

# SUPPLEMENTARY MATERIAL CONTENTS

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**ABOUT THIS BOOKLET.** The items listed in it are just suggestions. Eventually, it will be up to the teacher to decide what's more convenient to suite the students needs.

**CENTRO BOLIVIANO AMERICANO - STUDY ROOM**  
**GRAMMAR BOOKS**

CODE-Arce	BOOKS	TNF	TN 1	TN 2	TN 3	SU 1	SU 2	CD	KEY
		EB-1,2,3	EB-4,5,6	EI-1,2,3	EI-4,5,6	ES-1,2,3	ES-4,5,6		
GR-065	BASIC ENGLISH GRAMMAR	*	*						
GR-066	CHANGING PERSPECTIVES, Book 1		*	*	*			*	
GR-067	CHANGING PERSPECTIVES, Book 2			*	*			*	
GR-024	CHANGING TIMES CHANGING TENSES	*	*	*	*			*	
GR-011	COMMUNICATIVE GRAMMAR PRACTICE			*	*				
GR-037	ENGLISH GRAMMAR EXERCISES Book 2		?	*	*				*
GR-032	ESL GRAMMAR WORKBOOK 1	?	?	*	?				
GR-033	ESL GRAMMAR WORKBOOK 2				*	?	?		
GR-071	FOCUS ON GRAMMAR BASIC, TEXTBOOK	*	*	?				*	
GR-072	FOCUS ON GRAMMAR BASIC, WORKBOOK	*	*	?					*
GR-073	FOCUS ON GRAMMAR INTERMEDIATE, TEXTBOOK			*	?			*	
GR-074	FOCUS ON GRAMMAR INTERMEDIATE, WORKBOOK			*	?				*
GR-075	FOCUS ON GRAMMAR HIGH INTERMEDIATE, TEXTBOOK			*	*			*	
GR-076	FOCUS ON GRAMMAR HIGH INTERMEDIATE, WORKBOOK			*	*				*
GR-077	FOCUS ON GRAMMAR ADVANCED, TEXTBOOK					*	*	*	
GR-078	FOCUS ON GRAMMAR ADVANCED, WORKBOOK					*	*		*
GR-036	FUN WITH GRAMMAR-interactive,communicative activities and games to be done in class with other students	*	*	*	*	*	*		
GR-068	FUNDAMENTALS OF ENGLISH GRAMMAR	?	?	*	*				
GR-069	GRADED EXERCISES IN ENGLISH	*	*	*	*	*			*
GR-079	GRAMMAR EXPRESS		?	*	*	*	?		*
GR-025	GRAMMAR IN STEPS (ENGLISH)		*	*	*				*
GR-070	GRAMMAR IN USE (ENGLISH)			*	*				*
GR-026	GRAMMAR PRACTICE IN CONTEXT (ENGLISH)		*	*	*				*
GR-023	GREAT PREPOSITION MYSTERY			*	*	*	*		*

PS.: ? = some of the lessons in this book might also be used for this level

# GRAMMAR BOOKS

CODE-Arce	BOOKS	TNF	TN 1	TN 2	TN 3	SU 1	SU 2	CD	KEY
		EB-1,2,3	EB-4,5,6	EI-1,2,3	EI-4,5,6	ES-1,2,3	ES-4,5,6		
GR-035	INTENSIVE ENGLISH FOR COMMUNICATION 2			*	*	?			
GR-015	INTERACTIONS I - A Communicative Grammar		* TN-1(3)	*					
GR-058	KEY TO ENGLISH: ADJECTIVES 1			*	*	*	*		*
GR-057	KEY TO ENGLISH: FIGURATIVE EXPRESSIONS				*	*	*		*
GR-059	KEY TO ENGLISH: NOUNS			*	*	*	*		*
GR-055	KEY TO ENGLISH: PREPOSITIONS 1			*	*				*
GR-056	KEY TO ENGLISH: PREPOSITIONS 2			*	*				*
GR-062	KEY TO ENGLISH: TWO WORD VERBS - It includes some three-word verbs as well			*	*	*	*		*
GR-060	KEY TO ENGLISH: VERBS			*	*	*	*		*
GR-061	KEY TO ENGLISH: VOCABULARY			*	*	*	*		*
GR-063	LITTLE BROWN BOOK					*	*		
GR-030	MODERN ENGLISH - A PRACTICAL REFERENCE GUIDE by: Marcela Frank, no exercises, but lots of explanations of grammar					*	*		
GR-017	MODERN ENGLISH Part 1				*	*	*		
GR-018	MODERN ENGLISH Part 2				*	*	*		
GR-005	MOSAIC 1 - A CONTENT BASED GRAMMAR			*	*				
GR-009	MOSAIC 2 - A CONTENT BASED GRAMMAR				*	*			
GR-038	PRACTICAL ENGLISH GRAMMAR (Explanations + Exercises)			*	*	*	*		*
GR-039	PRACTICAL ENGLISH GRAMMAR WORKBOOK (Explanations + Exercises)			*	*	*	*		
GR-027	REFERENCE GUIDE TO ENGLISH : A. Maclin. Lots of explanations of grammar , with examples, but no exercises			*	*	*	*		
WTG-024	REFINING COMPOSITION SKILLS, also with grammar exercises				*	*	*		*
GR-028a	REGENTS ENGLISH WORKBOOK BEGINNING	*	*						*
GR-028b	REGENTS ENGLISH WORKBOOK INTERMEDIATE			*	*				*
GR-029	REGENTS ENGLISH WORKBOOK ADVANCED					*	*		*
GR-020	STUDENT'S WORKBOOK OF GRAMMAR EXERCISES by: Dorothea G.	*	*						

