

English Language Teaching

for Adult Learners



CATALOGUE 2016



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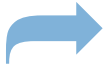
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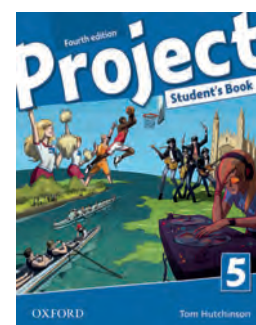
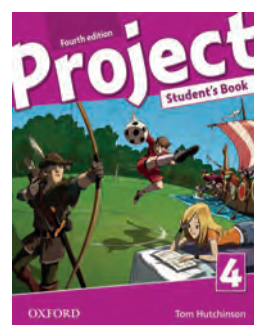
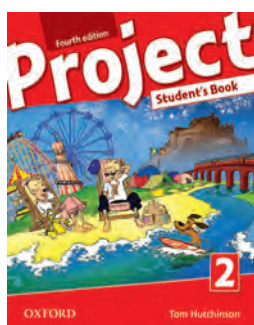
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TOM HUTCHINSON

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- Test Builders allow you to create your own tests with just a few clicks.

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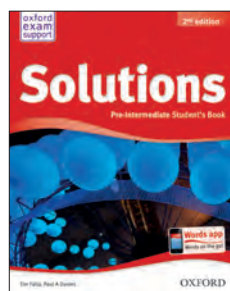
- Encourages your students to read for pleasure and exposes them to a wider vocabulary.
- Includes classic stories such as *Aladdin*, *The Pied Piper of Hamelin* and *Perseus*, with comprehension exercises to help your students get the most out of each text.
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TIM FALLA AND PAUL A DAVIES

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one focus*

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American English File

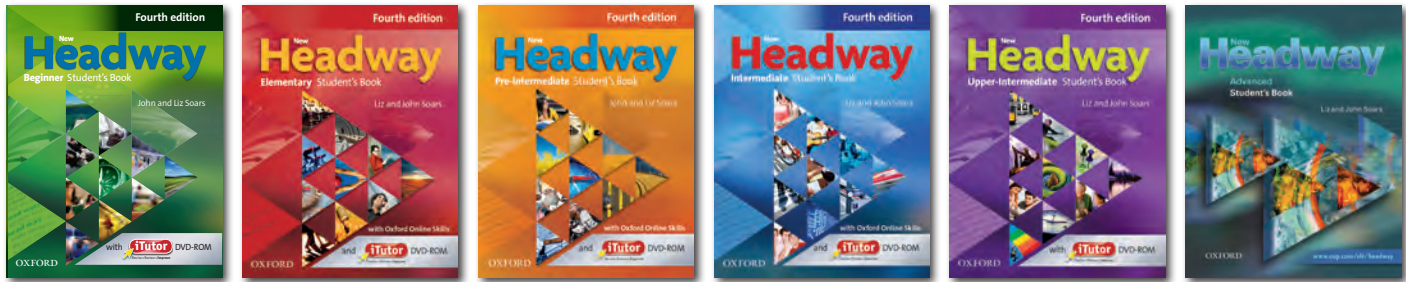
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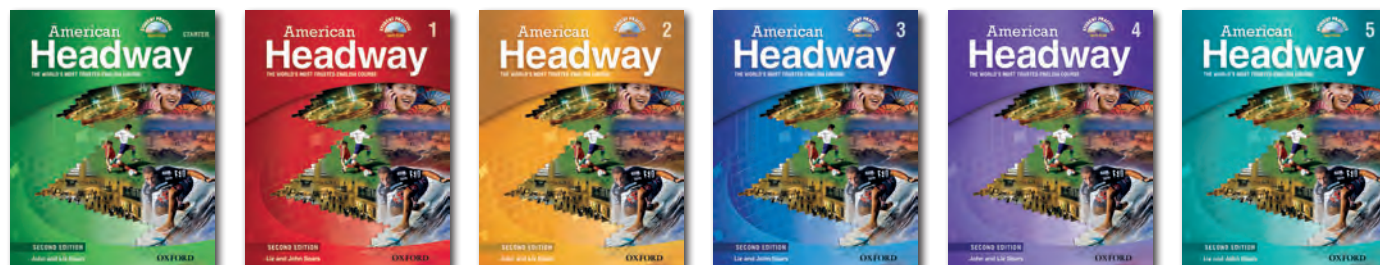
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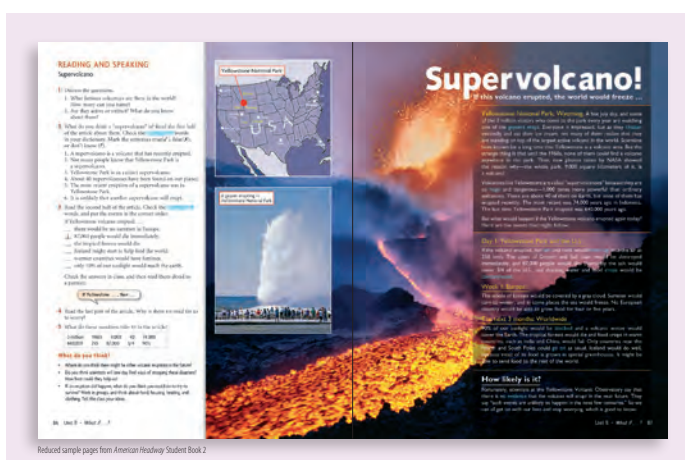
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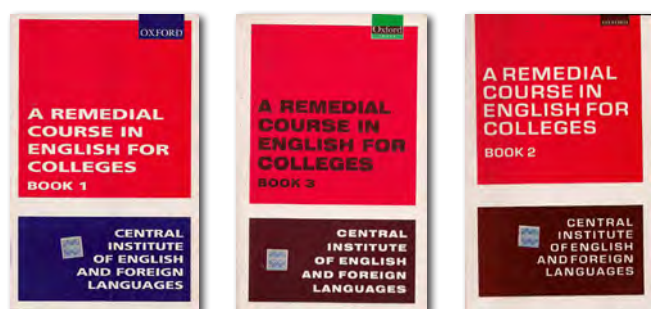
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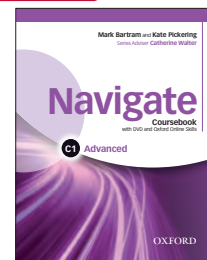
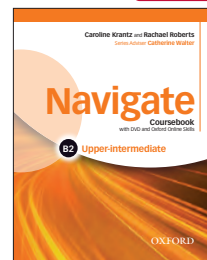
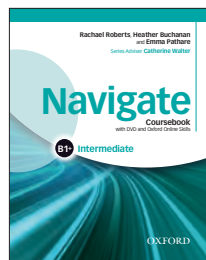
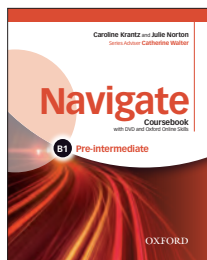
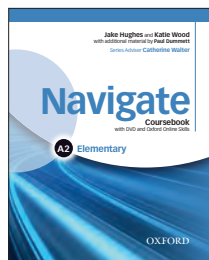
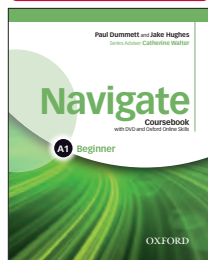
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4.3 Vocabulary and skills development

GOALS ■ Understand connected speech (1) ■ Understand and use get

Listening & Reading understanding connected speech (1)

1a Are there any changes you would like to make to your lifestyle? Look at the list and put a tick ✓ next to the things you would like to do and a cross ✗ next to those you wouldn't.

- read more books
- climb a famous mountain
- write a novel
- cycle more
- learn two new words a day in your first language
- use Facebook/Twitter less
- eat less sugar
- give up eating meat
- do more kind things for other people
- watch less television
- learn a new language

b Compare your answers with a partner. What is stopping you from doing the things you ticked?

2 Read about an idea called 'the 30-day challenge' and answer the questions.

- Why did Matt Cutts decide to do the 30-day challenge?
- Which of the things in exercise 1a he does?
- What did he learn about himself?

Do something new for 30 days

A few years ago, Matt Cutts, a top manager at Google, thought his life wasn't moving forward. So he started to set himself 30-day challenges. The idea was simple: think of something you want to add to your life – or to give up – and try it every day for 30 days.

He began with small projects like cycling to work, not watching TV and giving up sugar. Then he moved onto harder ones, like writing a novel in 30 days. He learned that if you do something for 30 days it can become a habit. If you stop doing something for 30 days, you can break the habit. As he did harder challenges, he got more confident. He learned that if he really really wanted to do something, he could. After doing the challenges for a few months, he had enough confidence to climb Mount Kilimanjaro, the highest mountain in Africa. Matt gave an online talk about how the challenges changed his life. More than five million people around the world have watched his talk and the 30-day challenge quickly became very popular.

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3a **00** Read and listen to the information in the Unlock the code box about connected speech.

UNLOCK THE CODE understanding connected speech (1)

When a word ends with a vowel sound and the next word begins with a vowel sound, we sometimes add a /j/ sound or a /w/ sound to link the words.

get /dʒet/ the challenge /ðiˈtʃælɪndʒ/ agree /əˈɡreɪ/

3b **00** Read aloud these phrases which have an extra /w/ sound. Listen and check your answers.

quarter /kwɔːtə/ We're going to /w/ get soon. So /sə/ I am I.

Who /huː/ are you? Go /gə/ inside. Do /də/ now.

3c **00** Read aloud these phrases, which have an extra /j/ sound. Listen and check your answers.

me /miː/ and you she /ʃeɪ/ eats a lot the /ði/ easy way

three /θriː/ check we /wiː/ aren't ready be /biː/ K.

Vocabulary & Speaking get

7 Look at these sentences from Mia and Dino's conversation. What does get mean in each sentence?

- I'm going to walk to work, not get a bus.
- We're going to get a vegetarian cookbook to help us.

8 Read the information in the Vocabulary focus box about get.

VOCABULARY FOCUS get

Get is a very common word in English. It has several meanings:

- When we use get before a noun, it usually means 'receive', 'buy', 'obtain', 'catch', or something similar.
- When we use get before an adjective (e.g. cold) or a past participle (e.g. married), it means 'become'.
- We don't often use get in very formal written English.

9a Match sentences 1–6 with the different meanings of get a-e.

- How many emails do you usually get every day?
- When did you get your first job?
- Did you get a bus here today?
- What time do you get home after class?
- What does your best friend get anxious about?
- Where did you get your phone?

a arrive (at)
b become
c receive
d buy
e obtain
f catch

b Work with a partner and ask each other the questions in exercise 9a.

c Match each phrase in the box to one of the meanings of get in exercise 9a.

get a present get engaged get home late get angry
get cold get a text get the bus get some bread
get enough sleep get a taxi

10 Complete the sentences using the phrases in the box.

get a new pair getting got one gets there get some
get (x2) gets her some get the bus

- His wife really likes flowers, so he _____ every weekend.
- My shoes are really old, so I'm going to _____ on Saturday.
- Summer's coming! The days are _____ warmer.
- There's a train strike, so let's _____ instead.
- We have to post her birthday card today so it _____ tomorrow.
- There's no milk in the fridge. Can you _____ on your way home from work?
- I'm very sorry I broke your vase. Please don't _____ angry because I can't _____ you a new one.
- I applied for five jobs and finally I _____!

11 **005** Work with a partner. Which of the following would you like to do? How are you going to achieve them?

- get fit
- get a new job
- get up earlier and study
- get married
- get home from work earlier
- get a new car

A I'd like to get fit.
B How are you going to get fit?
A I'm going to go to the gym three times a week.

