



TRUE TO LIFE

ELEMENTARY

Joanne Collie
Stephen Slater

TEACHER'S BOOK

Originally published by Cambridge University Press (1996)
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the University of Cambridge, Cambridge, England.

نسخه اصلی اولین بار توسط انتشارات دانشگاه کمبریج به چاپ رسیده است (۱۹۹۶).

این نسخه برای نخستین بار در سال ۲۰۰۳ {۱۳۸۲ هجری شمسی} با کسب مجوز رسمی از سندیکای انتشارات کمبریج (انگلستان) توسط موسسه انتشاراتی فرهنگی اشنیاق نور با تیراژ ۵۰۰۰ جلد در ایران به چاپ رسید و هرگونه نسخه برداری، تقلید یا استفاده از آن به هر صورتی ممنوع و منوط به کسب اجازه رسمی از موسسه انتشاراتی فرهنگی اشنیاق نور است.

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PUBLISHED BY THE PRESS SYNDICATE OF THE UNIVERSITY OF CAMBRIDGE
The Pitt Building, Trumpington Street, Cambridge, United Kingdom

CAMBRIDGE UNIVERSITY PRESS
The Edinburgh Building, Cambridge CB2 2RU, UK
40 West 20th Street, New York, NY 10011-4211, USA
10 Stamford Road, Oakleigh, VIC 3166, Australia
Ruiz de Alarcón 13, 28014 Madrid, Spain
Dock House, The Waterfront, Cape Town 8001, South Africa

<http://www.cambridge.org>

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First published 1995

Sixth printing 2001

Printed in the United Kingdom at the University Press, Cambridge

ISBN 0 521 42142 X Elementary Teacher's Book
ISBN 0 521 42141 1 Elementary Personal Study Workbook
ISBN 0 521 42140 3 Elementary Class Book
ISBN 0 521 42143 8 Elementary Class Cassette Set
ISBN 0 521 42144 6 Elementary Personal Study Cassette
ISBN 0 521 48574 6 Elementary Personal Study CD

True To Life Elementary
(Teacher's Book)



- ناشر: انتشارات نور
- نوبت چاپ: دوم ۱۳۸۵
- تیراژ: ۱۵۰۰
- قیمت: ۵۰۰۰۰۰ ریال
- آدرس: تهران، آوران رنگین، تلفن: ۸۸۹۶۸۸۳۰
- چاپ و صحافی: نقش هزار رنگ، تلفن: ۴۴۹۰۳۵۶۹
- مرکز پخش: پخش برگ
- بلوار کشاورز، خیابان عسقله زادم، کوچه اعظم، پلاک ۸، تلفن: ۸۸۹۸۳۰۵۱-۴
- کتابساز و طبع: برگ
- مرکز تهیه و فروش انواع کتب و نرم‌افزارهای آموزشی زبانهای خارجی
- تلفن شعبه مرکزی: ۰۲۱-۶۶۴۶۷۴۴۱
- تلفن شعبه گرج: ۰۲۶۱-۲۲۵۱۹۲۶
- تلفن شعبه کابل: ۰۱۲۱-۲۲۷۵۷۱۸

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INTRODUCTION

Who this course is for

True to Life is a three-level course designed to take learners from elementary to good intermediate level.

The course is specifically designed for adult learners. Topics have been chosen for their interest and relevance to adults around the world, and activities have been designed to provide adults with the opportunity to talk about their experiences, express opinions, use their knowledge and imagination to solve problems and exchange ideas so as to learn from one another.

True to Life Elementary is for learners who have had some exposure to English but may feel they have forgotten a lot. It is designed to take them from near beginner level to the lower intermediate level. It provides approximately 72 hours upwards of classroom activity, depending on the time available and the options used.

Key features

True to Life incorporates the best of current classroom methodology by providing varied teaching materials to meet the needs of different learners and learning styles, but particular attention has been paid to the following:

1 Learner engagement and personalisation

We believe that learning is most effective when learners are actively engaged in tasks which they find motivating and challenging. Moreover, it is essential for learners to have opportunities to see the relevance of new language to their own personal circumstances. We have, therefore, provided a very large number of open-ended and interactive tasks which allow learners to draw on their knowledge of the world and to be creative. These tasks are used not just for fluency work but also in quite controlled activities designed to activate specific language areas (vocabulary, grammar and functions).

2 Speaking and listening

It has been our experience that adult learners place great emphasis on oral/aural practice in the classroom, often because it is their only opportunity to obtain such practice. We have, therefore, decided to limit the amount of reading material in the Class Book (but increase it in the Personal Study Workbook) so that we can devote more time and space to speaking and listening. Users should find that opportunities for speaking practice are present in most stages of the lessons.