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## GRAMMAR BOOKS

CODE- Arce	BOOKS	TNF	TN 1	TN 2	TN 3	SU 1	SU 2	CD	KEY
		EB-1,2,3	EB-4,5,6	E I-1,2,3	E I-4,5,6	ES-1,2,3	ES-4,5,6		
GR-031	TENSE SITUATIONS				*				*
TPT-001	TOEFL PRACTICE TEST Books 1 through 8					*		*	*
TPT-009	TOEFL PRACTICE TEST Books 9 through 24						*	*	*
GR-001	UNDERSTANDING AND USING ENGLISH GRAMMAR - TB VOL .A (Focuses on verb forms)	?	?	?	?	*	*		
GR-002	UNDERSTANDING AND USING ENGLISH GRAMMAR - TB VOL. B (Focuses on complex structures)	?	?	?	?	*	*		
GR-064	UNDERSTANDING AND USING ENGLISH GRAMMAR - WORKBOOK	?	?	?	?	*	*		*

PS.: ? = some of the lessons in this book might also be used for this level

# LISTENING MATERIAL

CODE Arce	BOOKS WITH CD's	T N F	TN-1	TN-2	TN-3	SU-1	SU-2	KEY
		EB-1,2,3	EB-4,5,6	E I-1,2,3	E I-4,5,6	ES-1,2,3	ES-4,5,6	
	ADVANCED LISTENING STORIES - 42 stories with worksheets, 54 stories without worksheets					*	*	*
LB-001	AKL ADVANCED - Exercises: " Dialogs", "Listenings", "Lab Drills" (grammar)					*	*	
LB-002	AKL INTERMEDIATE - Exercises: "Story ", "Situations and Conversations", Lab Drills (grammar)		*	*	*			
LB-004	AMERICAN SHORT STORIES IN V.O.A. special English - Just listening / script, No exercises				*			
LB-005	AMERICAN SKETCH BOOK of distinguished Americans, just listening / script, no exercises				*	*	*	
TB-079	AMERICAN STREAMLINE-DEPARTURES	*	*					
TB-082	AMERICAN STREAMLINE CONNECTIONS			*	*			
TB-085	AMERICAN STREAMLINE DESTINATIONS					*	*	
LB-006	ARE YOU LISTENING ? (miscellaneous), no exercises, Ten Shaggy Dog stories included in this book.				*	*	*	
GR-024	CHANGING TIMES CHANGING TENSES	*	*	*	*			
	Children's Stories. (8 stories, no books, just CD's)					*	*	
	Walt Disney Stories (14 stories for kids, no books, just CD's)					*	*	
	World Famous Stories for Kids (6 stories, no books, just CD's)					*	*	
LB-007	DAY BY DAY			*	*			
LB-008	DIALOGS FOR EVERYDAY USE (with language notes and explanations, no exercises)				*	*	*	
LB-009	EASY DOES IT	*	*					
LB-010	EASY READING SELECTIONS IN ENGLISH				*			
LB-011	EDGAR ALLAN POE STORY TELLER				*	*	*	
LB-012	EXPERIENCING ENGLISH	*	*					
LB-013	FIFTEEN EASY PIECES FOR E.F.L.				*	*	*	
GR-071	FOCUS ON GRAMMAR BASIC - textbook	*	*					
GR-073	FOCUS ON GRAMMAR INTERMEDIATE Textbook			*	*			
GR-075	FOCUS ON GRAMMAR HIGH INTERMEDIATE, text book -				*	*	*	
GR-077	FOCUS ON GRAMMAR ADVANCED, text book					*	*	
LB-014	GROWING IN ENGLISH LANGUAGE SKILLS			*	*			
TB-070	IN TOUCH 1	*	*					
TB-071	IN TOUCH 2	*	*					

