

# 1 English Skills Speaking And Listening

This series that helps students to think critically and succeed academically. With new note-taking skills, an extended writing syllabus and authentic video in every unit, this book equips students for academic success better than ever. This book helps students to measure their progress, with clearly stated unit objectives that motivate students to achieve their language learning goals. Seamlessly integrated online content allows teachers to truly implement blended learning into the classroom.

## No Marketing Blurb

The Skills in English series is designed to cover all the National Curriculum requirements using a wide range of texts. The student book focuses on reading, writing, speaking and listening skills. It provides differentiated activities that integrate word, sentence and text-level objectives.

This textbook provides all students studying Functional Skills English Level 1 with comprehensive coverage of the skills required to achieve the qualification. Students using this book will quickly gain a solid understanding of grammar and acquire essential writing and speaking skills. Packed with examples, exercises and vocationally relevant tasks, your students will have a head start to achieve this new qualification. The book is written to the current Functional Skills Standards and provides: \* guidance on aspects of English grammar to help writing

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and speaking skills; \* activities to reinforce learning; \* reference Sheets that are an invaluable resource to aid understanding and help with revision; \* thirty-three Practice Tasks that cover a wide range of employment sectors and areas of general and personal interest, and help prepare the students for the assessment.

Unlock is a four-level academic skills course that combines thought-provoking video from Discovery Education(TM) with carefully scaffolded exercises and a fresh approach to critical thinking skills. Unlock Listening and Speaking Skills Level 1 provides 60-90 hours of classroom material. Access to the Online Workbook is provided via a code packaged with the Student's Book. Critical Thinking sections give students frameworks to formulate their own opinions and express themselves effectively in the end-of-unit academic tasks. Unique research into common learner errors (using the Cambridge English Corpus) focuses the language used in Unlock on those areas learners find most challenging. Videos from Discovery Education(TM) (accessible via the Cambridge Learning Management System and supplied on the Teacher's Book DVD) provide new angles on a range of academic subjects.

Are you a beginner learning English as a second language? Everything you need is included in "English for Everyone: Level 1: Beginner, Course Book" it's a grammar book, vocabulary builder, and exercise course all in one. Learn to engage in everyday topics such as your job, home, likes and dislikes, health, and more. This course book also covers how to talk about the present. "English for Everyone: Level 1: Beginner, Course Book"

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covers the language skills, vocabulary, and grammar needed for the major global English-language exams, including TOEFL. All learning is practiced across speaking, listening, reading, and writing exercises, offering rounded preparation for work, travel, study, and exams. Download the free app and practice online with free listening exercises at [www.dkefe.com](http://www.dkefe.com). Series Overview: English for Everyone series teaches all levels of English, from beginner to advanced, to speakers of English as a second language. Innovative visual learning methods introduce key language skills, grammar, and vocabulary, which are reinforced with a variety of speaking, reading, and writing exercises to make the English language easier to understand and learn. Visit [www.dkefe.com](http://www.dkefe.com) to find out more."

Active Skills for Communication is an exciting new three-level series that develops learners' speaking and listening skills. Written by ELT specialists Curtis Kelly and Chuck Sandy, with series consultant Neil J.

Anderson, the series uses the ACTIVE approach to help learners become more fluent, confident-and active-speakers of English. Each unit contains easy-to-follow, step-by-step activities that lead toward a major speaking task. The tasks are based on real-life situations and are designed to increase self confidence and foster positive attitudes towards learning English.

If you've ever wondered what it would be like to possess perfect English grammar skills, then keep reading because you're in for a treat. So you've been reading online about all the different methods and techniques to finally call yourself an English Grammar Expert. You've

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paid all types of people to help you improve your punctuation skills and sentence structure struggles, and maybe even attended classes in hopes of achieving the top notch English Grammar, writing, spelling and speaking skills you have been yearning for.

