ProLiteracy New Readers Press®

Career Power correlated to CCRS, CASAS, WorkKeys standards

Book/Unit/Lesson	CCR Standards, Level C	CASAS	WorkKeys
NRP 7461: *Career Power: Workplace Skills*			
Unit 1, Lesson 1: Listen Effectively	Speaking & Listening Anchor 1	Competencies 0.1.1, 0.1.2, 0.1.3, 0.1.4, 0.1.6, 0.1.7, 0.2.1, 4.6.1, 7.2.1	
Unit 1, Lesson 2: Express Ideas Clearly	Speaking & Listening Anchors 1, 4	Competencies 0.1.2, 0.2.1 RDG 2.10;W 6.2, W 6.8	
Unit 1, Lesson 3: Find and Use Information	Speaking & Listening Anchor 2 Reading Anchor 4	Competencies 0.1.6, 0.2.1, 2.1.4, 2.5.1, 2.8.3, 4.4.8, 4.6.2, 4.6.3, 4.6.4, 4.6.5, 7.2.1, 7.4.2 RDG 2.3, RDG 2.9, RDG2.10, RDG 3.12, RDG 4.3, RDG 4.4; W 5.2, W 6.8	WKL 3.1, WKL 4.1
Unit 1, Lesson 4: Follow Directions	Speaking & Listening Anchor 2 Reading Anchor 3	Competencies 0.16, 0.7, 4.1.2, 4.6.1, 4.8.1 RDG 4.5	WKR 3.3, WKR 4.4
Unit 2, Lesson 1: Maintain a Positive Attitude		Competencies 4.4.1, 4.4.2, 7.5.1, 7.5.2	
Unit 2, Lesson 2: Be Friendly and Polite	Language Anchor 3	Competencies 0.1.1, 0.1.2, 0.1.4, 0.1.7, 0.1.8, 0.2.1, 0.2.4, 4.4.1, 4.4.2	
Unit 2, Lesson 3: Be Willing to Learn	Language Anchor 3	Competencies 4.4.1, 4.4.2	
Unit 2, Lesson 4: Accept Feedback and Criticism	Language Anchor 3	Competencies 4.4.1, 4.4.2, 4.4.4, 4.1.7, 4.6.1, 7.5.3	
Unit 2, Lesson 5: Resolve Conflicts	Language Anchors 3, 6	Competencies 4.1.7, 4.4.1, 4.8.6, 7.3.1, 7.3.2	
Unit 2, Lesson 6: Respect Supervisors	Speaking & Listening Anchor 6 Language Anchor 3	Competencies 4.4.2	
Unit 3, Lesson 1: Work as a Team	Speaking & Listening Anchors 1, 6 Language Anchors 3, 6	Competencies 0.1.2, 0.1.6, 0.1.7, 4.8.1, 4.8.2, 4.9.1, 4.9.4, 7.1.1	
Unit 3, Lesson 2: Demonstrate Leadership		Competencies 0.1.2, 0.1.6, 0.1.7, 4.4.1, 4.4.2, 4.8.5 W 7.4	
Unit 3, Lesson 3: Appreciate Diversity		Competencies 4.8.3, 4.8.7	

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Unit 4, Lesson 1: Locate and Manage Information	Speaking & Listening Anchor 2 Reading Anchors 1, 7 Writing Anchor 4	Competencies 4.1.3, 4.4.3, 4.6.5, 7.1.4, 7.7.1, 7.7.2 RDG 3.10, RDG 3.12	WKL 3.1, WKL 4.1
Unit 4, Lesson 2: Think Critically	Speaking & Listening Anchors 1, 2, 3, 4 Reading Anchors 1, 7, 8 Language Anchor 6 Writing Anchors 1, 2, 3	Competencies 4.6.1, 4.8.6	
Unit 4, Lesson 3: Solve Problems	Language Anchor 6	Competencies 4.5.7, 4.8.4, 7.3.1, 7.3.2, 7.3.3, 7.3.4, 7.5.3	
Unit 4, Lesson 4: Plan and Organize	Speaking & Listening Anchor 1	Competencies 4.1.0, 7.1.2	WKR 3.3
Unit 4, Lesson 5: Make Decisions	Speaking & Listening Anchors 1, 4	Competencies 4.1.3, 4.1.9, 4.8.6, 7.2.0, 7.2.3, 7.2.5	WKR 3.3, WKR 4.6