# LISTENING MATERIAL

CODE Arce	BOOKS WITH CD's	T N F	TN-1	TN-2	TN-3	SU-1	SU-2	KEY
		EB-1,2,3	EB-4,5,6	EI-1,2,3	EI-4,5,6	ES-1,2,3	ES-4,5,6	
TB-072	IN TOUCH 3			*	*			
LB-015	INTERACTIONS I A listening / speaking skills book		*	*				
LB-016	INTERACTIONS II A listening / speaking skills book				*	*	*	
LB-019	INTERCHANGE 1 (with good listening activities)	*	*	*				*
LB-020	INTERCHANGE 2 (with good listening activities)		*	*	*			*
LB-021	INTERCHANGE 3 (with good listening activities)					*	*	*
TB-047	INTERLINK I					*	*	
TB-048	INTERLINK II					*	*	
LB-023	INTERMEDIATE ANECDOTES IN ENGLISH (30 Humorous Stories )			*	*			
TB-073	LIFE STYLE 1				*	*		
TB-075	LIFE STYLE 2				*	*	*	
TB-077	LIFE STYLE 3				*	*	*	
LB-056	Listening Exercises, Intermediate, 32 topics, 5 Qs in each			*	*			*
LB-057	Listening Exercises, Low Advanced, 44 topics, 5 Qs in each					*		*
LB-058	Listening Exercises, Advanced, 42 topics, 5 Qs in each						*	*
LB-028	LISTENING IN AND SPEAKING OUT INTERMEDIATE (LISO)			*	*			*
LB-027	LISTENING IN AND SPEAKING OUT ADVANCED (LISO)					*	*	*
	LISTENING IN THE REAL WORLD (LRW): Listening Exc's, CD-4 Dialogs 1-60. ( Sts could write out the dialogs ) . No books, just CD's		?	*	*			
	LISTENING IN THE REAL WORLD(LRW): Listening Exc's, CD-5 Dialogs 61-111. (Sts could write out the dialogs) - no books, just CD's		?	*	*			
	LISTENING IN THE REAL WORLD (LRW):Listening Exc's, CD-6 Dialogs 112-164. (Sts could write out the dialogs). No books, just CD's			*	*	*		
	LISTENING IN THE REAL WORLD (LRW):Listening Exc's, CD-7 Dialogs 165-200. (Sts could write out the dialogs). No books, just CD's			*	*	*		
LB-029	LISTENING TRANSITIONS (Pronunciation+Listening-comprehension) with xercises.			*	*			*
LB-030	MORE DIALOGS FOR EVERYDAY USE (with vocabulary). No exercises				*	*	*	
GR-003	MOSAIC I . See the exercises in the textbook before you assign this material.			*	*			
GR-007	MOSAIC II. See the exercises in the textbook before you assign this material				*	*		
LB-034	PEOPLE TODAY			?	*	*	*	*

PS : ? = some of the lessons in this book might also be

## LISTENING MATERIAL

CODE Arce	BOOKS WITH CD's	T N F	TN-1	TN-2	TN-3	SU-1	SU-2	KEY
		EB-1,2,3	EB-4,5,6	EI-1,2,3	EI-4,5,6	ES-1,2,3	ES-4,5,6	
LB-036	PORTRAITS IN WORDS					*	*	
LB-037	PRELUDES TO READING	*	*					*
LB-038	PROCEEDING IN ENGLISH	*	*	*				
LB-039	RAPID READER			*	*			
LB-040	READ ON (with glossary)			*	*			
	READING POWER 1 to 10	* TNF-3						*
	READING POWER 11 to 34		*					*
LB-041	RIGHT READING		*					
LB-042	SCIENCE AND TECHNOLOGY IN EVERYDAY LIFE				*	*	*	
LB-043	SEVEN OF NOTE (Biographies of Famous American Authors)				*	*	*	
LB-044	SEVEN PLAYS FROM AMERICAN LITERATURE - no exercises				*	*		
LB-0045	SHORT READINGS IN SCIENCE				*	*	*	*
TB-040a	SIDE BY SIDE 1	*						
TB-040b	SIDE BY SIDE 2		*					
TB-040c	SIDE BY SIDE 3			*	*			
TB-040d	SIDE BY SIDE 4					*		
LB-047	SO TO SPEAK				*	*	*	
TB-058	SPECTRUM 1 TB	*						*
TB-059	SPECTRUM 1 WB	*						*
TB-060	SPECTRUM 2 TB		*					*
TB-061	SPECTRUM 2 WB		*					*
TB-062	SPECTRUM 3 TB			*				*
TB-063	SPECTRUM 3 WB			*				*
TB-065	SPECTRUM 4 TB				*			*
TB-064	SPECTRUM 4 WB				*			*
TB-066	SPECTRUM 5/ TB					*		*

