

Reviewed by Jennifer Pang

Jenny Pang has over 10 years experience as an ESL teacher and is currently working as Learning Designer for the Centre for Learning Innovation.

Everyday Literacy

Author: Anne Vize

Publisher: Phoenix Education
Published: 2008

EVERYDAY LITERACY (Books 1 and 2) target students with low literacy skills and special learning needs in secondary schools, TAFE or specific English as a Second Language program settings. Book 1 contains five units of work: Personal communication, Feelings and emotions, Public Transport, Personal Safety, Shopping. Book 2 contains four units of work: Healthy living, Living for tomorrow, Using forms, Cooking up a story.

Each unit contains photocopiable activity sheets and teaching suggestions for reading, thinking/reflecting, speak/listening, planning, collecting and organising and writing. The units are structured clearly with practical and succinct information. The author has aimed for the units to be simple to implement and require minimal preparation in terms of equipment and resources. This point might be particularly relevant for those teachers who need resources that can be used to accommodate different literacy levels and needs in their classes.

Teachers new to working with students with low literacy skills and special learning needs should find the Introduction in Book 1 particularly useful as it includes information about reading difficulties, special learning needs and alternative literacy approaches. Book 2 gives practical suggestions for ongoing literacy skills development.

As with any text-based resources there will be a number of considerations for teachers of students with low literacy skills. These include the type of support students might need using text-based worksheets, particularly in distance delivery modes and independent student activities, the level of difficulty of any text-based instructions, which for some students may be more complex than the task itself, and finding ways to make the important bridge between simplified sample texts used in the classroom and the real world texts that students will ultimately need to comprehend and use. ❖



Reviewed by Sue Mandley

Sue Mandley is an experienced VET practitioner who is currently the Learning Management System Manager at the Gordon TAFE. She has been in the VET sector for 17 years and taught in the business, IT and teacher education areas.

Advanced Business Computing — Mastering Bipolar Disorder using MS Office 2007

Author: Greg Pazmandy

Publisher: Tekniks Publications
Published: 2008

PAZMANDY'S books are great — clear, easy to follow and full of great explanations. This one follows the successful plan of a previous software application book by the same author.

The presentation of the content is without nonsense. The screen grabs are black and white but very clear and concise. For anyone making the transition to MS Office 2007, the explanations of the changes are fantastic. My workplace has just made the transition to MS Office 2007 and this text has assisted in understanding the differences that exist from the previous version.

The book caters for those with very little knowledge of MS EXCEL and MS ACCESS by beginning with simple, well explained hands-on tasks that gradually increase in complexity to build skills and knowledge to a much higher level. The text is structured so that it could also be used as a 'dipping into book' if information is needed to clarify a task within either application.

The majority of the text is devoted to explaining EXCEL functions and the arrangement of the 14 chapters is logical in that one could become an 'advanced' user after working through the text. There are six chapters covering ACCESS but again the reader is taken on a journey from the creation of the tables to data retrieval via queries and reports. The chapter on forms is particularly well presented.

Both the table of contents and the index assist those needing to find specific tutorial help. The screen grabs are clear and make for easy comprehension, and it is extremely practical in that the applications use real life business situations without being overly complicated.

Pazmandy's experience in working with computer applications in the education sector is evident in the text content and the style in which the information is presented.

This would be a great resource for anyone making the transition to MS Office 2007 and for those beginning to use MS EXCEL and/or MS ACCESS, this book certainly hits its mark! ❖



Reviewed by Paul Morel

Paul Morel has a Hospitality background spanning nearly 30 years here and overseas. For the past eleven years I have been teaching Hospitality at TAFE Tasmania (now The Tasmanian Polytechnic).

Mastering Bipolar Disorder

Authors: Kerrie Eyers and Gordon Parker

Publisher: Allen and Unwin 2008
Published: 2008

AT FIRST glance, this book presented like a one stop guide to 'fixing' the disorder of choice for anyone who is anyone these days. The word "Mastering" in the title gave me grave concern on its content. You see I have Bipolar Disorder. I was diagnosed in 1994, long before it became the media's mental illness of choice. I don't wish to diminish anyone's suffering, but it seems it can be attributed to any number of errant behaviours these days.

Once I started to read through this handbook, and it is a handbook, I was extremely pleased to see that it clearly defines, explains and presents anecdotal evidence from current studies within Australia, including The Black Dog Institute.

The book encapsulates the effects of the 'up' side of the disorder from the perspective of not only the sufferers, but also family, friends and health care professionals. It does not wallow or depict people as victims or blessed, but just as people who, through some genetic roulette wheel, contend with extremes of emotions and behaviours.

Outlining how to manage the disorder with a common sense and realistic approach really surprised me. It was refreshing to read that self management is integral to maintaining stability. Seeking assistance from family and friends and health care professionals is just as vital in keeping the "Black Dog" and "Polar Bear" at bay.

Above all, the book is clear, concise, honest and sometimes funny in its exploration of this misunderstood disorder, offering simple yet sage advice on "managing" the ups and downs and the bits in between. ❖



Reviewed by Maree Kennedy
Maree is the Clinical Nurse Specialist in Respiratory Education & Chronic Care at Port Macquarie Community Health. Maree has been teaching in the Nursing & Aged Care Facility at the North Coast Institute in Port Macquarie and recently completed the Certificate IV in Training and Assessment.