Unit 5, Lesson 1: Be Responsible		Competencies 4.4.6, 7.1.3, 7.5.5	
Unit 5, Lesson 2: Take Independent Action		Competencies 7.1.0	
Unit 5, Lesson 3: Work Productively		Competencies 4.4.4	
Unit 5, Lesson 4: Be Flexible	Speaking & Listening Anchor 6 Language Anchor 6	Competencies 4.4.7, 7.5.7	WKR 4.6
Unit 5, Lesson 5: Manage Resources		Competencies 4.6.4, 4.7.1, 4.7.2, 4.7.4	
Unit 5, Lesson 6: Follow Rules	Reading Anchor 1	Competencies 0.1.7, 3.4.2, 4.3.1, 4.3.2, 4.3.3	WKR 4.4
Unit 5, Lesson 7: Be Professional	Speaking & Listening Anchors 2, 6 Reading Anchor 1	Competencies 0.1.2, 3.4.7, 3.5.5, 3.5.9, 4.4.1	
Unit 6, Lesson 1: Use Computers and Common Office Software	Writing Anchor 6	Competencies 4.5.2, 4.5.5, 4.5.6, 7.7.2, 7.7.3	
Unit 6, Lesson 2: Use Social Media and Connect Online		Competencies 7.6.1, 7.6.2, 7.7.4	
Unit 6, Lesson 3: Use Information and Communication Technology and Other Workplace Tools		Competencies 4.5.1, 4.5.4, 4.5.7, 7.7.1, 7.7.5	

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NRP 7464: *Career Power: Reading Skills for the Workplace*			
Unit 1, Lesson 1: Find One or Two Pieces of Information in a Workplace Graphic	Reading Anchor 7, RI.4.7	RDG 3.4, RDG 4.11	WKL 3.1, WKL 3.2, WKL 4.1
Unit 1, Lesson 2: Enter Information in a Workplace Graphic	Reading Anchor 7 RI.4.7	RDG 4.11	WKL 3.1, WKL 3.2, WKL 4.1
Unit 1, Lesson 3: Find Several Pieces of Information in One or Two Workplace Graphics	Reading Anchor 7 RI.5.7	RDG 4.11	WKL 3.1, WKL 3.2, WKL 4.1
Unit 2, Lesson 1: Identify Trends in Simple Workplace Graphics	Reading Anchor 7	RDG 3.11	WKL 4.3
Unit 2, Lesson 2: Relate and Compare Information from Workplace Graphics	Reading Anchor 7	RDG 4.10	WKL 4.2, WKL 4.5
Unit 2, Lesson 3: Compare Information and Trends in One or Two Workplace Graphics	Reading Anchor 7	RDG 4.5, RDG 4.10	WKL 4.2, WKL 4.3, WKL 4.5
Unit 2, Lesson 4: Summarize Information from One or Two Workplace Graphics	Reading Anchors 2, 7	RDG 3.11, RDG 4.2	WKL 4.4, WKL 4.5
Unit 3, Lesson 1: Read with Purpose and Understanding	RF.4.4.a	RDG 4.3	WKR 4.3
Unit 3, Lesson 2: Read with Accuracy and Fluency	RF.4.4.a	RDG 4.3	WKR 4.3
Unit 4, Lesson 1: Identify Main Ideas and Clearly Stated Details	RI.4.2	RDG 3.11, RDG 4.1	WKR 3.1, WKR 4.1
Unit 4, Lesson 2: Identify Important Details That May Not Be Clearly Stated	RI.4.1	RDG 3.12, RDG 4.3	WKR 3.2, WKR 4.2
Unit 5, Lesson 1: Define Commonly Used Workplace Words	Reading Anchor 4 Language Anchor 4 RF.3.a; RI.5.4	RDG 2.3	WKR 3.2, WKR 4.3
Unit 5, Lesson 2: Figure Out the Correct Meaning of a Word	Language Anchor 4 RF.3.a; RI.5.4	RDG 2,3	WKR 4.3