## LISTENING MATERIAL

CODE Arce	BOOKS WITH CD's	T N F	TN-1	TN-2	TN-3	SU-1	SU-2	KEY
		EB-1,2,3	EB-4,5,6	EI-1,2,3	EI-4,5,6	ES-1,2,3	ES-4,5,6	
TB-067	SPECTRUM 5 WB					*		*
TB-068	SPECTRUM 6 TB						*	*
TB-069	SPECTRUM 6 WB						*	*
LB-048	TAKE A STAND			*	*			
LB-049	TALK IT OVER			*	*			*
LB-050	TALK RADIO: Focus on vocabulary				*	*	*	
LB-050	TALK RADIO: Focus on conversations				*	*	*	
LB-051	TALKING ENGLISH				*	*	*	
LB-006	Ten Shaggy Dog Stories (source:Are You Listening?)- no exercises				*	*	*	
LB-053	THE WAY IT IS	*	*					
TPT-001	TOEFL PRACTICE TESTS (Books 1 to 8)					*		*
TPT-009	TOEFL PRACTICE TESTS (Books 9 to 24)						*	*
TLP-001	TOEIC 1 (100-Question Listening tests. Time: 50 minutes)		*	*				*
TLP-002	TOEIC 2 (100-Question Listening tests. Time: 50 minutes)			*	*			*
TLP-003	TOEIC 3 (100-Question Listening tests. Time: 48 minutes)				*	*		*
TLP-004	TOEIC 4 (100-Question Listening tests. Time: 52 minutes)					*	*	*
TB-049	TURNING POINTS 1 (teens)	*						
TB-051	TURNING POINTS 2 (teens)	* TNF-3	*					
TB-053	TURNING POINTS 3			*				
TB-055	TURNING POINTS 4				*			
LB-054	TWELVE AMERICAN CLASSICS - no exercises, just book and script			*	*			
LB-055	TWELVE FAMOUS AMERICANS				*	*	*	



**CENTRO BOLIVIANO AMERICANO - STUDY ROOM  
READING MATERIAL**

CODE Arce	BOOKS	TNF	TN 1	TN 2	TN 3	SU 1	SU 2	CD	KEY
		EB-1,2,3	EB-4,5,6	EI-1,2,3	EI-4,5,6	ES-1,2,3	ES-4,5,6		
RDG-002	AMERICAN FOLK TALES 1			*	*				
RDG-003	AMERICAN FOLK TALES 2				*	*			
RDG-048	AMERICAN GRAB BAG (prose and poetry)					*	*		
RDG-004	AMERICAN MEN OF SCIENCE AND INVENTION			*	*				*
RDG-049	AMERICAN PATCH WORK (american short stories)					*	*		*
GR-024	CHANGING TIMES CHANGING TENSES		*	*	*				
RDG-006	CONFIGURATIONS					*	*		*
RDG-001	CROWN OF EAGLES					*	*		*
LB-009	EASY DOES IT	*	*						
RDG-007	ENCORES			*	*				*
LB-012	EXPERIENCING ENGLISH	*	*						
RDG-008	FACETS, BOOK 8				*	*			*
RDG-036	FEATHER ON THE WIND (A) (with word explanations)				*	*	*		
RDG-009	GATHERINGS					*	*		
RDG-010	GLEANINGS					*	*		
LB-014	GROWING IN ENGLISH LANGUAGE SKILLS			*	*				
RDG-050	HIGHLIGHTS OF AMERICAN LITERATURE BOOK 1 (with glossary)					*	*		
RDG-051	HIGHLIGHTS OF AMERICAN LITERATURE BOOK 2 (with glossary)					*	*		
RDG-052	HIGHLIGHTS OF AMERICAN LITERATURE BOOK 3 (with glossary)					*	*		
RDG-053	HIGHLIGHTS OF AMERICAN LITERATURE BOOK 4 (with glossary)					*	*		
RDG-011	HOLIDAYS USA				*	*	*		
RDG-055	HOLT - ELEMENTARY SCIENCE				*	*	*		
TB-070	IN TOUCH 1	*							
TB-071	IN TOUCH 2		*						
TB-072	IN TOUCH 3		*						