3 Recycling and checking

We have decided to employ the 'little and often' approach to revision. Instead of sporadic chunks, we have devoted one page in every unit to revision. This

section is called *Review and development*; it gives learners a chance to review material while it is still relatively fresh in their minds, and ensures that material from every unit is formally recycled on two separate occasions, excluding the tests in the Teacher's Book. For example:

Unit 10

Lesson 1	Lesson 2	Lesson 3	Lesson 4
input	input	input	Review and development of Units 8 and 9

Unit 11

Lesson 1	Lesson 2	Lesson 3	Lesson 4
input	input	input	Review and development of Units 9 and 10

4 Quick Checks

Photocopiable Quick Checks for each lesson are included in the Teacher's Book. These allow learners to check their own mastery of the structures and vocabulary learnt, as well as to reflect upon specific areas of language that may have been practised but not overtly highlighted during the lesson.

The Quick Check can be used as personal practice, thus helping learners to build their confidence and take responsibility for their own learning.

5 Flexibility

It is important that learners know what they are learning and can see a clear path through the material. It is also important, though, that teachers can adapt material to suit the needs of their particular class. We have provided for this with the inclusion of further activities in the Teacher's Book (called Options). In addition, each unit offers worksheets which may be photocopied. This, then, gives teachers a clear framework in the Class Book, but with additional resources to draw upon in the Teacher's Book for extra flexibility.

6 Vocabulary

In *True To Life*, vocabulary is not treated as a separate section because it forms an intrinsic and fundamental part of every unit, and a wide range of vocabulary activities is included throughout the three levels. Moreover, great importance is attached in these activities to spoken practice of newly presented lexical items, so learners have the opportunity to use new words and phrases in utterances of their own creation.

7 The Personal Study Workbook

This aims to be as engaging on an individual basis as the Class Book is on a group basis. Personalisation is, therefore, carried through to the Personal Study Workbook, which provides a range of activities, both structured and open-ended, designed to motivate learners to continue their learning outside the classroom.

Special features include:

Visual dictionary: one illustration for each unit, for learners to label. That is, a personal dictionary which is easy to compile, and allows genuine self-access with the aid of a bilingual dictionary.

Components and course organisation

At each level, the course consists of the following:

- Class Book and Class Cassette Set
- Personal Study Workbook and Personal Study Cassette or CD
- Teacher's Book

The Class Book and Class Cassette Set

The Class Book contains 24 units, each one providing three to four hours of classroom activity. Each unit is divided into four lessons and each lesson is designed to take 45 to 60 minutes. Teachers are, of course, free to explore the material in different ways (indeed we have indicated ways of doing this in the following teacher's notes), but each lesson has been designed as a self-contained, logical sequence of varied activities, which can be used as they stand.

The first three lessons contain the main language input. This consists of:

- a clear grammatical syllabus
- an emphasis on lexical development
- key functional exponents
- listening and reading practice
- speaking and writing activities.

The final section of each unit provides review and development activities based on the two previous units; e.g. the final section of Unit 4 revises Units 2 and 3; the final section of Unit 5 revises Units 3 and 4.

At the back of the book there is:

- a Grammar Reference section
- a list of irregular verbs
- the phonemic alphabet

The listening material on the Class Cassette Set is very varied - scripted, semi-scripted and unscripted - and a particular feature is the regular inclusion of dual-level listening texts. These provide two versions of a listening passage, one longer and more challenging than the other. This feature allows teachers to select the listening material that best meets the needs of their particular learners, but it also gives more scope for exploitation. In some cases, the content of the listening in each version is slightly different, so teachers may start with the easier listening and then move on to the more difficult one; in other cases where the content is the same but more challenging, the teacher could (if facilities permit) split the group and give a different listening to different learners. And there is nothing to stop a teacher doing version 1 at one point in the course, and then returning to do version 2, days, weeks or even months later.

The Personal Study Workbook and Personal Study Cassette or CD

The Personal Study Workbook runs parallel to the Class Book, providing 24 units which contain further practice and consolidation of the material in the Class Book.

The exercises at the beginning of each unit concentrate on consolidating grammar and vocabulary; later exercises focus on skills development.

The Personal Study Cassette or CD provides further material for listening practice, and there is a tapescript at the back of the Workbook along with an answer key for most of the exercises.

An additional feature is the visual dictionary, which provides illustrations at the back of the book for learners to compile their own personal dictionary. The material is linked to the units in the Class Book, so learners complete it at regular intervals during the course.

The Teacher's Book

This offers teachers a way through the activities presented, but also provides a wide range of ideas that will enable them to approach and extend activities in different ways. Each unit offers supplementary worksheets which may be photocopied and distributed in class.

In addition, the Teachers' Book provides:

- guidance on potential language difficulties
- a complete answer key to the exercises in the Class Book.
- four photocopiable tests, each test covering six units of the Class Book
- tapescripts of the Class Book recordings which may be photocopied and given to the learners.