

Reading Keys



Skills and strategies for effective reading

Miles Craven

Offering a flexible approach to effective reading, this three-level series provides systematic skills training to help learners become confident, independent readers.

Key benefits include:

- 16 topic-based units per level organized into 8 themes
- high-interest reading texts covering a wide variety of text-types
- additional worksheets to help develop key reading and vocabulary skills
- a 'Spotlight on Grammar' section in each unit that focuses on an area of grammar related to the text

Key components include:

- a 'Reading Rate' feature to help students track and increase their reading speed
- a **Teacher's File** with additional photocopiable activities and a **Test Generator CD-Rom**
- a **website** with additional activities, downloadable MP3 files, wordlists and web links for the topics covered



Reading Keys New Edition	Level 1	Level 2	Level 3
Student's Book	978 0230 72477 8	978 0230 72481 5	978 0230 72485 3
Teacher's File (all levels)	978 0230 72480 8		

Essential Reading



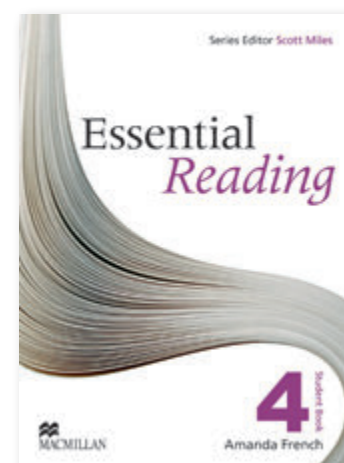
The essence of reading

Amanda French, Chris Gough, Jackie McAvo y and Scott Miles

Enabling Asian learners to become confident and fluent readers, this four-level series actively addresses the needs of both Asian learners and teachers of reading.

Key benefits include:

- 12 topic-based units per level with varied and highly motivating reading texts
- a focus on both intensive and extensive reading, with a complete short story per level
- varied activities that develop comprehension, vocabulary and reading skills
- online support, with downloadable MP3 files, providing optional listening practice at www.macmillanenglish.com/essentialreading
- additional materials, including supplementary photocopiable activities, cultural notes and a **Test Generator CD-Rom**, in the **Essential Reading Teacher's File**



Essential Reading	Level 1	Level 2	Level 3	Level 4
Student's Book	978 0230 02010 8	978 0230 02013 9	978 0230 02016 0	978 0230 02019 1
Teacher's Book (all levels)	978 0230 02024 5			

Effective Reading	Level 1	Level 2	Level 3	Level 4
Student's Book	978 0230 02914 9	978 0230 02915 6	978 0230 02916 3	978 0230 02917 0

Effective Reading, a British English edition of Essential Reading, is also available



Skillful

Skills for academic success

Series Consultant: Dorothy E. Zemach

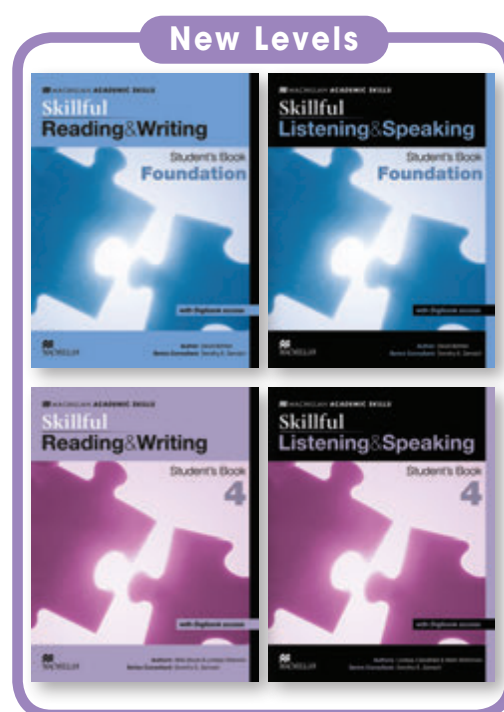
Helping students build the skills they need for success in their studies, Skillful provides **parallel listening and speaking, and reading and writing focused books** that aim to build learners' key language, thinking and study skills. The books can be used together or separately depending on the aims of your language program.

