Welcome to our 2016 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.

I am delighted to include our brand new course, Get Ready for IELTS. The course provides everything needed for classroom study towards IELTS success, with an innovative ‘flipped learning’ approach. Full details can be found on pages 24–27.

We’ve also included the new English for Mathematics series, aimed at children who need help with understanding the vocabulary needed in mathematics lessons.

Our successful COBUILD series of dictionaries continues to develop, with three new editions added to the range. These are the COBUILD American Advanced Dictionary, COBUILD American Learner’s Dictionary and COBUILD American Basic Dictionary and can be found on page 51. These complement the new editions of the British English Advanced and Intermediate published last year.

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. There is also a list of our key distributors on pages 56–57. Please let us know if you need more details – we are always happy to hear from you!

Rob Thompson
International Sales Director
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.

What’s new?

Get Ready for IELTS
page 24

Get Ready for IELTS

English for Mathematics
page 8

COBUILD American Learner’s Dictionary, third edition
page 51

COBUILD American Basic Dictionary, second edition
page 51
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<td>TOEIC 800</td>
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<td>TOEIC 920</td>
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<td>TOEIC 1500</td>
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**EXAMS**
- IELTS
- TOEFL
- TOEIC

**Key Words Books**
- Key Words Book 1
- Key Words Book 2
- Key Words Book 3

**COBUILD IELTS Dictionary**
**COBUILD TOEFL Dictionary**
**COBUILD TOEIC Dictionary**

**Academic Skills**
- Writing, Research, Lectures, Presenting, Group Work, Numbers

**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 Grammar & Practice Intermediate

**Business Dictionaries**

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

**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**
- Mini Flashcards Language Games
- 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 American Learner's Dictionary
- COBUILD Advanced Learner's Dictionary
- COBUILD American Basic Dictionary

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

**Easy Learning**
- Easy Learning
First English Words

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”

My pets

Activities
1. Find the hidden umbrella.
2. Can you help Ben and Daisy read the words like a cat?
3. Sing the song!

Song
Ben and Daisy have some pets:
- cat, dog, rabbit.

Puppy, hamster, guinea-pig! (x 2)

Ben and Daisy have some pets:
cat, dog, rabbit.
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
Young Learners

How the Arctic and the Antarctic are different

<table>
<thead>
<tr>
<th>The Arctic</th>
<th>The Antarctic</th>
</tr>
</thead>
<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</td>
<td>Penguins and seals</td>
</tr>
<tr>
<td>But no penguins</td>
<td>But no polar bears</td>
</tr>
</tbody>
</table>

The Antarctic mainland is enormous. It is 58 times larger than the United Kingdom. It is home to 100 species of penguins and thousands of seals and whales. Antarctic temperatures can drop below -60°C during the winter. Some animals migrate 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 is the biggest penguin in Antarctica.

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:

- Antarctic
- scientists
- actually
- seals
- emperor
- under
- actually
- actually
- attack
- biggest
- scientists
- scientists
- scientists
- scientists

Emperor is a land covered in ice

Albatross is the only bird above the water.

Penguins use their flippers to fly in the air.

Whalesans scientists keep penguins warm.

5. King penguin eggs start to grow at 2°C.

Gill whales have a group called pods.

Reading Comprehension 1

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

- Antarctica is a land covered in ice
- Albatross is the only bird above the water
- Penguins use their flippers to fly in the air
- Whales and scientists keep penguins warm
- King penguin eggs start to grow at 2°C
- Gill whales have a group 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

English For Mathematics: Book A 978-0-00-813570-6 November 2015
English For Mathematics: Book B 978-0-00-813571-3 February 2016
English For Mathematics: Book C 978-0-00-813572-0 April 2016

Sample page from 'English for Mathematics' Book B

**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 * (l + w) = 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 all the way around a shape.
- **area:** amount of surface covered in a shape.

**To remember area and perimeter think of a rectangular table top. The perimeter is the length around the edge of the table. The area is the surface of the table.**

**Think about it!**

1. Here is a square on a centimetre grid.
   - (a) Find the perimeter of the shape ______ cm
   - (b) Find the area of the shape ______ cm²

2. A rug is 3 metres long and 1 metre wide.
   - What is the perimeter of the rug ______ m

**Practise it!**

1. Measure the sides of the rectangle.
   - length ______ cm
   - width ______ cm
   - What is the perimeter of the rectangle? ______ cm

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>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area</td>
<td>Perimeter</td>
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</tbody>
</table>

**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 which hand was used to round the surface when you talk about area. Encourage students to use the correct unit when writing or answering.
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
**Amazing People Readers**

