decisions 	<p>Achieving TABE Success in Reading- Level D 88-120 Achieving TABE Success in Reading- Level A 89-96 Essential Skills for the Workplace: Improving Workplace Performance 117-120, 124-125 Number Power A 65, 74, 77 Number Power 7: 142-143, 151, 153 Number Power 8: 34-37, 54-59 Number Power Review 158-175 Top 50 Reading Skills for GED Success 18-19 Top 50 Science Skills for GED Success 22-25, 79, 81, 83, 87, 89, 91, 93, 95, 97, 101, 103 Top 50 Social Studies Skills for GED Success 104-121 Top 50 Math Skills for GED Success 78-89</p>		

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WorkKeys Assessment- Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Teamwork-3</p> <ul style="list-style-type: none"> • Recognize team goals • Show acceptance of team goals by working cooperatively with other team members • Identify problems and their causes • Persevere in solving problems • Accept membership in the team • Demonstrate a positive attitude, respond appropriately to praise, and give positive feedback • Display trust in other team members • Be dependable in completing tasks correctly and on time 	<p>Achieving TABE Success in Reading- Level M 123-130, 139-146 Breakthroughs in Critical Reading 13–27, 56–69, 128–139 Breakthroughs in Science 32–36, 101–106 Foundations: Social Studies 4–9, 16–21, 32–39, 48–55 Reading Basics, Intermediate 1 Reader 62, 67, 72 Reading Basics, Intermediate 1 Workbook 11–15, 117–170, 212–213 Building Skills with TABE, Level M, Reading, Language, Spelling 22–26 Essentials of Reading, Book 4: 10, 17–18, 28, 36, 46, 55–56, 65, 76, 83–84, 94, 101, 111–113 Essentials of Reading, Book 5: 10, 18, 27–28, 35–36, 45, 54, 63, 73-74, 83–84, 93–94, 102 Essential Skills for the Workplace: Improving Workplace Performance 13-14, 26-29, 48-49, 72-73, 78-79, 90-93, 100-109, 116-125 Get That Job: Filling Out Job Applications 3, 26-30 Work Matters-Workplace Skills 43-50 Work Matters-Human Relations on the Job 59-68</p> <p><i>Software</i> MHC Interactive: Pre-GED: Reading Unit 1, Lesson 1.1, 1.2, Unit 3, Lessons 3.2, 3.4, 3.5, Unit 6, Lesson 6.3</p>		
<p>Teamwork-4</p> <ul style="list-style-type: none"> • Use prioritization and time management skills to effectively and efficiently accomplish tasks • Exhibit creative thinking when solving problems or accomplishing tasks • Show a commitment to quality • Show sensitivity to customer needs • Practice followership by taking direction and responding appropriately to negative feedback • Demonstrate respect for other team members • Show an appreciation for diversity among team members 	<p>Achieving TABE Success in Reading- Level M 123-130, 167-170, 209-212 Breakthroughs in Critical Reading 13–27, 56–69, 104–112, 128–139, 179–186 Breakthroughs in Science 32–36, 60–67, 76–83, 101–106 Foundations: Social Studies 4–9, 16–21, 32–39, 48–55 Reading Basics, Intermediate 1 Reader 62, 67, 72, 77, 84, 89 Reading Basics, Intermediate 1 Workbook 11–15, 117–208, 212–214 Building Skills with TABE, Level M, Reading, Language, Spelling 22–26, 28–32 Essentials of Reading, Book 4: 9-10, 17–18, 27-28, 35-36, 45-46, 55-56, 65, 75-76, 83–84, 93-94, 101, 111–113 Essentials of Reading, Book 5: 9-10, 17-18, 27-28, 33, 35-36, 45, 53-54, 63, 73-74, 83–84, 93–94, 101-102, 110, 112 Essential Skills for the Workplace: Building Workplace Competencies 22-23, 58-60, 70-71, 92-93, 109-111, 118-119 Essential Skills for the Workplace: Improving Workplace Performance 13-14, 26-29, 40-41, 72-73, 78-79, 90-93, 100-101, 104-107, 114-115, 121-125 Get That Job: Finding Job Openings 13, 15 Work Matters-Human Relations on the Job 81-90</p> <p><i>Software</i> MHC Interactive: Pre-GED: Reading Unit 1, Lesson 1.1, 1.2, Unit 2, Lesson 2.2, Unit 3, Lessons 3.2, 3.4, 3.5, Unit 5, Lesson 5.3, Unit 6, Lesson 6.3 Basic Skills Interactive: Reading Unit 4, Lesson 4.2</p>		