Key benefits include:

- engaging topics and texts with an academic slant that act as a vehicle for skills development and critical reflection with a 60/40 balance between developing receptive and productive skills
- a focus on critical thinking skills, such as evaluating and synthesizing information
- systematic development of practical study skills through realistic case studies and material from Stella Cottrell, author of *The Study Skills Handbook*
- the new Foundation level helps lower level learners smoothly make the transition to studying English in more academic contexts

Course components include:

- separate Reading and Writing, and Listening and Speaking focused **Student's Book** at each level
- **Teacher's Guides** providing support for critical thinking tasks, background information on topics, a consolidated answer key, recording scripts, additional, photocopiable language support and mark sheets
- **Digibooks** of the Student's Book and Teacher's Guide provide extra interactive features



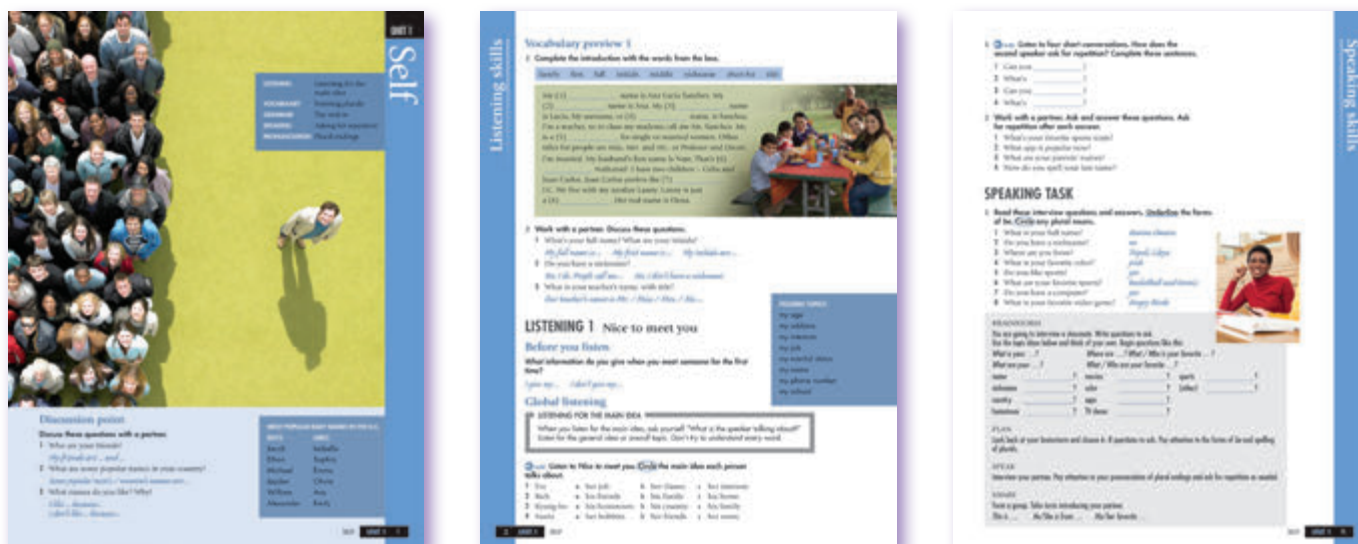
Resource site



- Course approach
- Sample units

www.macmillanskillful.com

Skillful	Foundation Level	Level 1	Level 2	Level 3	Level 4
Reading & Writing					
Student's Book + Digibook Pack	978 0230 44344 0	978 0230 43192 8	978 0230 43194 2	978 0230 43196 6	978 0230 43198 0
Teacher's Guide + Digibook Pack	978 0230 44386 0	978 0230 42981 9	978 0230 42992 5	978 0230 43003 7	978 0230 43014 3
Listening & Speaking					
Student's Book + Digibook + Audio CD Pack	978 0230 44343 3	978 0230 43191 1	978 0230 43193 5	978 0230 43195 9	978 0230 43197 3
Teacher's Guide + Digibook + Audio CD Pack	978 0230 44385 3	978 0230 42980 2	978 0230 42991 8	978 0230 43002 0	978 0230 43013 6



Reduced pages from **Listening and Speaking Student's Book Foundation**

Skillful Digibooks

The Skillful Digibooks are accessed by a code at the back of the Student's Books / Teacher's Guides and can be used online or offline once installed.

