

Teach Business English Sylvie Donna

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Management TechniquesMetacognition in Language
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Language Activities for Teenagers

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A book to help midwives and other health care professionals think through the practicalities of optimising pregnancies and births. After explaining precisely how 'optimal' is defined, nine reasons are presented to justify why this kind of birth is best. Finally, key practical issues are considered and reflective questions provided, so as to give caregivers a clear basis for clinical practice, wherever their place of work. This easy-read, accessible book, which is fully referenced, is equally useful for students of midwifery (or obstetrics, or medicine generally), practising midwives, doulas, and maternity care assistants. This third edition includes changes based on feedback and some additional material.

The Internet and the Language Classroom

Gives background to the business learner's world and strategies for approaching the training task, focusing on the learner's professional knowledge and experience. This book is suitable for teachers, trainers, and course organizers in the field of Business English or considering a move into it.

The Moffats

Classroom Management Techniques

The Business English Teacher is a book not only for teachers who are thinking of making a career move into the field of business English teaching but also for

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those who would like to increase their skills and develop their potential. The Business English Teacher contains three distinctive parts which focus in turn on theory, practice and development: Part A: What is a business English teacher? The answer involves a reassuring yet challenging mix of general and specific teaching skills, where the focus is always on the learners' needs. The authors look into who you teach, what you teach, where you teach and, above all, how you teach. Part B: A bank of activities covering all the stages of a successful business English course from the very beginning, investigating and practising the language needed for business skills and the language skills needed for business. The sections cover telephoning and socialising, emailing and negotiating, meetings and presentations -not forgetting aspects of grammar, vocabulary and phonology. Part C: A reflection on one's current degree of success, with strategies for further development, both as an English teacher in general and a business English teacher in particular - in other words, as an all-round professional.

Metacognition in Language Learning and Teaching (Open Access)

Practical activities and ideas for using a variety of video types in the language classroom, including student-generated video.

Penny Ur's 100 Teaching Tips Google eBook

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The Open Access version of this book, available at <https://www.taylorfrancis.com/books/e/9781351049139>, has been made available under a Creative Commons Attribution-Non Commercial-No Derivatives 4.0 license. This volume offers an exhaustive look at the latest research on metacognition in language learning and teaching. While other works have explored certain notions of metacognition in language learning and teaching, this book, divided into theoretical and empirical chapters, looks at metacognition from a variety of perspectives, including metalinguistic and multilingual awareness, and language learning and teaching in L2 and L3 settings, and explores a range of studies from around the world. This allows the volume to highlight a diverse set of methodological approaches, including blogging, screen recording software, automatic translation programs, language corpora, classroom interventions, and interviews, and subsequently, to demonstrate the value of metacognition research and how insights from such findings can contribute to a greater understanding of language learning and language teaching processes more generally. This innovative collection is an essential resource for students and scholars in language teaching pedagogy, and applied linguistics.

Intercultural Language Activities with CD-ROM

Relates the adventures and misadventures of the four Moffat children living with their widowed mother in a yellow house on New Dollar Street in the small town of Cranbury, Connecticut.

The Happiness Secret

Scott Thornbury's very accessible 30 Teaching Methods, groups methods according to what they have in common, even if separated in time. At the same time, it rehabilitates some lost or forgotten methods, with a view to challenging current orthodoxies, especially with regard to such topics as translation, rote learning, authenticity, and communication. In doing this it aims to unpack, not just the history of methods, but the beliefs that underpin them and the benefits that still might possibly accrue from experimenting with them. Through its inclusion of interesting characters, intriguing anecdotes, and often bizarre techniques, the material is absorbing and engaging.

Teach Business English

This text explores the theory and application of the Internet in the traditional classroom environment; from using the Web and e-mail to creating Web projects and running e-mail exchanges.

Five-Minute Activities

Are you going to have a baby soon? Are you apprehensive? Do you want to find out what birth is like without drugs or unnecessary interventions? Do you want to know what couples do to make healthy labours easier, quicker and safer? Does your partner perhaps need some reassurance? Reading through the true accounts in this book will give you a clear

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idea of what to expect. Even better, it'll help you understand what you need to do in advance to make sure your own big day goes as smoothly and as safely as possible - for everyone involved. You probably don't need telling that means less worry, less pain and more confidence as you move towards the time when you become new parents - for the first, the second, or the umpteenth time.