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WorkKeys Assessment- Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Teamwork-5</p> <ul style="list-style-type: none"> • Exhibit good decision-making and analyzing skills • Delegate responsibility • Show leadership by both assuming the directive role and giving that role to others • Empower other team members • Display initiative • Be properly assertive in explaining personal convictions honestly and with sincerity 	<p>Achieving TABE Success in Reading- Level D 151-158, 175-178 Breakthroughs in Critical Reading 13-21, 29-36, 56-63 Breakthroughs in Social Studies 27-36, 38-44, 98-106 Complete Pre-GED 224-236, 271-280, 293-295 Pre-GED Language Arts, Reading 13-16, 19-20, 38-46, 143-145, 186, 189 Pre-GED Science 31-38, 55-62 Reading Basics, Intermediate 2 Reader 68, 72, 76, 80 Reading Basics, Intermediate 2 Workbook 12, 125-170, 241-243 Building Skills with TABE, Level D, Reading, Language, Spelling 19-25 Essentials of Reading, Book 6 27-28, 33, 35, 45-46, 65-66, 74, 83-84, 93-94, 101 Essential Skills for the Workplace: Building Workplace Competencies 22-23, 70-71, 86-87, 118-119, 128-129 Essential Skills for the Workplace: Improving Workplace Performance 26-33, 40-41, 48-49, 72-73, 78-79, 88-93, 106-107, 112-117, 121-125 Work Matters-Personal Resources 29-40 Top 50 Reading Skills for GED Success 24-25, 34, 40-41, 94 Top 50 Science Skills for GED Success 34-35, 38-41 Top 50 Social Studies Skills for GED Success 54-57</p> <p><i>Software</i> MHC Interactive: Pre-GED: Reading Unit 1, Lessons 1.1, 1.4, Unit 3, Lessons 3.2, 3.4, 3.5 Basic Skills Interactive: Reading Unit 4, Lesson 4.2</p>		

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WorkKeys Assessment-Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Teamwork-6</p> <ul style="list-style-type: none"> • Perform structuring and process planning by organizing the various parts of a problem or task, sequencing them, and determining who will be responsible for them • Create and revise team goals by shifting from one objective to another, depending on circumstances • Integrate or synthesize multiple task components into a coherent whole • Be flexible in the roles they play on the team using active listening, questioning, and directive behaviors • Resolve conflict among team members and give negative feedback in a constructive manner • Build team cohesiveness by helping to create a feeling of unity within the team 	<p>Achieving TABE Success in Reading- Level A 155-162 Essential GED 34–36, 41, 45, 48, 51, 121–122, 289, 293, 297, 322 GED Social Studies 27–38, 65–70, 79–84, 92–94, 110–113 GED Science 49–56, 73–85, 88–94 GED Language Arts, Reading 15–38, 47, 50–56, 65–70, 79–84, 110–113, 179–193, 263–266 GED Reading, Social Studies Exercise Bks. in exercises throughout GED Science Exercise Book 9–12, in exercises throughout Reading Basics, Advanced Reader 59, 65, 71, 76 Reading Basics, Advanced Workbook 12–13, 15, 129–190, 257–261 The Complete GED 217–230, 237–239, 245–248, 251–262, 594–598 Building Skills with TABE, Level A, Reading, Language, Spelling 18–25 Essential Skills for the