## READING MATERIAL

CODE Arce	BOOKS	TNF	TN 1	TN 2	TN 3	SU 1	SU 2	CD	KEY
		EB-1,2,3	EB-4,5,6	EI-1,2,3	EI-4,5,6	ES-1,2,3	ES-4,5,6		
LB-015	INTERACTIONS 1 / READING SKILLS BOOK		*	*					
LB-016	INTERACTIONS 2 / READING SKILLS BOOK				*	*	*		
RDG-064	INTERLUDES					*	*		*
LB-023	INTERMEDIATE ANECDOTES			*	*				
RDG-033	MIND SPEAKS TO MIND (essays)					*	*		
LB-004	MOSAIC I .A reading skills book. See the exercises in the textbook before you assign this material.			*	*				
GR-008	MOSAIC II. A Reading skills book. See the exercises in the textbook before you assign this material				*	*			
RDG-043	MOVING ON					*	*		
RDG-012	ON TARGET					*	*		
RDG-034	ON WINGS OF VERSE (poems with vocabulary)					*	*		
RDG-013	PATTERNS AND PERSPECTIVES			?	?	*	*		
LB-037	PRELUDES TO READING	*	*						*
RDG-046	PRIMS book 7				*	*			*
LB-038	PROCEEDING IN ENGLISH (with glossary)		*						
RDG-005	PROGRESSIVE READER (Reading samplers 1,2,3. Three books in one)	*	*						*
RDG-014	PYX				*	*	*		
LB-039	RAPID READER			*					
RDG-016	RD 2000 VOLUMNE 4 NUMBER 2					*	*		
RDG-017	RD 2000 VOLUMNE 5 NUMBER 1 (+ activity book)						*		
RDG-018	RD 2000 VOLUMNE 5 NUMBER 2 (+ activity book)						*		
LB-040	READ ON			*	*				
RDG-020	READER'S CHOICE					*	*		*
RDG-065	READING AND CONVERSATION ABOUT USA					*	*		
RDG-054	READING BY DOING					*	*		

**PS.:** ? = some of the lessons in this book might also be used for this level

## READING MATERIAL

CODE Arce	BOOKS	TNF	TN 1	TN 2	TN 3	SU 1	SU 2	CD	KEY
		EB-1,2,3	EB-4,5,6	EI-1,2,3	EI-4,5,6	ES-1,2,3	ES-4,5,6		
RDG-047	READING IMPROVEMENT EXERCISES (to help reading speed)				*	*	*		*
RDG-031	READING IN FOCUS (with glossary)					*	*		
RDG-038	READING SAMPLER, BOOK 1	*	*						*
RDG-39a	READING SAMPLER, BOOK 2	*	*						*
RDG-39b	READING SAMPLER, BOOK 3	*	*						*
RDG-040	READING SPECTRUM, BOOK 4			*	*				*
RDG-041	READING SPECTRUM, BOOK 5			*	*				*
RDG-042	READING SPECTRUM, BOOK 6			*	*				*
NVA-157	READING SKILL BUILDER ADVANCED, series of 8 different books					*	*		
RDG-021	REAL STORIES BOOK 1				*				
RDG-022	REAL STORIES BOOK 2				*	*			
RDG-066	REFLECTIONS ON AMERICA AND AMERICANS						*		
LB-041	RIGHT READING		*						
RDG-023	ROAD TO READING				*	*	*		*
RDG-032	SAILING ON IN ENGLISH (with glossary)					*	*		
LB-042	SCIENCE AND TECHNOLOGY IN EVERYDAY LIFE (with glossary)				*	*	*		
RDG-029	SCIENCE VISTAS			*	*				
RDG-037	SEEKER IN THE SAND (A) (short poems with vocabulary)					*	*		
LB-043	SEVEN OF NOTE (reading for proficiency / with glossary)				*	*	*		
LB-044	SEVEN PLAYS FROM AMERICAN LITERATURE. No exercises				*	*			
LB-045	SHORT READINGS IN SCIENCE (with vocabulary list)				*	*	*		*
RDG-062	SHORT STORIES FOR DISCUSSION						*		
TB-040a	SIDE BY SIDE 1	*							
TB-040b	SIDE BY SIDE 2		*						
TB-040c	SIDE BY SIDE 3			*	*				