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Improve Your Writing

(Revised First Edition)

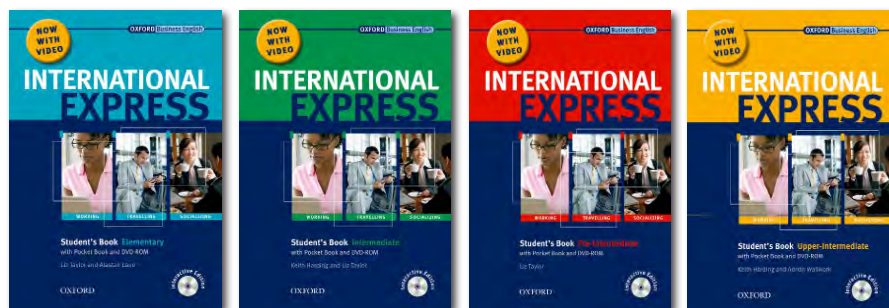
V.N. ARORA & LAKSHMI CHANDRA

Improve Your Writing marks a break from the conventional ways of learning and teaching written English. Instead of laying emphasis on the correctness of the language—which it takes for granted—it highlights the principles that make a piece of writing effective.

ISBN	Title	INR
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ADULT LEARNER'S COURSES



*Linking
life and
work*

International Express

Interactive Edition

ELEMENTARY TO UPPER-INTERMEDIATE (A2–B2)

LIZ TAYLOR, ALASTAIR LANE, KEITH HARDING AND ADRIAN WALLWORK

This course combines general English with business situations, giving students the social and functional English they need to work, travel, and socialize.

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The balance of general and business English is suitable for those who need to interact in a variety of situations both in and out of the workplace.

The NEW video footage on the Student's DVD-ROM and Teacher's DVD brings the outside world into the classroom, and provides additional speaking and listening practice.

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9780194568135	International Express Interactive Edition Elementary: Workbook and Student's Audio CD	225
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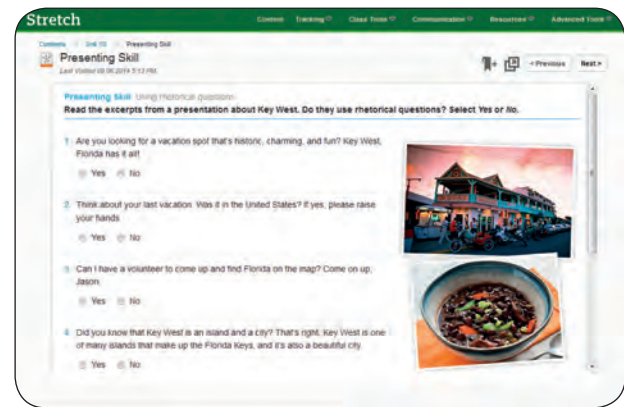
digital at a glance

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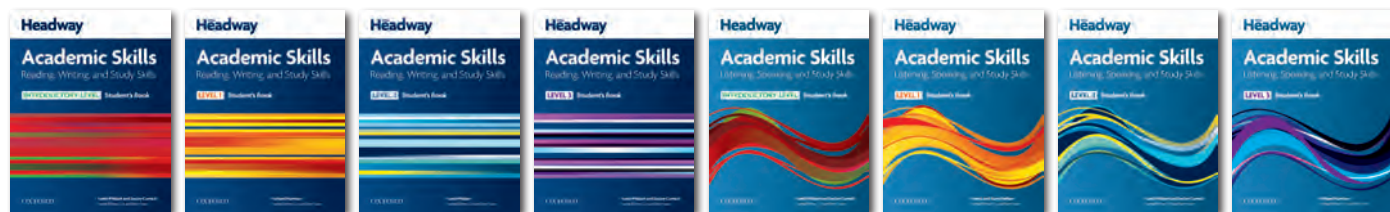
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Starter DVD		
9780194603430	Stretch DVD	700



Headway Academic Skills

LOWER-ELEMENTARY TO UPPER-INTERMEDIATE (A1–B2)

SARAH PHILPOT, LESLEY CURNICK, EMMA PATHARE, GARY PATHARE AND RICHARD HARRISON

This four-level paired skills course gives Higher Education students everything they need for academic success. It can be used on its own or alongside a general English coursebook.

- Develops the specific skills required for academic reading, writing, listening and speaking through a wide range of topics and tasks relevant to Higher Education.
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- Provides freer tasks that encourage learner independence.
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- Adaptable mid-course and end-of-course tests with audio for student assessment in both pdf and Word formats for individual class needs.

*Your bridge to
academic success*

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9780194741729	Headway Academic Skills Intro: Listening, Speaking and Study Skills Student's Book with Online Practice	395
9780194741934	Headway Academic Skills Intro: Listening, Speaking and Study Skills Teacher's Guide Pack	495
9780194741941	Headway Academic Skills Intro: Reading, Writing and Study Skills Teacher's Guide Pack	495
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9780194741903	Headway Academic Skills 1: Listening, Speaking and Study Skills Class CDs (2)	495
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Level 3		
9780194741583	Headway Academic Skills 3: Listening, Speaking and Study Skills Student's Book	295

Content-rich topics related to academic study

4 Where we work

READING SKILLS: Finding important words • Scanning
WRITING SKILLS: Linking ideas (2)
RESEARCH SKILLS: Using a search engine
VOCABULARY DEVELOPMENT: Recording vocabulary (2)

READING Where do they work?

1. Work in small groups. Answer the questions.

1. Do you work a. in the library? b. at home? c. in the cafeteria?
2. Do you work a. alone? b. with a friend? c. with a group of friends?
3. Do you work a. in a dance? b. with music? c. with the TV?

2. **Read and listen.** Read the sentences. Underline the important words.

1. 'What does he do?' asked at the library.
2. What is her job?
3. He studies engineering.
4. They work in a big office.
5. Where does she work?

Check your answers with a partner.

3. Read the title of the text on page 23. Is it about:
a. work? b. study? c. free time?

4. Read paragraph 1 of the text and look at the photos below. Which photo (a, b, or c) does the text describe?

STUDY SKILL: Finding important words

Read the important words in texts and questions (usually question words, nouns, adjectives, and verbs). This helps you find the information you need. For example:

- The question word where tells you to look for a place.
- The question word who tells you to look for a person.

22 Unit 4 • Where we work

Reduced sample page from *Reading, Writing, and Study Skills* Introductory Student's Book

ISBN	Title	INR
9780194741675	Headway Academic Skills 3: Listening, Speaking and Study Skills Teacher's Book Pack	395
9780194741927	Headway Academic Skills 3: Listening, Speaking and Study Skills Class CDs (3)	545
9780194741613	Headway Academic Skills 3: Reading, Writing and Study Skills Student's Book	295
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“It incorporates such a wide range of important skills that are often missing from EAP books.”

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NEW

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A course in English for Academic Purposes

INTERMEDIATE TO ADVANCED (B1+–C1)

EDWARD DE CHAZAL, SAM McCARTER, LOUIS ROGERS AND JULIE MOORE

Oxford EAP develops the essential skills and academic language for learners who are preparing to study in English at university level, from foundation courses to postgraduate research.

With authentic content from Oxford textbooks and videos of lecture extracts, *Oxford EAP* is an ideal course for learners from a wide range of disciplines. Its clear structure and user-friendly approach make it an ideal resource for experienced EAP tutors as well as teachers who are starting out in the field.

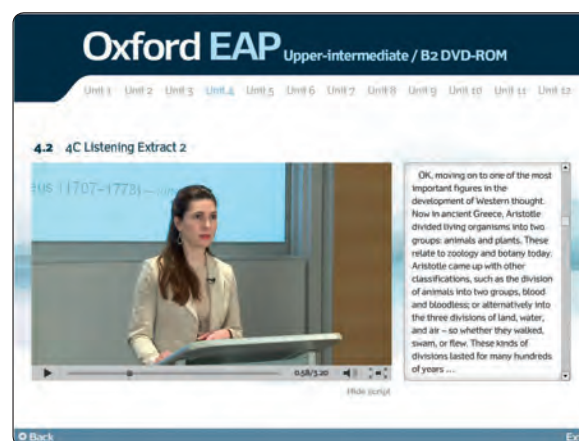
- Authentic academic content using extracts from Oxford textbooks.
- Integrated skills and academic language.
- Video-based lecture extracts to help prepare students for the university experience.
- Progressive coverage of all four skills in an academic context.
- Accessible and user-friendly approach.
- Teacher's Handbook with comprehensive notes and ideas.

Teacher's Handbook

The *Oxford EAP* Teacher's Handbook with DVD and Audio CD is designed to help both experienced and new EAP teachers to successfully prepare their students for academic study in English.

- Extensive methodology notes.
- Ideas for additional activities.
- Full answers to all tasks.

ISBN	Title	INR
Oxford EAP		
Level B1		
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Level B1+		
9780194002011	English for Academic Purposes: Student Book & DVD-ROM Pack B1+	765
9780194002028	English for Academic Purposes: Teacher's Book & DVD Pack B1+	895
Level B2		
9780194001786	English for Academic Purposes: Student Book & CD-ROM Pack B2	495
9780194001830	English for Academic Purposes: Teacher's Book & DVD Pack B2	895
Level C1		
9780194001793	English for Academic Purposes: Student Book & CD-ROM Pack C1	765
9780194001823	English for Academic Purposes: Teacher's Book & DVD Pack C1	895





*Think critically.
Succeed academically.*

Q: Skills for Success

🏆 **First Place/Ancillary Series School Publishing, The Book Industry Guild of New York**

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SERIES CONSULTANTS: ANN SNOW, LAWRENCE J ZWIER AND CHERYL BOYD ZIMMERMAN

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- The Reading and Writing and Listening and Speaking strands can be used separately or together to form a complete 200-hour programme at each level.
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- **NEW** Q Assessment and Resources on Q Online Practice provides teachers with unit tests, mid terms and finals, and comprehension worksheets. Online Practice also includes practice activities for every unit.

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9780194756273	Q: Reading & Writing 1 Teacher's Book Pack	445
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9780194756235	Q: Reading & Writing 2 Student Book Pack	365
9780194756280	Q: Reading & Writing 2 Teacher's Book Pack	395
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9780194756242	Q: Reading & Writing 3 Student Book Pack	365
9780194756297	Q: Reading & Writing 3 Teacher's Book Pack	410
Level 4		
9780194756259	Q: Reading & Writing 4 Student Book Pack	365
9780194756303	Q: Reading & Writing 4 Teacher's Book Pack	410
Level 5		
9780194756426	Q: Reading & Writing 5 Student Book Pack	545
9780194756310	Q: Reading & Writing 5 Teacher's Book Pack	395

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9780194756105	Q: Listening & Speaking 1 Student Book Pack	365
9780194756150	Q: Listening & Speaking 1 Teacher's Book with Testing Program CD-ROM	445
Level 2		
9780194756112	Q: Listening & Speaking 2 Student Book Pack	365
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9780194756174	Q: Listening & Speaking 3 Teacher's Book with Testing Program CD-ROM	395
Level 4		
9780194756136	Q: Listening & Speaking 4 Student Book Pack	405
9780194756181	Q: Listening & Speaking 4 Teacher's Book with Testing Program CD-ROM	425
Level 5		
9780194756044	Q: Listening & Speaking 5 Student Book Pack	645
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Reason to Write Strategies for Success in Academic Writing

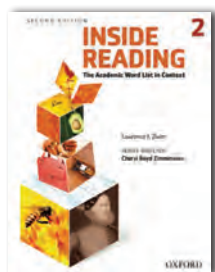
ELEMENTARY TO ADVANCED (A2–C1)

ROBERT F COHEN, JUDITH L MILLER, MARY R
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**Guidelines, strategies and practice in writing
for academic success.**

- *Reason To Write* takes students through the writing process from generating ideas, drafting and revising, to proof-reading and editing.
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- Each theme-based unit contains a short, thought-provoking reading passage to spark students' interest and provides meaningful issues to write about.
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- All instruction in each unit is thoroughly integrated with the theme and the writing objectives, so that students can easily move from the preparatory stages of writing to the completion of a final written piece.

ISBN	Title	INR
Reason to Write		
9780194365833	Reason To Write: Advanced. Student Book	210



Inside Reading Second Edition

🏆 **Winner David E. Eskey Award (First Edition)**

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ARLINE BURGMEIER, KENT RICHMOND, BRUCE
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- Explicit reading skills, such as inference, working with graphs and tables, annotation and recognizing context clues, provide the foundation for effective, critical reading.
- High-interest texts from academic content areas, such as psychology, engineering, the arts, technology and business, motivate students.

