

# WELCOME TO FOCUS ACTIVETEACH

This disc contains software for the course *Focus* to be used with an interactive whiteboard. The software embodies all material available in the paper textbook (Students' Book and Workbook), enriched by interactive exercises, audio and video material, tests, photocopyables and language games.

## STARTING THE SOFTWARE

The program will start automatically once the disc is inserted into the drive. A question will pop up asking whether the program is to be installed on a computer or run from a CD /DVD. If you choose to install the program, please follow the instructions displayed on the screen.

## OPENING MENU

The following menu options are displayed on the welcome screen:

### Save my work: create a new file

Select this option to save all changes (e.g. annotations, web links, personal notes) to page spreads. Choose the location in which your data should be saved and create a folder (e.g. Class 4B).

### Save my work: add to an existing file

Select this option to access previously saved work or to add new work to the file. Select the folder (e.g. Class 4B) you wish to access in order to continue.





### Don't save my work

Select this option if you do not need to save any changes (e.g. annotations, web links, personal notes) or access any previously made changes whilst using the product.

### Show help PDF

















If this option is selected, a short instruction manual will appear in PDF format.

## STUDENTS' BOOK AND WORKBOOK

*ActiveTeach* contains units from both the Students' Book and the Workbook. Select a unit of the Students' Book or the Workbook from the buttons in the lower part of the screen. In order to go to the page of your choice click on its thumbnail in the upper part of the screen. The *Navigate to any page* button  at the bottom of the screen allows you to go to the page of your choice. The *arrow* buttons   at the bottom of the screen allow you to navigate between pages. The *back* button  allows you to go one level up.

## FLOATING TOOLBAR

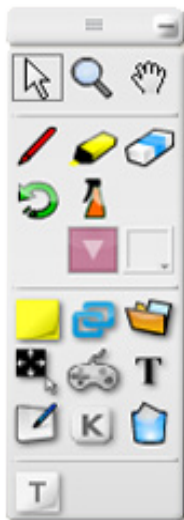
Once a page spread is opened a toolbar will appear in the bottom left corner of the screen. The toolbar will allow you to annotate pages, import files and zoom into certain areas.




















In order to zoom into an area select the *magnifying tool*  and choose the area you wish to zoom into. Click again to go back to the previous view of the page. You can select an area of the zoomed in page by using the *hand tool* . This will allow you to focus on a chosen section and move the page around. Selecting the *arrow tool*  will allow you to exit all other tools. You can make annotations on a page using the *highlight tool*  and *pen tool*  tools. Use the *eraser tool* , *clear screen tool*  and *undo tool*  to correct /erase annotations. You can adjust the size of the *eraser tool*  and the size and colour of the *pen* and *highlight* tools. You can pin yellow notes  to pages and add links to websites  or files . You can cover up an area of a page , choose the whiteboard view to make an annotation  or make an annotation in a text field . Remove pinned notes and links to websites and files by using the *trash tool* .

### Adding your own games







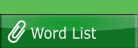






You can create and add your own games to the application using the following templates: Pelmanism, Sheep Out/Honey, Noughts and Crosses. To add a game, drag the game icon from the toolbar to a page and follow the instructions on the screen. To save the game for future use, make sure you follow these steps:

1. Open ActiveTeach and choose 'Save my work - create a new file', select location, click OK and then Start,
2. Add your game to ActiveTeach,
3. If you would like to load saved content when reopening the ActiveTeach, choose 'Save my work to existing file', select location, click OK and then Start.



