Welcome to the 2018 Collins ELT catalogue!

I’m very excited about the Collins 2018 catalogue as the publishing team has been busy this past year and we’ve got lots to share with you. In spring, we are publishing new editions of our highly successful COBUILD British English Learner’s Dictionaries. We’ll have new editions of our Advanced, Intermediate and Primary Learners. Please see pages 48–51 for more information.

Five new exciting Agatha Christie ELT readers have been added to our library and these include the novels that have been adapted many times for film and television, such as Murder on the Orient Express and Death on the Nile. See pages 26–27 for details.

For those of you teaching young learners or early teens, we’ve got two brand new exciting courses for you, one for students at Primary/Elementary schools and another for 11–14 year olds. See pages 11–12 for more details. And finally, for those of you who are preparing your students for the Cambridge English Qualifications for young learners, we have new editions of our Practice Tests which have been fully updated for the new exam in 2018. Go to pages 28–29 for more details.

If you would like to find out more, please contact our International Sales team, whose details are on the back cover. We are always happy to hear from you!

Best,

Celia Wigley
Head of International Projects

Like us on facebook.com/collinselt and follow us on Twitter @CollinsELT for tips, offers and more. Sign up for emails at www.collinselt.com for resources, news, competitions and information.

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Key symbols used in the catalogue

- **CEF level: B1+:** Level indicator
- **Age 11-14:** Age indicator
- **NEW:** New in 2018
- **Also available as an app:** Also available as an app
- **Also available as an e-book:** Also available as an e-book
- **Includes Audio:** Includes Audio
- **Additional material available online:** Additional material available online
About Collins ELT

We think it’s essential that learners have access to real and up-to-date examples of English. That’s why we are committed to creating materials that are authentic, high-quality and easy to use.

The mission to produce authentic materials has been at the heart of our ELT publishing since 1987 – when the first Collins COBUILD dictionary was published.

Collins COBUILD

THE SOURCE OF AUTHENTIC ENGLISH

Our explanations, examples and special features are all based on our 4.5-billion-word database of the English language, the Collins Corpus, which means you can trust COBUILD to help you speak and write accurate and up-to-date English. The corpus is updated every month and has been at the heart of Collins COBUILD for more than 30 years.

go to page 48 to find out more

COMING SOON!

...an exciting new range of Paddington readers with ELT support

Sign up at collinselt.com so you don’t miss out!

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First English Words

Authors: Karen Jamieson, Niki Joseph, Hans Mol

Encourage a love of learning English. Through fun, engaging activities and beautiful illustrations, young learners of English practise the words they need to learn with the help of Ben, Daisy and Keekee the monkey.

Watch a classroom demo lesson with lots of teaching ideas at www.collinselt.com/firstenglishwords!

First English Words

Includes CD with songs to help children learn English through play

Winner of the title ‘Best entry for young readers’ at the English-Speaking Union (ESU) English Language Book Awards 2012.

Packed full of fun and useful everyday vocabulary and a CD with 36 songs, this beautifully illustrated vocabulary book encourages a love of learning English.

“ A book that will be read over and over again

English-Speaking Union ”
First English Words Activity Book 1 and 2
Authors: Hans Mol and Niki Joseph
Two activity books containing simple but engaging activities with pre-reading and pre-writing tasks. The activity books are inspired by the award-winning First English Words and can be used together with the vocabulary book or on their own.

First English Words Teacher’s Book
Authors: Hans Mol and Niki Joseph
- Engaging lesson plans based around topics from First English Words
- Information on teaching young learners, and techniques for building your own lesson plans
- Photocopiable activity sheets for each lesson
- Photocopiable flashcards and ideas for games and activities
- Downloadable audio material and ideas for using the songs from First English Words

First English Words Flashcards
One hundred bright and colourful flashcards with ideas and instructions for fun games and activities to help children learn the words. The flashcards can be used independently or alongside the First English Words vocabulary book and with the First English Words Activity Books.

First English Words Activity Pack
The First English Words Activity Pack provides an inspirational pre-school vocabulary acquisition programme. Perfect for an introduction to English or as a supplement to more extensive English programmes.

The pack contains:
- First English Words
- First English Words Activity Books 1 and 2
- First English Words Teacher’s Book
- 4 posters
- 100 A5 flashcards
- 35 A4 story cards
- Audio CD

First English Words 978-0-00-743157-1 incl. CD
First English Words Activity Book 1 978-0-00-752313-9
First English Words Activity Book 2 978-0-00-752312-2
First English Words Teacher’s Book 978-0-00-753600-9
First English Words Flashcards 978-0-00-755879-7 100 cards
First English Words Activity Pack 978-0-00-753658-0 Mixed Media
Collins Big Cat

Learn to read in English

_Collins Big Cat_ readers and workbooks help children to learn how to read in English – accurately, fluently and with enjoyment.

Choose from 200 different _Collins Big Cat_ readers and workbooks across 13 carefully graded levels and on a broad range of topics, reflecting the breadth of a school curriculum, and the general interests of children.

Following colourful and engaging texts – both fiction and non-fiction – children naturally extend their understanding of English language structures.

_Collins Big Cat_ workbooks contain:

- Vocabulary and language exercises
- General comprehension exercises
- Games and puzzles
- A quiz to test understanding

For more information and to download a full catalogue of Big Cat readers and workbooks, please visit [www.collinsbigcat.com/elt](http://www.collinsbigcat.com/elt)
Antarctica is made up of the Antarctic mainland and the islands around it. The mainland is a huge, rocky land covered with snow and ice. It was the last place on Earth to be explored and no humans made it their home.

### How the Arctic and the Antarctic are different

<table>
<thead>
<tr>
<th>The Arctic</th>
<th>The Antarctic</th>
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<tbody>
<tr>
<td>Includes the North Pole</td>
<td>Includes the South Pole</td>
</tr>
<tr>
<td>No land, only ice floating on water</td>
<td>Land covered in ice</td>
</tr>
<tr>
<td>Polar bears and seals live there, but no penguins</td>
<td>Penguins and seals live there, but no polar bears</td>
</tr>
</tbody>
</table>

The Antarctic mainland is enormous. It is 58 times larger than the United Kingdom. It is winter for double as long as the rest of Earth at the equator.

Most creatures can’t survive there during the winter. Some live at the oceans which are warmer but move more further north to escape the extreme cold. The Emperor penguin is one of the few creatures which can cope during these dark and freezing months.

### Key Story Sentences 3

1. Match each sentence to the correct picture.

   - An Emperor penguin weighs more than any other penguin.
   - A Rockhopper penguin is the smallest penguin in Antarctica.
   - A King penguin eats fish and squid.

2. Fill in the blanks with words from the box.

   - **Whales**
   - **Crab-eater seals**
   - **Emperor penguin**
   - **Snow**
   - **Antarctica is a land covered in ice.**
   - **Antarctic Ocean**
   - **Penguins use their flippers to fly in the air.**
   - **Seals and hobbes keep penguins warm.**
   - **King penguins lay eggs,mate one egg at a time.**
   - **Ciller whales hunt in groups called pods.**
Young Learners

English for Mathematics

Series editor: Mary Wood
Authors: Karen Greenway, Linda Glithro and Emma Low

These workbooks provide support for children in upper primary who are learning mathematics in English. The course teaches learners the specific vocabulary and language they need in their mathematics classes.