Five-Minute Activities for Business English

This is 'the' teacher training course for teachers and trainee teachers preparing for the Cambridge ESOL Teaching Knowledge Test - CLIL module.

Learner Autonomy

A comprehensive introduction to Business English dealing with a range of issues from needs analysis and course planning to testing and evaluation.

Business English Handbook - Advanced

More than 130 activities as well as tips and suggestions for using the classroom board more effectively and efficiently. This book provides tips and suggestions to help language teachers use their classroom boards more effectively and efficiently. More than 130 activities for the board to help teachers both teach and assess their students are included. These activities will also provide opportunities for students, whatever their age or level

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of competency, to learn and practice specific lexical, phonetic, or grammatical items; attain increased fluency in their writing, reading, listening, and speaking skills; teach and learn from their peers; practice self-assessment; get to know each other and other cultures better; and have fun during the learning process.

Teaching Business English

It's something we all want. But what is happiness, and where can we find it? In this thoughtful and uplifting book, inspirational speaker J. John takes a look at the most famous teachings of Jesus - the Beatitudes - to find clues to embracing a life of joy and fulfilment. He unpacks each of Jesus' great sayings, placing them in their first-century context and also revealing how they are applicable in our lives today. Ultimately, he suggests that if we seek happiness directly we may never find it; but if instead we seek a life of fulfilment we will find true and lasting happiness as a result. Accessible and down to earth, **THE HAPPINESS SECRET** is both a practical guide to attaining fulfilment and meaning in life as well as the perfect inspirational read.

Promoting Normal Birth

What if you could live again and again, until you got it right? On a cold and snowy night in 1910, Ursula Todd is born to an English banker and his wife. She dies before she can draw her first breath. On that same cold and snowy night, Ursula Todd is born, lets out a

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lusty wail, and embarks upon a life that will be, to say the least, unusual. For as she grows, she also dies, repeatedly, in a variety of ways, while the young century marches on towards its second cataclysmic world war. Does Ursula's apparently infinite number of lives give her the power to save the world from its inevitable destiny? And if she can -- will she? Darkly comic, startlingly poignant, and utterly original -- this is Kate Atkinson at her absolute best.

Interaction Online

Tried and tested teaching tips for language teachers. This practical ebook, with its clear and accessible style, will be useful to many teachers, whether trainee, novice or experienced, in a variety of contexts. It provides a set of 100 hands-on tips on 19 different areas of classroom teaching, including using a coursebook, giving and checking homework, classroom discipline, testing and assessment. The clear and concise advice is accompanied by brief explanatory notes based on the author's extensive teaching experience.

Teaching Business English

Fifty practical activities to produce a genuine and enthusiastic exchange of ideas.

Tips for Teaching with CALL

Writing Simple Poems is a resource book that shows teachers how to use poetry writing to teach grammar

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and writing conventions. Appropriate for any age or fluency level, the book can be used by ESL, foreign language, or bilingual teachers as an adjunct to their writing program. Regular classroom teachers will find it useful for language arts. The first part of the book focuses on methodology and offers suggestions for ways to integrate poetry writing with the curriculum. The second part of the book contains twenty-five easy-to-follow lesson plans, each with poetry models and sample poems written by students of various ages and linguistic backgrounds. The third part of the book offers an index of teaching points and a glossary of grammar terms.

Ventures Level 3 Workbook

Here are 99 enjoyable activities, for 11-16 year olds, to coax, cajole and tempt them into learning English. The authors, drawing on their own vast experience, share ideas on maintaining discipline, using ice-breakers, warmers, fillers, developing vocabulary and using literature.

Five-Minute Activities for Business English

Lessons from Nothing

This comprehensive resource book contains an easy-to-use set of short activities essential for anyone teaching Business English. Reflecting real-life business activities such as emails, noisy telephone

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conversations, making excuses, negotiating, handling customer complaints and cultural awareness, Five-Minute Activities for Business English helps teachers mirror the pacey feel of the work environment. This book is also of interest to teachers of general English who are looking for stimulating skills-based activities in meaningful contexts and complements both tailored and coursebook-based materials. The four main areas covered are 'Business topics', 'Business communication skills', 'Language work' and 'Exploiting coursebooks'. These areas feature activities on various topics such as money, finance, meetings, negotiations, telephoning, management, marketing, etc.

The TKT Course CLIL Module

A selection of short activities organized around six themes: Animals, Journeys, Fantasy and adventure, The world around us, Healthy bodies, and About me.

