

# The ESL Connection



ESL  
EFL  
ESOL

# 2005

The ESL Source Selected and Evaluated by Teachers

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## Picture Dictionaries



Elizabeth Hanson-Smith, Evelyn Fella, Norma Shapiro, and Jayme Adelson-Goldstein  
Beginning-Intermediate

This interactive, multimedia CD-ROM brings the words and illustrations of *The Oxford Picture Dictionary* to life with sound and animation. Its rich assortment of games, exercises, and activities makes it flexible for use in conjunction with the *Dictionary* or on its own. Thematic content corresponds to secondary and adult curricula, with a strong job-skills strand. It can be used in classrooms, in language labs, or at home, and it can be easily adapted to individual, pair, or small group work.

The comprehensive *Oxford Picture Dictionary Interactive CD-ROM* provides hundreds of hours of speaking, listening, reading, and writing practice, all on a single disc.

- ◆ All **3,700** words of *The Oxford Picture Dictionary* are presented with **sound** and **stunning visual images** that provide easy access to meaning and pronunciation.
- ◆ Students can **hear** and learn to **read, say, and spell** any word they choose to explore.
- ◆ **User-friendly navigation** and **help screens** are geared to the special needs of language learners.
- ◆ A **special viewer** allows students to easily explore the whole graphic as well as zoom in for close-ups.
- ◆ Vocabulary can be easily searched, either by contextualized topic page or through a **pictorial glossary**, helping students develop reference skills.
- ◆ A **wide selection of activity types** appeals to a variety of learning styles.
- ◆ Activities such as **Conversation, Reading, "Job Talk," Dictation, Role Play, and Writing** provide contextualized vocabulary practice in speaking, reading, writing, and listening.
- ◆ A **built-in word processor** encourages students to write about any Dictionary topic and print out their work.
- ◆ **Easy lookup** of words from readings, dialogues, and students' own writing is facilitated by **hyperlinked referencing** to the glossary.
- ◆ **Games** offer motivating, **easily customized** reinforcement activities.
- ◆ **Flashcard Maker** enables students to practice on-screen or print out picture/word cards based on **their own word lists**.
- ◆ **Randomly-generated tests** for each topic page enable targeted testing and **multiple retests**, facilitating **pre- and post-testing**.
- ◆ Summary and detailed **reports** allow students and teachers to **monitor progress**.
- ◆ A **Teacher Management System** on the same disc permits teachers to review and edit student information, as well as view tests and writing.
- ◆ A single CD contains both Macintosh™ and Windows™ installations, accompanied by a User's Guide.

The Oxford Picture Dictionary Interactive CD-ROM ©2000

435979-4    \$149.00 each  
Price Reduction by Volume:  
1-10 discs    \$149.00 each  
11-20 discs   \$119.20 each  
21 or more    \$ 89.40 each

System requirements:

IBM™ or compatible: 80486 or Pentium™ system. 16MB RAM (32MB preferred). Windows 95™ or later.  
Graphics/Monitor: SVGA or higher, 640 X 480, 256-color mode. SoundBlaster compatible. CD-ROM drive. At least 10 MB of free space on hard drive. Student Data may be stored on the hard drive or on a floppy disk.  
Macintosh™: 68040 or Power Macintosh. OS 7.5.3 or higher. 16 MB RAM (32MB preferred). CD-ROM drive. At least 15 MB of free space on hard drive. Student data may be stored on the hard drive or on a floppy disk.



## Picture Dictionaries

The *Oxford Picture Dictionary* is the ultimate program for vocabulary learning available today.

It is ideal for beginning-intermediate adult and young adult students.



### The Dictionary

- ◆ Illustrates over **3,700 words** in full-color, each clearly labeled and defined in context for easy identification.
- ◆ Offers **140 key topics** targeted to meet the vocabulary needs of adults and young adults for real communication.
- ◆ Features topics grouped into **12 thematic areas**, several with a vocational strand providing language for immediate use.
- ◆ Teaches many **verbs, adjectives and phrases**.
- ◆ Includes a **variety of exercises** for practice and review, leading to meaningful, accurate use of the new vocabulary.
- ◆ Provides an **index** with an easy-to-follow **pronunciation guide** to increase students' fluency.

The 12 Topic Areas in the Dictionary include:

Everyday Language

People

Housing

Food

Clothing

Health

Community

Transportation

Areas of Study

Plants and Animals

Work

Recreation

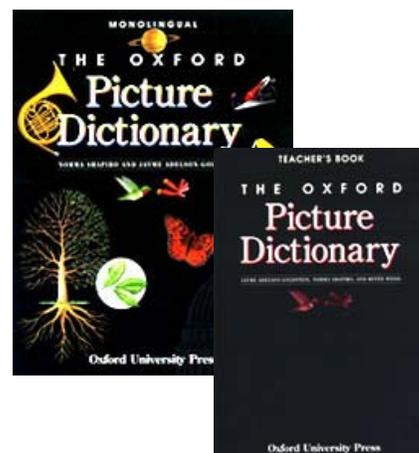


### Bilingual Editions

There are thirteen bilingual Dictionary editions: Spanish, Chinese, Vietnamese, Russian, Korean, Japanese, Polish, Arabic, Brazilian Portuguese, Haitian, Thai and Cambodian. The second language is presented in blue underneath the English word. A complete second-language index is included.

### Teacher's Book and Focused Listening Cassette

The *Teacher's Book* includes the complete *Dictionary* plus easy-to-use lesson plans for the whole program. Each page includes the full-color, reduced size *Dictionary* illustration, annotated with wrap-around notes. They provide cultural and factual background information and teaching strategies. The step-by-step lesson plans offer a variety of activities for presenting, practicing, and expanding the vocabulary lesson through work in all four skills. Listening activities are supported by a *Focused Listening Cassette*.



### Dictionary Cassettes

The *Cassettes* feature all the words in the monolingual edition of the *Dictionary* and serve as an easy-to-repeat speech model.

### Overhead Transparencies

Full-color *Overhead Transparencies* are available for each page of the Monolingual edition of the *Dictionary*.

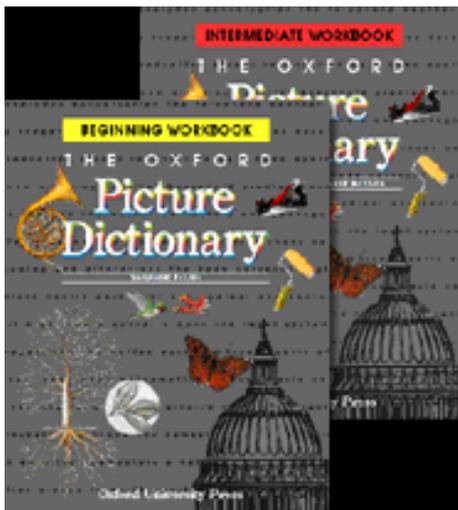
### Interactive CD-ROM

This interactive, multimedia CD-ROM brings the words and illustrations of *The Oxford Picture Dictionary* to life with sound and animation. See previous page for more information or the order form to purchase.

### Oxford Picture Dictionary 2002

470059-3	Mono	\$ 14.95
436197-7	Arabic	\$ 14.95
436281-7	Portuguese	\$ 14.95
435194-7	Cambodian	\$ 14.95
435189-0	Chinese	\$ 14.95
435195-5	Haitian/Creole	\$ 14.95
435190-4	Japanese	\$ 14.95
435191-2	Korean	\$ 14.95
435193-9	Polish	\$ 14.95
435192-0	Russian	\$ 14.95
435188-2	Spanish	\$ 14.95
435720-1	Thai	\$ 14.95
435203-X	Vietnamese	\$ 14.95
470060-7	Teacher's Bk	\$ 18.95
438403-9	Listening CDs	\$ 38.95
435187-4	Listening Cassettes	\$ 31.95
436100-4	TB & Listening Cass.	\$ 45.95
438402-0	Dictionary CDs	\$ 49.95
470061-5	Dictionary Cass.	\$ 42.95
435186-6	Classic Class Activ	\$ 25.99
435185-8	Overheads	\$215.00
438406-3	Grammar Activities	\$ 8.95

## Picture Dictionaries



### Beginning Workbook & Intermediate Workbook

The *Beginning Workbook* and *Intermediate Workbook* in full color offer vocabulary reinforcement activities that correspond page for page to the *Dictionary*. Clear, simple instructions with examples make them ideal for independent use in the classroom, at home, and for multi-level classes.

The *Workbooks* provide opportunities for contextualized vocabulary practice and critical thinking skills development through motivating contexts and engaging activities, including:

- ◆ **Picture and reality based life-skills practice.**
- ◆ Real information depicted in **charts** and **graphs**.
- ◆ **Student-centered** exercises.
- ◆ Additional **higher- level speaking and writing practice.**

A *Workbook Answer Key* provides the answer to the exercises in both workbooks. One key will be provided upon request with each class order of 10 workbooks.

.435073-8 Beg. WB \$10.95  
435977-8 Int. WB \$10.95

Workbook Answer Key N/C w/class order  
435977-8 WB Ans. Key



English Literacy/Civics

The following topics are especially relevant to EL/Civics education:

**Unit #6:** Health: Health Care, Medical Emergencies, Clinics, Medical and Dental Exams, A Hospital.

**Unit #7:** Community: The Legal System, Crime, Public Safety, U.S. Mail, City Streets.

**Unit #9:** Areas of Study: Types of Schools, U.S. History, U.S. Government and Citizenship, Geography.

**Unit #11:** Work: Jobs and Occupations, Job Skills, Job Search, An Office, Farming/Ranching, Construction, Tools and Building Supplies.

### Classic Classroom Activities

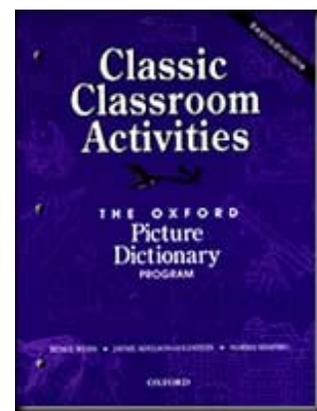
*Renée Weiss, Jayme Adelson-Goldstein, and Norma Shapiro*

*Classic Classroom Activities* is a collection of reproducible support materials for the *Oxford Picture Dictionary*.

It offers:

- ◆ Over 100 reproducible communicative practice activities.
- ◆ 768 reproducible picture cards based on the vocabulary of the Dictionary.
- ◆ Student-centered "classic" activities including information gaps, mixers, role plays, and board games.
- ◆ Teacher's notes and step-by-step instructions.

435186-6 Class Act. \$25.95



# Picture Dictionaries - Companion Volumes

## Read All About It 1 and 2

Lori Howard

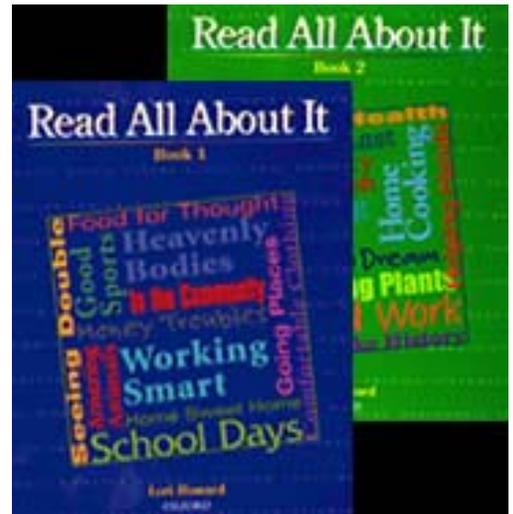
High Beginning-Low Intermediate

### Read All About It:

- ◆ Draws on authentic news stories, magazine articles, biographies, folktales and poetry.
- ◆ Develops reading skills, vocabulary, and critical thinking through a wide variety of pre-reading, reading, and post-reading activities.
- ◆ Supports the readings with vivid photographs and illustrations.
- ◆ Invites cooperative learning with numerous opportunities for group and pair work.
- ◆ Enables independent learning with a removable Answer Key and "Remember the Words," a student's personal vocabulary diary.
- ◆ Includes Teacher's Notes for both novice and experienced teachers.

These readers offer engaging selections based on authentic materials. Unit themes correspond to those in the Dictionary, and readings contextualize and expand on dictionary vocabulary. Accompanying activities help develop reading skills, vocabulary, and critical thinking. Word lists with pages references to the Dictionary are provided.

A *Cassette* for each book contains clear, easy-to-understand recordings of all the readings in the text. **Read All About It 1 and 2** can be used as independently or with the support of *The Oxford Picture Dictionary*. Themes in the readings correspond to those in the *Dictionary*, and a Word List with page references to the *Dictionary* is provided.



435196-3	Read All About It 1	\$15.50
436977-3	Read All About It 1 Cass	\$17.50
438995-2	Read All About It CD 1	\$21.95
435224-2	Read All About It 2	\$15.50
436978-1	Read All About It 2 Cass	\$17.50
438996-0	Read All About It CD 2	\$21.95

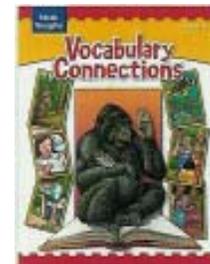
## The Great Series

Workbooks \* Reading Levels 2-4

Here is the motivation even the poorest reader needs to open a book and experience the pleasure of reading. The **Great Series** builds confidence as it builds skills. Bound-in answer keys. 96 pages.



46883SV	Great Adventures	\$14.40
46891SV	Great Challenges	\$14.40
4175XSV	Great Disasters	\$14.40
41776SV	Great Escapes	\$14.40
46905SV	Great Firsts	\$14.40
46913SV	Great Heroes	\$14.40
41784SV	Great Mysteries	\$14.40
41768SV	Great Rescues	\$14.40



## Vocabulary Connections

Revised, Workbook, Grade Levels 1-8

Build vocabulary where it matters most - in the content areas. Bound-in answer key. 144 pages.

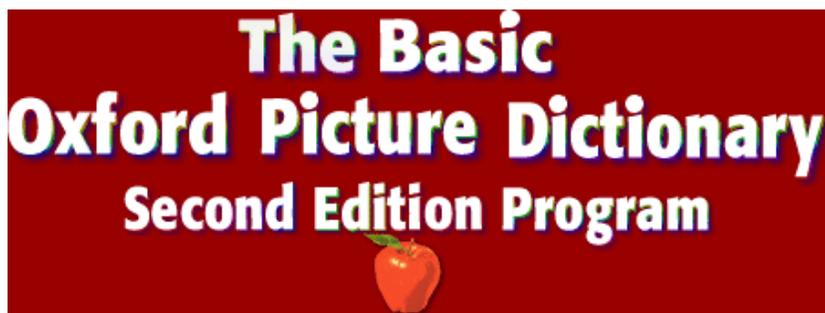
SB= Student Book, TG = Teacher Guide

91685SV	SB Level A, grade 1	\$14.30
92517SV	TG Level A, grade 1	\$6.40
91693SV	SB Level B, grade 2	\$14.30
92525SV	TG Level B, grade 2	\$6.40
91707SV	SB Level C, grade 3	\$14.30
92533SV	TG Level C, grade 3	\$6.40
91715SV	SB Level D, grade 4	\$14.30
92541SV	TG Level D, grade 4	\$6.40
91723SV	SB Level E, grade 5	\$14.30
9255XSV	TG Level E, grade 5	\$6.40
91731SV	SB Level F, grade 6	\$14.30
92568SV	TG Level F, grade 6	\$6.40
9174XSV	SB Level G, grade 7	\$14.30
92576SV	TG Level G, grade 7	\$6.40
91758SV	SB Level H, grade 8	\$14.30
92584SV	TG Level H, grade 8	\$6.40

## Picture Dictionaries

Margot F. Gramer, Norma Shapiro, Jayme Adelson-Goldstein, and Fiona Armstrong, Garnet Templin-Imel with Shirley Brod

This flexible four-skills program addresses the critical language needs of low-beginning and literacy level adult and young adult students.



Recommended for No Child Left Behind & EL Civics

**The Basic Oxford Picture Dictionary, Second Edition** is the core of the program.

It provides a rich, clear visual presentation of the key vocabulary in meaningful contexts. This language is essential for the development of basic communication survival skills.

**The Dictionary** features:

- ◆ 1,200 essential words and phrases.
- ◆ 12 units providing key, everyday vocabulary.
- ◆ Full color illustrations presenting clearly labeled vocabulary words in large, easy-to-read type.

All of the **Dictionary** vocabulary is recorded in clear, easy-to-repeat speech and is available on CDs and Cassettes.

**The Dictionary Second Edition** offers

**NEW!** Easy exercises on every page give students immediate practice with the new vocabulary.

**NEW!** A color-guide to help locate units by topic more easily.

**NEW!** Some illustrations have been updated to a more contemporary style.

### Bilingual Edition

An English/Spanish Second Edition of the Dictionary presents the Spanish vocabulary in blue next to the English words.

### Teacher's Book

The **Teacher's Book** includes full-color, reduced size illustrations from each Dictionary page, with wrap-around lesson plans. Each topic is annotated with teaching tips, including grammar, usage, and pronunciation notes. The index and pronunciation guide from the Dictionary are also included.

### Teacher's Resource Book of Reproducible Activities

This combined teacher's resource and student activity book provides communicative practice with more than 130 listening, speaking, reading, writing activities. Each activity is related to a specific Dictionary topic. The CDs and Cassettes feature the listening activities.

### Workbook

This collection of reading and writing exercises correlates page-for-page with the Dictionary. An Answer Key is included.

### Overhead Transparencies

Full-color Overhead Transparencies are available for every page of the Dictionary.

### Picture Cards

The reproducible Picture Cards offer 256 black-and-white illustrations that represent key Dictionary vocabulary. Includes a booklet of activity suggestions.

### Literacy Program

Designed to be used with the Dictionary, this comprehensive four-skills program combines teacher's notes, reproducible student pages, pre- and post-tests, pre-literacy materials, and word/picture cards in one binder.

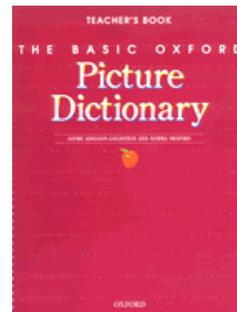
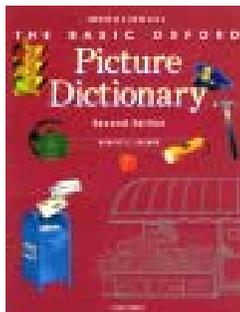
### The Basic Oxford Picture Dictionary Second Edition Program

#### Dictionaries:

437232-4	Mono English, SE	\$ 13.50
437235-9	English/Spanish, SE	\$ 13.50

#### Components:

438598-1	Dictionary CDs (3)	\$ 49.95
434470-3	Dictionary Cassettes (3)	\$ 42.95
437237-5	Teacher's Book	\$ 17.95
434469-X	Teacher's Resource Book	\$ 19.95
438599-X	Teacher's RB CDs (2)	\$ 35.95
434582-3	Teacher's RB Cassette (1)	\$ 17.50
434567-X	Workbook	\$ 8.95
434565-3	Picture Cards	\$ 29.95
433973-4	Overhead Transparencies	\$199.95
434573-4	Literacy Program	\$ 54.00



# Picture Dictionaries

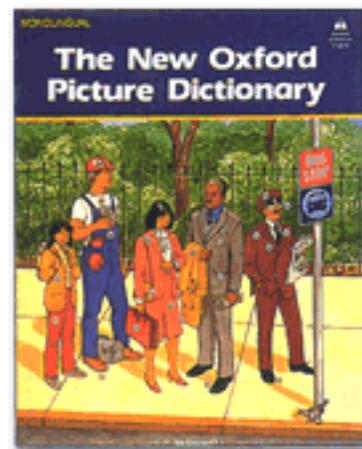
## The New Oxford Picture Dictionary Program

Beginning-Intermediate

A favorite for many years, *The New Oxford Picture Dictionary* published in 1988, contains over 2,400 illustrated vocabulary words divided into 82 topics. There are nine bilingual editions of the *Dictionary*.

### Components

The Cassettes feature all the vocabulary words in the *Dictionary*. The *Listening and Speaking Activity Book* offers communicative activities. The illustrated *Beginner's Workbook* and *Intermediate Workbook* contain four-skills practice. The *Teacher's Guide* provides cultural and linguistic information plus activities. The *Playing Cards* include 40 color illustrations and corresponding vocabulary words, plus an instruction booklet. *Overhead Transparencies* feature every page of the *Dictionary*.