- Units are organized by mathematical topic and concepts, appropriate to the age group
- Key language relating to the mathematical concept of each unit is highlighted and explained in clear, simple English
- Cartoons, diagrams and charts help children understand mathematical words, and exercises enable them to practise the language as they go along
- Ideas at the end of each unit provide teachers or parents with ways to present the concepts and vocabulary

Unit 16 Perimeter and area

Perimeter and area

Read it!

Key words: perimeter, length, width, area, centimetre squared
Perimeter is the distance all the way around a shape.
Area is the amount of surface covered in a shape.

The perimeter of a rectangle is double the (length + width).
The perimeter of the rectangle is 2 × (2 + 3) = 10 cm
To find the area of a shape, count the number of centimetre squares that it covers.
The area of the rectangle is 6 cm² because it covers 6 centimetres squared.

Language focus!

perimeter

distance centimetre (cm)

area

surface centimetre squared (cm²)

metre (m)

metre squared (m²)

Practise it!

1. Measure the sides of the rectangle.

<table>
<thead>
<tr>
<th>length</th>
<th>width</th>
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</thead>
</table>

What is the perimeter of the rectangle?

2. A shape is drawn on a centimetre grid

Find the area by counting the squares.

Area =

3. Shape A and shape B have the same area.

Complete the table

<table>
<thead>
<tr>
<th>Area</th>
<th>Perimeter</th>
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<tbody>
<tr>
<td>A</td>
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Teachers and parents note

Students often confuse area and perimeter. Move your finger around the outside of the shape when you talk about perimeter. Ask your child to trace across the surface when you talk about area. Encourage your students to use the correct unit when saying or writing answers.
English Club

Author: Rosi McNab

Activity books for young learners of English to use at home on their own or with their parents.

Children can colour in, play games, use stickers, solve puzzles and sing along to songs or listen to stories in English on the accompanying CD-ROM.

- CD-ROM with dialogues, stories and songs read and sung by native-speaker children
- Puzzles and games in a wide variety of styles
- ‘Close up’ sections focus on the target language
- Word bank to consolidate and revise new vocabulary
- Two pages of colourful stickers for use with the activities (English Club 1)
- ‘Did you know?’ sections with fantastic facts about the world, the English language and the people who speak it (English Club 2)

Helpful notes for parents in English, Chinese, Japanese, Korean, Malay, Spanish, German, Russian, Arabic, Italian, Portuguese and Turkish included on CD-ROM.

English Club 1 (Age 5–6) incl. CD-ROM + Stickers 978-0-00-748859-9
English Club 2 (Age 7–8) incl. CD-ROM 978-0-00-748860-5

Sample page and Sticker page from English Club
Fascinating Facts

Interesting, informative and fun, the Fascinating Facts series will amaze and entertain children, and help them understand the world around them.

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Weather 978-0-00-816921-3
Solar System 978-0-00-816922-0
Romans 978-0-00-816923-7
Oceans 978-0-00-816924-4
Human Body 978-0-00-816925-1
Explorers 978-0-00-816926-8
Earthquakes and Volcanoes 978-0-00-816927-5
Dinosaurs 978-0-00-816928-2
Animals 978-0-00-816929-9

Little Red Dragon

12 charming and imaginative stories to present a bridge for young learners between recognising simple collective sets of vocabulary and the more advanced goal of independent reading.

The stories come with audio books so that children can listen and understand while looking at the lively and beautiful pictures on the page. The simple printed texts are provided for reference and as a support for children who have started to learn to read.

The stories also include activities and one specially-written song per story to help children practise new words.

Please contact our sales team at collins.international@harpercollins.co.uk for more information.
International Primary English as a Second Language

Consisting of innovative magazine-style Student’s Books, extensive Workbooks and supportive Teacher’s Guides, this new highly flexible, 6-level course offers progression within and across levels. It covers the Cambridge Primary English as a Second Language framework from Cambridge Assessment International Education and takes students from CEF A1 level (beginner) to A2 level (pre-intermediate).

Student’s Books:
- Engage learners with the colourful and appealing magazine-style resources
- Inspire thought and conversation with a range of fiction and non-fiction reading texts

Workbooks:
- Provide additional activities and opportunities for further practice
- Build confidence and understanding of key vocabulary and language
- Challenge your learners to stretch themselves by spending longer thinking about a topic and investigating it further with the ‘Thinking Deeper’ tasks

Teacher’s Guides:
- Benefit from a clear, but differentiated path through the Student’s Books
- Be ready to teach with comprehensive, easy-to-use teacher and classroom resources, including step-by-step lesson plans, and a varied and extensive Activity Bank

This series is endorsed by Cambridge Assessment International Education to support the full curriculum framework from 2011.

Sample pages from Student’s Book 3

Student’s Book Stage 1 978-0-00-821358-9 £5.99
Workbook Stage 1 978-0-00-821359-6 £7.99
Teacher’s Guide Stage 1 978-0-00-821360-2 £100
Student’s Book Stage 2 978-0-00-821361-9 £5.99
Workbook Stage 2 978-0-00-821362-6 £7.99
Teacher’s Guide Stage 2 978-0-00-821363-3 £100
Student’s Book Stage 3 978-0-00-821364-0 £5.99
Workbook Stage 3 978-0-00-821365-7 £7.99
Teacher’s Guide Stage 3 978-0-00-821366-4 £100

Student’s Book Stage 4 978-0-00-821367-1 £5.99
Workbook Stage 4 978-0-00-821368-8 £7.99
Teacher’s Guide Stage 4 978-0-00-821369-5 £100
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Workbook Stage 5 978-0-00-821371-8 £7.99
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Workbook Stage 6 978-0-00-821374-9 £7.99
Teacher’s Guide 6 978-0-00-821375-6 £100

www.collinselt.com  collins.elt@harpercollins.co.uk
Cambridge Lower Secondary English as a Second Language

Written with a range of international contexts in mind, this new, flexible 3-level course is perfect for 11–14 year olds*. It is designed to allow flexibility in how the course is taught and offers highly illustrated, engaging material with a variety of appropriately-graded exercises and activities. The course covers the Cambridge Lower Secondary English as a Second Language syllabus from Cambridge Assessment International Education and is suitable for students at CEF B1 level (intermediate).

**Student’s Books:**
- Each level comprises 16 units based around motivating and relevant themes
- Include engaging literature texts to encourage students to read
- Provide cross-curricular support to enhance the study of other subjects
- Designed to develop students’ critical thinking skills across a wide range of topics

**Workbooks:**
- Offer a range of practice exercises to consolidate and extend students’ learning
- Encourage students to self-evaluate and reflect on their progress
- Provide additional practice through regular review sections

**Teacher’s Guides:**
- Provide clear guidance to help with lesson planning
- Offer support for mixed ability classes
- Allow flexibility in teaching, with extra worksheets and additional activity ideas
- Include answer keys for Student’s Book and Workbook

Sample pages from Cambridge Lower Secondary English as a Second Language Student’s Book

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*Ages are for guidance only

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For more information, visit www.collinselt.com or contact collins.elt@harpercollins.co.uk

This resource is endorsed by Cambridge Assessment International Education for the Cambridge Lower Secondary English as a Second Language curriculum framework from 2011.
Get Ready for IELTS is a specially designed course that takes students from pre-intermediate up to intermediate level so that they are ready for their IELTS preparation course.

