Collins

English Language Teaching Catalogue 2014

www.collinselt.com
Welcome to the Collins ELT 2014 catalogue

I am pleased to present the Collins ELT 2014 catalogue. Once again this year’s catalogue contains a wide range of brand new learning resources enhancing our rapidly-growing list.

In 2014 we are launching a new series of non-fiction readers, the Amazing People series (pp. 12-14). Through our association with the Amazing People Club, we have produced 20 collections of first person narratives from key people in history. The series is unlike any other on the market and will be a wonderful resource for CLIL classes or for any teacher searching for engaging extensive reading materials.

The Amazing People Readers series is the first to benefit from another major publishing project: the COBUILD grading scheme. Building on our expertise as analysts of the English language and our corpus (see page 3), we have created a new CEF-linked wordlist from A1-C1.

Last year our First English Words book won the ESU English Language Book Award for Young Readers. Building on that success, we have expanded the First English Words range to include workbooks, flashcards, posters and story cards with a Teacher’s Guide that explains how the materials can be used to introduce very young children to English.

We are pleased to have success once again with the ESU judges who shortlisted our English for Life: Listening title at A2 level (p. 18) for the 2013 prize.

As well as working hard to create new materials, we have also been growing our distributor network (pp. 54-55) and attending more conferences and events than ever before.

We hope to meet you at one of them soon!

Catherine Whitaker
Publishing Director
collins.elt@harpercollins.co.uk

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Key Symbols used in the catalogue

- CEF level: B1+
- Age indicator
- New in 2014
- Also available as an app
- Also available as an e-book
- Includes CD
- 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. Our ELT list includes classroom, self-study materials and reference materials for all ages and language levels. Our mission to produce authentic materials has been at the heart of our ELT publishing since 1987 – when the first Collins COBUILD dictionary was published.

Collins COBUILD – the source of authentic English

Collins and the University of Birmingham developed an electronic corpus in the 1980s, called the Collins Birmingham University International Language Database (COBUILD). This corpus is a database of English as it is spoken and written around the world. The COBUILD project revolutionized dictionaries for learners because it gave us evidence of how language was really used, with examples from authentic sources, meaning that all COBUILD content could be based on fact rather than on compilers’ intuition.

COBUILD is at the heart of Collins’ ELT publishing, and Collins editors and lexicographers use corpus information to ensure that the English used in our books is the English that’s really spoken and written around the world. The COBUILD logo represents our commitment to deliver real English to students, teachers and classrooms around the world.
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<td>Upper Intermediate</td>
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<td>B2 (Vantage)</td>
<td>TOEFL 87-109</td>
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<td>C1 (Effective Operational Proficiency)</td>
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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.

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

An essential guide for teachers using the *First English Words* vocabulary book and *Activity Books* in their classroom.

- 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*
- 6 posters
- 100 A5 flashcards
- 35 A4 story cards
- Audio CD

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<tr>
<th>Product</th>
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<td>First English Words</td>
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<td>First English Words Flashcards</td>
<td>978-0-00-755879-7</td>
<td>100 cards</td>
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<td>First English Words Activity Pack</td>
<td>978-0-00-753658-0</td>
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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 the 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

Available in American and British English

Age 4+

For more information and to download a full catalogue of Big Cat readers and workbooks, please visit [www.collins.co.uk/page/Collins+Big+Cat/ELT](http://www.collins.co.uk/page/Collins+Big+Cat/ELT)
How the Arctic and the Antarctic are different

<table>
<thead>
<tr>
<th>The Arctic</th>
<th>The Antarctic</th>
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<tbody>
<tr>
<td>Includes the North Pole</td>
<td>Includes the South Pole</td>
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<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>

The Antarctic mainland is enormous. It is 38 times larger than the United Kingdom. In winter it doubles in size as the sea around it freezes. Most creatures can’t survive inland during the winter. Some live in the ocean which are warmer but cannot move 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.

A. An Emperor penguin weighs more than any other penguin.

B. A Rockhopper penguin is the smallest penguin in Antarctica.

C. A King penguin eats fish and squid.

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

Winter, Coldest, Swims, Fat, Eats, Kills, Don’t actually

eats, it’s not meat.