Language Learning with Digital Video

"Classroom Management Techniques offers a huge range of down-to-earth, practical techniques that will help teachers make the most of their teaching space and get students working in more focused ways. The book helps teachers anticipate and avoid problems in the classroom, allowing more time to be devoted to useful, meaningful activities."--Publisher.

Motivational Interviewing and CBT

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This practical guide encourages learners to take an active role in their learning.

Cambridge Business English Activities

Written by experienced teachers and teacher trainers, this series offers practical teaching ideas within a clear, theoretical framework. Each title includes a photocopiable 'Task File' of training and reflection activities to reinforce theories and practical ideas presented.

Teaching English Spelling

Providing tools to enhance treatment of any clinical problem, this book shows how integrating motivational interviewing (MI) and cognitive-behavioral therapy (CBT) can lead to better client outcomes than using either approach on its own. The authors demonstrate that MI strategies are ideally suited to boost client motivation and strengthen the therapeutic relationship, whether used as a pretreatment intervention or throughout the course of CBT. User-friendly features include extensive sample dialogues, learning exercises for practitioners, and 35 reproducible client handouts. Purchasers get access to a Web page where they can download and print the reproducible materials in a convenient 8 1/2" x 11" size. This book is in the Applications of Motivational Interviewing series, edited by Stephen Rollnick, William R. Miller, and Theresa B. Moyers.

Using the Board in the Language

Classroom

An invaluable source of ideas containing over 130 short activities for the language classroom.

Globalization and Language Teaching

70 activities that encourage interaction and cooperation in classrooms with few resources.

Five-Minute Activities for Young Learners

Here are 99 enjoyable activities, for 11-16 year olds, to coax, cajole and tempt them into learning English. The authors, drawing on their own vast experience, share ideas on maintaining discipline, using ice-breakers, warmers, fillers, developing vocabulary and using literature.

Life After Life

"This fun, flexible and accessible photocopiable business English resource book contains 43 games and activities. The material is mainly functional, focusing on the most commonly practised functions on the business English syllabus. This means that the book can be used to complement a wide range of business English courses. It provides learners with an opportunity to practise relevant language and communication skills in a variety of business situations. It is aimed mainly at adult students who work in a business context and need English at work, or pre-experience learners who plan to enter the

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business world and use English there. Although designed mainly for lower to upper-intermediate level students, the user-friendly teaching notes mean many of the activities can be easily adapted for use with elementary or more advanced students."--Publisher's description.

How to Teach Business English

Short activities reflecting real-life business situations to complement both tailored and coursebook based materials.

Teaching Large Multilevel Classes

A wealth of activities for practising spelling for second language, foreign language teaching and first language contexts.

Scott Thornbury's 30 Language Teaching Methods

"Tips for Teaching with CALL: Practical Approaches to Computer-Assisted Language Learning," by Carol A. Chapelle and Joan Jamieson, introduces English language teachers to computer-assisted language learning, or CALL. This practical reference book links specific techniques for using CALL with contemporary CALL research. The book and companion CD-ROM clearly demonstrate why and how to use CALL to teach vocabulary, grammar, reading, writing, listening, speaking, communication skills, and content-based language. Features of the Book: Color

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screenshots of authentic CALL software, along with descriptions, level information, and notes, illustrate more than 100 real examples. Concrete tips at the beginning of each chapter help teachers get students working productively with electronic texts. What the research says and What the teacher can do sections link pedagogical research with classroom techniques. Specific topics covered in different chapters include Vocabulary, Grammar, Reading, Writing, Listening, Speaking, Communication Skills, and Content-Based Language. Focus questions at the end of each chapter guide teachers in selecting appropriate CALL activities for their students' needs. Features of the CD-ROM: Interactive video clips show application of tips from each chapter. Demonstration tips show students using authentic CALL software. Simulation tips guide teachers through using authentic CALL programs. The Tips for Teaching series covers topics of practical classroom-centered interest for English language teachers. Written in clearly comprehensible terms, each book offers soundly conceived practical approaches to classroom instruction that are firmly grounded in current pedagogical research. System Requirements Windows(R) 2000/XP/Vista or Mac OSX (10.3 or higher) Microsoft Internet Explorer(R) 6.x, Safari™ 1.x, Firefox(R) 1.x, Mozilla(R) 1.x, Netscape™ 7.x or later 256 MB RAM minimum (512+ MB recommended) 500 MB available hard drive space Monitor resolution of 1024 x 768 or higher Sound card and speakers CD-ROM drive (10x or faster) Adobe(R) Flash(R) 8 plug-in or higher (Note: If your computer does not have this plug-in, and Internet connection is required for installation.)