Written by a team of experienced IELTS tutors, this 100-hour course uses the flipped learning approach to maximise the effectiveness of time in the classroom.

The course contains 50 hours of core classroom material with an additional 50 hours of material that can be offered as homework, or for consolidation or extension in class. This additional material is available both online and in print allowing for flexible learning.

This comprehensive course includes a wealth of resources and support for students and teachers:

- Student’s Book with Audio CD
- Workbook
- Online resources via Collins Connect
- Teacher’s Guide with Audio CD

The impressive author team includes Fiona Aish, Fiona McGarry, Patrick McMahon, Jane Short, Rhona Snelling, Jo Tomlinson, Els Van Geyte and Rod Webb.

Student’s Book incl. Audio CD 978-0-00-813917-9
Workbook 978-0-00-813566-9
Online Resource, powered by Collins Connect, 1 year licence 978-0-00-816008-1
Teacher’s Guide incl. Audio CD 978-0-00-813918-6
Get Ready for IELTS’ flipped learning approach, in which students do pre-class preparation, maximises the usefulness of time spent in class ensuring teachers are able to focus on key skills development and exam strategies in the classroom. Here are the three steps to the Get Ready for IELTS flipped learning approach.

Step 1 – Pre-Class Preparation
Students prepare for their IELTS class with the language development activities in the online resources on Collins Connect. By learning vocabulary and grammar in advance, students can focus on learning the skills and strategies for passing the test in class. Alternatively, students can do this pre-class preparation in their Workbook.

Step 2 – Skills Development
In class, students learn the skills they need for the exam through the skills development activities in the Student’s Book. Strategies for achieving good IELTS scores are also highlighted. Teachers can support students as they work through the course.

Step 3 – Exam Practice
Each unit in the Student’s Book contains exam practice which gives students the opportunity to practise the skills they have been developing. The format follows the actual exam and teachers can use this to check their students’ progress towards being ready for the test. This part of the Student’s Book can also be set as homework giving teachers further flexibility.

For more information on the course visit www.collins.co.uk/getreadyforielts
Get Ready for IELTS: Resources for students

Get Ready for IELTS offers a wealth of print and digital resources for students.

Collins Connect

The online resources contain:

- all the pre-class preparation work for students with self-marking, making it easy for students to see what they have retained and what they need to work on
- additional practice material with a focus on grammar, spelling, punctuation and sentence structure to help students prepare for the writing and speaking sections of the exam

Workbook

This component contains:

- all the pre-class preparation work for students (This is an alternative to Collins Connect.)
- a punctuation guide to help students improve their writing skills
- exercises to help students avoid common errors

Student’s Book

This contains:

- 12 units of carefully graded material to help students improve their reading, writing, listening and speaking skills
- motivating topics and tasks which help develop critical thinking skills
- key grammar and vocabulary in every unit that builds language skills and improves accuracy
- Exam Tips to fully prepare students for what to expect in each part of the exam and provide strategies for success
- IELTS-style practice questions that enable students to approach the exam with confidence
- a Grammar Guide that provides clear explanations and examples of key language in use
- an Audio CD for Speaking and Listening practice

Get Ready for IELTS Workbook

Get Ready for IELTS: Resources for students

www.collinselt.com

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Get Ready for IELTS offers a complete support package for teachers including the Teacher’s Guide which provides:

- clear and easy-to-follow lesson plans, explanations and instructions for getting the most out of classroom time
- activities to spot-check that students have understood and retained the vocabulary and grammar preparation they have done before class
- notes on typical mistakes students make and how to correct them
- answers to Student’s Book exercises contained within the lesson plans, for ease of use
- model answers for Writing and Speaking
- an audio CD for Listening and Speaking activities

Collins Connect offers teachers further support with:

- photocopiable activities
- audioscripts of all Listening and Speaking activities

Get Ready for IELTS Teacher’s Guide
English for Life: Skills

Bring your studies to life

An innovative skills series across three levels, based on authentic materials, and containing relevant topics needed to get by in English. Each book adopts a unique approach to work on one of the four skills, giving students and teachers the opportunity to focus specifically on the skill they need to work on.

These books are ideal for:

- Skills lessons
- Skills-focused short courses
- One-to-one lessons
- Supplementing coursebooks
- Extra assignments to support individual students
- Independent study

Teaching notes available online at www.collinselt.com/englishforlife

English for Life: Reading

Help learners get the information they need from every text they read

The English for Life: Reading books contain a variety of authentic and adapted texts reflecting real English environments and a variety of styles. Exercises help to develop reading skills including reading for general understanding and reading for detail, and include lots of useful information, such as how to improve reading speed.

Series includes:

- advertisements
- social networking sites
- newspapers
- novels
- blogs and websites
- travel information

Upper Intermediate / B2+
Author: Naomi Styles

Intermediate / B1+
Author: Anna Osborn

Pre-intermediate / A2
Author: Anna Osborn

Teaching notes available online at www.collinselt.com/englishforlife
English for Life: Writing

Guide learners to write clearer, better English in every situation

The English for Life: Writing books include a wide variety of formal and informal texts, helping students to recognise different writing styles and choose the right language in a large variety of contexts. Exercises practise persuasive language and help students to get their message across. The books also include essential advice on punctuation, layout, sentence structure and tone.

Series includes:

- online reviews
- tweets
- job applications
- emails
- letters
- blogs

Upper Intermediate / B2+
Author: Genevieve White

Intermediate / B1+
Authors: Kirsten Campbell-Howes & Clare Dignall

Pre-intermediate / A2
Author: Kirsten Campbell-Howes

Teaching notes available online at www.collinselt.com/englishforlife
English for Life: Listening

Help learners to understand the English they hear in real life

Based on 100% authentic recordings, the English for Life: Listening books help learners to understand naturally spoken English in a variety of contexts and accents. Practice exercises help learners gain confidence with the challenge of authentic English. The books also include notes on clear language usage, tips on how to improve listening skills and a variety of COBUILD features to help with new vocabulary.

- 100% authentic recordings include:
  - announcements, voicemails and conversations
  - a large variety of native and non-native English accents
- Additional recordings available online at www.collinselt.com/englishforlife

Upper Intermediate / B2+
Author: Ian Badger

Intermediate / B1+
Author: Ian Badger

Pre-intermediate / A2
Authors: Chris Flint & Jamie Flockhart

English for Life: Speaking

Improve learners' ability to speak clear English that everyone will understand

The English for Life: Speaking books include a wide variety of model conversations to help students get familiar with the language people really use when they are speaking. Students complete a variety of exercises based on the model conversations, practising accuracy, clarity, pronunciation and the use of language appropriate to different situations.