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Inside Reading		
Level 1		
9780194416122	Inside Reading 1: Student Pack	1,025
Level 2		
9780194416153	Inside Reading 4: Student Pack	1,025



Effective Academic Writing Second Edition

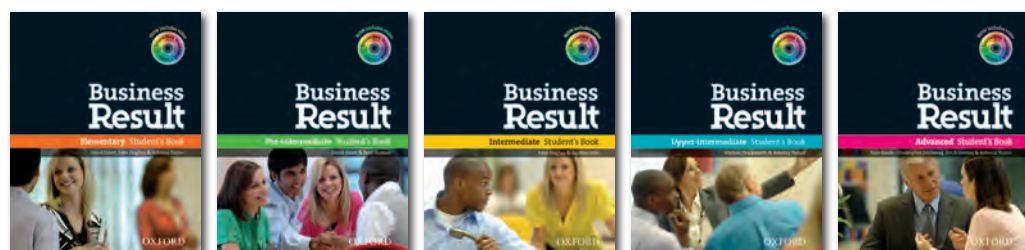
BEGINNER TO UPPER-INTERMEDIATE (A1–B2)

ALICE SAVAGE, PATRICIA MAYER, MASOUD SHAFIEI, RHONDA LISS AND
JASON DAVIS

Effective Academic Writing, Second Edition has a new Introductory Level, more academic content, a colourful design and digital resources for teachers and students.

- Introductory Level provides support and instruction for success in the lowest-level writing courses.
- Content-related assignments with academic vocabulary and readings prepare students for the academic classroom.
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- Models of student essays enhance learners' comprehension of writing modes.
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- **NEW** Online Writing Tutor improves academic writing inside and outside the classroom.
- **NEW** Online Timed Writing Tests, including IELTS, TOEFL® and TOEIC®-style tests, prepare students for success in international exams.
- Additional teacher resources at www.oup.com/elt/teacher/eaw

ISBN	Title	INR
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9780194323451	Effective Academic Writing 2E Intro: Student Book with Online Access Code	295
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9780194323468	Effective Academic Writing 2E 1: Student Book with Online Access Code	295
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9780194323475	Effective Academic Writing 2E 2: Student Book with Online Access Code	295
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9780194739474	Business Result Intermediate Skills For Business Studies	395

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ELEMENTARY, PRE-INTERMEDIATE, INTERMEDIATE, UPPER-INTERMEDIATE, AND ADVANCED (A2–C1)

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Nursing 1, 2

ELEMENTARY TO INTERMEDIATE (A2–B1+)

Nursing develops the vocabulary, language and skills students will need when working in a medical environment. These include talking about the body, describing signs of illness, and conveying instructions to patients and colleagues.

Tourism 1, 2, 3

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Engineering 1

PRE-INTERMEDIATE (B1)

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Oxford English For Careers		
Nursing, Level 1		
9780194569774	Oxford English for Careers: Nursing 1 Student's Book	225
9780194569781	Oxford English for Careers: Nursing 1 Teacher's Resource Book	355
Nursing, Level 2		
9780194569880	Oxford English for Careers: Nursing 2 Student's Book	310
9780194569903	Oxford English for Careers: Nursing 2 Teacher's Resource Book	445
Tourism, Level 1		
9780194551007	Oxford English for Careers: Tourism 1 Student's Book	265
9780194551014	Oxford English for Careers: Tourism 1 Teacher's Resource Book	675
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9780194579490	Oxford English for Careers: Engineering Student's Book	275
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9780194579568	Oxford English for Careers: Engineering Class Audio CD	595
IT		
9780194574921	Oxford English for IT New Edition: Student's Book	950



Express Series

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The fast route to English for work

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- Engaging topics, motivating role-plays and a variety of exercises provide a framework for each specialist subject.
- Tip boxes in each unit include key language points, useful phrases and strategies.
- STARTER section at the beginning of each unit has warm-up and awareness-raising activities.
- OUTPUT texts at the end of each unit encourage discussion and reflection.
- Answers, transcripts and a glossary of useful phrases at the back of each book.

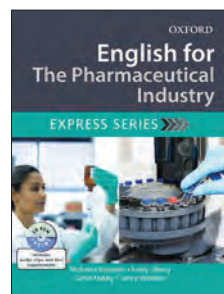
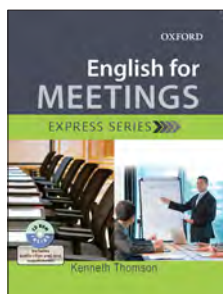
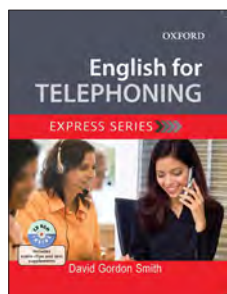
MultiROM

The interactive exercises provide useful phrases, and vocabulary and communication practice, and are particularly valuable for independent study. These can be played through the audio player on a computer, or through a conventional CD player.

ISBN	Title	INR
Express Series		
9780194579063	Express: English for Customer Care Student's Book and MultiROM	375
9780194579124	Express: English for Emails Student's Book and MultiROM	295
9780194579186	Express: English for Marketing & Advertising Student's Book and MultiROM	350
9780194579339	Express: English for Meetings Student's Book and MultiROM	395
9780194579506	Express: English for Negotiating Student's Book and MultiROM	410
9780194579360	Express: English for Presentations Student's Book and MultiROM	235
9780194579308	Express: English for Sales & Purchasing Student's Book and MultiROM	345
9780194579391	Express: English for Socializing Student's Book and MultiROM	365
9780194579278	Express: English for Telephoning Student's Book and MultiROM	295
9780194579605	Express: English for the Fashion Industry Student Book	375

ISBN	Title	INR
9780194579216	Express: English for the Energy Industry Student's Book and MultiROM	400
9780194569606	Express: English for Telecoms Student's Book and MultiROM	400
9780194579094	Express: English for Accounting Student's Book and MultiROM	345
9780194579155	Express: English for Lawyers Student's Book and MultiROM	595
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9780194579421	Express: English for Aviation Student's Book and MultiROM	495
9780194579452	Express: English for Logistics Student's Book and MultiROM	495
9780194579001	Express: English for the Automobile Industry Student's Book and MultiROM	345
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Express Series



ISBN	Title	INR
9780199457298	Express: English for Telephoning	250
9780199457311	Express: English for Customer Care	250
9780194557304	Express: English for Meetings	250
9780199457328	Express: English for Pharmaceutical Industry	250



Successful Presentations and Successful Meetings

INTERMEDIATE AND ABOVE (B1–C2)

JOHN HUGHES AND ANDREW MALLET

Successful Presentations and Successful Meetings are video-led courses with accompanying coursebooks. They can be used in class, and Successful Presentations can also be used for self-study.

Both courses teach students the skills they need for effective and confident communication in meetings and presentations in English. Specialist coach Andrew Mallett lends his expertise in presenting and business communication to the series, as well as techniques for practice in the different skills areas.

- Teaches both business and language skills.
- Every unit includes a section on the business skill, a section on language work and a productive task.
- Video clips show presentations and meetings in action, providing model language and examples of skills in practice.
- Commentary from Andrew Mallett for each of the video clips, as well as useful strategies and suggestions for the skills covered.

ISBN	Title	INR
Successful Presentations and Successful Meetings		
9780194768351	Business Result Success: Presentations in English Student Book & DVD	695
Successful Meetings		
9780194768399	Business Result Success: Successful Meetings in English Student Book & DVD	565



Tech Talk

Practical communication for the international workplace

ELEMENTARY, PRE-INTERMEDIATE AND INTERMEDIATE (A2–B1)

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A course for learners in the technical, industrial and scientific sectors, who need English for everyday workplace communication.

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- The Student's Website offers interactive exercises for vocabulary, grammar and expressions.
- Syllabus pages, author article, wordlists (French, Spanish, German, Italian), listening scripts, downloadable tests, weblinks and a feedback questionnaire on the Teacher's Website.

ISBN	Title	INR
Tech Talk		
Elementary		
9780194574532	Tech Talk Elementary: Student's Book	345
9780194574549	Tech Talk Elementary: Teacher's Book	445
9780194574556	Tech Talk Elementary: Workbook	245
Pre-Intermediate		
9780194574587	Tech Talk Pre-Intermediate: Student's Book	345
9780194574594	Tech Talk Pre-Intermediate: Teacher's Book	445
9780194574600	Tech Talk Pre-Intermediate: Workbook	245
Intermediate		
9780194575416	Tech Talk Intermediate: Student's Book	345
9780194575423	Tech Talk Intermediate: Workbook	245
9780194575430	Tech Talk Intermediate: Teacher's Book	445



Oxford Handbook of Commercial Correspondence

INTERMEDIATE TO ADVANCED

A. ASHLEY

- Shows you how to handle enquires, payments, banking, insurance, personnel, and social correspondence.
- Improves your written style by explaining the language of business correspondence.

ISBN	Title	INR
Oxford Handbook of Commercial Correspondence		
9780194572132	Oxford Handbook of Commercial Correspondence New Edition	585

Highly Recommended

English for the Hotel and Catering Industry

ELEMENTARY TO UPPER-INTERMEDIATE (A2–B2)

TRISH STOTT, ROD REVELL AND ALISON POHL

This popular course offers a straightforward, practical approach to developing speaking and listening skills for the international hotel and catering industry.

Highly Recommended provides students with simple, functional language for dealing with customers and colleagues in a variety of situations, from taking reservations to dealing with complaints.

- Topics reflect the real contexts trainees will encounter in their working lives.
- Clear focus on key functional expressions and topic-related vocabulary.
- Two listening sections with accompanying tasks in every unit.
- Activity section in each unit involving real-world communicative tasks and functional English.
- Language review sections to check students' development and progress.



ISBN	Title	INR
Highly Recommended		
Level 1		
9780194574631	Highly Recommended, New Edition Level 1: Student's Book	345
9780194574648	Highly Recommended, New Edition Level 1: Teacher's Book	445
9780194574655	Highly Recommended, New Edition Level 1: Workbook	245
Level 2		
9780194577502	Highly Recommended, New Edition Level 2: Pre-Intermediate Students Book	345
9780194577526	Highly Recommended, New Edition Level 2: Pre-Intermediate Teacher's Book	445
9780194577519	Highly Recommended, New Edition Level 2: Pre-Intermediate Workbook	245

Oxford Correspondence Workbook

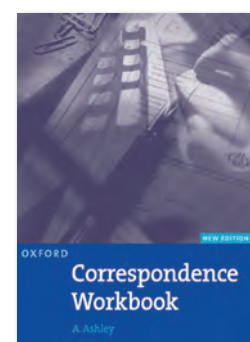
INTERMEDIATE TO ADVANCED

A. ASHLEY

The workbook give all practice you need to write effective business correspondence. Use it in class, at the office, or at home.

Practise how to write formal letters with exercises on:

- Grammar & Vocabulary
- Style
- Layout



ISBN	Title	INR
Oxford Correspondence Workbook		
9780194572149	Oxford Correspondence Workbook New Edition	295



One Step Ahead

The One Step Ahead series is for all those who want and need to communicate more effectively in a range of real-life situations. Each title provides up-to-date practical and accessible guidance, tips, and the language tools needed to enhance your writing and speaking. Online material is also available.

ISBN	Title	INR
One Step Ahead		
9780195669985	OSA: Get Ahead in Spelling	175
9780195674811	OSA: Punctuation	165
9780195675283	OSA: Essays and Dissertations	195
9780195677430	OSA: Writing Bids and Funding Applications	150
9780195677447	OSA: CVs and Job Applications	195

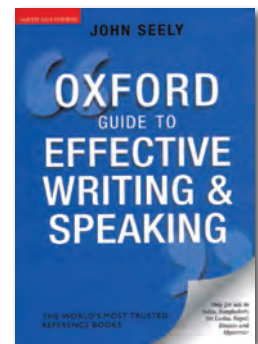
Oxford Guide to Effective Writing and Speaking

JOHN SEELY

The essential guide to all aspects of communication in spoken and written English, from business letters and jobs applications to college essays and presentations

Practical advice on:

- Letters, reports, job applications, minutes, agendas, essays and dissertations
- How to plan, research, draft, and edit your writing projects
- Digital writing: emails, websites, and blogging
- How to give successful presentations, tackle job interviews, and handle the media
- Grammar, spelling, and punctuation



ISBN	Title	INR
Oxford Guide to Effective Writing and Speaking		
9780198713937	Oxford Guide to Effective Writing and Speaking	220



Business Communication

Second Edition

MEENAKSHI RAMAN & PRAKASH SINGH

This book provides balanced and exhaustive coverage of the subject and give an in-depth coverage of the core components of business communication.