- Winter:

- Eats:

- Don’t actually:

- coldest:

- Swims:

- Fat:

- Eats:

- Don’t actually:

- Kills:

- Swims:

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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

978-0-00-748859-9
PB + CD-ROM + Stickers

**English Club 2**

Age 7-8

978-0-00-748860-5
PB + CD-ROM

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Sample pages from *English Club 2*
My First reference books

A new and expanded range of the My First reference book series, designed to appeal to young readers. Each book is packed with colourful diagrams, photographs, fun facts and quizzes, to make them both educational and entertaining to young learners.

Sticker Books

Fun sticker books introducing young children to the ever-popular topics of space, country flags and countries.

My First World Atlas 978-0-00-752126-5 PB
My First Book Of World Flags 978-0-00-752125-8 PB
My First Book Of The Solar System 978-0-00-752124-1 PB
My First Encyclopedia 978-0-00-752114-2 PB
My First Book Of The Human Body 978-0-00-752115-9 PB
My First Book Of Animals 978-0-00-752116-6 PB
My First Book Of Science 978-0-00-752117-3 PB
My First Book Of Transport 978-0-00-752118-0 PB
My First Book Of Myths And Legends 978-0-00-752123-4 PB
My First Book Of Earthquakes And Volcanoes 978-0-00-752831-8 PB
My First Book Of Dinosaurs 978-0-00-752830-1 PB
My First Book Of Wonders Of The World 978-0-00-752829-5 PB
Sticker Books – Collins Solar System 978-0-00-748142-2 PB
Sticker Books – Collins World Flags 978-0-00-748143-9 PB
Sticker Books – Collins World Atlas 978-0-00-748144-6 PB
Big Sticker Book 978-0-00-754938-2 PB
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, as well as extra activities

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.

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<tr>
<th>Level</th>
<th>Word count</th>
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<td>A2</td>
<td>5,000-8,000 approx 750</td>
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<tr>
<td>Level 2 pre-intermediate</td>
<td>A2–B1</td>
<td>8,000-11,000 approx 950</td>
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<td>Level 3 intermediate</td>
<td>B1</td>
<td>11,000-15,000 approx 1,200</td>
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<td>Level 4 upper intermediate</td>
<td>B2</td>
<td>15,000-18,000 approx 1,800</td>
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Include CD with a full reading of each story

Free online resources, including videos, a level test, student and classroom activities, and ideas for further project work

Also available as e-books

Perfect for the CLIL classroom
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
Guglielmo Marconi
John Logie Baird

Harriet Tubman
Emmeline Pankhurst
Maria Montessori
Helen Keller
Nancy Wake
Eva Peron

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
Pyotr Tchaikovsky
Irving Berlin

Leonardo da Vinci
Christopher Wren
Antoni Gaudí
Pablo Picasso
Frida Kahlo

Galileo Galilei
René Descartes
Isaac Newton
Carl Gauss
Charles Babbage
Ada Lovelace

Eva Peron
Thomas Edison
Soichiro Honda
Queen Victoria
Walt Disney
Ella Fitzgerald
John Lennon

Mozart
Leonardo da Vinci
Gaudí
Newton
Tchaikovsky
Frida Kahlo
Verdi
Florence Nightingale

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

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

Upper Intermediate / B2+ 978-0-00-754231-4 PB May 2014
Intermediate / B1+ 978-0-00-745871-4 PB
Pre-intermediate / A2 978-0-00-749774-4 PB
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 recognize 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
- job applications
- letters
- tweets
- emails
- blogs
- job applications
- emails
- 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  PB  May 2014
Intermediate / B1+  978-0-00-746061-8  PB
Pre-intermediate / A2  978-0-00-749776-8  PB
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/listening

**Upper Intermediate / B2+**
Author: Ian Badger

**Intermediate / B1+**
Author: Ian Badger

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

NEW successful in making even the mundane activities of daily life engaging
English-Speaking Union, 2013
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
- apologizing
- changing the subject