Icon	Tool	Function
	arrow tool	Click to exit other tools.
	magnifying tool	Click to zoom by clicking anywhere on the page or by clicking and dragging over an area.
	hand tool	When zoomed in, click and move to focus on a chosen area.
	pen tool	Click and write to make annotations.
	highlight tool	Click and drag to highlight text.
	eraser tool	Click and drag to erase annotations and highlights.
	clear screen tool	Click to clear screen of all annotations / highlights.
	undo	Click to undo previous annotation / highlight.
	tool size	Click and move to adjust the thickness of line for the pen, highlight and eraser tools.
	colour tool	Click to choose the colour of pen and highlight tool.
	add a game tool	Drag to pin a new game to a page. Select the type of game you want to add from the list when prompted and click OK.
	yellow note tool	Drag and click to pin a note to a page. Click to open /close the note.
	link tool	Click and drag to add a website link to a page.
	folder tool	Click and drag to add a link to a file.
	blind tool	Click on the icon and click once on selected area to release. Then, adjust size to cover up an area of a page.
	text tool	Click once on icon and once on selected area to make an annotation in a text field.
	whiteboard tool	Click to make an annotation on a whiteboard.
	trash tool	Select item and drag it to trash tool to delete it e.g. yellow notes, website links, text, blinds, files etc.
	keyboard tool	Input comments in text field using keyboard tool.

# FUNCTION BUTTONS USED WITHIN INTERACTIVE EXERCISES


Icon	Function
	Checks answers and displays feedback.
	Shows all answers in an exercise.
	Restarts an exercise.
	Shows single answers or opens a frame with example answers or additional information.
	Displays a relevant grammar box to assist with the exercise.
	Displays a relevant Speaking Focus box to assist with the exercise.
	Displays a relevant vocabulary list to assist with the exercise.
	Opens a relevant Word Store page.
	Opens frames with resources referring to the exercise (e.g. articles /previous exercises / reading text).
	Shows additional information to assist with the exercise.
	Opens a relevant culture note.
	Opens a frame with a dialogue referring to the exercise.
	Plays audio.


## INTERACTIVE EXERCISES

### (Students' Book Pages)


Each exercise from the Students' Book can be opened separately. Once the cursor is pointed at an exercise, its header will become highlighted. In order to open an exercise click the highlighted area.


**1.2 Grammar**


**6**  Listen to Jamie talking about how he and his friends spend their free time. How often they do these things?





1 go out on weekdays *never*


2 have fun at the weekend  

3 go rollerblading on Saturday afternoons  

4 go dancing on Saturday night  



5 watch music videos on Sundays  



6 go to the cinema on Sundays  



[Help](#)
[Teachers Resources](#)
[Language Resources](#)
[Audio](#)
[Video](#)
[Games](#)

The toolbar can be used to make annotations in exercises.

The arrow buttons   navigate between exercises within the book.

The back button  allows you to return to the main view of the Students' Book. Use the Navigate to any page button  to navigate between units and pages.

# ICONS FOUND ON THE STUDENTS' BOOK AND WORKBOOK PAGES

Icon Function



Plays video.



Opens games.



Opens a corresponding Word Store page.



Takes you back to the corresponding Students' Book page.



Displays answers either in a separate answer box or written into the spaces provided on the page.

## SHOW ANSWER FUNCTION (Workbook Pages)



To show answers for the Workbook activities click on the tick icon . The answers pop up either as a separate answer box or as answers written into the spaces provided on the Workbook page.

### 1 FAMILY AND FRIENDS

#### 1.1 Vocabulary

Free time and routines • collocations

**SHOW WHAT YOU KNOW**

1 Complete the sentences with the verbs from the box. You can use the verb more than once.

[ go, have, listen, play, read, watch ]

1 Tim and I \_\_\_\_\_ games on our phones before school starts.

2 You \_\_\_\_\_ to a lot of music. Is this a good CD?

3 My mum and dad \_\_\_\_\_ on old film every Friday.

4 We \_\_\_\_\_ four books a year in English.

5 My friends \_\_\_\_\_ newspapers on their computers.

6 Jill, Are you alone?

7 Jim, Yes, my parents \_\_\_\_\_ to work on Saturdays.

7 We \_\_\_\_\_ on English test every Monday morning.

8 Jack's aunt and uncle \_\_\_\_\_ to the radio all the time.

**WORD STORE 1A**

Collocations – have, go and play

2 Complete the texts with have, go or play.

**Your free time**

What do you do?

**Male, aged 16**

I \_\_\_\_\_ to the park with my friends. We \_\_\_\_\_ the guitar there. Sometimes, we \_\_\_\_\_ a picnic. We always \_\_\_\_\_ a good time. Mick and Sam \_\_\_\_\_ the drums – African drums. They're really cool but some people in the park don't like them!