In association with **The Amazing People Club®**

**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](http://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>
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<th>Word count</th>
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<td>5,000-8,000</td>
<td>approx 700</td>
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<td>pre-intermediate A2–B1</td>
<td>8,000-11,000</td>
<td>approx 900</td>
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<td>11,000–15,000</td>
<td>approx 1,100</td>
</tr>
<tr>
<td>4</td>
<td>upper intermediate B2</td>
<td>15,000–20,000</td>
<td>approx 1,700</td>
</tr>
</tbody>
</table>

![Perfect for the CLIL classroom](image-url)
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  

Johannes Gutenberg  
Louis Braille  
Alexander Graham Bell  
Thomas Edison  
Gugliemo Marconi  
John Logie Baird  

Level 2  pre-intermediate  CEF: A2–B1

Joseph Montgolfier  
Louis Blériot  
Charles Lindbergh  
Amelia Earhart  
Amy Johnson  

JS Bach  
Wolfgang Mozart  
Giuseppe Verdi  
Johann Strauss  
Piotr Tchaikovsky  
Irving Berlin  

Edward Jenner  
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  

Mozart  
Verdi  
Kahlo  
Nightingale  
Tchaikovsky
Level 3  intermediate  CEF: B1

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

Alfred Nobel
Andrew Carnegie
John Rockefeller
Henry Welcombe
Madam CJ Walker

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

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

Antoine Lavoisier
Humphry Davy
Gregor Mendel
Louis Pasteur
Charles Darwin
Francis Crick

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
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

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

Peril at End House
978-0-00-745158-6

Why Didn’t They Ask Evans?
978-0-00-745159-3

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

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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

Includes MP3 CD with full reading of the story
Activities and extra material available at www.collinselt.com/agathachristie
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
- newspapers
- novels
- social networking sites
- blogs and websites
- travel information

Upper Intermediate / B2+
Author: Naomi Styles

Intermediate / B1+
Author: Anna Osborn

Pre-intermediate / A2
Author: Anna Osborn

Upper Intermediate / B2+ 978-0-00-754231-4 CEF level: B2+
Intermediate / B1+ 978-0-00-745871-4 CEF level: B1+
Pre-intermediate / A2 978-0-00-749774-4 CEF level: A2

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

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

Upper Intermediate / B2+
978-0-00-754132-4  CEF level: B2+

Intermediate / B1+
978-0-00-746061-8  CEF level: B1+

Pre-intermediate / A2
978-0-00-749776-8  CEF level: A2

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

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“successful in making even the mundane activities of daily life engaging English-Speaking Union, 2013”

Teaching notes available online at www.collinselt.com/englishforlife
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
- apologising
- buying and ordering things
- changing the subject
- apologising
- interrupting and making suggestions

Upper Intermediate / B2+
Author: Nicola Prentis

Intermediate / B1+
Author: Cheryl Pelteret

Pre-intermediate / A2
Author: Rhona Snelling

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

Unfamiliar with any of the text in this page?
Critical reading for learners at different levels. It allows students to develop their vocabulary and language skills in a natural and meaningful context.

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

Elementary / A1
Pre-intermediate / A2
Intermediate / B1
Upper Intermediate / B2
Advanced / C1

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

Work on your Accent, pp. 16–17

Section B: The sounds of English

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).

When do I use this sound?

<table>
<thead>
<tr>
<th>sound</th>
<th>spelling</th>
<th>example</th>
<th>frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>/b/</td>
<td>/b/</td>
<td>be, able, stumble, cab</td>
<td>often</td>
</tr>
<tr>
<td>/p/</td>
<td>/p/</td>
<td>pet, bet</td>
<td>often</td>
</tr>
<tr>
<td>/b/</td>
<td>/b/</td>
<td>stubble</td>
<td>often</td>
</tr>
<tr>
<td>/p/</td>
<td>/p/</td>
<td>pen, cup, open</td>
<td>often</td>
</tr>
<tr>
<td>/p/</td>
<td>/p/</td>
<td>appear, appear</td>
<td>often</td>
</tr>
<tr>
<td>/b/</td>
<td>/b/</td>
<td>comb, womb, dumb</td>
<td>often</td>
</tr>
</tbody>
</table>

There is a silent /b/ in /mb/ spellings like ‘comb’, ‘womb’, ‘dumb’.

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’).
✓ Making the same sound in the words ‘pet’ and ‘bet’.

When do I use this sound?

All groups
✗ Bringing your lips very close to each other, but not totally blocking the breath.
✓ Make sure that you are closing your lips all the way along, and then releasing them quickly.

