

EAP 7500

BIBLIOGRAPHY

ENGLISH FOR ACADEMIC PURPOSES RESOURCES



www.britishcouncil.org

INTRODUCTION

This bibliography is one of a series produced by the British Council to help English Language Teaching (ELT) professionals select resources which can be used in the classroom, for self-access centres or libraries. There are lists for general ELT and for English for Academic Purposes (EAP) and they are broken down by approximate value in pounds sterling, for example; ELT 10,000 (has resources which total £10,000), ELT 5000 (has resources which total £5000) and so on.

You can use this bibliography in a number of ways; to start a new collection, to review and refresh your existing resources, or to create an exhibition for an event.

Each bibliography is divided into sections including; learner levels, skill types, readers, dictionaries, resource material for teachers and exams. The resources have been selected by an external consultancy; River Rock Bibliographic Consultants, who selected a range of books, software and packages and they have also been quality reviewed by a group of British Council English Language teachers.

Each item has bibliographic information to help you with selection and ordering:

¹English Basics – ²Beginner – Upper-Intermediate ³(Bk + Key)

⁴Cholij

⁵CUP

⁶0-521520606

⁷2004

⁸£6.75

⁹A reference and practise book which can be used in the classroom and at home. Provides help with the mechanics of English Language. Ideal for teachers, students and anyone who needs to use English with a high degree of competence.

Key

- 1 title
- 2 level (where appropriate)
- 3 format
- 4 author/editor
- 5 publisher
- 6 ISBN
- 7 year of publication/edition update
- 8 price (recommended retail price)
- 9 description (for some resources)

Some abbreviations have been used in the lists:

(2/Ed)	second edition
Bk	book
Cass	cassette
EAP	English for Academic Purposes
(Ed)	editor(s)
ELT	English Language Teaching
ESP	English for Specific Purposes
Lang	language
(N/Ed)	new edition
Res bk	resource book
Res pk	resource pack
Workbk	workbook

We hope to review and update these lists annually and would like to hear how useful you found this document and how you used it. If you have any comments or questions on the bibliographies, please e-mail me at the address below.

I hope you find this bibliography useful.

For more ELT resources, advice and information, visit the Teaching English website at www.teachingenglish.org.uk

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ENGLISH FOR ACADEMIC PURPOSES (EAP) RESOURCES

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SOFTWARE

Academic Writing: A Language Based Approach (CD-ROM)

Woodward-Kron
000N0011
NCELTR
£55.00

Interactive CD-ROM for 1 PC. Developed to teach EFL students about writing at university. Winner of the Tertiary Technology Showcase category 2001 APA Awards.

EASE Listening to Lectures/Seminar Skills Software

00000CL031
University of Warwick
£66.95

Single Institutional User CD-ROM. Designed for non-native speaking students in higher or further education. Contains high quality digital video clips from a range of lectures filmed live at the university. Tasks help students focus on the language and skills needed to understand and take effective notes in lectures. Winner of the British Council Innovation in ELT award.

EASE Seminar Skills 1: Presentations (CD-ROM)

00000CL032
University of Warwick
£66.95

Single Institutional User CD-ROM. Provides lots of interactive exercises and activities which will enable students to improve their academic presentation skills in English.

EASE Seminar Skills 2: Discussions (CD-ROM)

00000UW002
University of Warwick
£66.95

Single Institutional User CD-ROM. Emphasis on the distinguishing features of academic discussions. Also looks at 'non-conventional seminars' – problem-solving seminars within the sciences, literary readings and writing seminars.

Study Skills Success

9-629602768
Clarity Software
£99.00
<http://www.clarity.com.hk/program/studyskills.htm>
Single Institutional User CD-ROM. A complete course in academic English covering everything from web-based research to seminar skills, assignment planning to academic reading, exam skills to listening strategies.

Pass IELTS

1-903126452
Educational Software
£16.99

CAE Tutor (1 PC)

1-903126096
Educational Software
£40.00

BRITISH/CULTURAL RESOURCES

Timesaver For Real! English in Everyday Situations (Bk + CD)

1-900702231
Scholastic
2005
£22.00
Photocopiable collection of stimulating materials for use with teenagers.

London!

1-900702983
Scholastic
2004
£19.00
Photocopiable collection of stimulating materials for use with teenagers.

Teach Yourself World Cultures: England

0-340859792
Hodder
2004
£8.99

In Britain 21st Century Edition (CD)

Vaughan-Rees
3-125133629
Chanceral
2000
£12.50
An authentic introduction to British civilisation and everyday English language.

In Britain 21st Century Edition (Student Bk)

Vaughan-Rees
3-125133610
Chanceral
2000
£9.95

In Britain 21st Century Edition (Teacher's Bk)

Vaughan-Rees
3-125133696
Chanceral
2000
£3.95

Culture, Customs and Lifestyle in the UK and Ireland

Kiernan
1-904720137
Scholastic
2005
£19.00
Provides a real insight into everyday culture, customs and lifestyle from the UK and Ireland, presented through activities, reading texts and communicative games. Topics include Glastonbury music festival and Brighton – 'London by the sea'.

Intercultural Resource Pack

Utley
0-521533406
CUP
2004
£28.55
Contains 50 activities which aim to develop intercultural awareness and competence through a wide variety of tasks.

DICTIONARIES

Cambridge Advanced Learner's Dictionary (2/Ed (Bk + CD-ROM))

0-521843782
CUP
2005
£29.00

Fully updated edition with new vocabulary, frequency information, 'mini collocation' boxes and exam-practice exercises on the CD-ROM.

Cambridge Phrasal Verbs Dictionary

0-521860385
CUP
2006
£27.25

Covers around 6,000 phrasal verbs current in British, American, and Australian English. Clear explanations and guidance help learners master this difficult, yet essential, aspect of the English language.

Collins Cobuild Learner's Dictionary Concise Edition

0-007126409
Collins
2003
£12.99

Offers learners of English in-depth coverage of today's language.

Oxford Elementary Learner's Dictionary – Beginner/Lower-Intermediate

Crawley (Ed)
0-194312755
OUP
1999
£9.80

An ideal first dictionary that gives learners all the help they need to use new vocabulary correctly.

Oxford Idioms Dictionary for Learners of English

0-194315452
OUP
2005
£11.30

Enlarged and updated to contain nearly 10,000 frequently used idioms.

Oxford Learner's Wordfinder Dictionary

Trappes-Lomax
0-194313085
OUP
1997
£12.90

Groups related vocabulary, along with examples and language notes.

Oxford Collocations Dictionary

0-194312437
OUP
£14.50

Longman Language Activator

0-582415489
Longman
£29.95

Oxford Thesaurus of English

0-198608624
OUP
£25.00

Easier English dictionary for students: over 35,000 terms clearly defined.

Rooney

0-747566240
Bloomsbury
2003
£9.99

The selection is based on the frequency with which words occur in everyday language and analyses of the Certificate in Advanced English (CAE) exam syllabuses.

Compact Oxford English Dictionary for University and College Students

0-199296251
OUP
2006
£12.99

Offers comprehensive coverage of current English and is perfect for student reference and everyday study needs.

RESOURCE MATERIAL FOR TEACHERS

Academic Listening: Research Prospectives

Flowerdew
0-521455510
CUP
1995
£19.50

This collection of original papers comprehensively addresses the area of second language academic listening. Features: an overview of research relevant to second language lecture comprehension, analysis of the cognitive processes involved in listening comprehension, the object of the comprehension process, relates the theory of second language listening comprehension to practical pedagogic concerns. Each section is preceded by an accessible introduction and the book as a whole provides detailed coverage of important aspects of academic listening phenomena.

English for Academic Purposes: a Guide and Resource Book for Teachers

Jordan
0-52155618X
CUP
1997
£19.50

Looks at study skills, as well as other concerns of EAP, such as needs analysis, syllabus and course design, methodology and materials, learning styles, tests and exams.

English for Academic Purposes: an Advanced Resource Book

Hyland
0-415358701
Routledge
2006
£16.99

Introduces the major theories, approaches and controversies in the field and provides numerous exercises as practical study tools that encourage a critical approach to the subject.

Aspects of Language Teaching

Widdowson
0-19437128x
OUP
2001
£20.00

Review of prominent issues in language teaching, such as the relevance of theoretical enquiry to practical pedagogy.

A Course in Language Teaching

Ur
0-521449944
CUP
1996
£18.00

Provides an introduction to teaching languages, for use in pre-service or early experience settings.

A framework for task-based learning

Willis
0-582259738
Longman
1996
£23.00

Aims to provide practical classroom guidance.

