



English for adults... *by the sea*

The Towers, Hawley Square, Margate, Kent, CT9 1PH, England
Tel: +44 (0)1843 227700 • Fax: +44 (0)1843 223377
Web: www.englishinmargate.co.uk • E-mail: info@englishinmargate.co.uk

The Self Study Centre in Turner

This room and the materials you find here are all very important to help you learn more to develop your language skills.

In the pages that follow, there are instructions on how to use the software, the DVDs, the library books and the laminated language exercises.

Read the instructions carefully in order to get the most benefit out of working in here. For the software, they will follow the way they are divided on the PCs' desktops.

30 minutes of concentrated work here is better than 2 hours of undirected wandering!

There is the possibility of an introduction to the resources in this room every Monday at 2.45pm, just let us know if you are interested.

We are sure you will find these resources very beneficial to your linguistic improvement.

Happy studying!





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Software

1. Grammar

- **Essential Grammar in Use (Elementary & Pre-intermediate)**
- **English Grammar in Use (Intermediate & Upper-intermediate)**
- **Advanced Grammar in Use (Advanced)**

This software will help you revise or study different grammar points. There are both explanations and exercises and you can practise single grammar points with exercises and games, design your own test and look up words on the Cambridge On-line dictionary. Please note that the different software will have slightly different functions.

Basic rules of use:

- Open the grammar folder
- Double-click on the *Grammar in Use* icon
- Choose the type of activity and the grammar point(s) you wish to practise

Exercises:

- Gap-fill: In these exercises you will see a space where you have to write something. Click in the box, type your answer and then press the Tab button to move on the next gap
- Multiple choice: In these exercises you have to choose between two or three words or phrases. Just click on your choice
- Matching: In these exercises you will have to click on the correct word or sentence and drag it in the right box to match definitions or complete sentences
- Listening: Here you will have to listen to a sentence and match it to its written form, choose the correct response to it or put a word / phrase in the right column
- True / false, wrong / correct: Just choose the right option
- Sentence / conversation order: In these exercises you will find sentences with the





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words in the wrong place or conversation with the sentences in the wrong place. You will have to click on a word or on a sentence and move it in the right place in the sentence or in the conversation

- Fill the text: Here you will see a text with some missing words. From the context and sometimes pictures you will have to guess which are the missing words by typing them in. You can get some help if you're stuck!

Games (Essential Grammar in Use): there are two different types of games, just read the instruction and play with English!

Tests (English Grammar in Use and Advanced Grammar in Use): Choose the grammar points you want to be tested on and the number of questions. The software will automatically create the test for you.

Feedback (English Grammar in Use and Advanced Grammar in Use): Click on the feedback button to have an explanation of the correct answer(s).

Instruction and help (Essential Grammar in Use): if you click on the question mark (?) on the left at the bottom of the page, you can see how the exercise needs to be done.

Marking: just click on the tick (✓) button when you finish an exercise to check your answer.

Arrows: the arrow going up (↑) allows you to do the exercise again, while the left (←) and right arrows (→) take you to the previous or following exercise.





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Points covered in the "Grammar in Use" series:

Essential	English	Advanced
Present Past Present perfect Passive Verb from Future Modals, imperatives, etc. <i>There</i> and <i>it</i> Auxiliary verbs Questions Reported speech <i>-ing</i> and <i>to</i> <i>Go, get, do, make</i> and <i>have</i> Pronouns and possessives <i>A</i> and <i>the</i> Determiners and pronouns Adjectives and adverbs Word order Conjunctions and clauses Prepositions Phrasal verbs	Present and past Present perfect and past Future Modals <i>If</i> and <i>wish</i> Passives Reported speech Questions and auxiliary verbs <i>-ing</i> and the infinitive Articles and nouns Pronouns and determiners Relative clauses Adjectives and adverbs Conjunctions and prepositions Prepositions Phrasal verbs	Tenses The future Modals and semi-modals Linking verbs, passives, questions Verb complementation: what follows verbs Reporting Nouns Articles, determiners and quantifiers Relative clauses and other types of clause Pronouns, substitution and leaving out words Adjectives and adverbs Adverbial clauses and conjunctions Prepositions Organising information





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- **Tensebuster Elementary**
- **Tensebuster Lower-intermediate**
- **Tensebuster Intermediate**

These CD-ROMs help you to work effectively on specific areas of grammar and vocabulary. There are explanations and exercises. It is very useful to have your notebook next to you when you are using this CD-ROM.