**Male, aged 16**

I \_\_\_\_\_ shopping on Saturdays. I \_\_\_\_\_ lunch in a restaurant in the shopping centre.

**Female, aged 17**

I don't have much free time. I don't \_\_\_\_\_ breakfast in the morning. I don't have time – but I \_\_\_\_\_ a shower on Sundays. I \_\_\_\_\_ shower. It's a great game. I don't \_\_\_\_\_ computer games. I \_\_\_\_\_ to bed early. I'm always tired and sleepy.

3 Complete the sentences with go, have or play and the words from the box.

[ bath, breakfast, concerts, chess, cinema, eat, party, piano, youth club ]

0 My friends and I always \_\_\_\_\_ where we go out.

1 I have music but I don't often \_\_\_\_\_ it.

2 On school days, I have a shower but on Saturdays and Sundays I \_\_\_\_\_ a nice, long, relaxing \_\_\_\_\_.

3 Lisa and Mark \_\_\_\_\_ to the \_\_\_\_\_ every Friday. They love watching films together.

4 Mick can \_\_\_\_\_ this \_\_\_\_\_, He goes to lessons in the local music school.

5 I sometimes \_\_\_\_\_ with my grandfather but I never win. He always takes my queue quickly.

6 We always \_\_\_\_\_ before we go to school. We have bread, jam and a cup of tea.

7 It's my friend's birthday tomorrow but I can't \_\_\_\_\_ to her \_\_\_\_\_ because it's my mum's birthday on the same day.

8 My brother wants to \_\_\_\_\_ to the local \_\_\_\_\_ with me but he's only 12 and he's in 14-year-olds.

9 Where do you usually meet when you \_\_\_\_\_ with your friends?

**WORD STORE 1B**

Verb + noun collocations

4 Choose the correct verbs.

**Free time survey**

Your name: \_\_\_\_\_

Your age: \_\_\_\_\_

How do you spend your free time?

1 read / watch / visit books [ ] a lot

2 spend / visit / write friends [ ] a lot

3 read / write / write films [ ] sometimes

4 watch / write / read magazines [ ] sometimes

5 read / spend / watch the TV / the web [ ] a lot

6 visit / spend / watch time alone [ ] sometimes

7 watch / write / visit a blog [ ] never

8 spend / watch / read DVDs [ ] a lot

**REMEMBER BETTER**

It's easier to remember verbs + noun collocations if you use them in sentences about your or your friends' lives.

5 Write your own sentences with each collocation.

I read \_\_\_\_\_.

I watch \_\_\_\_\_.

I go to \_\_\_\_\_.

I have a \_\_\_\_\_.

**WORD STORE 1C**

Verb + preposition collocations

6 Choose the correct words.

Marta: Hi, Jan. I think for agreeing to answer my questions for my English project. So, tell me about your free time.

Jan: Well, I spend a lot of time to / at / in school but then I can't free time. After school, I go to / at / in home and stay to / at / in there all evening. I spend time to / at / in my room. I do my homework and listen to / at / in music. My parents come to / at / in home late so I can listen to music they don't like!

Marta: And at the weekend?

Jan: Sometimes I go to / at / in away with my friends. We go to / at / in to a cafe. We talk to / at / in for time or music. I am never to / at / in home on Saturdays. On Sundays, I spend my time to / at / in with my grandparents – to / at / in at my grandparents' house. Oh, and I read English. That's it, I think.

Marta: OK. Thanks.

**REMEMBER THIS**

It's easier to remember go that should be followed by an indefinite article – a noun (go to a restaurant / party / concert), a definite article – a noun (go to the cinema / theatre / gym) or go to + noun or a noun with no article (go to work / school / bed) or go shopping (if you leave the whole phrase rather than individual words).