### The New Oxford Picture Dictionary Program - 1988 Edition

#### Dictionaries

434199-2	Monolingual English (Paperback)	\$ 13.50
434533-5	Monolingual English (Hardcover)	\$ 19.95
434359-6	English/Cambodian	\$ 13.50
434357-X	English/Chinese	\$ 13.50
434356-1	English/Japanese	\$ 13.50
434360-X	English/Korean	\$ 13.50
434362-6	English/Navajo	\$ 13.50
434650-1	English/Polish	\$ 13.50
434651-X	English/Russian	\$ 13.50
434355-3	English/Spanish	\$ 13.50
434358-8	English/Vietnamese	\$ 13.50

#### Components

434365-0	Listening and Speaking Activity Bk	\$ 19.95
434363-4	Listening and Speaking Act Cass	\$ 17.50
434330-8	Teacher's Guide	\$ 9.95
434326-X	Beginner's Workbook	\$ 9.95
434325-1	Intermediate Workbook	\$ 9.95
434532-7	Overhead Transparencies (100)	\$ 199.95
434296-4	Vocabulary Playing Cards (80)	\$ 7.25
434329-4	Cassettes (4)	\$ 42.95

#### Studying



A. Look up a word.



B. Read the word.



C. Say the word.



D. Repeat the word.



E. Spell the word.



F. Copy the word.

#### Work with a partner



G. Ask a question.



H. Answer a question.



I. Share a book.



J. Help your partner.

#### Work in a group



K. Brainstorm a list.



L. Discuss the list.



M. Draw a picture.



N. Dictate a sentence.

## New Oxford Picture Dictionary CD-ROM

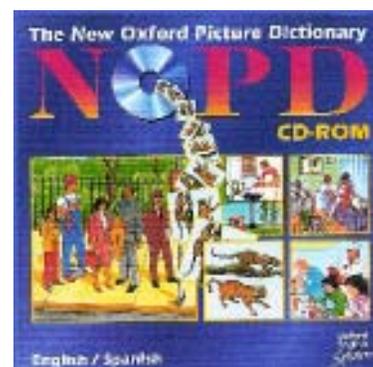
Beginning-Intermediate

The full-color **NOPD CD-ROM** makes the illustrations from the *Dictionary* come alive through sound, animation, and interactive exercises. This exciting multimedia picture dictionary offers:

- ◆ Easy access to over 2,400 words in spoken and written form.
- ◆ Interactive exercises and activities that allow students to practice at their own pace.
- ◆ Short reading texts and dialogues that put vocabulary into context.
- ◆ Monolingual English and English/Spanish versions are available. The bilingual version allows students to access words in both languages (spoken and written forms).

### New Oxford Picture Dictionary CD-ROM

458866-1	Monolingual English	\$49.95
458648-0	English/Spanish	\$49.95
1-10 Disks		\$49.95
11-20 Disks		\$44.96
21 or more		\$39.96



# Elementary

## American Start with English, 2nd Edition

*D. H. Howe*

Beginning-Intermediate

This classic children's series is now available in an exciting second edition. The original syllabus, so popular and successful throughout the world, is presented unchanged in an attractive new format that will appeal to the next generation of young students.

**American Start with English** is easy to teach from and is enjoyable for children. It is the ideal series to use with large classes where teaching conditions are often more challenging.

The **Student Books** feature lovely, colorful illustrations presented in a large format that children will find easy to understand. The books introduce language structures and vocabulary at a pace that young children can easily follow. The spiraling curriculum provides plenty of opportunity for review, consolidation, and catching up.

The **Teacher's Books** contain lesson plans that are easy to follow, with activities that allow students to practice and consolidate the new language. This is done through activities involving the whole class, small groups, and pair work. A word list, a list of flashcards with ideas for using them in class, and a basic classroom language list are all included.

The **Workbooks** provide further practice of the lessons presented in the Student Books.

The **Cassettes** feature cheerful children's voices presenting the exercises, pronunciation activities, and stories from the *Student Books*.

The colorful **Picture Flashcards** (available for Levels 1-3) present an illustration on one side with the corresponding word on the reverse side. They are ideal for teaching vocabulary, review, drills, and games.

### Level 1

434013-9	Student Book 1	\$8.95
434014-7	Teacher's Book 1	\$9.50
434015-5	Workbook 1	\$6.95
434016-3	Cassette 1	\$17.50
434038-4	Picture Flashcards 1 (135)	\$34.95

### Level 2

434017-1	Student Book 2	\$8.95
434018-X	Teacher's Book 2	\$9.50
434019-8	Workbook 2	\$6.95
434020-1	Cassette 2	\$17.50
434039-2	Picture Flashcards 2 (150)	\$34.95

### Level 3

434021-X	Student Book 3	\$8.95
434022-8	Teacher's Book 3	\$9.50
434023-6	Workbook 3	\$6.95
434024-4	Cassette 3	\$17.50
434040-6	Picture Flashcards 3 (75)	\$24.95



### Level 4

434025-2	Student Book 4	\$8.95
434026-0	Teacher's Book 4	\$9.50
434027-9	Workbook 4	\$6.95
434028-7	Cassette 4	\$17.50

### Level 5

434029-5	Student Book 5	\$8.95
434030-9	Teacher's Book 5	\$9.50
434031-7	Workbook 5	\$6.95
434032-5	Cassette 5	\$17.50

### Level 6

434033-3	Student Book 6	\$8.95
434034-1	Teacher's Book 6	\$9.50
434035-X	Workbook 6	\$6.95
434037-6	Cassette 6 (2)	\$31.95

# Secondary-Adult American Headway

Liz and John Soars

Beginning - Intermediate

**American Headway** is a series that combines the best of traditional methods with more recent approaches to make learning English stimulating, motivating, and effective. It provides a foundation in the structure of the language, gradually building students' understanding of the basic grammar, vocabulary, and functions of English.

### Clear approach to grammar

**American Headway** is based on the belief that an understanding of the grammar of English is one of the key enabling skills for language students.

◆ Grammatical structures are introduced in context, with questions that encourage students to work out the rules for themselves.

◆ A wide variety of controlled and freer practice activities encourage accurate use of the target language in all four skills.

◆ A comprehensive "Grammar Reference" is an invaluable tool at the back of each book that can be referred to before, during, or after the lesson.

### Student Books

Integrated skills work in every unit

- ◆ The reading and listening activities contextualize and bring together language introduced previously.
- ◆ The choice of interesting topics together with manageable and motivating tasks ensure students develop important listening and reading skills, and fluency in speaking.

### Systematic lexical syllabus

The tightly controlled lexical syllabus concentrates on the three elements of vocabulary learning:

- ◆ New words in their lexical sets.
- ◆ Good habits for learning vocabulary.
- ◆ Systems of vocabulary (synonyms, antonyms, and compound nouns) that help students perceive patterns in the language.

### Workbooks

- ◆ Grammar and vocabulary exercises.
- ◆ Writing syllabus.

### Teacher's Book

- ◆ A selection of photocopiable activities including songs.
- ◆ Progress Tests and "Stop and Check" quizzes.
- ◆ Answer Key for Student Book and Workbook.

### Teacher's Resource Book

- ◆ Teaching suggestions and culture notes.
- ◆ Photocopiable speaking activities and vocabulary games.
- ◆ Tests and quizzes.

### Audio Program

The *Student Book Cassettes/CDs* feature all of the listening activities. A tapescript is included at the back of the book and in the *Teacher's Book*. The *Workbook Cassettes/CDs* include all of the listening exercises with an answer key at the back of the book.



### American Headway Starter

435387-7	Student Book	\$15.95
437175-1	Student Book A Unit 1-7	\$ 8.95
437176-X	Student Book B Unit 8-14	\$ 8.95
435390-7	Student Book Cass. (2)	\$31.95
437178-6	Student Book CDs	\$35.95
435388-5	Workbook	\$ 8.95
438902-2	Workbook A	\$ 5.95
438903-0	Workbook B	\$ 5.95
437944-2	Workbook Cassette	\$17.50
437945-0	Workbook CD	\$21.95
437177-8	Teacher's Resource Book	\$19.95
435389-3	Teacher's Book (with Tests)	\$16.95

### American Headway 1

435375-3	Student Book 1	\$15.95
437926-4	Student Book 1A Unit 1-7	\$ 8.95
437927-2	Student Book 1B Unit 8-14	\$ 8.95
435378-8	Student Book 1 Cass. (2)	\$31.95
437929-9	Student Book 1 CDs (2)	\$35.95
435376-1	Workbook 1	\$ 8.95
438904-9	Workbook 1A	\$ 5.95
438905-7	Workbook 1B	\$ 5.95
437930-2	Workbook 1 Cassette	\$17.50
437931-0	Workbook 1 CD	\$21.95
435377-X	Teacher's Bk 1 (with Tests)	\$19.95
437928-0	Teacher's Resource Book 1	\$16.95

### American Headway 2

435379-6	Student Book 2	\$15.95
437932-9	Student Book 2A Unit 1-7	\$ 8.95
437933-7	Student Book 2B Unit 8-14	\$ 8.95
435382-6	Student Book 2 Cass. (2)	\$31.95
437935-3	Student Book 2 CDs (2)	\$35.95
435380-X	Workbook 2	\$ 8.95
438906-5	Workbook 2A	\$ 5.95
438907-3	Workbook 2B	\$ 5.95
437936-1	Workbook Cassette 2	\$17.50
437937-X	Workbook CD	\$21.95
435381-8	Teacher's Bk 2 (with Tests)	\$16.95
437934-5	Teacher's Resource Book 2	\$19.95

### American Headway 3

435383-4	Student Book 3	\$15.95
437938-8	Student Book 3A Unit 1-7	\$ 8.95
437939-6	Student Book 3B Unit 8-14	\$ 8.95
435386-9	Student Book 3 Cass. (2)	\$31.95
437941-8	Student Book 3 CDs (2)	\$35.95
435384-2	Workbook 3	\$ 8.95
438908-1	Workbook 3A	\$ 5.95
438909-X	Workbook 3B	\$ 5.95
437942-6	Workbook Cassette 3	\$17.50
437943-4	Workbook CD 3	\$21.95
435385-0	Teacher's Bk 3 (with Tests)	\$16.95
437940-X	Teacher's Resource Book 3	\$19.95

# Secondary-Adult

## Integrated English

Beginning-Intermediate

**Integrated English** is a flexible, integrated four-skills program with an emphasis on speaking and listening. The program is comprised of **Gateways**, **Transitions** and **Explorations**. It can be used as a complete, six-level course or as three separate, two-book courses.

**Student Books**, *Built-in change with built-in continuity*

**Integrated English** recognizes that students with different communicative abilities also have different language-learning needs. At the same time, as a unified program, **Integrated English** provides a smooth transition from one level to the next without a jump in level or gaps in assumed knowledge.

*Increased student motivation*

**Integrated English** motivates students by giving them a sense of accomplishment as they "graduate" from one two-book course to the next. Tasks are carefully graded to boost self-confidence and increase students' ability to speak and understand English. By offering students interesting, cross-cultural material, **Integrated English** encourages them to express themselves in English.

**Teacher's Book**

*Increased teacher satisfaction*

The open design and clear tasks make it easy for both students and teachers to learn how to do every activity. With the flexible unit structure, a wealth of extra ideas, and reproducible materials, it is easy to adapt lessons to different teaching situations and styles. A complete tapescript and *Workbook Answer Key* is included.

**Workbooks**

Each Workbook offers practice of all new language and vocabulary linked to specific lessons in the *Student Book*.

**Gateways**

*Victoria Kimbrough and Irene Frankel*

Beginning-High Beginning

Key features:

- ◆ Core vocabulary that is explicitly presented, practiced, and applied.
- ◆ A carefully structured grammar syllabus that provides a firm foundation for communication.
- ◆ Task-based pair and small group activities for maximum practice and personalization.
- ◆ Realistic task-based listenings and carefully guided pronunciation, reading, and writing exercises.
- ◆ Conversation management strategies to give students the tools they need to navigate effectively through real-life English.
- ◆ Key learning strategies highlighted in the Strategy Session review units.

**Gateways 1**

434606-4	Student Book	\$ 14.95
434607-2	Teacher's Book	\$ 15.95
434608-0	Workbook	\$ 8.95
434609-9	Cassettes (2)	\$ 31.95
434860-1	CDs (2)	\$ 35.95

**Gateways 2**

434614-5	Student Book	\$ 14.95
434615-3	Teacher's Book	\$ 15.95
434616-1	Workbook	\$ 8.95
434617-X	Cassettes (2)	\$ 31.95
434874-1	CDs (2)	\$ 35.95

**Transitions**

*Linda Lee*

Low Intermediate-Intermediate

Key features:

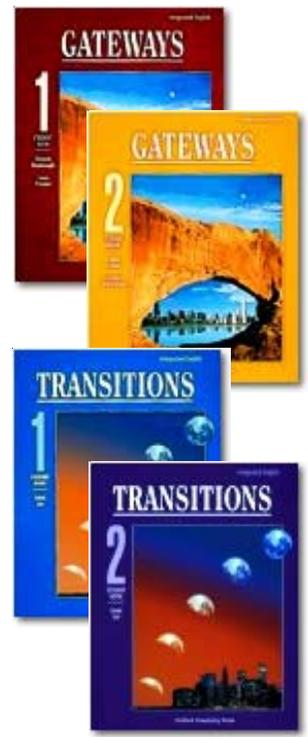
- ◆ Engaging, authentic content to spark student interest.
- ◆ Topic-based presentation and practice of new language focused on the meaning and usage of target structures.
- ◆ Meaningful pair, small-group, and whole-class activities that ask students to draw on their own opinions, knowledge, and experiences.
- ◆ Critical thinking strategies that encourage students to think in English.
- ◆ Important conversation management strategies that help students get the information they need to keep a conversation going.

**Transitions 1**

434622-6	Student Book	\$ 14.95
434623-4	Teacher's Book	\$ 15.95
434624-2	Workbook	\$ 8.95
434625-0	Cassettes (2)	\$ 31.95
434929-2	CDs (2)	\$ 35.95

**Transitions 2**

434630-7	Student Book	\$ 14.95
434631-5	Teacher's Book	\$ 15.95
434632-3	Workbook	\$ 8.95
434633-1	Cassettes (2)	\$ 31.95
434949-7	CDs (2)	\$ 35.95



# Secondary-Adult Integrated English

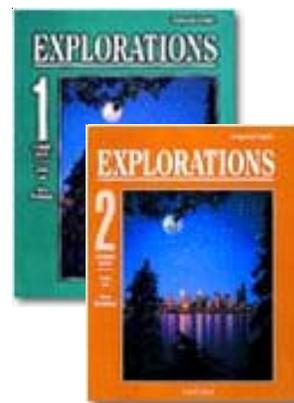
## Explorations

Linda Lee and Terra Brockman

Intermediate

Key features:

- ◆ Authentic material used to present new grammar and consolidate previously-learned structures in meaningful contexts.
- ◆ Expanded exploration and personalization of topics through pair, small group, and whole-class discussion activities.
- ◆ Critical thinking strategies that encourage students to think in English
- ◆ Conversation Tips that show students ways to keep their conversations going.
- ◆ Vocabulary Workshop sections that consolidate vocabulary while presenting key vocabulary learning strategies.
- ◆ Additional readings in the *Workbook* to develop and reinforce reading skills.



### Explorations 1

435032-0	Student Book	\$14.95
435034-7	Teacher's Book	\$15.95
435033-9	Workbook	\$ 8.95
435035-5	Cassettes (2)	\$31.95
435036-3	CDs (2)	\$35.95

### Explorations 2

435037-1	Student Book	\$14.95
435039-8	Teacher's Book	\$15.95
435038-X	Workbook	\$ 8.95
435040-1	Cassettes (2)	\$31.95
435041-X	CDs (2)	\$35.95

## Springboard

Jack C. Richards

Pre-Intermediate-Intermediate

**Springboard** is a conversation and listening course organized around high-interest topics that encourage students to talk about what they are most interested in: their own lives, aspirations and interests. Each four-page unit offers two complete lessons, plus optional extension activities.

### Student Book

Each topic in **Springboard** is explored from two perspectives and is introduced by a visual that activates the students' previous language knowledge and real world experience. Short interactive tasks and personal surveys guide students toward conversational fluency and help them develop communication skills that can be put to immediate use in real-world situations.

### Cassettes and CDs

The entertaining audio program features a variety of voices, international accents and imaginative sound effects.

Key features:

- ◆ Abundant language models and key expressions give students clear guidance in developing the ability to initiate a conversation and keep it going, and respond to ideas, comments and questions.
- ◆ A *Project File* of student activities such as designing personal name cards, creating a dream trip poster, presenting a screenplay.
- ◆ A *Springboard Glossary* for easy access to key definitions, with photocopiable vocabulary building activities in the **Teacher's Book**.
- ◆ Listening skill development, including listening for gist, attitude, inference, information and main idea.



### Teacher's Book

- ◆ Step-by-step instructions for each activity.
- ◆ Cultural and usage notes.
- ◆ Photocopiable vocabulary worksheets and tests with recommendations for student assessment using project portfolios. Tapescripts and Answer keys are available!

### Springboard

435350-8	Student Book 1	\$13.95
435351-6	Teacher's Book 1	\$14.95
435352-4	Cassettes 1 (2)	\$31.95
435197-1	CD Book 1 (1)	\$21.95
435353-2	Student Book 2	\$13.95
435354-0	Teacher's Book 2	\$14.95
435355-9	Cassettes 2 (2)	\$31.95
435198-X	CD Book 2 (1)	\$21.95

# Secondary-Adult

## New Interchange

**New Interchange** is the world's most successful English course for adult and young adult learners at the beginning to intermediate levels. There are three levels. Series features:

- ◆ Multi-skills syllabus integrating themes, structures, functions, vocabulary, and pronunciation.
- ◆ Fresh topics and real-world content in every unit.
- ◆ Beautiful design, illustrations, and photos.
- ◆ Comprehensive grammar presentation and practice.
- ◆ Extensive opportunities to develop listening skills.
- ◆ High-interest readings that lead to thoughtful discussion.
- ◆ Student-centered fluency activities.
- ◆ Interleaved **Teacher's Editions**.
- ◆ **Audio CDs** as alternatives to **Class and Student's Audio Cassettes**.
- ◆ **CD-ROMs for Intro, Level 1, and Level 2** that offer a wealth of self-study activities.

## Passages

**Passages** is a two-level, multi-skills course that takes students of English from the high-intermediate to the advanced level. It is designed to follow the **New Interchange** series or any other beginning to intermediate course.

**Passages** is a two-level, multi-skills course that takes students of English from the high-intermediate to the advanced level. Written in American English, **Passages** is designed to follow the **New Interchange** series. It features:

- ◆ Thematic units of high interest to adults and young adults.
- ◆ A complete writing syllabus beginning with paragraph development.
- ◆ Engaging, authentic readings and recordings to stimulate discussion.
- ◆ Regular review units to consolidate language and knowledge of grammar.
- ◆ Stimulating pair and group discussion activities.
- ◆ Systematic presentation of grammar.
- ◆ Vocabulary-building activities in every unit.
- ◆ Focused and open-ended communicative practice of all new language.
- ◆ Between 60 and 90 hours of classroom instruction in each level.

**Level 1** takes learners from the high-intermediate to low-advanced level.

**Level 2** further extends the communicative abilities of students, bringing them to an advanced level.

### Intro Level

773997CA	Stud. Bk	\$18.00
000564CA	Stud. Bk w/CD	\$21.00
773903CA	Workbook	\$11.00
773911CA	Teacher's Ed	\$35.00
773865CA	Class Cass (3)	\$56.00
77375XCA	Class CDs (3)	\$56.00
773989CA	Stud. Bk A	\$10.00
773970CA	Stud. Bk B	\$10.00
77389XCA	Workbook A	\$ 7.50
773881CA	Workbook B	\$ 7.50
773857CA	Stud Cass A	\$15.00
773849CA	Stud Cass B	\$15.00
773741CA	Stud CD A	\$16.00
773733CA	Stud CD B	\$16.00
555744CA	Video	\$150.00
555736CA	Video AB	\$16.00
555728CA	Video TG	\$21.00
773822CA	Lab Cass (4)	\$67.00
773830CA	Lab Guide	\$22.00
000084CA	CD (PC/MAC)	\$40.00

### Level 1

628814CA	Stud. Bk	\$18.00
000572CA	Stud. Bk w/CD	\$21.00
628784CA	Workbook	\$11.00
62875XCA	Teacher's Ed	\$35.00
628733CA	Class Cass (3)	\$41.00
628725CA	Class CDs (3)	\$41.00
628806CA	Stud. Bk A	\$11.00
628792CA	Stud. Bk B	\$11.00
628776CA	Workbook A	\$ 7.50
628768CA	Workbook B	\$ 7.50
628717CA	Stud Cass A	\$15.00
628695CA	Stud Cass B	\$15.00
628709CA	Stud CD A	\$16.00
628687CA	Stud CD B	\$16.00
628629CA	Video	\$150.00
628644CA	Video AB	\$15.00
628636CA	Video TG	\$21.00
773806CA	Lab Cass (4)	\$67.00
773814CA	Lab Guide	\$22.00
626676CA	CD-ROM (PC)	\$40.00
626668CA	CD-ROM (MAC)	\$40.00

### Level 2

628628CA	Stud. Bk	\$18.00
000599CA	Stud. Bk w/CD	\$21.00
628598CA	Workbook	\$11.00
628563CA	Teacher's Ed	\$35.00
628547CA	Class Cass (3)	\$56.00
628539CA	Class CDs (3)	\$56.00
62861XCA	Stud. Bk A	\$11.00
628601CA	Stud. Bk B	\$11.00
62858XCA	Workbook A	\$ 7.50
628571CA	Workbook B	\$ 7.50
628520CA	Stud Cass A	\$15.00
628528CA	Stud Cass B	\$15.00
628512CA	Stud CD A	\$16.00
628504CA	Stud CD B	\$16.00
628490CA	Video	\$150.00
628466CA	Video AB	\$15.00
628458CA	Video TG	\$21.00
773784CA	Lab Cass (4)	\$67.00
773792CA	Lab Guide	\$22.00
655943CA	CD (PC/MAC)	\$40.00

### Level 3

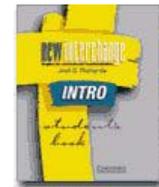
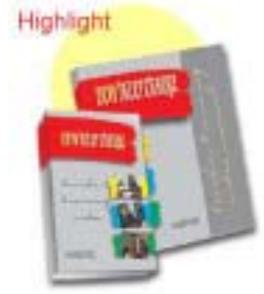
62844XCA	Stud. Bk	\$18.00
000602CA	Stud. Bk w/CD	\$21.00
628415CA	Workbook	\$11.00
628385CA	Teacher's Ed	\$35.00
628369CA	Class Cass (3)	\$56.00
628350CA	Class CDs (3)	\$56.00
628431CA	Stud. Bk A	\$11.00
628423CA	Stud. Bk B	\$11.00
628407CA	Workbook A	\$ 7.50
628393CA	Workbook B	\$ 7.50
628342CA	Stud Cass A	\$15.00
628326CA	Stud Cass B	\$15.00
628334CA	Stud CD A	\$16.00
628318CA	Stud CD B	\$16.00
010942CA	Video	\$150.00
010918CA	Video AB	\$15.00
010888CA	Video TG	\$21.00
773768CA	Lab Cass (4)	\$67.00
773776CA	Lab Guide	\$22.00
Teacher-Training Video and Manual		
805759CA		\$80.00
New Interchange and Passages Placement and Evaluation Package		
628822CA		\$42.00
Passages Placement & Evaluation		
542006CA		\$60.00

### Passages Level 1

564727CA	Stud. Bk	\$18.00
564700CA	Workbook	\$11.00
564689CA	Teacher's Ed	\$23.00
564662CA	Class Cass (2)	\$41.00
564646CA	Class CDs (2)	\$41.00

### Passages Level 2

564719CA	Stud. Bk	\$18.00
564697CA	Workbook	\$11.00
564670CA	Teacher's Ed	\$23.00
564654CA	Class Cass (2)	\$41.00
564638CA	Class CDs (2)	\$41.00
Review Tests for Levels 1 & 2		
665574CA		\$32.00



# Secondary-Adult

## Crossroads

Irene Frankel, Shirley Brod, Marjorie Fuchs, Cliff Meyers, Barbara Sample, and Helen Fox, with Earl W. Stevick

Literacy-Intermediate

**Crossroads** is the ideal series for adult and high school students.

This course:

- ◆ Integrates a competency-based (life-skills) approach with a proven grammar syllabus.
- ◆ Accommodates open-entry, open-exit programs.
- ◆ Accessible to students with limited literacy skills.
- ◆ Designed for multi-level classes.
- ◆ Includes all the core and supplemental materials a teacher needs, cutting costs and preparation time.
- ◆ Compatible with the MELT and CASAS competency statements, the Texas Adult Learner Outcomes, and the California ESL Model Standards for Adult Education Programs.