Workplace: Building Workplace Competencies 22-23, 107-108, 118-119, 128-129 Essential Skills for the Workplace: Improving Workplace Performance 13-14, 26-33, 40-41, 48-49, 72-73, 78-79, 88-93, 100-101, 106-109, 114-115, 123-125 Get That Job: Finding Job Openings 4-30 Work Matters-Human Relations on the Job 59-80 Top 50 Reading Skills for GED Success 24-25, 34, 40-41, 94 Top 50 Science Skills for GED Success 34-35, 38-41 Top 50 Social Studies Skills for GED Success 48-57</p> <p><i>Software</i> MHC: Interactive: GED: Social Studies Unit 1, Lesson 1.1, Unit 3, Lessons 3.1, 3.3, Unit 4 MHC: Interactive: GED: Language Arts, Reading Unit 1, Lesson 1.1, Unit 3, Lessons 3.1, 3.2, 3.3, Unit 4, Lesson 4.5, Unit 6, Lesson 6.4</p>		

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WorkKeys Assessment-Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Observation-3</p> <ul style="list-style-type: none"> Remember a few strongly prompted details Pay attention to the basic parts of a straightforward procedure Remain aware of instructions and reminders that give strong cues Concentrate on the important elements of a procedure 	<p>Achieving TABE Success in Reading- Level M 205-208 Foundations: Social Studies 60–67, 76–83 Breakthroughs in Critical Reading 104–112, 179–186 Reading Basics, Intermediate 1 Reader 77, 84, 89 Reading Basics, Intermediate 1 Workbook 12–13, 15, 171–208, 213–214 Building Skills with TABE, Level M, Reading, Language, Spelling 28–32 Essentials of Reading, Book 4: 9–10, 17–18, 27, 35, 45, 75, 93, 101 Essentials of Reading, Book 5: 9, 17, 27–28, 33, 35–36, 53, 83–84, 93,101, 110, 112 Essential Skills for the Workplace: Building Workplace Competencies 30-31, 44-47, 61-65, 80-81, 94-95 Essential Skills for the Workplace: Improving Workplace Performance 15-17, 54-56, 90-91, 106-109, 121-125 Work Matters-Human Relations on the Job 91-100</p> <p><i>Software</i> Basic Skills Interactive: Reading Unit 4, Lesson 4.2 MHC Interactive: Pre-GED: Reading Unit 2, Lesson 2.2, Unit 5, Lesson 5.3</p>		
<p>Observation-4</p> <ul style="list-style-type: none"> Select and pay attention to the components of a straightforward procedure with some details that are hard to notice Remember a few important details that are reinforced Remain focused on relevant details when there are some extra details or distractions 	<p>Achieving TABE Success in Reading- Level M 205-208 Foundations: Social Studies 60–67, 76–83 Breakthroughs in Critical Reading 104–112, 179–186 Reading Basics, Intermediate 1 Reader 77, 84, 89 Reading Basics, Intermediate 1 Workbook 12–13, 15, 171–208, 213–214 Building Skills with TABE, Level M, Reading, Language, Spelling 28–32 Essentials of Reading, Book 4: 9–10, 17–18, 27, 35, 45, 75, 93, 101 Essentials of Reading, Book 5: 9, 17, 27–28, 33, 35–36, 53, 83–84, 93,101, 110, 112 Essential Skills for the Workplace: Forms 38-39 Essential Skills for the Workplace: Building Workplace Competencies 30-31, 42, 46-47, 52-55, 61-65, 80-81, 94-95, 107-108, 128-129 Essential Skills for the Workplace: Improving Workplace Performance 46-47, 54-56, 90-91, 106-109, 121-125 Work Matters-Human Relations on the Job 101-102 Work Matters-Career Exploration 1-8, 67-70</p> <p><i>Software</i> Basic Skills Interactive: Reading Unit 4, Lesson 4.2 MHC Interactive: Pre-GED: Reading Unit 2, Lesson 2.2, Unit 5, Lesson 5.3</p>		

