Collins

English Language Teaching

Catalogue 2017

www.collinselt.com

POWERED BY COBUILD
Welcome to the 2017 Collins ELT catalogue

Welcome to our 2017 ELT catalogue. In the catalogue you will find resources including books and CDs aimed at all ages and levels, from young learners to those needing business English, and from specific skills requirements to exam preparation.

We are delighted to include the new and fourth edition of COBUILD English Grammar. This comprehensive and authoritative guide to modern English grammar has been thoroughly updated to take into account significant changes in grammar over recent years. Please refer to page 55 for more information.

Our successful COBUILD series of dictionaries continues to develop, and we now have three brand-new American English dictionaries available alongside our British English COBUILD dictionaries. Find out more on pages 51–53.

If you have any questions about the Collins ELT list, or 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!

Celia Wigley
Head of International Projects

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Key symbols used in the catalogue

CEF level: B1+  Level indicator
Age 11–14  Age indicator
NEW  New in 2016
Also available as an app
Also available as an e-book
Includes Audio
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

Authentic, accurate and up-to-date English

What does COBUILD mean?
Collins Birmingham University International Language Database (COBUILD) was a research project set up by the University of Birmingham and Collins in the 1980s, run by the pioneering linguist John Sinclair. It resulted in the creation of an electronic corpus that revolutionised dictionary making.

Why does COBUILD matter?
The original COBUILD dictionary, published in 1987, was the first of a new generation of dictionaries for learners based on actual corpus evidence rather than on the compilers’ intuition. Collins has continued to build on this pioneering research, delivering real English to students and teachers around the world.

How do we use COBUILD?
COBUILD is now part of the Collins Corpus, which is the largest collection of authentic English language data in the world. It is constantly updated to reflect current language use and continues to inform our dictionary and ELT publishing.

NEW

COBUILD English Grammar, fourth edition
page 55

www.collinselt.com collins.elt@harpercollins.co.uk
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### Level Chart

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**IELTS**
- Key Words Book 1
- Key Words Book 2
- Key Words Book 3
- COBUILD IELTS Dictionary

**TOEFL®**
- Practice Test Pack
- Skills
- Vocabulary and Grammar
- Key Words
- Skills, Practice Tests

**TOEIC**
- Writing, Research, Lectures, Presenting, Group Work, Numbers

**Academic Skills**

**Vocabulary and Survival Guide**
- Vocabulary Organizer

**Business Communication**
- Small Talk
- Effective International Business Communication

**Business Skills**
- Key Business Skills
- English for Business: Listening, Speaking, Reading, Writing

**Business Vocabulary and Grammar**
- Business Grammar & Practice Pre-intermediate
- Business Vocabulary in Practice
- Business Grammar & Practice Intermediate

**Business Dictionaries**

**English for Work**
- Workplace English
- Workplace English 2
- Workplace English 3

**English for Specific Purposes**
- Key Words for Automotive Engineering, Electrical Engineering, Chemical Engineering, Mechanical Engineering, Hospitality, Retail, Accounting, Insurance, Finance, Oil & Gas Industry

**Resources for Teachers, Photocopiables & Games**
- Vital Verbs
- English Through Football
- English Language Teaching Essentials
- Minibooks for Young Learners

**Dictionaries**
- COBUILD Essential English Dictionary
- COBUILD Primary Learner’s Dictionary
- COBUILD Intermediate Learner’s Dictionary
- COBUILD Advanced Learner’s Dictionary
- COBUILD American Learner’s Dictionary, third edition

**Grammar**
- Elementary English Grammar & Practice
- Intermediate English Grammar & Practice
- Advanced English Grammar & Practice
- COBUILD English Grammar
- COBUILD Pocket English Grammar

**Easy Learning**
- Easy Learning

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**Level Chart**

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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
The Antarctic mainland is enormous. It is 52 times larger than the United Kingdom. It is seven times bigger in size than the USA. The weather there is very harsh, with temperatures rarely above freezing in summer or below freezing in winter. The emperor penguin is one of the few creatures which can cope during these extreme conditions.

Antarctica is made up of the Antarctic mainland and the islands around it. The mainland is a huge truly 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>
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<th>The Arctic</th>
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<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>A land covered in ice</td>
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<tr>
<td>Polar bears and seals live there but no penguins</td>
<td>Penguins and seals live there, but no polar bears</td>
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</table>

### 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.

<table>
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<th>Whales</th>
<th>crabeater seals</th>
<th>Fur seals</th>
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- They actually eat krill.
- Can attack king penguins.
- Are the biggest mammals in the world.