Academic Discourse

Flowerdew
0-582418879
Longman
2001
£22.99

Divided into sections covering the main approaches, each begins with a state-of-the-art overview of the approach and continues with exemplificatory empirical studies. Genre analysis, corpus linguistics, contrastive rhetoric and ethnography are comprehensively covered through the analysis of various academic genres- research articles, PhD theses, textbooks, argumentative essays, and business cases.

Across the Board: Building Academic Reading Skills

Zukowski-Faust
0-030324823
Thomson
2001
£17.25

Contains fifteen true stories, told in first and third person from several different perspectives.

An A-Z of ELT

Thornbury, S
1-405070633
Macmillan
2006
£18.50

Alphabetical list of terms about ELT, for teachers and trainee teachers.

Appraising Research in Second Language Learning

Porte
9-027216367
John Benjamins
2002
£25.00

This combination textbook/workbook is the first to provide specific advice and support to those wishing to learn how to approach the critical analysis of a research paper.

Approaches and Methods in Language Teaching (2/Ed)

Richards/Rogers
0-521008433
CUP
2001
£17.50

Includes description and analysis of methodologies including Silent Way, Community Language Learning, TPR, Natural Approach and Suggestopedia.

Assessing Grammar

Purpura
0-52100344x
CUP
2004
£17.45

Provides a broadened and comprehensive framework of second language grammatical knowledge and uses this as a base to help readers create their own assessment tools.

Assessing Languages for Specific Purposes

Douglas
0-521585430
CUP
1999
£18.00

Essential reading for anyone interested in evaluating languages for specific purposes. It takes the reader through the issues which must be considered when assessing students who are studying on LSP courses.

Assessing Listening

Buck
0-521666619
CUP
2001
£18.00

Explores the theory and research relating to the listening ability of foreign language learners. Outlines the major areas of listening research and provides language teachers with guidelines to design and develop suitable listening tests.

Assessing Reading

Alderson
0-521599997
CUP
2000
£18.00

Most comprehensive and up-to-date treatment of the assessment of reading in a foreign or second language. It is unique in that it reviews theory, research and practice in the assessment of reading.

Assessing Vocabulary

Reed
0-521627419
CUP
2000
£18.00

Presents a framework that expands the traditional concept of a vocabulary test to cover a range of procedures for assessing the vocabulary knowledge of second language learners.

Classroom Decision Making: Negotiation and Process Syllabuses in Practice

Breen
0-521666147
CUP
2000
£17.45

How can we involve students in classroom decisions? Addresses this and other questions by bringing together accounts from teachers who have introduced shared decision-making with students. Shortlisted for International Ben Warren Prize.

Communication in the Language Classroom

Lynch
0-194335224
OUP
1996
£14.95

Looks at how learners interact in the classroom and offers practical guidance on how to give learners better opportunities for interaction and communication. Uses illustrative transcripts and covers all four skills.

Computer Applications in SLA

Chappelle
0-521626463
CUP
2001
£17.50

Conversation: From Description to Pedagogy

Slade
0-52181426x
Cambridge
2006
£17.50

Outlines the latest research in 'conversation' and provides models of different approaches to teaching conversation. Identifies and analyses the kinds of difficulties that learners encounter.

Co-operative Learning and Second Language Teaching

McCafferty (Ed)
0-521606646
Cambridge
2006
£18.50

First text on the topic. Case studies demonstrate the effectiveness of cooperative learning in a variety of contexts.

Dealing With Difficulties

Prodromou
1-905085001
Delta
2006
£15.25

Contains more than 150 techniques and activities for dealing with everyday difficulties and challenges of teaching. Activities require minimum preparation and are aimed to produce maximum speaking interaction in the classroom.

Describing Language

Graddol
0-335193153
McGraw-Hill
1994
£18.99

Introduction to descriptive linguistics. Useful to anyone who wishes to refer to technical literature involving linguistic description.

Designing Language Teaching Tasks

Johnson
0-333984862
Macmillan
2003
£16.99

An indispensable guide on how to prepare activities for use in the language classroom.

Designing Tasks for the Communicative Classroom

Nunan
0-521379156
CUP
1989
£15.40

Introduction to theoretical and practical aspects of communicative task design; integrates research and practice in language teaching into a framework for analysing learning tasks.

Developments in English for Specific Purposes

Dudley-Evans
0-521596750
CUP
1988
£19.50

A practical and accessible source of major developments in ESP, as well as an extensive overview of theoretical and methodological issues.

Dictation

Davies
0-521348196
CUP
1988
£14.00

Activities range from traditional spelling and punctuation problems to exercises that emphasize personal attitudes and opinions of both teachers and students.

English for Specific Purposes

Hutchinson
0-521318378
CUP
1987
£15.50

Places ESP within general context of language teaching; offers guidance on basic principles and techniques in course design, materials, methodology and assessment.

Establishing Self-Access

Gardner
0-521585562
CUP
1999
£17.50

Examines establishing, maintaining and developing self-access language learning (SALL).

Evaluating Your Students

Baxter
8-42945067x
Richmond
1997
£13.20

A clear analysis of current issues in evaluation and testing, and practical techniques to help in devising tests for all areas of language teaching.

Exam Classes

May
0-194372081
OUP
1999
£14.70

Contains 90 practical and original activities for teaching exam classes. Contains activities on exam preparation strategies, the 4 skills, and grammar, and an exam task-type index.

Exploring the Dynamics of Second Language Writing

Kroll
0-521529832
CUP
2003
£19.50

Feedback in Second Language Writing

Hyland
0-521672589
Cambridge
2006
£19.50

Part of the Cambridge Applied Linguistics Series. This is an authoritative series presenting the latest insights from work in applied linguistics which have implications for language teaching and learning.

Games for Language Learning (3/Ed)

Wright
0-521618223
Cambridge
2006
£15.90

Fully updated and revised with new games and sections; advice given on preparation and procedure.

Grammar

Thornbury
0-194421929
Oxford
2005
£14.70

Explains what grammar really is, why languages have to have it, and how different languages exploit it.

Grammar for English Language Teachers

Parrott
0-521477972
CUP
2000
£15.60

Encourages teachers to appreciate the factors which affect grammatical choices, but also introduces the 'rules of thumb' presented to learners in course materials.

Group Dynamics in the Language Classroom

Dornyei
0-521529719
CUP
2003
£17.50

Looks at 'group' issues, offers practical advice on how to manage learner groups in a way that they develop into cohesive and productive teams.

Homework

Painter
0-194375749
OUP
2003
£14.70

Provides motivating ideas to help learners enjoy their homework, plus guidelines on making homework relevant to the curriculum and to students.

How Languages are Learned (3/Ed)

Lightbrown/Spada
0-194421805
OUP
2006
£14.95

Award winning accessible guide to the study of language acquisition. Includes recent theories, such as skill learning, formulaic language and the 'noticing hypothesis'.

How to Teach for Exams

Burgess
0-582429676
Longman
2002
£20.50

A book which shows teachers how to develop or enhance their grammar teaching skills. Photocopiable.

How to Teach Grammar

Thornbury
0-582339324
Longman
1999
£20.50

Relevant to both old and new teachers. Explores methods of dealing with grammatical errors and ways of integrating grammar instruction into different general methodologies.

How to use the Internet in ELT

Teeler/Gray
0-582339316
Longman
2000
£20.50

How to get the best out of your browser and unleash the potential of the internet for the EL teacher.

Innovation in English Language Teaching: a Reader

Hall/Hewings
0-415241243
Routledge
2000
£24.99

Provides both theoretical perspectives and practical tools for analysing and understanding how ELT classroom curricula can be analysed, developed and evaluated.

Insights into Second Language Reading

Koda
0-521545137
CUP
2005
£22.65

Interactive approaches to Second Language Reading

Carrell
0-521358744
CUP
1988
£19.50

Language and the Internet

Crystal
0-521802121
CUP
2001
£17.00

Investigates the nature of the impact which the internet is making on language.

Language Learning in Distance Education

White
0-521894557
CUP
2003
£17.50

A comprehensive overview of important issues within the field, exploring the ways in which all participants are adapting their practises in response to the new learning environment.

Learners Stories: Difference and Diversity in Language Learning

Nunan
0-521614147
CUP
2005
£15.90

Focuses on learners as people, and the ways in which language learning is embedded within the personal lives of learners. Contains diaries, interviews – used to explore issues, such as motivation, age, culture and identity.

Materials and Methods in ELT: a Teacher's Guide (2/Ed)

McDonough
0-631227377
Blackwell
2003
£19.99

This popular textbook offers a comprehensive and practical introduction to central themes in the principles and practice of Teaching English as a Foreign/Second Language. It is written both for teachers and for those taking professional courses in English Language Teaching.

