

Real

Listening & Speaking 1

without answers

Miles Craven

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Miles Craven
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Map of the book

	Unit number	Title	Topic	How to ...
Social and Travel	1	Where are you from?	Meeting people	<ul style="list-style-type: none">introduce yourself in formal and informal situationsask and answer questions about basic personal informationbegin a social conversation and respond appropriatelygreet people and say goodbye in a variety of ways
	2	Do you need any help?	Shopping	<ul style="list-style-type: none">ask an assistant for help in a shop or marketask questions in a clothes shop (size, price, etc.)show you understandunderstand numbers and prices
	3	I'll have pizza, please	Food and eating out	<ul style="list-style-type: none">order a meal in a restaurantask about dishes on the menutalk about food and express your opinionask about food and describe different dishes
	4	This is your room	Staying with a family	<ul style="list-style-type: none">greet people and make introductionsunderstand directionsunderstand rulesask for permissiontalk about a study abroad experience and give your opinion
	5	One first class stamp	Banks, post offices, and bureaux de change	<ul style="list-style-type: none">ask about and understand services in a bankask about services and send different types of mail in a post officeaccept or decline serviceschange money, ask about exchange rates and commission
	6	I don't feel very well	Health	<ul style="list-style-type: none">explain common health problemsask for medication and understand basic instructions at a chemist'sexpress sympathy and give advice on health problemsmake an appointment and confirm important details
	7	Your passport, please	At an airport	<ul style="list-style-type: none">check in at an airport and go through immigrationprovide information and give clear answersask for information about transport, facilities, etc.greet friends and people you don't know
	8	A single room, please	Hotels	<ul style="list-style-type: none">ask about services and facilities in a hotelcheck into a hotel and talk about your roommake a complaint in a hotel

Map of the book

	Unit number	Title	Topic	How to ...
Social and Travel	9	When is the next train?	Travelling by train or bus	<ul style="list-style-type: none">ask about travel detailsunderstand the timeask for and give directionscheck information to make sure you understand
	10	There's so much to see!	Tourism	<ul style="list-style-type: none">ask for information at a Tourist Officemake and respond to suggestionsfollow a guided tourtalk about places you visit on holiday
Work and Study	11	I'll do it straight away	Helping customers and colleagues	<ul style="list-style-type: none">offer to help customerstake messages and pass messages onunderstand and follow instructionspolitely ask people not to do somethingsay goodbye to visitors
	12	When can you deliver?	Goods and services	<ul style="list-style-type: none">ask about products and servicesmake and respond to requestsplace an order for a productcompare products and choose between alternatives
	13	I'll put you through	Phone calls	<ul style="list-style-type: none">make and receive telephone callstake and leave messagesspell names and addresses, and say telephone numbersleave voicemail messages
	14	Are there any questions?	Talks and presentations	<ul style="list-style-type: none">understand the organization of a presentation or talkrecognize signposts that speakers uselisten for stress on important words to help you understandtalk about a presentation
	15	What's your opinion?	Seminars and expressing opinions	<ul style="list-style-type: none">ask for clarification, and explain what you meanagree and disagree with othersgive your opinion and ask other people's opinionsinterrupt someone to make a point
	16	I'll hand it in tomorrow	Class schedules	<ul style="list-style-type: none">ask about and understand schedulesunderstand announcements about lecturesunderstand instructions for homeworkapologize for delays

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Introduction

To the student

Who is *Real Listening & Speaking 1* for?

You can use this book if you are a student at elementary level and you want to improve your English listening and speaking. You can use the book alone without a teacher or you can use it in a classroom with a teacher.

How will *Real Listening & Speaking 1* help me with my listening and speaking?

Real Listening & Speaking 1 contains practical tasks to help you in everyday listening and speaking situations, e.g. at the shops, in a restaurant or travelling away from home. It also gives practice of listening and speaking in a range of work and study situations. It is designed to help you with listening and speaking tasks you will need to do when communicating in English, at home or abroad.

The exercises in each unit help you to develop useful listening skills such as listening for opinions, listening for details, and listening for the main idea. There are also lots of practical speaking strategies and tasks to help you improve your ability to communicate, and pronunciation activities too.