# READING MATERIAL

CODE Arce	BOOKS	TNF	TN 1	TN 2	TN 3	SU 1	SU 2	CD	KEY
		EB-1,2,3	EB-4,5,6	EI-1,2,3	EI-4,5,6	ES-1,2,3	ES-4,5,6		
TB-040d	SIDE BY SIDE 4					*			
RDG-030	SOUND READING			*	*	*	*		
RDG-044	SOUNDINGS (with vocabulary)					*	*		*
TB-058	SPECTRUM 1								*
TB-060	SPECTRUM 2		*						*
TB-062	SPECTRUM 3			*					*
TB-064	SPECTRUM 4				*				*
TB-066	SPECTRUM 5					*			*
TB-068	SPECTRUM 6						*		*
RDG-045	SUN AND SHADOW (with discussion questions)			*	*	*	*		
LB-048	TAKE A STAND			*	*				
LB-049	TALK IT OVER			*	*				*
LB-053	THE WAY IT IS	*	*						
RDG-024	TID BITS				*	*	*		
TPT-001	TOEFL PRACTICE TESTS (Books 1 to 8)					*		*	
TPT-009	TOEFL PRACTICE TESTS (Books 9 to 24)						*	*	
RDG-025	TRIPLE TAKES I			*	*	*			*
RDG-026	TRIPLE TAKES J			*	*	*			*
RDG-027	TRIPLE TAKES K			*	*	*			*
RDG-028	TRIPLE TAKES L			*	*	*			*
LB-055	TWELVE FAMOUS AMERICANS				*	*	*		
RDG-063	TWENTIETH CENTUARY AMERICAN SHORT STORIES (with glossary)					*	*		
RDG-077	UNSOLVED MYSTERIES (interesting topics for reading)			*	*	?			*
	READING AB: READING POWER Card Numbers 1 to 100								*
	MULTIREAD ( power builders for teens: 8 colors)								*
	POWER BUILDERS 4a ( 7 colors )								*
	RATE BUILDERS 4a (7 colors)								*
	RATE BUILDERS 3a ( 10 colors)								*

In order to know about the levels, timing, etc of the above, please see the attached " READING LAB / Distribution and Timing" table

PS : 2 = some of the lessons in this book might also be

# WRITING

CODE Arce	BOOKS	TNF	TN 1	TN 2	TN 3	SU 1	SU 2	KEY
		EB-1,2,3	EB-4,5,6	E I-1,2,3	E I-4,5,6	ES-1,2,3	ES-4,5,6	
WRT-015	ANANSE TALES - Textbook. A course in controlled composition. 58 graduated steps from early mechanical ones (substitutions, transformations and expansions) to advanced free composition.			*	*	*		
WRT-017	ANANSE TALES - Workbook. A course in controlled composition. 58 graduated steps from early mechanical ones (substitutions, transformations and expansions) to advanced free composition.			*	*	*		*
WRT-016	ANANSE TALES Manual. A course in controlled composition. 58 graduated steps from early mechanical ones (substitutions, transformations and expansions) to advanced free composition.			*	*	*		
WRT-012	BUSINESS LETTERS - essential principles, how to write different kinds of letters with explanations				*	*	*	
WRT-013	LETTER WRITING IN ENGLISH - general format, social letters, business letters, postcard greetings. Glossary			*	*			
WRT-011	MODERN BUSINESS ENGLISH - on learning to plan, write and construct business letters				*	*	*	
SPK-006	CLOSE UP - a photomotivational text, writing activities with photographs as the motivational element.			*	*	*		
WRT-018	COMPOSITION STEPS - purpose: to introduce adult Sts to the principles of expository writing, to teach some basic points about writing, and writing paragraphs			*	*	*		
WRT-020	DEVELOPING WRITING - from sentence writing to constructing simple paragraphs.	*	*	*	*			
WRT-021	EYE WITNESS - picture composition, written or oral.	*	*	*				
WRT-022	FROM PROCESS TO PRODUCT - process of writing and producing paragraphs combined with focused grammar devices. Brain storming, outlining (topic sentence, body, concluding sentence); ordering, refining and revising	*	*	*	*			
LB-015	INTERACTIONS I A Writing Process Book		*	*				
LB-016	INTERACTIONS II A Writing Process Book			*	*			
GR-063	LITTLE BROWN BOOK - basic resourse book for English composition, grammar and usage. It can serve the St. as a text and reference book for writing in a composition course in college or outside college.						*	
WRT-024	REFINING COMPOSITION SKILLS - for writing paragraphs and essays with review of grammatical structures and verb tenses				*	*	*	*
WRT-023	YOU ARE IN CHARGE - for writing paragraphs and essays. Previous writing experience needed				*	*	*	
WRT-014	WRITE AWAY Book One. A Course for Writing English - goal: to build writing fluency by practicing a variaty of ways of expressing a single idea			*	*	*	?	*

PS.: ? = some of the lessons in this book might also be used for this level.