Methodology in Language Teaching: an Anthology of Current Practice

Richards/Renandya
0-521004403
CUP
2002
£20.30

Gives an overview of approaches to the teaching of English and illustrates the complexity of the practical planning and instructional activities it involves.

Personalising Language Learning

Griffiths
0-521633648
CUP
2000
£14.00

Provides guidance and practical activities for teachers who are looking for ways to make the language learning experience more person-based.

Planning Lessons and Courses

Woodward
0-521633540
CUP
2001
£16.70

Looks at the everyday reality of working teachers as they design short and long instructional units. Contains practical principles and activities.

Principles of Language Learning and Teaching (4/Ed)

Brown
0-130178160
Longman
2000
£30.00

Comprehensive and up-to-date analysis of the theoretical foundations of foreign and second language teaching.

Research Perspectives on EAP

Flowerdew
0-52180518x
CUP
2001
£21.50

Task-Based Language Learning

Nunan
0-521549477
CUP
2004
£16.95

Offers a comprehensive and up-to-date appraisal of the field.

Task-Based Language Learning and Teaching

Ellis
0-194421597
CUP
2003
£22.00

**Teaching Academic Writing:
A Toolkit for Higher Education**

Coffin
0-415261368
Routledge
2002
£18.99

A 'toolkit' designed to help higher education lecturers and tutors teach writing to their students. Containing a range of diverse teaching strategies, the book offers both practical activities to help students develop their writing abilities and guidelines to help lecturers and tutors think in more depth about the assessment tasks they set and the feedback they give to students.

**Teaching and Assessing Skills
in English as Second Language**

Lucantoni
0-521753562
CUP
2002
£13.50

**Teaching and Learning
in the Language classroom**

Hedge
0-194421724
OUP
2000
16.95

A comprehensive handbook that involves teachers in their own professional development and aims to develop insights into issues, problems in ELT methodology.

**Teaching English as an International
Language: Rethinking Goals and Approaches**

McKay
0-194373649
OUP
2002
£14.95

Teaching Business English

Ellis
0-194371670
OUP
1994
£16.95

For Business English teachers, trainers and course organisers. It gives background to the business learner's world and strategies for approaching training tasks.

Teaching English Spelling

Shemesh
0-521639719
CUP
2000
£16.70

Supplementary activities for practising common spelling patterns in English. Suitable for both first language and foreign or second language contexts and there are suggestions for using the activities with different levels of learners.

**Teaching Study Skills and Supporting
Learning**

Cottrell
0-333921240
Macmillan
2001
£17.95

Sets study skills development in context, outlining good teaching practices and positive learning environments that enhance student skills.

**Techniques and Principles
in Language Teaching**

Larsen-Freeman
0-194355748
OUP
2000
£15.95

**The Cambridge Guide to Teaching English
to Speakers of Other Languages (TESOL)**

Nunan/Carter (Ed)
0-521805163
CUP
2001
£18.00

32 chapters by leading figures in this field look at current and future developments.

**The Grammar of Spoken English
and EAP Teaching**

Cutting
1-873757182
Business Education
2000
£6.95

The Internet and the Language Classroom

Dudenev
0-521783739
CUP
2000
£15.90

Provides a collection of activities for use in the language classroom and discusses the different facets of the internet.

**The Kaleidoscope of Adult Second
Language Learning**

Wigglesworth
1-864088567
NCELTR
£15.95

Explores some of the factors impacting on learners in a language training situation through the voices of the learners, researchers and teachers.

**The Practice of
English Language Teaching (3/Ed)**

Harmer
0-582403855
Longman
2001
£21.60

Covers areas such as language, learners and teachers, theories, methods and design.

The Teacher's Grammar of English

Cowan
0-521676797
Cambridge
2006
£18.00

A comprehensive resource designed to help teachers and teachers-in-training develop their understanding of English grammar. In addition to complete up-to-date coverage on form, meaning and usage, each chapter includes practical suggestions for teaching as well as a unique section that analyses common errors made by learners.

Uncovering Grammar

Thornbury
1-40508006X
Macmillan
2005
£16.00

Challenges the traditional view of grammar as a 'thing' to be learned, suggesting that it is more like a 'process' that emerges. Winner of the Ben Warren Award 2002.

Vocabulary in Language Teaching

Schmitt
0-521669383
CUP
2000
£15.85

Vocabulary: Description, Acquisition and Pedagogy

McCarthy/Schmitt
0-521484952
CUP
1998
£19.50

Discusses what vocabulary is, how it behaves, how learners acquire it and pedagogical issues of teaching and testing L2 vocabulary.

Writing Extra

Palmer
0-521532876
CUP
2004
£25.90

Role plays, discussions, games and text analysis activities. Encourages students to look at the process of writing, thus developing their awareness of structure, content and their target audience.

STUDY SKILLS**Critical Thinking Skills**

Cottrell
1-403996857
Macmillan
2005
£9.99

This book takes an easy-to-follow, step-by-step approach to developing a range of critical thinking skills, with clear explanations, good examples and plenty of activities to develop your understanding at each stage.

Critical thinking for students

Bazerman
1-857036344
How To Books
2000
£9.99

Critical thinking is a core skill needed to make all your studies more effective. This totally revised and updated book is a must if you want to find out how to develop your own arguments and evaluate other people's.

Concentration Made Easy

1-853407224
Piccadilly
2002
£5.99

This book will help you not only to master the skills of concentration, but also to relax.

Essential Study Skills: the Complete Guide to Success at University

Burns
0-761949585
SAGE
2003
£14.99

This volume provides a complete practical guide to academic success, covering everything from what it means to be a university student, to how to succeed in exams.

Guide to learning independently

Marshall
0-335203663
OUP
1998
£14.99

This book enables you to plan and concentrate on your study commitments; adapt to independent study within a formal institution such as a university; formulate effective strategies for remembering information; and use and evaluate research material.

How to Mind Map

Buzan
0-007146841
Harper Collins
2002
£6.99

This innovative method has enabled students to retain and recall information easily and improve their grades.

How To Pass Exams: Accelerate Your Learning, Memorise Key Facts, Revise Effectively

O'Brien
1-904292399
Duncan Baird
2003
£6.99

How to Study

Page
0-749423463
Kogan Page
1997
£7.99

Aiming to help students study with greater ease and with better results, this text gives simple time management tips to create do-lists, daily schedules, monthly calenders and project plans.

How to Write

Fowler
1-99278504
OUP
2006
£4.99

An introductory guide to writing, aimed at people who think they can't write, or for whom writing is an ordeal. Broken down into short topic-based chapters on everything from beginning to revising, it demystifies the writing process by taking the reader through each stage necessary to bring a piece of writing to a decent finish.

Improve Your Study Skills

Coman
0-844258865
McGraw Hill
1997
£6.95

This guide is designed to help readers improve study skills, increase reading speed, understand more and improve performance in test situations.

Improve Your Memory

Fry
0-749423498
Taylor & Francis
1997
£7.99

This practical text gives tips on how anyone can improve the power of their memory. With advice on improving recollection of names, dates, facts and formulae, this guide even shows how to improve spelling.

IT Skills for Successful Study

Clarke
1-403992711
Macmillan
2005
£11.99

This practical guide will help you to develop your existing IT skills and succeed as a student. It tackles a wide range of approaches to using IT for maximum benefit, from advice on written work, analysis of experimental results, and research on the web, through to making effective presentations.

Last Minute Study Tips

Fry
0-749423455
Kogan Page
1996
£8.99

Aimed to help students to cope with the common study problem of deadlines leaping up when least expected, this text offers advice, face-saving tips and tricks for salvaging the situation.

Learn How to Study

Evans
0-751520888
Little Brown
1998
£9.99

The main concern of this text is to encourage and help students work out for themselves appropriate ways of studying. It includes chapters on organization, writing essays and tackling textbooks.

Make Exams Easy

Evans
1-857036212
How To Books
2000
£4.99

This text provides advice on achieving success in exams and covers a set of critical tools, techniques and approaches which aim to boost skills and confidence.

Manage Your Time

Fry
0-749423536
Kogan Page
1997
£7.99

This title provides advice and techniques aimed at helping students add more structure to their lives and study.

Managing Your Own Learning at University: a Study Guide

Moran
1-900621584
UCD
2000
£7.50

This practical self-help guide for students facing the often daunting experience of going to university aims to help them meet the challenges of new subjects, reading lists, large classes and methods of teaching and assessment unlike those at school.

Pass Any Test

Fry
0-749423552
Kogan Page
1997
£8.99

This title offers advice on test preparation, reading for maximum retention, researching past tests and 'psyching up' for the exam day.