### Reading Comprehension 1

1. True or false? Write "T" or "F".

- Antarctica is a land covered in ice... T
- Air above the water is cold...
- Penguins use their flippers to fly in the air...
- Walruses and seals help keep penguins warm...
- King penguins lay more than one egg at a time...
- Killer whales hunt in groups called pods... T
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

English for Mathematics: Book A 978-0-00-813570-6
English for Mathematics: Book B 978-0-00-813571-3
English for Mathematics: Book C 978-0-00-813572-0

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:
- The perimeter of a rectangle is double the (length + width).
- The perimeter of the rectangle is 2 x (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.

<table>
<thead>
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<th>Key words: perimeter, length, width, area, centimetre squared</th>
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<tr>
<td>Perimeter is the distance all the way around a shape.</td>
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<td>Area is the amount of surface covered in a shape.</td>
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Practise it!

1. Measure the sides of the rectangle.

   length _____ cm
   width _____ cm

   What is the perimeter of the rectangle?

2. A shape is drawn on a centimetre grid

   Find the area by counting the squares.

   Area = _____ cm²

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

   Complete the table

<table>
<thead>
<tr>
<th>Area</th>
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<td>A</td>
<td>_____ cm</td>
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<td>B</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 move across the surface when you talk about area. Encourage your child 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.

Fascinating Facts

Age 5-11

Perfect for the CLIL classroom

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**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.

- **It’s A Dragon**
  - It’s A Dragon – American English
- **Finding Grandpa**
  - Finding Grandpa – American English
- **Let’s Paint**
  - Let’s Paint – American English
  - Night Adventure
  - Night Adventure – American English
- **Flying Farm**
  - Flying Farm – American English
- **Purple Feet**
- **Riding On A Rainbow**
- **Crawl Like A Beetle**
- **The Playhouse**
  - The Playhouse – American English
  - Picnic In The Sky
  - Picnic In The Sky – American English
  - At The Zoo
  - At The Zoo – American English
  - Magic Friends
  - Magic Friends – American English

Please contact our sales team at collins.international@harperscollins.co.uk for more information.
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 CD with 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>CEF level</th>
<th>Word count</th>
<th>Headwords</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 elementary</td>
<td>A2</td>
<td>5,000-8,000 approx 700</td>
</tr>
<tr>
<td>Level 2 pre-intermediate</td>
<td>A2–B1</td>
<td>8,000-11,000 approx 900</td>
</tr>
<tr>
<td>Level 3 intermediate</td>
<td>B1</td>
<td>11,000-15,000 approx 1,100</td>
</tr>
<tr>
<td>Level 4 upper intermediate</td>
<td>B2</td>
<td>15,000-20,000 approx 1,700</td>
</tr>
</tbody>
</table>

Perfect for the CLIL classroom

www.collinselt.com  collins.elt@harperrcollins.co.uk
Amazing People Readers

**Level 3  intermediate  CEF: B1**

Marco Polo  
Ibn Battuta  
Christopher Columbus  
James Cook  
David Livingstone  
Yuri Gagarin

Alfred Nobel  
Andrew Carnegie  
John Rockefeller  
Henry Wellcome  
Madam CJ Walker

Geoffrey Chaucer  
William Shakespeare  
Charles Dickens  
Victor Hugo  
Leo Tolstoy  
Rudyard Kipling

Pablo 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  
Aleksandr Solzhenitsyn

Alessandro Volta  
Michael Faraday  
Marie Curie  
Albert Einstein  
Alexander Fleming  
Linus Pauling

Julius Caesar  
Queen Elizabeth I  
George Washington  
King Louis XVI  
Winston Churchill  
Che Guevara

Shakespeare  
Rockefeller  
Columbus  
Elvis Presley  
Leo Tolstoy

Dawid  
Darwin  
Cicero  
Einstein

Gandhi  
Winston Churchill  
Coco Chanel  
Julius Caesar  
Einstein

www.collinselt.com  
collins.elt@harpercollins.co.uk
Agatha Christie Readers

Help learners get the most out of Agatha Christie’s legendary crime stories

- Language graded for upper-intermediate learners (CEF Level B2) to support understanding of the story
- 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
- A CD with a full reading of the story supports listening comprehension and helps with pronunciation

NEW

5 new Agatha Christie Readers for intermediate learners on CEF level B1 will be available in autumn 2017, including Murder on the Orient Express, Death on the Nile, The Body in the Library and others!