Unfortunately, even after all of this, you've noticed little to no changes at all. You're right where you started when you first sat down at the computer and began your journey. Sound familiar? Either you got unlucky and things just haven't worked in your favour Or, you simply haven't discovered what true English grammar skills are and the positive results mastering them can yield for a person like you. Well, it's a good thing you stumbled across this book, because the information contained inside is designed to help you one-up your English grammar skills once and for all. Even if you think nothing will ever work for you, this book brings an entirely new and refreshed abundance of insight to the table. The application of what you learn in this book can help you see results in as little as 1 week, and change your life forever. In English Grammar Rules 101, here is just a fraction of what you'll discover: How to MASTER English grammar basics An action plan to implement key grammar components into your writing What the 4 "H's" of English are and why they are so important 3 steps to becoming a punctuation pro How to never overthink about present, past or future tense again Perfect sentence structure 101 What it means to conquer capitalization How to NEVER spell a word wrong again 7 proven techniques to create killer compositions The #1 way to always add your personal flare And so much

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more... At the end of the day, being able to master English grammar is a skill millions of people struggle with all around the world. Be the person who takes action and rises above the norm... If you want to implement these highly effective skills, techniques and strategies into your writing and speaking, but don't know where to start...

Order a copy of this book today! Quickly begin to leverage the power of highly effective English grammar skills in order to change your life in 1 week or less!

"This series has been designed to help students of English understand spoken language as it is encountered in everyday business and social situations in English speaking environments around the world."--Back cover.

'Speaking 2 Teacher's Book' provides full, practical support for teachers working with Speaking 2. |PB

A three-level, paired skills course that teaches students in higher education the essential skills for academic success. Strands available: Reading, Writing, and Study Skills Listening, Speaking, and Study Skills Headway Academic Skills can be used independently or alongside a general English course book such as New Headway or New Headway Plus. The course focuses on developing the specific skills required for academic studies and exploring strategies for success in academic learning. It also offers guidance in key study areas and provides plenty of practice to encourage learner independence.

A four-level skills series for adults and young adults. Learners can develop the skills they need to write English confidently wherever they are - at home, at work, travelling, studying or just in social situations with English-

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speaking friends. This edition comes without answers. Center Stage 1: Express Yourself in English , by Irene Frankel (Series Consultants: MaryAnn Florez and Sharon Seymour), gives your students the communicative skills to start using English effectively in their daily lives. Center Stage 1 is an integrated four-skills course that supports student learning and achievement. Practical language and timely topics motivate beginning students to master grammar along with speaking, listening, reading, and writing skills. Student Book Features Grammar to Communicate presents key grammar points with concise charts and abundant practice in real-life situations. Communicative Activities, such as Time to Talk, promote opportunities for meaningful expression and active learning. Extensive listening practice, in addition to reading and writing activities, help students to succeed in their daily lives. Review lessons help teachers to assess students' progress and meet the needs of multi-level classrooms. Easy-to-follow two-page lessons motivate students to achieve their goals. Teacher's Edition Features Learner persistence tips, including learning goals, offer concrete strategies for promoting learner persistence. Multi-level strategies offer suggestions for tailoring activities to the needs of students at different levels of proficiency. Unit tests help teachers assess student progress. Teacher Resource Disk provides supplementary grammar and vocabulary practice as well as learner persistence worksheets. Life Skills and Test Prep 1 , the companion book to Center Stage 1, provides instruction in CASAS-correlated life skills, test-taking strategies, and practice in

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taking standardized listening and reading tests.

Unique Primary English (Level 1) is especially designed for very young pupils and new learners of English in order to reach a globally competitive standard. This book will provide an excellent background for learners of English Language starting from the basics. It offers an excellent focus on grammar, comprehension and vocabulary, as well as reading, speaking, and elementary writing skills. Unique Primary English (Level 1) is complemented by a valuable CD, as well as an e-book version, both useful within our fast-growing technological world. The CD enhances the learning process, supporting the book, with an emphasis on pronunciation, diction, and fluency in reading and speaking. It is aimed at laying a proper foundation for learners to acquire quality English and build on it to an elevated standard. The book also contains a large, varied selection of dialogue, which promotes and enhances pupils' proficiency in speaking. Pupils are encouraged to act out the scenes and also to engage in interactive tasks where they sometimes compare, draw from, and use their own experiences. Having acquired a high level of speaking, reading, and writing at an elementary level, it becomes easier to critically examine oneself and improve on the language at different levels or stages of learning. Over six hundred coloured illustrations are featured to help visualise and stimulate learning. The test exercises at the end of each chapter (which are also complemented by vivid coloured illustrations), recap selected elements within the chapters and are meant to evaluate the performance of

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learners after each module. This unique method, regulated in all twenty chapters of the book, is meant to assist learners in the mastery of the language in a more rapid style. It is a very useful method for improving literacy. Unique Primary English (Level 1) is aimed at contributing to the continuous development of English language at the elementary stages. It is expected to increase the learners' knowledge and ability, thereby enhancing their capability in a world where English has become one of the foremost international and official languages.