Research Skills for Students

Glendinning
0-749418753
Taylor & Francis
1996
£8.99

This step-by-step self-study guide is designed to help students equip themselves with the skills they need to plan for, undertake and report on a research exercise or project.

Revision Sorted!

Brookes
0-75024173X
Hodder
2002
£2.99

This text tries to stave off panic and confusion by providing calm and practical advice on everything from revision plans and methods, to stress-busting strategies and exam techniques.

Sail Through Exams!: Preparing for Traditional Exams for Undergraduates and Taught Postgraduates

Levin
0-335215769
OUP
2004
£7.99

This guide aims to encourage you to take control of your own learning and studying. It explains the language of exam questions, and offers techniques and approaches for your personal circumstances.

Students Must Write

Barrass
0-415132223
Taylor & Francis
1995
£13.99

Includes advice on writing essays, letters, preparing a dissertation and on how to find out information for a project or essay.

Study Skills for Speakers of English as a Second Language

Lewis
1-403900264
Macmillan
2003
£12.99

How do we choose our subjects? Can we go and talk with the lecturers? What about making friends? Students will find practical answers to these and other frequently asked questions in this book.

Study Skills in English (2/Ed) (Student's Bk)

Wallace
0-521533856
CUP
2004
£12.85

Course for Upper-Intermediate – Advanced students. Covers a wide range of skills such as note-taking, preparing for seminars and research techniques.

Study Skills in English (2/Ed)

Wallace
0-521537533
CUP
2004
£12.00

Study Skills Success Guide

McInally
1-843722801
Leckie & Leckie
2005
£4.99

Study Skills: Maximise Your Time to Pass Exams

Kennedy
1-842850644
Study Mates
2005
£9.99

Study!

Barrass
0-415269954
Taylor & Francis
2002
£13.99

Whatever subject you are studying, this book will help you achieve your aims by offering practical advice and useful techniques for successful study.

Studying @ University: How to be a Successful Student

McIlroy
0-761947078
SAGE
2003
£14.99

This title aims to equip the student with strategies for making the most out of the experience of studying at university.

Studying at a Distance

Talbot
0-335213367
OUP
2003
£12.99

Includes motivation, goal-setting, time management and coping. This book refreshes basic study skills and helps with research projects. It also offers comments and advice from other distance learning students.

The Academic Essay: How to Plan, Draft, Write and Edit

Soles
1-842850652
Study Mates
2005
£9.99

This book is a step-by-step guide to all the stages of writing an academic essay. The first part deals with gathering, evaluating and organising information; the second how to write effective introductions and concluding paragraphs, and the final section how to revise and edit your work.

The Complete Guide to Success at University

Sinfield
0-761949585
SAGE
2003
£12.99

This volume provides a complete practical guide to academic success, covering everything from what it means to be a university student, to how to succeed in exams.

The Foundations of Research

Grix
1-403921458
Macmillan
2004
£14.99

Offers advanced undergraduates, postgraduates, and those involved in research an accessible, indispensable overview of the 'nuts and bolts' of the research process.

The Good Study Guide

Northedge
0-749259744
Open University
2005
£11.99

Topics include: motivating yourself and managing your time, taking full advantage of your computer, reading with concentration and understanding, developing flexible note-taking strategies, getting the most from seminars and workshops, making presentations, researching online, handling numbers and charts with confidence, writing clear, well-argued assignments and doing yourself justice in exams.

The Secrets of Successful Students

Tipper
1-873942648
Lucky Duck
2002
£12.00

Presents up-to-date information about your eyes and brain that will improve all aspects of your reading and proves that reading speeds of over 1000 words per minute are possible.

The Speed-Reading Book

Buzan
0-56348702X
BBC Active
2003
£7.99

The Students Skills Guide

Drew
0-566084309
Gower
2001
£16.99

This guide, outlines key skills for students with new sections on reflecting on your experience, critical analysis, learning styles and successful participation in seminars and meetings.

The Study Skills Handbook

Cottrell
1-403911355
Macmillan
2003
£11.99

Practical guide for native and non-native university students. Helps prepare for higher education, encourages them to think about the skills they already have, provides resources to help them evaluate and manage their own learning and develop good study habits.

The Ultimate Book of Mind Maps

Buzan
0-007212917
Harper Collins
2006
£14.99

Packed with examples of amazing thinking tools and practical Mind Map examples, including running a meeting and preparing for an interview.

Thinking Creatively

Boulden
0-751338443
Penguin
2002
£5.99

Showing you how to assess your own creative potential, then build on your strengths with methods such as mind mapping and outcome thinking, this guide contains strategies for working with teams and explains how to reach your goals using data dumping, metaphor analysis and brainstorming.

Use Your Head

Buzan
0-563488999
BBC Active
2003
£7.99

Presents a range of techniques that are all designed to teach the reader how to think effectively.

Write Great Essays!: a Guide to Reading and Essay Writing for Undergraduates and Taught Postgraduates

Levin
0-335215777
Open University
2004
£7.99

Helps enable students to read and write effectively and efficiently. This book includes practical hints and suggestions with insights into academic writing, critical reading, and methods of presentation.

Write it Right

Peck
1-403994870
Macmillan
2005
£9.99

Write it Right is a practical guide to the basic skills of effective writing. Set out in short easy-to-read sections, it tackles all the common problems that students meet while offering easy-to-follow advice on how to write better English.

Writing an Essay

Hennessy
1-857038460
How To Books
2002
£8.99

A step-by-step approach to the different techniques needed for writing successful essays in the humanities, social sciences and other disciplines. Using examples, case studies and practical exercises, the book shows how to research, organize your thoughts, take notes, plan and compose the essay.

Writing at University

Crème
0-335213251
Open University
2003
£13.99

Both undergraduates and postgraduates on courses that require essays, reports or dissertations will find this an essential tool, as will anyone returning to study who wants to improve their writing skills. It is also an invaluable resource for academic staff seeking to support students with their writing.

ESP

Medicine

English in Medicine (3/Ed) – Intermediate – Advanced

Glendinning/Holmstrom
CUP
2005

For doctors and medical students in the clinical phase of their studies and other medical professionals who have to use English to communicate with patients and colleagues. Aims to develop speaking and listening skills, but also focuses on reading and practice is also given in writing medical documents.

Bk	0-521606667	£15.40
CD	0-521606683	£12.00

Law

International Legal English – Upper-Intermediate – Advanced

Krois-Lindner/Translegal
CUP
2006

A self study or classroom use course, for those who need to operate in English in the international legal community.

Student's Bk + CD	0-521675170	£24.95
Teacher's Bk	0-521685567	£19.95

English Legal Terminology

Gubby
9-054544996
Willan
2005
£17.99

Designed for law students who have followed their law studies in a language other than English. Features: sets of legal terminology, civil procedure and EU law.

Oxford Handbook of Legal Correspondence – Intermediate – Advanced

Haigh
0-194571939
OUP
2006

£17.50

Contains all the information and examples that you need for writing effective legal correspondence. Aimed at law students as well as established working lawyers.

How to Write Law Essays and Exams

Strong
0406964025
Lexis Nexis
£15.99

IT

Technical English

Phillips
1-85964841X
Garnet
2006
£11.95

Introduces the vocabulary necessary to communicate and understand basic technical concepts in fields such as algebra, geometry, chemistry and physics.

Oxford English for Information Technology (N/Ed) – Intermediate – Upper-Intermediate

Glendinning
OUP
2006

A course for students/professionals involved in IT. Uses a variety of authentic, interesting and topical texts and visual materials. Gives support for teachers who are not IT specialists.

Student's Bk	0-19457492x	£17.50
Teacher's Guide	0-194574938	£12.35
CD	0-194574954	£10.80

Infotech: English for Computer Users (3/Ed) – Intermediate

Esteras
CUP
2003
<http://www.cambridge.org/elt/infotech/>

For learners who need to be able to understand and use the English of computing for study and work. 30 units help to develop all 4 skills.

Student's Bk	0-521754283	£13.35
Teacher's Bk	0-521754291	£12.30
Workbook	0-521532884	£7.35
CD	0-521754313	£12.00

Tech Talk – Elementary – Pre-Intermediate

Hollett/Sydes
OUP
2003 – 2005

http://www.oup.com/elt/catalogue/isbn/5290?cc=gb#assoc_isbns
A practical course which features short practical speaking tasks, real help in telephoning, e-mailing and reading technical information.