Online Resource

Student Resources: Flashcard Glossary
Instructor Resources: PowerPoint Presentations, Solutions/ Instructor manual

In the CD

- Video exercises
- PowerPoint presentations
- Text supplements on business communication, business reports and proposals, etc.

ISBN	Title	INR
Business Communication Second Edition		
9780198077053	Business Communication, 2/e	450

Business Communication: Connecting at Work

First Edition

HORY SANKAR MUKERJEE

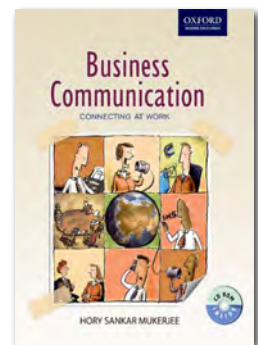
It takes a practice-oriented approach to explaining the core concepts of business communication, with the help of numerous examples, case studies, and exhibits.

Online Resource

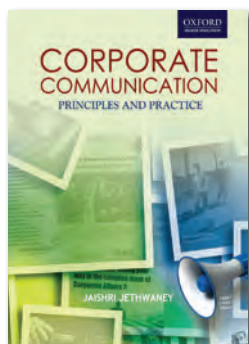
- Student Resources: Answers to Multiple Choice Questions
- Instructor Resources: Hints to Concept Review Questions, Hints to Critical Thinking Exercises, PowerPoint Presentations, Teaching notes, Case Study, Answers to Multiple Choice Questions

In the CD

- Video exercises that demonstrate important techniques and approaches to group discussions, interviews, and presentations
- Sample correspondence such as emails, memos, notifications, and commercial letters
- Articles on the subject by communication experts



ISBN	Title	INR
Business Communication: Connecting at Work First Edition		
9780198073475	Business Communication: Connecting at Work, 1/e	535

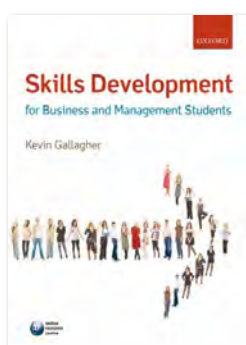


Corporate Communication: Principles and Practices

JAISHRI JETHWANEY

Corporate Communication: Principles and Practice provides a balanced approach to the subject, it includes several examples and cases to aid conceptual understanding.

ISBN	Title	INR
Corporate Communication		
9780198063650	Corporate Communication: Principles and Practices	365



Skills Development for Business and Management Students

KEVIN GALLAGHER

Skills Development for Business and Management Students has been written to address the needs of both lecturers and students involved in the study of skills development using a reflective approach.

ISBN	Title	INR
Skills Development for Business and Management Students		
9780199597338	Skills Development for Business and Management Students	365

Personality Development and Soft Skills

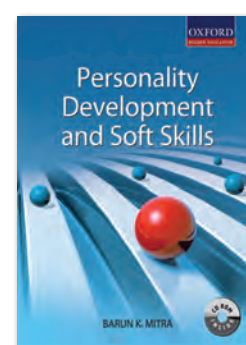
BARUN K. MITRA

The book aims to provide crucial insights into various facets of developing one's personality, as well as to improve written, verbal, and non-verbal communication skills. Special attention has been paid to the specific needs of a job aspirant, such as writing of effective CVs, participation in group discussions, etc.

In the CD

Provides presentations on the following topics:

- Group Discussion
- Job Interviews
- Body Language



ISBN	Title	INR
Personality Development and Soft Skills		
9780198066217	Personality Development and Soft Skills (with CD)	325



Technical Communication: Principles and Practice, 3/e

MEENAKSHI RAMAN & SANGEETA SHARMA

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New sections on brochures, bulletins, newsletters, writing for the web, and non-traditional résumés

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Praise for the previous editions

"The book is comprehensive in the sense it introduces the learner to all aspects of technical communication."

- Dr C. Meenakshisundaram, National Institute of Technology, Tiruchirappalli

"Summary given at the end as well as the relevant pictorial illustrations are the USPs of the title."

- Prof. Geeta Satpathy, KIIT University, Bhubaneswar

"The clear and simple language makes the text student-friendly."

- Dr Aparna Rao, Chetna's Institute of Management and Research, Mumbai
Text supplements

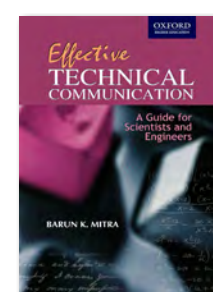
ISBN	Title	INR
Technical Communication: Principles and Practice Second Edition		
9780199457496	Technical Communication: Principles and Practice, 2/e	425

Effective Technical Communication: A Guide for Scientists and Engineers

First Edition

BARUN K. MITRA

It addresses the need of practitioners engaged in the exchange of technical information to effectively share their ideas with, and make an impact on, their peers.



ISBN	Title	INR
Effective Technical Communication: A Guide for Scientists and Engineers First Edition		
9780195682915	Effective Technical Communication: A Guide for Scientists and Engineers, 1/e	250



Communication Skills, 2/e

SANJAY KUMAR & PUSHP LATA

New to the Second Edition

Two new chapters on The Art of Negotiation and Book and Movie Reviews

New sections such as blog writing; role of creative and critical thinking for effective communication; role of emotions in communication; inter-cultural communication; physical, psychological, and mechanical barriers; types of interviews; and types of résumés

New practice tests and chapter-end exercises

Praise for the First Edition

'Practice tests, samples, and answer key given at the end of the chapters are excellent.'

- Dr Shalini Kalia, Institute of Management and Technology, Ghaziabad

'The content and coverage of the book are impressive.'

- Prof. Ashish Mohanty, Asian School of Business Management, Bhubaneswar

ISBN	Title	INR
Communication Skills First Edition		
9780198069324	Communication Skills, 1/e	455

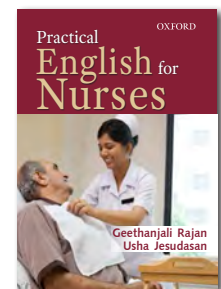
Practical English for Nurses

NEW

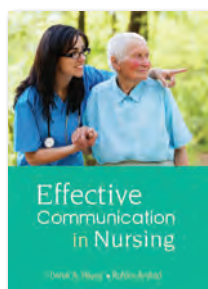
GEETHANJALI RAJAN AND USHA JESUDASAN

Practical English for Nurses has been written specifically for student nurses and nursing professionals who want to improve their English communication skills. The book's aim is to enable nurses to speak, listen, read and write English effectively at work.

Practical English for Nurses covers all the topics recommended by the Indian Nursing Council for the English syllabi of the BSc Nursing courses across the country and can be used in the classroom as well as for self-study. The book also goes beyond the syllabus and deals with areas that are important to a practising nurse – empathetic communication and ethics. It has many exercises that will help hone the skills required for international English testing examinations.



ISBN	Title	INR
Effective Communication in Nursing		
9780199459193	Practical English for Nurses	200



Effective Communication in Nursing

DEREK ANTHONY HAYES & ROHANI ARSHAD

Effective Communication in Nursing is written especially for students pursuing a diploma or undergraduate degree course of nursing. This user-friendly text provides a comprehensive introduction to effective communication, and offers practical guidelines and examples for establishing good nurse-patient relationships within varied health care settings.

For Instructors

- PowerPoint Presentations

For students

- Answer key for multiple-choice questions
- Solutions of word puzzles

ISBN	Title	INR
Effective Communication in Nursing		
9780198099857	Effective Communication in Nursing	345

EXAMINATIONS



Cambridge Young Learners English Tests

For Cambridge English: Starters, Movers, and Flyers

PETRINA CLIFF

Four practice tests for each level, in colour. Provides 7–12 year-olds with realistic practice for the Cambridge English: YLE Tests.

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ISBN	Title	INR
	Cambridge Young Learners English Tests	
9780194577243	Cambridge Young Learners English Tests, Revised Edition Flyers: Student's Book and Audio CD Pack	210
9780194577236	Cambridge Young Learners English Tests, Revised Edition Flyers: Teacher's Booklet, Student's Book and Audio CD Pack	410
9780194577199	Cambridge Young Learners English Tests, Revised Edition Movers: Student's Book and Audio CD Pack	185

ISBN	Title	INR
9780194577182	Cambridge Young Learners English Tests, Revised Edition Movers: Teacher's Booklet, Student's Book and Audio CD Pack	485
9780194577144	Cambridge Young Learners English Tests, Revised Edition Starters: Student's Book and Audio CD Pack	175
9780194577137	Cambridge Young Learners English Tests, Revised Edition Starters: Teacher's Booklet, Student's Book and Audio CD Pack	345



KET Practice Tests

ELEMENTARY (A2)

For Cambridge English: Key

ANNETTE CAPEL AND SUE IRELAND

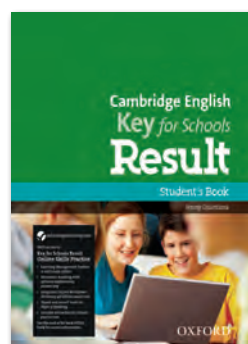
Four practice tests with exam tips for each task.

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- Access to an extract from a KET online practice test.

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ISBN	Title	INR
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Cambridge English: Key for Schools Practice Tests

ELEMENTARY (A2)

ROSALIE KERR AND FELICITY O'DELL

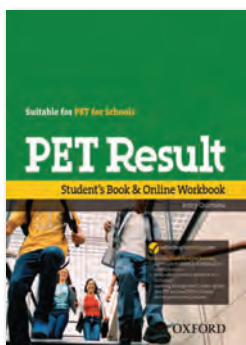
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	Cambridge English: Key for Schools Practice Tests	
9780194342261	Cambridge English: Key For Schools Practice Tests With Key and Audio CD Pack	345
9780194512565	Cambridge English First: Practice Tests With Key & Audio CD Pack	355



PET Result

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For Cambridge English: Preliminary
JENNY QUINTANA

- Student's Book and Online Workbook.
- Automatic access to online Learning Management System to manage your students' Online Skills Practice.
- iTools extends the Student's Book topics onto your interactive whiteboard.
- Teacher's Pack includes a pull-out *Writing and Speaking Assessment* Booklet with Speaking DVD, and a *Using a Dictionary for Exams* Booklet.
- Websites with resources and ideas for teachers, and activities for students.

ISBN	Title	INR
	PET Result	
9780194817295	PET Result Student's Book and Online Workbook	565
9780194817233	PET Result: Class Audio CD	295
9780194817158	PET Result: Student's Book	395
9780194817127	PET Result: Teacher's Pack	830
9780194817202	PET Result: Workbook Resource Pack with Key	295



PET Practice Tests

INTERMEDIATE (B1)

For Cambridge English: Preliminary
JENNY QUINTANA

Five practice tests with exam tips for each task.

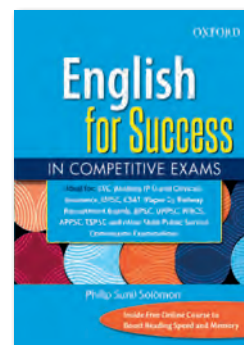
- Suitable for PET for Schools.
- Access to an extract from a PET online practice test.

With explanatory key edition

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- Mark schemes for the Writing and Speaking Papers.
- Access to a complete PET online practice test

ISBN	Title	INR
	PET Practice Tests	
9780194534680	PET Practice Tests: With Key Pack	365



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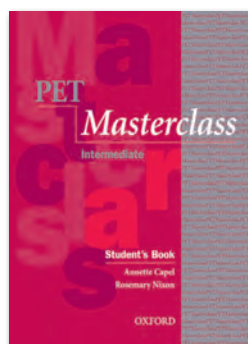
- *English for Success in Competitive Exams* includes both descriptive and objective English for a wide range of competitive examinations for public services. With sections on grammar, vocabulary, reading and writing, this book guarantees improvement in your scores.
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EXAMINATIONS



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PET Masterclass		
9780194514088	PET Masterclass: Student's Book and Introductory Module Pack	395
9780194514057	PET Masterclass: Teacher's Book	660
9780194535472	PET Masterclass: Workbook Resource Pack with Key	295
9780194514040	PET Masterclass: Class Audio CDs (1)	250

FCE Practice Tests

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- Model answers for Writing tasks.
- Do-It-Yourself marksheets.
- Access to a complete FCE online practice test.