- CDs contain conversations and listening and speaking practice activities.
- Series includes topics such as:
  - starting conversations
  - apologising
  - buying and ordering things
  - asking for and giving opinions
  - interrupting and making suggestions
  - changing the subject

Upper Intermediate / B2+
Author: Nicola Prentis

Intermediate / B1+
Author: Cheryl Pelteret

Pre-intermediate / A2
Author: Rhona Snelling
Real Lives, Real Listening

Author: Sheila Thorn

A three-level listening skills textbook based on unscripted and authentic recordings, featuring native and non-native speakers.

Real Lives, Real Listening trains, rather than just tests, students in listening. Through authentic recordings it exposes students to the grammatical structures and lexis which are used most frequently in spoken English. It raises students’ awareness of the differences between spoken and written English, and boosts their confidence. The series reflects the latest academic theories on the importance of authentic listening practice in language acquisition.

- Detailed comprehension and language practice exercises
- Includes information on simplification, linking, elision and weak forms

CD with authentic interviews featuring native and non-native speakers of English
Teacher’s notes and answer keys available in the General English section at www.collinselt.com

“An innovative series that offers a fresh and practical approach to developing listening skills by means of authentic texts.
Dr John Field, Universities of Bedfordshire and Cambridge

Real Lives, Real Listening Elementary – complete edition 978-0-00-752231-6 incl. MP3 CD
Real Lives, Real Listening Intermediate – complete edition 978-0-00-752232-3 incl. MP3 CD
Real Lives, Real Listening Advanced – complete edition 978-0-00-752233-0 incl. MP3 CD

Elementary / A2
Intermediate / B1–B2
Advanced / B2–C1
Grammar and Vocabulary

- Thirty units with hundreds of practice exercises in each book
- Clear layouts with lots of space for students’ answers
- Important points clearly explained in Remember! and Good to know! boxes
- Illustrations help explain grammar points and vocabulary
- Answer key included, allowing students to check their progress independently

**VOCAB EXPRESS**

*Work on your Grammar* has been added to Vocab Express! Covering the key grammar points needed by learners of English from level A1 to C1, and including a variety of engaging activities to assist learners.

Vocab Express integrates text, images and audio, to support learning, on a platform which makes homework setting and progress monitoring simple, with pre-loaded content and easy-to-use tracking tools.

Vocab Express saves teachers hours spent preparing and marking homework and it’s all online! Which means you and your students can access the platform from anywhere, at any time.

**Start your free trial at www.vocabexpress.com/register**
Clearer pronunciation for better communication

Work on your Accent helps students to speak clear English that everyone will understand by softening the influence of their mother tongue. Professional accent coaches Helen and Sarah demonstrate how to pronounce each sound, and show learners when to use them. They also help students to recognise why their native language makes it difficult for them to pronounce certain sounds and which sounds they need to focus on.

Includes DVD-ROM with visual and audio material illustrating physical articulation and pronunciation

1. Make the sounds
   1. Lightly squeeze your lips together, all the way along.
   2. Start to breathe out, and let a little air build up behind your lips.
   3. Don't let any air out through your nose!
   4. Let your lips spring apart quickly, and continue breathing out.
   5. The sound you produce can be voiced /b/ or voiceless /p/ (see page 15).

2. When do I use this sound?

<table>
<thead>
<tr>
<th>Sound</th>
<th>Examples</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>/b/</td>
<td>be, able, stumble, cab</td>
<td>often</td>
</tr>
<tr>
<td>/p/</td>
<td>pen, cup, open</td>
<td>often</td>
</tr>
<tr>
<td>/bb/</td>
<td>stubble,</td>
<td>often</td>
</tr>
</tbody>
</table>

When do I use this sound?
- /b/ and /p/ can be used in the stressed syllable ('appear').
- /b/ is the first sound in a word ('pen') or it is in the stressed syllable (apparent), and
- /p/ is followed by a vowel.
- /b/ is a consonant (spoken) or a labialised consonant (laparal).
- There is a silent /b/ in spellings like 'comb', 'womb', 'dumb'.

3. DVD-ROM assists students when they try to imitate the sound

4. Exercises help students practise the sound

Now try it!
- Say each of these words and sentences aloud. Then compare your pronunciation with the model on tracks 3-5.

A
1. pen, price, carpet, open, appear, cup, stop
2. birthday, boss, able, above, tub, tube

B
1. Please press play, pause and stop on the tape.
2. Both boys bought big bunches of bananas.

C
1. The perfect place to spend your birthday is on the beach with your best pals.
2. I'd like a proper cup of coffee from a proper copper coffee pot.
3. A big black bug bit a big brown bear, and the big brown bear bled badly.

Am I doing something wrong?

All groups
- ✗ Not adding an extra puff of air for a /p/ sound.
- ✗ Not using the muscles in your face to make your lip round.
- ✗ Not making the sound a little more rounded.
- ✗ Not using your tongue to help make the sound.
- ✗ Not allowing a little air out through your nose.

All groups
- ✗ Not allowing too much air out.
- ✗ Not making the sound sound like 'p' or 'b'.

All groups
- ✗ Not making the sound sound like 'b'.

Am I doing something wrong? sections highlight difficulties speakers of different language groups might encounter

Handwriting

Author: Jenny Siklós

Work on your Handwriting helps students improve their handwriting in English, especially if their home language does not have the same alphabet.
Phrasal Verbs

Authors: Jamie Flockhart & Cheryl Pelteret

English is full of phrasal verbs and it’s challenging for learners to know how and when to use them. **Work on your Phrasal Verbs** covers the 400 most common phrasal verbs in depth with clear examples, definitions and exercises to help students learn how and when to use them correctly.

- Phrasal verbs are grouped into 25 themes, such as Feelings, Sport and Jobs, making them easier to memorise
- Full-sentence dictionary definitions with example sentences and extra background notes on usage
- Study tips on how to remember phrasal verbs

Idioms

Authors: Sandra Anderson & Cheryl Pelteret

Idioms in English can be amusing, colourful and expressive but they are never straightforward to understand, so it’s important to help students cope with them. **Work on your Idioms** focuses on the 300 most common idioms, covering each of them in depth, with clear examples, definitions and exercises to help students learn how and when to use the idioms correctly.

- Idioms are grouped into 25 themes, such as Communicating, Money and Relationships, making them easier to memorise
- Study tips on how to remember idioms
- British English and American English variations included

---

**Your turn!** activities motivate students to use the idioms and phrasal verbs when talking about their own ideas

Each unit includes a humorous drawing illustrating the meaning of phrasal verbs and idioms

---

Idioms and Phrasal Verbs have been carefully chosen through frequency analysis of Collins COBUILD data

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CEF level: B1–C2

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Phrasal Verbs 978-0-00-746466-1

Idioms 978-0-00-746467-8

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Amazing People Readers

Inspiring non-fiction readers

In the Amazing People Readers characters from history tell their story in their own words. This unique approach to storytelling creates an engaging first person narrative, ideal for use in the classroom, and perfect for Content and Language Integrated Learning (CLIL).

Each Amazing People Reader contains:
- 5 or 6 short stories, each with a historical character telling their own life story
- Useful timelines, perfect for revision and checking comprehension

Includes downloadable audio containing a full reading of each story

Free online resources at www.collinselt.com/readers, including videos, a level test, student and classroom activities, and ideas for further project work

Also available as e-books

Collins COBUILD grading scheme

The Collins COBUILD grading scheme has been created using the most up-to-date language usage information available today. Each level is guided by a brand new grammar and vocabulary framework, ensuring that the series will perfectly match your students’ reading abilities.