Basic Rules of Use:

- Insert CD
- Open the *grammar* folder
- Double-click on the *Tensebuster* icon
- Follow the instructions: you will be asked to write your name. If you do this the computer will save your performance from previous times.
- Choose the type of activity and the grammar point(s) you wish to practise

Exercises:

- Multiple choice: In these exercises you have to choose between two or three words or phrases. Just click on your choice!
- Gap-fill: In these exercises you will see a line where you have to write something. Click just above the line and a box appears. Type in the box and then press the Tab button to move on the next gap.
- Reading text: Sometimes there is no exercise, just a rule or a story to read. To read everything, use the down arrow or click on the bar at the right of the screen.

Moving words: In some exercises you have to move a word from place to another. Click on the word and hold the mouse down. Then move the mouse to pull the word across the screen. Let go of the mouse button when the word is above the correct place.

Hints: To get a hint, hold down the CTRL key and click on the answer.





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Marking: When you have finished the exercise, click on the Marking button at the bottom of the screen. In some exercises you can choose whether you want instant marking after each question, or if you want delayed marking when you have finished the whole exercise. To choose, use the Options menu at the top of the screen.

Points covered in "Tensebuster":

Elementary	Low Intermediate	Intermediate
Am is are Simple present Questions Negatives A an the I me my Countable? Some and any There is / are Have got	Simple present Present continuous Prepositions of time Prepositions of place Simple past Comparisons Vocabulary Learner training	Conditionals Will or going to? Relative clauses Equality Passives Vocabulary Learner training





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2. Course books

- **New Cutting Edge (Elementary, Pre-intermediate and Intermediate)**
- **Cutting Edge (Advanced)**
- **New English File (Pre-intermediate, Intermediate, Upper-intermediate and Advanced)**
- **Total English (Elementary, Pre-intermediate, Intermediate and Upper-intermediate)**
- **Success (Upper-intermediate)**

All the course books are divided into units and cover all the different language skills (reading, listening, writing and speaking) as well as grammar, vocabulary, pronunciation and dictation. They are very user-friendly, so you shouldn't have any problems using them.

You can either work on the same book you have in your morning class (this is the recommended option) or do extra work from different books at the same level.

Basic Rules of Use:

- Open the *course book* folder
- Double-click on the icon of the book you would like to practise on
- Choose the unit and the type of activity you wish to practise
- Follow the instructions

Marking: all books will correct your answers either "as you go" or at the end of the activity.

Using the microphone to record your voice: most of the books also have pronunciation activities where you are asked to listen to a sentence, repeat it and record it so that you compare your pronunciation with the native-speaker's. Most of the books and exercises follow these steps:

- listen to the sentence or word





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- record yourself saying the same sentence or word
- playback the original and the recording one after the other in order to compare them

3. Vocabulary and dictionaries

- **English Vocabulary in Use (Pre-intermediate & Intermediate)**
- **English Vocabulary in Use (Upper-intermediate)**
- **English Vocabulary in Use (Advanced)**

These software look very similar to their grammar “cousins” as they were made by the same publisher (Cambridge University Press). Their focus is on vocabulary and you can do exercises or games, design your own test and look up words on the Cambridge On-line dictionary. Please note that the different software will have slightly different functions. Unit 1 in the Pre-intermediate & Intermediate and in the Upper-intermediate are very useful as they give you some advice on how to better learn and remember vocabulary!

