

# Support Materials for International English Qualifications



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# 1 Support for centres and learners

Anyone studying to sit an examination understands the importance of careful preparation. Here at City & Guilds we offer a range of materials designed to give learners and teachers the necessary support to prepare for our International English Qualifications. This includes syllabi, online materials, sample papers, worked answers and, for our International ESOL and Spoken ESOL qualifications, a complete range of exam preparation books and SmartScreen support. Section 2 of this booklet provides a full list of the resources and a guide of how to order them, along with details of relevant charges.

As well as preparing for the exam, we also recognise that some learners may need to do more work on their language skills, taking their ability to use and understand English up to the next level. For this reason, we have also included a range of course materials that have been recommended by other City & Guilds centres. They are also providing language training and preparing learners for our exams, so their experience is invaluable when it comes to suggested support materials. The complete list of additional resources is given in section 3.

## 2 City & Guilds support materials

### 2.1 Text books, online materials and sample papers - charged

#### Text Books

This range of City & Guilds teacher and student books and cassettes give learners essential preparation for the International ESOL and Spoken ESOL qualifications. Available at each level, they mirror the content and structure of the examination and are packed with exam practice tasks, language activities and exam tips.

#### International ESOL

Title	Level	ISBN / Stock code	Price
Student Book 1	Preliminary (A1)	TL-01-8984	£12
Student Book 2	Access (A2)	TL-02-8984	£12
Student Book 3	Achiever (B1)	TL-03-8984	£12
Student Book 4	Communicator (B2)	TL-04-8984	£12
Student Book 5	Expert (C1)	TL-05-8984	£12
Student Book 6	Mastery (C2)	TL-06-8984	£12
Teacher's Book 1	Preliminary (A1)	TL-07-8984	£24
Teacher's Book 2	Access (A2)	TL-08-8984	£24
Teacher's Book 3	Achiever (B1)	TL-09-8984	£24
Teacher's Book 4	Communicator (B2)	TL-10-8984	£24
Teacher's Book 5	Expert (C1)	TL-11-8984	£24
Teacher's Book 6	Mastery (C2)	TL-12-8984	£24
Cassette 1	Preliminary (A1)	TL-13-8984	£10 + VAT
Cassette 2	Access (A2)	TL-14-8984	£10 + VAT
Cassette 3	Achiever (B1)	TL-15-8984	£10 + VAT
Cassette 4	Communicator (B2)	TL-16-8984	£10 + VAT
Cassette 5	Expert (C1)	TL-17-8984	£10 + VAT
Cassette 6	Mastery (C2)	TL-18-8984	£10 + VAT

#### International Spoken ESOL

Title	Level	ISBN / Stock code	Price
Student Book 1	Preliminary/Access (A1/A2)	TL-01-8985	£12
Student Book 2	Achiever/Communicator (B1/B2)	TL-02-8985	£12
Student Book 3	Expert/Mastery (C1/C2)	TL-03-8985	£12
Teacher's book 1	Preliminary/Access (A1/A2)	TL-04-8985	£24
Teacher's book 2	Achiever/Communicator (B1/B2)	TL-05-8985	£24
Teacher's book 3	Expert/Mastery (C1/C2)	TL-06-8985	£24
Cassette 1	Preliminary/Access (A1/A2)	TL-07-8985	£10 + VAT
Cassette 2	Achiever/Communicator (B1/B2)	TL-08-8985	£10 + VAT
Cassette 3	Expert/Mastery (C1/C2)	TL-09-8985	£10 + VAT

Order forms for the above materials can be downloaded from [www.cityandguilds.com/publications](http://www.cityandguilds.com/publications) and posted or faxed to: Pat Barylski, Teaching & Learning Materials, City & Guilds, 1 Giltspur Street, London EC1A 9DD, fax +44 (0)20 7294 3414.

Alternatively, please email [learningmaterials@cityandguilds.com](mailto:learningmaterials@cityandguilds.com).

### Online SmartScreen Support

Learners and teachers preparing for our International ESOL examinations can also benefit from our online SmartScreen service. Sample tasks, practice input and lesson plans are all on offer from SmartScreen. The materials can be used for work in class or as a self access resource. Visit [www.smartscreen.com](http://www.smartscreen.com) for an online demo and information on how to buy.

### Sample papers CD Set

Practice doing the examination tasks before actually taking the exam is an essential part of the preparation. For each of our IEQs there is at least one set of sample papers available free of charge from our website. If your learners are studying for our International ESOL and Spoken ESOL examinations, you can also buy a CD set with an additional 24 practise papers covering each level of the examination.

### International ESOL & Spoken ESOL

<u>Title</u>	<u>Level</u>	<u>ISBN / Stock code</u>	<u>Price</u>
Sample papers CD Set	All levels	CD008984	£10

An order form for the sample papers CD Set can be downloaded from [www.cityandguilds.com/publications](http://www.cityandguilds.com/publications) and posted or faxed to: Pat Barylski, Teaching & Learning Materials, City & Guilds, 1 Giltspur Street, London EC1A 9DD, fax +44 (0)20 7294 3414. Alternatively, please email [learningmaterials@cityandguilds.com](mailto:learningmaterials@cityandguilds.com).