### Student Books

The *Student Books* follow a carefully integrated syllabus based on competencies and grammatical objectives. Each book has 10 units organized around practical content, such as transportation, housing, and health. Each unit follows a consistent, 12-page format with true-to-life characters. Illustrations introduce new vocabulary and concepts.

- ◆ Speaking activities provide both structured and personalized practice in contexts relevant to students' lives. Pair and small group work encourage participation. Task-based information gap activities bring together the grammar and competencies in each unit.
- ◆ Listening skills are developed through a variety of activities, and a complete tapescript is in the back of the student book.
- ◆ Document literacy features real-life documents, such as forms, labels, and product instructions.
- ◆ Reading is taught through high-interest readings that begin with pre-reading activities and end with comprehension checks.
- ◆ Writing skills are developed through a process that begins with pre-writing and ends with students sharing what they have written.

### Audio Program

The *Cassettes* feature all of the conversations and listening exercises in Levels 1-4, plus the readings in Levels 1 and 2.

### The Multilevel Activity and Resource Packages

The *Multilevel Activity and Resource Packages (MARPs)* can be used either as components of Crossroads or independently. Each level contains more than 200 reproducible sheets packaged in a binder. Activities include grammar practice, listening exercises, picture stories, vocabulary games and puzzles, word cards and picture cards, student-to-student dictation, mixers, writing, reading, dictionary skills and handwriting practice. An answer key is provided at the back of the MARP.

### Workbooks

The *Workbooks* contain selected pages from the *MARP*, and are designed for independent study and homework. An answer key is provided at the back of each book.

### The Teacher's Books

The *Teacher's Books* offer unit notes with warm-up activities, teaching procedures for every exercise, and cross-cultural, pronunciation, and linguistic notes. Suggestions for teaching multi-level classes are also included.

### Achievement Tests

The *Crossroads Achievement Tests* are eight reproducible tests with a mid-term and final for each of the four Student Books. They contain sections on listening comprehension, grammar, and life-skills competencies. A student answer sheet, answer key templates, reproducible item analysis for each test, and tapescript are provided. A Cassette of the listening parts of the test is available.

#### Level 1

434376-6	Student Bk 1	\$12.95
434378-2	MARP 1	\$59.95
434528-9	Workbook 1	\$9.50
434377-4	Teacher's Bk 1	\$14.95
434380-4	Cass. 1 (2)	\$31.95

#### Level 2

434381-2	Student Bk 2	\$12.95
434383-9	MARP 2	\$59.95
434529-7	Workbook 2	\$9.50
434382-0	Teacher's Bk 2	\$14.95
434384-7	Cass. 2 (2)	\$31.95

#### Tests

434535-1	Crossroads Achievement Tests	\$19.95
434686-2	Crossroads Achievement Tests Cass	\$17.50

#### Level 3

434385-5	Student Bk 3	\$12.95
434387-1	MARP 3	\$59.95
434530-0	Workbook 3	\$9.50
434386-3	Teacher's Bk 3	\$14.95
434388-X	Cass. 3 (2)	\$31.95

#### Level 4

434389-8	Student Bk 4	\$12.95
434391-X	MARP 4	\$59.95
434531-9	Workbook 4	\$9.50
434390-1	Teacher's Bk 4	\$14.95
434392-8	Cass. 4 (2)	\$31.95

# Secondary-Adult New American Streamline

*Peter Viney, Bernard Hartley, Tim Falla, and Irene Frankel*

BEGINNING-ADVANCED

**New American Streamline** is an intensive three-level series geared to the interests and needs of young adults and adults. Like the original *American Streamline*, this completely new edition combines natural language, everyday situations, and extensive practice of all four skills to give students a practical command of simple, spoken American English.

The three levels of **New American Streamline** (**Departures, Connections, and Destinations**) can be used as independent texts or sequentially as parts of a series.

### Student Books

Each of the eighty, one-page units contains:

- ◆ Interesting, humorous conversations, featuring key grammatical points.
- ◆ Full-color, all-new illustrations and photographs throughout to motivate students.
- ◆ New communicative and listening exercises.
- ◆ A strand weaving together important and relevant functions.
- ◆ New grammar summaries and an index for students' reference.

Split Editions of the Student Books are ideal for shorter courses. Part A of each Student Book covers Units 1-40; Part B covers Units 41- 80.

### Teacher's Books

The spiral-bound, interleaved Teacher's Books contain the full-color pages from the Student Books plus:

- ◆ Detailed teaching notes and drills for each unit.
- ◆ New suggestions for additional communicative and role-playing activities.
- ◆ An updated introduction outlining the underlying methodology.
- ◆ Workbook Answer Key.
- ◆ Tapescript.

### Workbooks

The illustrated *Workbooks* provide additional written practice. Language summaries at the top of each page focus the student on the key grammatical/functional points. Two-color, lively art keeps students' interest. Printed examples enable students to work independently. For each level, Workbook A covers Units 1- 40 of the Student Book; Workbook B covers Units 41- 80.

### Cassettes and CDs

The all-new Cassettes and CDs contain the conversations and texts from the Student Books, featuring a variety of voices, regional accents, imaginative sound effects and realistic pacing.

## New American Streamline

### Departures (Beginning)

434825-3	Student Book	\$ 15.95
434841-5	Part A Student Book	\$ 8.95
434842-3	Part B Student Book	\$ 8.95
434827-X	Teacher's Edition	\$ 18.95
434828-8	Cassette	\$ 17.50
434847-4	Compact Disc (2 CDs)	\$ 35.95
434826-1	Workbook A (Units 1-40)	\$ 8.25
434837-7	Workbook B (Units 41-80)	\$ 8.25

### Connections (Intermediate)

434829-6	Student Book	\$ 15.95
434843-1	Part A Student Book	\$ 8.95
434844-X	Part B Student Book	\$ 8.95
434831-8	Teacher's Edition	\$ 18.95
434832-6	Cassettes (2)	\$ 31.95
434848-2	Compact Discs (2)	\$ 49.95
434830-X	Workbook A (Units 1-40)	\$ 8.25
434838-5	Workbook B (Units 41-80)	\$ 8.25

One Tests booklet and Tests Cassette will be provided upon request with each class order of 15 or more of New American Streamline.

## Destinations (High-Intermediate - Advanced)

434833-4	Student Book	\$ 15.95
434845-8	Part A Student Book	\$ 8.95
434846-6	Part B Student Book	\$ 8.95
434835-0	Teacher's Edition	\$ 18.95
434836-9	Cassettes (3)	\$ 42.95
434849-0	Compact Discs (3)	\$ 49.95
434834-2	Workbook A (Units 1-40)	\$ 8.25
434839-3	Workbook B (Units 41-80)	\$ 8.25



## Secondary-Adult

### New Person to Person

Jack C. Richards, David Bycina, and Sue Brioux Aldcorn

HIGH BEGINNING-INTERMEDIATE

#### **New Person to Person**

is a full-color, two-level series that stresses functional conversational fluency. It is ideal for students who want to improve their listening and speaking skills.

Both levels of **New Person to Person** feature authentic conversations in a wide variety of settings, task listening activities, a focus on practical pronunciation points, paired practice activities that maximize students' opportunities to talk, and optional speaking activities intended for further practice of language functions.

#### **Student Book**

The full-color **Student Book** focuses on the functions required for high-interest, everyday life activities such as shopping, ordering in a restaurant, and arranging to meet a friend.

Each unit contains:

- ◆ Two clear lessons based on realistic conversations.
- ◆ A task-listening section to consolidate language
- ◆ Information-gap activities.
- ◆ A wealth of new optional activities that are adaptable to various class sizes and lengths.

#### **Teacher's Book**

The spiral-bound *Teacher's Book* is interleaved, providing easy access to the colorful Student Book pages. It features step-by-step instructions for each lesson. Optional activities and a section of photocopyable pages provide the flexibility to adapt lessons to various classroom situations.

#### **Cassettes and CDs**

The recording, available on both *Cassettes or CDs*, features authentic renditions of the conversations, listening sections, and many of the information-gap activities in the *Student Books*.

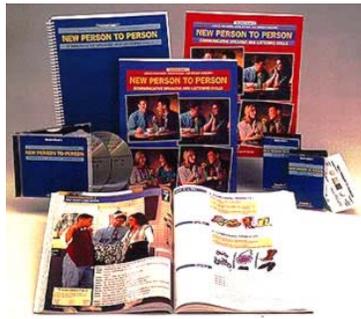
#### **Tests**

Booklets containing two photocopyable tests are available for each level. The tests evaluate students' progress in listening, functions, and speaking. An accompanying cassette contains readings of the listening materials.

#### **New Person to Person**

434678-1	Student Book 1	\$15.95
434679-X	Teacher's Book 1	\$17.95
434680-3	Cassette 1 (2)	\$31.95
434684-6	Compact Disc 2 (2)	\$35.95
434681-1	Student Book 2	\$15.95
434682-X	Teacher's Book 2	\$17.95
434683-8	Cassette 2(2)	\$31.95
434685-4	Compact Disc 2 (2)	\$35.95

One photocopyable Test Booklet and Tests Cassette is available free of charge upon request with each class order of 15 or more of New Person to Person.



### Open House

Norman Whitney

Beginning-Intermediate

**Open House** will appeal to pre-teens and young teens with its youthful appearance and lively content.

It combines a systematic language syllabus with a modern communicative approach which gives students the structures, vocabulary, and opportunities to speak about things that interest them. New language is introduced through an attractive photostory featuring young teens. Grammar is presented in a clear and enjoyable way and practiced in activities which progress from controlled to communicative. All four language skills are consistently developed. Pages dedicated to *Vocabulary*, *English Across the Curriculum*, *the Progress Diary*, and *Study Skills* help students develop key language, communicative, and learning skills. *Regular Use and Review* units reinforce language.

#### **Components**

The *Workbooks* provide a range of practice exercises, activities and games. The *Teacher's Books* contain guidelines for presenting all activities in the text as well as photocopyable texts, answer keys, a complete word list, and many ideas for extra activities. The *Cassettes* provide clear, idiomatic speech models for the language in the text, including the photostory dialogs and other listening and pronunciation activities.

#### **Open House Come In!**

435842-9	Student Book 1	\$11.95
435843-7	Teacher's Book 1	\$17.95
435844-5	Workbook 1	\$ 7.95
435845-3	Cassette 1	\$17.50
437736-9	Audio CD 1	\$35.95

#### **Open House Step Up!**

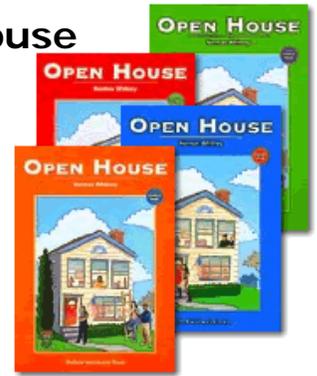
435846-1	Student Book 2	\$11.95
435847-X	Teacher's Book 2	\$17.95
435848-8	Workbook 2	\$ 7.95
435849-6	Cassette 2	\$17.50
437737-7	Audio CD 2	\$35.95

#### **Open House Move Up!**

435850-X	Student Book 3	\$11.95
435851-8	Teacher's Book 3	\$17.95
435852-6	Workbook 3	\$ 7.95
435853-4	Cassette 3	\$17.50
437738-5	Audio CD 3	\$35.95

#### **Open House Open Up!**

435854-2	Student Book 4	\$11.95
435855-0	Teacher's Book 4	\$17.95
435856-9	Workbook 4	\$ 7.95
435857-7	Cassette 4	\$17.50
437739-3	Audio CD 4	\$35.95



## Secondary-Adult East West

*Kathleen Graves, David P. Rein, and Alison Rice*

Beginning-Intermediate

**East West** is a four-level, four-skills series that emphasizes speaking and listening skills. It is based on a carefully organized syllabus that integrates grammatical, functional, topical, and situational content and follows a gradual progression. Natural language is used throughout, with high-interest continuing stories and *Culture Capsules* introducing aspects of American life.

*East West Basics* was created to meet the special needs of the beginning student. It features opportunities for personalization, built-in recycling and review of new language, and clearly stated teaching points.

Each unit of *East West* features a conversation introducing the teaching points, a speaking section aimed at developing accuracy and fluency, a section devoted to listening and reading skills, and a language checklist that summarizes all the new language covered.

### Components

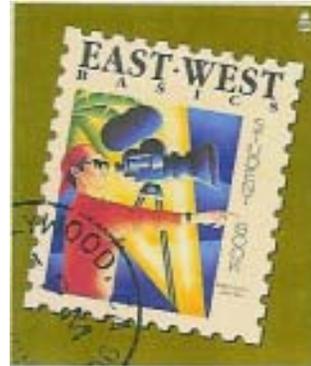
The *Workbooks* provide a wide range of writing activities related to the oral skills developed in the *Student Books*. The interleaved *Teacher's Books* include step-by-step teaching suggestions, additional activities, and background information on grammar and usage, vocabulary, culture, and pronunciation. Answer Keys and tapescripts are provided. The *Cassettes* contain the opening conversations and task-listening sections from the *Student Books*. The *Lab Books* provide supplementary speaking practice and are designed for use with the accompanying *Cassettes* in language laboratories.

### East West Basics

434733-8	Student Book	\$ 13.95	434249-2	Student Book 3	\$ 13.95
434736-2	Workbook	\$ 8.95	434251-4	Workbook 3	\$ 8.95
434739-7	Teacher's Book	\$ 16.95	434250-6	Teacher's Book 3	\$ 16.95
434740-0	Cassettes (2)	\$ 31.95	434252-2	Cassettes 3 (4)	\$ 48.95

### East West

434241-7	Student Book 1	\$ 13.95
434243-3	Workbook 1	\$ 8.95
434242-5	Teacher's Book 1	\$ 16.95
434373-1	Cassettes 1 (3)	\$ 42.95
434245-X	Student Book 2	\$ 13.95
434247-6	Workbook 2	\$ 8.95
434246-8	Teacher's Book 2	\$ 16.95
434248-4	Cassettes 2 (3)	\$ 31.95

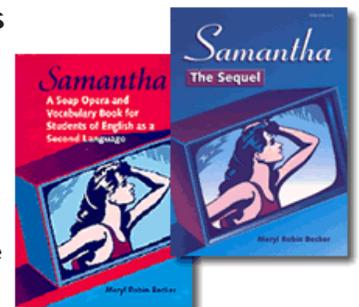


## Samantha and Samantha: The Sequel A Soap Opera and Vocabulary Book for Students of English as a Second Language

*Meryl Robin Becker*

Using a soap opera storyline approach, ***Samantha and Samantha: The Sequel*** build students' vocabulary and offer substantial practice in reading. Because the content deals with real-life social and ethical issues, students are quickly drawn into the text, and, as a result, become more enthusiastic about learning vocabulary and idioms and participating in classroom discussions. The stimulating and intriguing storylines offer continuing topics for discussion on social, moral, and cross-cultural issues such as love, marriage, dating customs, and gender roles in all societies. Well organized and easy to use, chapters contain prereading and comprehension questions, as well as exercises that reinforce the vocabulary and idiomatic expressions. The book's chapters have been sealed but perforated to help build suspense and keep students from reading ahead.

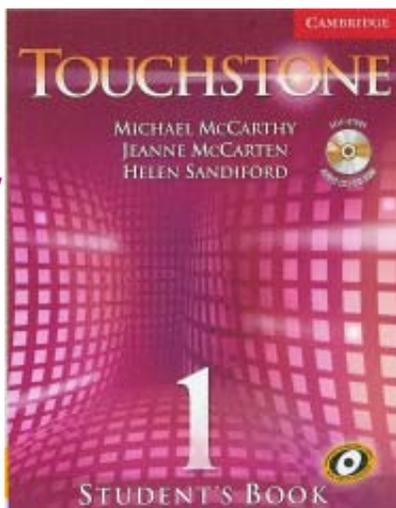
## Samantha



081780UM	Samantha	\$16.95	085956UM	Sam: The Sequel	\$18.95
003089UM	Cassette(s)	\$25.00	003089UM	Cassette(s) <b>OOP</b>	\$25.00
08190XUM	Teacher's Edition	\$ 7.95	086642UM	Teacher's Edition	\$9.95

## Secondary-Adult

**NEW**



### Touchstone

*Michael McCarthy, Jeanne McCarten, Helen Sandiford*

*Beginning to Intermediate*

Touchstone is an innovative new series for adult and young adult learners of English. It draws on extensive research into the Cambridge International Corpus of North American English - a large database of everyday conversations and texts that shows how people actually use English.

At the core of Touchstone is a brand-new syllabus area of conversation management strategies such as how to start and end conversations, how to show interest, and how to ask questions that are not too direct. The result is a ground-breaking course of language and skills development that helps learners communicate naturally and effectively, even at the very beginning levels.

Easy and enjoyable to teach, Touchstone is packed with new and exciting ideas, offering a fresh approach to the teaching and learning of English.

The Cambridge International Corpus (CIC) has been developed by Cambridge University Press to help in writing materials for learners of English. It is a large collection of written and spoken texts, stored in a database, that can be searched to see how English is used. The English in the CIC comes from many sources including newspapers, books, Web sites, magazines, radio and television broadcasts, and recordings of everyday conversations.

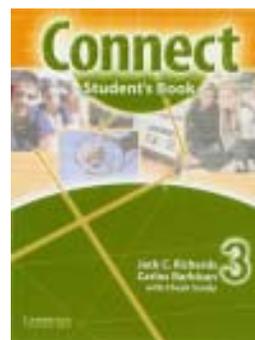
#### Level 1

666112CA	Student Book	\$20.00
666104CA	Workbook	\$11.00
666066CA	Class Audio CD	\$56.00
666074CA	Class Audio Cass	\$56.00
666090CA	Teacher Book	\$35.00

#### Level 2

666058CA	Student Book	\$20.00
66604XCA	Workbook	\$11.00
666007CA	Class Audio CD	\$56.00
666015CA	Class Audio Cass	\$56.00
666031CA	Teacher Book	\$35.00

**NEW**



### Connect

*Jack Richards, Carlos Barbison & Chuck Sandy*  
*Beginning to Intermediate*

*Connect* is a fun, 4-level, multi-skills course especially written and designed for young adolescents. Motivation is fostered through high interest topics, lively activities, and many opportunities for students to communicate about their own lives and experiences. The unit activities enable students to connect easily with each other in English, and the Theme Projects help students connect their English with the world outside the classroom.