How is *Real Listening & Speaking 1* organized?

The book has 16 units and is divided into two sections:

- Units 1–10 – social and travel situations
- Units 11–16 – work and study situations

Every unit has:

- *Get ready to listen and speak*: introduces you to the topic of the unit
- *Learning tip*: help you improve your learning
- *Class bonus*: is an exercise you can do with other students or friends
- *Speaking strategy*: gives you useful language and strategies for communicating
- *Speak up!*: gives you practice of speaking in real situations
- *Extra practice*: gives an extra exercise for more practice
- *Can-do checklist*: helps you think about what you learnt in the unit

Most units also have:

- *Focus on*: helps you study useful grammar or vocabulary
- *Did you know?*: gives you extra information about vocabulary, different cultures, or the topic of the unit
- *Sound smart*: helps you with pronunciation

After each main section there is a review unit. The reviews help you practise the skills you learn in each section.

At the back of the book you can find:

- *Appendices*: contain lists of *Useful language* for every unit and more ideas about how to improve your listening and speaking.
- *Audioscript*: includes everything that you can hear on the audio CDs and gives information about the nationalities of the speakers.

How can I use *Real Listening & Speaking 1*?

The book is in two sections; *Social and Travel*, and *Work and Study*. The units at the end of each section of the book are more difficult than the units at the beginning of each section. However, you do not need to do the units in order. It is better to choose the units that are most interesting for you and to do them in the order you prefer.

There are many different ways you can use this book. We suggest you work in this way:

- Look in the *Contents* list and find a unit that is useful for you.
- Go to *Appendix 1* and look at the *Useful language* for the unit you want to do. You can use a dictionary to help you understand the words and expressions.
- Do the *Get ready to listen and speak* section at the start of the unit. This will introduce you to the topic of the unit.
- Do the other exercises in the unit. At the end of each exercise check your answers in the *Answer key* (only in self-study edition).
- Try to do the listening exercises without looking at the audioscript. You can read the audioscript after you finish the exercises.
- If your answers are wrong, study the section again to see where you made mistakes.
- If you want to do more work on this topic, do the *Extra practice* activity.
- At the end of the unit, think about what you learnt and complete the *Can do checklist*.
- Go to *Appendix 1* and look at the *Useful Language* for the unit again.

Introduction

To the teacher

What is *Cambridge English Skills*?

Real Listening & Speaking 1 is one of 12 books in the *Cambridge English Skills* series. The series also contains *Real Reading* and *Real Writing* books and offers skills training to students from elementary to advanced level. All the books are available in with-answers and without-answers editions.

Level	Book	Author
Elementary CEF: A2 Cambridge ESOL: KET NQF Skills for life: Entry 2	Real Reading 1 with answers	Liz Driscoll
	Real Reading 1 without answers	Liz Driscoll
	Real Writing 1 with answers and audio CD	Graham Palmer
	Real Writing 1 without answers	Graham Palmer
	Real Listening & Speaking 1 with answers and audio CDs (2)	Miles Craven
	Real Listening & Speaking 1 without answers	Miles Craven
Pre-intermediate CEF: B1 Cambridge ESOL: PET NQF Skills for life: Entry 3	Real Reading 2 with answers	Liz Driscoll
	Real Reading 2 without answers	Liz Driscoll
	Real Writing 2 with answers and audio CD	Graham Palmer
	Real Writing 2 without answers	Graham Palmer
	Real Listening & Speaking 2 with answers and audio CDs (2)	Sally Logan & Craig Thaine
	Real Listening & Speaking 2 without answers	Sally Logan & Craig Thaine
Intermediate to upper-intermediate CEF: B2 Cambridge ESOL: FCE NQF Skills for life: Level 1	Real Reading 3 with answers	Liz Driscoll
	Real Reading 3 without answers	Liz Driscoll
	Real Writing 3 with answers and audio CD	Roger Gower
	Real Writing 3 without answers	Roger Gower
	Real Listening & Speaking 3 with answers and audio CDs (2)	Miles Craven
	Real Listening & Speaking 3 without answers	Miles Craven
Advanced CEF: C1 Cambridge ESOL: CAE NQF Skills for life: Level 2	Real Reading 4 with answers	Liz Driscoll
	Real Reading 4 without answers	Liz Driscoll
	Real Writing 4 with answers and audio CD	Simon Haines
	Real Writing 4 without answers	Simon Haines
	Real Listening & Speaking 4 with answers and audio CDs (2)	Miles Craven
	Real Listening & Speaking 4 without answers	Miles Craven

Where are the teacher's notes?