ISBN	Title	INR
FCE Practice Tests		
9780194568753	FCE Practice Tests, New Edition with Key and Audio CDs Pack	395



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PAUL A DAVIES, TIM FALLA, DAVID BAKER

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- Revised Student's Book with updated listening texts.

ISBN	Title	INR
FCE Result		
9780194511803	Cambridge English First Result: Workbook with Key and Student CD-ROM Pack	295
9780194511872	Cambridge English First Result: Teacher's Book Pack	995
9780194511926	Cambridge English First Result: Student's Book	395
9780194512008	Cambridge English First Result: Class Audio CD (2)	495

CAE Practice Tests

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With key edition

- Audio CDs.
- Model answers for Writing tasks.
- Do-It-Yourself marksheets.
- Access to a complete CAE online practice test.



ISBN	Title	INR
CAE Practice Tests		
9780194512626	Cambridge English Advanced: Practice Tests With Key & Audio CD Pack	445



CAE Result

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KATHY GUDE AND MARY STEPHENS

CAE Result is a complete preparation course for the *Cambridge English: Advanced (CAE)* exam. It uses thought-provoking topics and vibrant images to keep your students motivated.

- Vibrant design with high-impact visuals keeps students motivated.
- Integrated dictionary skills work encourages independent study.
- Regular 'How to do it' boxes teach students how to approach exam tasks.
- Workbook Resource Pack MultiROM provides access to two online CAE practice tests with interactive support. Teacher's Pack includes *Assessment Booklet with DVD* and a *Using Dictionaries booklet*.

ISBN	Title	INR
CAE Result		
9780194512404	Cambridge English Advanced Result: Workbook with Key and Student CD-ROM Pack	295
9780194512428	Cambridge English Advanced Result: Teacher's Book Pack	1,595
9780194512558	Cambridge English Advanced Result: Class Audio CD (1)	310
9780194512497	Cambridge English Advanced Result: Student's Book and Online Skills Practice Pack	395



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- Access to *Help Yourself* study references and activities, as well as an online practice test.
- Student's Website for further self-study.
- Online Skills Practice from the Student's Book Pack is also available separately online.

ISBN	Title	INR
IELTS Masterclass		
9780194705271	IELTS Masterclass: Student's Book & Online Skills Practice Pack	565
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IELTS Practice Tests

PETER MAY

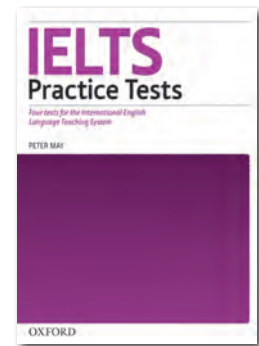
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9780195679939	IELTS - On Course For Ielts Students Book With Cassette	784

Essay Writing for Exams

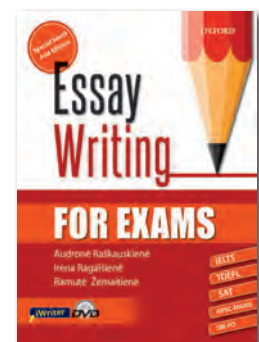
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AUDRONĖ RAŠKAUSKIENĖ, IRENA RAGAIŠIENĖ AND RAMUTĖ ŽEMAITIENĖ

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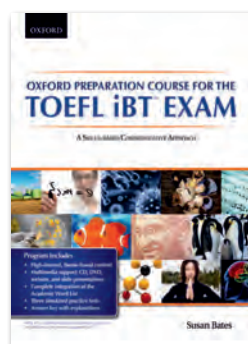
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EXAMINATIONS



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ISBN	Title	INR
Oxford Preparation Course for the TOEFL iBT™ Exam		
9780198081456	Oxford Preparation Course for the TOEFL iBT™ Exam Student's Book Pack with Audio CDs and website access code	750

Tactics for TOEIC® Listening and Reading Test

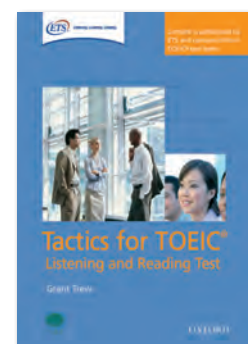
BEGINNER TO ADVANCED (A2–C1)

GRANT TREW

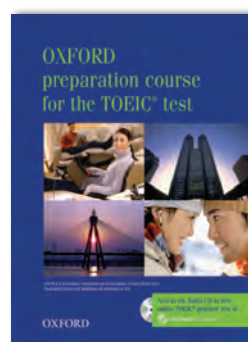
Content is authorized by ETS and contains official TOEIC test items.

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- Word list and accompanying vocabulary review quizzes.

The Student's Book and Practice Tests are also available separately.



ISBN	Title	INR
Tactics for TOEIC® Listening and Reading Test		
9780194529525	Tactics for TOEIC: Speaking and Writing Pack	1,160
9780194529594	Tactics for TOEIC: Listening and Reading Pack	1,045



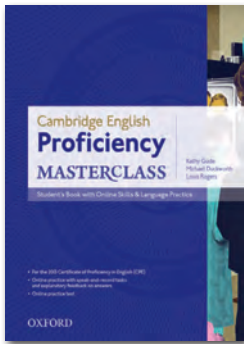
Oxford Preparation Course for the TOEIC® Test

This course has five topic-based chapters that help students develop the strategies needed to improve their TOEIC® score.

Pack includes Student's Book, tapescripts and answer keys, two print practice tests, an online practice test and Audio CDs.

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- Student's Book and print Practice Tests also available separately.
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ISBN	Title	
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ISBN	Title	INR
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9780194329125	Proficiency Masterclass 2nd Edition: Student's Book	395
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www.oup.com/elt/oegteachersguides

Tests available at

www.oup.com/elt/teacher/oxfordenglishgrammar

For students:

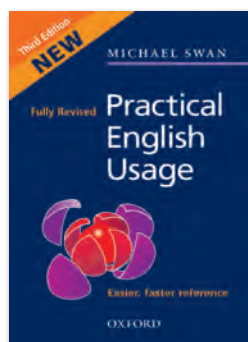
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'Pronunciation for grammar' CD-ROM

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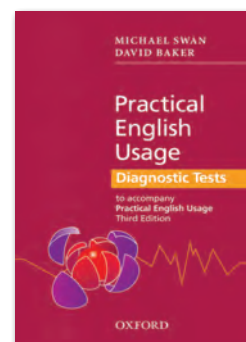
Practical English Usage Diagnostic Tests

UPPER-INTERMEDIATE, ADVANCED AND EXPERT (B2–C2+)

MICHAEL SWAN AND DAVID BAKER

Diagnostic tests to check students' knowledge of key aspects of English grammar and usage.

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ISBN	Title	INR
Practical English Usage Diagnostic Tests		
9780194311434	Practical English Usage 3rd Edition: Diagnostic Tests Pack	545



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NORMAN COE, MARK HARRISON AND KEN PATERSON (BASIC), JOHN EASTWOOD (INTERMEDIATE), GEORGE YULE (ADVANCED)

Website for students:

- Diagnostic tests and extra practice tests.
- Listen and Speak exercises at www.oup.com/elt/practicegrammar

Website for teachers:

- Downloadable tests and exercises for classwork or homework.
- Downloadable lesson plans at www.oup.com/elt/teacher/practicegrammar

ISBN	Title	INR
Oxford Practice Grammar		
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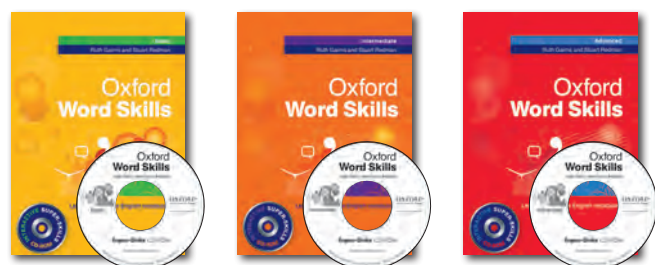
A four-level series where students learn about grammar and when to use it.

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ISBN	Title	INR
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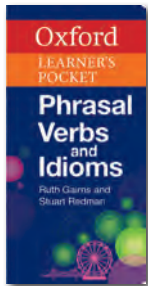
BASIC, INTERMEDIATE AND ADVANCED (A1–C2)

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9780194620123	OWS: Idioms and Phrasal Verbs Intermediate Student Book With Key	285
9780194620079	OWS: Intermediate Student's Pack	445

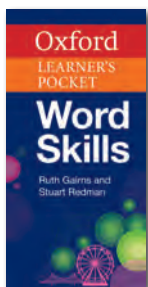


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ISBN	Title	INR
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9780194325493	Oxford Learner's Pocket Phrasal Verbs and Idioms	125



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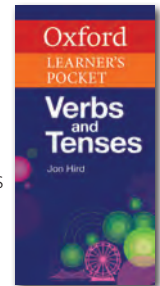
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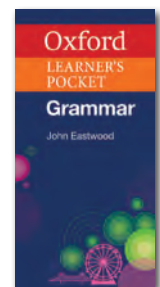


ISBN	Title	INR
Oxford Learner's Pocket Verbs and Tenses		
9780194325691	Oxford Learner's Pocket Verbs and Tenses	195

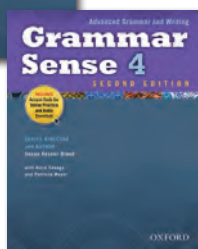
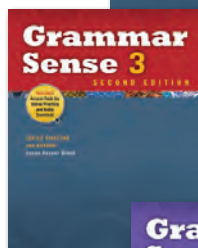
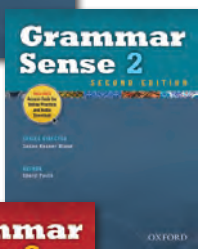
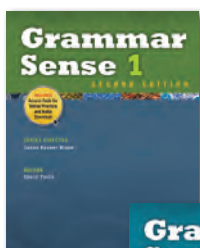
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A convenient, pocket-sized reference grammar that makes revising and checking the key points of English quick and easy.



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MICHAEL SWAN

This is a practical guide to common problems in English grammar and usage. It is written for intermediate learners of English as a foreign language who would like to know more about it, and who want to avoid mistakes.

ISBN	Title	INR
Oxford Pocket Basic English Usage		
9780195668896	Oxford Pocket Basic English Usage	99

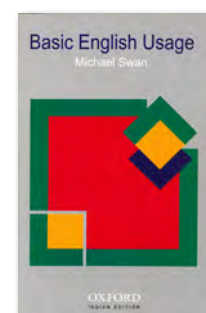
Basic English Usage

BASIC-INTERMEDIATE (A1-B1)

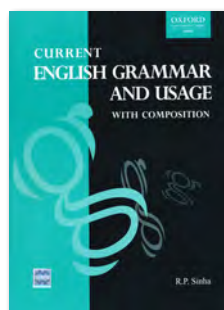
MICHAEL SWAN

For students of English at a lower intermediate level and upwards, this reference guide will serve as a comprehensive and reliable study companion. Its 370 short articles clearly explain those points of English grammar and vocabulary that most frequently cause difficulty.

- Numerous examples of acceptable usage and common mistakes.
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- Contrasts between British and American English.
- Glossary of technical terms.
- Complete list of entries.
- Full index.