<table>
<thead>
<tr>
<th>Level</th>
<th>CEF level</th>
<th>Word count</th>
<th>Headwords</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>elementary</td>
<td>A2</td>
<td>5,000-8,000</td>
</tr>
<tr>
<td>Level 2</td>
<td>pre-intermediate</td>
<td>A2–B1</td>
<td>8,000-11,000</td>
</tr>
<tr>
<td>Level 3</td>
<td>intermediate</td>
<td>B1</td>
<td>11,000-15,000</td>
</tr>
<tr>
<td>Level 4</td>
<td>upper intermediate</td>
<td>B2</td>
<td>15,000-20,000</td>
</tr>
<tr>
<td>Level 5</td>
<td>upper intermediate+</td>
<td>B2+</td>
<td>22,000-30,000</td>
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<tr>
<td>Level 6</td>
<td>advanced</td>
<td>C1</td>
<td>28,000+</td>
</tr>
<tr>
<td>Level 7</td>
<td>advanced+</td>
<td>C2</td>
<td>varied</td>
</tr>
</tbody>
</table>

In association with AMAZING PEOPLE worldwide
Amazing People Readers

Level 1 elementary  CEF: A2

- William the Conqueror
- Saladin
- Genghis Khan
- Catherine the Great
- Abraham Lincoln
- Queen Victoria
- Mayer Rothschild
- Cornelius Vanderbilt
- Will Kellogg
- Elizabeth Arden
- Walt Disney
- Soichiro Honda
- Glenn Miller
- Pérez Prado
- Ella Fitzgerald
- John Lennon
- Johannes Gutenberg
- Louis Braille
- Alexander Graham Bell
- John Logie Baird
- Harriet Tubman
- Emmanuelle Pankhurst
- Helen Keller
- Nancy Wake
- Eva Perón

Level 2 pre-intermediate  CEF: A2–B1

- Joseph Montgolfier
- Louis Bleriot
- Charles Lindbergh
- Amelia Earhart
- JS Bach
- Wolfgang Mozart
- Giuseppe Verdi
- Johann Strauss
- JS Bach
- Florence Nightingale
- Elizabeth Garrett
- Carl Jung
- Jonas Salk
- Christiaan Barnard
- Leonardo da Vinci
- Christopher Wren
- Antoni Gaudí
- Pablo Picasso
- Frida Kahlo
- Galileo Galilei
- René Descartes
- Isaac Newton
- Carl Gauss
- Charles Babbage
- Ada Lovelace

Level 3 intermediate  CEF: B1

- Marco Polo
- Christopher Columbus
- James Cook
- David Livingstone
- Yury Gagarin
- Alfred Nobel
- John Rockefeller
- Thomas Barnardo
- Henry Wellcome
- Madam CJ Walker
- Antoine Lavoisier
- Humphry Davy
- Gregor Mendel
- Louis Pasteur
- Charles Darwin
- Francis Crick
- Geoffrey Chaucer
- William Shakespeare
- Charles Dickens
- Victor Hugo
- Leo Tolstoy
- Paul Casals
- Louis Armstrong
- Edith Piaf
- Frank Sinatra
- Maria Callas
- Elvis Presley

Level 4 upper intermediate  CEF: B2

- Confucius
- Socrates
- Aristotle
- William Wilberforce
- Karl Marx
- Mahatma Gandhi
- Voltaire
- Charlotte Brontë
- Mark Twain
- Jacques Prevert
- Ayn Rand
- Aleksandar Salzhentisyn
- Henry Heine
- William Lever
- Michael Marks
- Henry Ford
- Coco Chanel
- Ray Kroc
- Alessandro Volta
- Michael Faraday
- Marie Curie
- Albert Einstein
- Alexander Fleming
- Linus Pauling
- Julius Caesar
- Queen Elizabeth I
- George Washington
- King Louis XVI
- Winston Churchill
- Dita Guevara

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- Notes on history and culture help learners understand social and historical contexts
- Character notes for keeping track of who is who
- A glossary of difficult words facilitates vocabulary comprehension

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Level 3  CEF: B1

Level 4  CEF: B2

Level 5  CEF: B2+

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Cambridge English Practice Tests for Pre A1 Starters • A1 Movers • A2 Flyers

Help learners have a positive first experience preparing for an English test. These new practice test materials support young learners aged 7–12, and include comprehensive guidance for both teachers and parents. By working through the practice tests, children will feel ready for what they need to do on the day of the test, and will also have fun whilst they are learning.

Each book includes:

- Three complete practice tests
- Ideas for fun activities to help motivate and prepare young learners for exam day, available online
- Free audio resources are available online for the Listening papers, plus model answers for the Speaking papers
- Answer key and audioscripts included in the online guides

Comprehensive Parents’ and Teachers’ Guides available free online: 50 pages of activity ideas and tips to prepare young learners for the exam

Audio with British and American English accents provided free online

<table>
<thead>
<tr>
<th>Practice Tests for Pre A1 Starters</th>
<th>978-0-0082-7486-3 incl. CD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Tests for A1 Movers</td>
<td>978-0-0082-7487-0 incl. CD</td>
</tr>
<tr>
<td>Practice Tests for A2 Flyers</td>
<td>978-0-0082-7488-7 incl. CD</td>
</tr>
</tbody>
</table>
**Part 4**

- 5 questions -

Read this. Choose a word from the box. Write the correct word next to numbers 1–5. There is one example.

A doll

This doll has got a 

1. face

2. arm

3. arm

4. room

5. children

Read this. Choose a word from the box. Write the correct word next to numbers 1–5. There is one example.

A doll

This doll has got a face, two eyes, a nose and a 1. face.

He has got two arms but he cannot throw a 2. arm. He has got two 3. arms but he cannot run or jump. He lives in a 4. room in a house. Young 5. children play with him.

**Part 5**

- 5 questions -

Look at the picture and read the questions. Write one-word answers. There are two examples.

Examples

Who is driving the car?  

Mrs Lily

What time of day is it?  

afternoon

Questions

1. How many people are in the car?  

2.

Dad

2. What time of day is it?  

3. the afternoon
Cambridge English Exams

All the practice students need for a top grade.

The Practice Tests for Cambridge English books include:
- Four complete practice tests
- A clear guide to the test and practical advice on how to revise and prepare
- Audioscripts for the Listening and Speaking papers
- Answers for all papers, including model answers for the Speaking and Writing papers

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The **Get Ready for IELTS** skills books are for students who would like to make a start on their IELTS preparation, but who need to build up their language level before taking the test. Each of the books is aimed at improving one of the four skills, allowing students to easily focus on the areas they really need support with.

