



Skillful

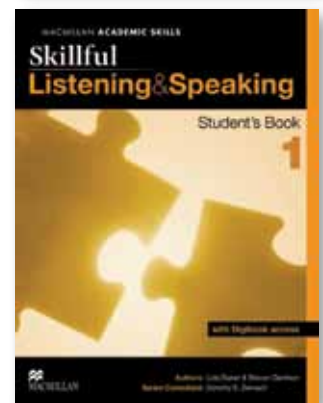
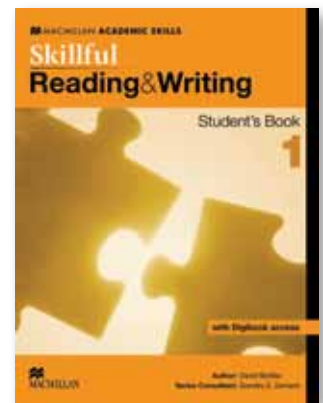
Skills for academic success

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 are designed to be used together or separately depending on the aims of your language program.



New



Key benefits include:

- engaging topics and texts with an academic slant that act as a vehicle for skills development and critical reflection
- manageable length units 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*

Course components include:

- separate Reading and Writing, and Listening and Speaking focused **Student Books** at each level
- **Teacher's Guides** with information for teachers to help support critical thinking tasks, background information on topics, a consolidated answer key, recording scripts, additional photocopiable useful language support and mark sheets

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.

Skillful	Level 1	Level 2	Level 3
Reading and Writing			
Student's Book + Digibook Pack	978 0230 43192 8	978 0230 42988 8	978 0230 43196 6
Teacher's Guide + Digibook Pack	978 0230 42980 2	978 0230 42992 5	978 0230 43003 7
Listening and Speaking			
Student's Book + Digibook + Audio CD Pack	978 0230 43191 1	978 0230 43193 5	978 0230 43195 9
Teacher's Guide + Digibook + Audio CD Pack	978 0230 42981 9	978 0230 42991 8	978 0230 43002 0

Home

Discussion point
Discuss these questions with a partner.
1 Look at the picture. Describe the house.
(Use the vocabulary.)
2 Describe your ideal home. Think about what you dreamt of when you were a child.
(Use the adjectives.)
3 Do you prefer living in a small house? Why?
(Compare your ideal house.)

Vocabulary
 1. **Location**
 2. **Style**
 3. **Features**
 4. **Materials**
 5. **Decorations**
 6. **Lighting**
 7. **Orientation**
 8. **Views**
 9. **Neighborhood**
 10. **Security**
 11. **Accessibility**
 12. **Energy efficiency**
 13. **Smart home**
 14. **Green building**
 15. **Biophilic design**
 16. **Open-plan living**
 17. **Walkability**
 18. **Transit-oriented development**
 19. **Smart infrastructure**
 20. **Green roofs**
 21. **Water-saving fixtures**
 22. **Energy-efficient appliances**
 23. **Low-carbon footprint**
 24. **Smart meters**
 25. **Green walls**
 26. **Permeable paving**
 27. **Smart parking**
 28. **Green corridors**
 29. **Smart grids**
 30. **Green buildings**
 31. **Smart cities**
 32. **Green infrastructure**
 33. **Smart mobility**
 34. **Green spaces**
 35. **Smart infrastructure**
 36. **Green buildings**
 37. **Smart cities**
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 42. **Green buildings**
 43. **Smart cities**
 44. **Green infrastructure**
 45. **Smart mobility**
 46. **Green spaces**
 47. **Smart infrastructure**
 48. **Green buildings**
 49. **Smart cities**
 50. **Green infrastructure**

Listening Skills

Vocabulary preview
1 Read these sentences. Circle the correct meaning of the words in bold.
1 You finished off living in my own apartment and lots of things.
a) apartment b) preference or had power
2 We have always lived with all-of-one neighbors in our houses.
a) apartment b) special things or possessions
3 The kitchen in my company is so small, I can't even stand.
a) small b) money or debt
4 The most of time is not, and I'm...
a) new and old b) new and continuing
5 All of our extended family members come to our house at least once a year.
a) year-round holiday b) year-rounds, usually only in
6 Members of the older generation often live in their own houses in old cities.
a) people from the same country b) people from around the same time
7 My house has been in my family for over 100 years.
a) family of your husband or wife b) people you work with
8 The cost of living is usually higher in urban areas.
a) more and more b) the economy
9 Work with a partner. Which of the sentences are true for you?