ISBN	Title	INR
Basic English Usage		
9780195667448	Basic English Usage	145



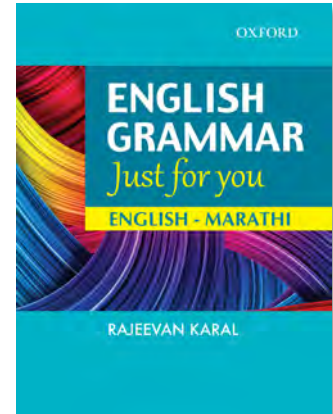
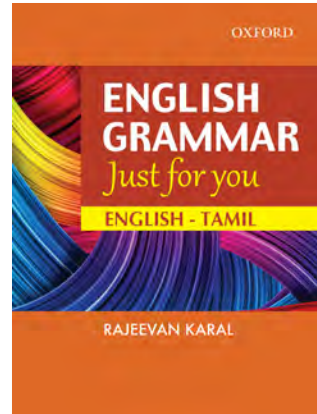
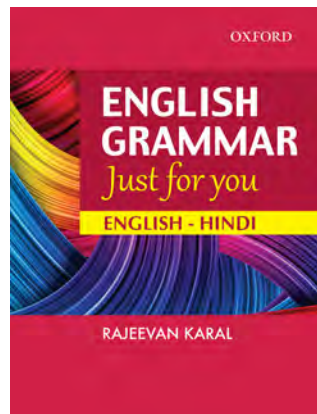
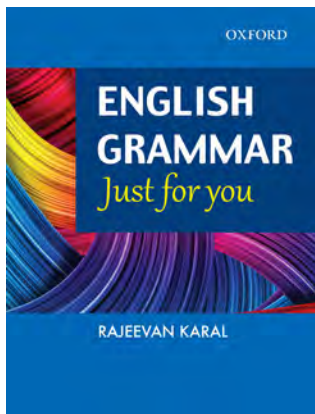
Current English Grammar and Usage

INTERMEDIATE, ADVANCED AND EXPERT (B1-C2+)

R. P. SINHA

The book analyses major word classes such as nouns, pronouns and adjectives. It covers grammatical categories such as tense, non-finite verbs, direct and indirect speech and punctuation. Chapters on transformation, analysis and synthesis consolidate grammatical items, while those on paragraph writing and the essay hone the ability to write and speak English. It draws attention to incorrect usage. Special word formation and word power sections are also included. This well-researched text will satisfy the requirements learners of English and also help them to prepare for various competitive examinations, both at the school and college level.

ISBN	Title	INR
Current English Grammar and Usage		
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- Common errors in English explained
- Tips on using a dictionary to learn grammar
- Revision and extra practice exercises
- Seven appendices on key topics to help understanding

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English Grammar Just for You		
9780199455409	English Grammar Just for You	215
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9780199457045	English Grammar Just for you English-Tamil	215
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ISBN	Title	INR
9780199457403	English Grammar Just for you English-Gujarati	215
9780199457397	English Grammar Just for you English-Malayalam	215
9780199457380	English Grammar Just For You English-Odiya	215
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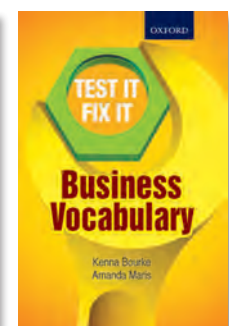
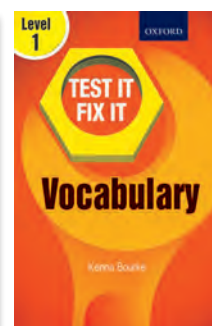
Test it Fix it

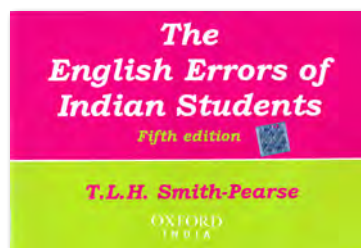
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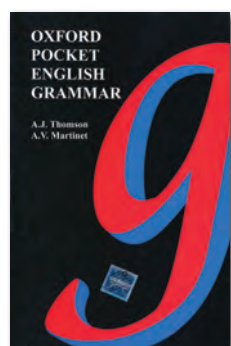
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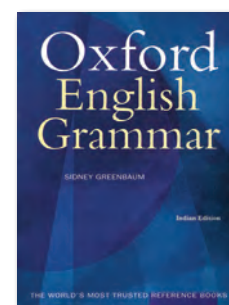
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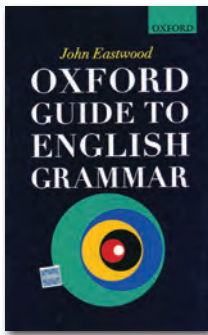
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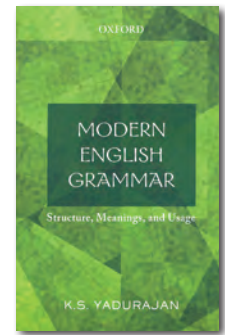
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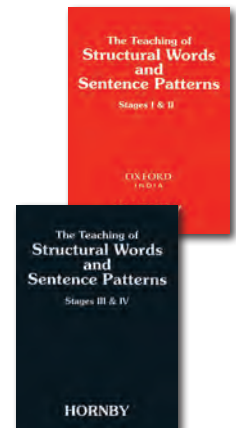
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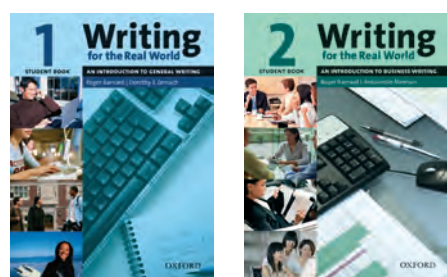
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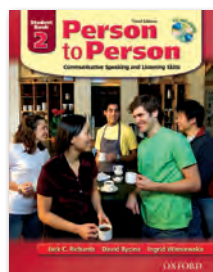
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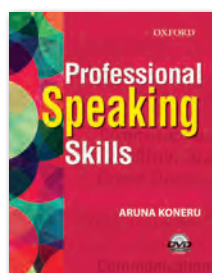
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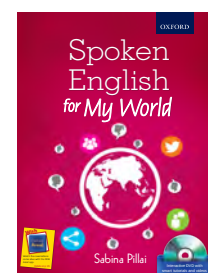
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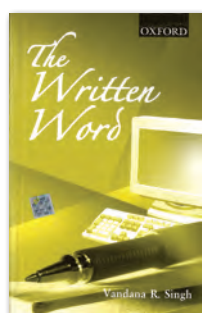
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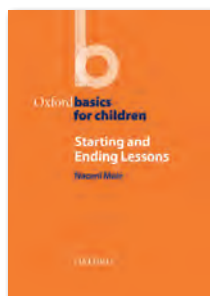
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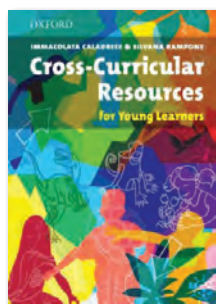
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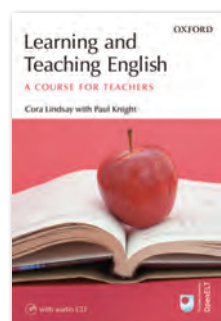


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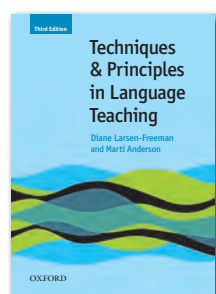
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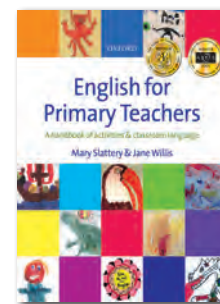
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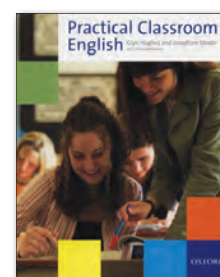


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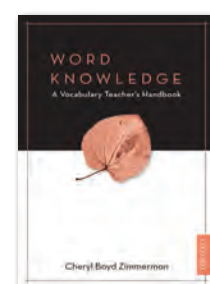
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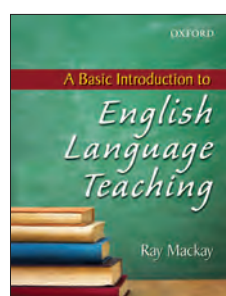
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9780194372817	Primary RBT: Assessing Young Learners	595
9780194422369	Primary RBT: Creating Chants and Songs (Book and Audio CD Pack)	695

ISBN	Title	INR
9780194372206	Primary RBT: Drama with Children	695
9780194372244	Primary RBT: Games for Children	650
9780194425896	Primary RBT: Grammar for Young Learners	745
9780194372046	Primary RBT: Creating Stories with Children	510
9780194372213	Primary RBT: Projects With Young Learners	825
9780194372091	Primary RBT: Very Young Learners	795
9780194371957	Primary RBT: Young Learners	695



A Basic Introduction to English Language Teaching

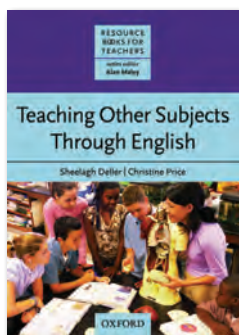
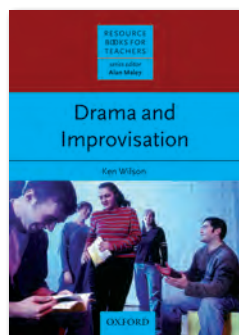
NEW

RAY MACKAY

A host of case studies, classroom tasks, illustrated activities, and discussions to help teachers bridge the gap between formal training and real-life classroom needs.

- Activities, encouraging comparison and reflection
- Ideas on teaching LSRW, grammar, vocabulary, and poetry
- Support on continuous and comprehensive evaluation in Indian context
- Insights on ELT methodology
- Ways of using internet in a classroom scenario
- A short reading list of books

ISBN	Title	INR
9780199457625	A Basic Introduction to English Language Teaching	290



Resource Books for Teachers

SERIES EDITOR: ALAN MALEY

This extremely popular series gives teachers of secondary and adult learners practical advice and guidance, together with resource ideas and materials for the classroom.

Advanced Learners

ALAN MALEY

Beginners

PETER GRUNDY

Classroom Dynamics

JILL HADFIELD

Conversation

ROB NOLASCO AND LOIS ARTHUR

Creative Poetry Writing

JANE SPIRO

Cultural Awareness

BARRY TOMALIN AND SUSAN STEMPLESKI

Dictionaries

JON WRIGHT

Drama and Improvisation

KEN WILSON

English for Specific Purposes

KEITH HARDING

Exam Classes

PETER MAY

Film

SUSAN STEMPLESKI AND BARRY TOMALIN

Global Issues

RICARDO SAMPEDRO AND SUSAN HILLYARD

Grammar

🏆 *Highly Commended English-Speaking Union's Duke of Edinburgh Book Competition*

SCOTT THORNBURY

Grammar Dictation

RUTH WAJNRYB

Homework

LESLEY PAINTER

Images

JAMIE KEDDIE

The Internet

SCOTT WINDEATT, DAVID HARDISTY AND DAVID EASTMENT

Learner-based Teaching

COLIN CAMPBELL AND HANNA KRYSZEWSKA

Listening

🏆 *Winner Frank Bell Prize*

GOODITH WHITE

Literature

ALAN MALEY AND ALAN DUFF

Music and Song

TIM MURPHEY

Newspapers

PETER GRUNDY

Project Work, Second Edition

DIANA FRIED-BOOTH

Pronunciation

CLEMENT LAROY

Role Play

GILLIAN PORTER-LADOUSSE

Storybuilding

JANE SPIRO

Teaching Other Subjects Through English

SHEELAGH DELLER AND CHRISTINE PRICE

Teenagers

GORDON LEWIS

Vocabulary, Second Edition

JOHN MORGAN AND MARIO RINVOLUCRI

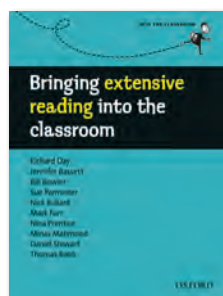
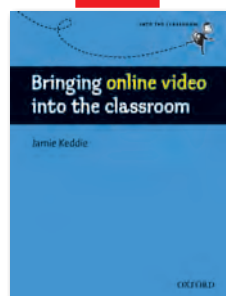
Writing, Second Edition

TRICIA HEDGE

ISBN	Title	INR
Resource Books for Teachers		
9780194425780	RBT: Teaching Other Subjects Through English	375
9780194421942	RBT: Advanced Learners	695
9780194372008	RBT: Beginners	745
9780194371476	RBT: Classroom Dynamics	695
9780194370967	RBT: Conversation	445
9780194421898	RBT: Creative Poetry Writing	645
9780194425889	RBT: Cross-Curricular Resources for Young Learners	645
9780194371940	RBT: Cultural Awareness	595
9780194372190	RBT: Dictionaries	545
9780194425803	RBT: Drama and Improvisation	475
9780194425759	RBT: English for Specific Purposes	475
9780194372084	RBT: Exam Classes	365
9780194372312	RBT: Film	545
9780194371810	RBT: Global Issues	695
9780194421928	RBT: Grammar	495

ISBN	Title	INR
9780194371636	RBT: Learner-based Teaching	495
9780194370042	RBT: Grammar Dictation	475
9780194375740	RBT: Home-Work	465
9780194425797	RBT: Images	710
9780194372169	RBT: Listening	485
9780194425766	RBT: Literature, Second Edition	555
9780194370554	RBT: Music and Song	445
9780194371926	RBT: Newspapers	495
9780194372251	RBT: Project Work, Second Edition	695
9780194370875	RBT: Pronunciation	510
9780194370950	RBT: Role Play	565
9780194421935	RBT: Storybuilding	425
9780194425773	RBT: Teenagers	320
9780194372237	RBT: The Internet	445
9780194421867	RBT: Vocabulary, Second Edition	445
9780194421904	RBT: Writing, Second Edition	445

NEW



Into the Classroom

A series of short, practical guides that help teachers of 6–16-year-olds make sense of new teaching ideas.