Student's Bk – Elementary	0-194574539	£16.00
Teacher's BK – Elementary	0-194574547	£10.85
Workbk – Elementary	0-194574555	£7.75
CD – Elementary	0-194574571	£10.80
Student's Bk – Pre-Interm	0-194574563	£16.00
Teacher's Bk – Pre-Interm	0-19457458x	£10.85
Workbk – Pre-Interm	0-194574598	£7.75
CD – Pre-Interm	0-194574601	£10.80

Basic English for Computing (Revised and Updated Edition) – Elementary – Pre-Intermediate

Glendinning/McEwan
OUP
2003

Topic-centred course intended for both vocational students and computing professionals. Units cover key computing functions and associated topics. Glossary of current computer terms. Teachers book provides full support for the non-specialist.

Student's Bk	0-194574709	£11.30
Teacher's Bk	0-194574717	£11.30
CD	0-194574733	£10.80

Business, Marketing and Management

Market Leader – Elementary – Advanced

Cotton/Falvey/Kent
Longman
2001 – 2006
www.market-leader.net

Contains a wide range of contemporary business topics. Includes units on grammar, vocabulary and skills.

Market Leader – Elementary

Student's Bk	0-58277327x	£18.90
Teacher's Bk	0-582773326	£25.90
Class CD	0-582773296	£13.50
Practice File CD Pack	0-582773229	£11.70
Test File	0-582773261	£14.00

Market Leader – Pre-Intermediate

Student's Bk	0-582507200	£18.90
Class CD (2)	0-582507251	£27.00
Teacher's Bk	0-582506980	£25.90
Practice File Pack	0-582507170	£11.70
Test File	0-582506964	£25.90

Market Leader – Intermediate

Student's Bk + CD (2)	1-405813369	£21.40
Teacher's Bk + DVD	1-405813431	£27.90
Practice File CD Pack	0-582838207	£11.70
Test File	0-582838169	£25.90
Class CD	0-582838118	£27.00

Market Leader – Upper-Intermediate

Student's Bk + CD (2)	1-405813385	£21.40
Teacher's Bk + DVD	1-405813458	£27.90
Practice File CD Pack	1-405813407	£11.70
Test File	1-405813180	£14.00
Class CD (2)	1-405813121	£27.00

Market Leader – Advanced

Student's Bk + CD (2)	1-405813393	£21.40
Teacher's Bk	0-582854636	£25.90
Practice File CD Pack	0-582895626	£11.70
Test File	0-582854628	£11.70
Class CD (2)	0-582895588	£27.00

Market Leader Videos

Portfolio – Pre-Interm	0-582507154	£81.00
Video + Resource Bk	0-582507243	£17.30
Video + Intermediate	0-582838177	£81.00
Video + Resource Bk – Intermediate	0-582838193	£17.30

Business Goals – Elementary – Intermediate

Knight/O'Neill/Hayden
CUP

2004

<http://www.cambridge.org/elt/businessgoals/>

Business Goals is a three-level course in communicative English for learners who need English for business purposes. Each Student's Book provides 30 core hours of class work extendable to over 60 hours using the additional material provided. The workbooks are also valuable for students preparing for the BEC examinations, with BEC-style activities and exam advice.

Business Goals 1

Workbk + CD	0-52160320x	£8.50
Student's Bk	0-521755379	£12.25
Teacher's Bk	0-521755387	£11.00
CD	0-521755409	£12.00

Business Goals 2

Workbook + CD	0-521614678	£8.50
Student's Bk	0-521755417	£12.25
Teachers' Bk	0-521755425	£11.00
CD	0-521755441	£12.00

Business Goals 3

Student's Bk	0-521603625	£12.25
Teachers' Bk	0-521613175	£11.00
CD	0-521613191	£12.00

Business English

Business Skills Series – Meetings– Intermediate

Laws
1-902741153
Summertown
2000
£12.60

Looks at the skills needed to be effective in the right situation, taking into consideration the latest business techniques.

Business Skills Series – Presentations – Intermediate

Laws
1-902741161
Summertown
2000
£12.60

Teach Yourself English for International Business – Intermediate (Bk)

Andon
0-340871377
Hodder
2004
£9.99

Teach Yourself English for International Business – Intermediate (CD)

Andon
0-340871415
Hodder
2004
£12.76

Test your Professional English – Business General

Flinders
0-582451485
Longman
2002
£8.95

This text gives students of English for professional purposes over 500 words and expressions to refer to. It can be used for self-study or in-class. An answer key is provided.

English for Work – Business Presentations – Intermediate (Bk + CD)

Badger
0-582539625
Penguin
2005
£13.50

English for Work – Everyday Business English – Intermediate (Bk + CD)

Badger
0-582539595
Penguin
2005
£13.50

Skills for Business English – Elementary (Teacher's Bk)

Kerridge
1-90078341x
Delta
2000
£9.45

Covers all the essential language skills needed to operate in today's business world. Flexible, modular approach.

Skills for Business English – Elementary (Student's Bk)

Kerridge
1-900783401
Delta
2000
£10.45

Skills for Business English – Elementary (CD)

Kerridge
1-900783517
Delta
2000
£19.95

Upgrade – Pre-Intermediate

Harrison
Garnet
2004

Designed for young adults, especially those who need to use English language resources as part of a higher education course. Consists of 15 topic-based units, 3 review units and study tips that help develop study skills and independent learning.

Student's Bk	1-859647057	£11.95
Act. Bk + Key	1-859647065	£7.95
Teacher's Bk	1-859647073	£10.95
CD	1-859647049	£17.01

IELTS COURSES

Achieve IELTS – Intermediate – Advanced

Marshall Cavendish
2006

<http://www.mcelt.co.uk/catalogue/exams/ielts.asp>

Course which recognises students real aims and ambitions by preparing them for student life as well as the IELTS exam. Key features: a genuine academic focus (rather than an ELT focus), practising exam questions and developing exam skills within 12 themed units.

Achieve IELTS – Intermediate – Upper-Intermediate

Student's Bk	0-462007472	£16.99
Teacher's Bk	0-462007499	£12.00
Workbook + CD	0-462007480	£11.99
CD	0-462007502	£19.99

Achieve IELTS – Upper-Intermediate – Advanced

Student's Bk	0-462007510	£17.99
Teacher's Bk	0-462007537	£12.00
Workbook + CD	0-462007529	£11.99
CD	0-462007545	£25.00

Focus on IELTS

O'Connell
IELTS 5.0 – 6.0
Longman
2002

Comprehensive IELTS preparation course. Familiarises students with each exam module and provides them with graded training that systematically develops the skills they need to tackle each task.

Focus on IELTS

Student's Bk	0-582447739	£17.50
CD	0-582772990	£25.00
Teacher's Bk	0-582447720	£14.95

Focus on Academic Skills for IELTS

Bk + CD	0-582837944	£21.45
CD	0-582837936	£27.00

Focus on IELTS Foundation Level

Student's Bk	0-582829127	£18.45
CD	0-582829143	£27.00
Teacher's Bk	0-582829151	£16.25

IELTS Express – Intermediate – Upper-Intermediate

Hallows
Thomson
2005–2006

Features 8 topic-based units covering typical IELTS themes, a complete practice test, key task types and suggestions on how to approach them and tips.

IELTS Express – Intermediate

Student's Bk	1-413009557	£15.95
Teacher's Bk	1-413009581	£14.25
Workbook + CD	1-413009603	£21.45
CD	1-413009565	£21.00
DVD	1-413009700	£17.99

IELTS Express – Upper Intermediate

Student's Bk	1-413009638	£15.95
CD	1-413009646	£21.00
DVD	1-41301397x	£17.99
Teacher's Bk	1-413009662	£14.25
Workbook + CD	1-413009719	£21.00

IELTS Masterclass

Haines
IELTS 5.5–6.5
OUP
2006

Trains students in broad academic skills and develops thinking strategies. Key features: topic development aimed at getting students to think about issues and skills analysis to help students improve their approaches.

Student's Bk	0-194575349	£17.25
Teacher's Bk	0-194575357	£10.85
Class CD	0-194575365	£21.65

Objective IELTS – Intermediate – Advanced

Capel
CUP
2006

Provides training for both the General and Academic Training modules. Each level offers 60 – 80 hours of study.

Objective IELTS – Intermediate

Student's Bk + CD-ROM + Key	0-521608856	£17.50
Teacher's Bk	0-521608724	£11.95
Workbook + Key	0-521608740	£7.00
CD	0-521608805	£22.00

Objective IELTS – Advanced

Student's Bk + CD-ROM + Key	0-52160883x	£17.50
CD	0-521608775	£22.00
Teacher's Bk	0-521608759	£11.95
Workbook + Key	0-521608783	£7.00

Step Up To IELTS – Intermediate – Upper Intermediate

Jakeman
CUP
2004

A short IELTS course for students expecting to achieve band 5. Contains about 60 hours of material. Test practice sections at end of each unit together constitute a whole sample test. Covers both modules.