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WorkKeys Assessment-Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Observation-5</p> <ul style="list-style-type: none"> • Focus attention on and remember several important details from a complex set of events that may occur at the same time • Maintain attention to significant details with little prompting • Remember relevant aspects of the information presented • Remember several important details about unique material • Ignore irrelevant background information or distractions and pay attention only to important points 	<p>Achieving TABE Success in Reading- Level D 143-150, 175-178, 225-228 Breakthroughs in Critical Reading 13-21, 29-36, 56-63, 104-112 Breakthroughs in Social Studies 27-36, 38-44, 98-106, 170-174, 180-183 Complete Pre-GED 224-236, 239-254, 261-264, 271-280, 293-295 Pre-GED Language Arts, Reading 13-20, 27-32, 38-46, 49-53, 77-80, 143-145, 186, 189 Pre-GED Science 31-38, 55-62 Reading Basics, Intermediate 2 Reader 68, 72, 76, 80, 84, 88, 93, 98 Reading Basics, Intermediate 2 Workbook 12-15, 125-170, 183-236, 241-243 Building Skills with TABE, Level D, Reading, Language, Spelling 19-32 Essentials of Reading, Book 6: 8-9, 17, 27-28, 33, 35, 45-46, 55, 63, 65-66, 73-74, 83-84, 93-94, 101, 111 Essential Skills for the Workplace: Building Workplace Competencies 107-108 Essential Skills for the Workplace: Improving Workplace Performance 15-17, 106-109 Work Matters-Human Relations on the Job 101-102 Work Matters-Career Exploration 1-8</p> <p><i>Software</i> MHC Interactive: Pre-GED: Reading Unit 1, Lessons 1.1, 1.4, Unit 2, Lesson 2.2, Unit 3, Lessons 3.2, 3.4, 3.5, 3.6, Units 5, 6, 7, 8 Basic Skills Interactive: Reading Unit 4, Lesson 4.2, Unit 5, Lesson 5.3</p>		

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WorkKeys Assessment-Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Observation-6</p> <ul style="list-style-type: none"> • Recognize a number of steps that are presented at the same time • Notice and remember several details that are relevant to the procedure • Visualize how a step fits into the procedure even if there are not many hints or reminders • Disregard irrelevant information • Interpret if-then and cause-and-effect relationships that affect tasks • Make predictions, comparisons, and evaluations 	<p>Achieving TABE Success in Reading- Level A 147-170, 237-240 Essential GED 31, 34-36, 38-43, 45, 48, 51, 121-122, 289, 290, 293, 297, 300-301, 322, 325 GED Social Studies 27-38, 59-70, 73-94, 105-106, 110-115 GED Science 49-94 GED Language Arts, Reading 15-52, 50-72, 79-84, 99-105, 110-128, 166-216, 225-248, 263-266 GED Reading, Social Studies Exercise Bks. in exercises throughout GED Science Exercise Book 9-12, in exercises throughout GED Mathematics 292-307 GED Math Exercise Book 94-102 Reading Basics, Advanced Reader 59, 65, 71, 76, 81, 86, 91, 96 Reading Basics, Advanced Workbook 12-15, 129-252, 257-262 The Complete GED 61, 170-171, 212, 217-239, 242-249, 251-262, 589-590, 594-598, 603-605, 607-612, 674, 775-784, 809, 835-854 Building Skills with TABE, Level A, Reading, Language, Spelling 18-32 Building Skills with TABE, Level A, Mathematics 44-49 Number Power 3: Algebra 11, 38-41, 44-46, 116-121 Number Power Advanced, Level A 86-103 Number Power Review 24-26 Calculator Power for the GED 118-127 Calculator Essentials for the GED 33-36 The GED Math Problem Solver 26-33, 90-93 Essential Skills for the Workplace: Obtaining Information 48, 80, 92, 118, 130, 140 Essential Skills for the Workplace: Building Workplace Competencies 24-25, 80-81, 94-95, 107-108 Essential Skills for the