**New**

Upper Intermediate / B2+  
Author: Nicola Prentis

Intermediate / B1+  
Author: Cheryl Pelteret

Pre-intermediate / A2  
Author: Rhona Snelling

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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 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

Work on your... Grammar

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Work on your... Vocabulary

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<tr>
<td>Advanced / C1</td>
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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 recognize 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

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>
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<th>Sound</th>
<th>Spelling</th>
<th>Examples</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>/b/</td>
<td>voiceless</td>
<td>pen</td>
<td>often</td>
</tr>
<tr>
<td>/p/</td>
<td>voiceless</td>
<td>pp</td>
<td>often</td>
</tr>
<tr>
<td>/b/</td>
<td>voiced</td>
<td>be</td>
<td>often</td>
</tr>
<tr>
<td>/b/</td>
<td>voiced</td>
<td>bb</td>
<td>often</td>
</tr>
<tr>
<td>/b/</td>
<td>silent</td>
<td>mb</td>
<td>(e.g., ‘comb’, ‘womb’, ‘dumb’)</td>
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DVD-ROM assists students when they try to imitate the sound

Exercises help students practise the sound

Now try it!

Copy each of these words and sentences aloud. Then compare your pronunciation with the model included on it:

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.
C 1 Fido is a proper pet on a proper cup of coffee now.
2 A big black bug bit a big brown bear, and the big brown bear died badly.

Am I doing something wrong?

All groups

✓ Not adding an extra puff of air for a /p/ sound.

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

First, revise the exercises for how to make voiced and voiceless sounds (page 7). Then, revise the When do I use this sound? table for /p/ and /b/.

Keep a hand on your larynx while you practise, and check whether you are adding vibration or not.

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

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: Sandra Anderson & 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 400 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 memorize
- Full-sentence dictionary definitions with example sentences and extra background notes on usage
- Study tips on how to memorize phrasal verbs

Idioms
Authors: Jamie Flockhart & 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 grouped into 25 themes, such as Communicating, Money and Relationships, making them easier to memorize
- Study tips on how to memorize 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
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
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).
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

MP3 CDs included

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 organized by topic

Practice Tests for Cambridge English: Key (KET) 978-0-00-752966-8 PB+CD March 2014
Practice Tests for Cambridge English: Preliminary (PET) 978-0-00-752955-1 PB+CD March 2014
Practice Tests for Cambridge English: First (FCE) 978-0-00-752954-4 PB+CD July 2014
COBUILD Key Words for Cambridge English: First (FCE) 978-0-00-753599-6 PB

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

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 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

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

**Get Ready for IELTS Listening**
Author: Jane Short
Includes audio CD

**Get Ready for IELTS Speaking**
Author: Els Van Geyte
Includes audio CD

**Get Ready for IELTS Reading**
Author: Rhona Snelling

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

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<td>Get Ready for IELTS Writing</td>
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5 On campus services

Aims: Language related to: university life and facilities • Following directions and identifying locations • Prepositions • Key word stress • Labelling maps and flow charts • Short answer questions

Part 1: Vocabulary

Campus services

1. The pictures above show buildings on a university campus. Label the buildings with the words in the box.
   - halls of residence
   - library
   - medical centre
   - sports centre

2. Now match the buildings with the definitions below. You will not use all the definitions.
   1. This is where you go to get fit.
   2. You go here when you are sick and need to get a prescription.
   3. This is where you will find all kinds of reference materials, including journals, films, computers and all the information you need for your studies.
   4. This is where students live on campus.
   5. You go here when you want to listen to music.

Spelling

Watch Out!

Some words sound the same, but are spelt differently. In the Listening test, you must spell your answers correctly, or you will lose points.

Get Ready for IELTS: Listening, Unit 5

Choose the correct spelling to complete the sentences.

1. The lecturer told his students to read the article quickly. (threw / through / though)
2. was a long queue of people waiting at the medical centre to see the doctor. (Ther / They're / There)
3. The university has a number of restaurants / restaurants / restaurant.
4. A lot of people enjoy meeting visitors from foreign / foriegn / foreign countries.
5. To get to the library, take the first road on the left and keep walking until you get to the end of the road. (untill / until / unntil)
6. The tutor's office is on the twelfth / twefth / twelfth floor.