Before you listen
Can you guess what a multi-generational home is? How many generations are there in your home? Discuss with a partner.
What are the advantages and disadvantages of multi-generational homes?
What are the challenges of multi-generational homes?
What are the benefits of multi-generational homes?
What are the costs of multi-generational homes?
What are the risks of multi-generational homes?
What are the opportunities of multi-generational homes?
What are the threats of multi-generational homes?
What are the strengths of multi-generational homes?
What are the weaknesses of multi-generational homes?
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What are the threats of multi-generational homes?
What are the strengths of multi-generational homes?
What are the weaknesses of multi-generational homes?

Global listening
1 Listen to Multi-generational homes and check ✓/✗ the five topics the speaker talks about.
1 ✓/✗ Homes in traditional cultures
2 ✓/✗ The increasing of multi-generational homes
3 ✓/✗ Economic and social changes
4 ✓/✗ Family and community ties
5 ✓/✗ Home prices in the future

Clear listening
1 Listen again and check ✓/✗ the correct words in bold.
1 Multi-generational homes are common, but common by some cultures.
2 People living with their extended families in cities are an example of a multi-generational home.
3 Young adults often leave their homes because they do not want to remain attached to their own ones.
4 Healthcare costs for the elderly are getting higher, so more expensive.
5 The globalized world makes it easier / more difficult for people to find a sense of home.
6 According to the World Bank, in developing countries, housing and urban infrastructure is a challenge.
7 Listen to the audio. In each city, describe the housing, planning, and urban infrastructure challenges.
8 Listen again and check ✓/✗ the signal for each special term.
9 Listen and complete these sentences about multi-generational homes.
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Developing critical thinking
1 Discuss these questions in a group.
2 What are the advantages and disadvantages of multi-generational homes? Think about the things in the box on the right.
3 "Young men" describe the feelings people have when their children move out of their homes. Do you share these feelings or positive feelings or mixed? Use the words in the box on the right.
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Speaking Skills

Speaking skill
NAMING AND RESPONDING TO SUGGESTIONS
When people work together, they often make suggestions to do something or change something.
Making suggestions
I suggest we put the table over to the back room.
Maybe you could try this one strategy?
Why don't you try out the strategy?
Let's do it this way.
How about moving the table to the corner?
What about putting the table over to the backroom?
Accepting suggestions
OK, that is a good idea.
Yes, I can help with that.
Denying suggestions
I think it might be better to put it there because there is more space.
I think I would rather buy that one over to the other.
1 Listen and write the suggestions used to make a suggestion. Then listen again and check ✓/✗ the suggestions which are accepted.
2 Practice making and accepting / rejecting the suggestions in exercise 1.
3 Role play with a partner. Take turns making and accepting / rejecting these suggestions about how to improve your home.
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Speaking task
Read this conversation. Notice the expressions used to make and respond to suggestions. Circle the quantities. Underline final comments followed by initial remarks.
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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

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

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.

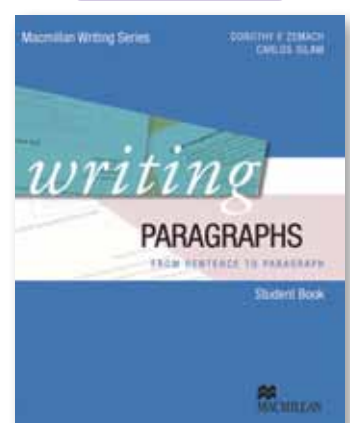
Key benefits include:

- 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



New Edition



Writing Essays

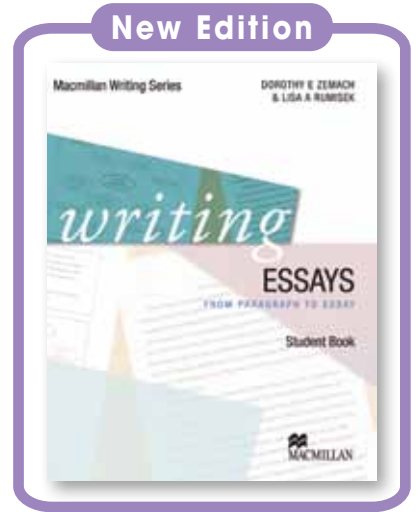
Intermediate

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



Writing Research Papers

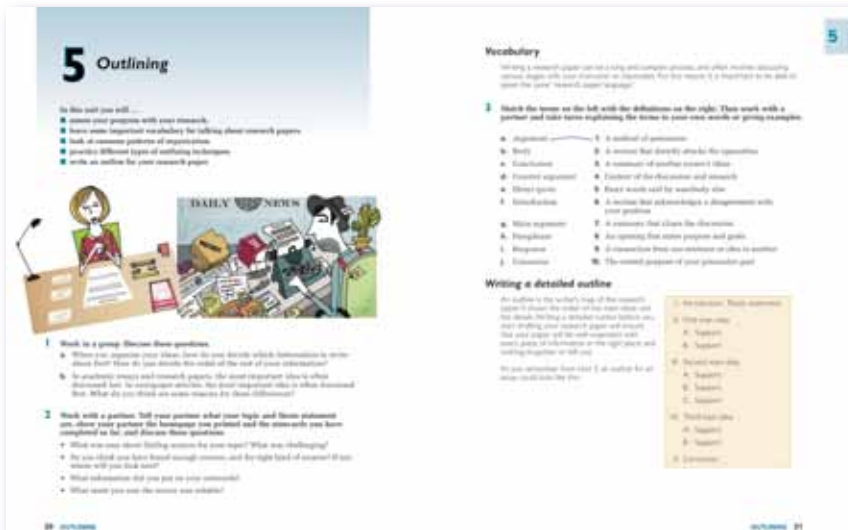
High intermediate - advanced

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



Reduced pages from **Writing Research Papers**

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 photocopyable peer review forms in the final three books



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



Reading Keys



Skills and strategies for effective reading

Miles Craven

Offering a flexible approach to effective reading, the new edition of this successful three-level reading 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
- plenty of support to aid student comprehension
- additional worksheets to help develop key reading and vocabulary skills

Key features of the new edition include:

- longer and more challenging reading texts at levels 2 and 3
- a 'Spotlight on Grammar' section in each unit that focuses on a area of grammar related to the text
- a 'Reading Rate' feature to help students track and increase their reading speed
- 'Extension' sections at the end of each theme that review the key grammar and vocabulary, and provide exam-style practice
- an 'Extensive Reading' section at the back to provide opportunities for learners to read longer texts and encourage them to read for pleasure
- an expanded **Teacher's File** covering all levels with additional photocopyable activities and a **Test Generator CD-Rom**
- a **website** with additional activities, downloadable MP3 files, wordlists and web links for the topics covered



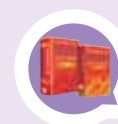
Level Guide	Length of main unit texts	Length of extensive reading texts
Level 1 High beginner - Low Intermediate	300 words	1,000 words
Level 2 Low Intermediate - Intermediate	450 words	1,500 words
Level 3 Intermediate - High Intermediate	600 words	2,000 words

Reading Keys New Edition is a good series for teaching and learning reading. It is full of authentic texts on interesting themes and topics. It also provides study tips on how to practise reading skills as well as vocabulary. Different activities provided in the book will help students to gain confidence, ability and fluency in reading.

**Surai Pongtongcharoen,
Professor,
Srinakarinwirot University,
Thailand**

PowerPoint® presentations for use in class containing visuals and audio from the Student Book, audio scripts and answers to all exercises. Sample unit available on the course website, see link below. Please contact your local Macmillan representative for more information.

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		



Perfect Companions

Essential Reading



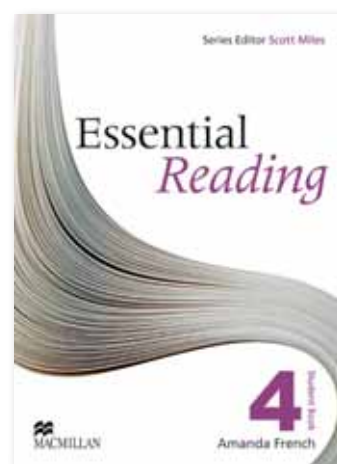
The essence of reading

Amanda French, Chris Gough, Jackie McAvooy and Scott Miles

Enabling Asian learners to become confident and fluent readers, this four-level series, taking students from beginner to upper-intermediate level, draws on research into what good readers do and actively addresses the needs of both Asian learners and teachers of reading.