Bringing Creative Teaching into the Young Learner Classroom

LYNNE CAMERON AND PENNY MCKAY

- Includes activities, tips and samples of classroom language for teachers and trainee teachers of children aged 5–12.
- Simple explanations of the theory behind the practice.
- Guides teachers through ideas of how to boost children's enthusiasm with an extra spark of creativity.

Bringing Extensive Reading into the Classroom

RICHARD DAY, JENNIFER BASSETT, BILL BOWLER, SUE PARMINTER, NICK BULLARD, MARK FURR, NINA PRENTICE, MINAS MAHMOOD, DANIEL STEWART AND THOMAS ROBB

Explains the substantial value of extensive reading in any language programme, focusing on:

- How extensive reading materials are developed and how to choose the right graded readers for the class.
- Introducing and exploiting class readers.
- Developing class libraries.
- Setting up and running reading circles.

Bringing Technology into the Classroom

GORDON LEWIS

- Takes the reader step by step through the use of online and offline tools.
- Describes and explains computer technology in non-technical language.
- Features practical classroom ideas.
- Provides time-saving, confidence-building tips to get the best from technology.

ISBN	Title	INR
Into the Classroom		
9780194422482	Into the Classroom: Bringing Creative Teaching into the Young Learner Classroom	365
9780194424066	Into the Classroom: Bringing Extensive Reading into the Classroom	325
9780194425940	Into the Classroom: Bringing Technology into the Classroom	495

Language Teaching: A Scheme for Teacher Education

SERIES EDITORS: C N CANDLIN AND H G WIDDOWSON

A useful resource for in-depth treatment of topics which can only be referred to briefly in general courses.

Titles in the series:

Discourse Guy Cook
Evaluation 🏆 *Winner Frank Bell Prize* Pauline Rea-Dickins and Kevin Germaine
Grammar Rob Batstone
Listening Anne Anderson and Tony Lynch
Pronunciation Christiane Dalton and Barbara Seidlhofer
Reading Catherine Wallace
Speaking Martin Bygate
Syllabus Design David Nunan
Vocabulary Michael McCarthy
Writing Christopher Tribble



ISBN	Title	INR
Language Teaching		
9780198070696	Language teaching : Discourse	245
9780194371384	Language Teaching: Evaluation	675
9780194371353	Language Teaching: Listening	795
9780194371971	Language Teaching: Pronunciation	725
9780194371414	Language Teaching: Writing	995
9780194371322	Language Teaching: Grammar	595
9780194371308	Language Teaching: Reading	465
9780194371346	Language Teaching: Speaking	610
9780194371360	Language Teaching: Vocabulary	895
9780194371391	Language Teaching: Syllabus Design	395

Teaching Techniques in English as a Second Language

SERIES EDITORS: RUSSELL N CAMPBELL AND WILLIAM E RUTHERFORD

Practical, step-by-step guidance for new ESL teachers, and thought-provoking questions to stimulate further exploration.

Techniques and Resources in Teaching Grammar

MARIANNE CELCE-MURCIA AND SHARON L HILLES

Techniques and Resources in Teaching Reading

SANDRA SILBERSTEIN

Techniques in Teaching Vocabulary

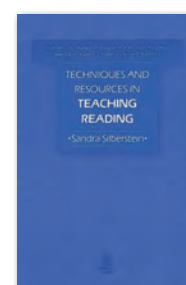
VIRGINIA FRENCH ALLEN

Techniques in Teaching Writing

ANN RAIMES

Techniques in Testing

HAROLD S MADSEN



ISBN	Title	INR
Teaching Techniques		
9780194341912	Teaching Techniques in English: Techniques and Resources in Teaching Grammar	445
9780194341349	Teaching Techniques in English: Techniques and Resources in Teaching Reading	695
9780194341301	Teaching Techniques in English: Techniques in Teaching Vocabulary	445
9780194341318	Teaching Techniques in English: Techniques in Teaching Writing	395
9780194341325	Teaching Techniques in English: Techniques in Testing	595



Oxford Key Concepts for the Language Classroom

PATSY M LIGHTBOWN AND NINA SPADA

Oxford Key Concepts for the Language Classroom focuses on key topics for teaching English as a second or foreign language to learners aged 5–18. These instructional guides are informed by research in second language acquisition and language pedagogy, and show the relevance of theory to the practising teacher.

- ‘Spotlight Studies’ highlight important research.
- ‘Classroom Snapshots’ show different teaching approaches in practice.
- ‘Activities’ help you to make connections between research and theory and your classroom context.
- Also available in e-book format.

Suitable for students working towards MA TESOL, graduate certificates, or diploma qualifications, and for practising teachers’ professional development programs.



Series Editors

Patsy M Lightbown and Nina Spada are highly respected worldwide for making language learning theory and research accessible, and relating it to classroom teaching. Their award-winning *How Languages are Learned* is now in its fourth edition. See page 110.



NEW

Focus on Literacy

DANLING FU AND MARYLOU M MATOUSH

Focus on Literacy explores research on second language literacy development and how such research can inform instructional decision-making for teachers of students aged 5–18.

NEW

Focus on Grammar and Meaning

LUCIANA C DE OLIVEIRA AND MARY J SCHLEPPGREGG

Focus on Grammar and Meaning introduces teachers to key research in the field of grammar teaching. The authors take a systemic-functional approach to linking language and meaning in teaching, with a focus on research relevant to language learners aged 5–18.

Focus on Content-Based Language Teaching

PATSY M LIGHTBOWN

Focus on Content-Based Language Teaching examines the challenges of learning both language and content in the same class, and reviews classroom-based research on instructional practices that can meet those challenges in primary and secondary schools.

“With Focus on Content-Based Language Teaching, I am delighted to find accounts of such a wide scope of content-based programs for both language majority and language minority students. This book is well researched and well-written, and succeeds in making complex material very accessible.”

MARGUERITE ANN SNOW, PROFESSOR IN TESOL,
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Focus on Assessment

EUNICE EUNHEE JANG

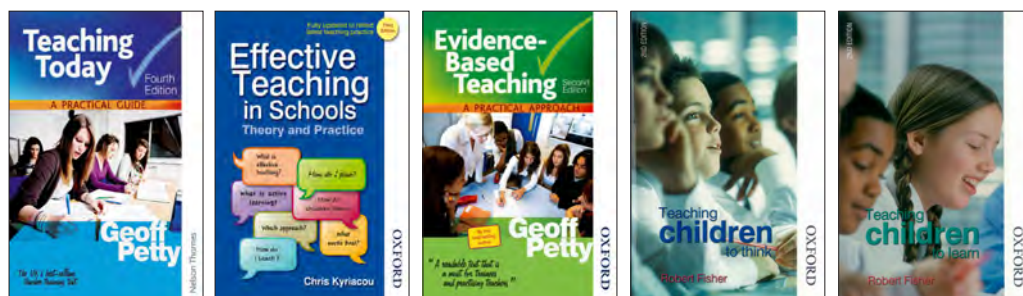
Focus on Assessment helps teachers understand research evidence in language assessment for students aged 5–18, and to develop an ability to design, implement and critically evaluate language assessment, with reference to language frameworks and standards for assessment in school education.

Focus on Oral Interaction

RHONDA OLIVER AND JENEFER PHILP

Focus on Oral Interaction explores the role of oral interaction for second language learning from cognitive, social, pedagogical and linguistic perspectives, with a focus on research relevant to English language learners aged 5–18 in a variety of classroom contexts.

ISBN	Title	INR
Oxford Key Concepts for the Language Classroom		
9780194000833	Oxford Key Concepts: Focus On Assessment	795
9780194000826	Oxford Key Concepts: Focus On Content Based Language Teaching	795
9780194000857	Oxford Key Concepts: Focus On Grammar and Meaning	795
9780194000864	Oxford Key Concepts: Focus On Literacy	795
9780194000840	Oxford Key Concepts: Focus On Oral Interaction	795



Professional Development and Teacher Training Resources

Teacher Training Resources

The titles in this category consist of best-selling general teaching texts, which have tried and tested teaching methods to improve student grades. They make essential reading for trainee and qualified teachers.

Effective Teaching in Schools Third Edition by Chris Kyriacou

- An ideal introduction for student teachers
- Provides a detailed look at bridging the gap between training and classroom-based learning
- Excellent guidance for experienced teachers and mentors too

Essential Teaching Skills Fourth Edition by Chris Kyriacou

- Provides dedicated chapters on planning, preparing, presenting and management of lessons
- Assess progress and understanding with questions that encourage discussion
- Ideal for students and provides comprehensive guidance for experienced teachers

Teaching Today: A Practical Guide Fourth Edition by Geoff Petty

- Trainee teachers call this book their 'Bible'
- It's practical, readable, comprehensive and easy-to-use
- You can find what you need here whether you are training to teach in school, college, university or in work-based learning

Testimonial for above title: "For those training to become teachers – you will find this book to be your trusted companion."

- Teaching Today, Waterstones Bookseller Review

Evidence-Based Teaching: A Practical Approach Second Edition by Geoff Petty

- Teaching is about to embark on a revolution!
- Half a million experiments in real classrooms have uncovered the teaching methods that work best
- Whatever subject that is being taught, it will provoke one to think about how to practice and develop it

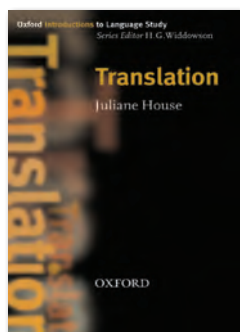
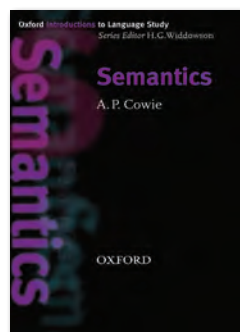
Teaching Children to Think Second Edition by Robert Fisher

- Includes suggestions for practical ideas to help children to start their day thinking
- Discusses key areas including emotional intelligence, cognitive acceleration, and the use of ICT in teaching thinking
- Supports the reader with more information on assessment, new resources, and weblinks

Teaching Children to Learn Second Edition by Robert Fisher

- Suggests ways to create powerful learning environments
- Includes sections on learning styles, accelerated learning and ways to motivate learning
- Provides links to the National Strategies and the role of ICT as well as more ways to use Assessment for Learning

ISBN	Title	INR
Professional Development and Teacher Training Resources		
9781408504239	Effective Teaching in Schools Third Edition	745
9781408523155	Essential Teaching Skills Fourth Edition	675
9781408523148	Teaching Today: A Practical Guide Fourth Edition	995
9781408504529	Evidence-Based Teaching: A Practical Approach Second Edition	895
9780748794416	Evidence-Based Teaching: A Practical Approach Second Edition	925
9780748794423	Teaching Children to Think Second Edition	1125



Oxford Introductions to Language Study

SERIES EDITOR: H G WIDDOWSON

A series of brief, clear introductions to the main areas of language study. Written for teachers and students of linguistics and language studies.