## **2 City & Guilds support materials**

### **2.2 Web materials – free of charge**

On the IEQ pages of the City & Guilds website you will find a wealth of resources to support our examinations and help with preparation. Visit [www.cityandguilds.com/ieq](http://www.cityandguilds.com/ieq) for any of the following:

#### **Sample papers**

Complete with answer keys, there is at least one full set of sample papers for each examination. In some cases there are up to three papers for each level.

#### **Worked answers**

For our English for Business Communications (EBC) qualification our candidates are required to write a variety of business correspondence. In order to illustrate more clearly what is required, we provide examples of ideal responses to the questions.

#### **Examination report**

These reports are written by our Chief Examiners and describe candidates' performance in a specific examination at a specific level. They provide:

- an indication of areas of good performance
- an indication of areas for development
- recommendations.

These reports also contain exam tips, advice and information to help candidates avoid pitfalls and help them perform to the best of their ability.

#### **Overview of assessment**

This document summarises how the candidate is assessed and describes the standards they need to reach to pass the exam.

#### **Qualifications handbook**

The comprehensive guide to the qualification, assessment and standards. It tells you what a candidate needs to know or do in order to pass an examination.

For teachers, it is the instruction manual for exam success and is the foundation for any exam preparation course.

### 3 Additional suggested support materials

There are many excellent course books aimed at English Language on the market. What follows is a selection of titles recommended by City & Guilds examiners and centres.

We have given the details of the student's book in each series, but it's worth noting that most publishers also offer other resources such as workbooks, resource packs and CDs to complement these courses.

We would recommend that centres check the appropriacy of these materials in terms of context and relevance before adopting them as course books.

Exhaustive information about the following materials can be found on the publishers' websites:

Oxford University Press:	<b><a href="http://www.oup.com">www.oup.com</a></b>
Macmillan:	<b><a href="http://www.macmillaneducation.com">www.macmillaneducation.com</a></b>
Longman:	<b><a href="http://www.longman.com">www.longman.com</a></b>
Pen Lan Associates	<b><a href="http://www.pen-lan.co.uk">www.pen-lan.co.uk</a></b>

#### International ESOL and Spoken ESOL

City & Guilds level	Oxford	Macmillan	Longman
Preliminary A1	Headway Beginner	Inside Out Beginner Reward Starter	Cutting Edge Starter Total English Starter
Access A2	Headway Elementary English File Elementary	Inside Out Elementary Reward Elementary Move Elementary	New Cutting Edge Elementary Total English Elementary
Achiever B1	Headway Pre-Intermediate Headway Intermediate English File Pre-intermediate English File Intermediate	Inside Out Pre-Intermediate Inside Out Intermediate Reward Pre-Intermediate Reward Intermediate Move Pre-Intermediate Move Intermediate	New Cutting Edge Pre-Intermediate New Cutting Edge Intermediate Total English Pre-Intermediate Total English Intermediate
Communicator B2	Headway Upper Intermediate English File Upper Intermediate	Inside Out Upper Intermediate Reward Upper Intermediate Move Upper Intermediate	New Cutting Edge Upper Intermediate Total English Upper Intermediate
Expert C1	Headway Advanced	Inside Out Advanced Move Advanced	Cutting Edge Advanced Total English Advanced
Mastery C2	n/a	n/a	n/a

#### ESOL and Spoken ESOL for Young Learners

City & Guilds level	Oxford	Macmillan	Longman
Basic	Brainwaves Student's	n/a	Sky Starter Level



	Book Beginner		Sky Level 1 Friends Starter Level Friends Level 1
Elementary	Brainwaves Student's Book Elementary		Sky Level 2 Friends Level 2

### English for Business Communications (EBC)

City & Guilds level	Oxford	Macmillan	Others
1	Pre Intermediate International Express Business Objectives Essential Business Grammar and Practice	Incompany Pre-Intermediate Business Grammar Builder Email English	Market Leader Elementary (Longman) Market Leader Pre Intermediate (Longman) English for Business Communication Level 1 (Pen Lan Associates)
2	Intermediate International Express Business Opportunities Handbook of Commercial Correspondence Correspondence Workbook Business Grammar and Practice	Incompany Intermediate Email English Business Grammar Builder	Market Leader Intermediate (Longman) Market Leader Upper Intermediate (Longman) English for Business Communication Level 2 (Pen Lan Associates)
3	Upper Intermediate International Express Business Options Handbook of Commercial Correspondence Correspondence Workbook Business Grammar and Practice	Incompany Upper Intermediate Business English Handbook Email English Business Grammar Builder	Market Leader Advanced (Longman) English for Business Communication Level 3 (Pen Lan Associates)

### Spoken English Test for Business (SETB)

City & Guilds level	Oxford	Macmillan	Longman
Stage A	Pre Intermediate International Express Business Objectives Big City Level 1 Essential Business Grammar and Practice	Incompany Elementary Incompany Pre-Intermediate	Market Leader Elementary Market Leader Pre Intermediate
Stage B	Intermediate International Express Business	Incompany Pre-Intermediate Incompany	Market Leader Intermediate Market Leader Upper

	Opportunities Big City Level 2 Business Grammar and Practice	Intermediate	Intermediate
Stage C	Upper Intermediate International Express Business Options Big City Level 3 Business Grammar and Practice	Incompany Upper Intermediate	Market Leader Advanced

\* Please note that some of the books mentioned in the tables above cover all four language skills i.e. reading, writing, listening and speaking, whereas others focus on the specific areas required for our exams.

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