The series is accompanied by a dedicated website containing detailed teaching notes and extension ideas for every unit of every book. Please visit www.cambridge.org/englishskills to access the *Cambridge English Skills* teacher's notes.

What are the main aims of *Real Listening & Speaking 1*?

- To encourage autonomous learning by focusing on learner training.
- To help students develop listening and speaking skills in accordance with the ALTE (Association of Language Testers in Europe) Can-do statements. These statements describe what language users can typically do at different levels and in different contexts. Visit www.alte.org for further information.

What are the key features of *Real Listening & Speaking 1*?

- It is aimed at elementary learners of English at level A2 of the Council of Europe's CEFR (Common European Framework of Reference for Languages).
- It contains 16 four-page units, divided into two sections: Social and Travel, and Work and Study.
- *Real Listening and Speaking 1* units contain:
 - *Get ready to listen and speak* warm-up tasks to get students thinking about the topic
 - *Learning tip* boxes which give students advice on how to improve their listening and speaking, and their learning
 - *Focus on* activities which provide contextualized
 - *Sound smart* activities which focus on pronunciation practice in particular language or vocabulary areas
 - *Class bonus* communication activities for pairwork and group work so you can adapt the material to suit your classes
 - *Did you know?* boxes which provide notes on cultural or linguistic differences between English-speaking countries, or factual information on the topic of the unit
 - *Can-do checklists* at the end of every unit to encourage students to think about what they have learnt
- It covers a wide range of highly practical activities that give students the skills they need to communicate effectively in everyday situations.
- There are two review units to practise skills that have been introduced in the units.
- It has an international feel and contains a range of native and non-native English accents.
- It can be used as self-study material, in class, or as supplementary homework material.

What is the best way to use *Real Listening & Speaking 1* in the classroom?

The book is designed so that there is no set way to work through the units. The units may be used in any order, although the more difficult units naturally appear near the end of the book, in the *Work and Study* section.

You can consult the unit-by-unit teachers' notes at www.cambridge.org/englishskills for detailed teaching ideas. However, as a general guide, different parts of the book can be approached in the following ways:

- *Useful language*: Use the *Useful language* lists in the *Appendices* to preteach or revise the vocabulary from the unit you are working on.
- *Get ready to listen and speak*: It is a good idea to use this section as an introduction to the topic. Students can work on these exercises in pairs or groups. Many of the exercises require students to answer questions about their personal experience. These questions can be used as prompts for discussion. Some exercises contain a problem-solving element that students can work on together. Other exercises aim to clarify key vocabulary in the unit. You can present these vocabulary items directly to students.
- *Learning tips*: Focus on these and draw attention to them in an open class situation. An alternative approach is for you to create a series of discussion questions associated with the *Learning tip*. Students can discuss their ideas in pairs or small groups followed by open class feedback. The *Learning tip* acts as a reflective learning tool to help promote learner autonomy.
- *Class bonuses*: The material in these activities aims to provide freer practice. You can set these up carefully, then take the role of observer during the activity so that students carry out the task freely. You can make yourself available to help students or analyze the language they produce during the activity.
- *Extra practice*: These can be set as homework or out-of-class projects for your students. Students can do some tasks in pairs during class time.
- *Can-do checklists*: Refer to these at the beginning of a lesson to explain to students what the lesson will cover, and again at the end so that students can evaluate their learning for themselves.
- *Appendices*: You may find it useful to refer your students to these.
- *Audioscripts*: Occasionally non-native speaker spoken errors are included in the audio material. They are labelled *Did you notice?* in the audioscript and can be used in the classroom to focus on common errors.