

QUICK Series

Handbooks for English and Maths



QUICK-WORD



QUICK-WRITE



QUICK-SPELL



QUICK-MATHS

The books in the **QUICK** series provide quick reference guides and handy tools for students in the areas of writing and mathematics. The books in the writing section comprise **QUICK-WORD**, **QUICK-WRITE** and **QUICK-SPELL**, and between them offer word lists, summaries of the different types of writing and lists of writing ideas, as well as general information on the craft of writing and tips to make your students better writers all round. The books in **QUICK-MATHS** illustrate mathematical concepts with easily accessible, clearly organised sections replete with examples and explanations.

QUICK-WORD®

Handbooks for Beginning Writers, Everyday Writers and Practical Writers

Give students the tools they need to become better writers. Each handbook contains frequently used words and includes space for students to write in their own words. The handbooks include: writing lines for students to add their personal writing words; a homophone guide and sentences; days, months and number words; common abbreviations; and suffix references.

Phonics Handbook

Phonics instruction involves the teaching of letter-sound relationships, providing readers with ways to identify unknown printed words. The **QUICK-WORD® Phonics Handbook** is a student-centred phonics aid designed to help emergent and at-risk readers become successful readers. It helps students learn the relationship between letters and the speech sounds they represent.

QUICK-WRITE®

Handbooks for Everyday Writers: Beginning, Intermediate and Advanced

Strengthen and reinforce students' writing skills with the easy-to-use **QUICK-WRITE® Handbooks**. Each book teaches the different forms of writing; provides writing ideas and lists of essential words; gives students tips to writing a first draft; includes information on revising and sharing their writing, including checklists for writing and proofreading; teaches grammar, usage and mechanics; and provides capitalisation and punctuation rules.

QUICK-SPELL™

Beginning Thesaurus, Thesaurus and Word Finder

The **QUICK-SPELL™: Beginning Thesaurus** is a book of useful writing words and their synonyms. The thesaurus contains 550 entry words, printed in bold type and listed alphabetically. The **QUICK-SPELL™ Thesaurus** is a useful writing tool containing over 1200 entries for the intermediate or advanced writer. The **QUICK-SPELL™ Word Finder** lists 3000 words alphabetically and includes their suffix forms, totalling more than 10,000 of the most common words used in writing.

QUICK-MATHS®

Handbooks for Everyday Mathematicians: Intermediate and Advanced

Help make your students independent problem solvers with these handy reference tools that illustrate basic concepts with rich examples and explanations. Key ideas and examples go along with each and every term. Common mathematics concepts covered in these clear and easy-to-use reference guides include: Place value; Area and volumes; Estimating; Averages; Conversion; Coordinates; and Algebra.



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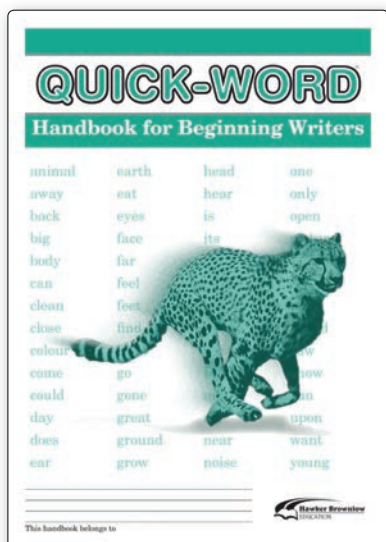
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QUICK-WORD®

Handbooks for Beginning, Everyday and Practical Writers

QUICK-WORD® Handbooks are available in three levels, with an additional Phonics handbook



Quick-Word® Handbook for Beginning Writers

Give beginning writers the basic 330 words they need to begin writing sentences. Each word is introduced by showing it in the context of a sentence and also in all word forms. Space is provided for students to include their own words. The handbook also includes:

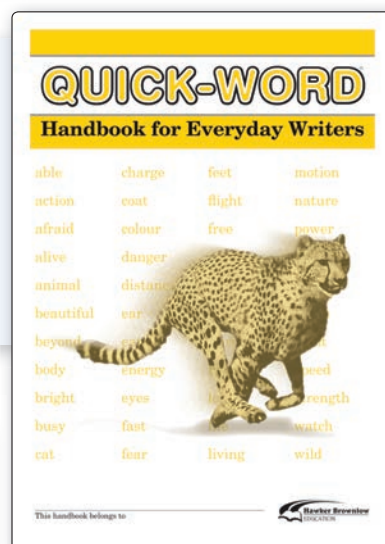
- Weather words
- School-related words
- Colours, animals and food
- Days, months and number words



Quick-Word® Handbook for Everyday Writers

Give students the tools they need to become better writers. Each handbook contains more than 1200 frequently used words and includes space for students to write in their own words. The handbook also includes:

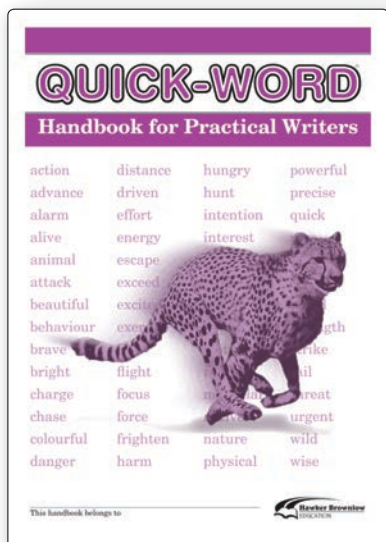
- Homophone guide and sentences
- Days, months and number words
- Common abbreviations