Key benefits include:

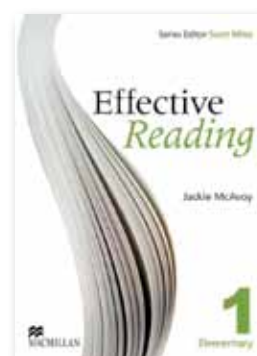
- 12 topic-based units per level that feature varied and highly-motivating reading texts
- a focus on both intensive and extensive reading, with a complete short story per level
- varied activities that develop comprehension, vocabulary and reading skills
- review pages for each unit enabling ongoing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



These books are great for EFL learners at college or university level. They include a variety of articles which most learners would find interesting to read, and follow-up activities which focus on speaking, vocabulary, grammar and comprehension.

*Jyi-yeon Yi,
Professor of English Education,
Chongshin University,
South Korea*

PowerPoint® presentations for use in class containing visuals and audio from the Student Book, audio scripts and answers to all exercises. Sample unit available on the course website, see link below. Please contact your local Macmillan representative for more information.



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

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



Perfect Companions



Speaking of Speech



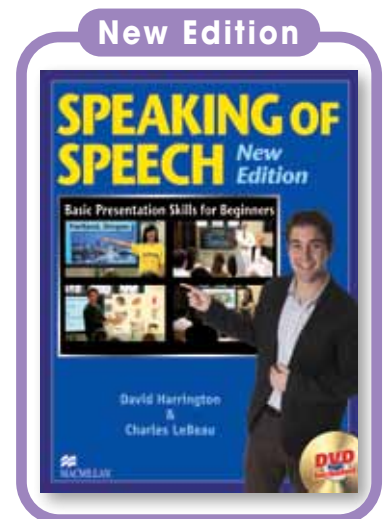
Basic presentation skills for beginners

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 builds 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 keep 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



Perfect Companions

Learning to Listen



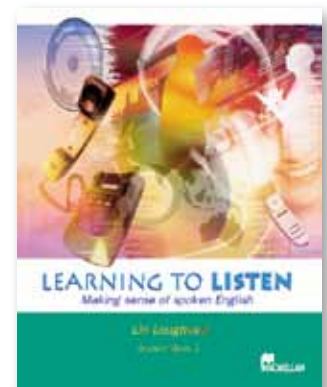
Making sense of spoken English

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



Perfect Companions

Communicate

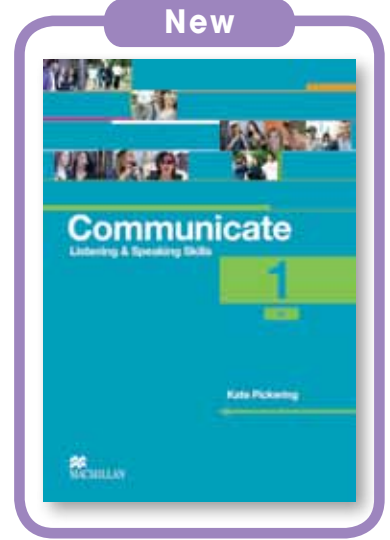
Developing listening and speaking skills

Kate Pickering

Helping students to 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 provide rich cultural input and help 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 photocopiable worksheets



12 Young workers

Phrase bank

responsibility
authority
team member
owner
water
spending money
come up for

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

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?

1 boss / colleague
2 employer / employee
3 full-time work / part-time work

2 In pairs, discuss questions 1-4

1 Do you have a job?
2 Do you know any people of your age who work?
3 What type of jobs do they do?
4 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.

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

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

1 Young people can start work at the age of 14.
2 There are different rules for younger teenagers.
3 Young people cannot work in shops.
4 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: Michael Name: Lucy Name: Henry Name: Heidi
Job: _____ Job: _____ Job: _____ Job: _____

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. Ask 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?

Reduced pages from **Communicate Level 1**

	Level 1	Level 2
Communicate 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