The Mysterious Affair at Styles 978-0-00-745152-4
The Man in the Brown Suit 978-0-00-745155-5
The Murder of Roger Ackroyd 978-0-00-745156-2
The Murder at the Vicarage 978-0-00-745157-9
Why Didn’t They Ask Evans? 978-0-00-745159-3

Peril at End House 978-0-00-745158-6
Death in the Clouds 978-0-00-745160-9
Appointment with Death 978-0-00-745161-6
N or M? 978-0-00-745162-3
The Moving Finger 978-0-00-745163-0

Sparkling Cyanide 978-0-00-745164-7
Crooked House 978-0-00-745165-4
They Came to Baghdad 978-0-00-745166-1
They Do It With Mirrors 978-0-00-745167-8
A Pocket Full of Rye 978-0-00-745168-5

After the Funeral 978-0-00-745169-2
Destination Unknown 978-0-00-745170-8
Hickory Dickory Dock 978-0-00-745171-5
4.50 From Paddington 978-0-00-745172-2
Cat Among the Pigeons 978-0-00-745173-9

CEF level: B2

Includes MP3 audio with full reading of the story
Activities and extra material available at www.collinselt.com/agathachristie
Audiobooks are now available on audible and iTunes
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

www.collinselt.com  collins.elt@harpercollins.co.uk
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

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](http://www.collinselt.com/englishforlife)

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**Upper Intermediate / B2+**

Author: Ian Badger

**Intermediate / B1+**

Author: Ian Badger

**Pre-intermediate / A2**

Authors: Chris Flint & Jamie Flockhart

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Teaching notes available online at [www.collinselt.com/englishforlife](http://www.collinselt.com/englishforlife)

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“successful in making even the mundane activities of daily life engaging
English-Speaking Union, 2013”
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
- interrupting and making suggestions
- asking for and giving opinions
- buying and ordering things
- apologising
- changing the subject

Series includes topics such as:

- starting conversations
- interrupting and making suggestions
- asking for and giving opinions
- buying and ordering things
- apologising
- changing the subject

Upper Intermediate / B2+
Author: Nicola Prentis

Intermediate / B1+
Author: Cheryl Pelteret

Pre-intermediate / A2
Author: Rhona Snelling

Teaching notes available online at www.collinselt.com/englishforlife
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
Work on your...

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

Includes language that has been carefully selected by experts using Collins COBUILD data
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

Now try it!
Say each of these words and sentences aloud. Then compare your pronunciation with the model or transcribe it:

- Both boys bought big bunches of bananas.
- The perfect place to spend your birthday is on the beach with your best pals.
- 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.
✓ Make sure to allow a small extra puff of air as your lips spring apart if:
   • /p/ is the first sound in a word ('pen') or it is in the stressed syllable ('appear'), and
   • it is followed by a vowel.
   You don’t need this puff of air if the /p/ is followed by a consonant ('price'), is unstressed ('carpet'), or is at the end of a word ('cup').

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

Clear examples of when to use the sound

Clearer pronunciation for better communication

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!
Think about learning experiences you or people around you have had recently. Use the idioms in this unit to talk about them. For example:

- I finally got my head around how a car engine works.
- My parents still haven’t got the hang of text messaging.

Each unit includes a humorous drawing illustrating the meaning of phrasal verbs and idioms.
Cambridge Young Learners English Exams

Help learners have a positive first experience preparing for an English test. These books provide all they need to be ready for the Young Learners English Exams (YLE).

Each book includes:
- Three complete practice tests
- Ideas for fun activities to help motivate and prepare young learners for exam day, available online
- Audio CD for the Listening papers, plus model answers for the Speaking papers
- Answer key and audioscripts included in the online guides

Teacher’s and Parent’s Guides with information on the test available online at http://www.collins.co.uk/page/Cambridge+English%3A+Young+Learners

Audio CD with recordings by young native English speakers included

Practice Tests for Cambridge English: Starters (YLE Starters)
Suitable for young learners (aged 7–12) who are preparing to take Cambridge English: Starters (YLE Starters).