The Student's Digibook provides a page-faithful digital version of the Student's Book including embedded audio files and links to the Skillful Practice area. This provides learners with extra interactive activities directly related to their course, including vocabulary, grammar, skills and exam-style practice for TOEFL® and IELTS, as well as supplementary video content, all of which is linked into a markbook.

The Teacher's Digibook acts as a classroom presentation tool with zoom features and embedded audio and also contains various editable tests and photocopiable video worksheets. The Teacher's Skillful Practice area allows teachers to group students into classes to allocate extra practice activities and access their markbooks.



Study Skills

Skillful provides a strong focus on study skills and also important life skills such as time management, organization and preparation, while building confidence for independent learning.

In order to successfully implement these skills, at the end of every unit there is a dedicated study skills task. Every other unit comes with a case study about a student, and the reader is asked to reflect on and think critically about whether that student has been successful or not.





Macmillan Writing Series



Helping students make the grade

Systematically supporting the development of students' writing from the basics of writing sentences to advanced level academic writing, the new edition of this popular series now includes a new level on writing research papers. The new edition maintains the tried and tested process approach to developing students' writing that has proved so popular with teachers, guiding students at each level to develop their writing skills, making them confident, creative and competent writers.

“ Message from the Author ”

This practical series takes students of all levels through the writing process: brainstorming, organizing ideas, drafting, editing and revising, and publishing. Students at the lower levels focus on accuracy in forming sentences, organizing paragraphs, and including appropriate language. At the upper levels, students focus on different academic genres, developing their ideas in a variety of ways, and incorporating outside information to support their original ideas. The new edition retains the classroom-proven scaffolded activities, with updated topics and information, and introduces the newest level, Research Paper Writing, which guides students from finding and evaluating outside sources through to incorporating paraphrases and quotations in their papers.



Dorothy E. Zemach

Writing Sentences

Beginner to high beginner

Dorothy E. Zemach

Writing Sentences introduces students to the most common and useful structures in basic written English.

Key benefits include:

- clear explanations and carefully guided practice of the most common sentence patterns in English
- practice with common punctuation and spelling rules
- thematically related vocabulary to enable students to express themselves on interesting and relevant topics
- an engaging writing activity at the end of each unit

New Edition



Writing Paragraphs

Low intermediate

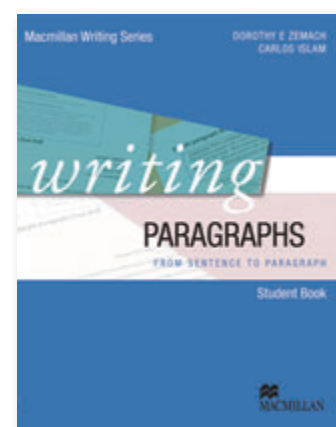
Dorothy E. Zemach and Carlos Islam

Writing Paragraphs takes students from sentence formation to paragraph writing and introduces them to self and peer evaluation.

Key benefits include:

- support to help with brainstorming, organising ideas, writing topic sentences and supporting ideas
- language support to help with vocabulary, grammar and punctuation
- guidance on reviewing their own and classmates' writing
- structured, graded writing assignments at the end of each unit

New Edition



Writing Essays

Intermediate

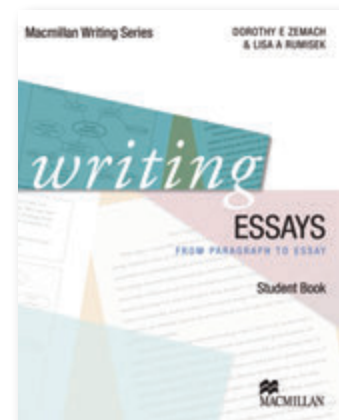
Dorothy E. Zemach and Lisa A. Rumisek

Writing Essays reviews the foundations of the writing process and prepares students for writing in an academic environment.