Each title includes:

- 12 units of carefully graded material for pre-intermediate learners
- Four review units to check and consolidate key language and skills
- Key IELTS grammar and vocabulary
- Exam tips, information and common errors
- Complete practice test, answer keys and glossary

**Get Ready for IELTS Listening**

Author: Jane Short

Includes audio CD

**Get Ready for IELTS Speaking**

Author: Rhona Snelling

Includes audio CD

**Get Ready for IELTS Reading**

Author: Els Van Geyte

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Author: Fiona Aish & Jo Tomlinson

CEF level: A2+ / IELTS level: 4+

Perfect for self-study, using a guided-learning approach that gives students access to a full answer key with model answers and commentary

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Four skills-focused textbooks offering in-depth preparation for each of the Academic IELTS test papers. With one book for each skill, *Skills for IELTS* helps students to focus on areas they need to improve to get the IELTS result they need.

- Enables students to achieve the IELTS score required to gain entry into academic institutions in English-speaking countries
- Provides authentic exam practice and includes a complete practice paper
- Expands knowledge of IELTS themes and vocabulary
- Explains crucial IELTS vocabulary using Collins COBUILD definitions
- Supports students through model answers and commentary
- The writer makes reference to the opposing point of view to indicate that he has tested his idea.

Unit 12 – Task 2
Human beings have long struggled with the difficulty of ensuring both freedom and fairness in society. Some people argue that a good society is necessarily one that ensures equality for all. However, in my view, this is neither feasible nor desirable in practice.

Model answers with commentary to help students understand what is expected in the IELTS test

Reading for IELTS
Author: Els Van Geyte

Writing for IELTS
Author: Anneli Williams

Listening for IELTS
Authors: Fiona Aish & Jo Tomlinson

Speaking for IELTS
Author: Karen Kovacs

Recommended for students who already have an IELTS score of 5.0/5.5, but who need to improve their score

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Teaching notes available online at www.collinselt.com/teachielts
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- A clear guide to how the IELTS exam works
- A whole section full of useful tips on how to do well in the exam
- A CD (+ transcript) with accurate models for the Speaking and Listening papers
- Answers and explanations for all four papers (including model answers for Speaking and Writing)

Includes MP3 CD

Grammar for IELTS

Authors: Fiona Aish & Jo Tomlinson

Grammar for IELTS equips students with the tools to improve their grammar for the IELTS challenge.

- Twenty units cover key areas of grammar for all four IELTS tests
- Students complete a full IELTS test by working through the book
- Useful tips, practical exam strategies and practice exam sections covering all four IELTS test papers in every unit

Includes audio CD with practice for the IELTS Listening test and model answers for IELTS Speaking

Vocabulary for IELTS

Author: Anneli Williams

Vocabulary for IELTS is the perfect tool for students who would like to work on key vocabulary needed for the IELTS exam.

- Twenty units cover vocabulary for all four IELTS papers
- Key vocabulary and example sentences from the Collins Corpus included
- Practice exam sections at the end of each unit cover the full range of IELTS test papers

Includes audio CD providing valuable Listening and Speaking practice

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Vocabulary for IELTS 978-0-00-745682-6 incl. CD

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Teaching notes available online at www.collinselt.com/teachielts

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COBUILD for IELTS Preparation

The COBUILD IELTS Dictionary and the Key Words for IELTS books are ideal for learners who are preparing for the IELTS exam. They cover the words, phrases and idioms that students need to master to achieve the IELTS scores required by top universities and employers.

IELTS Dictionary

A comprehensive dictionary including IELTS-specific words as well as general vocabulary, to help students achieve the IELTS score they need.

- Explains key words in depth using collocations boxes, usage notes, information on easily-confused words, related words, synonyms, antonyms and IELTS-style corpus examples
- The Writing for IELTS guide and Speaking for IELTS guide help learners to produce polished written texts and achieve fluency when speaking

Key Words for IELTS

Three compact, graded reference books which provide easy access to the essential key words students need to succeed in the IELTS exam. All three titles include vocabulary-enrichment features that enable students to expand their vocabulary in key topic areas, to use the words accurately and correctly, and provide help with academic writing.

- **Book 1 Starter** – For students starting their IELTS preparation
- **Book 2 Improver** – For students who want to improve their IELTS score
- **Book 3 Advanced** – For students aiming for a top score

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<td>Book 3 Advanced</td>
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TOEFL® Practice Tests

Practice Test Pack for the TOEFL® Test

A comprehensive pack to prepare students for the TOEFL® iBT and PBT tests. Students will:

● Feel completely confident about how the TOEFL® test works
● Know what to expect on the day of the test
● Improve their score through realistic practice designed to replicate the online environment of the TOEFL® iBT test

The pack includes:

● Access to four complete TOEFL® tests online
● Two complete TOEFL® tests with answers, mini-dictionary and audiobook in the practice test book
● A complete Guide to the TOEFL® Test booklet, with strategies for success and information on the test

An MP3 CD with realistic audio for the Speaking and Listening sections

Online access to four complete TOEFL® tests and a free interactive training module with additional practice and strategies for improving skills for each part of the test

Pack contents:

- 1 MP3 CD  978-0-00-749970-0
- Multi format: Online course, Book, Booklet

Guide to Reading

The reading section is the first part of the TOEFL® test. It tests your comprehension of written English with a series of reading passages followed by a set of questions based on each one.

QUICK GUIDE: TOEFL® Test Reading Section

In order to do well on the reading section, you should be able to:

- understand basic academic vocabulary in context
- quickly scan a written passage and understand its main ideas and supporting details
- understand how information is organized
- understand different kinds of writing (paragraphs, etc.)
- answer questions after the given text

The reading section includes 3–5 passages. Each passage is usually 500–750 words long. A typical reading section consists of three reading passages, each of which will appear on your screen and remain there while you answer the questions that follow the passage.

There are three different types of passages in the reading section: expository, argumentative, and historical. In addition, each passage is arranged according to a particular organizational style, which include compare and contrast, cause and effect, problem and solution, theory and support, and classification.

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In order to do well on the reading section, you should be able to:

- In the Reading section, you will be asked to answer questions about the reading passage.
- The questions will be based on the reading passage.
- You will be asked to select one answer choice for each question.
- You will have 60 minutes to read and answer the questions for a set of three reading passages.

For more information about passage types and organizational styles, see page 12.

CHALLENGE 1: "I have trouble talking about opinions.""SOLUTION: Know when you will be required to express opinions. Question 1 asks you to describe the opinion of the professor while Question 2 requires you to give your opinion. Knowing this information will help you prepare before you take the test. Use the table below to help you know when and how to use opinion language.

<table>
<thead>
<tr>
<th>Questions</th>
<th>Opinion</th>
<th>Expressions You Can Use</th>
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</thead>
<tbody>
<tr>
<td>Question 1: Academic Reading/Listening Synthesis Task</td>
<td>I agree/disagree with the professor’s opinion.</td>
<td>- The professor thinks that X, while I think it is different.</td>
</tr>
<tr>
<td>Question 2: Personal Experience Task</td>
<td>Give your own opinion</td>
<td>- I agree/disagree with the professor.</td>
</tr>
<tr>
<td></td>
<td>Give an example of reason</td>
<td>- I disagree with the professor.</td>
</tr>
<tr>
<td></td>
<td>Give an example of a related topic</td>
<td>- I agree with the professor.</td>
</tr>
</tbody>
</table>

SOLUTION: Learn basic citation skills. On the academic reading/lecture questions, you will be asked to talk about ideas that come from either a reading or a lecture. Use the table below to help you know when and how to use opinions. Knowing this information will help you prepare before you take the test.