Workplace: Improving Workplace Performance 10-11, 18-19, 28-29, 60-61, 90-91, 121-125 Work Matters-Human Relations on the Job 101-102 Work Matters-Career Exploration 1-8 Top 50 Reading Skills for GED Success 24-25, 40-49, 54-57 Top 50 Science Skills for GED Success 28-31, 36-39 Top 50 Social Studies Skills for GED Success 34-35, 40-41, 46-47, 54-55 Top 50 Math Skills for GED Success 102-103, 112-113</p> <p><i>Software</i> MHC: Interactive: GED: Social Studies Units 1, 2,4, Unit 3, Lessons 3.1-3.3, Unit 4 MHC: Interactive: GED: Language Arts, Reading Unit 1, Lesson 1.1, Unit 3, Lessons 3.1, 3.2, 3.3, Unit 4, Lesson 4.5, Units 2, 5, 6, 7 MHC Interactive: GED: Mathematics Unit 7</p>		

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WorkKeys Assessment-Level/Skills	MHC Resources / Pages	Assign	Complete
Listening-1	Achieving TABE Success in Reading- Level E 75-82 New Reader Bookstore: 10 Audiocassettes Workbooks: Book 1: 9, 16, 27, 34, 45, 52, 63, 70 Book 2: 9, 16, 27, 34, 45, 52, 63, 70 Book 3: 9, 16, 27, 34, 45, 52, 63, 70 Book 4: 9, 16, 27, 34, 45, 52, 63, 70 Book 5: 7, 12, 21, 26, 34, 40, 50, 56, 70 Reading for Adults (90-book series) Essential Skills for the Workplace: Obtaining Information 5-14 Essential Skills for the Workplace: Building Workplace Competencies 72-73, 125-127 Essential Skills for the Workplace: Improving Workplace Performance 15-17, 28-29, 46-47, 62-63, 102-109 Get That Job: Finding Job Openings 9, 11, 15, 20-21 Get That Job: Job Hunting with the Telephone 20-31 Work Matters-Workplace Skills 1-36, 69-72 Work Matters-Personal Resources 53-56		
Listening-2	Achieving TABE Success in Reading- Level E 67-82 New Reader Bookstore: 10 Audiocassettes Workbooks: Book 1: 9, 16, 27, 34, 45, 52, 63, 70 Book 2: 9, 16, 27, 34, 45, 52, 63, 70 Book 3: 9, 16, 27, 34, 45, 52, 63, 70 Book 4: 9, 16, 27, 34, 45, 52, 63, 70 Book 5: 7, 12, 21, 26, 34, 40, 50, 56, 70 Reading for Adults (90-book series) Essential Skills for the Workplace: Forms 92-93, 118-119 Essential Skills for the Workplace: Obtaining Information 5-14 Essential Skills for the Workplace: Building Workplace Competencies 44-45, 72-73, 125-127 Essential Skills for the Workplace: Improving Workplace Performance 15-17, 28-29, 46-47, 62-63, 102-109 Get That Job: Finding Job Openings 9, 19 Get That Job: Job Hunting with the Telephone 14-17, 20-31 Get That Job: Getting Ready for Interviews 5 Work Matters-Personal Resources 53-56 Work Matters-Human Relations on the Job 13-33		

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Listening-3	Achieving TABE Success in Reading- Level M 75-82, 131-138, 177-212 Breakthroughs in Science 32-36, 96-106 Breakthroughs in Critical Reading 13-27, 56-76, 104-112, 128-139, 179-186 Foundations: Social Studies 4-21, 26-39, 48-55, 60-67, 76-83 Reading Basics, Intermediate 1 Reader 10, 16, 21, 26, 32, 36, 42, 48, 55, 62, 67, 72, 77, 84, 89 Reading Basics, Intermediate 1 Workbook 11-15, 57-86, 117-208, 212-214 Building Skills with TABE, Level M, Reading, Language, Spelling 16-26, 28-32 Essentials of Reading, Book 4: 9-10, 17-18, 27-28, 35-36, 45-46, 55-56, 65-66, 75-76, 83-84, 93-94, 101-102, 111-113 Essentials of Reading, Book 5: 9-10, 17-20, 27-28, 33, 35-36, 45-46, 53-54, 63-64, 73-74, 83-86, 93-94, 101-102, 110-112 Essential Skills for the Workplace: Forms 92-93, 118-119 Essential Skills for the Workplace: Obtaining Information 6-14 Essential Skills for the Workplace: Building Workplace Competencies 72-73, 125-127 Essential Skills for the Workplace: Improving Workplace Performance 28-29, 62-63, 102-109 Get That Job: Finding Job Openings 9, 17, 19 Get That Job: Job Hunting with the Telephone 16-31 Work Matters-Personal Resources 53-56 Work Matters-Human Relations on the Job 101-102 Work Matters-Job Search 65-68, 79-82 <i>Software</i> MHC Interactive Pre-GED Reading Unit 1 Lesson 1.1-1.3, Unit 2 Lesson 2.2, Unit 3 Lesson 3.2-3.5, Unit 5 Lesson 5.3, Unit 6 Lesson 6.3 Basic Skills Interactive: Reading Unit 4, Lesson 4.2		