Key benefits include:

- a review of the various paragraph types that are used in written assignments
- practice on how to generate ideas, organise material, draft, review and revise written work
- models and guided practice to help master essay writing
- structured writing assignments in every unit

New Edition



Writing Research Papers

High intermediate to advanced

Dorothy E. Zemach, Daniel Broudy and Chris Valvona

Writing Research Papers introduces students to higher level academic writing and guides them through the process of writing an academic paper.

Key benefits include:

- revision and extension of the typical parts and format of essays
- a clear introduction to choosing and researching topics
- step-by-step practice on the drafting process, using academic language and presenting research
- special sections on citing references and avoiding plagiarism



Teacher's Guide

The Macmillan Writing Series **Teacher's Guide** covers all four levels in one volume.

Key benefits include:

- step-by-step Teacher's notes with activities for additional skills practice and a full answer key
- suggestions for extension activities and photocopiable peer review forms in the final three books



New Edition	Writing sentences	Writing Paragraphs	Writing Essays	Writing Research Papers	Teacher's Guide (All levels)
	978 0230 41591 1	978 0230 41593 5	978 0230 41592 8	978 0230 42194 3	978 0230 41544 7
Original Edition	Sentence writing	Paragraph writing	College writing	Academic Writing (British English)	Writing in Paragraphs (British English)
Student Book	978 0230 71694 0	978 1405 05845 2	978 0333 98853 4	978 1405 08606 6	978 1405 09586 0
Teacher's Guide	978 0230 71695 7	978 1405 05846 9	978 0333 98854 1		

Speaking of Speech



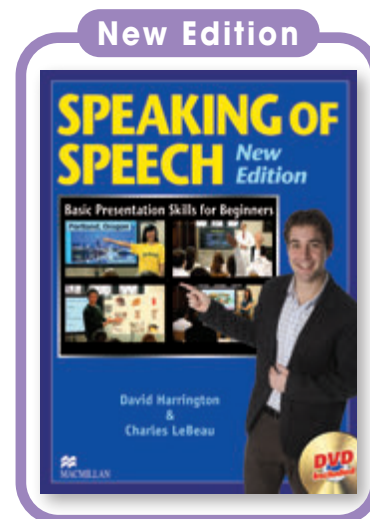
Basic presentation skills for beginners

David Harrington and Charles LeBeau

Helping students make quick, visible improvements and gain confidence, this course follows a step-by-step approach to making speeches and giving presentations.

Key benefits include:

- a clear six-step approach systematically building learners' skills
- a **Student DVD** featuring eight model speeches
- advice on creating slides and doing presentations using computer presentation software
- a variety of activity-based tasks keeping students involved
- a **Teacher's Guide Pack** containing **Teacher's Guide** plus audio CD



Speaking of Speech	
Student Book + Student DVD Pack	978 0230 72601 7
Teacher's Guide + Audio CD Pack	978 0230 72602 4

Learning to Listen



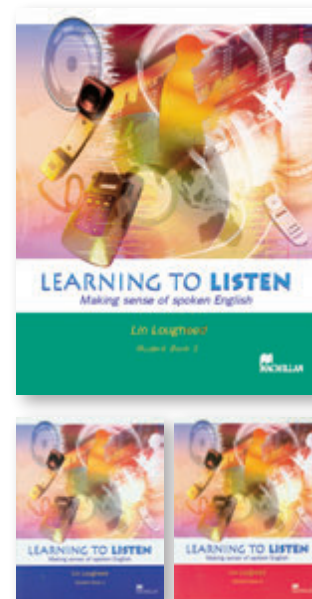
Making sense of spoken English

Lin Lougheed

Helping learners make sense of spoken English, this flexible three-level course is packed with engaging topics, striking personalities and dynamic listening sources.