## WRITING

CODE Arce	BOOKS	TNF	TN 1	TN 2	TN 3	SU 1	SU 2	KEY
		EB-1,2,3	EB-4,5,6	EI-1,2,3	EI-4,5,6	ES-1,2,3	ES-4,5,6	
WRT-005	WRITE AWAY, a Picto-Comp Book - to implement and augment writing practice ...			*	*	*	*	
WRT-007	WRITING ENGLISH Second edition- for reviewing grammar, writing paragraphs and longer compositions			*	*	*	*	
WRT-008	WRITTEN ENGLISH - intended to provide help in mastering mechanical skills: spelling, punctuation; sentence combining and clause making	*	*					
WRT-001	WHAT'S THE STORY? ST. Book 1. Sequential Phtographs for Language Practice. Some of the activities could be used to practice writing (sentence completion, unscrambling sentences, punctuation, cloze, etc)	*	*					
WRT-002	WHAT'S THE STORY? ST. Book 2. Sequential Phtographs for Language Practice. Some of the activities could be used to practice writing (sentence completion, unscrambling sentences, punctuation, cloze, tense changes, etc)		*	*				
WRT-003	WHAT'S THE STORY? ST. Book 3. Sequential Phtographs for Language Practice. Some of the activities could be used to practice writing (cloze and composition exercises, unscrambling sentences, dialog completion, punctuation, etc)			*	*			
WRT-004	WHAT'S THE STORY? ST. Book 4. Sequential Phtographs for Language Practice. Some of the activities could be used to practice writing (cloze and composition exercises, dialog completion, punctuation, rearranging sentences in a paragraph, sentence combining, etc)				*	*		

# CENTRO BOLIVIANO AMERICANO

## VOCABULARY

CODE Arce	BOOKS	TNF	TN 1	TN 2	TN 3	SU 1	SU 2	KEY
		EB-1,2,3	EB-4,5,6	EI-1,2,3	EI-4,5,6	ES-1,2,3	ES-4,5,6	
VOC-002	1100 WORDS YOU NEED TO KNOW - with exercises				*	*	*	*
VOC-012	BODY ENGLISH-vocabulary builder with practice exercises in the use of idiomatic expressions					*	*	*
VOC-009	ENGLISH IN COLOR -vocabulary builder. A resource / reference text					*	*	
VOC-013	ESL MISCELLANY - resource book for developing material. No exercises	*	*	*	*	*	*	
VOC-004	IDIOMATIC EXPRESSIONS IN CONTEXT - vocabulary builder with exercises. Illustrated.					*	*	*
VOC-005	IDIOMS IN ACTION - with exercises		*	*	*			
VOC-006	ILLUSTRATED AMERICAN IDIOMS - with functional activities for development of vocabulary					*	*	
VOC-008	MEANING FROM CONTEXT, reading for word study						*	*
VOC-007	SOMETHING TO CROW ABOUT, collection of idioms				*	*	*	
TPT-001	TOEFL PRACTICE TESTS (Books 1 to 8 )					*		*
TPT-009	TOEFL PRACTICE TESTS (Books 9 to 24 )						*	*
VOC-001	TWO WORD VERBS IN ENGLISH - with glossary and exercises			*	*	*	*	*
VOC-003	WHAT'S IN A WORD. Reading and vocabulary building focused on specific topics, with exercises.			*	*			*
TB-057	WORD BY WORD Picture Dictionary	*	*	*				