Quick-Word® Handbook for Practical Writers

Give more advanced writers 2800+ high-use writing words to help them expand and improve their writing skills. A special section has been set aside in the back of the handbook for common sound-alike words and abbreviations, states, months, days and numbers. The handbook also includes:

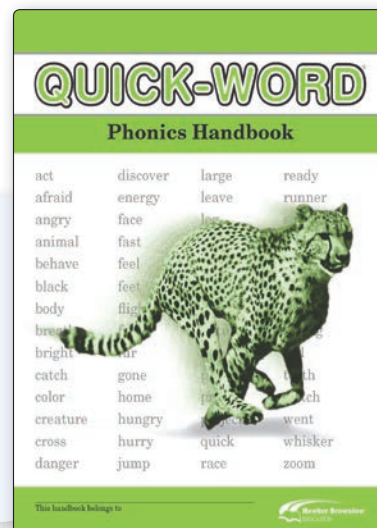
- Survival words and phrases



Sets of 5 \$20.00

QUICK-WORD® Phonics Handbook

The **QUICK-WORD® Phonics Handbook** contains important information about phonics. The handbook will help students learn the relationship between letters and the speech sounds they represent. Students will work with high-use words and other words, exploring patterns that will help them read and pronounce more challenging words. In addition, space is provided for the student to list their own words that follow the patterns. Also helpful for EAL/D students.



QUICK-WRITE®

Handbooks for Everyday Writers

QUICK-WRITE® Handbooks are available in three levels.



Handbook for Everyday Writers: Beginning

The **QUICK-WRITE®** Handbook for Everyday Writers, Beginning, is full of good ideas that will make writing easier. The QUICK-WRITE Handbook includes:

- how to write exciting stories, lively descriptions, and clear explanations.
- how to write plays, poems and letters.
- how to use capital letters and punctuation marks.



Handbook for Everyday Writers: Intermediate

The **QUICK-WRITE®** Handbook for Everyday Writers, Intermediate, contains information about the main kinds of writing. It also reviews the basic rules for writing well. Discover the following:

- advice on planning writing and samples of graphic organisers
- numerous writing ideas and lists of valuable words
- tips for writing a first draft
- a checklist for revising writing
- suggestions for sharing writing
- grammar, usage and mechanics.
- capitalisation and punctuation rules
- proofreading checklist guide



Handbook for Everyday Writers: Advanced

The **QUICK-WRITE®** Handbook for Everyday Writers, Advanced, contains information about the main kinds, or genres, of writing. It also reviews the basic rules for writing effectively. Discover the following:

- different forms for that genre and the typical elements of each form
- advice on planning your writing and samples of graphic organisers
- numerous writing ideas and lists of valuable words
- tips for writing your first draft
- a checklist for revising your writing
- suggestions for sharing your writing
- grammar, usage and mechanics.
- capitalisation and punctuation rules
- proofreading checklist guide



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QUICK-SPELL™

QUICK-SPELL™

Handbooks are available in three levels.

Word Finder

The Word Finder lists 3000 words alphabetically and includes their suffix forms – totalling more than 10 000 of the most common words used in writing. It's like a mini-dictionary for young writers.



Beginning Thesaurus

Help your students improve their spelling and writing skills with these easy-to-use reference guides. Students independently check spelling and vary word choices in writing. **QUICK-SPELL™** is also a useful tool for EAL/D students. The Beginning Thesaurus lists more than 600 base words and gives three to six synonyms for each one.



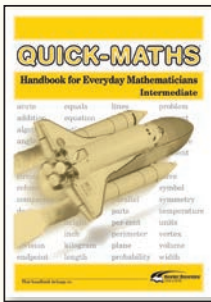
Thesaurus

The Thesaurus expands on the words established in the Beginning Thesaurus. The Thesaurus takes more than 1200 of the words found in the **QUICK-SPELL™** Word Finder guide and lists three to five synonyms for each one.



Sets of 5 \$20.00

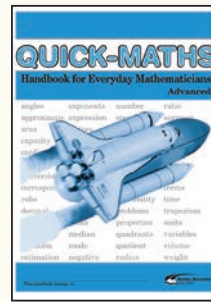
QUICK-MATHS®



CA4444

Handbook for Everyday Mathematicians: Intermediate (Set of 5)

Help make your students independent problem solvers with these handy reference tools that illustrate basic concepts with rich examples and explanations. This book contains mathematical terms and definitions in alphabetical order. Key ideas and examples go along with each and every term. Space is provided for students to write notes while studying subject content. There is also a list of symbols, abbreviations and measurement tools students are likely to encounter in your mathematics curriculum. Common mathematics concepts covered in this clear and easy-to-use reference guide are: Place value; Area and volumes; Estimating; Averages; Conversion; Coordinates; and Algebra.



CA4443

Handbook for Everyday Mathematicians: Advanced (Set of 5)

Becoming independent problem solvers is a vital step for all students to make in maths, signalling that learners are ready to move from the pages of a textbook to everyday problem-solving situations. This book is a handy reference guide that illustrates maths concepts with rich examples and explanations. Each concept is introduced by a broad statement on the essential idea, and is then refined with detailed explanations of different facets of the concept. Featuring 30 maths concepts, including exponents, measures of central tendency, properties of operations, and more. A list of commonly used maths symbols is included at the back of the book, as well as common measurement tools, and frequently used formulas and conversions.

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