Practice Tests for Cambridge English: Movers (YLE Movers)
Suitable for young learners (aged 7–12) who are preparing to take Cambridge English: Movers (YLE Movers).

Practice Tests for Cambridge English: Flyers (YLE Flyers)
Suitable for young learners (aged 7–12) who are preparing to take Cambridge English: Flyers (YLE Flyers).

www.collinselt.com  collins.elt@harpercollins.co.uk
English for Exams

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

Access to a free online training test, including additional language practice and tips for success

Practice Tests for Cambridge English: Key (KET)

Practice Tests for Cambridge English: Preliminary (PET)

Practice Tests for Cambridge English: First (FCE)

COBUILD Key Words for Cambridge English: First (FCE)

Allows students to:

- Understand words through clear definitions in the A–Z section
- Improve accuracy using thousands of collocations, synonyms and the Useful Phrases section
- Revise from word lists organised by topic

MP3 CDs included

Practice Tests for Cambridge English: Key (KET) 978-0-00-752956-8 incl. CD and online training test
Practice Tests for Cambridge English: Preliminary (PET) 978-0-00-752955-1 incl. CD and online training test
Practice Tests for Cambridge English: First (FCE) 978-0-00-752954-4 incl. CD and online training test
COBUILD Key Words for Cambridge English: First (FCE) 978-0-00-753599-6
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.
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 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 Student’s Book

Get Ready for IELTS Workbook

www.collinselt.com  collins.elt@harpercollins.co.uk
Get Ready for IELTS: Resources for teachers

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

UNIT 5: ARTS & MEDIA

Writing: Films

Introduction

Learning目标 for this unit: Have students become familiar with the language structures and phrases necessary to express their opinions about the topic of films. They should also be able to describe films using the language of description.

Get Ready for IELTS Teacher’s Guide

Get Ready for IELTS

Photocopiable activities

- Model answers for Writing and Speaking
- Activities to spot-check that students have understood and retained the vocabulary and grammar they have done before class

Collins Connect

Develop your exam skills: a 19-page guide on English for Exams

Learn English for Exams

- Photocopiable activities
- Audioscripts of all Listening and Speaking activities

Get Ready for IELTS: Teach with confidence and flexibility, using the brand new Get Ready for IELTS course that offers flexibility for all classroom situations.
Get Ready for IELTS Skills

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

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

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

Get Ready for IELTS Writing
Author: Fiona Aish & Jo Tomlinson

Get Ready for IELTS Listening 978-0-00-746062-5 incl. CD
Get Ready for IELTS Reading 978-0-00-746064-9
Get Ready for IELTS Speaking 978-0-00-746063-2 incl. CD
Get Ready for IELTS Writing 978-0-00-746065-6

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

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Skills for IELTS

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

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.

The writer makes reference to the opposing point of view to indicate that he has tested his idea.

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
2 CDs featuring recordings and practice exercises similar to those in the IELTS exam

Speaking for IELTS
Author: Karen Kovacs
2 CDs featuring recordings and practice exercises similar to those in the IELTS exam

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

Also available as apps
Available on the App Store

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

Reading for IELTS 978-0-00-742327-9
Writing for IELTS 978-0-00-742324-8
Listening for IELTS 978-0-00-742326-2 incl. 2 CDs
Speaking for IELTS 978-0-00-742325-5 incl. 2 CDs
IELTS Practice Tests, Grammar and Vocabulary

Practice Tests for IELTS
The two Practice Tests for IELTS books ensure students are ready to sit the exam and achieve the IELTS score they need.
Each book includes:
- Four complete Academic IELTS tests PLUS two complete General Reading and Writing papers
- 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)

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

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

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

www.collinselt.com  collins.elt@harpercollins.co.uk
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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IELTS Dictionary 978-0-00-810083-4
Book 1 Starter 978-0-00-736545-6
Book 2 Improver 978-0-00-736546-3
Book 3 Advanced 978-0-00-738547-0
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 audioclip 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:

- TOEFL® Practice Tests
- Guide to Reading
- Multi format: Online course, Book, Booklet

**Quick Guide: TOEFL® Test Reading Section**

- TOEFL® Test Reading Section
  - The reading section tests your ability to understand written academic English.
  - It consists of two types of reading passages: one based on a family of academic subjects, and another based on a variety of academic subjects.