7 Read REMEMBER THIS. Complete the text with a, the or Ø.

My week

I'm 17 and, from Monday to Friday, I go to \_\_\_\_\_ school in the evening. I stay at home, do my homework and go to \_\_\_\_\_ bed at ten o'clock. On Fridays, I'm free! Sometimes, I go to \_\_\_\_\_ party, sometimes my friends and I go to \_\_\_\_\_ cinema. On Saturdays, I go \_\_\_\_\_ shopping. I go to \_\_\_\_\_ bank to get some money and often go to \_\_\_\_\_ call with my friends. In the evening, my girlfriend and I go out. We sometimes go to \_\_\_\_\_ restaurant or \_\_\_\_\_ concert. We never go to \_\_\_\_\_ theatre. Our town hasn't got a theatre. On Sundays, I go to \_\_\_\_\_ gym in the morning and read my girlfriend in the afternoon. We go for a walk. Sometimes we go to \_\_\_\_\_ and it's great. I don't go to \_\_\_\_\_ work. I get money from my parents.

Help

Teachers Resources

Language Resources


Audio

Video

Games

# WORD STORE



When a Word Store activity is referenced on a Students' Book page, clicking on the paperclip icon  will open the corresponding Word Store page.

Go to WORD STORE 1 page 3.

**WORD STORE 1A**

6 Complete WORD STORE 1A with the verbs in red in the table in Exercise 3. Then listen, check and repeat.

7 Complete the sentences with go, have or play. Then choose the options that are true for you.

1 I can / can't play the guitar.  
2 I have computer games / chess with my friends.  
3 I go shopping with my friends / my family / alone.  
4 I go to the cinema with my parents / my friends.  
5 I have fun at the weekend / on weekdays.  
6 I go out with my friends / my family on Sundays.

**WORD STORE 1B**

8 Complete WORD STORE 1B with the underlined verbs in the table in Exercise 3. The first letter of each verb is given. Then listen, check and repeat.

9 Complete what Kito says about his free time with words from WORD STORES 1A and 1B.

My name is Kito. I'm from a small town in Sicily in Africa. In my free time, I love to go to the youth club. At the club we have the drama. Sometimes we go to the river for a swim and we play a picnic. I haven't got a computer, but I have lots of apps on my mobile phone and I can go games or go on the internet. I have in my free time.

**WORD STORE 1C**

10 Complete WORD STORE 1C with the prepositions in the box. Then listen, check and repeat.

about at (x2) for in to with (x2)

11 Complete the sentences with words from WORD STORE 1C. Then tick the sentences that are true for you.

1 I stay home in the evening.  
2 I listen to music a lot.  
3 I go out with friends every weekend.  
4 My friends and I talk for time.  
5 I spend time with my grandparents at the weekend.

12 In pairs, take turns to tell your partner about your free time. Use words and phrases from WORD STORES 1A, 1B and 1C.

**WORD PRACTICE 2**

1 Choose the correct answer, A, B or C.

1 Can you buy of bread in the supermarket?  
A jar  
B can  
C loaf

2 First, two litres of water with some salt.  
A try  
B boil  
C chop

3 At the checkout, you pay for your food.  
A you  
B you pay for your food  
C you pay for your food

4 Put the cheese to keep it cold.  
A in the fridge  
B on the shelf  
C in the trolley

5 I don't want to cook tonight. Let's a pizza from a takeaway restaurant.  
A order  
B serve  
C prepare

6 It takes at least twenty minutes to make pancakes for a large family.  
A in  
B at  
C on

7 A recipe a tells you the price.  
A tells you the price  
B gives you instructions  
C recommends a restaurant

8 Students often go to kebabs bars because they are a.  
A messy  
B cheap  
C dangerous

9 My favourite restaurant is a, next to the cathedral.  
A upstairs  
B in the countryside  
C in the main square

10 Do you want to go a for a meal or do you want to eat at home?  
A out  
B away  
C down

2 Complete the words in the sentences. The first letter of each word is given.

1 A man who brings food to your table in a restaurant is a waiter.  
2 Something is long, thin pasta that people often eat with tomato sauce.  
3 You eat something when you are hungry.  
4 First, you boil bread, you cut it into thin pieces.  
5 A list of things you can eat in a restaurant is a menu.  
6 Salmon is a very popular type of fish. You usually buy it in tins.  
7 A dish is usually sweet. You eat it after the main course.  
8 You can put and carry your shopping in a bag in a supermarket.  
9 A round is a round fruit. It's also the name of a robot.  
10 You can use the word hot to describe food which is hot, like an Indian curry.