Tabbner's Nursing Care 5E

Authors: Rita Funnell, Gabrielle Koutoukidis and Karen Lawrence

**Publisher: Churchill Livingstone, Elsevier
Published: 2008**

THIS book is an excellent resource for nursing students and trainee enrolled nurses. It contains all the basic information, from legal requirements to advocacy to basic nursing care, that is required for nursing students in both the acute and primary care settings.

The text is recommended for the Certificate IV in Nursing and Diploma of Nursing in the HLT07 National Health Training Package for the Enrolled Nursing student. It is well set out and each section has a review exercise to assist with reader's comprehension of the chapter and to reinforce the content of each chapter.

The book contains nine units, containing topics such as The Evolution of Nursing, Cultural Diversity and Nursing Practice, The Nursing Process, Assessing Health, Health Promotion and Nursing Care of the Individual. Each unit includes several chapters to allow easy reference for the learner, with diagrams and tables well set out as a summary as the student reads through each section.

Each chapter commences with Objectives, Key Terms and Concepts and Chapter Focus as an easy reference guide for the student. Clinical Interest Boxes provide a concise summary of more detailed sections as the student works through each chapter. Each chapter concludes with a bibliography, which includes both further reading and online resources. A student new to referencing would find this information very helpful.

I enjoyed reading the "Lived Experience" where patients, relatives and nurses provide short quotes on their own personal experiences at the commencement of each chapter.

Overall I thoroughly enjoyed reading this text as it is set out in such a way that makes study more of a pleasure than a chore for the student nurse. ❖



Reviewed by Jon Paice
Jon Paice, Tasmanian member of National TAFE Council Executive. He was an activist in the Lake Pedder, Franklin River and Wesley Vale environmental battles.

Tasmania's Wilderness Battles: a history

Author: Greg Buckman

**Publisher: Jacana Books, Allen & Unwin
Published: 2008**

IN WHAT is reputedly the most over-governed state of all western democracies, it would appear the voice of the people would be well and truly heard. A level of over-governance, where every Tasmanian has direct access to a politician, lends itself to being captive of 'group think', that is the tendency to conformist, single-minded thinking.

Over the last forty years and with increasingly little to differentiate the policy divide between Labor and Liberal, social movements have been instrumental in alerting, educating, inspiring and involving the general public to offer an alternative to successive leadership vacuums.

Buckman's history represents a classic case study of 'doing democracy'.

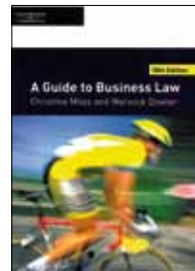
It is people-power that has delivered exemplary conservation outcomes in Tasmania. The book is a good read for students and teachers of Australian environmental history. For unionists it provides a clear insight into the power of organising in affecting policy change.

The three appendices are particularly useful inclusions:

1. Key Dates in Tasmania's Wilderness Battles — starting in 1824 with the first permanent sawmill up to 2008 (proposed blockade of Gunns Pulp Mill);
2. the 1974 Manifesto of the United Tasmania Group, the world's first environment party — to this day it remains a blue print for progressive societies; and,
3. 1989 Tasmania's Parliamentary Award — excerpts only but reflecting a new pragmatism for Green politics.

Starting with an insight into the power of Tasmania's Hydro Electric Commission and its hold on generations of politicians to the current influence of Gunns and the highly likely prospect of another round of civil disobedience over the proposed Tamar Valley Pulp Mill, Buckman's writing is an essential primer.

Politicians should read it too! ❖



Reviewed by James Worner
James Worner cut his teeth in publishing as an editor of Corporations Law and other legal publications. He is currently a learning designer at DET NSW's Centre for Learning Innovation where he has produced Accounting, Business and Law resources for TAFE NSW.

A Guide to Business Law (18th edition)

Authors: Christine Miles and Warwick Dowler

**Publisher: Thomson Law Book Company (LBC)
Published: 2008**

THERE'S nothing quite like a global financial crisis to remind us of the constantly changing nature of business and Australian business law. No doubt fallout from the GFC, in addition to the impact on business of our imminent emissions trading scheme, assures us of a 19th edition but, meanwhile, the folk at LBC (Thomson's) have given us this very useful 18th edition of Miles & Dowler's *Guide*.

Freshly updated to include recent case law (eg the "eBay decision" and others impacting contract and privacy law) and legislation (eg statutes relating to privacy, IR, workers compensation and copyright), this edition also includes additional commentary, case studies, revision questions and new chapter features, such as context-specific mini glossaries.

Teachers also have access to the teaching and assessment support material now available on Thomson's new and nifty *Mentor* site. They include question banks and quiz generators, but note that results are aggregated to Thomson's, not your Institute's, Learning Management System.

An ongoing feature of the *Guide* is the VET friendly language and tone which definitely makes the work more accessible to TAFE students. These are most likely to be those completing law components of Accounting or Business courses at AQF levels 4–6. The work continues to reflect the authors' knowledge of the needs and circumstances of students in these VET cohorts.

The authors acknowledge the limitations of their book in an age increasingly dominated by the superior breadth and currency of internet-discovered source material. They have reconciled the changing place of the *Guide* since its earlier editions by including generous links to more appropriate primary sources and secondary material while bolstering its core of solid commentary on principles and practice.

The Guide to Business Law continues to be very useful to teachers, students and practitioners of Australian business. ❖