Unit 5, Lesson 3: Use Tone and Opinion to Understand What You Read	Language Anchor 4 RI.5.4	RDG 4.8	WKR 4.2, WKR 4.3
Unit 6, Lesson 1: Follow a Series of Steps	RI.4.3	RDG 3.2	WKR 3.4, WKR 3.5, WKR 4.3, WKR 4.4, WKR 4.5
Unit 6, Lesson 2: Apply Instructions to Job Tasks	RI.4.3	RDG 3.2	WKR 3.4, WKR 4.5
Unit 6, Lesson 3: Apply Multistep Instructions	RI.4.3	RDG 3.2	WKR 3.4, WKR 4.5
Unit 6, Lesson 4: Apply Instructions When Conditions Change	RI.4.3	RDG 3.2	R 4.6
NRP 7465: *Career Power: Writing Skills for the Workplace*			
Unit 1, Lesson 1: Punctuate Correctly	Language Anchor 2	RDG 2.1, RDG 2.9	
Unit 1, Lesson 2: Spell Correctly	Language Anchor 2		
Unit 1, Lesson 3: Choose the Right Words	Language Anchor 3	RDG 2.2, RDG 2.6	

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Unit 1, Lesson 4: Use Correct Subject-Verb Agreement	Language Anchor 1	RDG 2.6, RDG 2.9	
Unit 1, Lesson 5: Before You Write, Consider Topic, Purpose, Audience, and Format	Writing Anchor 4	W 6.2, W 6.9	
Unit 2, Lesson 1: Complete Forms	Writing Anchor 4	W 7.1, W 7.2	
Unit 2, Lesson 2: Communicate News	Writing Anchor 2	Competencies 4.6.4 W 7.5	
Unit 2, Lesson 3: Write and Respond to Emails	W.5.4, W.4.6	Competencies 4.6.2, 7.7.4	
Unit 2, Lesson 4: Summarize Information	W.5.8	RDG 7.7 W 8.9	
Unit 2, Lesson 5: Write Instructions or Rules	Writing Anchor 2	W 7.3, W 7.4	
Unit 3, Lesson 1: Express an Opinion	W.1.a	W 6.9	
Unit 3, Lesson 2: Make a Request	Writing Anchor 4	W 6.9	
Unit 3, Lesson 3: Respond to Criticism	W.1.c	Competencies 7.5.3 W 6.13	
Unit 3, Lesson 4: Write About a Problem	W.1.c, W.2.b	W 6.9	
Unit 3, Lesson 5: Prepare a Report	Writing Anchor 2	W 7.5	
Unit 3, Lesson 6: Propose an Idea	Writing Anchor 2	W 7.5	
Unit 4, Lesson 1: Write to Inform	W.2.a, W.2.b, L.3.b, W.3.c	W 6.9	
Unit 4, Lesson 2: Write to Handle a Complaint	Writing Anchor 2	Competencies 4.8.3 W 6.9	
Unit 4, Lesson 3: Write to Say Thank You	Writing Anchor 2	W 6.9	
Unit 4, Lesson 4: Write to Request Payment	Writing Anchor 2	Competencies 4.8.3	
Unit 5, Lesson 1: Ask for Information	Writing Anchor 2	Competencies 4.6.2	
Unit 5, Lesson 2: Give Feedback	Writing Anchor 2	W 7.5	
Unit 5, Lesson 3: Ask for a Meeting	Writing Anchor 2	Competencies 4.8.1	
Unit 5, Lesson 4: Answer a Question	W.2.b	W 7.5	
Unit 6, Lesson 1: Make a Personal Fact Sheet	Writing Anchors 2, 3, 4	Competencies 7.5.1	
Unit 6, Lesson 2: Make an Online Profile	Writing Anchors 2, 3, 4	Competencies 4.1.9	
Unit 6, Lesson 3: Write a Resume	Writing Anchors 2, 3, 4	Competencies 4.1.2	