It is after years of teaching English to young children that this new course, Creative English, has been put together. Two things were in mind during its preparation: - What do children enjoy while learning a language? Stories are based on children's interests and therefore hold their attention. For the first few classes, the lessons draw upon pupils' everyday experiences, allowing links to be made between home and school. - What does a teacher need while teaching a language? The books are structured to meet the requirements of teachers across the board. Someone who has just started a career in teaching would find it stimulating enough to give his or her best. Others, with years of experience, could use it as a tool to carry forward all the good they have been doing. Goyal Brothers Prakashan

A four-level skills series for adults and young adults. Learners can develop the skills they need to read English confidently wherever they are - at home, at work, travelling, studying or just in social situations with English-speaking friends. This edition comes with answers.

A four-level skills series for adults and young adults  
Cambridge English Skills is a four-level skills series for adults and young adult learners. Learners can develop the skills they

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need to use English confidently wherever they are - at home, at work, travelling, studying or just in social situations with English-speaking friends. This edition comes with answers and audio CD.

Listening, Speaking, Reading and Writing: The 2 of the 4 essential skills for communication: Speaking. All you need for honing your Speaking Skills are the 3Ss: o Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen. o Speech is power: speech is to persuade, to convert, to compel.

Skills in English Reading Level 1 Teacher's Book The Garnet Education Skills in English series was highly commended in the Duke of Edinburgh English Speaking Union English Language Book Award in 2004. This course is part of the Skills in English series from Garnet Education. It is designed to help students to cope with simple reading research tasks in English. At Level 1, students learn how to: predict content; deal with new words; follow instructions; recognise dates and periods; locate information within a text; identify the topic sentences; skim the topic sentences for the main points; understand chronological markers; understand simple discourse markers; understand pronoun reference; understand simple lexical cohesion; transfer information from a text to a chart; read actively. In addition, students acquire key vocabulary in the following thematic areas: Education Daily Life Work and Business Science and Nature The Physical World Culture and Civilization They Made Our World Art and Literature Sports and Leisure Nutrition and Health. Key features of this Teacher's Book are: a facsimile of the related Course Book page, for ease of reference; an introduction to the approach taken in the course; lesson-by-lesson notes; a full answer key, including model answers where appropriate; language and culture notes, where these will assist the teacher in understanding learning difficulties or

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confusions of the target students; methodology notes, where the value of an exercise, or the way to conduct it, may not be self-evident. As well as preparing students for entry into English-medium study, the Skills in English Course is ideal for students who wish to improve their scores in skills-based examinations for university entry requirements, such as the International English Language Testing System (IELTS). Rather than focusing on exam preparation, Skills in English teaches the necessary skills as part of a systematic programme of language development. Skills in English courses are also available in Listening, Speaking and Writing. See the Skills in English website at [skillsinenglish.com](http://skillsinenglish.com) for additional materials and help. Key Features Reading texts a maximum of 250 words Listening texts a maximum of 400 words Speaking tasks of one paragraph, with writing assignments between one and five paragraphs Test booklets containing theme tests, a revision test after five units, plus an end-of-course test Teacher's Book containing full answer keys, methodology notes and transcript of listening material Accompanying Course Book, Student Test Pack and Teacher Test Booklet also available.

Effortless English: Learn To Speak English Like A Native A.J. HOGE, THE WORLD'S #1 ENGLISH TEACHER, teaches you his most powerful methods for learning to speak English fluently and confidently. Famous for training corporate and government leaders, A.J. Hoge gives you a step by step program teaching you the system that will help you master English and achieve ultimate success with English. You have studied English for years and yet you still do not speak well. When you speak English, you make grammar mistakes. Your pronunciation is not clear. Worst of all, you feel nervous and shy when you try to speak English. You read English well, but after all these years you still cannot speak well. The good news is, it's not your fault. You have simply used old