Key Features:

- ◆ Controlled and open-minded speaking activities.
- ◆ Fun dialogs, games, and surveys.
- ◆ Learning Logs that help students identify their strengths and weaknesses.
- ◆ Theme Projects that take students beyond manipulation of language into various subject areas.
- ◆ Point by point grammar presentations and controlled grammar activities.
- ◆ Clear vocabulary presentations, practice, and recycling.
- ◆ A graded, multi-skills syllabus that presents language in a logical sequence.
- ◆ Contemporary topics and contexts.
- ◆ International characters that students can relate to.

#### Beginning - Connect 1

594987CA	Student Book	\$15.00
594952CA	Workbook	\$ 9.00
594944CA	Teachers Book	\$26.00
59491XCA	Audio Cassettes	\$41.00
59488XCA	Audio CDs (2)	\$41.00

#### High Beginning - Connect 2

594871CA	Student Book	\$15.00
594847CA	Workbook	\$ 9.00
594936CA	Teachers Book	\$26.00
594804CA	Audio Cassettes	\$41.00
594774CA	Audio CDs (2)	\$41.00

#### Low Intermediate - Connect 3

594766CA	Student Book	\$15.00
594758CA	Workbook	\$ 9.00
594839CA	Teachers Book	\$26.00
594731CA	Audio Cassettes	\$41.00
594715CA	Audio CDs (3)	\$41.00

#### Intermediate - Connect 4

594707CA	Student Book	\$15.00
594693CA	Workbook	\$ 9.00
594820CA	Teachers Book	\$26.00
594677CA	Audio Cassettes	\$41.00
594642CA	Audio CDs (3)	\$41.00

# Middle School/Secondary/Citizenship/Reading

## Reading, Thinking, Writing

### A Text for Students of English as a Second Language

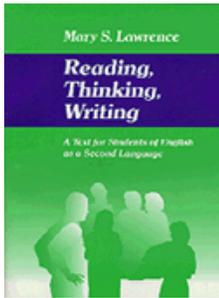
Mary S. Lawrence

Provides practice in reading analytically and writing logically.

GOAL: To provide practice in reading analytically and writing logically. Students learn to integrate reading and writing by concentrating on the grammar and vocabulary of logical relationships. Chapters include a reading section, conversation practice, writing exercises, and review questions.

8-1/2 x 11. , 252 pgs. 1975.

085484UM Paperback

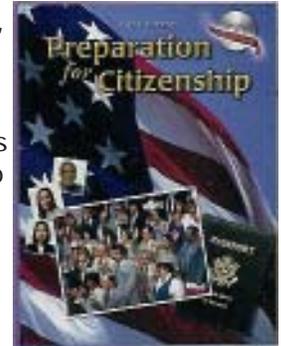


\$17.95

## Citizenship

### Preparation for Citizenship

Prepare immigrants and refugees for U.S. Citizenship with easy to read INS core content and authentic study questions and application forms with this complete citizenship program. 96 pages.



34584SV

Softcover Workbook

\$13.95

## Reading

### Explorations in World Literature

#### Readings to Enhance Academic Skills

Carole M. Shaffer-Koros, Jessie M. Reppy  
High Beginning

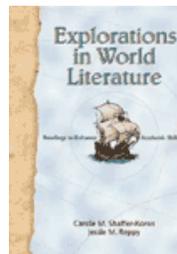
From Homer to Kafka to Márquez, this anthology introduces students to world literature while improving their academic skills in listening, speaking, reading, and writing.

65744XCA Student's Book

\$25.00

658039CA Teacher Manual

\$ 7.50



## Genuine Articles

### Authentic Reading Texts for Intermediate Students of American English

Catherine Walter

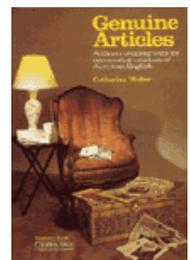
**Genuine Articles** is a collection of 24 authentic reading texts gathered from a wide range of sources: newspapers, magazines, brochures, advertisements, business letters; and books of fiction, nonfiction, and poetry. The type of writing varies, with examples of instruction, description, narrative, persuasion, and classification. The practical exercises that follow each text are designed to teach, rather than test, and promote an active approach to reading. Summary-skills exercises in each unit help students organize information in the text and build mental summaries. Other exercises include scanning, drawing inferences, guessing vocabulary from context, and recognizing cohesive links within a text.

278007CA Student's Book

\$26.00

278015CA Teacher's Man & Ans. Key

\$12.00



## Task Reading

Evelyn Davies, Norman Whitney,  
Meredith Pike-Baky, Laurie Blass

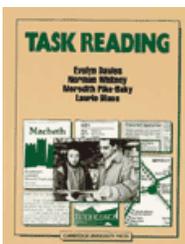
**Task Reading**, a high-beginning to low-intermediate reading skills text, has an ongoing story line – a day in the life of two adult students in San Francisco. Each unit presents realistic

situations, supported by a wide variety of reading materials, many of which are authentic: dialogs, maps, diagrams, articles, letters, and advertisements. Accompanying exercises help students understand the context and purpose of the many different kinds of readings.

Predictable comprehension questions are avoided throughout, and the exercise types are highly varied. The book also includes *Teacher's Notes*, which give unit-by-unit teaching suggestions.

358108CA Student's Book

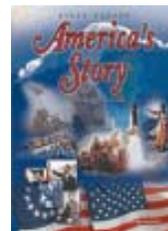
\$21.00



## America's Story

Softcover and Hardcover \* Level 5-10 \*  
Reading Levels 2-3

If history basals exclude your limited readers, **America's Story** offers an easy to read alternative. **America's Story** is available in two softcover titles or a single hardcover edition.



♦ Full-color text presents on-level content at reading levels 2-3.

♦ Vocabulary, writing, comprehension, and geography skill-building components.

♦ **America's Story** is also still available in a Spanish version for Spanish-fluent ESL students.

23833SV Book 1 - to 1865 \$ 17.40

23841SV Book 2 - Since 1865 \$ 17.40

27943SV Teacher's Guide \$ 10.50

2385XSV Student Hardcover \$ 35.30

23884SV Teach Res Binder \$107.00

60509SV Primer Libro - hasta 1865 \$ 17.30

60517SV Segundo libro - desde 1865 \$ 17.30

60525SV Teacher's Guide \$ 11.80

# Reading

## Ready to Read

Ruth Brancard and Jeanne Hing

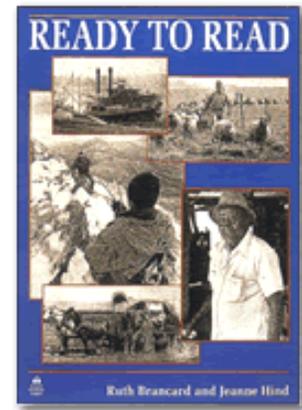
High Beginning

**Ready to Read** is a text designed for students who have some knowledge of English and want to improve their reading skills. The nine chapters feature interesting stories about real people living and working in the United States.

The stories are accompanied by extensive exercises that help students gain confidence in their reading ability. In addition, the numerous photos and illustrations aid students in their reading comprehension. Topics for discussion, activities for building ideas, and role plays are also included.

434368-5 Ready to Read

\$12.95



## Reading Connections Skills and Strategies for Purposeful Reading

Anne Ediger and Cheryl Pavlik

Intermediate-High Intermediate

**Reading Connections** is a two-book series that teaches students the reading, vocabulary, and critical thinking skills essential for becoming effective readers. Each unit features thematically-grouped authentic readings accompanied by extensive reading strategy instruction designed to build a core set of reading skills.

### Key features:

- ◆ High-interest reading in a wide range of genres and from a variety of sources simulate real-life academic and professional reading.
- ◆ Challenging unit tasks require students to gather relevant information from a number of sources, process the information, and draw conclusions, thereby replicating the actual reading process.



◆ Extensive reading strategy instruction provides students with practice in a core set of reading skills necessary for purposeful reading.

◆ Detailed vocabulary strategy instruction teaches students the skills they need to build and define a working academic and professional vocabulary, in addition to helping them cope with unknown vocabulary as they are reading.

◆ Further independent reading in content areas is encouraged through extensive supplementary texts and activities, including "Electronic Link" sections that direct students to topic-related Web sites.

435825-9 Reading Connections Intermediate \$21.00

435826-7 Reading Connections High-Intermediate \$21.00

## Success in the U.S. Immigrants' True Stories

Connie Turner, Judy Shane, and Janet Podnecky

Recommended for EL/Civics - adult and young adult students

**Success in the U.S.** is a collection of touching and humorous stories told by immigrants about different kinds of success. This lively text teaches basic reading and workplace skills and is ideal for adult and young adult students.

### Key Features

◆ Focused pre- and post-reading activities develop a range of reading comprehension skills such as predicting, understanding and interpreting ideas, and sequencing events.

◆ Workplace skills practice, correlated to SCANS guidelines, enables students to develop skills and

competencies such as problem solving, reasoning, communicating information, and managing time.

◆ Real-life tasks require students to complete basic forms, including tax forms, write memos, create schedules and interpret want ads.

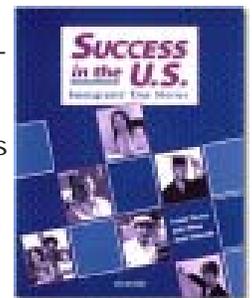
◆ Numerous photos and illustrations clarify key words and decoding-skill activities facilitate vocabulary acquisition.

◆ Varied activities engage students in both cooperative and independent learning.

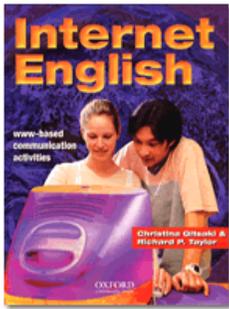
◆ Easy-to-use "Teacher's Notes" provide step-by-step instructions.

436154-3 Success in the U.S. \$13.95

Recommended for ESL Civics!



## Communication/Listening



### Internet English World Wide Web-Based Communication Activities

Christina Gitsaki and Richard P. Taylor

Pre-Intermediate-Intermediate  
**Internet English** is a WWW-

based conversation course. It helps students develop the skills to search the World Wide Web for information that is relevant to them, while providing a structured framework to practice their conversation skills through communicative tasks that are challenging, motivating, and fun.

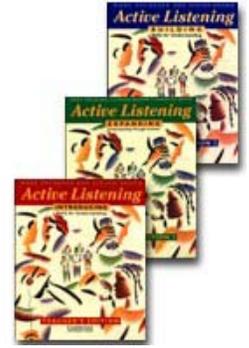
Key features include:

- ◆ High-interest topics chosen to exploit the World Wide Web.
- ◆ Adaptability to traditional or computer-equipped classrooms.
- ◆ Pair work and group work activities for sharing information and communicating ideas and opinions.
- ◆ Vocabulary-building activities to prepare learners for the words and expressions they will encounter on the Internet.
- ◆ Engaging warm-up tasks and stimulating visuals including authentic Web pages.
- ◆ Three "Computer Skills Units" that bring less experienced students up-to-date on computer terminology, word processing operations, Web searches, and e-mail.
- ◆ "Computer Projects" that give students the chance to use their computers and the World Wide Web creatively.
- ◆ A "Language Window" in each unit with useful grammatical structures that support the unit's conversation tasks.

437226-X	Student Book	\$15.95
437227-6	Teacher's Book	\$16.95

### Active Listening

**Active Listening** offers students 20 engaging, task-based units, each built around a topic, function, or grammatical theme. In the first two levels (Introducing and Building), students learn to listen through a careful balance of activities, including listening for gist, listening for specific information, and making inferences. In the third level (Expanding), listening activities are content-based, drawing on real information from a variety of sources.



#### Components

##### Active Listening 1, High Beginning Introducing Skills for Understanding

398819CA	Student Book	\$20.00
398843CA	Teacher Book	\$26.00
398878CA	Cassettes (2)	\$41.00
776678CA	Audio CDs (3)	\$41.00

##### Active Listening 2, Low Intermediate Building Skills for Understanding

398827CA	Student Book	\$20.00
398851CA	Teacher Book	\$26.00
398886CA	Cassettes (2)	\$41.00
77666XCA	Audio Cds (3)	\$41.00

##### Active Listening 3, Intermediate Expanding Skills for Understanding

398835CA	Student Book	\$20.00
39886XCA	Teacher Book	\$26.00
398894CA	Cassettes (3)	\$56.00
776651CA	Audio Cds (4)	\$56.00
00828XCA	Tests (3 Levels) Book & Cassette Pack	\$30.00

### Listen First

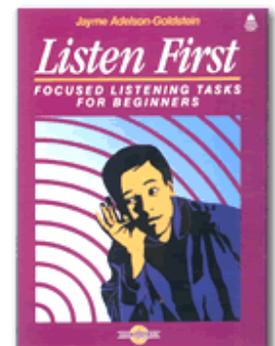
*Student Book: Jayme Adelson-Goldstein*

*Teacher's Book: Ann Creighton and Jayme Adelson-Goldstein*

Literacy-Beginning

**Listen First** teaches practical, communicative listening skills through focused listening tasks presented in natural spoken English. It is ideal for students who have little or no previous knowledge of English. Students learn how to focus on specific information and to screen out irrelevant material, how to interact in given contexts, and how to ask for clarification.

The *Teacher's Book* contains pre-listening activities for each unit and follow-up activities, plus an *Answer Key* and tapescript. The *Cassettes* feature all of the listening exercises from the *Student Book*.



#### Listen First

434422-3	Student Book	\$10.95
434423-1	Teacher's Book	\$11.95
434424-X	Cassettes (3)	\$42.95

## Communication/Listening

### Functions of American English Communication Activities for the Classroom

Leo Jones, C. von Baeyer

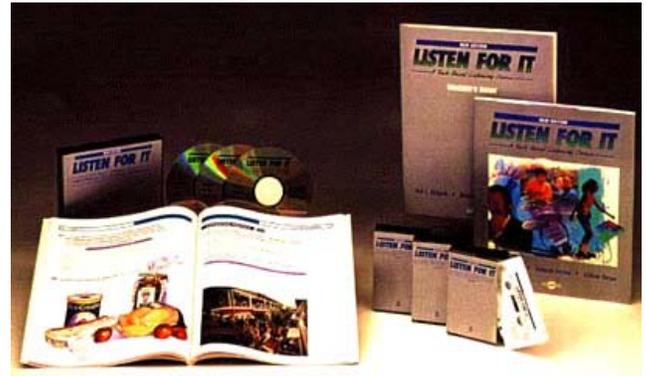
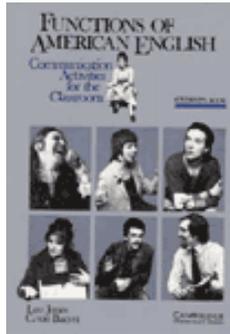
This text is for adults and young adults who need to learn to communicate effectively with the English they have already acquired. The text features:

**Functional Organization:** Students learn how to do things with English – how to persuade a friend to do something, how to apologize, how to complain, and so on.

**Communicative Approach:** To practice each of these functions, there are familiar kinds of teacher-controlled exercises, as well as many specially designed communication activities.

**Skills Development:** The text focuses on improving listening comprehension as well as speaking.

285283CA	Student's Book	\$21.00
285291CA	Teacher's Manual	\$ 7.50
242118CA	Cassette	\$23.00



### Listen for It, New Edition

Jack C. Richards, Deborah Gordon, and Andrew Harper

HIGH BEGINNING-INTERMEDIATE

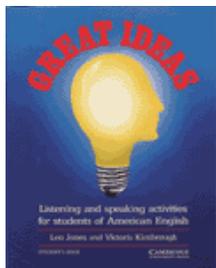
This bestseller has just been made better. The new full-color edition of *Listen For It* combines the entertaining, task-based activities of the first edition with exciting new features like the following:

- ◆ Attractive, full-color design and art to engage and motivate students.
- ◆ Updated content.
- ◆ Many new, simplified prelistening and speaking activities.
- ◆ Clearly stated unit objectives.
- ◆ An improved *Teacher's Guide* with task objectives and lists of new vocabulary for each listening activity as well as many new optional classroom activities.

*Listen for It* is a practical, entertaining text that helps develop the basic listening skills needed for following and participating in conversations on common topics. Through guided tasks, students will improve such general comprehension skills as listening for the main idea and listening for key words. They also increase their comprehension of mechanical features such as contractions, stress, and intonation. Daily-life themes are covered in seventeen colorful units based on functions, topics, and situations that have immediate value outside the classroom. Exercises are progressively graded in difficulty. *Listen for It* can be used as the core of an intensive listening or conversation/listening course, and also as a supplement for a four-skills course. The *Teacher's Guide* provides step-by-step instructions for each activity, task objectives, lists of new vocabulary, and a variety of stimulating optional activities. An *Answer Key* and *tapescript* are also included. A realistic and entertaining audio program is available on a set of three *Cassettes or CDs*.

#### Listen for It New Edition

434656-0	Student Book	\$14.95
434657-9	Teacher's Guide	\$11.95
434663-3	Cassettes (3)	\$42.95
434668-4	CDs (3)	\$49.95



### Great Ideas Listening and Speaking Activities for Students of American English

Leo Jones, Victoria Kimbrough

*Great Ideas* is a unique collection of absorbing and enjoyable activities designed to improve the

listening and speaking abilities of intermediate to high-intermediate students. Specially designed communication activities motivate students to share information by providing each student with some information that the other does not have. The accompanying *Cassette* consists of both scripted and authentic recordings. The *Teacher's Manual* gives detailed notes on presenting the activities, as well as suggestions for follow-up work.

312426CA	Student's Book	\$21.00
312434CA	Teacher's Manual	\$22.00
320526CA	Cassette	\$23.00



## Communication/Listening-Speaking

### Let's Talk

*Let's Talk* is a communicative speaking and listening course in American English designed to develop oral communication skills. It includes a variety of engaging and innovative topics that encourage students to express their feelings, ideas, and opinions.

#### What's New

By popular demand, *Let's Talk* has been thoroughly revised. A lower level and an upper level have been added to provide a complete three-level series. *Let's Talk 1* is for students at the high-beginning to low-intermediate level. *Let's Talk 2* is for students at the intermediate level.

*Let's Talk 3* is for students at the high-intermediate level.

New features of the second edition:

- ◆ Photos and illustrations have been updated.
- ◆ A special *Self-study section*, including a free *Self-study Audio CD*, provides additional listening activities.
- ◆ A *Grammar* reference section offers language support.
- ◆ *Unit review sections* now contain a greater variety of puzzles.

#### Level 1

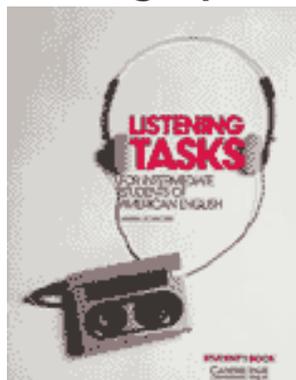
776953CA	Student Book 1: High Begin	\$20.00
776945CA	Teacher Book	\$22.00
776937CA	Cassettes (2)	\$41.00
009413CA	Audio CDs (2)	\$41.00

#### Level 2

750741CA	Student Book 2: Low Interm	\$20.00
75075XCA	Teacher Book	\$22.00
750768CA	Cassettes (2)	\$41.00
750776CA	Audio CDs (2)	\$41.00

#### Level 3

776929CA	Student Book #: Interm	\$20.00
776910CA	Teacher Book	\$22.00
776902CA	Cassettes (2)	\$41.00
009421CA	Audio CDs (2)	\$41.00
53156XCA	Testing Packet	\$32.00



### Listening Tasks For Intermediate Students of American English

Sandra Schecter

*Listening Tasks* is designed for students who need to understand authentic English spoken at normal speed in everyday situations. Practical topics, such

as calling about an apartment, catching a plane, and finding out what's going on in town, make the material interesting and motivating.

The *Cassette* contains improvised dialogs, telephone exchanges, public address announcements, and other short recordings of spontaneous, natural speech. Related reading and writing tasks are provided as follow-up.

278988CA	Student's Book	\$20.00
27897XCA	Teacher's Manual	\$21.00
262585CA	Cassette	\$23.00

### On the Air!

#### Listening to Radio Talk

Catherine Sadow, Edgar Sather

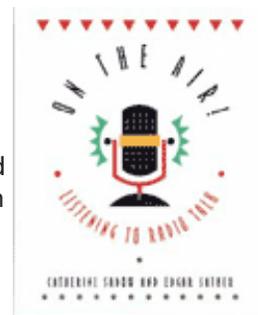
*On the Air!* captures students' attention by using authentic and provocative radio programs from National Public Radio and WRKO, Boston.

Topics range from an informal chat to a lively discussion of parking in Tokyo to an interview with former President Jimmy Carter.

Each chapter prepares students to listen by providing background information and pre-listening activities, such as dictations and thematic discussions.

Chapters are carefully graded, with early chapters providing the right amount of challenge for low-intermediate students to progress to the **intermediate and high-intermediate** levels.

657474CA	Student's Book	\$22.00
657466CA	Teacher Manual	\$ 7.50
657458CA	Cassettes (3)	\$56.00



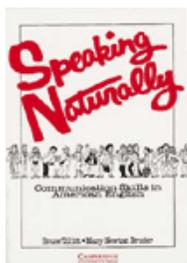
### Speaking Naturally

#### Communication Skills in American English

Bruce Tillitt, Mary Newton Bruder, *High-Beginning to Low-Intermediate*

*Speaking Naturally* is for students learning to make appropriate linguistic choices in a variety of situations. Each unit focuses on a language function, such as asking for information, thanking, complimenting, and inviting. Readings explain the cultural "rules" students need to know in real-life situations. Short recorded dialogs expose students to a range of American accents. Structured exercises as well as freer role plays, often involving pairs or small groups, encourage interaction in the classroom.