# CENTRO BOLIVIANO AMERICANO

## PRONUNCIATION

CODE Arce	BOOKS	TNF	TN 1	TN 2	TN 3	SU 1	SU 2	CD
		EB-1,2,3	EB-4,5,6	EI-1,2,3	EI-4,5,6	ES-1,2,3	ES-4,5,6	
GR-066	CHANGING PERSPECTIVES I. Pages 134 to 146	*	*	*	*			*
GR-067	CHANGING PERSPECTIVES II. Pages 130 to 139	*	*	*	*			*
PRN-002	CLEAR SPEECH		*	*	*	*		*
PRN-006	ENGLISH PRONUNCIATION FOR SPANISH SPEAKERS, vowels	*	*	*	*	*	*	*
PRN-005	ENGLISH PRONUNCIATION MADE SIMPLE	*	*	*	*	*	*	*
LB-015	INTERACTIONS I - A listening / speaking skills book		*	*				*
LB-016	INTERACTIONS II - A listening / speaking skills book			*	*			*
LB-019	INTERCHANGE I	*	*	*				*
LB-020	INTERCHANGE II		*	*	*			*
LB-021	INTERCHANGE III					*	*	*
	IRREGULAR VERBS. List of verbs.	*	*	*				*
LB-029	LISTENING TRANSITIONS		*	*	*	*		*
PRN-004	MANUAL OF AMERICAN ENGLISH PRONUNCIATION, 3rd Edition, just book, no CD		*	*	*			
	MANUAL OF AMERICAN ENGLISH PRONUNCIATION, 4th Edition, no book, just CD		*	*	*			*
PRN-001	PRONUNCIATION EXERCISES FOR ADVANCED LEARNERS of English as a Second Language by GARY ESSAREY					*	*	*
TB-058	SPECTRUM I. Conversations at beginning of units have been recorded a second time for pronunciation.	*						*
TB-060	SPECTRUM II. Conversations at beginning of units have been recorded a second time for pronunciation.		*					*
TB-062	SPECTRUM III. Conversations at beginning of units have been recorded a second time for pronunciation.			*				*
TB-064	SPECTRUM IV. Conversations at beginning of units have been recorded a second time for pronunciation.				*			*
TB-066	SPECTRUM V. Conversations at beginning of units have been recorded a second time for pronunciation.					*		*
TB-068	SPECTRUM VI. Conversations at beginning of units have been recorded a second time for pronunciation.						*	*
TB-057	WORD BY WORD picture dictionary. First Edition / Second Edition	*	*	*				*



# CENTRO BOLIVIANO AMERICANO S P E A K I N G

CODE Arce	BOOKS	TNF	TN 1	TN 2	TN 3	SU 1	SU 2	KEY
		EB-1,2,3	EB-4,5,6	EI-1,2,3	EI-4,5,6	ES-1,2,3	ES-4,5,6	
SPK-017	LITTLE STORIES FOR BIG PEOPLE				*	*	*	
SPK-004	MAKING ENGLISH PERSONAL					*	*	
SPK-002	NON STOP DISCUSSION WORKBOOK			*	*	*	*	
SPK-013	PICTURE IT	*	*	*	*			*
SPK-003	POINTS OF DEPARTURE		*	*	*	*	*	
SPK-011	REACT INTERACT				*	*	*	
SPK-001	SCENES IN SITUATIONS			*	*	*	*	

# READING LAB.

(DISTRIBUTION AND TIMING)

	RATE BUILDERS 3a	average TIME	MULTI READ	Tentative Timing	POWER BUILDERS 4a	TIME, (at least)	Tentative Distribution
<b>BEGINNERS</b>	TNF - 1	EB - 1					READING POWER
	TNF - 2	EB - 2					
	TNF - 3	EB - 3					1 al 10
	TN - 1 (1)	EB - 4					11 al 20
	TN - 1 (2)	EB - 5	5 min.				11 al 25
	TN - 1 (3)	EB - 6	5 min.	RED - ORANGE	15 - 20 min.		20 al 34
<b>INTERMEDIATE</b>	TN - 2 (1)	EI - 1					35 al 45
	TN - 2 (2)	EI - 2	GOLD - BROWN	25 - 30 min.			41 al 51
	TN - 2 (3)	EI - 3	GREEN - BLUE	30 min.			46 al 56
			LIME - GREEN	SILVER - VIOLET	30 min.		
	TN - 3 (1)	EI - 4				25 min.	52 al 62
	TN - 3 (2)	EI - 5				ORANGE - OLIVE	57 al 67
	TN - 3 (3)	EI - 6				OLIVE	68 al 78
	SU - 1 (1)	ES - 1				BLUE	70 al 80
	SU - 1 (2)	ES - 2				BLUE - RED	75 al 85
SU - 1 (3)	ES - 3				RED	81 al 91	
<b>ADVANCED</b>	SU - 2 (1)	ES - 4			TAN	45 min.	86 al 100
	SU - 2 (2)	ES - 5			TAN - AQUA	45 min.	86 al 100
	SU - 2 (3)	ES - 6			AQUA - PURPLE	45 min.	86 al 100

RATE BUILDERS 4a average time 5 min. Each