Prepositions

Exam information | Labelling plans

In the exam you may have to identify buildings by their location on a plan, and you will need to recognize the prepositions that indicate where things are.

4. Sometimes there is more than one word to describe the same position, for example: beside, by, next to. In each group of words, circle the preposition or phrase that does NOT belong to the group.

   1. on top of, into, over, above
   2. next to, far away, nearby, close to
   3. outside, inside, within, into
   4. behind, opposite, in front of, facing
   5. beside, next to, between, at the side of

5. Read the description of a university campus and label the buildings on the plan.

   The library is in the middle of the campus. It's next to the theatre. There's a shop behind the library, between the bank and the bookshop. The Student Union building is opposite the theatre, beside the round building, which is the night club. The Sports Centre is on the other side of the green, facing the Medical Centre.

A Sports Centre  B Night Club  C Student Union  D Shop  E Theatre

Bookshop  Library  Canteen  Green  Medical Centre

On campus services
With one book for each skill, Skills for IELTS helps students to focus on each of the four IELTS test papers in depth.

- 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

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

**Reading for IELTS**
Author: Els Van Geyte

**Writing for IELTS**
Author: Anneli Williams

**Listening for IELTS**
Author: 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

Model answers with commentary to help students understand what is expected in the IELTS test
4 The world around us

Aims: Talking about the environment and climate
Using cleft sentences and complex sentences
Pronunciation: Long and short vowel sounds
Exam technique: Using news articles to improve your answers

Vocabulary: The environment

1 Complete sentences 1–7 with words a–g. The sentences are all about ways to help the environment.
   a Boycott  e Recycle  g Walk
   b Buy       d Reduce   f Use
1 paper, cans, plastic, glass and other items like mobiles.
2 less water in the house and garden.
3 the amount of household waste you produce.
4 to energy efficient light bulbs.
5 products that harm the environment, such as those made from mahogany, which grows in rainforests.
6 cycle or use public transport instead of driving your car.
7 organic foods that do not use harmful artificial fertilisers and pesticides.

Aims outline the specific exam-related content of the unit
Essential topic-based vocabulary work at the beginning of every unit
Exam tips highlight essential exam techniques and strategies that can be easily reviewed at a
Practice exercises improve performance and confidence to cope with the demands of the test
Exam information presented in clear, easy-to-read chunks

Exam tip: If you have to label a diagram, always write the words you hear on the recording; do not use your own words.

You are going to hear two students discussing an assignment. Listen and complete the diagram in Exercise 4. Write NO MORE THAN THREE WORDS AND/OR A NUMBER for each answer.

Exam information: Note completion (1)
In the IELTS Listening exam, you may have to complete notes. This question type can be found in any section of the exam. You will need to think about the topic and look at the notes carefully to decide what kind of word fits grammatically in each space.

Read the notes and write what kind of word completes each space grammatically: a noun, a verb or a quantity/amount?

Lightning Safety: Presentation Plan
Part 1: Planning for lightning
  • Important to be prepared
  • Go inside before it
Part 2: If inside
  • Stay away from water, doors, windows, and telephones
  • Turn off
Part 3: If outside
  • Avoid trees, open spaces, and metal objects
  • If the lightning comes near you, cover your ears
Part 4: If someone gets hit
  • Get help from
  • Call an ambulance
  • Don’t worry: of lightning victims survive!

Think of words related to the topic of ‘lightning and safety’ that could complete the notes above.

You are going to hear two students talking about a project. Listen and complete the notes in Exercise 6 above. Write NO MORE THAN THREE WORDS AND/OR A NUMBER for each answer.
IELTS Practice Tests, Grammar and Vocabulary

Practice Tests for IELTS

*Practice Tests for IELTS* ensures students are ready to sit the exam and achieve the IELTS score they need.

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

*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

*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

COBUILD Key Words for IELTS

Three graded reference books which provide easy access to the essential vocabulary students need to succeed in the IELTS exam.