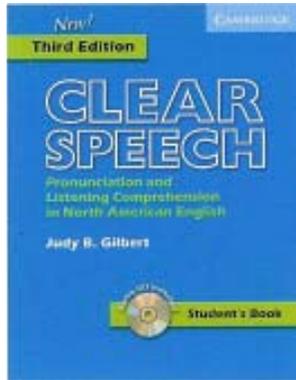
271304CA	Student's Book	\$21.00	250072CA	Cassette	\$23.00
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## Communication/Speaking

### Clear Speech, 3rd Edition

The *Clear Speech* series offers an innovative and effective approach to teaching pronunciation. By concentrating on those features of English pronunciation that contribute the most to intelligibility – such as rhythm, stress, and intonation – the two books in this series help students make significant strides in their pronunciation as well as their listening comprehension. Components **Beginning to Low Intermediate**. Clear Speech from the Start **Intermediate to High Intermediate**.



#### Clear Speech

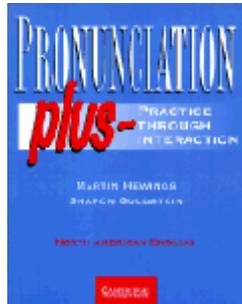
543541CA	Student Book	\$23.00
54355XCA	Teacher RB	\$23.00
543568CA	Cassettes (2)	\$56.00
543576CA	CDs (3)	\$56.00

#### Clear Speech From the Start

63737XCA	Student Book	\$20.00
63735XCA	Teacher RB	\$23.00
637368CA	Cassettes (3)	\$56.00
79966XCA	Audio CDs (3)	\$56.00

### Pronunciation Plus Practice Through Interaction

*Martin Hewings, Sharon Goldstein*  
*Pronunciation Plus* helps **intermediate**-level students of North American English improve their pronunciation of the

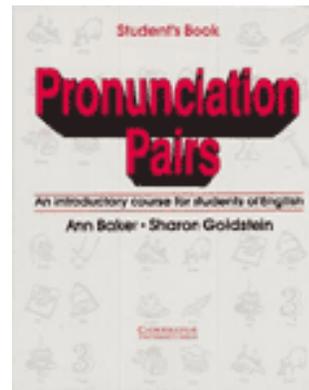


language through a variety of stimulating listening and speaking tasks that address all of the important topics in English pronunciation: individual speech sounds, sounds in connected speech, stress, rhythm, intonation, and spelling. Nearly half of these tasks are done with a partner or in small groups, giving students the opportunity to interact with their classmates while practicing their pronunciation. There is also an emphasis on communicative activities that allow students to talk about and explore aspects of everyday life as they learn.

577977CA	Student's Book	\$22.00
577969CA	Teacher's Manual	\$23.00
577950CA	Cassettes (4)	\$71.00
785227CA	Audio CDs (5)	\$71.00

### Pronunciation Pairs An Introductory Course for Students of English

*Ann Baker, Sharon Goldstein*  
*Pronunciation Pairs* is designed to teach students to recognize and produce the sounds of American



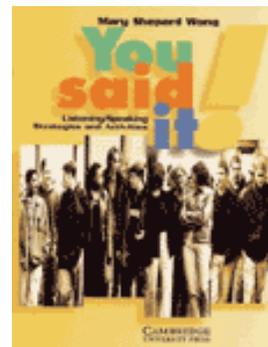
English, providing practice with individual sounds, word stress, intonation, and sound-spelling relationships. This comprehensive course covers the most common problem areas in pronunciation, using minimal pairs, dialogs, games, and listening and speaking exercises. The book contains a wealth of amusing illustrations to help students understand the words used and to make the practice more interesting.

The *Teacher's Manual* contains extensive teaching suggestions and ideas for further practice. A set of four cassettes can be used in class or by students working individually.

349729CA	Student's Book	\$22.00
349737CA	Teacher Manual	\$23.00
341671CA	Cassettes (4)	\$71.00

### You Said It! Listening/Speaking Strategies and Activities

*Mary Shepard Wong*  
*You Said It!* provides the kind of learner-centered tasks that students need to develop their listening and speaking skills. The text uses an ongoing story



line to weave together listening and speaking activities. Students develop ten learner-centered communicative projects.

- ◆ Introduces vocabulary in new and various contexts through "Help with Vocabulary" boxes.
- ◆ Highlights the most common expressions needed in listening and speaking tasks.
- ◆ "Useful Expressions" boxes.
- ◆ Integrates the four skills, engages students in purposeful communication, and teaches culture.

657865CA	Student's Book	\$23.00
657857CA	Teacher Manual	\$ 7.50
658055CA	Cassettes (2)	\$41.00

## Dictionaries/Idioms

### Oxford Idioms, NEW EDITION

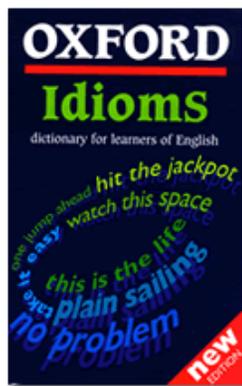
Dictionary for learners of  
English

Intermediate

A new edition of the *Oxford Learner's Dictionary of English Idioms* is enlarged and updated to reflect the English of the new millennium. This Dictionary contains:

- ◆ 10,000 frequently used idioms.
- ◆ Simple definitions to help students understand what the idioms mean.
- ◆ Corpus-based examples to show how idioms are used in everyday English.
- ◆ Clear links to guide students to the idioms they need.
- ◆ Stress marks on the idioms to help pronunciation.
- ◆ New study pages and exercises to give students practice in using the most frequent idioms.

431545-2 Dictionary for Learners \$18.95



### Practice with Idioms

Ronald E. Feare

Intermediate-Advanced

This book is a comprehensive survey of high-frequency idioms found in conversation. The text offers students clues to the meaning of idiomatic expressions from contextual information. A variety of exercises are included in each chapter to reinforce and further explain each idiom. An appendix of grammatical terms and categories is also included.

502782-5 Practice with Idioms \$16.95

### 101 Word Games

George P. McCallum

This book offers easy-to-follow games for all ages and ability levels.

**101 Word Games**

502742-6 \$12.95



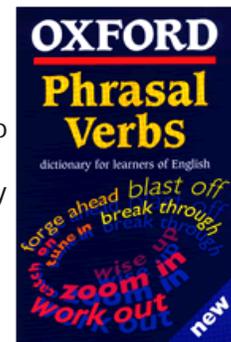
### Oxford Phrasal Verbs, NEW

Dictionary for learners of English  
Intermediate

A clear, easy-to-use dictionary to help students with this essential aspect of English. This dictionary gives students the information they need to both understand and use over 5,000 common phrasal verbs. This dictionary contains:

- ◆ Corpus-based examples on how idioms are used in everyday English.
- ◆ Related nouns, adjectives, and idioms which derive from the phrasal verb.
- ◆ Correct pronunciation and stress.
- ◆ An invaluable guide to the meaning of the adverbs and prepositions which are used to form phrasal verbs, study pages, and photocopiable exercises are included.

431543-6 Phrasal Verbs Dict. \$18.95



### The Dictionary of Essential American Slang

by Dr. Peter Tse

A pocket-sized reference for the **intermediate to advanced** student of American English. Has more than 1,600 common slang terms and expressions. The author, an ESL teacher with worldwide experience,

has included expressions seen in newspapers and magazines, heard on radio, TV, and in daily conversations. Each term is presented with IPA pronunciation, a definition in Standard English, and a sample sentence to illustrate usage. Appropriate terms are cross-referenced. Each entry is also rated (inoffensive to highly offensive) using a numbering system from one to six.

9440296OP Book \$12.95



## Dictionaries/Idioms

### Street Talk-1: How to Speak and Understand American Slang

The first and best book of its kind; more than 70,000 copies sold! Contains ten lessons: "At School", "At the Movies", "The New Car", "At Work", and six others.

#### Special sections explore:

- ◆ Commonly Used Initials (ASAP, IOU, TLC, etc.).
  - ◆ Fruits and Vegetables Used in Slang (apple of one's eye, to go bananas, etc.).
  - ◆ Body Parts Used in Slang (to twist one's arm, to be all ears, etc.).
  - ◆ Car and On-The-Road Slang (bumper-to bumper, jump-start, etc.).
  - ◆ Colors Used in Slang (green around the gills, tickled pink, etc.).
  - ◆ Proper Names Used in Slang (Jack-of-all-trades, lazy Susan, Peeping Tom, etc.).
- ...and much more!

More than 1,150 terms are compiled. Includes an extensive chart of commonly used contractions and a glossary.

If you want to learn how to speak English like a native, this is THE book to start with. 270 pgs, 6" by 9" softcover with illustrations.

9440008OP Book \$16.95



### Street Talk-2: Slang Used in Popular American Television Shows

The second book in the Street Talk series examines the influence that television has had on the American lexicon.

#### Contains ten lessons including:

- ◆ Slang Used in TV Comedies
- ◆ Slang Used in TV Dramas
- ◆ Slang Used in TV News
- ◆ Slang Used in Traffic Reports
- ◆ Teen/College Slang
- ◆ Surfer Slang

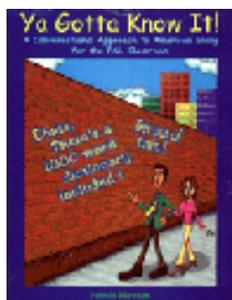
#### Special sections examine:

- ◆ Entertainment Slang (green room, punch line, etc.).
  - ◆ Popular Words and Expressions Taken from Sports (to get to first base, to be neck-and-neck, etc.).
  - ◆ Rhyming Slang (double trouble, jet set, nitty gritty, etc.).
  - ◆ Popular Teen and College Slang (to book, buffed out, to nuke, etc.).
- and much more.

Includes an extensive list of foreign words that have been accepted into the English language (gung ho, avant-garde, faux pas, etc.)

Contains close to 1,500 terms and expressions. 254 pgs, 6" by 9" softcover with illustrations.

9440067OP Book \$16.95



### Ya Gotta Know It!

Hania Hassan

This book is a complete, **advanced** course in American slang. Each lesson features stimulating matching exercises and a series of classroom-tested discussion questions that encourage students to develop

improved comprehension, appreciation for proper context, and a comfortable speaking familiarity with new slang vocabulary. Reviews feature challenging crossword puzzles to test student's knowledge. No Teacher's Guide or Student Workbook is necessary, although an Answer key is provided. Softcover, 240 pages w/illustrations.

187944027XOP Book \$24.95

187944030XOP Cassette \$12.50

1879440318OP CD \$14.95

### Street Talk-3: The Best of American Idioms.

An idiom is a phrase composed of two or more words which has a meaning that differs from the literal meaning of the individual words. For example, to be "on the level" has nothing to do with horizontal alignment, but instead refers to a person who is honest and sincere.

Approximately 300 popular idioms are presented in fourteen chapters, including:

- ◆ It's as Plain as the Nose on Your Face.
- ◆ Bite Your Tongue!
- ◆ A Bad Hair Day.

Special chapters cover:

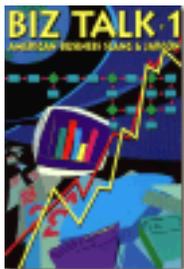
- ◆ Alliteration (knick-knack, criss cross, out-and-out, etc.).
- ◆ Repeating Words (eye-to-eye, over-and-over, so-and-so, etc.).
- ◆ Proverbs (when it rains it pours, live and let live, etc.).
- ◆ Survival Idioms and Phrases (Freeze! Put 'em up!, etc.).

320 pgs, 6" by 9" softcover with illustrations.

9440121OP Book \$18.95



## Dictionaries/Idioms/Business



### Biz Talk-1: American Business Slang and Jargon

Contains over one thousand examples of commonly used American business slang terms and jargon, each with a definition and sample sentence to illustrate proper context.

#### The ten lessons include:

- ◆ General Office Slang (paper-pusher, desk jockey, rat race, etc.).
- ◆ Meeting/Negotiation Jargon (to have the floor, to table a discussion, win-win situation, etc.).
- ◆ Business Travel Jargon (jet lag, business class, the red-eye, etc.).
- ◆ Sports Terms Used in Business (ballpark figure, pinch hit, game plan, etc.) and six others.

#### Special sections examine

- ◆ Advertising Slang and Jargon
- ◆ Finance Slang and Jargon
- ◆ Marketing Jargon.

Also discussed are innocent American gestures that can be misinterpreted as offensive or obscene in other countries. Includes glossary and answer key. 254 pgs, 6" by 9" softcover with illustrations. 94401720P Book \$16.95

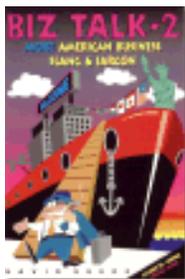
### Biz Talk 2: More American Business Slang and Jargon

Over six hundred terms are covered in ten chapters relating to international trade, politics, management, computers, and finance. Chapters include:

- ◆ General Business Slang and Jargon (all systems are go, in a nutshell, knock-off, etc.).
- ◆ International Trade Slang and Jargon (bill of lading, export merchant, customs, etc.).
- ◆ Bureaucratise (causal factors, past history, dysfunctional, etc.).
- ◆ Management Slang and Jargon (business plan, downsizing, to reinvent the wheel, etc.) and six others.

Word games, context exercises, crossword puzzles, and quizzes test the student's knowledge. Answer key and glossary are included. 300 pgs, 6" by 9" softcover with illustrations.

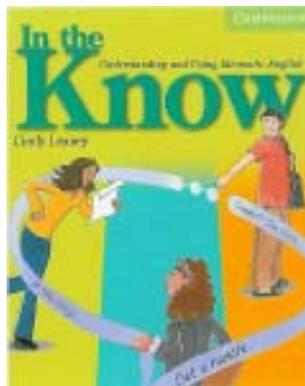
94401990P Book \$16.95



### Oxford Dictionary of Business English For Learners of English

*Edited by Allene Tuck, Intermediate-Advanced*

This dictionary includes up-to-date vocabulary from the main areas of business: accounting, advertising, banking, computing, international trade, law, management, sales, and the stock exchange. The words and phrases used in meetings and presentations to describe manufacturing processes, distribution systems, and sales performance are also provided. 431440-5 Oxford Dict. of Bus English \$17.95



**NEW**

### In The Know: Understanding and Using Idiomatic English

*Cindy Leaney*

*Intermediate to High-Intermediate*

*In the Know: Understanding and Using Idiomatic English* is the last word on idioms as they are used today. Based on extensive research in the Cambridge International Corpus, *In the Know* has 40 four-page units that deal with idioms in contexts like communicating, money, and relationships; idioms that describe concepts such as danger, honesty, and success; and idioms based on key words such as colors and parts of the body. Idioms in each unit are usually presented in a short dialog or story; the practice pages that follow are divided into three sections - Focus on Meaning, Focus on Form, and Focus on Use - that provide dozens of different exercise types to help students master the phrases. A reference section gives definitions and examples from the Cambridge Dictionary of American Idioms to give students a resource for checking the idioms they've learned. An answer key is included.

545420CA Student Book \$19.00

## Dictionaries

### Robert Takes Over

by Anne Maclachlan with Lindy Ferguson, *intermediate*

The reader controls Robert's destiny through a series of hilarious misadventures. Reading comprehension questions, grammar exercises, and vocabulary quizzes are encountered at end of every unit. Students will be able to acquire new vocabulary and an increased confidence in their reading and thinking skills. The multidirectional story line promotes many different readings (there are 9 chapters and eleven choices to make). Written by teachers with over twenty years of ESL experience. 116 pages  
94402610P Book \$18.95



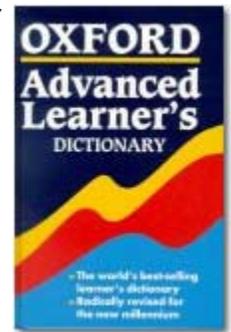
### Oxford Advanced Learner's Dictionary, Sixth Edition

A. S. Hornby. Editor, Sixth Edition: Sally Wehmeier

High Intermediate-Advanced  
The world's leading dictionary for learners of English, meeting all their reference needs.

It includes:

- ◆ 80,000 references.
- ◆ 10,500 idioms and phrasal verbs.
- ◆ 4,500 NEW words and meanings.
- ◆ 2,000 words illustrated.
- ◆ 82,000 examples.
- ◆ Full coverage of American English and pronunciation.



**Plus**

- ◆ 8 pages of full-color maps.
- ◆ Reference section including information on geographical names, numbers, punctuation, and irregular verbs.
- ◆ Easy-to-use.
- ◆ Rapid-access page design, with shortcuts to the right meaning in long entries.
- ◆ Easy definitions using the carefully chosen defining vocabulary of 3,000 words.
- ◆ Guide to phonetic symbols on each page.

**Using English**

- ◆ Simple patterns show how to use verbs in context.
- ◆ Hundreds of notes provide the exact information students need on grammar, register, and usage where they need it.
- ◆ 16 language study pages help students to understand clearly how language works. Synonyms and opposites are shown.
- ◆ Building Vocabulary.
- ◆ Illustrations (including 8 pages in full-color) show vocabulary items in related groups.
- ◆ 10 illustrated topic pages provide essential vocabulary and show how to use it.
- ◆ Vocabulary notes show students how to improve and enrich their writing.

**Oxford Advanced Learner's Dictionary 6th Edition**

431672-6	Dictionary Hardcover	\$31.95
431673-4	Dictionary Paperback	\$25.95
431585-1	Dictionary w/Genie CD-ROM	\$29.95
436795-9	CD-ROM (single user)	\$49.95

### Oxford Elementary Learner's Dictionary of English

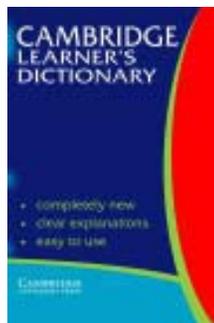
Edited by Angela Crawley

Beginning-Low Intermediate

This illustrated dictionary helps develop basic reference skills and provides accessible information on the meaning and use of essential vocabulary. Definitions are given in clear, simple English, and most are reinforced by example sentences and phrases. Contractions and abbreviations are fully explained in separate entries.

431275-5 Oxford Elem Learner's Dict. \$16.95

**NEW**  
2nd Edition



### Cambridge Learner's Dictionary

*Cambridge Learner's Dictionary* is a major new dictionary based on the *Cambridge International Corpus*. Ideal for **intermediate** students, this dictionary has been written by experienced ELT teachers and is based on extensive research in classrooms around the world. The dictionary is also available with a CD-ROM, making it perfect for use at home or in the classroom. \*Clear, attractive layout, with hundreds of illustrations \*35,000 meanings explained in simple words \*Guidewords help you find the meanings you want \*Thousands of lively and typical examples \*Grammar rules presented clearly and simply. \*A Study Section helps students with topics such as classroom language, phrasal verbs, and the Internet \*Pronunciations use the International Phonetic Alphabet \*Usage notes based on the *Cambridge Learner's Corpus* tackle problem words \*British and American English covered. \* Hundreds of interactive exercises can be printed for classroom use or done on-screen.

543819CA	Learner Dict. w/CD-ROM	\$ 19.00
543800CA	Learner Dict. w/o CD-ROM	\$ 17.00
545021CA	Learner Dict. w/Network CD-ROM	\$350.00 (30 stations)

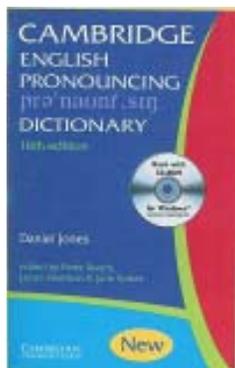
## Dictionaries/Foreign

### Cambridge International Dictionary of Phrasal Verbs

An invaluable new reference book for learners who need to master this notoriously difficult aspect of the English language. Based on evidence from the *Cambridge International Corpus*, this book provides clear and simple explanations of over 4,500 phrasal verbs current in British, American and Australian English today. It uses a carefully controlled defining vocabulary, making all explanations easy to understand. It contains thousands of example sentences, showing phrasal verbs in context and gives clear information on grammar and collocation without using complicated codes. In addition, it gives students guidance on the most useful phrasal verbs to learn and includes exercises enabling students to practise phrasal verbs. It also contains theme panels presenting phrasal verbs in topic groups [e.g. relationships: chat up, ask out, settle down, split up].



565588CA	Paperback	\$28.00
562996CA	Hard Cover	\$42.00



NEW  
Edition

### Cambridge English Pronouncing Dictionary 16th Edition

*Daniel Jones, Edited by Peter Roach, James Hartman*

A major new edition of the classic guide to English pronunciation: \*Over 18, 000 new entries added \*Full coverage of North American pronunciation \*New, clearer layout \*Stress patterns of thousands of compounds and idioms Areas of coverage have been selected to reflect today's interests and needs, and, as well as general vocabulary, include: \*People: from ancient times to people in the news today \*Places: thousands of British and US place names as well as major towns and cities of the world \*Science and technology: including computing, medicine and communications \* Literature: authors, place names and characters from major works of literature \*Encyclopedic: religions, philosophies, historic events. All pronunciations use the International Phonetic Alphabet.