3 Complete the conversation with sentences a-h. There are three extra sentences.

Lara: Hi, Jan. It's your birthday today, isn't it?  
Jan: Yes.  
Lara: It's in my diary. Are you having a party?  
Jan: I don't know.  
Lara: I'd love to, thanks. Do you want me to bring anything?  
Jan: I don't know.  
Lara: Thanks. Everyone likes them. What time does the party start?  
Jan: I don't know.  
Lara: Fine. And here's your present. It's a small birthday cake.  
Jan: I don't know.  
Lara: That's OK. Enjoy it!

a I'd like a chicken salad.  
b Some sandwiches, perhaps? You make fantastic sausage sandwiches.  
c It's next month.  
d Oh! That's awesome! I love chocolate. Thank you very much.  
e Yes. How do you know?  
f Yes, it's on Friday. Would you like to come?  
g I don't eat a lot of cake.  
h Come round at about 8.30.

**WORD STORE 2A**

Food containers

1 a box of soups  
2 a can of cola  
3 a jar of jam  
4 a bag of crisps  
5 a box of cereal  
6 a can of soup  
7 a bag of crisps  
8 a box of cereal  
9 a can of soup  
10 a bag of crisps

**REMEMBER THIS**

Is it or can it?

British English: a tin of soup  
American English: a can of soup

**WORD STORE 2B**

Phrases related to food

1 get a takeaway = buy cooked food from a shop or restaurant to eat at home.  
2 make something small to eat between meals, e.g. a sandwich.  
3 eat when you watch TV.  
4 eat something sweet to eat at the end of a meal.

**WORD STORE 2C**

In a supermarket

1 bread 2 fruit 3 vegetables 4 dairy 5 meat

**WORD STORE 2D**


Cooking verbs

1 boil some fruit.  
2 chop four potatoes.  
3 cook the potatoes.  
4 eat some eggs.  
5 make the omelette.

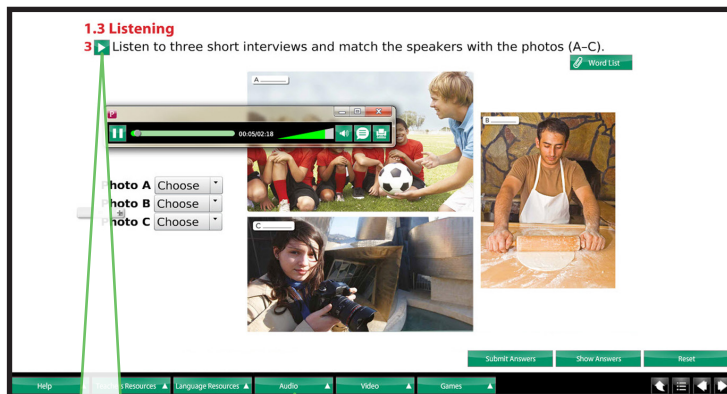
**WORD STORE 2E**

Food adjectives

1 vegetarian food hasn't got any meat or fish in it.  
2 good food tastes very good.  
3 strong food has a strong hot taste.  
4 spicy food is food the cook buys and prepares just before you eat it.  
5 local food is from a place near your home.  
6 special food is the special recipe from a country.

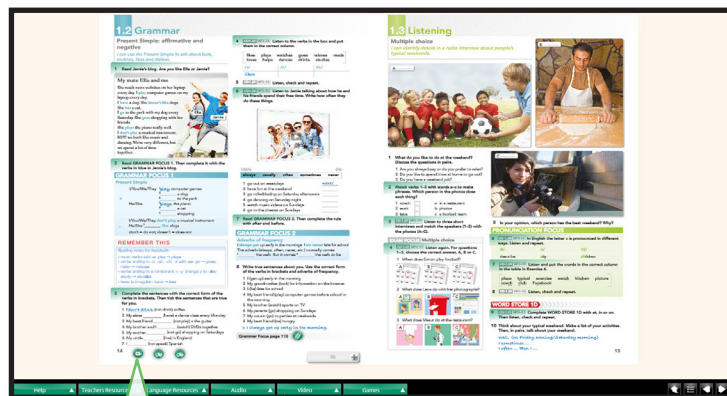
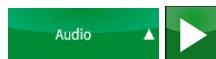
Once you are on the Word Store page you can click on the back button  at the bottom of the screen to return to the Students' Book page.