- **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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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 audioscript in the practice test book
- A complete Guide to the TOEFL® Test booklet, with strategies for success and information on the test
- An MP3 CD with realistic audio for the Speaking and Listening sections
- Online access to four complete TOEFL® tests and a free interactive training module with additional practice and strategies for improving skills for each part of the test

Pack contents:

- 1 MP3 CD
- 978-0-00-749970-0
- March 2014

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

TOEFL® Test Reading Section

Guide to Reading

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

- Timing: 60 minutes
- Questions: There are typically 12–14 questions per reading passage. The questions are multiple choice and can usually be classified as one of the following question types: detail, vocabulary, referent, sentence summary, negative fact, passage multiple choice and can usually be classified as one of the following question types: detail, vocabulary, referent, sentence summary, negative fact, passage
- Reading Passages: There are three different types of passages in the reading section: expository, argumentative, and historical. In addition, each passage is arranged according to a particular organizational style, which includes compare and contrast, cause and effect, problem and solution, theory and support, and classification. For more information about passage types and organizational styles, see Table 1.

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

- Understand basic academic vocabulary in context.
- Quickly scan a written passage and understand its main ideas and supporting details.
- Understand inferences, relationships, paraphrases, and the purpose of a passage.
- Answer questions within the given time.
- Understand how information is organized.
- Understand how information is organized.
- Understand inferences, relationships, paraphrases, and the purpose of a passage.

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

- Understand basic academic vocabulary in context.
- Quickly scan a written passage and understand its main ideas and supporting details.
- Understand inferences, relationships, paraphrases, and the purpose of a passage.
- Answer questions within the given time.
- Understand how information is organized.
- Understand how information is organized.
- Understand inferences, relationships, paraphrases, and the purpose of a passage.

SOLUTION: Challenge 3: “I have trouble talking about opinions.”

Knowledge: When you will be required to express opinions. Question 1 asks you to describe the opinions of the professor while Question 2 requires you to give your opinion. Knowing the information will help you prepare before you take the test online to help you know what and how to use opinion language.

- In the professor's opinion, ...
- In my opinion, ...
- To put it another way, I...
- In other words, I...
- I agree/disagree with the statement.
- I agree/disagree with the statement.
- I disagree with the statement.
- I don't know what to say.
- I don't know what to say.
- I don't know what to say.
- I don't know what to say.
- I don't know what to say.

SOLUTION: Challenge 3: “I have trouble talking about opinions.”

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- I disagree with the statement.
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- I don't know what to say.
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SOLUTION: Challenge 3: “I have trouble talking about opinions.”

Knowledge: When you will be required to express opinions. Question 1 asks you to describe the opinions of the professor while Question 2 requires you to give your opinion. Knowing the information will help you prepare before you take the test online to help you know what and how to use opinion language.

- In the professor's opinion, ...
- In my opinion, ...
- To put it another way, I...
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SOLUTION: Challenge 3: “I have trouble talking about opinions.”

Knowledge: When you will be required to express opinions. Question 1 asks you to describe the opinions of the professor while Question 2 requires you to give your opinion. Knowing the information will help you prepare before you take the test online to help you know what and how to use opinion language.

- In the professor's opinion, ...
- In my opinion, ...
- To put it another way, I...
- In other words, I...
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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
- Include audio CD with test-style listening practice

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

CEF level: B1+

Three stages of Progressive Practice provide step-by-step support to answering questions confidently.
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, organized 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
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
**TOEIC® Practice Tests and Key Words**

**Practice Tests for the TOEIC® Test**

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

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

Includes MP3 CD

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

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

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

<table>
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<tr>
<td>COBUILD Key Words for the TOEIC® Test</td>
<td>978-0-00-745883-7 PB</td>
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Academic Skills Series

The Academic Skills Series is a six-book series that supports international students of all academic subjects with study skills and English language practice. It helps 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

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

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
- ✓ how to interpret set research questions
- ✓ how to write a research question of your own

### Quiz
**Self-evaluation**

<table>
<thead>
<tr>
<th>Which of the statements below is true for you?</th>
<th>agree</th>
<th>disagree</th>
<th>not sure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 I understood why I need to do research in part of my course.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 I understand how my research will be marked.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 I know how to plan a research project.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 I can easily understand set research questions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 I know how to write a good research question.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Tips
- ✓ Think carefully about your questions and what it is worth asking. This will help you choose worthwhile lines in your paper.
- ✓ Do preliminary background reading. If you discover that there is not enough information available to support your approach, you can choose another focus without having wasted too much time.
- ✓ Write a single outline plan before you start reading and taking notes. This will help you read efficiently and with a clear purpose.