**Quick Guide:**

- TOEFL® Test Reading Section
  - The reading section tests your ability to understand written academic English.
  - It consists of two types of reading passages: one based on a family of academic subjects, and another based on a variety of academic subjects.

**Guide to Reading**

- The reading section tests your ability to understand written academic English.
  - It consists of two types of reading passages: one based on a family of academic subjects, and another based on a variety of academic subjects.

**Questions 1 and 2:**

- **Question 1:** What is the main idea of the passage?
  - **Quick Guide:**
  - Use the key statement to help you answer this question.

- **Question 2:** What is the author's opinion of the topic?
  - **Quick Guide:**
  - Use the key statement to help you answer this question.

**Questions 3 and 4:**

- **Question 3:** What is the author's purpose?
  - **Quick Guide:**
  - Use the key statement to help you answer this question.

- **Question 4:** What is the author's argument?
  - **Quick Guide:**
  - Use the key statement to help you answer this question.

**Questions 5 and 6:**

- **Question 5:** What is the author's conclusion?
  - **Quick Guide:**
  - Use the key statement to help you answer this question.

- **Question 6:** What is the author's main point?
  - **Quick Guide:**
  - Use the key statement to help you answer this question.

**English for Exams**

- **Quick Guide:**
  - TOEFL® Test Reading Section
  - The reading section tests your ability to understand written academic English.
  - It consists of two types of reading passages: one based on a family of academic subjects, and another based on a variety of academic subjects.

**Quick Guide:**

- TOEFL® Test Reading Section
  - The reading section tests your ability to understand written academic English.
  - It consists of two types of reading passages: one based on a family of academic subjects, and another based on a variety of academic subjects.

**Guide to Reading**

- The reading section tests your ability to understand written academic English.
  - It consists of two types of reading passages: one based on a family of academic subjects, and another based on a variety of academic subjects.

**Questions 1 and 2:**

- **Question 1:** What is the main idea of the passage?
  - **Quick Guide:**
  - Use the key statement to help you answer this question.

- **Question 2:** What is the author's opinion of the topic?
  - **Quick Guide:**
  - Use the key statement to help you answer this question.

**Questions 3 and 4:**

- **Question 3:** What is the author's purpose?
  - **Quick Guide:**
  - Use the key statement to help you answer this question.

- **Question 4:** What is the author's argument?
  - **Quick Guide:**
  - Use the key statement to help you answer this question.

**Questions 5 and 6:**

- **Question 5:** What is the author's conclusion?
  - **Quick Guide:**
  - Use the key statement to help you answer this question.

- **Question 6:** What is the author's main point?
  - **Quick Guide:**
  - Use the key statement to help you answer this question.
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

ambivalent /əmˈbɪvlənt/ adjective If you say that someone is ambivalent, you mean that they seem to be uncertain whether they really approve of it or disapprove of it. [+ about] She remained ambivalent about the proposal.

COBUILD Key Words for the TOEFL® Test

978-0-00-745346-7

COBUILD Key Words for the TOEFL® Test

978-0-00-749966-3 incl. MP3 CD
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 answer analysis feature

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)

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

Listening and Reading 978-0-00-746057-1 incl. online support (previously on CD)

Speaking and Writing 978-0-00-746058-8 incl. CD

Listening and Reading 978-0-00-746057-1 incl. online support (previously on CD)

Speaking and Writing 978-0-00-746058-8 incl. CD
The *Academic Skills Series* supports international students of all academic subjects with study skills and English language practice. The six books help students step up their performance from IELTS/TOEFL®-level to academic success.

- Each book focuses on one specific skill required at university
- Information on academic expectations and practical exercises helps students to understand what is required in the academic world
- Chapters include tips and summaries for easy reference

Also available as e-books

**Writing**
Author: Els Van Geyte

**Research**
Author: Anneli Williams

**Lectures**
Author: Jo Tomlinson & Fiona Aish

Includes CD with authentic lectures

**Presenting**
Author: Graham Burton

Includes CD with model language

**Group Work**
Author: Patrick McMahon

**Numbers**
Authors: Louis Rogers & Dawn Willoughby

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Designed to support students who are studying, or preparing to study, at an English-speaking institution
Getting started

Aims

- The purpose of research
- How your research will be marked
- The research process

Quiz

Self-evaluation

Which of the statements below is true for you?