017122CA	Paperback	\$ 28.00
017130CA	Paperback w/CD-ROM	\$ 38.00
816939CA	Hardcover	\$ 39.00
531594CA	Network CD-ROM	\$350.00

### Cambridge Word Selector

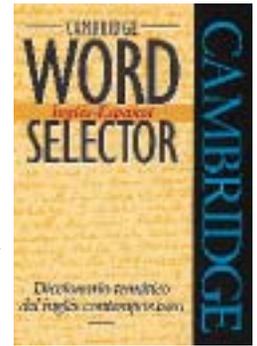
#### Inglés-Español

#### Diccionario temático del inglés contemporáneo

*Michael McCarthy*

#### *Word Selector Inglés-Español*

is one of a unique new range of bilingual reference books for learners of English. Words and phrases are organised around key concepts and near-synonyms in English are clearly differentiated. *Word Selector* contains: 1) 450 word groups organised either by topic (e.g. Hospital, Aircraft) or concept (e.g. Understand, Strength), and built around a core vocabulary. This section is highly illustrated with line drawings. 2) Language for Communication: 48 sections comprising a unique collection of everyday conversational phrases for different situations (e.g. Expressing Surprise, Telephoning), and their nearest equivalents in the learner's own language. 3) An alphabetical index of all English headwords (including IPA pronunciations) and an alphabetical index of all translations. *Word Selector* gives clear and detailed information on grammar and collocation, and has thousands of example sentences, as well as extensive coverage of idioms. The learner's own language is used in all explanations, and the needs of Spanish-speaking learners are specifically covered. American English is included.



425824CA	English-Spanish	\$28.00
425832CA	English-French	\$28.00
42223XCA	English-Italian	\$28.00
480256CA	Eng-Italian HC	\$39.00

### Diccionario Oxford Escolar

para Estudiantes Mexicanos de Inglés Español-Inglés, Inglés-Español Intermediata

This dictionary features more than 52,000 references, idiomatic expressions, and examples. The illustrations and grammar notes, plus the coverage of culture and usage, make it invaluable for Mexican students learning about the English language and related cultures.

431178-3	Diccionario Oxford Escolar	\$16.95
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# Dictionaries with CD-ROM

## Cambridge Dictionary of American English

### KEY FEATURES OF THE DICTIONARY

Intermediate to Advanced

Learners and users of English everywhere now have the tool they need to read, write, and understand current American English. Based on careful examination of the *Cambridge International Corpus*, a computerized resource that contains 100 million words of current American English, and on advice from ESL/EFL consultants around the world, the **Cambridge Dictionary of American English** is the most authoritative presentation of American vocabulary as it is used today.

Exact, accurate definitions and authentic, full-sentence examples give learners the information they need to read and write more effectively and understand English more fully. The *Cambridge Dictionary of American English CD-ROM*, available with the book, brings electronic dictionaries into the twenty-first century with Weblike hyperlinks and advanced search functions. And the *Cambridge Dictionary of American English Student Activity Book* offers practical activities to develop learner's dictionary skills.

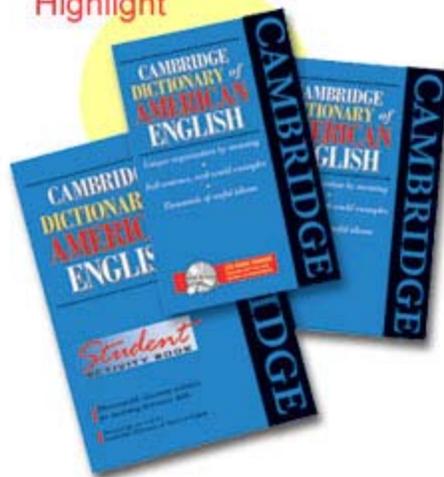
#### Summary of key features:

- ◆ Organized by meaning to help learners use English effectively.
- ◆ Guidewords help you quickly find the exact meaning you are looking for.
- ◆ 2,000-word defining vocabulary makes definitions easy to understand.
- ◆ 3,000 American English idioms, with clear definitions and examples of use, are easy to locate with the Idioms Index.
- ◆ Language Portraits provide in-depth explanations of difficult grammar, vocabulary, spelling, and punctuation topics.
- ◆ More than 40,000 frequently used words and phrases from business, school, technology, the arts, and everyday life are included.

77974XCA	Book with CD-ROM	\$ 25.00
477611CA	Book w/o CD-ROM	\$ 20.00
776643CA	Student Act. Book	\$ 8.50
799155CA	Network CD-ROM	\$160.00



Highlight



### KEY FEATURES OF THE STUDENT ACTIVITY BOOK

Written especially for use with the **Cambridge Dictionary of American English**, the *Activity Book* helps learners gain the skills they need to use a learner's dictionary and to help them understand the unique features of the dictionary. It includes photocopiable exercises, quizzes, and puzzles that focus on

- ◆ finding the right meaning by using Guidewords and parts of speech.
- ◆ understanding what's on the dictionary page.
- ◆ making sense of grammar codes.
- ◆ finding idioms, compounds, and phrasal verb entries.
- ◆ interpreting labels and usage notes.
- ◆ understanding how the International Phonetic Alphabet is used in this dictionary.
- ◆ A friendly skills book that doesn't talk down to learners, the *Cambridge Dictionary of American English Student Activity Book* serves as a handbook for getting the most out of this dictionary.

### KEY FEATURES OF THE CD-ROM

The *Cambridge Dictionary of American English CD-ROM* combines state-of-the-art technology with the most up-to-date dictionary available.

Pronunciations of all entry words, recorded by real people, let you hear how they are pronounced.

- ◆ Advanced search tools let you choose words that match particular parts of speech, grammar codes, or labels.
- ◆ Sophisticated indexes enable fast lookups of words and phrases.
- ◆ Notations feature lets you attach your own notes to any entry in the dictionary.
- ◆ Hyperlinks connect entries to related pictures and Language Portraits.

## Dictionaries/CD Roms

### Oxford Advanced Learner's Dictionary on CD-ROM

#### ADVANCED

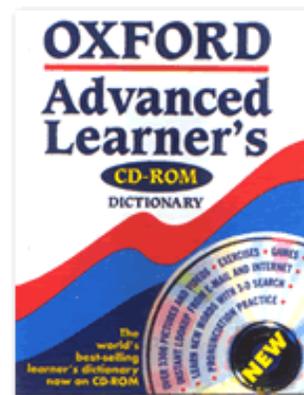
A powerful language-building tool based on the Sixth Edition of the highly-acclaimed *Oxford Advanced Learner's Dictionary*.

#### Key features:

- ◆ Fast, powerful, and flexible searching.
- ◆ Over 500 interactive photos and illustrations.
- ◆ Thousands of images to illustrate entries and reinforce students' vocabulary.
- ◆ Educational games with thousands of permutations.

#### New features for the New Edition

- ◆ Links to word processor, web browser, and Internet e-mail.
- ◆ Spellcheck facility.
- ◆ Spoken headwords which provide a model for correct pronunciation with authentic voices.
- ◆ Pronunciation practice module which allows students to listen to the correct pronunciation then record their own for comparison.
- ◆ Hundreds of grammar and vocabulary exercises.
- ◆ Dozens of video clips to help with difficult verbs.
- ◆ Thousands of extra examples specially written for the electronic edition.



#### Oxford Advanced Learner's Dictionary on CD-ROM

436795-9 Oxford Ad. Learner's Dict. on CD-ROM \$49.95

System requirements: Windows CD-ROM

IBM PC or full compatible. 66MHz 486 processor or above. 8Mb RAM (16Mb for Windows 95). 8Mb free on hard disk. SVGA monitor (640 x 480 screen resolution capable of displaying minimum 256 colors). Windows-compatible double-speed CD-ROM drive. Windows 95, 98 Windows NT4 or higher. DOS3.3 or higher. Microsoft mouse or compatible. Optional: Sound Blaster sound card or compatible. Headphones or speakers.

#### NEW!

### Oxford Advanced Learner's Dictionary with Genie CD-ROM

Now available with Genie CD-ROM! Click on a word, or simply point to it with your cursor in a web browser, and the dictionary definition will appear in a small window on your desktop. You can also hear the word pronounced.

#### Oxford Advanced Learner's Dictionary 6th Edition with Genie CD-ROM

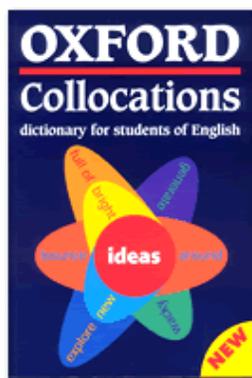
431585-1 Oxford Dict. w/Genie CD-ROM \$29.95

#### NEW!

### Oxford Collocations

Dictionary for learners of English High Intermediate - Advanced  
A completely new dictionary that will help students write and speak natural-sounding English.

*Collocations* are common word combinations such as *speak fluently*, *meet a challenge* and *winning formula*.



They are essential building blocks for natural sounding spoken and written English.

#### This unique dictionary:

- ◆ Gives over 170,000 collocations for nearly 12,000 words: nouns, verbs, and adjectives.
- ◆ Shows how words are used with nouns, verbs, adjectives, adverbs, and prepositions, as well as in common phrases.

#### Easy to use

- ◆ Features a clear page design to help pinpoint the word, sense, and collocation.
- ◆ Groups collocations according to part of speech and meaning.
- ◆ Provides copious example sentences that show the collocations in context.
- ◆ Includes short notes showing restrictions on usage and explains idiomatic combinations.

#### For Classroom or Self Study

- ◆ Illustrated topic pages group together collocations from areas such as computing, fruit and meetings.
- ◆ Photocopiable study pages provide a guide to the different types of entries, showing the variety of information the dictionary offers and how to use it.
- ◆ Usage notes show collocations shared by sets of words such as languages and seasons.

431243-7 Oxford Collocations Dict \$24.95

## Grammar

### The Grammar Handbook

Irwin Feigenbaum

Intermediate-Advanced

This book provides clear and detailed explanations of the forms and uses of grammatical structures and patterns. Each explanation is followed by practical exercises that check student comprehension. Features include a step-by-step presentation of grammar points in simple, everyday language and numerous examples. An extensive index is also included.

434107-0 The Grammar Handbook \$19.95

### A Basic English Grammar

John Eastwood and Ronald Mackin

Beginning-Intermediate

This book presents grammar structures in short example sentences accompanied by concise notes on form and use. A separate book of Exercises includes an *Answer Key*

432940-2 A Basic English Grammar \$12.95

### How English Works: A Grammar Practice Book

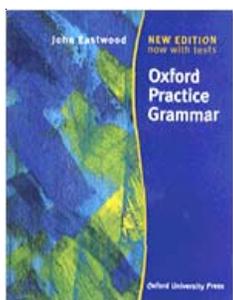
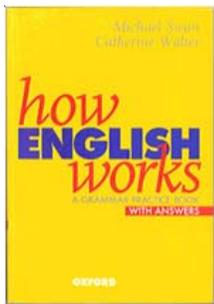
Michael Swan and Catherine  
Walter

Intermediate-Advanced

*How English Works* makes grammar practice interesting by presenting rules that are easy to understand and remember, with exercises that entertain as they teach. The book can be used successfully for self-study or in class. It offers:

- ◆ Short, clear grammar explanations and rules.
- ◆ Information about spoken and written grammar.
- ◆ Simple, reliable examples.
- ◆ Hundreds of illustrations.
- ◆ A useful *Answer Key*.

431456-1 How English Works \$19.95



### Oxford Practice Grammar

New Edition

John Eastwood

Intermediate-High Intermediate

This book contains explanations of a comprehensive range of grammar topics with exercises that provide practice in form and use. Example sentences, stories, and illustrated conversations show how structures are used. Review units, twenty-five tests, and an *Answer Key* are also included.

431370-0 Oxford Practice Grammar \$19.95

431427-8 CD Rom w/ answers \$21.95

### A Practical English Grammar

A.J. Thompson and A.V. Martinet

Intermediate

This classic reference grammar offers:

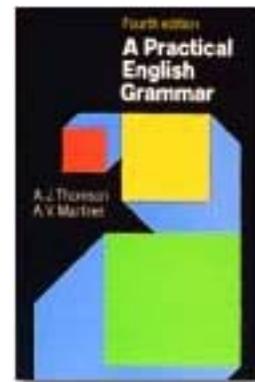
- ◆ Clear explanations of structures, with emphasis on their functions and meanings.
- ◆ Many example sentences illustrating contemporary spoken and written usage.
- ◆ Frequent comparisons between formal and informal styles.

The Exercises can be used with or without the grammar. They include an *Answer Key*.

431342-5 A Prac. English Grammar \$17.95

431343-3 Exercises 1 \$ 8.95

431344-1 Exercises 2 \$ 8.95



### Practical English Usage

New Edition

Michael Swan

Intermediate-Advanced

This unique reference guide addresses problem points in the language. It gives information and advice that is practical, clear, reliable, and easy to find. Most of the book is about grammar, but it also covers selected points of vocabulary, idiom, style, pronunciation, and spelling. *Practical English Usage* includes:

- ◆ Over 600 concise, authoritative entries.
- ◆ Examples of common mistakes.
- ◆ Illustrations of stylistic differences.
- ◆ Cross-references between related entries.
- ◆ A glossary of language terminology.
- ◆ A complete index.

431197-X Practical English Usage \$22.95

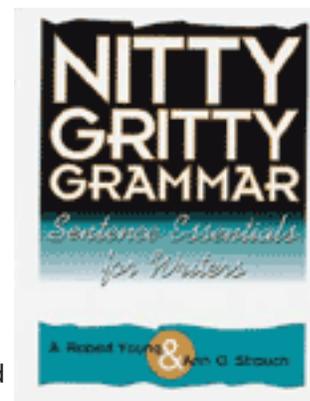
### Nitty Gritty Grammar Sentence Essentials for Writers

A. Robert Young, Ann O.  
Strauch, High Beg.

This text focuses on the most common sentence-level errors made among developing ESL writers by using reading excerpts and group activities to illustrate correct usage.

657849CA Student's Book \$28.00

657830CA Instructor's Manual \$ 7.50



# Grammar

## Intermediate Grammar

### From Form to Meaning and Use

Susan Kesner Bland  
Intermediate

**Intermediate Grammar** treats the student as a thinking adult with identifiable language needs. Intermediate students may have seen, heard, or used most of the structures in the book, but are unable to sustain accurate and appropriate use of them. Intermediate Grammar works toward more consistent use of structures in everyday situations, and helps the learner move beyond these contexts to more abstract language use.

Intermediate students encompass a wide range of English skills, knowledge, and learning styles, which can make teaching them a real challenge.

Intermediate Grammar provides the resources you need to accommodate these differences and keep your students interested and engaged. Many students seem unaware of the "grammar" all around them in daily life.

Intermediate Grammar helps you help your students to become more language-aware and to incorporate a wider range of grammatical forms into the language they use.

**Intermediate Grammar** is clear, informative, easy-to-use, and flexible. It works equally well as a classroom text, reference, or practice book.

- ◆ The form, meaning and use of each structure are clearly presented and then specifically practiced, giving students ample opportunity to internalize the functions of each form.
- ◆ Authentic language in examples creates contexts that reflect students' actual encounters with English.
- ◆ Accurate explanations describe actual language use and take into account differences between written and spoken registers.
- ◆ Abundant exercises provide all the practice students need, ranging from controlled work on form to more communicative work on meaning and use.
- ◆ Intellectually engaging tasks call upon students' judgment, creativity, and problem-solving skills.
- ◆ Self-study features encourage learner independence.
- ◆ *Chapter Summaries* provide an overview of form, meaning and use.
- ◆ The *Glossary of Grammar Terms* offers clear explanations and examples of all the terms used in the book.
- ◆ The *Appendices* include all the usual lists-irregular verbs, two and three word verbs, gerunds and infinitives, spelling and pronunciation rules-as well as some less usual ones, such as reporting verbs.
- ◆ The detailed *Index* offers students multiple ways to look up information; they can access entries by form, meaning or use and do not need to know grammatical terms to do this.

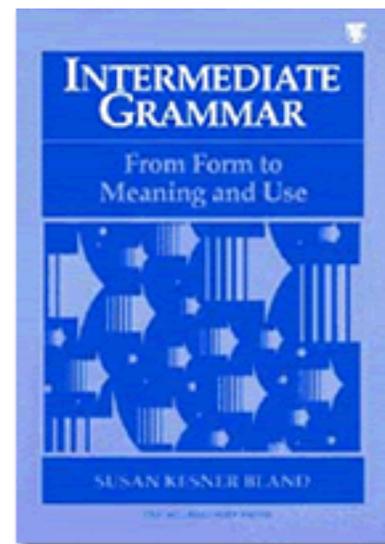
#### Split Editions

**Intermediate Grammar** is also available in split editions. **Volume A** covers chapters 1-7, and **Volume B** covers chapters 8-17.

#### Teachers Guide

- ◆ Provides presentation ideas and extension activities.
- ◆ Offers photocopiable assessment and achievement quizzes, plus an Answer Key.

434366-9	Student Book	\$19.95
435276-5	Volume A	\$11.95
435277-3	Volume B	\$11.95
434367-7	Teacher's Book	\$18.50



## Grammar Troublespots

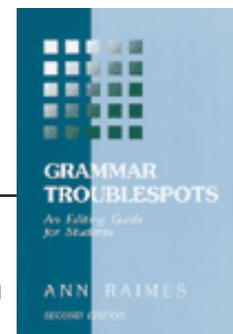
### An Editing Guide for Students, Third Edition

Ann Raimés, *High Intermediate to Low Advanced*

The second edition of **Grammar Troublespots** offers a modified version of the grammar-editing section that is included in the extremely successful *Exploring Through Writing: A Process Approach to ESL Composition, Third Edition*.

- ◆ Illustrates 21 of the errors most prevalent among students through self-diagnostic flowcharts, explanations, and exercises. Includes new sections on modal verbs and idioms. Features a redesigned text for more accessible rules.

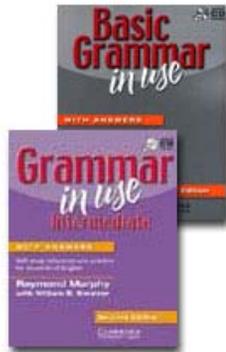
532868CA	Student's Book	\$19.00
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## Grammar

### Grammar In Use

*Grammar in Use* is a highly successful two-level grammar series known for its clear explanations and innovative format. Every unit is a two-page spread, with presentation of grammar points on the left-hand page and practice exercises on the right. A unique combination of reference and practice, *Basic Grammar in Use* and *Grammar in Use, Intermediate* can be used as classroom texts or for self-study. The new editions of these books include Audio CDs packaged with the texts, fuller explanations of troublesome grammar points, and more exercises. Both books are available in editions with or without answers.



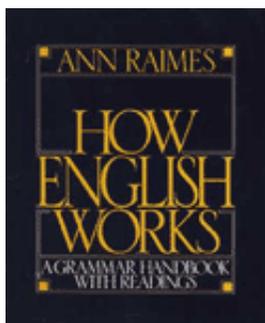
#### COMPONENTS

#### Basic Grammar In Use, 2nd Edition

626005CA	Text w/Answers, 1 CD	\$33.00
625998CA	Text w/o Answers, 1 CD	\$27.00
797187CA	WB w/Answers	\$19.00
797179CA	WB w/o Answers	\$17.00

#### Grammar In Use, Intermediate, 2nd Edition

62598XCA	Text w/Answers, 1 CD	\$33.00
625971CA	Text w/o Answers, 1 CD	\$27.00
797209CA	WB w/Answers	\$19.00
797195CA	WB w/o Answers	\$17.00



### How English Works: A Grammar Handbook with Readings

*Ann Raimés, High Beginning*  
Using an inductive approach to teaching grammar, this text features readings from newspapers, works of nonfiction, and

college textbooks to illustrate the target structures.

- ◆ Engages students with topics that range from artificial intelligence and portable computers to the environment and economics.
- ◆ Introduces 27 important areas of English grammar.
- ◆ Provides a real-world context that allows students to see how the English language really "works."

65758XCA	Student's Book	\$29.00
657571CA	Instructor's Manual	\$ 7.50

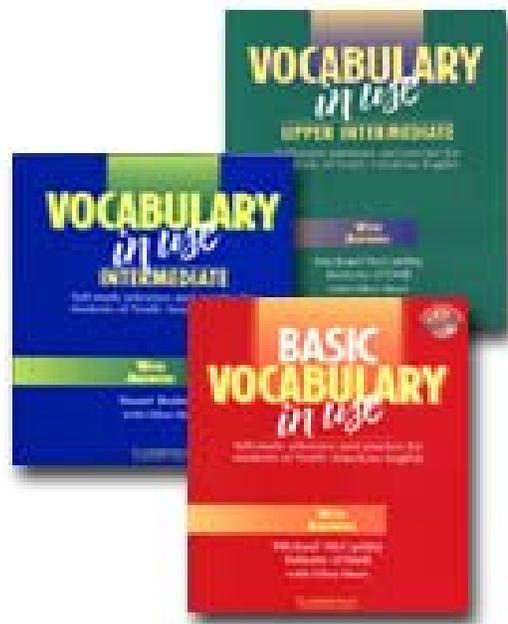
## Real Life English Grammar

*Low Beginning-Intermediate ESL 4 book softcover series*

Reinforce the sentence structures used most often. If your ESL learners need extra help with grammar, give them practice that also builds critical competencies. 64 pages.