## AUDIO

Audio can be played via exercise or the bottom menu bar.



## VIDEO

Video can be played via the page spread or the bottom menu bar.

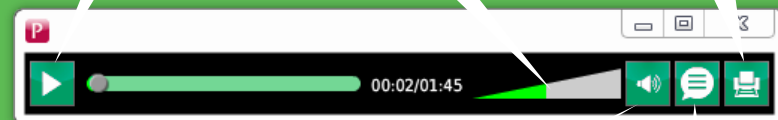


# FUNCTION BUTTONS FOUND WITHIN THE AUDIO / VIDEO PLAYER

Plays audio / video

Adjusts volume

Prints audio / video script

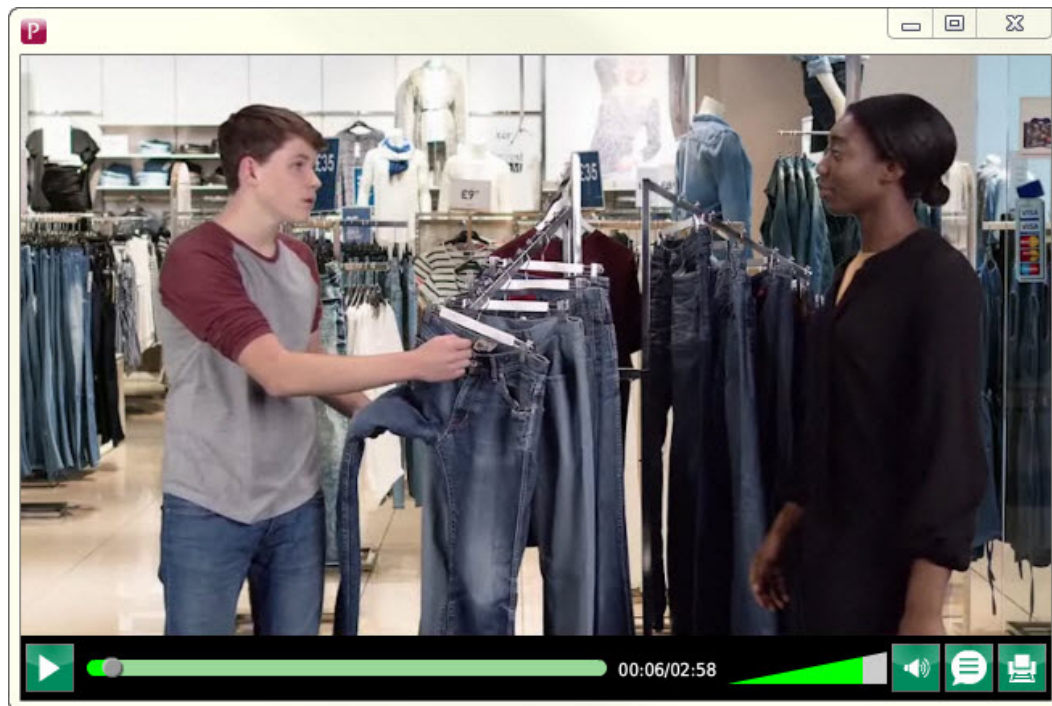


Volume on / off

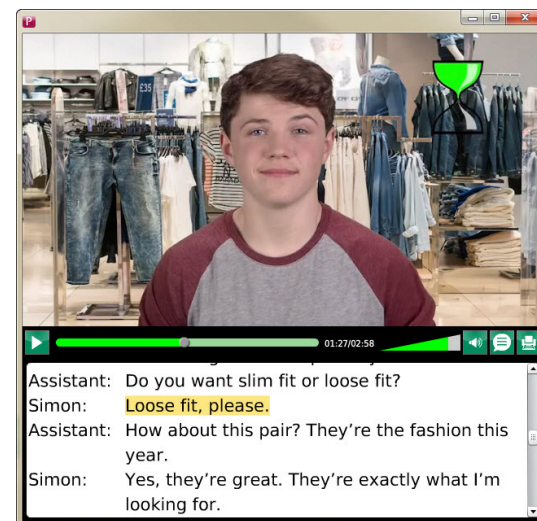
Displays audio / video script.  
Allows you to go directly to  
the part of audio / video that  
you want by clicking on the  
section in the script.