<table>
<thead>
<tr>
<th>Statement</th>
<th>Agree</th>
<th>Disagree</th>
<th>Not sure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I understand why I need to do research as part of my course.</td>
<td>agree</td>
<td>disagree</td>
</tr>
<tr>
<td>2</td>
<td>I understand how my research will be marked.</td>
<td>agree</td>
<td>disagree</td>
</tr>
<tr>
<td>3</td>
<td>I know how to write a good research question.</td>
<td>agree</td>
<td>disagree</td>
</tr>
</tbody>
</table>

What is research?

In simple terms, when you do research, you are looking for information in order to answer a question. In academic settings, research can take many different forms depending on the subject discipline and the kind of question you want to answer. If you are studying a scientific subject, your research may take the form of an experiment to answer a question, which begins with the phrase: “What will happen if…?”. If you are studying a social science, your research may take the form of a survey of a group of people’s thoughts, feelings or experiences. In any case, no matter what your subject discipline, at some point you will have to do some research which involves investigating what other scholars have said about the topic you are interested in. In other words, you will have to do some ‘library based’ research.

Exercises help students get ready for successful independent academic study

Exercise 1

Imagine you have 30 days to write a 3,000-word research essay on a research topic related to your course. The tasks you might do are listed in the table below. Tick the tasks that you think are important. For each task you have ticked, write approximately how much time you think it would be reasonable to spend on that task.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Tasks</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Preparation</td>
<td>Think about the research topic and the instructions given.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Find out what information is available – do some preliminary background reading.</td>
<td></td>
</tr>
<tr>
<td>2 Gathering information</td>
<td>Gather books and articles from the library or online.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Read and take notes.</td>
<td></td>
</tr>
<tr>
<td>3 Writing up</td>
<td>Write a more detailed plan.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Write a first draft.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revise your first draft.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Write a second draft.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proof-read your second draft and make corrections.</td>
<td></td>
</tr>
</tbody>
</table>

Tips

- Think carefully about your question and why it is worth asking. This will help you choose worthwhile ideas for your paper.
- Do preliminary background reading. If you discover that there isn’t enough information available to support your approach, you can choose another topic without having wasted too much time.
- Write a rough outline plan before you start reading and taking your notes. This will help you read efficiently and with a clear purpose.

Why do you have to do library based research?

When you do library based research, you usually have to work on your own. This gives you 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 develop the ability to:

- Create a research question and an argument to answer it.
- Evaluate the research that has been done by others – that is, to consider carefully and make judgements about it.
- Disseminate your research by writing it up and submitting it for a mark, and, in some cases, by sharing what you have learned with other students on your course.

How do you know if your research is good?

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 use other criteria for judging how well you have demonstrated the skills involved.

These are the questions the marker may ask themselves:

1. Has the student created a worthwhile research question (or interpreted the set research question in an interesting way)?
2. How well does the student know what other scholars have written about the topic?
3. How skilfully has the student evaluated the work of other scholars?

Academic language explained in each unit – glossary helps students broaden their vocabulary

Reflection as part of each chapter allows students to personalize the topic and facilitates independent study

Clear aims outline learning objectives of each chapter

Practical tips and summaries with the most important information at a glance

Research, Chapter 1, pp. 2, 3 and 5.
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

978-0-00-755193-4 PB, Spiral bound

International Students’ Survival Guide

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.

Students learn how to:
- Reduce culture shock and home sickness on arrival
- Communicate with professors politely
- Get involved in student life
- Deal with classes that aren’t going well

978-0-00-756892-5 e-book

Sign up in the English for Academic Purposes section at www.collinselt.com to read the International Students' Survival Guide for free!
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
● Deal with remote communication
● End a conversation

Includes online audio with semi-scripted examples of small talk at www.collinselt.com/businessresources

Also available as an e-book

Key phrases

Make the first move
I don’t think we’ve been introduced.
My name’s Hans, Hans Schiller.
We haven’t actually met, but I’m Hans Schiller.
May I introduce myself? I’m Mary Smith.
I don’t think we’ve met. I’m Mary Smith.
Hi, I’m Mary, Mary Smith.

Give the right response
It’s a pleasure to meet you.
It’s good/great/nice to meet you, too.