Student's Bk	0-521532973	£9.50
CD	0-52154470x	£22.00
Personal Study Bk + Key	0-521533007	£5.40
Self-Study Pack	0-521533023	£14.90
Self-Study Student's Bk	0-521532981	£9.95
Teacher's Bk	0-521533015	£10.00

EXAMS

IELTS

404 Essential Tests for IELTS – Academic Module (Bk + CD)

Scovell
Adams & Austen
0-975183222
2004
£20.50

Contains 4 complete practice tests, specially prepared to extend a candidate's understanding of IELTS and practise examination techniques. For self-study or class use. Suitable for students and teachers.

404 Essential Tests for IELTS – Academic Module (Study Guide CD-ROM)

Scovell
Adams & Austen
0-975183281
2004
£25.50

404 Essential Tests for IELTS – Both Modules (Practice Bk + Cass)

Scovell
Adams & Austen
0-975183214
2004
£16.95

404 Essential Tests for IELTS – General Training Module (Bk + CD)

Scovell
Adams & Austen
0-975183249
2004
£20.50

404 Essential Tests for IELTS – General Training Module (Study Guide CD-ROM)

Scovell
Adams & Austen
0-97518329x
2005
£25.50

Academic Writing Practice for IELTS

McCarter
Intelligene
9-51958259
2002
£18.00

Prepares students for the academic writing component of the IELTS exam.

Action Plan for IELTS Academic Module (Self-Study Bk + CD)

Jakeman
CUP
0-521615275
2006
£14.50

Short, self-study guide which gives students a last-minute action plan, providing examples, mini-practice tasks and strategies to maximise their band score.

Action Plan for IELTS General Module (Self-Study Bk + CD)

Jakeman
CUP
0-521615283
2006
£14.55

Action Plan for IELTS – Both Modules (CD)

Jakeman
CUP
0-52161533x
2006
£12.00

Cambridge IELTS 2 (Student's Bk)

CUP
0-521775310
2000
£11.80

Each book contains 4 complete practice tests for the IELTS Academic module, plus extra Reading and Writing papers for the General Training module. Suitable for self-study.

Cambridge IELTS 2 (Cass)

CUP
0-521775302
2000
£22.00

Cambridge IELTS 3 (Student's Bk)

CUP
0-52101333x
2002
£11.80

Cambridge IELTS 3 (CD)

CUP
0-521013364
2002
£22.00

Cambridge IELTS 3 (Self-Study Pack)

CUP
0-521013372
2002
£30.00

Cambridge IELTS Practice Tests 4 (Student's Bk)

CUP
0-521544629
2005
£11.80

Each book contains 4 complete practice tests for the IELTS Academic module, plus extra Reading and Writing papers for the General Training module. Suitable for self-study.

Cambridge IELTS Practice Tests 4 (CD)

CUP
0-521544653
2005
£22.00

Cambridge IELTS Practice Tests 4 (Self-Study Pack)

CUP
0-521544637
2005
£30.00

Cambridge IELTS Practice Tests 5 (Student's Bk)

CUP
0-521677017
2006
£11.80

Each book contains 4 complete practice tests for the IELTS Academic module, plus extra Reading and Writing papers for the General Training module. Suitable for self-study.

Cambridge IELTS Practice Tests 5 (CD)

CUP
0-521677041
2006
£22.00

Cambridge IELTS Practice Tests 5 (Self-Study Pack)

CUP
0-521677025
2006
£30.00

Focusing on IELTS General Training Practice Tests book.

Clutterbuck

NCELTR
1-864088451
2005
£9.95

Contains in-depth practical strategies for developing reading and writing skills in preparation for the IELTS exam. Suitable for both modules. Over 60 extensive exercises with full answer key, sample answers for IELTS-type writing tasks.

Focusing on IELTS General Training Practice Tests (CD)

Clutterbuck
NCELTR
1-741380995
2005
£10.95

Focusing on IELTS Academic Practice Tests (Bk)

Clutterbuck
NCELTR
1-864088885
2005
£9.95

Focusing on IELTS Academic Practice Tests (CD)

Clutterbuck
NCELTR
1-864088478
2005
£10.95

Focusing on IELTS – Reading and Writing Skills

O'Sullivan
NCELTR
1-864085991
2000
£12.50

Focusing on IELTS – Test Taking Tips (DVD)

NCELTR
0-0000NC020
£5.99

IELTS Foundations Study-Skills (CD)

French
Macmillan
1405082011
£11.95

IELTS on Track – Test Practice General Training

Slater
Lang Aus /CELUSA
1-876768371
2006
£30.00

Helpful test strategies are offered for all subtests, and extensive preparation assistance and activities are provided for the IELTS Writing and Interview subtests. Contains 6 practice IELTS Reading tests, 6 Writing tests, 4 Listening tests and 2 IELTS Speaking test interviews.

IELTS Practice Tests (Bk + CD)

May
OUP
0-194575314
2004
£4.00

Contains 4 complete IELTS exams with academic reading and writing modules. Exam skills training and detailed explanation of answers.

IELTS Preparation and Practice – Listening and Speaking

Sahanaya
OUP
0-19551629x
2002
£12.50

Each component in this series reflects the format of the test, and offers a complete guide to developing the skills required for each module.

IELTS Preparation and Practice – Listening and Speaking (Cass)

Sahanaya
OUP
0-194574741
2002
£9.50

IELTS Tutor

Jacklin
NCELTR
0-95794960x
£35.50

Designed to help students understand and practise the skills necessary to be successful in the IELTS test.

IELTS Tutor (Video + Workbook)

Jacklin
NCELTR
0-957833318
£35.50

Insight into IELTS (Student's Bk)

Jakeman
CUP
0-521011485
2001
£17.75

Offers flexible and comprehensive preparation for the IELTS. As well as progressively developing skills, language and familiarity with the test format of each paper, it also introduces students to the types of communication tasks which they are likely to meet in an English-speaking study environment. For class or use at home.

Insight into IELTS (CD)

Jakeman
CUP
0-521544688
2004
£12.00

Insight into IELTS Extra (Pack)

Jakeman
CUP
0-521612268
2004
£37.00

Instant IELTS (Bk)

Brook-Hart
CUP
0-521755336
2004
£24.95

Photocopiable resource book containing IELTS exam practice activities. Organised by paper type, the book gives teachers a flexible resource that they can tailor to their student's needs. Lively topics for discussion/role-play.

Instant IELTS (CD)

Brook-Hart
CUP
0-521755360
2004
£12.00

Prepare for IELTS

Cameron
Insearch Language Centre
1-863658017
£9.95

A comprehensive course to prepare students for both modules. Structured to parallel the test in the four areas. Contains 5 practice tests.

Prepare for IELTS (CD)

Cameron
Insearch Language Centre
0-908537220
£6.95

Study English: IELTS Preparation (Bk + DVD)

Shymkiw
Insearch Language Centre
0-908537271
£39.95

Addresses a range of key IELTS areas and includes 2 DVDs, study notes, activities, transcripts and full answers for every 10 minute episode (26 episodes in total)

**Thomson Exam Essentials:
IELTS Practice Tests**

Harrison
Thomson
1-413009751
2006
£12.99

Two fully guided tests, eight complete Tests (six Academic and two for General Training) Separate Writing Bank with fully written out model compositions, useful language and notes on content and organisation.

**Thomson Exam Essentials:
IELTS Practice Tests (CD)**

Harrison
Thomson
1-413009778
2005
£27.99

Tips for IELTS

McCarter
Macmillan
1405096160
£5.95

Hints on how to tackle specific types of IELTS questions.

BEC**Cambridge BEC Practice Tests –
Preliminary 1 (Student's Bk)**

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0-521753015
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Each book contains four practice tests.

**Cambridge BEC Practice Tests –
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**Cambridge BEC Practice Tests –
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0-52175304x
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Each book contains four practice tests.

**Cambridge BEC Practice Tests –
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Higher 1 (CD)**

CUP
0-521752914
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**Cambridge BEC Practice Tests –
Preliminary 2 (Student's Bk)**

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0-521544505
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This course is ideal for learners at the beginning of their business career, or those about to enter the business world. With a 'real world' practical approach, the course forms a complete package with the BEC Vantage practice tests.