Applied Linguistics

GUY COOK

Discourse Analysis

H G WIDDOWSON

Grammar

MICHAEL SWAN

Language and Culture

CLAIRE KRAMSCH

Language Testing

TIM MCNAMARA

Linguistics

H G WIDDOWSON

Phonetics

PETER ROACH

Pragmatics

GEORGE YULE

Psycholinguistics

THOMAS SCOVEL

Second Language Acquisition

ROD ELLIS

Semantics

A P COWIE

Sociolinguistics

BERNARD SPOLSKY

Stylistics

PETER VERDONK

Translation

JULIANE HOUSE

ISBN	Title	INR
Oxford Intro to Language Study		
9780194375986	OILS: Applied Linguistics	345
9780194389211	OILS: Discourse Analysis	495
9780194372411	OILS: Grammar	395
9780194372145	OILS: Language and Culture	345
9780194372220	OILS: Language Testing	375
9780194372060	OILS: Linguistics	495
9780194372398	OILS: Phonetics	345
9780194372077	OILS: Pragmatics	345
9780194372138	OILS: Psycholinguistics	370
9780194389235	OILS: Semantics	345
9780194372114	OILS: Sociolinguistics	345
9780194372404	OILS: Stylistics	495
9780194389228	OILS: Translation	345
9780194372121	OILS: Second Language Acquisition	410
9780198070696	Language teaching : Discourse	245

Oxford Applied Linguistics

SERIES EDITORS: ANNE BURNS AND NICK ELLIS

A History of English Language Teaching

Second Edition

A P R HOWATT WITH H G WIDDOWSON

A history of English Language Teaching that takes the reader from the Renaissance to the present day.

The book covers all the important phases of the history from a global perspective.

Analysing Learner Language

ROD ELLIS AND GARY BARKHUIZEN

A clear and accessible introduction to the main methods of analysing samples of learner language. It examines the theoretical and research bases for the different methods, giving an introduction to the field of second language acquisition research.

Aspects of Language Teaching

H G WIDDOWSON

A critical review of the most prominent issues in language teaching – among them the relevance of theoretical enquiry to practical pedagogy, and the relationship between grammar and discourse in communicative language teaching.

Complex Systems and Applied Linguistics

Winner MLA Kenneth W Mildenberger Prize

DIANE LARSEN-FREEMAN AND LYNNE CAMERON

Introduces key concepts in complex systems theory to readers concerned with language, its acquisition, and its use.

Context and Culture in Language Teaching

Winner MLA Kenneth W Mildenberger Prize

CLAIRE KRAMSCH

This book focuses attention on cultural knowledge not just as a necessary aspect of communicative competence, but as an educational objective in its own right.

Controversies in Applied Linguistics

EDITOR: BARBARA SEIDLHOFER

This book presents several issues on which applied linguists take very different positions: e.g. linguistic imperialism, the validity of critical discourse analysis, the pedagogic relevance of corpus descriptions of language, the theoretical bases of second language acquisition research, and the nature of applied linguistics itself.

Defining Issues in English Language Teaching

H G WIDDOWSON

This book investigates fundamental assumptions about the way English should be defined and taught as a school subject. It critically examines current proposals for the specification of course content and classroom methodology, with particular reference to ideas about authenticity and task-based learning.

Form-focused Instruction and Teacher Education**Studies in Honour of Rod Ellis**

EDITORS: SANDRA FOTOS AND HOSSEIN NASSAJI

An overview of form-focused instruction as an option for second language grammar teaching. It combines theoretical concerns, classroom practices, and teacher education.

Fundamental Concepts of Language Teaching

H H STERN

This book puts applied linguistics research into its historical and interdisciplinary perspective.

Fundamental Considerations in Language Testing🏆 **Winner MLA Kenneth W Mildenberger Prize**

LYLE F BACHMAN

A clear and authoritative discussion of the basic concerns which underlie the development and use of language tests, and a synthesis of research on testing.

Language Assessment in Practice🏆 **Winner Sage/ILTA Book Award 2012**

LYLE F BACHMAN AND ADRIAN S PALMER

Language Assessment in Practice is a fully revised second edition of the best-selling *Language Testing in Practice*. It allows readers to become competent in the design development and use of language assessments. The authors discuss concepts and procedures clearly, illustrated with examples.

Language Learner Strategies🏆 **Shortlisted for the BAAL Book Prize 2008**

EDITORS: ANDREW COHEN AND ERNESTO MACARO

Research into language learner strategies has the fundamental goal of improving the teaching and learning of second languages. This book explores the notion that the reason some learners of second languages excel and others struggle lies in what the learners themselves do – the strategies they bring to language learning and to language use.

Language Testing in Practice🏆 **Winner MLA Kenneth W Mildenberger Prize**

LYLE F BACHMAN AND ADRIAN S PALMER

Relates language testing practice to current views of communicative language teaching and testing. It builds on the theoretical background expounded in Bachman's *Fundamental Considerations in Language Testing* and examines the design, planning, and organization of tests.

Linguistic Imperialism🏆 **Shortlisted for the BAAL Book Prize**

ROBERT PHILLIPSON

This book explores the contemporary phenomenon of English as an international language, and sets out to analyse how and why the language has become so dominant.

Practical Stylistics

H G WIDDOWSON

This book provides a set of principles for an approach to teaching poetry which integrates the study of language and literature.

Principle and Practice in Applied Linguistics**Studies in honour of H G Widdowson**

EDITORS: GUY COOK AND BARBARA SEIDLHOFER

A comprehensive overview of the many and diverse areas in applied linguistics today.

Research Methods in Applied Linguistics

ZOLTÁN DÖRNYEI

A comprehensive overview of research methodology in applied linguistics which describes the various stages of qualitative and quantitative investigations, from collecting the data to reporting the results.

Resisting Linguistic Imperialism in English Teaching🏆 **Winner MLA Mina P Shaughnessy Prize**🏆 **Shortlisted for the BAAL Book Prize**

A SURESH CANAGARAJAH

This book describes the creative strategies employed by teachers and students resisting the linguistic imperialism that many scholars have identified as the consequence of the global ELT enterprise.

SLA Research and Language Teaching

ROD ELLIS

The author sees the four main roles of SLA researchers as developing relevant theories, conducting their own classroom research, making research accessible to teachers, and facilitating action research.

Sociocultural Theory and the Genesis of Second Language Development

JAMES P LANTOLF AND STEVEN L THORNE

Integrates theory, research, and practice on the learning of second and foreign languages as informed by sociocultural and activity theory.

Task-based Language Learning and Teaching🏆 **Shortlisted for the Ben Warren Prize**

ROD ELLIS

An exploration of the relationship between research, teaching, and tasks, and clarification of the issues raised by recent work in this field. The book shows how research and task-based teaching can mutually inform each other and illuminate the areas of task-based course design, methodology, and assessment.

Teaching Language as Communication

H G WIDDOWSON

This book develops a rational approach to the teaching of language as communication, based on a careful consideration of the nature of language and of the language user's activities.

The Phonology of English as an International Language

🏆 *Shortlisted for the BAAL Book Prize*

🏆 *Highly Commended English-Speaking Union's Duke of Edinburgh Book Competition*

🏆 *Shortlisted for the British Council Innovation Award*

JENNIFER JENKINS

This book advocates a new approach to pronunciation teaching, in which the goal is mutual intelligibility among non-native speakers rather than imitating native speakers. It will be of interest to all teachers of English as an international language, especially business English.

The Psychology of Second Language Acquisition

🏆 *Winner Ben Warren Prize 2010*

ZOLTÁN DÖRNYEI

A systematic and accessible overview of main psychological areas and theories relevant to SLA. Readers will find succinct and up-to-date descriptions of a wide range of psycholinguistic and neuropsychological topics such as language and the brain; neuroimaging; non-nativist approaches to language acquisition; explicit/implicit learning and memory, procedural/declarative knowledge and the automatization of language skills; learner characteristics, age effects, and the psychological basis of language learning in educational contexts.

The Struggle to Teach English as an International Language

ADRIAN HOLLIDAY

This book is about the worlds and conflicts of TESOL teachers and researchers whose professional lives are both enriched and problematized by the cultural and political interfaces created by working with an international language. Central to this discussion is the balance of power in classroom and curriculum settings, the relationship between language, culture, and discourse, and the change in the ownership of English.

The Study of Second Language Acquisition

Second Edition

ROD ELLIS

This book is an encyclopedic survey of second language acquisition research as developed over the last forty years. It provides sections on the description of learners' language, the role of the linguistic environment and social context, internal mechanisms, individual learner differences, and the role of instruction. It provides a balanced account by representing a variety of perspectives, including cognitive, linguistic, sociocultural, and neurolinguistic.

Translation in Language Teaching

🏆 *Winner Ben Warren Prize*

GUY COOK

A survey and critical assessment of arguments for and against translation in different English language teaching contexts, this book proposes 'translation' as one of a number of ways of relating English to students' own languages. Establishing a new direction in practice and research, it discusses ways in which translation might be incorporated into materials, curriculum development, and teacher education.

Understanding English as a Lingua Franca

BARBARA SEIDLHOFER

The spread of English as the international lingua franca (ELF), like other aspects of globalization, calls for a reconsideration of conventional ways of thinking. This book argues that ELF needs to be understood as an entirely natural use of language in its own right and not as an erroneous version of native-speaker English, and demonstrates how the 'non-conformist' formal features of ELF are functionally motivated by the dynamics of communicative interaction.

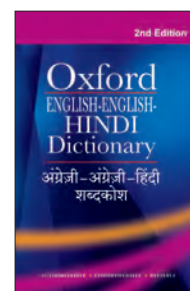
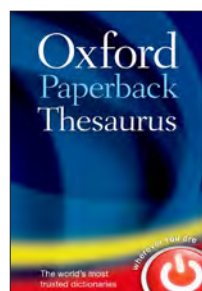
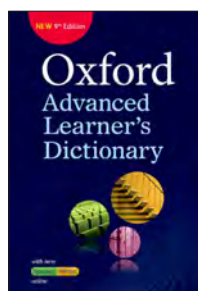
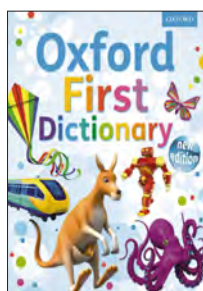
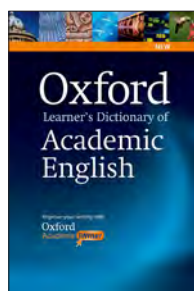
Understanding Second Language Acquisition

🏆 *Winner BAAL Book Prize*

ROD ELLIS

In this authoritative survey Rod Ellis examines different theories of second language acquisition and the critical reactions to them.

ISBN	Title	INR
Oxford Applied Linguistics		
9780194372176	Oxford Applied Linguistics: A Cognitive Approach to Language Learning	1,195
9780194421850	Oxford Applied Linguistics: A History of English Language Teaching, Second Edition	1,095
9780194316347	Oxford Applied Linguistics: Analysing Learner Language	1,095
9780194371285	Oxford Applied Linguistics: Aspects of Language Teaching	895
9780194422444	Oxford Applied Linguistics: Complex Systems and Applied Linguistics	695
9780194371872	Oxford Applied Linguistics: Context and Culture in Language Teaching	795
9780194374446	Oxford Applied Linguistics: Controversies in Applied Linguistics	1,095
9780194374453	Oxford Applied Linguistics: Defining Issues in English Language Teaching	765
9780194422505	Oxford Applied Linguistics: Form-focused Instruction and Teacher Education	410
9780194370653	Oxford Applied Linguistics: Fundamental Concepts of Language Teaching	1,295
9780198070726	Oxford Applied Linguistics: Fundamental Considerations in Language Testing	425
9780194422932	Oxford Applied Linguistics: Language Assessment in Practice	1,195
9780194422543	Oxford Applied Linguistics: Language Learner Strategies	895
9780194371483	Oxford Applied Linguistics: Language Testing in Practice	945
9780195693096	Oxford Applied Linguistics: Linguistic Imperialism	320
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