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WorkKeys Assessment- Level/Skills	MHC Resources / Pages	Assign	Complete
Listening-4	Achieving TABE Success in Reading- Level M 67-82, 139-146, 177-212 Breakthroughs in Science 32–36, 96–106 Breakthroughs in Critical Reading 13–27, 56–76, 104–112, 128–139, 179–186 Foundations: Social Studies 4–21, 26–39, 48–55, 60–67, 76–83 Reading Basics, Intermediate 1 Reader 10, 16, 21, 26, 32, 36, 42, 48, 55, 62, 67, 72, 77, 84, 89 Reading Basics, Intermediate 1 Workbook 11–15, 57–86, 117–208, 212–214 Building Skills with TABE, Level M, Reading, Language, Spelling 16–26, 28–32 Essentials of Reading, Book 4: 9-10, 17–18, 27–28, 35–36, 45–46, 55–56, 65–66, 75–76, 83-84, 93-94, 101–102, 111-113 Essentials of Reading, Book 5: 9-10, 17–20, 27–28, 33, 35–36, 45–46, 53-54, 63-64, 73–74, 83–86, 93–94, 101-102, 110-112 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 <i>Software</i> MHC Interactive: Pre-GED: Reading Unit 1, Lesson 1.1-1.3, Unit 2, Lesson 2.2, Unit 3, Lesson 3.2-3.5, Unit 5, Lesson 5.3, Unit 6, Lesson 6.3 Basic Skills Interactive: Reading Unit 4, Lesson 4.2		
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WorkKeys Assessment- Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Applied Technology-3</p> <ul style="list-style-type: none"> • Identify how basic tools work • Identify how simple machine parts work • Apply basic principles to solve problems involving a simple system • Solve basic problems • Identify the clear physical symptom that points to the potential source of a problem • Identify the best solution after eliminating clearly unsuitable possibilities 	<p>Essential Skills for the Workplace: Improving Workplace Performance 37-49, 116-120, 123-125, 153 GED Science 100, 104, 305-307, 330-331 GED Science Exercises 16, 21, 51, 53-54, 69-71 Complete GED 561-564, 573 Top 50 Science Skills for GED Success 30-31, 34-35, 40-41, 94-99</p>		
<p>Applied Technology-4</p> <ul style="list-style-type: none"> • Understand the operation of moderately complex tools and diagnostic equipment • Understand the operation of moderately complex machines and systems • Apply less obvious basic principles to solve problems within physical systems • Solve moderate problems • Eliminate physical symptoms that do not point to the source of a problem, disregarding extraneous information • Identify the best solution after eliminating other unsuitable possibilities 	<p>Achieving TABE Success in Mathematics- Level M 117-121, 131-134 Essential Skills for the Workplace: Obtaining Information 119-121, 124-125 GED Science 100, 112, 305, 309, 359, 457, 461-457 GED Science Exercises 53, 55, 64-65, 67 Complete GED 561-562 Number Power- Measurement-9: 17 Top 50 Science Skills for GED Success 30-31, 34-35, 40-41, 94-99 Top 50 Math Skills for GED Success viii-ix, 20-21, 94-101, 145</p>		