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ineffective methods. Effortless English will teach you a completely new way to learn English faster. Effortless English will..... \*Teach you how to overcome nervousness, shyness, and fear when speaking English. \*Master spoken English grammar quickly and naturally \*Teach you how to improve your English pronunciation and develop an American, British, or Australian accent. \*Show you how to achieve a high TOEFL, IELTS, or TOEIC score. \*Help you learn vocabulary 4-5 times faster. \*Tell you how to feel stronger, calmer, and more powerful when speaking English. \*Teach you how to understand native speakers and communicate clearly with them during real conversations. \*Help you get better jobs by learning business English. \*Teach you how to learn grammar without memorizing grammar rules. "You have studied English many years, yet you still do not speak well. You read English but you feel nervous and frustrated when speaking. It is time for a change. I will teach you to speak English quickly, easily, and automatically using my Effortless English System (TM). I will teach you to speak with correct grammar and excellent pronunciation. You can achieve success now simply by changing the way you learn English." --A.J. Hoge

This course is for intermediate and above students who need to speak English in connection with academic work.

With stress 256 (3) Working with intonation 259 (3) Sounds and spelling 262 (1) Connected speech and fluency 263 (2) PART 7: LANGUAGE SKILLS Teaching Language Skills Skills together 265 (5) Input and output 266 (1) Integrating skills 266 (1) Language skills, language construction 267 (1) Integrating skill and language work 268 (2) Top-down and bottom-up 270 (1) Receptive skills 270 (5) A basic methodological model for teaching receptive skills 270 (2) The language issue 272 (2) Comprehension tasks 274 (1) Productive skills 275 (3) A basic methodological model for teaching productive skills 275 (1) Structuring discourse 276

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(1) Interacting with an audience 277 (1) Dealing with difficulty 277 (1) The language issue 278 (1) Projects 278 (5) Managing projects 279 (1) A webquest project 280 (3) Reading Extensive and intensive reading 283 (5) Extensive reading 283 (3) Intensive reading: the roles of the teacher 286 (1) Intensive reading: the vocabulary question 286 (1) Intensive reading: letting the students in 287 (1) Reading lesson sequences 288 (15) Examples of reading sequences 288 (15) Listening Extensive and intensive listening 303 (5) Extensive listening 303 (1) Intensive listening: using audio material 304 (2) Who controls the recorded material? 306 (1) Intensive listening: 'live' listening 306 (1) Intensive listening: the roles of the teacher 307 (1) Film and video 308 (2) Viewing techniques 308 (1) Listening (and mixed) techniques 309 (1) Listening (and film) lesson sequences 310 (9) Examples of listening sequences 310 (9) The sound of music 319 (4) Writing Literacy 323 (2) Handwriting 323 (1) Spelling 324 (1) Layout and punctuation 325 (1) Approaches to student writing 325 (6) Process and product 325 (2) Genre 327 (1) Creative writing 328 (1) Writing as a cooperative activity 328 (1) Building the writing habit 329 (1) Writing-for-learning and writing-for-writing 330 (1) The roles of the teacher 330 (1) Writing lesson sequences 331 (9) Portfolios, journals, letters 340 (3) Speaking Elements of speaking 343 (2) Different speaking events 343 (1) Conversational strategies 343 (2) Functional language, adjacency pairs and fixed phrases 345 (1) Students and speaking 345 (3) Reluctant students 345 (2) The roles of the teacher 347 (1) Classroom speaking activities 348 (5) Acting from a script 348 (1) Communication games 349 (1) Discussion 350 (1) Prepared talks 351 (1) Questionnaires 352 (1) Simulation and role-play 352 (1) Speaking lesson sequences 353 (8) Making recordings 361 (3) Getting everyone involved 362 (2) PART 8: PLANNING AND SYLLABUSES Planning Lessons The