## INTERACTIVE SPEAKING VIDEOS

These can be opened from the Speaking lessons page spreads or via the bottom menu Video bar.



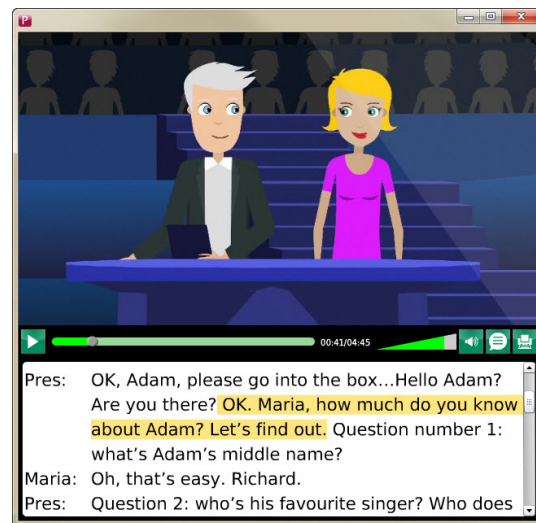
These videos are designed to be used in conjunction with speaking lessons from the Students' Book. Students can watch the first section of the video and then interact with the video in the second section, in order to practice new language from the unit.



Subtitles and the video script are available for students to use while watching the videos by clicking on the video script icon. The pull down video script can also be used to jump ahead or return to a chosen point in the dialogue.

# GRAMMAR ANIMATIONS

These can be opened from the Grammar lessons page spreads or via the bottom menu Video bar.



Grammar Animations are designed to be used in conjunction with grammar lessons from the Students' Book. Each animation is composed of two parts: the animated cartoon, which presents the target grammar structure in context, and the teacher's explanation, which reinforces understanding and learning of the structure. Students can watch the animations with or without the subtitles.



## BOTTOM MENU BAR



This button allows access to a short instruction manual in PDF format and a short introduction to Grammar Animations.

This button allows access to Photocopiables, Tests, and Tests Answer Key.

This button allows access to Word Lists, Grammar Reference and Phonetic Chart.

This button allows access to all the audio for the course: Students' Book and Tests as well as audio scripts.

This button allows access to Grammar Animations, Interactive Speaking Videos as well as video scripts.

This button allows access to the Scoreboard, Countdown Timer and the games.

## TECHNICAL SUPPORT

If any technical problems occur please follow these instructions:

- Restart the program.
- Restart the projector and the interactive whiteboard.
- If you have problems with the way the application is displayed on the screen, please check the font size in the Properties settings (recommended: 96dpi).
- If you have problems with the interactive whiteboard, please contact the manufacturer.
- For more technical support please go to **[www.pearsoneltsupport.com](http://www.pearsoneltsupport.com)** to access the Pearson knowledgebase, view FAQs (frequently asked questions), request technical support online or talk to a consultant.

## GAMES

- **City Sprint** - Type in the correct word or phrase when the runner stops.
- **Connection** - Answer the questions and try to get four boxes in a row.
- **Crossword** - Click on the clues and type in the words in the crossword.
- **Pitch Battle** - Click on a team member and choose the correct word to complete the sentence and score a goal.
- **Selection** - Click on the correct word to complete the sentence and feed the frog.
- **Stepping Stones** - Play in two teams. Team 1: Connect the stepping stones from left to right. Team 2: Connect the stepping stones from top to bottom.
- **Word Grab** - Turn the steering wheel to move the speedboat and collect the words in the correct order to form sentences.