Cambridge BEC Practice Tests – Preliminary 2 (Self-Study Pack)

CUP
0-521544513
2004
£19.75

Cambridge BEC Practice Tests – Preliminary 2 (CD)

CUP
0-521544521
2004
£12.00

Cambridge BEC Practice Tests – Vantage 2 (Student's Bk)

CUP
0-521544548
2004
£11.50

Cambridge BEC Practice Tests – Vantage 2 (Self-study Pack)

CUP
0-521544556
2004
£19.75

Designed to improve exam performance and increase language competence. Includes four complete practice tests and sample writing tests.

Cambridge BEC Practice Tests – Vantage 2 (CD)

CUP
0-521544564
2004
£12.00

Cambridge BEC Practice Tests – Higher 2 (Student's Bk)

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2004
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Each book contains four practice tests.

Cambridge BEC Practice Tests – Higher 2 (CD)

CUP
0-521544602
2004
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Cambridge BEC Practice Tests – Higher 2 (Self-Study Pack)

CUP
0-521544599
2004
£19.75

BEC Practice Tests – Higher (Cass)

Harrison
OUP
0-194531910
2002
£21.00

Pass Cambridge BEC – Preliminary (Student's Bk)

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Summertown
1-902741250
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Each of the 3 books in this series combines coverage of business topics such as quality control and brand power with systematic examination preparation and practice. Workbooks and CDs form part of the examination preparation and practice.

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Summertown
1-902741293
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Pass Cambridge BEC – Preliminary (Practice Test CD)

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1-902741404
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1-902741285
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Summertown
1-902741439
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Longman
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Macmillan
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Cambridge ESOL
CUP
0-521613736
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CUP
0-521613744
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Common Mistakes at CAE – and How to Avoid Them

Powell
CUP
0-521603773
2005
£4.75

Highlights typical mistakes, based on the analysis of 1000s of exam scripts. Clear explanations and various CAE-style exercises.

Objective CAE – Advanced (Student's Bk)

O'Dell
CUP
0-521799929
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Divided into short units, interspersed with folders offering exam familiarisation and writing practice. 30 four-page units, vocabulary spots and grammar folder.

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CUP
0-52167882x
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Objective CAE – Advanced (Self-Study Student's Bk)

O'Dell
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0-521799910
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Objective CAE – Advanced (Teacher's Bk)

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Thomson Exam Essentials: CAE Practice Tests

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Includes 2 fully guided tests and 6 complete tests.

Thomson Exam Essentials: CAE Practice Tests

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Thomson
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0-194577252
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Oxford
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£10.25

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Gude
Oxford
0-194577317
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£10.25

FCE**First Certificate Direct – Upper-Intermediate (Student's Bk)**

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CUP
0-521654165
2001
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Provides clear and thorough preparation for the Cambridge FCE. The at-a-glance lessons, systematic language development, exam training and lively class activities give this a flavour that is satisfying, informative and fun.

First Certificate Direct – Upper-Intermediate (Teacher's Bk)

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CUP
0-521654157
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First Certificate Direct – Upper-Intermediate (Cass)

Spratt
CUP
0-521654130
2001
£22.00

First Certificate Direct – Upper-Intermediate (Workbook + Answers)

Spratt
CUP
0-521799392
2001
£10.10

Cambridge First Certificate in English – Book 7 (Student's Bk)

Cambridge ESOL
CUP
0-521611598
2005
£11.65

Contains 4 complete tests/past papers for the FCE exam. Teachers book contains information on the task types of the examination, an insight into the marking and grading criteria and the tapescripts and keys. Student's book with answers – ideal for self-study.

Cambridge First Certificate in English – Book 7 (CD)

Cambridge ESOL
0-521611628
2005
£22.00

Cambridge First Certificate in English – Book 7 (Self-Study Pack)

Cambridge ESOL
0-52161161x
2005
£27.95

First Certificate Masterclass (Workbook and CD)

Gude
OUP
0-194386333
2004
£9.50

Updated edition of successful FCE course. Workbook with CD provides extra listening practice. Writing Guide with model answers and ideas for Paper 2.

First Certificate Masterclass (Student's Bk)

Haines
OUP
0-194386252
2004
£16.95

Test Your Vocabulary for FCE

Wacyn-Jones
Penguin ELT
0-582451752
2002
£8.95

60 tests with new tips and information boxes for easier accessibility. Suitable for self-study or class use.

First Certificate Practice Tests Plus (Bk + Key + CD)

Luque-Mortimer
Longman
0-58251813x
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£13.35

8 complete test, plus extra guidance and hints on exam strategies.

Thomson Exam Essentials: First Certificate Practice Tests

Osbourne
Thomson
1-413009808
2005
£12.99

2 fully guided tests with essential tips, 6 complete Tests; quick guide on how to use the book helps students make the most of the material even on their own. Special section on the Speaking Paper in full colour, includes additional helpful phrases and expressions.

Thomson Exam Essentials: First Certificate Practice Tests (CD)

Osbourne
Thomson
1-413009824
2006
£27.99

Cambridge Grammar for First Certificate (Bk + Key + CD)

Hashemi
CUP
0-521533368
2003
£14.35

Helps students to develop listening skills and improve their grammar. Includes clear, comprehensive explanations and a wide variety of exercises self-study material.

Common Mistakes at First Certificate – and How to Avoid Them

Tayfoor
CUP
0-521520622
2004
£4.75

Highlights typical mistakes. Based on the analysis of 1000s of actual exam scripts. Each unit focuses on a key problem area. Clear explanations and varied FCE-style exercises help learners to use the language accurately.

Test Your Grammar and Usage for FCE

Wacyn-Jones
Penguin ELT
0-582451744
2002
£8.95

60 tests with new tips and information boxes for easier accessibility. Suitable for self-study or class use.

First Certificate Practice Tests Plus (Bk +Key + CD)

Luque-Mortimer
Longman
0-58251813x
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Starting Skills in English – False Beginner – Beginner

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A low-level course, specially designed for false beginners. It bridges the gap for students with insufficient English for Skills in English Level 1.

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Targeted specifically at college, university and pre-sessional students. Study skills are a major feature of the course. Special emphasis is placed on motivating and confidence building. Student's Test packs – for Listening, Speaking and Writing each contain 10 booklets, and Reading contains 10 booklets and 10 reading resource booklets. CD included in Teacher's Test Packs for Listening and Speaking.

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Student's Test Pk	1-859647537	£10.00
Teacher's Test Pk	1-859648274	£3.50

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Skills in English – Writing Level 3

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Teacher's Test Pk	1-859648355	£3.50

Skills in English – Listening Level 1

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Teacher's Test Pk	1-85964824x	£5.00
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Skills in English – Listening Level 2

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Student's Test Pk	1-859647545	£10.00
Teacher's Test Pk	1-859648282	£5.00
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Teacher's Test Pk	1-859648320	£5.00
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Teacher's Test Pk	1-859648347	£3.50

Skills in English – Reading Level 2

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Teacher's Bk	1-859647863	£11.00
Student's Test Pk	1-859647561	£10.00
Teacher's Test Pk	1-859648304	£3.50

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Teacher's Bk	1-859647960	£11.00
Student's Test Pk	1-85964760x	£10.00
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Teacher's Bk	1-859647855	£11.00
Student's Test Pk	1-859647553	£10.00
Teacher's Test Pk	1-859648290	£5.00
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Skills in English – Speaking Level 3

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Student's Test Pk	1-859647596	£10.00
Teacher's Test Pk	1-859648339	£5.00
CD	1-859648010	£22.00

EAP Now! – Upper-Intermediate – Advanced

Cox
Longman
2004

Prepares students with the necessary English language skills required for academic study at university/college

Student's Bk	1-740910737	£23.10
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CD	1-740910796	£27.00

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Pallant
IELTS level 5.0 – 7.0
Garnet
2004

A reading and writing course designed to challenge and stimulate students on pre-sessional and pre-departure courses. Includes up-to-date authentic tests, relevant to students from a wide range of study areas. Materials can be used for courses of varying lengths (5 to 18 weeks).

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Course Bk and Source Bk	1-859647448	£9.95
Teacher's Bk	1-859647456	£14.95

EAS: Extended Writing/Research Skills

Course Bk	1-859647464	£6.95
Teacher's Bk	1-859647472	£14.95

Quest: Listening and Speaking in the Academic World

Blass
McGraw Hill
2006

This series aims to prepare ESOL students for the amount and level of academic coursework they will encounter in college study. The chapter content reflects subject areas typically studied in college.

Book 1	0-071104399	£13.99
Book 2	0-071104305	£13.99
Book 3	0-071104402	£13.99
Instructors Manual (Bks 1 – 3)	0-070062501	£21.99

Study Tasks in English – Intermediate – Advanced

Waters
CUP
1996

This course enables students from intermediate level upwards to develop the skills needed for English-medium study at post-secondary level. The main features of Study Tasks in English are: a task-based approach.