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planning paradox 364 (3) The planning continuum 365 (1)  
Using plans in class 365 (2) Pre-planning and planning 367  
(8) Student needs 367 (1) Making the plan 368 (3) Making the  
plan formal: background elements 371 (3) Making the plan  
formal: describing procedure and materials 374 (1) Planning a  
sequence of lessons 375 (4) Projects and threads 377 (2)  
PART 9: EVALUATION Testing and Evaluation Testing and  
assessment 379 (2) Different types of testing 379 (2)  
Characteristics of a good test 381 (1) Types of test item 381  
(5) Direct and indirect test items 381 (1) Indirect test item  
types 382 (2) Direct test item types 384 (2) Writing and  
marking tests 386 (3) Writing tests 386 (1) Marking tests 387  
(2) Teaching for tests 389 (6) PART 10: LEARNER  
AUTONOMY AND TEACHER DEVELOPMENT Learner  
Autonomy: Learning to Learn Promoting autonomy 395 (1)  
Students and teachers 395 (1) Learner training, learner  
autonomy 396 (7) Thinking about learning 397 (2) Taking  
over 399 (1) Learning journals 400 (3) Forcing agency? 403  
(1) The self-access centre (SAC) 403 (4) Characteristics of a  
good self-access centre 404 (2) Evaluating self-access  
resources 406 (1) After (and outside) the course 407 (3)  
Training students to continue learning 407 (3) What Teachers  
Do Next Reflection paths 410 (4) Keeping journals 411 (1)  
Negative and positive 411 (1) Recording ourselves 412 (1)  
Professional literature 413 (1) Action research 414 (4) Action  
research cycles 414 (1) Gathering data 415 (3) Developing  
with others 418 (4) Cooperative/collaborative development  
418 (1) Peer teaching, peer observation 419 (2) Teachers'  
groups 421 (1) Teachers' associations 421 (1) The virtual  
community 422 (1) Moving outwards and sideways 422 (3)  
Learning by learning 423 (1) Supplementing teaching 423 (2)  
More training? 425 (1) Being well 425 (4) Bibliography 429 (9)  
DVD Contents and tasks 438 (4) Indexes (Subject and  
Author) 442

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Workbook: Six pages of additional practice for each Student's Book unit, including exercises for vocabulary, grammar, reading and writing; all at three levels of difficulty

Workbook: Two-page progress review after every unit with self-assessments and I can... statements

Workbook: Reference section which includes a Language focus reference, a pronunciation bank, an alphabetical Wordlist with illustrations and a phonetic chart, an Expression bank, and an Irregular verbs list

Workbook: Answer Key which can be found on the English Plus Teacher's site and on iTools

Online Practice: Allows you to assign extra grammar, vocabulary and skills-based activities for the classroom or home and track your students' progress

Online Practice: Features 250 activities per level including integrated video and audio, speak and record practice and writing practice

Online Practice: Unlimited attempts on activities and the ability to check the correct answer inspires autonomous learning

Online Practice: Set writing and speaking practice that you can mark and give one-to-one feedback on outside the classroom to free up teaching time

Online Practice: Extra tools for teachers include creating groups of students for differentiated instruction, and setting up online discussions on topics from the Student's Book

Online Practice: The access code for Online Practice is on a card with the Workbook

Are you a beginner learning English as a second language?

English for Everyone: Level 1: Beginner, Practice Book makes learning English easier. More than 700 exercises use graphics and visuals to develop English skills in speaking and pronunciation, reading, writing, vocabulary, and grammar.

Exercises may include finding the errors in sample text messages, reading comprehension questions, fill-in-the-blanks, word order games, and listening questions.

English for Everyone: Level 1: Beginner, Practice Book covers the skills and topics needed for the major global English-

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language exams, including TOEFL, and uses the same testing methods so you can practice your skills and measure your success. Use this practice book with English for Everyone: Level 1: Beginner, Course Book so you can work with the books together. Series Overview: English for Everyone series teaches all levels of English, from beginner to advanced, to speakers of English as a second language. Innovative visual learning methods introduce key language skills, grammar, and vocabulary, which are reinforced with a variety of speaking, reading, and writing exercises to make the English language easier to understand and learn.

A range of contexts with international appeal to motivate adult learners. Grammar presentations to satisfy the adult learner's 'need to know' and provide a strong foundation for communication skills. Varied speaking and listening opportunities to develop practical communication skills for use in authentic situations. Reading and writing tasks to encourage learners to reflect on meaning and express their own ideas. Review units, with dedicated 'Recycling' sections, to ensure learners stay in touch with previously acquired language. 'KnowHow' sections offering additional tools to develop pronunciation and efficient learning skills, and a 'Help Desk' feature to provide insight into issues of language usage.

First in a series of four texts for secondary school children, based on the CSF and the National Profile. Introduces year seven students to the basics of language and the complexities of constructing stories. Provides activities and projects designed to improve reading, writing and speaking skills and includes units on paragraph construction, speech preparation and summary writing.