### 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.

### Why do you have to do library based research?

- ✓ Create a research question and an argument to answer it
- ✓ Evaluate the research that has been done by others – that is, to consider it 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 skillfully has the student evaluated the work of other scholars?

### Exercises

#### 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>✓ time</td>
</tr>
<tr>
<td>2 Gathering information</td>
<td>Find out what information is available – do some preliminary background reading</td>
<td>✓</td>
</tr>
<tr>
<td>3 Writing up</td>
<td>Write a more detailed plan</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>

Now check the answer key to find out how different students have answered these questions.

### Academic language explained

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

### Clear aims outline learning objectives of each chapter

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

### 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 organized 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

978-0-00-755193-4
PB, Spiral bound    March 2014

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     June 2014
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 also includes semi-scripted recordings of good and bad examples of small talk for learners to listen to and assess.

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
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 Smith.

Give the right response
It's a pleasure to meet you. Pleased to meet you.
It's good/great/nice to meet you.

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? I'm sorry, but didn't catch your name.

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 Sahinda 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, Miss Gouliari. Am I saying it correctly?
Rania: Yes, but please, call me Rania.
Antonio: Rania. I'm Antonio, Antonio Menzana.
Rania: Good to meet you, too, Antonio. How do you spell your name? Is it in 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.

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.
Business Skills and Business Communication

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

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

Effective International Business Communication 978-0-00-746056-4 PB
Key Business Skills 978-0-00-748879-7 PB+MP3 CD
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/businesslistening](http://www.collinselt.com/businesslistening)

### English for Business: Writing

**Author:** Nick Brieger

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

### English for Business: Speaking

**Authors:** James Schofield and Anna Osborn

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

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

### English for Business: Reading

**Author:** Anna Osborn

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

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CEF level: B1–C2

Now also available as an app for iPad.

David Riley Award for Innovation 2012 Winner

Available on the App Store

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**English for Business: Listening** 978-0-00-742321-7 PB+MP3 CD

**English for Business: Writing** 978-0-00-742322-4 PB

**English for Business: Speaking** 978-0-00-742323-1 PB+MP3 CD

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

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

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<td>Business Vocabulary in Practice</td>
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<td>Pocket Business Dictionary</td>
<td>978-0-00-745420-4</td>
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English for Work

A range of unique self-study 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>978-0-00-743198-4</td>
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</table>
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: 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

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

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

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<td>August 2014</td>
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<td>Teaching Techniques for Communicative English</td>
<td>978-0-00-7522521</td>
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</table>
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)

- Adjectives
- All About Me
- At Home
- At School
- Body & Health
- Clothes
- Feelings
- Food & Drink
- Happy Holidays
- Leisure
- People & Jobs
- Prepositions & Directions
- Round the Town
- Travel
- Verbs
- Weather & Calendar

Dice Packs

- Colours (10 identical dice)
- Mood (10 identical dice)
- Numbers 0–9 (10 identical dice)
- Numbers 1–6 (10 identical dice)
- Numbers 1–20 (10 identical dice)
- Prepositions (10 identical dice)
- Pronouns (10 identical dice)
- Questions (10 identical dice)
- Tenses (10 identical dice)
- Dice Pack (pack of 9 different dice)

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.
Vital Verbs Language Games

Vital Verbs – Card Packs
A great resource for fun speaking practice and working with tenses. Three packs of 36 full-colour flashcards with games and suggested activities.

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.

Vital Verbs Kit
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
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COBUILD Dictionaries for Learners

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