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

C 1. I’d like a proper cup of coffee from a proper copper coffee pot.
2. A big black bug bit a big brown bear, and the big brown bear bleed badly.

Am I doing something wrong?

All groups
✗ 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.

✗ 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.

General English

CEF level: B1–C2

Handwriting

All Levels

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 managed to get 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

 idioms and phrasal verbs have been carefully chosen through frequency analysis of collins cobuild data

Phrasal Verbs 978-0-00-746466-1
Idioms 978-0-00-746467-8
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](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).

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| Practice Tests for Cambridge English: Starters (YLE Starters) | 978-0-00-753596-5 incl. CD |
| Practice Tests for Cambridge English: Movers (YLE Movers) | 978-0-00-753597-2 incl. CD |
| Practice Tests for Cambridge English: Flyers (YLE Flyers) | 978-0-00-753598-9 incl. CD |

Online support for parents included
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 course contains 80-100 hours of material with a high level of flexibility, and uses the flipped learning approach to maximise the effectiveness of time in the classroom. The course contains 40–50 hours of 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.

<table>
<thead>
<tr>
<th>Product</th>
<th>ISBN</th>
<th>Date</th>
</tr>
</thead>
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<tr>
<td>Student’s Book incl. Audio CD</td>
<td>978-0-00-813917-9</td>
<td>Jan-16</td>
</tr>
<tr>
<td>Workbook</td>
<td>978-0-00-813566-9</td>
<td>Jan-16</td>
</tr>
<tr>
<td>Online Resource, powered by Collins Connect, 1 year licence</td>
<td>978-0-00-816008-1</td>
<td>Jan-16</td>
</tr>
<tr>
<td>Teacher’s Guide incl. Audio CD</td>
<td>978-0-00-813918-6</td>
<td>Jan-16</td>
</tr>
</tbody>
</table>
Get Ready for IELTS

‘Flipped Learning’ – an innovative approach

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 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

Lesson 1: Preparing to write
Focus: Prepositions

Get Ready for IELTS Teacher’s Guide

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/teachielts
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

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

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

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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

Practice Tests for IELTS 2  978-0-00-759813-7  incl. CD
Practice Tests for IELTS  978-0-00-749969-4  incl. CD
Grammar for IELTS  978-0-00-745683-3  incl. CD
Vocabulary for IELTS  978-0-00-745682-6  incl. CD

Teaching notes available online at www.collinselt.com/teachielts
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
  - IELTS Level: 4–5.5

- **Book 2 Improver** – For students who want to improve their IELTS score
  - IELTS Level: 5.5–6.5

- **Book 3 Advanced** – For students aiming for a top score
  - IELTS Level: 7+

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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 audiocscript 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® Test Reading Section
  - The reading section tests your ability to understand written academic English. It consists of reading passages followed by a set of questions based on each passage.
  - The reading section tests your ability 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 subject, relationship, paraphrases, and the purpose of a passage
  - The reading section includes 5-6 reading passages. Each passage is usually 500-700 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 based on that passage.
  - There are two different types of passages in the reading section: expository and academic reading.
  - The section includes different types of task on the day of the test.

- TOEFL® Test Listening Section
  - The listening section tests your ability to understand spoken academic English. It consists of listening passages followed by a set of questions based on each passage.
  - The listening section tests your ability to:
    - Understand inferences, relationships, paraphrases, and the purpose of a passage
    - Understand how information is organized
    - Understand how information is organized
    - Understand subject, relationship, paraphrases, and the purpose of a passage
  - The listening section includes 5-6 listening passages. Each passage is usually 3-4 minutes long. The listening section consists of three listening passages, each of which will appear on your screen and remain there while you answer the questions based on that passage.
  - The listening section can be written or oral. The section includes different types of task on the day of the test.

- TOEFL® Test Speaking Section
  - The speaking section tests your ability to communicate in English. It consists of speaking tasks followed by a set of questions based on each task.
  - The speaking section tests your ability to:
    - Understand how information is organized
    - Understand subject, relationship, paraphrases, and the purpose of a passage
    - Understand how information is organized
    - Understand how information is organized
  - The speaking section includes 5-6 speaking tasks. Each task is usually 40 seconds long. The speaking section consists of three speaking tasks, each of which will appear on your screen and remain there while you answer the questions based on that task.

- TOEFL® Test Writing Section
  - The writing section tests your ability to write in English. It consists of writing tasks followed by a set of questions based on each task.
  - The writing section tests your ability to:
    - Understand how information is organized
    - Understand subject, relationship, paraphrases, and the purpose of a passage
    - Understand how information is organized
    - Understand how information is organized
  - The writing section includes 5-6 writing tasks. Each task is usually 40 seconds long. The writing section consists of three writing tasks, each of which will appear on your screen and remain there while you answer the questions based on that task.