Check the names
I’m sorry, but I didn’t catch your name.
I’m sorry, but what was your last name again? How do you spell your name?
‘Athanasis’ — Am I saying it correctly?

Help people to remember your name
Let me give you my business card.
Please, call me John.
Here’s my card.

Correct someone who says your name wrong
Almost. It’s Julianne, Julie for short.
Actually, it’s Selinda Sinha.

Apologize if you get someone’s name wrong
I’m sorry, Julie. Oh, I am sorry.

Scenarios

Rania: Hi, I don’t think we’ve met. I’m Rania Gouliari.
Antonio: Nice to meet you, Ms Gouliari. Am I saying it correctly?
Rania: Yes, but please, call me Rania.
Rania: Good to meet you, too, Antonio. How do you spell your name? Is it with a double ‘s’?
Antonio: Yes, the same way as the town in Sicily. That’s where my family is originally from.

Robert: We haven’t actually met, but my name is Robert Williams.
Markus: It’s a pleasure to meet you. I’m Professor Kern, Markus Kern.
Robert: It’s good to meet you, too.
Markus: I’m sorry, but I didn’t catch your last name.
Robert: It’s Williams, as in Robbie Williams. You know, the singer.
Here, let me give you my business card.

Jules: Hello. I don’t think we’ve been introduced. My name’s Jules Chirac.
Sergei: Oh, I’m sorry, Juel! Sandra, this is Jules Chirac, our designer in our French office. Jules, this is Sandra Harper, she’s with ITV.
Sandra: Nice to meet you, Jules. I’ve seen your work. It’s impressive.
Jules: Thank you. That’s always great to hear. It’s nice to meet you, too.

Go online to listen to the key phrases.
Effective International Business Communication

Authors: Bob Dignen with Ian McMaster

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

Also available as an e-book

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

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Author: Barry Tomalin

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Key Business Skills helps students conquer their fear of presenting in English, understand the subtleties of negotiating, feel confident talking to new colleagues, and run successful meetings.

- Quizzes to raise self-awareness
- Essential vocabulary
- International cultural awareness tips
- Listen and repeat recordings
- Key take-aways
- Checklists for easy reference

Includes MP3 CD

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

English-Speaking Union, 2013

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Key Business Skills 978-0-00-748879-7 incl. MP3 CD
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*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.

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**Author:** Ian Badger  
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- Includes MP3 CD with 78 minutes of authentic recordings of native and non-native speakers
- Additional recordings and transcripts available online at [www.collinselt.com/businessresources](http://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.

- [www.collinselt.com/businessresources](http://www.collinselt.com/businessresources)
Business Vocabulary, Grammar and Dictionaries

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.

Business Grammar & Practice
Pre-intermediate
CEF level: A2–B1
Intermediate
CEF level: B1–B2
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.

Pocket Business Dictionary
Business English on the go – this handy, pocket-sized dictionary equips you with the most important business terms, wherever you go.

Business Vocabulary in Practice 978-0-00-742375-0
Business Grammar & Practice Pre-intermediate 978-0-00-742058-2
Business Grammar & Practice Intermediate 978-0-00-742057-5
COBUILD International Business English Dictionary 978-0-00-741911-1
Pocket Business Dictionary 978-0-00-745420-4

www.collinselt.com collins.elt@harpercollins.co.uk
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A range of unique multimedia courses for elementary and pre-intermediate level working adults who need English to conduct their day-to-day business. Ideal for those working in customer-facing roles where a basic mastery of English is required.

- Dialogues represented visually in photo-stories featuring recurring characters
- Key phrases and functional language highlighted to help students remember
- Differences in cultural practices and differences between American and British English highlighted
- Practice section encourages students to relate scenarios to their own personal situation

**Workplace English**

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

**Workplace English 2**

Author: James Schofield

Students follow project manager Tom’s daily life at his office and learn the English they need for everyday work life. *Workplace English 2* looks at typical situations such as meetings, presentations, telephoning, emailing and effective use of telephone and video conferencing, and is designed to equip office workers with the key vocabulary and language skills they require to work in English.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>ISBN</th>
<th>Incl. CD and DVD</th>
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<tr>
<td>Workplace English</td>
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<td>Workplace English 2</td>
<td>978-0-00-746055-7</td>
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<tr>
<td>Hotel and Hospitality English</td>
<td>978-0-00-743198-4</td>
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</tbody>
</table>
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- Examples show how words are used in authentic contexts
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clutch disk
clutch
Climate control

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.
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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

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

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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

<table>
<thead>
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<td>Teaching Techniques for Communicative English</td>
<td>978-0-00-752252-1</td>
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</table>
Mini Flashcards Language Games – Teacher’s Book

Authors: Susan Thomas with Annie Hughes

The *Mini Flashcards Language Games Teacher’s Book* includes black and white photocopiable versions of 16 topical packs of mini flashcards. It provides lots of ideas and suggestions for a wide variety of multi-sensory communication and language games and activities using *Mini Flashcards*.

