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Map of the book

	Unit	Skills
Part 1: Introductions	1 About communication	Speaking: a discussion of communication Listening: a radio documentary Reading: a newspaper article Writing: a letter replying to an advertisement
	2 About language learning	Speaking: a discussion of language learning Listening: a teenager's opinions about language learning Reading: an EFL journal article Writing: a letter to a fellow language learner
	3 About you	Speaking: a personal conversation Listening: to four writers Reading: an extract from a book Writing: a short autobiography
Part 2: Inside the English language classroom	4 Talking about coursebooks	Speaking: a discussion of coursebooks Listening: a discussion among teachers Reading: a questionnaire Writing: a coursebook review
	5 Talking about lessons	Speaking: a discussion of what makes a good lesson Listening: a discussion among teachers Reading: a newspaper article Writing: a description of a lesson
	6 Talking about relationships	Speaking: problem solving – class seating Listening: a teacher describing her work relationships Reading: letters, poems and a dialogue Writing: a letter to a new class
Part 3: Development	7 Teacher development	Speaking: making a joint decision with a partner Listening: an EFL conference talk Reading: an EFL magazine article Writing: a letter to a teacher trainer
	8 Student development	Speaking: a discussion of student development Listening: a teenager's views on what students need from teachers Reading: short pieces by teenagers Writing: a letter to a friend describing your school
	9 Personal development	Speaking: a role play about emigration Listening: a woman's philosophy of life Reading: poems Writing: a letter to a friend about plans
Part 4: Being a teacher	10 Job satisfaction	Speaking: a role play about a job application Listening: a teacher describing an exchange trip Reading: a teaching magazine article Writing: a letter inquiring about a job
	11 Organising your time	Speaking: asking a partner about work Listening: a teacher describing her working day Reading: a magazine article Writing: a letter to a penfriend about your teaching day
	12 A teacher's character	Speaking: a role play about a job interview Listening: a teacher recruitment manager Reading: an extract from an autobiography Writing: a letter of reference
Part 5: Wider issues	13 Trouble in the classroom	Speaking: a discussion of how to work with 'problem' students Listening: an EFL conference talk Reading: an extract from an educational psychology book Writing: an EFL magazine article
	14 Gender and the classroom	Speaking: a discussion of gender Listening: a five-year-old talking about boys and girls Reading: a magazine article Writing: a magazine article
	15 Your free time	Speaking: a discussion about free time Listening: four people describing their free time Reading: a newspaper article Writing: a first letter to a penfriend

Map of the book

Vocabulary area	Grammar
Components of communication	
Teaching and learning activities	The past simple, past perfect and past continuous tenses
Description of a teaching situation	<i>Used to</i> and <i>would</i> for past habits
Coursebook description and evaluation	The past simple tense contrasted with the present perfect tense
Classroom activities	The perfect tenses
Relationships and feelings	Relative clauses
Teacher development and teacher training	Indirect commands
Teacher and learner behaviour	The second conditional
Adjectives of attitude Teaching activities	Personal plans, intentions, predictions and certainties
Terms and conditions of work	Comparatives and superlatives of adjectives
Teaching duties and activities	Questions
Character description	The third conditional
Classroom discipline and classroom management	The definite article
Character adjectives Classroom behaviour	Tag questions and indirect questions
Free time activities Stress	Some modal verbs

Map of the book

	Functions	Classroom instructions
Part 1: Introductions	1 Agreeing and disagreeing	Introducing a listening activity
	2 Expressions of hesitation, self-correcting, rephrasing, stopping interruptions	Introducing a conversation lesson
	3 Showing interest, sympathy and admiration	Introducing a reading activity
Part 2: Inside the English language classroom	4 Changing the subject	Introducing a writing activity
	5 Introducing ideas, agreeing, clarifying, concluding	Preparing for a speaking activity
	6 Inviting opinions	Giving instructions for homework
Part 3: Development	7 Making suggestions and expressing preferences	Introducing a true/false listening activity
	8 Asking for clarification	Introducing a grammar activity
	9 Expressing plans, predictions and certainties	Introducing a role play
Part 4: Being a teacher	10 Expressing uncertainty and enthusiasm	Introducing pronunciation work
	11 Asking questions	Introducing pair work
	12 Asking questions	Introducing a vocabulary activity
Part 5: Wider educational issues	13 Introducing opinions	Introducing pair correction
	14 Checking agreement	Introducing a gap-filling activity
	15 Linking ideas in a conversation	Introducing a discussion activity

Map of the book

Student language	Reflections on teaching
Assessing oral communication	Useful/enjoyable activities
Assessing written work	Teaching/learning techniques
Assessing oral communication	The value of talking about yourself in class
Assessing written work	The ideal coursebook
Assessing written work	Classroom activities
Assessing oral communication	Relationships at school
Assessing written work	Teacher development
Assessing written work	Encouraging student development
Assessing oral communication	Using role play
Assessing written work	Job satisfaction
Assessing oral communication	Activities needing organisation
Assessing oral communication	Activities suitable for your students
Assessing written work	Evaluating lessons
Assessing oral communication	Discrimination in the classroom
Assessing oral communication	Teaching through topics