<table>
<thead>
<tr>
<th>Task</th>
<th>When to Give an Opinion</th>
<th>Expressions You Can Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Reading/Listening Synthesis Task</td>
<td>I agree/disagree with the professor’s opinion.</td>
<td>- The professor agrees/disagrees with my opinion.</td>
</tr>
<tr>
<td>Personal Experience Task</td>
<td>Give your own opinion</td>
<td>- I agree/disagree with the professor.</td>
</tr>
<tr>
<td></td>
<td>Give an example of reason</td>
<td>- I disagree with the professor.</td>
</tr>
<tr>
<td></td>
<td>Give an example of a related topic</td>
<td>- I agree with the professor.</td>
</tr>
</tbody>
</table>

For more information about passage types and organizational styles, see page 12.

GUIDE TO THE TOEFL® TEST

Multi format: Online course, Book, Booklet

1 MP3 CD  978-0-00-749970-0
Skills for the TOEFL iBT® Test

gives learners the tools to handle the challenging integrated skills aspect of the test, providing clear strategies and tips to help learners improve their score.

- Improve students’ confidence with progressive practice and review sections
- Clear test strategies, tips and practice activities give students the tools to work towards a better score
- Help students eliminate wrong answers with answer analysis feature
- Includes audio online with test-style listening practice

Three stages of Progressive Practice provide step-by-step support to answering questions confidently

Reading and Writing 978-0-00-746059-5 incl. CD
Listening and Speaking 978-0-00-746060-1 incl. CD
Vocabulary and Grammar for the TOEFL® Test

Author: Ingrid Wisniewska

**Vocabulary and Grammar for the TOEFL® Test** is designed to help students master the vocabulary and grammar that they require to get a high score in the TOEFL® test.

- Exposes students to the task types they will encounter in the TOEFL® test
- Includes tips and strategies for how to approach test tasks
- Enables students to improve their skills, gain confidence, and achieve the score they need

Includes audio online

COBUILD Key Words for the TOEFL® Test

**COBUILD Key Words for the TOEFL® Test** covers the words and phrases that students need to achieve the TOEFL® test scores required by top universities and employers.

- Vocabulary-building features, synonyms, phrases and collocations help students to enrich their vocabulary and increase their accuracy and fluency. Key terms from the Academic Word List are also covered
- To help students consolidate what they have learnt, the title also includes a thematic word list section, organised according to topics that frequently appear in the TOEFL® test
- Clear definitions and authentic examples from the Collins Corpus help students to see how English is really used

<table>
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<th>ambivalent</th>
<th>/əmˈbɪvlənt/</th>
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<tr>
<td><strong>Adjective</strong></td>
<td>If you say that someone is ambivalent, you mean that they do not seem to be certain about whether they agree or disagree with something.</td>
</tr>
<tr>
<td><strong>Collocations</strong>: ambivalent about something feel/remain ambivalent</td>
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</table>
|**Synonym**: unsure

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**Skills for the TOEIC® Test**

*Skills for the TOEIC® Test* is a two-book series that helps learners handle the integrated skills aspect of the TOEIC® test. Each book in the series contains material to improve all four skills.

Three stages of *Progressive Practice* provide step-by-step support to answer questions confidently.

- Improve students’ confidence with *Progressive Practice* and *Review* sections
- Clear test strategies, tips and practice activities give students the tools to work towards a better score
- Help students eliminate wrong answers with an answer analysis feature

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**TOEIC® Practice Tests and Key Words**

**Practice Tests for the TOEIC® Test**

*Practice Tests for the TOEIC® Test* ensures students are ready to sit the test and achieve the best score they can.

- Four complete TOEIC® tests, including Speaking and Writing papers
- A clear guide to how the TOEIC® test works
- A whole section full of useful tips on how to do well in the exam
- A CD (+ transcript) with accurate models for the Speaking and Listening papers
- Answers and explanations for all four sections of the test (including model answers for Speaking and Writing)

- Includes MP3 CD

**COBUILD Key Words for the TOEIC® Test**

*COBUILD Key Words for the TOEIC® Test* covers the words and phrases that students need to master in order to achieve the scores required by top employers.

- Full coverage of the most common words that appear in the TOEIC® test
- Simple definitions make words even easier to understand
- Topic-based vocabulary sections ensure students feel fully prepared for the exam

<table>
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Why do you have to do library based research?

When you do library based research, you usually have to work on your own. You give yourself the opportunity to become a more independent learner and to show that you can think for yourself. These are qualities that are highly valued in academic settings within the English speaking world.

However, working independently does not mean that your research is not connected to the work of other people. One of the main purposes of universities is to produce knowledge, that is, to create, evaluate and disseminate new information and ideas. Producing knowledge usually involves many scholars working in different times and places. When you do research as part of your course, you are learning skills which will allow you to participate in that wider effort. You have the opportunity to contribute to the growth of your field of study.

In some parts of the world, students are judged according to how well they retain information given to them. In the English speaking world, when your research paper is being marked, the marker will normally consider the whole of your course. So, in order to succeed, you have to demonstrate that you have understood the research that has been done by the experts in your field.

These are the questions the marker may ask themselves:

1. How has the student evidenced a thorough understanding of the research on their topic?
2. How well does the student know what other scholars have written about the topic?
3. How clearly and coherently has the student explained their own ideas and how do they relate to the work of other scholars?
4. How well has the student made use of different sources of information?
5. How clearly and coherently has the student interpreted the set research question in an interesting way?
6. How well has the student evaluated the work of other scholars – that is, to consider it carefully and make judgements about it?

How do you know if your research is good?

To disseminate new information and ideas. Producing knowledge usually involves many scholars working in different times and places. When you do research as part of your course, you are learning skills which will allow you to participate in that wider effort. You have the opportunity to contribute to the growth of your field of study.

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6. How well has the student evaluated the work of other scholars – that is, to consider it carefully and make judgements about it?
Vocabulary Organizer

Authors: Pete Sharma & Barney Barrett

Learn new words more quickly

Research shows that students need to see a new word as many as eight times before it passes from short-term memory into productive vocabulary. Vocabulary Organizer helps students to do this by providing structured and organised templates in which to record and review their vocabulary.

Students learn how to:
- Remember new words more easily
- Differentiate between active and passive vocabulary
- Record vocabulary in a structured way
- Find their vocabulary to review

“It’s very useful in that it helps students take an active part in vocabulary learning and saves them from asking for ‘lists’ as they often do!”

Susanna Wesson, France

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Get the most out of your time at university

The International Students’ Survival Guide prepares students for undergraduate and post-graduate life at English-speaking universities. Students will know what to expect and how to prepare for living and studying in another country.

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- Communicate with professors politely
- Get involved in student life
- Deal with classes that aren’t going well

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Sign up in the English for Academic Purposes section at www.collinselt.com to read the International Students’ Survival Guide for free!
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An indispensable guide for professionals working internationally in English, as well as Business English and Communication trainers. Includes advice on core communication skills and key interpersonal skills.