- CEF level: B1+ - The pack is suitable for students with intermediate English proficiency.

- Multi format: Online course, Book, Booklet - The pack is available in multiple formats for flexible learning.

- 1 MP3 CD - 978-0-00-749970-0 - The pack includes an MP3 CD with realistic audio for the Speaking and Listening sections.

- Additional resources:
  - Guide to the TOEFL® Test booklet, with strategies for success and information on the test
  - Online access to four complete TOEFL® tests
  - An MP3 CD with realistic audio
  - Options for additional practice and strategies for improving skills.
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 CD 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
TOEFL® Vocabulary and Grammar

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 MP3 CD

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 [əmbɪˈvɛlənt] /ˈɑmbɪvɛlənt/ ADJECTIVE If you say that someone is ambivalent about something, you mean that they seem to be uncertain whether they really approve of it.

COLLOCATIONS:
- ambivalent about something
- feel/remain ambivalent

SYNONYM: uncertain
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.

- 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

Walk Through takes students through the particularities of each question type with test examples

 Collins COBUILD definitions help students understand difficult words

Practical Quick Tips equip students with strategies they can apply during the test

Skills for the TOEIC® Test: Listening and Reading, parts 2 and 6

Online access to Listening and Reading support

Audio CD with test-style listening practice and model answers for speaking included

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

Walk Through

Collins COBUILD definitions help students understand difficult words

Practical Quick Tips equip students with strategies they can apply during the test

Walk Through: Text Completion

In Part 2, you will see a short reading text with three incomplete sentences. There will be four answer options for filling each blank to complete the sentence. Look at this sample text.

Three-Year City Business Owners’ Conference

The Association of City Business Owners is pleased to announce that its third annual conference will be held at the Rhapsody Hotel on November 3. There will be a full schedule of workshops, a lunch, and an invited dinner. This opportunity ...

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

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

Audio is available free online

Listening and Reading

Speaking and Writing
**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

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**Practice Tests for the TOEIC® Test**

978-0-00-749971-7 incl. MP3 CD

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

978-0-00-745883-7

Audio is available free online
Academic Skills Series

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

**Presenting**
Author: Graham Burton

**Group Work**
Author: Patrick McMahon

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

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

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1 Getting started

Aims

✓ the purpose of research
✓ how to interpret research findings
✓ how to write a research question of your own

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.

How do you know if your research is good?

In some parts of the world, students are judged according to how well their research information is used to support other students. 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 questions in an interesting way?
2. How well do the student know what other scholars have written about the topic?
3. How skilfully has the student evaluated the work of other scholars?

Quiz - Self-evaluation

Which of the statements below is true for you?

1. I understand why I need to do research as part of my course.
   - Agree
   - Disagree
   - Not sure

2. I understand how my research will be marked.
   - Agree
   - Disagree
   - Not sure

3. I know how to plan a research project.
   - Agree
   - Disagree
   - Not sure

4. I can easily understand set research questions.
   - Agree
   - Disagree
   - Not sure

5. I know how to write a good research question.
   - Agree
   - Disagree
   - Not sure

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.

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

TIPS

✓ Think carefully about your question and why it is worth asking. This will help you choose worthwhile facts 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 issue without having wasted too much time.
✓ Write a rough outline plan before you start coding and taking notes. This will help you read efficiently and write a clear paper.
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
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

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**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. Pleased 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 Sakinda Sinha.

**Apologize if you get someone's name wrong**

I'm sorry, Julie. Oh, I am sorry.

Go online to listen to the key phrases.

---

**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.

Antonio: Rania. I'm Antonio, Antonio Mesaia.

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.

Markus: Thank you. And here's mine.

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Jules: Hello. I don't think we've been introduced. My name's Jules Chirec.

Sergei: Oh, I'm sorry, Jules. Sandra, this is Jules Chirec, our designer in our French office. Jules, this is Sandra Harper, she's with RTV.

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 scenarios.

---

Small Talk  978-0-00-754623-7
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

CEF level: B2–C1

Key Business Skills

Author: Barry Tomalin

Using the unique ‘Business Plus’ approach, Key Business Skills gives advice and practice to develop business skills in four key areas PLUS the language students really need to get results.

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

CEF level: B1–C1

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

innovative in the possibilities it provides for self-study

English-Speaking Union, 2013
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**

Author: **Ian Badger**

Equips students with the skills to understand what business contacts are saying, however they say it. Authentic recordings feature real people talking about their work and lives in a variety of native and non-native accents alongside exercises and learning material.