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WorkKeys Assessment- Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Applied Technology-5</p> <ul style="list-style-type: none"> • Understand the operation of moderately complex tools and diagnostic equipment, choose the best tool for the task • Understand the operation of complex machines, systems • Apply two or more principles of technology as they interact in moderately complex systems • Solve moderate and advanced problems • Eliminate physical symptoms that do not lead to the source of a problem by disregarding extraneous information; use clues to find problem source • Identify the best solution after eliminating other unsuitable possibilities 	<p>Achieving TABE Success in Mathematics- Level D 113-126 Achieving TABE Success in Reading- Level D 105-108, 113-120 GED Science Exercises 64 Complete GED 513, 891 Number Power D 122-135 Number Power Review 204-211, 219, 224 Number Power- Measurement-9: 38-43, 108-112, 120-121 Breakthroughs in Critical Reading 196-207 Breakthroughs in Social Studies 78-84, 142-149 Complete Pre GED 189-195, 813-818 Reading Basics, Intermediate 2, Reader 54, 58, 63 Reading Basics, Intermediate 2, Workbook 9-11, 97-124 Building Skills with TABE, Level D, Reading, Language, Spelling 4-9 Building Skills with TABE, Level D, Math 56-63 Math Problem Solver 38-40, 52-57, 78-84 Essentials of Reading, Book 6: 47-48, 57-58, 75-76, 85-86 Math Exercises, Geometry 3-7, 10-11, 14-15, 24, 26, 28 Top 50 Science Skills for GED Success 94-99 Top 50 Math Skills for GED Success viii-ix, 20-21, 56-69, 94-107, 145</p> <p><i>Software</i> MHC Interactive: Pre-GED: Math Unit 7 Lessons 7.3-7.6 Basic Skills Interactive: Math Unit 5 Lessons 5.1, 5.4, 5.5</p>		

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WorkKeys Assessment- Level/Skills	MHC Resources / Pages	Assign	Complete
<p>Applied Technology-6</p> <ul style="list-style-type: none"> • Understand the operation of complex tools and diagnostic equipment, choosing the best tool for the task • Understand the operation of complex machines and their components • Apply two or more principles of technology as they interact in complex systems • Solve advanced problems where a variety of mechanical, electrical, thermal, or fluid faults could be the reason for the problem • Eliminate physical symptoms that do not lead to the source of a problem by disregarding extraneous information; use less obvious clues to find the source of a problem • Test possible hypotheses to ensure the problem is diagnosed correctly and the best solution is found 	<p>Achieving TABE Success in Mathematics- Level A 130-142 Achieving TABE Success in Reading- Level A 109-112, 117-124 Number Power A 114-135 Number Power- Measurement-9: 116 Essential GED 193-195, 396-399, 419-424, 440-455 GED Language Arts, Reading 128-132 GED Social Studies 29, 95-98, 107-110 Reading Basics, Advanced Reader 40, 45, 50, 55 Reading Basics, Advanced Workbook 9-11, 87-116, 125, 127-128, 255 Complete GED 275-287, 427-436, 854-863, 893-896, 904-911 GED Math 223-233, 249-252, 259-280, 323-335 GED Math Exercises 20-21, 82-93, 103-111 Calculator for GED 144, 162-164 GED Math Problem Solver 38-56 Building Skills with TABE, Level A, Reading, Language, Spelling 4-10 Building Skills with TABE, Level A, Math 56-62 Top 50 Science Skills for GED Success 28-29, 34-37, 40-41, 94-103 Top 50 Social Studies Skills for GED Success 32-33, 52-53, 116-117 Top 50 Math Skills for GED Success 52-53, 56-69, 145, 148</p> <p><i>Software</i> MHC Interactive: GED: Social Studies Unit 2 Lesson 2.5 MHC Interactive: GED: Math Unit 8 Lessons 8.2, 8.3</p>		