46255SV	Low Beginning Book 1	\$12.40
46271SV	Beginning Book 2	\$12.40
46298SV	Low Intermediate Book 3	\$12.40
4631XSV	Intermediate Book 4	\$12.40

## Vocabulary in Use



*Vocabulary in Use* is an innovative, corpus-based, three-level series that helps learners master more than 6,000 words and phrases in North American English. Each level presents vocabulary items in context, introducing new items in manageable two-page units. The easy-to-use format presents content- or grammar-based vocabulary on the left-hand page and engaging practice activities on the right-hand page.

#### COMPONENTS

#### Basic Vocabulary in Use,

#### Vocabulary in Use, Intermediate

#### Vocabulary in Use, Upper Intermediate

78865XCA	Basic St. Bk w/Ans.	\$28.00
788641CA	Basic St. Bk w/o Ans	\$28.00
634776CA	Int St. Bk w/Ans.	\$27.00
634784CA	Int St. Bk w/o Ans	\$23.00
577683CA	Upper Int St. Bk w/Ans	\$27.00
577004CA	Upper Int St. Bk w/o Ans	\$23.00

## American/Vocational

### Speaking Up at Work

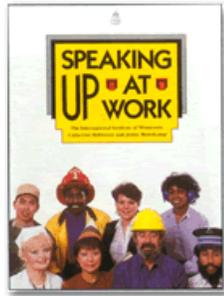
Catherine Robinson and Jenise Rowekamp  
Intermediate

This text helps students develop the language skills and cultural awareness they need to succeed at work. The book addresses both the basic workplace language students need in order to do their jobs well and the social language that will help them get along with fellow employees and supervisors. Among the workplace topics addressed are the following: understanding work schedules, clarifying instructions, asking for help, calling in sick, observing safety precautions, dealing with mistakes, work conditions, benefits, understanding W-4 forms, paying taxes, and advancement. Social topics include talking about families, weekend plans, and the weather. Each unit offers extensive speaking and listening practice, as well as on-the-job simulations and role plays. Reading and discussions provide insight into how the American workplace functions, allowing students to see cross-cultural differences.

#### Speaking Up at Work

434196-8	Student Book	\$12.95
434197-6	Teacher's Manual	\$ 8.95

**Recommended for  
ESL Civics**



### Spotlight on the USA

Randee Falk  
Intermediate

**Spotlight on the USA** is an absorbing, comprehensive look at America, filled with high-interest reading passages on the prominent regions of the United States. The informative reading passages tell all about these great and diverse American regions, including the famous personalities and events that have helped shape their histories. **Spotlight on the USA** is written in a concise, engaging, and often anecdotal style that captures students' interest.

A special introduction entitled "The American People" describes the many facets of American culture to your students. Units discuss family, religion, and political and educational systems, as well as other institutions that play an important role in the everyday lives of Americans.

**Spotlight on the USA** offers your students all this and more:

- ◆ Beautiful full-color illustrations and photographs in each reading passage heighten students' interest by allowing them to visualize the places they are reading about.
- ◆ Puzzles and games at the end of each reading passage reinforce topics and vocabulary from the passage in fun and interesting ways. An *Answer Key* is provided at the back of the book.
- ◆ Discussion points at the end of every unit encourage cross-cultural comparisons of the topics and issues through a wide variety of activities.
- ◆ Glossaries at the end of every unit provide students with concise, easy-to-understand definitions.
- ◆ Maps featured throughout the text help students locate the geographical location of the areas highlighted in the readings.

434235-2	Spotlight/USA	\$15.95
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**Recommended for  
ESL Civics**

### Speaking of Survival

Daniel B. Freeman

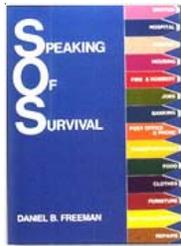
High Beginning - Low Intermediate

**Speaking of Survival** is a flexible text designed to provide adults with the vocabulary they need to cope in vital areas. The book is divided into fourteen topic areas, including transportation, housing, emergencies, jobs, post office and phone, and banking. The self-contained units focus on the four language skills. Each unit follows the same format: a full-color, contextualized illustration introduces the topic area and relevant vocabulary; conversations cued by illustrations present new language; oral and written exercises reinforce vocabulary and structures; reading selections provide additional information on the context; and discussion questions give students the chance to express their opinions.

A *Cassette* includes the conversations and new vocabulary in each unit.

#### Speaking of Survival

503110-5	Student Book	\$12.95
434105-4	Cassette	\$17.50



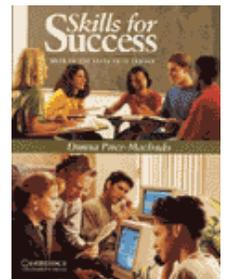
### Skills for Success Working and Studying in English

Donna Price-Machado

**Skills for Success** integrates English language instruction with the competencies essential for succeeding on the job or in an academic setting. This learner-centered text gets students reading, talking, and writing about such topics as building self-confidence, handling criticism, managing a successful job interview, and making small talk with colleagues.

All content and activities in **Skills for Success** are informed by the SCANS competencies, developed by the Secretary's Commission on Achieving Necessary Skills to help people become job-ready more quickly or to thrive in their existing jobs.

657423CA	Student's Book	\$20.00
657415CA	Teacher's Manual	\$ 7.50



## Business Resources

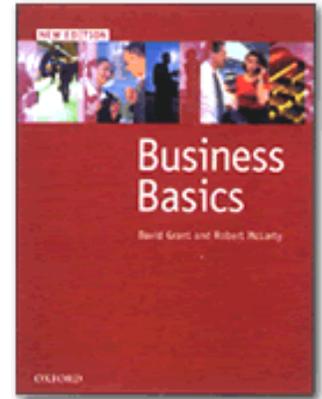
### Business Basics, New Edition

David Grant and Robert McLarty  
Beginning - Pre-Intermediate

This is a complete first course in English for business, providing a systematic and thorough coverage of basic language structures and skills. The material is up-to-date and credible, with real companies and business people featured throughout. Units can be taught in any order, making the course flexible.

The *Student Book* includes a grammar summary, role-play notes, a glossary and the tapescripts. The *Teacher's Book* includes classroom notes, answers to all the exercises, and an annotated version of the tapescript. The *Workbook* offers extension activities with an answer key provided.

457340-0	Student Book, New Edition	\$15.95
417342-7	Teacher's Book, New Edition	\$ 8.95
457341-9	Workbook, New Edition	\$ 8.25
457343-5	Cassette (2) New Edition	\$31.95
457362-1	Audio CD (2)	\$35.95



### Business Basics Personal Cassettes

These cassettes follow the syllabus and unit structure of *Business Basics*, providing 180 minutes of extra listening material. As students complete each unit of the *Student Book* in class, they can practice listening on their own. The accompanying reference booklet contains useful vocabulary and phrases plus a tapescript for the listening material.

457278-1	Cassette (2)	\$31.95
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### Business Objectives

Vicki Hollett

Winner, The English Speaking Union's Duke of Edinburgh Award

Low Intermediate

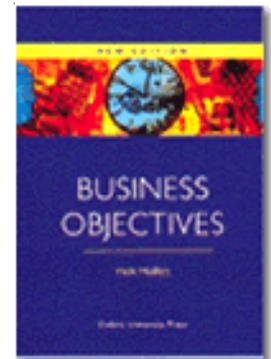
**Business Objectives** is built around a clear structural syllabus.

The language work in each of the 15 units offers:

- ◆ Controlled grammar practice.
- ◆ A substantial amount of listening work.
- ◆ Systematic teaching of relevant vocabulary.
- ◆ Challenging activities that encourage students to use their own business experience.
- ◆ Authentic material from real firms.

The *Teacher's Book* includes answers to all of the exercises, full tapescripts, and classroom notes for each unit. A *Pairwork Activity Book* provides extended speaking practice for students in a variety of authentic business situations. Two self-study *Cassettes* provide extensive listening practice in everyday business situations with an accompanying booklet containing the tapescript and useful vocabulary. The *Workbook* provides interesting and challenging exercises. An *Answer Key* is provided.

451391-2	Student Book	\$15.95	451393-9	Teacher's Book	\$10.50
451396-3	Pairwork	\$ 7.95	451392-0	Workbook	\$ 7.95
451394-7	Cassette	\$17.50	457028-1	Personal Cass (2)	\$31.95
			451372-6	Audio CD	\$35.95



### Business Opportunities

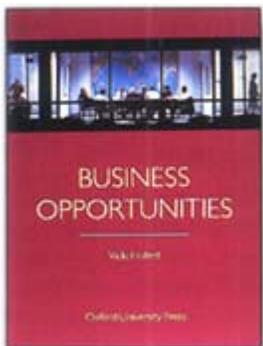
Vicki Hollett, Intermediate

Winner, The English Speaking Union's Duke of Edinburgh Award

This book is based on a comprehensive language syllabus that develops in the context of everyday business functions. The 14 units provide opportunities for practicing language in a range of specific and general professional situations, while offering opportunities to practice all four language skills, especially listening and speaking.

#### Business Opportunities

452028-5	Student Book	\$15.95
452029-3	Teacher's Book	\$ 8.95
452031-5	Workbook	\$ 7.50
452030-7	Cassette	\$17.50



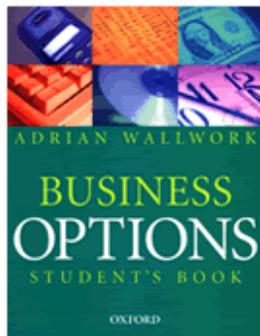
## Business Resources

### Business Options

Adrian Wallwork

High-Intermediate

**Business Options** is a course for professional people from all areas of business. It follows the communicative, functional approach which is a hallmark of Oxford business courses, and extends this with development of business skills appropriate to the needs of upper-intermediate students. The course is structured around fourteen theme-based units such as "Performance" and "Trade," which focus on real business situations, both formally inside the workplace and informally on social occasions. A strong feature of the material is its attention to social and cultural awareness, often the most difficult area for students at this level. Key features of the course include:



- ◆ Emphasis on development of social skills in a cross-cultural environment.
- ◆ Each unit is discrete so units can be used in any order.
- ◆ Speech production tasks featured to help students learn how to sound confident and thus communicate more effectively.
- ◆ Each unit includes a meeting on the unit theme, which can be formal or informal as appropriate.
- ◆ "Table Talk" section as a feature of each unit, to encourage students to develop conversational skills outside their normal area of work.
- ◆ *Cassettes* include improvised listening passages to build confidence in listening to the natural, unscripted speech.

The complete **Business Options** course is comprised of the *Student Book*, a *Teacher's Book* with photocopiable progress tests and extension activities, a *Workbook*, and two audio *Cassettes*.

457234-X	Student Book	\$17.95
457235-8	Teacher's Book	\$10.95
457236-6	Workbook	\$ 8.95
457237-4	Cassettes (2)	\$31.95
457218-8	Audio CD	\$35.95

### Necessary Skills for the Workforce

2 book softcover series

Adult Learners gain confidence as they practice with the forms they are likely to encounter in applying for a job, renting a home, and other essential activities.

Bound-in answer key. 128 pages.

63829SV	Housing and Safety	\$14.00
63810SV	Job Readiness	\$14.00

### Business Venture

New Edition

Roger Barnard and Jeff Cady

High Beginning - Low Intermediate

The new two-level edition of **Business Venture** contains a great deal of new and updated material while retaining many of the most popular features of the original course, including the carefully graded language practice, paced listening activities, and the Culture Files. The new edition of the Student Book has a wide range of authentic business settings and more dialogue practice, pair work, and information-gap activities. It also contains a business board game for language practice. The *Teacher's Book* offers notes, ideas for extra activities, photocopiable activities and tests. The *Workbook* that includes an Answer Key, contains supplementary practice activities. The *Cassette* contains listening passages for each unit and features a wide variety of international voices.



457238-2	Student Book 1	\$15.95
457239-0	Teacher's Book 1	\$10.50
457240-4	Workbook 1	\$ 7.95
457246-3	Cassette 1	\$17.50
457325-7	Student Book 2	\$15.95
457327-3	Teacher's Book 2	\$10.50
457326-5	Workbook 2	\$ 7.95
457328-1	Cassette 2	\$17.50
457445-8	Audio CD 1 (2)	\$35.95
457446-8	Audio CD 2 (2)	\$35.95

### Oxford English for Information Technology

Eric H. Glendinning and John McEwan

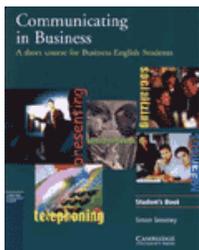
Intermediate

This is an easy-to-use yet serious course for students who are specializing in computing and information technology. It reviews and offers practice of grammar and functions that are appropriate for the needs of IT specialists. All four language skills are consolidated and developed through a variety of authentic, interesting, and topical texts and visual materials. The *Teacher's Guide* includes a full introduction to the topics in each unit for teachers who are not IT specialists. It provides teaching objectives, teaching notes, and an answer key, listening script and photocopiable progress tests. The *Audio Program*, available on *CD* or *Cassette* features all of the dialogues, interviews, discussions and listening tasks.

**Oxford English for Information Technology**

457375-3	Student Book	\$18.95
457376-1	Teacher's Book	\$14.50
457378-8	CD	\$21.95
457377-X	Cassette	\$17.50

## Business Resources



### Communicating in Business

#### A Short Course for Business English Students

Simon Sweeney

Written in North American English, this text is for learners at the **inter-**

**mediate** level and above who need to focus on improving their skills in the key areas of business communication: taking part in meetings, telephoning, negotiating, presenting, and socializing.

- ◆ The modular approach allows flexibility.
- ◆ The course is short: Each of the 15 course units provides about three hours of classroom time.
- ◆ There is a strong emphasis on listening and speaking.
- ◆ Authentic reading passages introduce the theme of each unit.
- ◆ Each unit has a "Language and Skills" checklist to provide a useful reference.
- ◆ The course can be used for TOEIC preparation.

774950CA	Student's Book	\$23.00
774942CA	Teacher's Edition	\$23.00
774934CA	Cassettes (2)	\$41.00
774926CA	Audio CDs (2)	\$41.00

### Business Roles 1 and 2 Simulations for Business English

John Crowther-Alwyn

These two resource books of simulations enable ESL/EFL students to participate in lively discussions on a variety of business topics while improving their fluency. They offer a range of authentic situations, set in both manufacturing and service organizations as well as in international locations.

469538CA	Book 1	\$39.00
648491CA	Book 2	\$39.00



### Business English Frameworks

Paul Emmerson, *Advanced*

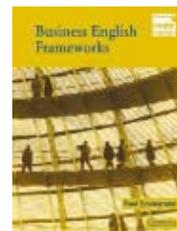
**Business English Frameworks** is a new addition to the highly successful Cambridge Copy Collection series.

This **photocopiable** resource book is for teachers of Business English to use with students who need English for professional purposes. The book covers a wide variety of business topics and contains 60 photocopiable frameworks which can be used in groups, pairs, or in a one-to-one teaching situation. The frameworks provide learners with the opportunity to talk about their own work situation in a structured way. The book contains clear and comprehensive teaching notes to enable teachers to exploit the material in a variety of teaching situations. The book features:

- a wide variety of business topics.
- genuinely learner-centred activities.
- clear and helpful teaching notes.

#### Contents

MANAGEMENT	26. Production process
1. Organization structure	27. Operations growth
2. What do managers do?	28. Quality management
3. Resources	29. Logistics and transport
4. Customer needs	HUMAN RESOURCES
5. Improving customer relations	30. Pay and promotion
6. Managing change	31. Job satisfaction
7. Company strategy	32. Recruitment and selection
8. Entrepreneurs and SMEs	33. Training and team-building
9. Problems, problems	34. Legal obligations
10. Personal management qualities	INTERNATIONAL TRADE
11. The international manager	35. Trade and government policy
12. Business ethics: a case study	36. Importing
SALES AND MARKETING	37. Exporting
13. SWOT analysis	38. Manufacturing location
14. Market research	ECONOMIC AND POLITICAL CONTEXT
15. Product R&D/design	39. Globalization
16. Product description	40. Social responsibility
17. Marketing strategy	41. The changing workforce
18. Limits to marketing	42. The future of work
19. Marketing budget	INFORMATION TECHNOLOGY
20. Marketing mix: one product	43. IT management
FINANCE AND ACCOUNTING	44. E-commerce
21. Income statement	45. Website management
22. Balance sheet	CULTURAL AWARENESS
23. Managing cashflow	46. Cultural "do's and don'ts"
24. Company analysis	47. Cultural values
25. Investment advice	48. Building relationships
PRODUCTION & OPERATIONS	RECENT BUSINESS NEWS
004551CA	49. Recent business news



### Company to Company, Fourth Edition NEW

Andrew Littlejohn

The third edition of this highly successful and well-regarded title brings the content up to date by including recent developments in written business communication such as the use of faxes. In addition, the design and overall appearance of the book has been greatly improved by increasing the size of the book and by providing more realistic examples of correspondence for users to work with. The essential structure of the book remains the same. The "Study Sections" present and practice the language of business correspondence, while the "Activity Sections" provide opportunities for students to practice writing to each other in groups and to be involved in realistic decision-making discussions.

609755CA	Student's Book	\$20.00
609763CA	Teacher's Book	\$21.00



004551CA Spiral Bound \$41.00

# Business Resources

## Business Vocabulary in Use

**NEW**

Bill Mascoll

The **Business Vocabulary in Use** titles follow the highly successful format of the Vocabulary in Use series with vocabulary items presented and explained on the left-hand page and a range of practice exercises on the right-hand page. Primarily designed as self-study reference and practice books, they can also be used for classroom work.

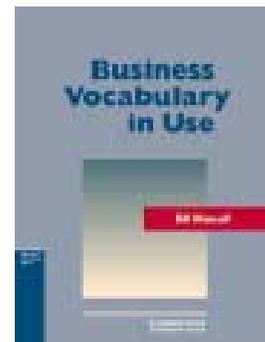
*Business Vocabulary in Use Elementary* focuses on basic business vocabulary with skills units on the vocabulary needed for presentations, telephoning, e-mailing, etc. All books covers a wide variety of up-to-date business topics and concepts including:

- ◆ Work; Time; Numbers; Money; Products and Services, as well as vocabulary needed for Presentations, Telephoning, and E-Mailing (*Business Vocabulary in Use Elementary*).
- ◆ Jobs; People and Organizations; Production; Marketing; Finance and the Economy; and Business Culture (*Business Vocabulary in Use Intermediate to Upper Intermediate*).
- ◆ People and Organizations; Quality; Strategy; Marketing; IT and the Internet; Ethics and Globalization (*Business Vocabulary in Use Advanced*).

Key Features:

- ◆ Clear, Attractive color units.
- ◆ Present and explain new words in context and show learners how to use them.
- ◆ Use authentic texts.
- ◆ Cover both British and American English.
- ◆ Contain comprehensive, learner-friendly answer keys and detailed indexes with phonetic transcriptions.
- ◆ Personalized 'Over to You' section in each unit allows students to apply vocabulary to their own working lives.

606217CA	Beginning Book w/answers	\$20.00
775299CA	Intermed Book w/answers	\$21.00
540704CA	Advanced Book w/answers	\$20.00



### Test Your Business Vocabulary in Use

George Bethell, Tricia Aspinall, Joy Godwin, Lyn Strutt

Key Features:

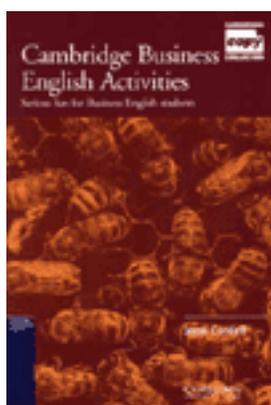
- ◆ 66 tests (*Intermediate to Upper Intermediate level*) and 55 tests (*Advanced level*) based on the key vocabulary highlighted in the parent books.
- ◆ Contain a wide variety of test exercises.
- ◆ Clear marking system on each page so progress can be easily checked.
- ◆ Contain British and American English.
- ◆ Two-color and with illustrations.

53254XCA	Intermed Book w/answers	\$17.00
611504CA	Advanced Book w/answers	\$15.00

## Cambridge Business English Activities

Jane Cordell, *Beginning to Intermediate*

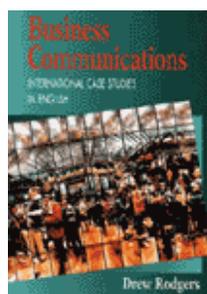
This text is a photocopiable ideas and resource book of games and activities for students of Business English. It offers a variety of pair and group activities to practice the most common functions and language of business, from socializing and eating out to negotiating and marketing.



\$41.00

## Business Communications International Case Studies in English

Drew Rodgers, *High Beginning*  
Concise, current, and practical for international business students in today's global economy, **Business Communications** uses the case study method to develop students' general communication and vocabulary skills as well as international business acumen. The text also focuses on information-gathering, problem-solving, and decision-making activities, and includes information on business writing, telephone calls, and electronic communication.