Basic rules of use:

- Open the *vocabulary & dictionaries* folder
- Double-click on the *vocabulary in use* icon
- Choose the type of activity and the grammar point(s) you wish to practise

Exercises:

- Gap fill: In these exercises you will see a space where you have to write something. Click in the box, type your answer and then press the Tab button to move on to the next gap
- Multiple choice: In these exercises you have to choose between two or three words or phrases. Just click on your choice
- Matching: In these exercises you will have to click on the correct word or sentence and drag it in the right box to match definitions or complete sentences





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- True / false, wrong / correct: Just choose the right option
- Word / sentence order: In these exercises you will find words with the letters in the wrong place or sentences with the words in the wrong place. You will have to click on a letter or on a word and move it in the right place in the word or in the sentence
- Fill the text: Here you will see a text with some missing words. From the context and sometimes pictures you will have to guess which are the missing words by typing them in. You can get some help if you're stuck!
- Crosswords: Read the definition and type the words directly in the crossword grid
- Hangman: Guess the hidden word by calling out letters, but be careful because you will have a limited number of guesses

Games (English Vocabulary in Use Pre-intermediate & Intermediate): there are two different types of games, just read the instruction and play with English!

Tests: Choose the grammar points you want to be tested on and the number of questions. The software will automatically create the test for you.

Instruction and help: if you click on the question mark (?) you can see how the exercise needs to be done.

Marking: just click on the tick (✓) button when you finish an exercise to check your answer.

Arrows (English Vocabulary in Use Pre-intermediate & Intermediate): the arrow going up (↑) allows you to do the exercise again, while the left (←) and right arrows (→) take you to the previous or following exercise.





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Topics covered in the "Vocabulary in Use" series:

Pre-intermediate & Intermediate	Upper-intermediate	Advanced
Study units The world around us People Daily life Education and study Works and business Leisure and entertainment Tourism Communication and technology Social issues Concepts Functional language Word formation Phrase building Key verbs Words and grammar Connecting and linking Style and register	Effective vocabulary learning Word formation Words and pronunciation Connecting and linking words Countables and uncountables Country, nationalities and languages The weather Describing people Relationships At home Everyday problems Global problems Education Work Sport The arts Music Food The environment Towns The natural world Clothes Health and medicine Travel Holidays Numbers and shapes Science and technology Computers and the internet The press and the media Politics and public institutions Crime Money – buying, selling and paying Feelings and actions Basic concepts	Word formation Work and study People and relationships Leisure and lifestyle Travel The environment Society and institutions The media Health Technology Basic concepts Functional vocabulary Idioms and phrasal verbs Aspects of variation





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	Idiomatic expressions Phrasal verbs and verb-based expressions Varieties of English	
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➤ Oxford Wordpower Dictionary

The Oxford Wordpower dictionary is a very useful reference if you are looking for definition of words, their pronunciation and examples of their actual use.

Basic rules of use:

- Open the *vocabulary & dictionaries* folder
- Double-click on the *Oxford Wordpower Dictionary* icon
- Choose one of the six sections

It is divided into six sections:

1. *Wordpower*: this is the "normal" dictionary that you can use if you encounter a word you don't know the meaning of. It gives you definitions, examples, and pronunciation and grammar information for all these words, as well as important collocations, phrasal verbs and idioms. It also contains hundreds of illustrations and notes. These help you to build your vocabulary and to understand difficult words.
2. *Wordfinder*: in this section you can find words that you *don't* know by looking up words that you *do* know and that are somehow related to the one you are thinking of. For example, if you want to know the name of a person who teaches at university, you can look either "teacher" or "university" up and somewhere you will find the definition "a person who teaches at a university or college: **lecturer**".
3. *Topics*: there are 68 mini-dictionaries that group words related to a particular topic (for example, *animals, clothes, school and education, the weather*, etc.). The Topic Dictionaries give you definitions, examples, and pronunciation and grammar information for all these words, as well as important collocations, phrasal verbs and idioms. You can either look up single words or browse the different topics.