Student's Bk	0-521426146	£12.00
Teacher's Bk	0-521469082	£12.00
Cassettes	0-521469074	£22.00

Academic Writing Course: Study skills in English – Upper-Intermediate – Advanced

Jordan
0-582400198
Longman
1999
£18.90

Specially designed for students starting a tertiary course in higher education. Addresses all aspects of academic writing.

Academic Writing – Intermediate

Zemach
1-405086068
Macmillan
2006
£12.50

Aimed at new and soon-to-be students. Takes learners from paragraph structuring to essay writing through a process approach. Includes work on how to generate ideas, organise material, draft, review and revise written work.

Becoming a Writer at University (Video and Workbook)

Lawson
1-741070449
NCELTR
£45.00

A resource package to develop academic writing skills. 9 students talk about how they became successful writers at university. Topics include: starting out, lecturer's expectations, understanding the question, research and reading. Teacher's book contains a transcript of the video.

Check Your Vocabulary for English for Academic Purposes – Intermediate – Advanced

0-747566917
A & C Black
2003
£6.99

Provides vocabulary exercises for students. Includes both self-study exercises and practical speaking activities for classroom use. Also includes games, crosswords, group and pair work.

Exploring Academic English – A Workbook for Student Essay Writing

Thurston
1-864083743
NCELTR
1997
£11.50

Designed to help students with essays and reports by concentrating on the most common vocabulary used for carrying out the functions of an essay.

Focus on Academic Vocabulary

Schmitt
0-131833081
Pearson
2005
£18.95

Making Connections – Upper-Intermediate – Advanced (Instruction Manual)

Pakenham
0-521542855
CUP
2005
£7.70

The activities in this comprehensive reading text focus on a wide variety of skills required for academic work.

Making Connections – Upper-Intermediate – Advanced (Student's Bk)

Pakenham
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CUP
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New Directions: Reading, Writing, and Critical Thinking – Advanced (Bk)

Gardener
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CUP
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A thematically based reading/writing book aimed at the most advanced learners. It prepares students for college-level writing by reading long, challenging authentic texts.

New Directions: Reading, Writing, and Critical Thinking – Advanced (Instruction Bk)

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CUP
2005
£6.20

Presentation Skills for Students

van Emden
1-403913463
Macmillan
2006
£11.99

A practical, accessible guide for all students in further or higher education. Discusses speaking effectively in seminars, tutorials and formal presentations.

Student's Guide to Writing, Grammar, Punctuation and Spelling (N/Ed)

Peck
1-403997381
Macmillan
2005
£9.99

Provides clear guidelines and explanations on how to master all aspects of writing for university/college level students.

Strategic Reading Level 1 – Pre-Intermediate (Student's Bk)

Richards
0-521555809
CUP
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£10.90

Strategic Reading Level 1 – Pre-Intermediate (Teacher's Manual)

Richards
0-521555779
CUP
2003
£9.90

Strategic Reading Level 2: Building Effective Reading Skills – Upper-Intermediate (Student's Bk)

Richards
0-521555795
CUP
2003
£10.20

Strategic Reading Level 2 Book: Building Effective Reading Skills – Upper-Intermediate (Teacher's Manual)

Richards
0-521555760
CUP
2003
£9.90

Study Listening (2/Ed) – Intermediate – Advanced (Student's Bk)

Lynch
0-521533872
CUP
2004
£13.35

For students who need to understand spoken English used in lectures, seminars and presentations.

Study Listening (2/Ed) – Intermediate – Advanced (CD)

Lynch
0-521548586
CUP
2004
£22.00

Study Reading (2/Ed) – Intermediate – Advanced

Glendinning
0-521547768
CUP
2004
£12.50

Features a learner-centred approach, clearly labelled sections which allow users to select and focus on the skill areas most appropriate to their needs and authentic texts from current sources.

Study Speaking (2/Ed) – Intermediate – Advanced (Student's Bk)

Anderson
0-521533961
CUP
2004
£13.35

For learners who need to attend academic or professional seminars. Each unit is divided into three phases: information tasks, seminar skills and scenarios.

**Study Speaking (2/Ed) –
Intermediate – Advanced (CD)**

Anderson
0-521537193
CUP
2004
£12.00

**Study Writing (2/Ed) –
Intermediate – Advanced**

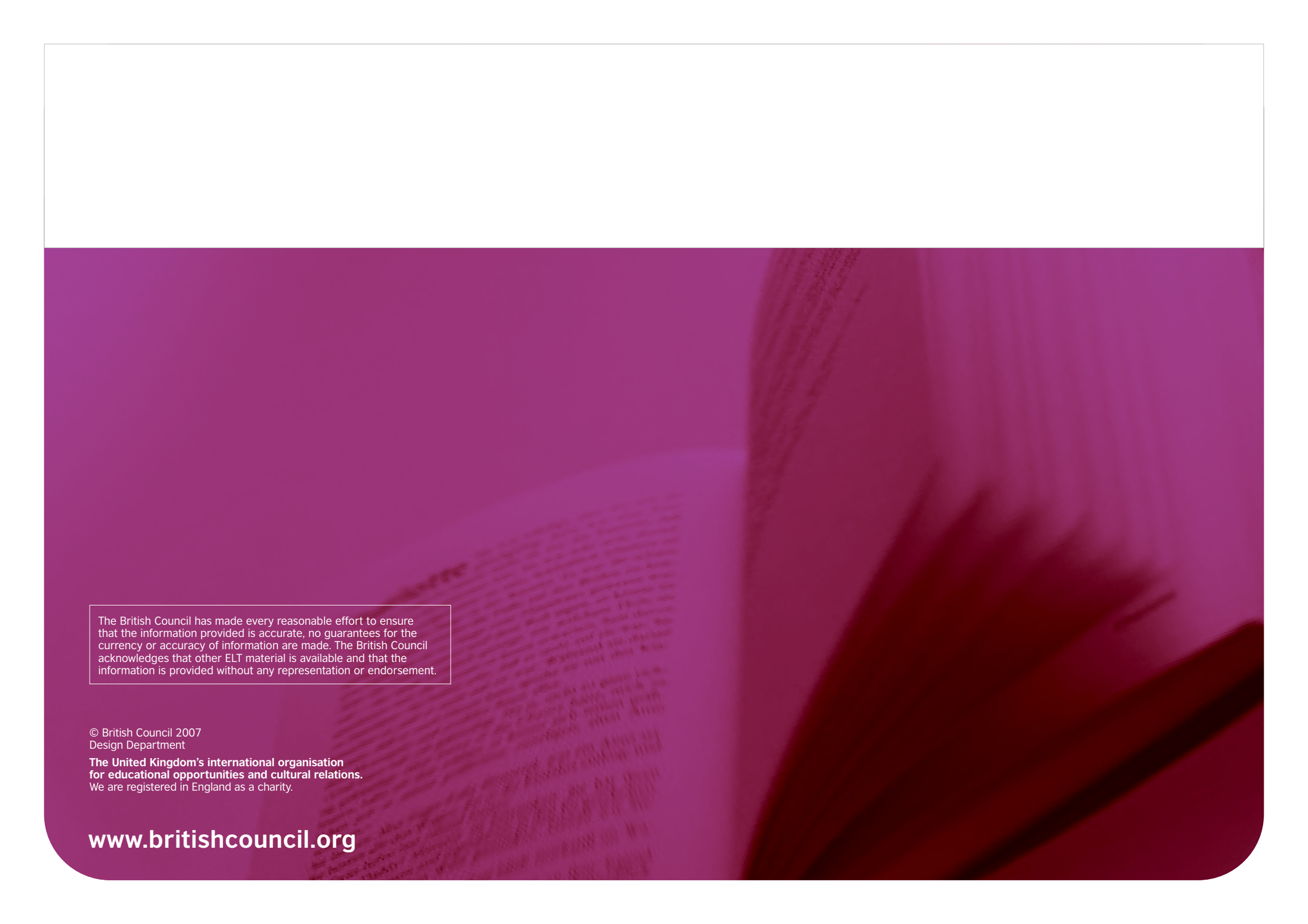
Hamp-Lyons
0-521534968
CUP
2006
£12.50

For learners who need to write complete texts in English. It presents and practises different ways of organising information in writing.

**Writing in Paragraphs –
Pre-Intermediate**

Zemach
1-405095865
Macmillan
2006
£12.50

Takes students from sentence formation to paragraph writing through a process approach. Focuses on particular aspects of paragraph writing, such as, style and development.



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