- Use the right style of communication at the right time
- Handle challenging meetings with native and non-native speakers
- Build successful relationships

“Talking is easy. Getting people to listen to you, that’s where we can help.” Bob Dignen

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“innovative in the possibilities it provides for self-study”

English-Speaking Union, 2013

Small Talk
Author: Deborah Capras
Build key business relationships
This self-study book gives students the confidence to start a conversation and transition to bigger topics so that they build relationships, develop partnerships and succeed in business. The book includes information on best practice and key phrases for students to refer to and practise. Online audio includes semi-scripted recordings of small talk.

Students learn the language to:
- Meet people for the first time
- Greet people in subsequent meetings
- Show and receive hospitality

“Talking is easy. Getting people to listen to you, that’s where we can help.” Bob Dignen

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<td>Key Business Skills</td>
<td>978-0-00-748879-7 incl. MP3 CD</td>
<td>B1–C1</td>
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<td>B1+</td>
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English for Business: Skills

*English for Business: Skills* is a popular series of skills books focused on the language needed to do business in English, anywhere in the world. Each book includes tips on how to communicate effectively and interculturally.

**English for Business: Listening**

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- Additional recordings and transcripts available online at www.collinselt.com/businessresources

**English for Business: Writing**

Author: **Nick Brieger**

Helps students write clearer business documents more effectively. Covers key areas such as varying tone, structuring documents and considering your audience. Exercises demonstrate best practice in business writing, and focus on written texts, vocabulary, and key structures.

**English for Business: Speaking**

Authors: **James Schofield** and **Anna Osborn**

Ideal for business people who want to get their message across more effectively in all situations – on the phone, in meetings and in social situations. Covers key areas such as networking, negotiating and interviews. Step-by-step process guides the student from comprehension of a model dialogue to building their own dialogue.

- Includes MP3 CD with role-plays and conversations to practise fluency

**English for Business: Reading**

Author: **Anna Osborn**

Helps students to refine and perfect their business reading skills with a wide range of text types. Includes helpful advice on different reading styles, reading methods, and skills such as reading between the lines or understanding the true meaning behind the message.

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CEF level: B1–C2

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English for Business: Reading 978-0-00-746943-7

Teaching notes available online at [www.collinselt.com/businessresources](http://www.collinselt.com/businessresources)
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Business Vocabulary in Practice
Authors: Will Capel, Jamie Flockhart & Sue Robbins
This easy-to-use practice book helps students learn the words they need for effective business communication.
Business words are presented, defined, illustrated and followed by exercises to help students remember and revise the vocabulary. Topics reflect today’s business world, and include product development, branding and customer relationship management.

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Pre-intermediate
Intermediate
Authors: Nick Brieger & Simon Sweeney
Accurate grammar means more effective business communication. These two comprehensive and clear guides help to improve English grammar for use in the workplace, with clear grammar explanations in business contexts and practical exercises.

COBUILD International Business English Dictionary
Essential business English for any situation, with practical advice for succeeding in today’s business world.

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- Differences in cultural practices and differences between American and British English highlighted
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Author: James Schofield

Students follow PA Jasmine’s daily life at her office and learn the English they need for everyday work life. Designed to equip office workers, receptionists, PAs and administrators with the key vocabulary they require to speak and understand English on the phone and when greeting visitors, making meeting and travel arrangements, dealing with problems and checking information.

Learn through video: DVD with 12 videos included

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Author: James Schofield

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Learn through video: DVD with 12 videos included

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Author: Mike Seymour

Students follow the Metro Hotel staff’s days and improve their English while doing so. It is ideal for front-line staff in hotels and restaurants who need to communicate confidently in English to maintain good customer relations. Units cover checking guests in and out, dealing with difficult guests, taking food and drink orders, and much more.

Real-life situations and tasks: Includes 2 CDs with 24 conversations plus exercises

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<td>978-0-00-743198-4</td>
<td>incl. 2 CDs</td>
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COBUILD Key Words for Specific Purposes

The 500 most important words for anyone studying or working in these areas. Vocabulary has been selected by industry experts, based on word frequency and relevance analyses of corpus data specific to each of the fields.

- Examples show how words are used in authentic contexts
- Full-sentence definitions explain what the word means in simple language
- Practice exercises ensure students learn the most important words in their field
- Vocabulary-building features help to improve fluency and accuracy

All titles include audio to support pronunciation

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English Language Teaching Essentials

A handy series of quick-to-read, practical teacher guide books

**Introducing English to Young Children: Reading and Writing**

Author: Opal Dunn

Easy to read and full of practical information, this book introduces reading and writing skills (including spelling) through a playful approach and meaningful projects.

- Includes an introduction to handwriting for children who write using a different script
- Explores how children move towards becoming independent learners
- Gives ideas on enjoying and making picture books
- Helps teachers plan, manage and assess lessons

Also available as an e-book

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Author: Opal Dunn

This book looks at how very young and young children begin to acquire English, suggesting how teachers and parents can ‘tune into’ young children’s developmental needs and support them.

- Introduces lesson plans and a wide selection of useful oral activities for 3 to 8-year-olds
- Includes tips for classroom management
- Contains projects, games and simple picture books that can be used from the first lessons

Also available as an e-book

**Teaching Techniques for Communicative English**

Author: Jane Revell

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- Moves from easy to more challenging exercises for both learners and teachers
- Includes activities and role plays based on real life situations

Also available as an e-book

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Authors: Susan Thomas with Annie Hughes

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Author: Susan Thomas & Sarah Johnson
Illustrator: Heather Clarke

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Author: Jane Myles

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out - outside

outside (adj) adjective, adverb

1 away from a place: I took out his notebook.
2 not at home: He was absent today.
3 no longer shining: The lights were out.
4 no longer belonging to you: Please don’t eat the fruit.
5 published and for sale: This new CD is out now.
6 out of (prep) The fire was out.
7 outside the area or place of a game or sport: I'm going out to play.
8 If you go out of a place, you leave it: She went out.

out of (prep) preposition

to take something out of a container: You can’t take the key out of your house.

out of (prep) preposition

to use something that you have: I took the key out of my handbag.

out of (prep) preposition

to stop doing something: She got out of bed.

out of (prep) preposition

from a place: We ran out of the house.

out of (prep) preposition

to express your feeling: They expressed their outrage.

out of (prep) preposition

to do something that is outside your control: She can’t control her anger.

out of (prep) preposition

something that is not suitable: The sneakers are out of date.

out of (prep) preposition

from the range or area of something: If you go out of a place, you leave it.

out of (prep) preposition

outside (adj) adjective

happening outside a building: It was raining outside.

outside (adj) adjective

happening outside a building: The sun was shining outside.

outside (adj) adjective

covering the other parts of something: This material forms the inner surface of the roof.

outside (adj) adjective

a set of clothes: I need a new outfit for the wedding.

outfit (noun) noun

an outfit:

outfit (noun) noun

a set of clothes: I need a new outfit for the wedding.

outfit (noun) noun

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**Usage Notes**

**10.61**

When you want to emphasize something, you can repeat the main verb, instead of leaving it out.

**Usage Note**

**10.62**

Note that you do not usually use different tenses in a situation in two different contexts, for example, if you are reporting what you observed at the scene of a crime in a police report, or if you are doing a police report, or if you are describing a police report.

**Usage Note**

**10.63**

Language and usage notes

Examples from Collins Corpus

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