Unique Primary English (Level 1) is especially designed for very young pupils and new learners of English in order to reach a globally competitive standard. This book will provide

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an excellent background for learners of English Language starting from the basics. It offers an excellent focus on grammar, comprehension and vocabulary, as well as reading, speaking, and elementary writing skills. Unique Primary English (Level 1) is complemented by a valuable CD, as well as an e-book version, both useful within our fast-growing technological world. The CD enhances the learning process, supporting the book, with an emphasis on pronunciation, diction, and fluency in reading and speaking. It is aimed at laying a proper foundation for learners to acquire quality English and build on it to an elevated standard. The CD is supplied by the author on request (contact publisher). The book also contains a large, varied selection of dialogue, which promotes and enhances pupils' proficiency in speaking. Pupils are encouraged to act out the scenes and also to engage in interactive tasks where they sometimes compare, draw from, and use their own experiences. Having acquired a high level of speaking, reading, and writing at an elementary level, it becomes easier to critically examine oneself and improve on the language at different levels or stages of learning. Over six hundred coloured illustrations are featured to help visualise and stimulate learning. The test exercises at the end of each chapter (which are also complemented by vivid coloured illustrations), recap selected elements within the chapters and are meant to evaluate the performance of learners after each module. This unique method, regulated in all twenty chapters of the book, is meant to assist learners in the mastery of the language in a more rapid style. It is a very useful method for improving literacy. Unique Primary English (Level 1) is aimed at contributing to the continuous development of English language at the elementary stages. It is expected to increase the learners' knowledge and ability, thereby enhancing their capability in a world where English has become one of the foremost international and official

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languages.

Collins English for Business is a new series of self-study skills books which focus on the language you really need to do business in English - wherever you are in the world. Each title includes tips on how to communicate effectively and how to communicate inter-culturally.

The first edition of English Language Skills for Engineers by Aruna Koneru is designed to enhance the English communication skills of students pursuing engineering courses. It will enable them in acquiring proficiency in all the four language skills – listening, speaking, reading and writing (LSRW). The text also provides different methods to improve vocabulary so that learners get fully equipped to face challenges of communication at workplace. This book provides a fresh approach to meet professional requirements of the use of language in a comprehensive and effective way to suit the technological and informative age. Salient Features: Ø Well-crafted application modules to guide learners through “learning by applying” process. Ø Rich Pedagogy tools - Marginalia, Check-Point, Test Your Pronunciation, Communication Skill etc. Ø Adherence to the latest AICTE model syllabus.

A four-level skills series for adults and young adults Learners can develop the skills they need to use English confidently wherever they are - at home, at work, travelling, studying or just in social situations with English-speaking friends. This edition comes without answers.

A new, exciting, and intuitive way to learn English, this comprehensive self-study course--now available in a beautifully packaged box set--is uniquely visual, engaging, and easy to follow. Combines innovative visual teaching methods with the best of DK design to make the English language easy to learn. The beginner-level box set includes Levels 1 and 2 of the course, taking you from complete

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beginner to pre-intermediate level, and covering skills such as talking about yourself, describing places, giving advice, and making suggestions. The set includes two course books and two corresponding practice books. The practice books are essential companions to the course books, offering extensive exercises to drill language skills and improve fluency. Key language skills, grammar rules, and vocabulary are presented in a clear and simple way, with attractive illustrations to put new words in context. Listening, speaking, reading, and writing exercises, backed by extensive audio and interactive digital practice, are presented in bite-sized modules, allowing you to learn at your own pace. The English for Everyone beginner-level box set makes it incredibly easy to start teaching yourself English.

Have Your Say 1 Listening and Speaking Skills and Practice is organized into eight theme-based chapters which cover a wide variety of interesting topics. The specific communicative goals in each chapter are achieved through diverse interactive communicative activities that emphasize the interdependence of listening, speaking, and pronunciation skills. Frequent collaboration in pairs and small groups motivates learners and provides them with the means for developing language proficiency and confidence in their ability to communicate.

A range of contexts with international appeal to motivate adult learners. Grammar presentations to satisfy the adult learner's 'need to know' and provide a strong foundation for communication skills. Varied speaking and listening opportunities to develop practical communication skills for use in authentic situations. Reading and writing tasks to encourage learners to reflect on meaning and express their own ideas. Review units, with dedicated 'Recycling' sections, to ensure learners stay in touch with previously acquired language. 'KnowHow' sections offering additional tools to

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develop pronunciation and efficient learning skills, and a 'Help Desk' feature to provide insight into issues of language usage.

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