Unit 6, Lesson 4: Write a Cover Letter	Writing Anchors 2, 3, 4	W 7.5	
Unit 6, Lesson 5: Fill Out a Job Application	Writing Anchors 2, 3, 4	Competencies 4.1.2 W 7.2	
Unit 6, Lesson 6: Write a Thank You Letter	Writing Anchors 2, 3, 4	W 6.9	
Unit 6, Lesson 7: Write a Follow-Up Letter	Writing Anchors 2, 3, 4	W 7.5	

Book/Unit/Lesson	CCR Standards, Level C	CASAS	WorkKeys
NRP 7463: *Career Power: Math Skills for the Workplace*			
Unit 1, Lesson 1: Understand Place Value in Large Numbers	4.NBT.1	M1.1.5	
Unit 1, Lesson 2: Read and Write Multi-Digit Numbers	4.NBT.2, 5.NBT.1	M1.1.7, M1.1.13	
Unit 1, Lesson 3: Round Multi-Digit Numbers	4.NBT.3, 5.NBT.4	M1.1.6	
Unit 2, Lesson 1: Solve Problems with Addition and Subtraction	4.NBT.4	M1.2.2, M1.2.3	WKM.3.1, WKM.4.1, WKM.4.7
Unit 2, Lesson 2: Solve Problems with Multiplication and Division	4.NBT.5, 4.NBT.6, 5.NBT.5, 4.OA.1, 4.OA.2	M1.3.6	WKM.3.1, WKM.4.1
Unit 3, Lesson 1: Convert Familiar Units of Money and Time to Solve Problems	4.MD.2, 5.MD.1	Competencies 1.1.6, 6.6.6 M2.2.10, M4.2.13	WKM.3.3, WKM.5.1, WKM.5.3
Unit 3, Lesson 2: Convert Common and Familiar Fractions, Decimals, and Percents	4.NF.3, 4.NF.4, 5.NF.4, 5.NF.6	M1.2.6, M1.2.7, M1.1.11, M1.3.11, M1.3.12, M1.4.3, M1.4.4	WKM.3.2, WKM.5.1, WKM.5.3
Unit 4, Lesson 1: Understand Fractions, Decimals, and Percents	4.NF.1, 4.NF.3	M1.1.8, M1.1.9, M1.1.12	WKM.4.4, WKM.4.5, WKM.4.6.
Unit 4, Lesson 2: Add and Subtract Fractions, Decimals, and Percents	4.NF.3a, 4.NF.3c, 5.NF.1	M1.1.11, M1.2.3, M1.2.6, M1.2.7, M1.4.8	WKM.4.4, WKM.4.5, WKM.4.7, WKM.5.2
Unit 4, Lesson 3: Multiply Mixed Numbers	4.NF.4, 5,NF.4, 5.NF.6	M1.3.11, M1.3.12	WKM.4.6, WKM.4.7, WKM.5.4
Unit 5, Lesson 1: Add and Subtract Negative Numbers	6.NS.5, 7.NS.1	M2.3.3	WKM.4.1, WKM.4.7
Unit 5, Lesson 2: Multiply Negative Numbers	7.NS.2, 7.NS.2c	M2.3.3	WKM.4.1, WKM.4.7
Unit 5, Lesson 3: Divide Negative Numbers	7.NS.2, 7.NS.2c	M2.3.3	WKM.4.1, WKM.4.7
Unit 6, Lesson 1: Calculate Averages	6.SP.5c	M4.5.3, M5.2.3	WKM.4.2
Unit 6, Lesson 2: Use Ratios and Proportions to Compare Amounts	6.RP.1, 6.RP.2	M1.4.1, M1.4.2, M4.5.1, M4.5.3, M5.2.8	WKM.4.3
Unit 6, Lesson 3: Calculate Rates	6.RP.3b, 6.RP.3	M4.5.1, M4.5.2	WKM.4.3
Unit 7, Lesson 1: Order Information to Solve Problems	1.OA.3, 3.OA.5, 4.OA.3	M1.2.5, M1.3.6	WKM.4.1, WKM.4.2, WKM.4.7
Unit 7, Lesson 2: Use Opposite Operations to Check Your Answer	1.OA.4, 3.OA.4	M1.2.4, M1.3.7	WKM. 4.7, WKM.5.8
Unit 8, Lesson 1: Handle Money at Work		Competencies 4.7.1	WKM. 3.4
Unit 8, Lesson 2: Manage a Budget		Competencies 1.5.1, 1.5.3	WKM. 5.5
Unit 8, Lesson 3: Manage Your Paycheck		Competencies 4.2.1	