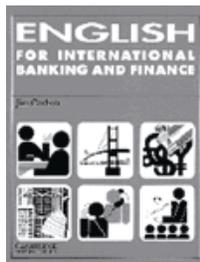
**Communications** uses the case study method to develop students' general communication and vocabulary skills as well as international business acumen. The text also focuses on information-gathering, problem-solving, and decision-making activities, and includes information on business writing, telephone calls, and electronic communication.

657512CA	Student's Book	\$23.00
657504CA	Teacher Manual	\$ 7.50

## Business Resources

### English for International Banking and Finance

*Jim Corbett, Low-Intermediate*  
**English for International Banking and Finance** provides oral skills development through discussion, role play and work related activities such as giving presentations, recorded material based on transcripts of native and non-native speaker exchanges, a variety of authentic text types e.g. telexes, letters, memos, and newspaper articles, and a core of specialist vocabulary. The *teacher's/self-study* guide includes background information for nonspecialist teachers.



### Decisionmaker 14 Business Situations for Analysis and Discussion

*David Evans, Low-Intermediate*  
**Decisionmaker** is designed to improve fluency. The book contains 14 challenging business problems that engage students in discussion and decision making. Each problem

suggests a number of equally viable solutions, providing a natural springboard for debate. The situations are suitable for students with or without business experience.

448050CA Paperback \$41.00

### English in Medicine, 3rd Ed.

**NEW**

*Eric H. Glendinning, Beverly Holmström, High Intermediate*  
This book is for doctors, medical students in the clinical phase of their studies, and other medical professionals who have to use English to communicate with patients and colleagues.



It primarily aims to develop speaking and listening skills, but also focuses on reading skills, in particular the use of reference materials and journal articles. Practice is also given in writing referral letters and a range of medical documents.

The second edition has been revised to take account of the latest developments in medicine.

606667CA Student's Book \$22.00  
606675CA Cassette \$23.00  
606683CA Audio CD \$23.00

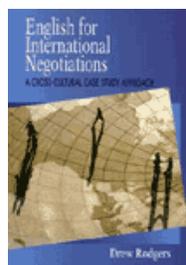


### Essential Telephoning in English

*Barbara Garside, Tony Garside*  
**Essential Telephoning in English**

is a short course in telephoning skills short for **pre-intermediate to intermediate** learners of Business English. It is designed for use in the classroom but is also suitable for self-study. Using **Essential Telephoning in English** will help adult learners gain confidence in using the telephone in English and develop the four skills, with particular emphasis on Listening and Speaking. The course consists of twelve core units and three consolidation units covering a wide range of skills which include Answering the phone; Beginning and ending a call; Messages; Dealing with problems; Making appointments and Dealing with information. The three Consolidation units allow the student to check their progress. The Teacher's book provides comprehensive teaching notes to accompany the course.

783887CA Paperback, student book \$21.00  
739895CA Teacher Book \$21.00  
783909CA Audio Cassette \$23.00  
783917CA Audio CD \$23.00



### English for International Negotiations A Cross-Cultural Case Study Approach

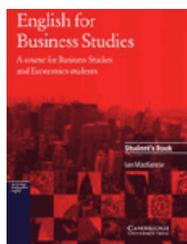
*Drew Rodgers, Intermediate*

This book, built around the case study method, covers a wide variety of negotiation situations in over 20 countries around the world. It addresses such issues as factors that influence success/failure, the need for a common language at the negotiation table, and cultural sensitivity.

657490CA Student's Book \$23.00  
657482CA Teacher Manual \$ 7.50

### English for Business Studies

75285XCA Student's Book \$22.00  
752868CA Teacher's Book \$24.00  
752876CA Cassettes (2) \$41.00  
752884CA Audio CDs (2) \$41.00



*Ian MacKenzie, intermediate*

**English for Business Studies Second Edition** is a course for students who need to be able to understand and talk about key business and economic concepts. The *Student's Book* contains 28 units and covers a full range of business and economic issues, including Work and Motivation, Production, Marketing, Banking, Business Ethics, Exchange Rates, and International Trade. The *Audio Cassettes* and *Audio CDs* contain authentic interviews with experts talking about their fields of business or economics.

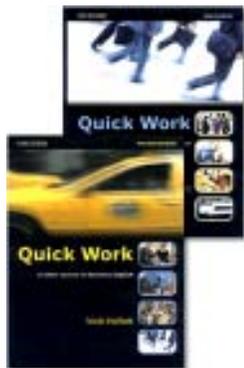
## Business Resources

### Quick Work A Short Course in Business English

Vicki Hollett

Low-Intermediate

**Quick Work** is a short course in Business English that focuses on the practical need of the student. Speaking and listening skills are developed through a task-based approach. Practical activities are used throughout. Grammar and language work are integrated into each section. Students will find it easy to relate the tasks to their own work situation, and to draw on their own professional knowledge, experience, and expertise to communicate more effectively. The *Teacher's Resource Book* provides ideas for alternative tasks and photocopiable materials. The *Workbook* offers exercises for reinforcement, a *Grammar Reference Guide* and an *Answer Key*. The *Cassette* presents all of the listening activities with a full tapescript included in the *Student Book*.



#### Quick Work

##### Beginning

457288-9	Student Book	\$15.95
457289-7	Teacher's Res Bk	\$10.50
457290-0	Workbook	\$ 7.95
457291-9	Cassette	\$17.50
457365-6	CD	\$21.95

##### Pre-Intermediate

457296-X	Student Book	\$15.95
457297-8	Teacher's Res Bk	\$10.50
457298-6	Workbook	\$ 7.95
457299-4	Cassette	\$17.50
457212-9	CD	\$21.95

##### Intermediate

457292-7	Student Book	\$15.95
457293-5	Teacher's Res Bk	\$10.50
457294-3	Workbook	\$ 7.95
457295-1	Cassette	\$17.50
457359-1	CD	\$21.95

### Workforce: Building Success

6 softcover book series \* Teacher's Guide

Encourage learners to examine their own strengths and weaknesses and change from within. Bound in answer key. 96 pages.

65171SV	Communication	\$14.00
6521XSV	Customer Service	\$14.00
65198SV	Personal Development	\$14.00
65201SV	Problem Solving	\$14.00
6518XSV	Time Management	\$14.00
65228SV	Writing	\$14.00
65236SV	Teacher's Guide	\$10.50

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### Words at Work Vocabulary Development for Business English

David Horner, Peter Strutt

**Words at Work** is for students who want to increase their vocabulary in order to use English more effectively in their working lives. The 17 topic-based units cover a wide variety of business themes. The *Audio Cassette* and *Audio CDs* contain listening and pronunciation activities. **Words at Work** can be used either for self-study or with a group. **Intermediate.**



438721CA	Student's Book	\$21.00
43873XCA	Cassette	\$23.00
585341CA	CDs (2)	\$41.00

### Welcome!

#### English for the Travel and Tourism Industry

Leo Jones, High Int. to Advanced

This course for people working or planning to work in the tourism industry contains fifty 90-minute lessons grouped into ten thematic modules, covering such topics as dealing with inquiries, making reservations, and handling complaints. The course develops all four skills as students carry out realistic and engaging communicative tasks.

479002CA	Student's Book	\$18.00
479010CA	Teacher's Book	\$18.00
479029CA	Cassettes (2)	\$41.00
626617CA	Audio CDs (2)	\$41.00



### Infotech English for Computer Users, 3rd Ed.

Santiago Remacha Esteras

**Infotech** is a comprehensive intermediate course for students who need to be able to understand and use the English of the computer industry for study and work. Each of the 30 units develops

all four skills and covers a different aspect of information technology, from Operating Systems to Input/Output Devices for the Disabled.

754283CA	Student's Book	\$22.00
754291CA	Teacher's Book	\$23.00
754305CA	Audio Cassette	\$23.00
754313CA	Audio CD	\$23.00
532884CA	Workbook	\$10.00



## Business Resources/Videos



### Further Ahead A Communication Skills Course for Business English

Sarah Jones-Macziola with Greg White

**Getting Ahead** and **Further Ahead** make up an integrated,

general Business English course for the learner at the **elementary and lower-intermediate** levels. They focus on the day-to-day communicative needs of adults, have a clear grammatical progression, and present a systematic approach to vocabulary building. They are suitable for students preparing for work as well as those who are already employed.

Each level provides a core 50-hour course that can be supplemented by the four review units, the *Home Study Book*, and extra activities in the *Teacher's Guide*.

The *Video* contains four freestanding documentaries specially filmed for **intermediate** level Business English learners. It is sold with a Teacher's Guide with photocopiable tasks for learners plus ideas on how to use the material and key. Sequence 1 'Welcome to Prince' focuses on the American sports goods manufacturer. It introduces viewers to the company, examines product design and focuses on dealing with customers. Sequence 2 'The Delivery' is about a French supermarket seafood order to a British company. It focuses on ordering, phoning, transportation, quality control and food retailing. Sequence 3 'At Leapfrog' looks at how a qualitative market research company, Leapfrog, can help a large chocolate manufacturer, Mars, in coming to a decision about whether to change a brand name or not. Sequence 4 'The Solar Way' filmed in BP Solar in Sydney this shows in simple terms how the technology works and what its applications are.

531721CA	Stud. Bk w/CD-ROM	\$ 25.00
597838CA	Home Study Book	\$ 17.00
597846CA	Teacher's Guide	\$ 21.00
597854CA	Learner's Book Cass	\$ 23.00
63928XCA	Learner's Book CD	\$ 23.00
59782XCA	Home Study Cass	\$ 23.00
639298CA	Home Study CD	\$ 23.00
587778CA	Video w/TG	\$120.00
626455CA	Video AB	\$ 15.00

### Getting Ahead, SE

Sarah Jones-Macziola, Greg White

**Getting Ahead** and **Further Ahead** make up an integrated, general Business English course for the learner at the **beginning and lower-intermediate** levels.

They focus on the day-to-day communicative needs of adults, have a clear grammatical progression, and present a systematic approach to vocabulary building. They are suitable for students preparing for work as well as those who are already employed.

Each level provides a core 50-hour course that can be supplemented by the four review units, the *Home Study Book*, and extra activities in the *Teacher's Guide*.

654076CA	Learner's Book	\$22.00
65405XCA	Home Study Book	\$17.00
654068CA	Teacher's Guide	\$21.00
654017CA	Learner's Book Cass	\$23.00
654025CA	Learner's Book CD	\$23.00
654041CA	Home Study Book Cass	\$23.00
654033CA	Home Study Book CD	\$23.00



### Staying Ahead Video VHS NTSC

Andrew Bampfield, Sarah Jones-Macziola, Greg White

**Staying Ahead** is a video for use with **lower level learners** of Business English. It contains four documentary sequences which have been specially

filmed to make sure that they include language at the right level and that they cover the most important topic areas for Business English learners at this level. The four documentary sequences were filmed in the USA, UK, Malaysia and Sweden to give a fully international flavour to the video and to reflect the fact that English is the business *lingua franca*. The video is packaged with an 88 page *Teacher's Guide* containing extensive notes, photocopiable viewing and post-viewing tasks and the transcripts of the sequences. The video can be used on its own as supplementary material or as review of the key themes and language presented in the coursebook **Getting Ahead**.

#### Contents

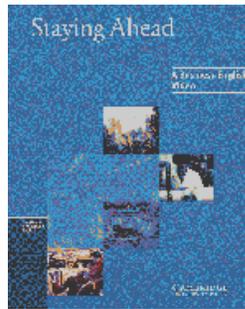
Sequence 1 Welcome to Arthur D Little

Sequence 2 Working for Volvo Car Corporation

Sequence 3 At the London Boat Show

Sequence 4 A business trip to Kuala Lumpur

484804CA	Video	\$120.00
578175CA	Video Activity Book	\$ 15.00



## Business Resources/Videos

### Professional Presentations



Malcolm Goodale, *Intermediate Professional Presentations* is a flexible teaching package for trainers who need to focus on this important communication skills area with their Business English students. The **Video**

contains three main parts:

◆ Six short extracts from two dramatized presentations that provide the model for making a good presentation.

◆ A "Bad Dream," a humorous presentation that reviews the points made in the six extracts.

◆ An authentic and unscripted product presentation, plus an interview with the presenter on how he prepares his presentations.

The **Video** has a *Teacher's Guide* that contains photocopiable tasks to give to students, training notes, video transcripts, and answers.

596432CA Video w/TG \$125.00

### Telephoning in English, 3rd Ed.

B. Jean Naterop, Rod Revell

**Telephoning in English** is for professionals and trainee professionals in business, commerce, and administration who need to be able to make and receive calls. It can be used in class or for self-study. The course has been revised, updated, and redesigned in color. **Telephoning in English CD-ROM** provides the **intermediate** level learner with a complete course which they can work through on their own to develop their skills in this vital area of business communication. The CD-ROM integrates content taken from the **Telephoning in English Second Edition** book and audio material to create an elegant and easy-to-use package for the self-study learner. Each of the eight units provides extensive listening and speaking practice as well as language reference sections which focus on the key exponents and exercises to practise form and function. The strength of the course lies in its systematic approach and uncomplicated structure. In total it provides about 20 to 25 hours of study.



539137CA Student's Book \$ 20.00

539129CA Cassettes (2) \$ 41.00

539110CA CDs (2) \$ 41.00

598761CA CD-ROM for Win \$ 40.00

777275CA NW CD-ROM (1 site) \$160.00

### Meeting Objectives

Vicki Hollett and Barnaby Newbolt

Low Intermediate

**Meeting Objectives** is a set of two compilation videos of eight short, amusing sequences designed to cover all the essential language functions encountered by students who need to use English in a business context. The functional element is combined with a strong grammatical element, reinforced by tasks and exercises in the accompanying Activity Book and Video Guide.

458543-3 Video 1 \$114.95  
 458552-2 Video 2 \$114.95  
 458563-8 Activity Book \$ 9.95  
 458564-6 Video Guide \$ 5.95

### New International Business English

Leo Jones

This updated edition has been redesigned to make it even more accessible and relevant to people who need to use English in their day-to-day work. The existing *New International Business English Teacher's Book, Workbook*, and all audio material can be used with this updated edition.

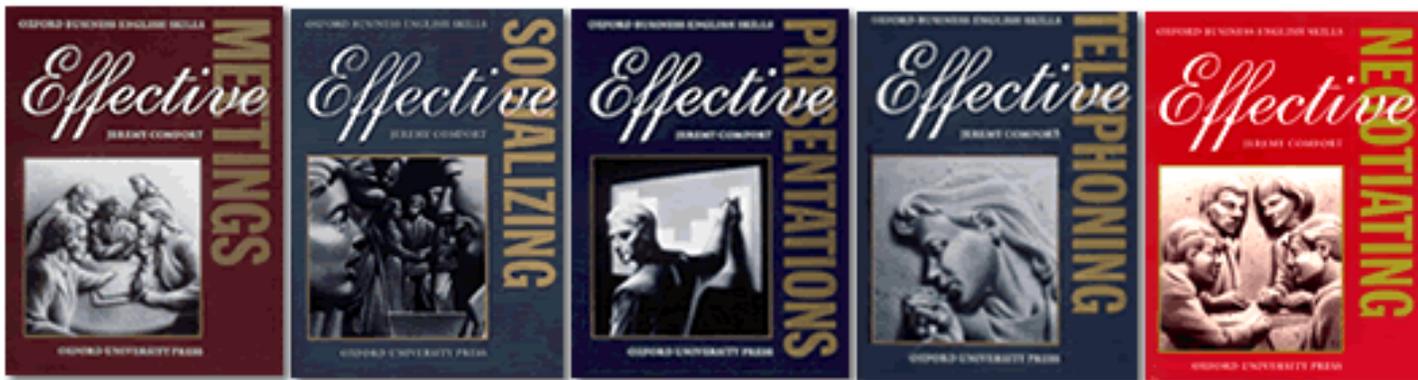


The **New International Business English Video** has been designed to be used with the highly successful course of the same name. The Video contains 12 dramatized sequences and 3 documentary ones. The dramatized sequences take a light and humorous approach to the aspects of communication that most directly affect learners at the **upper-intermediate** level, such as socializing, negotiating and presenting. The 3 documentary sequences focus on company history, organization and products. The Video is sold with a *Teacher's Guide* containing photocopiable activities to give to students, advice on using the Video and the scripts of the sequences which again are photocopiable. Taken together the **Video** and *Teacher's Guide* provides a rich and easy-to-use package that can be used to introduce or review the themes of the 15 units of the **New International Business English** course.

**LEVELS Low Intermediate to High Intermediate**

53173XCA Student's Book \$ 25.00  
 774705CA Workbook \$ 18.00  
 774713CA Teacher's Book \$ 28.00  
 774691CA Student's Book Cass (3) \$ 56.00  
 774683CA Student's Book CDs (3) \$ 56.00  
 774675CA Workbook Cass (2) \$ 41.00  
 774667CA Workbook CDs (2) \$ 41.00  
 774438CA Video (VHS) \$140.00

## Business Videos



### Oxford Business English Skills

York Associates (Jeremy Comfort and Derek Utley)

#### Intermediate

This series of videos and accompanying texts focuses on key communication skills to help business and professional people perform more effectively. Each video shows how to use communication skills for positive results, while providing examples of what can go wrong when these skills are not applied.

#### Effective Meetings

**Effective Meetings** is designed to develop the skills necessary to perform productively in meetings. It provides access to the range of skills necessary for business students to anticipate and deal with the difficulties that arise within the specific context of meetings. It is divided into 8 units, which deal progressively with the key stages of meetings, from preparation to decision-making to follow-up action. Each unit can also be used selectively to give training in specific aspects of chairing or participating in meetings.

The video follows the activities of two companies as they work towards a business deal. It covers a variety of meeting types. The aim is to develop the students' competence and confidence over a range of situations-so that by the end of the course they will be able to participate fully in meetings conducted in English.

##### Effective Meetings

457090-8	Student Book	\$ 15.95
457091-6	Teacher's Book	\$ 8.95
457092-4	Cassette	\$ 17.50
458923-4	Video	\$114.50

#### Effective Socializing

**Effective Socializing** helps students with one of the most challenging areas of communication. Eight self-contained units include practice with introductions, small talk, dealing with awkward situations, giving and reacting to invitations, and keeping the conversation flowing.

The scenarios revolve around a visit to a company and the social situations that are encountered. By the end of the course, students will be more at ease in the social situations they encounter in business.

##### Effective Socializing

457096-7	Student Book	\$ 15.95
457097-5	Teacher's Book 1	\$ 8.95
457098-3	Cassette	\$ 17.50
459005-4	Video	\$114.50

#### Effective Negotiating

**Effective Negotiating** shows different styles of negotiating (formal and informal, positional and co-operative) and demonstrates how both sides can achieve a successful outcome. It covers a range of skills, including active listening, structuring and negotiating, maintaining positive communication and developing self-awareness.

##### Effective Negotiating

457247-1	Student Book	\$ 15.95
457248-X	Teacher's Book	\$ 8.95
457277-3	Cassette	\$ 17.50
459081-X	Video	\$114.50

#### Effective Presentations

Winner, the English Speaking Union's Duke of Edinburgh Award

For business students, making a presentation in English can be difficult and demanding. The presenter needs to acquire a range of communication and language skills-plus the confidence to use them-in order to perform effectively.

**Effective Presentations** is a practical and accessible course specifically designed to provide students with the requisite communication and language skills. It guides the student systematically through the key stages of giving presentations, including planning, delivering introductions and conclusions, and handling questions.

The video contains extracts from four common presentation types. Each unit can also be used separately to focus on a specific area. By the end of the course, the student will be able to make clear, well-organized presentations in front of an audience.

##### Effective Presentations

457065-7	Student Book	\$ 15.95
457089-4	Teacher's Book	\$ 8.95
457066-5	Cassette	\$ 17.50
458894-7	Video	\$114.50

#### Effective Telephoning

Conducting a telephone conversation in English is an essential skill for business students. Telephoning can be intimidating, especially when communication problems occur.

**Effective Telephoning** focuses on the essential communication and language skills that students need in order to use the telephone with confidence and competence. The course consists of 10 units, which take students from preparing a call and getting through to the right person, to closing a call firmly and positively.

The video shows two different companies-one based in the US and the other in the UK-in telephone contact about a forthcoming delegation. This involves conversation between a number of different speakers. Skills covered include preparing and structuring a call, dealing with messages, and leading or responding to situations in the most appropriate way. It also provides strategies for dealing with the technical or communicative problems that may arise. By the end of the course, students will be able to communicate confidently and accurately in English in typical professional situations.

##### Effective Telephoning

457093-2	Student Book	\$ 15.95
457094-0	Teacher's Book	\$ 8.95
457095-9	Cassette	\$ 17.50
458929-3	Video	\$114.50

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**To Order by Fax 1-248-646-4359**

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**ORDERS FROM INDIVIDUALS** should be prepaid. Be sure to include state sales tax.

**ALL CHECKS OR MONEY ORDERS MADE PAYABLE TO:  
CASWELL & CASWELL**

**ORDERS FROM EDUCATIONAL INSTITUTIONS** should include a purchase order number when possible and must be on either official stationary or an official purchase order form.

**CLASSROOM DISCOUNTS ARE AVAILABLE.  
PLEASE CALL FOR INFORMATION.**

**EXAMINE ALL MATERIALS AS SOON AS RECEIVED!** Notify us of damaged or missing items immediately.

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