Key benefits include:

- opportunities to help students enjoy the richness and variety of spoken English
- interesting, active macro and micro listening activities, training learners to listen appropriately and understand correctly
- varied delivery methods reflecting everyday language, including conversations, anecdotes, recorded messages, ads and announcements
- personalized 'Your Turn' sections, encouraging learners to bring their own experiences into the listening tasks
- helpful 'Test Yourself' sections provide useful practice for exams such as TOEIC®



Learning to Listen 1 TOEIC® 300-400

Learning to Listen 2 TOEIC® 400-500

Learning to Listen 3 TOEIC® 500-600

Learning to Listen	Level 1	Level 2	Level 3
Student's Book	978 0333 98885 5	978 0333 98888 6	978 0333 98891 6
Teacher's Guide	978 0333 98886 2	978 0333 98889 3	978 0333 98892 3
Audio CD	978 1405 01039 9	978 1405 01040 5	978 1405 01041 2

Communicate

Developing listening and speaking skills

Kate Pickering

Helping students build their communicative skills in English, this two-level series focuses on the functional language students will need to communicate in everyday situations and prepares them to use English effectively in their studies, social life and working life.

Key benefits include:

- topic-based units focusing on everyday situations which develop students' listening and speaking skills and end in a communicative 'Final task'
- video materials providing rich cultural input and helping bring the language to life
- 'Prepare to' sections prepare students to do projects, give their opinions, take part in a debate and describe photos
- the **Teacher's DVD-Rom** includes videos, teacher's notes, tests and extra photocopyable worksheets



12 Young workers

Phrase bank

responsibility
authority
team member
owner
leader
spending money
save up for

part-time job
night shifts
Saturday job
holiday job
cash-in-hand
National Insurance
contributions
tax

Culture

In the USA and Britain, it's common for teenagers and university students to have a part-time job. Most work for spending money, or because they want to save up for a big purchase like a computer or a motorbike.

Vocabulary: jobs

1 Read word pairs 1-3. What is the difference between them?

- boss / colleague
- employer / employee
- full-time work / part-time work

2 In pairs, discuss questions 1-4

- Do you have a job?
- Do you know any people of your age who work?
- What type of jobs do they do?
- What's the minimum age you have to be to work in your country?

3 Read definitions 1-9. Match them to words and expressions in the Phrase bank.

- a job you do one day a week, at the weekend
- payment in notes and coins without any deductions
- deductions from their income for pensions and state benefits, etc.
- a job you do for a few hours each day
- money deducted by the government to pay for services such as education and roads
- a job in which the working hours are anti-social
- a job done during school or university vacations
- money to use whenever you want
- accumulate money in order to buy something

4 Listen to information about young people working in Britain. Are the statements true or false?

- Young people can start work at the age of 14.
- There are different rules for younger teenagers.
- Young people cannot work in shops.
- Teenage workers are not obliged to pay taxes.

Speaking: pay and conditions

1 Read the jobs in the Phrase bank. Which ones are common jobs for young people in your country?

2 Listen to four young workers. Find their photos and write the jobs they do.

Name: Ali Job: shop assistant Name: Lee Job: ski instructor Name: Henry Job: newspaper boy Name: Michelle Job: shelf stacker

3 Listen again. What do the workers like and dislike about their jobs?

4 Work in pairs to discuss one of the jobs from the box below. Decide who is Student A and Student B, then read your roles. Change roles and repeat.

Student A

You are working in one of the jobs in the box.

Student B

Read the questions below. Add one more. Interview your partner.

- What's your name?
- How old are you?
- What's your job?
- Tell me about the hours you work.
- What do you like about your job?
- What do you dislike about it?

assistant in a shoe shop babysitter kitchen worker in a café
assistant in a hairdresser's football coach for a children's team pizza delivery

Phrase bank

shop assistant
ski instructor
newspaper boy
shelf stacker
barman/barwoman
fast food attendant
pizza delivery person
church assistant
waiter

Language note

holiday job vacation work
To talk about our week, we say:
I'm a shop assistant.
I'm a shop assistant.

Pronunciation

Easily confused sounds

a Which of the words in bold has the /tʃ/ sound and which has the /ʃ/ sound?

I work round and deliver newspapers.
I sometimes work there at weekends.

b Listen to and say the words. Write them under the correct heading.

barbecue bar bar
less more short
bit water word

word /tʃ/ word /ʃ/

Reduced pages from **Communicate Level 1**

Communicate	Level 1	Level 2
Coursebook Pack *	978 0230 44018 0	978 0230 44034 0
Coursebook	978 0230 44017 3	978 0230 44035 7

*Coursebook Pack contains Coursebook, Audio CD and DVD