Surprising, Inspiring Birth!

This book is for teachers interested in incorporating interaction online into their teaching. Interaction Online is a valuable resource for anyone who wants to incorporate an aspect of online interaction in their language teaching. It is relevant for use with online, blended or face-to-face courses and appropriate for a wide range of teachers and learning contexts. This handbook contains over 75 tried and tested activities, the majority of which can be carried out either synchronously or asynchronously. Activities are purposeful and foster interaction between and among learners and instructors, rather than between learner and machine, and make use of generic tools and applications, such as discussion forums, instant message services and Facebook.

Discussions that Work

This book offers a wide variety of activities to energise mixed-ability classes. It develops student motivation, interest, participation and responsibility through a range of activities.

Language Activities for Teenagers

Intercultural Language Activities offers practical teaching ideas which encourage learners to reflect on their own language and culture, as well as that of others. Topics covered in the fourteen chapters include childhood, food, sport, icons, politics and body language. The book also helps learners mediate in

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situations of cultural misunderstanding and start web-based intercultural exchanges. It examines interview techniques, how people present themselves, and ways to interpret cultural symbols and characteristics, such as those found in postcards, advertisements and online newspapers. In engaging with these topics, learners become intercultural explorers and raise their level of communicative competence. This is an invaluable resource for any teacher who wishes to combine language learning with cultural exploration. In addition, the accompanying CD-ROM provides print-friendly photocopiable worksheets and reading texts which can be put to immediate use.

Writing Simple Poems

Provides extra classroom practice, homework, or independent learning when in-class participation is not possible. Feature two pages of exercises for each lesson in the student book, grammar charts and an answer key, practice reading and interpreting real-life documents.

Business English Teacher

An international collaboration of lecturers, practitioners and researchers. Each chapter considers a topic relevant to normalising maternity care. Topics include: routine interventions epidurals physiological third and fourth stages longer labours and approaches to monitoring / intervention most effective models of care birth centres home birth mental health doulas reasons for intervention links between research and

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practice harmonising models of birth caseload
midwifery including 'normality' on medical training
courses the symbolic value of birth developments in
China, the UAE, Brazil and other countries where
dramatic changes are taking place (e.g. in sub-
Saharan Africa) the 'natural' caesarean individual
agents for change intrapartum best practice ways of
supporting women labouring without pharmacological
pain relief water birth VBAC the role of regulatory
bodies ways of publicising your work communication
for best results review of progress and pointers for
future research. Questions and extracts provide
stimulating reflection and seminar material. For
midwives, obstetricians, GPs, doulas and other
maternity caregivers. "I strongly recommend this
book to midwives, obstetricians, doctors and hospital
administrators. It carefully reviews the scientific
data." Marsden Wagner-who was director of Women's
and Children's Health at the World Health
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Optimal Birth: What, why and how

"Learner English is a well-established and successful

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reference book for teachers of British English. This new edition builds on the success of the original book. It has been rewritten and extended to provide information on the typical problems and error-patterns of a wide range of learners of English from particular language backgrounds. It compares the relevant features of the students' own language with English, helping teachers to predict and understand the problems that students have. The new book has twenty-two chapters dealing with learners who speak Dutch-Flemish, Scandinavian languages (except Finnish), German, French, Italian, Spanish, Catalan, Portuguese, Greek, Russian, Polish, Farsi, Arabic, Turkish, South Asian languages (with a separate chapter on Dravidian languages), West African languages, Swahili, Malay/Indonesian, Japanese, Chinese, Korean and Thai. An audio cassette and audio CD are available separately. These contain authentic examples of the various accents described in the book." <http://www.loc.gov/catdir/description/ca021/00046785.html>.

Learner English

This book considers the issues globalization raises for second language learning and teaching. Block and Cameron's collection shows how, in an economy based on services and information, the linguistic skills of workers becomes increasingly important. New technologies make possible new kinds of language teaching, and language becomes an economic commodity with a value in the global marketplace. This has implications for how and why people learn

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languages, and for which languages they learn. Drawing together the various strands of the globalization debate, this rich and varied collection of contributions explores issues such as: *The commodification of language(s) and language skills *The use of new media and new technologies in language learning and teaching *The effects of globalization on the language teaching industry *New forms of power and resistance.

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