- 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

**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.

Teaching notes available online at [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

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.

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
English for Work

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

Hotel & Hospitality English
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>Hotel and Hospitality English</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 CD to support pronunciation
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

**Introducing English to Young Children: Spoken Language**

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

This new edition of the bestselling title includes lively activities that give learners a chance to experiment creatively with newly acquired language so they can communicate in a meaningful way in real life situations.

- 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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<td>Teaching Techniques for Communicative English</td>
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Mini Flashcards Language Games

Mini Flashcards and Dice

Author: Susan Thomas  
Illustrator: Heather Clarke

Sixteen packs of 40 full-colour flashcards with games and suggested activities, for learners to use in class in pair or group work. Flashcards can be used together with the dice to create fun, motivating and communicative classroom activities.

With guidance from the teacher, learners play with the cards and dice to learn or revise language in an enjoyable and memorable way.

- Fun and motivating for teachers and learners
- Perfect for multi-sensory approaches to teaching
- Language-focused
- Great for independent or team learning
- Suitable for all ages and language levels

Flashcards (40 cards per pack)

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Dice Packs

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<td>Dice Pack (pack of 9 different dice)</td>
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Mini Flashcards Language Games – Teacher’s Book

Authors: Susan Thomas with Annie Hughes

The Teacher’s Book in the Mini Flashcards Language Games series is available separately, and includes black and white photocopiable versions of all 16 Mini Flashcard packs. It provides lots of ideas and suggestions for a wide variety of multi-sensory communication and language games and activities using the Mini Flashcards Language Games – Card Packs together with the dice.

Mini Flashcards Language Games – Teacher’s Book 978-1-907584-03-9

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Vital Verbs Language Games

Vital Verbs – Card Packs
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Vital Verbs – Teacher’s Book
The Teacher’s Book in the Vital Verbs series is available separately, and provides black and white versions of all 108 verb pictures. The book can be used on its own or as a comprehensive guide to using the Vital Verbs Flashcards.

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The ultimate kit to teach verbs in a meaningful way.
Includes:
● Vital Verbs Teacher’s Book
● 3 packs of Vital Verbs Flashcards
● Vital Verbs poster showing 40 verbs
● Questions dice, Pronouns dice and Tenses dice

Photocopiable Teacher’s Resources

English Through Football
Author: Susan Thomas & Sarah Johnson
Illustrator: Heather Clarke
Using engaging cartoon illustrations, this photocopiable resource book provides general English language and practice through the motivating theme of football, with activities for groups and pair work.

Minibooks for Young Learners
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.

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COBUILD

Advanced Learner’s Dictionary

8th EDITION

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
► Promotes autonomous learning: The activity guide shows learners how to practise independently with the dictionary
► Helps with grammar, writing and speaking: Grammar Reference, Writer’s Handbook and Speaker’s Handbook included

Also available online at www.collinsdictionary.com/cobuild
Also available as an e-book for Kindle

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.

COBUILD Advanced Learner’s Dictionary
978-0-00-758058-3

COBUILD Advanced Learner’s Dictionary for Kindle
978-0-00-758063-7
COBUILD Intermediate Learner’s Dictionary

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 for Learners of American English

COBUILD American Advanced Dictionary

The second edition of the COBUILD American Advanced Dictionary is the ideal reference tool for upper-intermediate and advanced learners who want to perfect their English.

- Up-to-date coverage of American English, with full-sentence definitions showing the words in context
- A wide range of vocabulary-building features covering collocations, synonyms and related words
- A Grammar Reference, Writer’s Handbook and Speaker’s Handbook help learners to improve their accuracy and fluency

Also available online at www.collinsdictionary.com/cobuild
Also available as an e-book

COBUILD American Learner’s Dictionary

The third edition of the COBUILD American Learner’s Dictionary is packed with features for intermediate-level students who want to build their vocabulary and increase their fluency in English.

- All the essential words, phrases and idioms needed for effective American English
- A wide range of curriculum terms for students whose first language is not English, but who are studying at English-speaking schools
- Extensive vocabulary-building features, many with full-colour illustrations
- Visual Thesaurus, with alternatives to the 50 most over-used words in English

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COBUILD American Basic Dictionary

The second edition of the COBUILD American Basic Dictionary is the ideal dictionary for elementary-level learners of American English.

- Engaging vocabulary-building features to encourage students to learn new words and improve their fluency
- Hundreds of full colour images illustrating key terms
- A wide range of cross-curricular vocabulary, written in simple, clear language

Also available as an e-book

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