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**Vital Verbs – Teacher’s Book**

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Photocopiable Teacher’s Resources

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Author: Susan Thomas & Sarah Johnson
Illustrator: Heather Clarke

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Author: Jane Myles

A photocopiable resource book of texts, puzzles and activities to learn and practise everyday words and phrases. The teacher photocopies 2 double-sided A4 pages for each pupil, and pupils can easily cut and fold the pages to make their personalised minibooks.
The complete reference tool for learners of English, providing invaluable and detailed guidance on the English language.

- **Builds confidence:** Words and phrases are shown in context, in order for learners to understand exactly how to use them.
- **Focuses on communicative goals:** Pragmatics labels provide information on connotations, additional ideas or emotions expressed by a word.
- **Improves vocabulary acquisition and develops fluency:** Illustrations, the visual thesaurus, picture dictionary boxes and many more vocabulary-building features help learners to improve their language skills.
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**All COBUILD dictionaries include:**

- **Full sentence definitions:** All words and phrases are covered in depth and explained in full sentences to show words in context.
- **Authentic examples:** Real-life examples of English from the Collins Corpus show how words are used in everyday language.
- **Up-to-date coverage of today’s English:** COBUILD dictionaries are based on the constantly updated 4.5-billion-word database of today’s English language, the Collins Corpus.
- **Frequency:** The most important words are clearly labelled to indicate which to learn first.
- **Vocabulary-building features:** All COBUILD dictionaries include a wide range of features to help learners use English with accuracy and confidence.
This dictionary covers all the essential words, phrases, and idioms that students at this level need to learn, and provides help with grammar and usage.

A wide range of vocabulary-building features, many of them with full-colour illustrations, encourage students to learn new words and improve their fluency.

- **Improves vocabulary acquisition**: Hundreds of illustrations and thousands of synonyms, antonyms and collocations help learners to expand their vocabulary
- **Develops fluency**: The visual thesaurus shows alternatives for the 50 most-overused words in English
- **Aids memory**: Picture dictionary boxes present vocabulary from key topics in a memorable way
- **Facilitates independent learning**: The activity guide shows learners how to practise independently with the dictionary
- **Helps with grammar**: The Grammar Reference explains key points of English grammar

Also available as an e-book for Kindle

COBUILD Intermediate Learner’s Dictionary
978-0-00-758060-6
COBUILD

Dictionaries for Learners

COBUILD Essential English Dictionary

An engaging, illustrated dictionary aimed at elementary and pre-intermediate learners of English of all ages. With over 8,000 entries, and an attractive full-colour illustrated supplement, this is the perfect dictionary for students who are starting out on their journey of learning English.

The dictionary includes:

- The essential words, phrases and idioms that elementary and pre-intermediate students need to learn
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Chapter 10

Contrasting objects and adverbials

10.43 He responded almost as a student might do, but not quite as a teacher would expect.

10.44 His response was immediate: “I would have gone there first.”

10.45 They enquired how the meeting had been.

10.46 I asked him why he had done that.

Note also that you can use a -word after a reporting verb.

“Did she know why I couldn’t come?”

“Have you now started going to classes?”

It is often possible to leave out the main verb in an infinitive clause after a verb.

“May I ask you to come to the meeting?”

I.036 You can omit a verb after the semi-modals can, will, must, and ought to.

“Can we discuss that here?”

“I think it might be Gary.”

In conversation

10.88 In conversation, people often leave out words.

10.89 Usually, if a verb is not needed, people leave it out.

10.90 Often, if the verb is not needed, people leave it out.

10.91 People often leave words out in conversation in replies and questions.

10.92 For example, consider these possible replies after a question:

“Why not go there?”

“I’ll go there later.”

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