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4. *Exercises*: there are three parts – *exam exercises*, *dictation exercises* and *vocabulary building*. In each of them you will find a variety of exercises: gap-fill, multiple choice and sentence reordering.
5. *Games*: there are also six games you can play:
 - Test yourself
 - Crosswords
 - Nine lives (same as “hangman”)
 - Matching pairs
 - Anagrams
 - Word search
6. *Genie*: It is a pop-up version of the dictionary. When you are using the Internet, or reading an email or a Microsoft Word document, you can use the Genie to look up the meaning of words that you don't understand.

➤ **Longman Dictionary of Contemporary English**

The Longman dictionary is similar to the Oxford Wordpower in many ways: it's obviously a dictionary, but it also has exercises that you can do and a section that allows you to look up topics and words that are related, a bit like *topics* section in the Oxford dictionary. It has a very useful “guided tour” in the *help* section at the top right end of the window (?), which will allow you to make the most of the different sections and functions.

Basic rules of use:

- Insert the CD-ROM in the PC
- Open the *vocabulary & dictionaries* folder
- Double-click on the *Longman Dictionary of Contemporary English* icon
- Choose one of the three sections

The three sections are:

1. *Dictionary*: The “normal” dictionary where you can look up words you encounter and do





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not the meaning of. It has got examples, pronunciation (with the possibility to record your own pronunciation and compare it with the native speaker's), illustrations, word origin and a link to the word family, so that you can learn new words within the same topic.

2. *Activator*: Here you can find topics and concepts with a list of many words related to them. You can jump from one word to the other, look new words up and get all the information you can also get in the *dictionary* section.
3. *Exercises*: You have 5 different sections to choose from and a variety of exercises in each of them, including gap-fill, multiple-choice and quite a lot of reading practice for FCE, CAE and IELTS. The five sections are:
 - Grammar
 - Vocabulary
 - Culture
 - Dictation
 - Exam practice

Finally, as with the Oxford Wordpower Dictionary, there is a pop-up mode option which is very useful if you are using the computer or the internet and want a quick reference for the words you don't know.





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4. Pronunciation

- **Oxford Pronunciation for Grammar (Intermediate)**
- **Oxford Pronunciation for Grammar (Advanced)**

These software are a brilliant tool for practising pronunciation, especially at the level of sentence (i.e. connected speech, stress and intonation). They are very easy to use and are divided by grammar point, so that you can easily connect them to something covered in your morning lesson, while practising skills that are not easy to practise in a normal classroom setting.

Basic rules of use:

- Open the *pronunciation* folder
- Double-click on the *Oxford Pronunciation for Grammar* icon
- Select one of the sections of study

All the exercises follow two steps:

1. You are asked to listen to some sentences and either choose between some options or type down part of what you hear
2. Then you are asked to record yourself saying the sentences in order to compare them with the original model

Points covered in the "Oxford Pronunciation for Grammar" series:

Intermediate	Advanced
<i>Be and have</i> Present tenses Talking about the future Past tenses Perfect tenses Modal verbs Passives	Basic sentence types <i>Be, have and do</i> Present and future Past and perfect tenses Modal verbs Passives Infinitives and <i>-ing</i> forms





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Questions and negatives Infinitives and <i>-ing</i> forms Special structures with verbs Articles: <i>a/an</i> and <i>the</i> Determiners Personal pronouns; possessives Nouns Adjectives and adverbs Comparison Conjunctions <i>If</i> etc. Relative pronouns Indirect speech Prepositions Spoken grammar	Various verbal structures Nouns and pronouns Determiners Adjectives, adverbs and comparison Prepositions Conjunctions, clauses and tenses Adjective (relative) clauses Noun clauses Adverb clauses
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5. Business

➤ Business Challenges Interactive

This interactive course practises the four different skills (reading, listening, writing and speaking) as well as grammar, vocabulary, pronunciation (with the possibility to record your voice) and many functional expressions that are used in the business world.

Basic rules of use:

- Open the *business* folder
- Double-click on the *Business Challenges* icon
- In the box under "select name" write *Student* (with capital S) and click OK
- You can choose to either click on one of the pictures and follow the exercises in order or click on the "tools" button in the top left corner and choose "activity list"

