

AMERICAN ENGLISH

Business Venture 1 with Practice for the TOEIC® test

FALSE BEGINNER TO ELEMENTARY

Roger Barnard and Jeff Cady

A new edition for level 1 of this low-level Business English course, which provides practice for the TOEIC® test.

- * Provides practice in basic English for the workplace.
- * Provides carefully graded language practice for people who need to improve their fluency.
- * The 'Practice for the TOEIC® test' sections provide a low-level introduction to all parts of the test.
- * Each test section recycles key language from the main units.

Business Venture 1 with Practice for the TOEIC® test
457373 7 Student's Book and Audio CD Pack
457371 0 Teacher's Booklet

→ See also

Oxford preparation course for the TOEIC® test
PAGE 50

Oxford practice tests for the TOEIC® test
PAGE 50

AMERICAN ENGLISH

Business Venture

New Edition

FALSE BEGINNER TO PRE-INTERMEDIATE

Roger Barnard and Jeff Cady

Business Venture provides practice in basic English for the workplace, covering the situations students are likely to encounter.

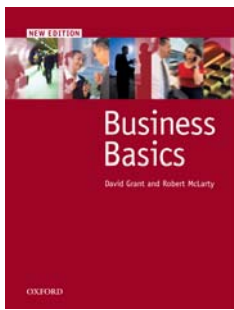
- * Wide range of business settings.
- * Encourages discussion of cultural differences in the international business world.
- * Material for 30 to 45 hours of teaching, making it ideal for shorter courses.

Business Venture**Level 1**

457238 2 Student's Book
457239 0 Teacher's Guide
457240 4 Workbook
457246 3 Cassette
457445 8 Audio CDs (2)

Level 2

457325 7 Student's Book
457327 3 Teacher's Guide
457326 5 Workbook
457328 1 Cassette
457446 6 Audio CD



Business Basics

New Edition

ELEMENTARY TO PRE-INTERMEDIATE

David Grant and Robert McLarty

A starter course in Business English.

- * Thorough coverage of basic grammar.
- * Controlled speaking activities.
- * Pronunciation syllabus.
- * Glossary of business terms.

Business Basics

457340 0 Student's Book
457342 7 Teacher's Book
457341 9 Workbook
457343 5 Cassettes (2)
457362 1 Audio CDs (2)
457278 1 Personal Cassettes Pack (Two cassettes + Pocket Book)

→ See also

Big City
PAGE 59

Business Objectives

New Edition

LOWER-INTERMEDIATE

Vicki Hollett

Teacher's Book: Anna and Terry Phillips

Workbook: Vicki Hollett and Michael Duckworth

Develops the skills students need to participate in a variety of business contexts.

- * 90 hours of classroom material.
- * A substantial amount of listening material.
- * Free-standing units which can be used in any order.
- * Optional course extras include *Personal Cassettes* and *Pairwork*.

Business Objectives

451391 2 Student's Book
451393 9 Teacher's Book
451392 0 Workbook
451372 6 Audio CD
451394 7 Cassette
457281 1 Personal Cassettes Pack (Two Cassettes + Pocket Book)
451396 3 Business Objectives Pairwork

→ See also

Meeting Objectives
PAGE 59

Business Opportunities

✦ **First Prize** English Speaking Union's Duke of Edinburgh Book Competition

INTERMEDIATE

Vicki Hollett

Teacher's Book: Anna and Terry Phillips

Workbook: Vicki Hollett and Michael Duckworth

Responds to the needs of professionals needing English as a lingua franca.

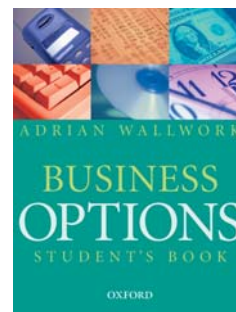
- * Practice of all four skills, with particular emphasis on listening and speaking.
- * Role-plays and conversation-based activities.

Business Opportunities

452028 5 Student's Book
452029 3 Teacher's Book
452031 5 Workbook
452030 7 Cassette

→ See also

Creating Opportunities
PAGE 59



Business Options

UPPER-INTERMEDIATE

Adrian Wallwork

Helps students with a good working knowledge of English to sound confident and get their message across with greater authority.

- * Emphasis on real business situations.
- * Inductive approach to grammar, covering areas often omitted from courses at lower levels.

Business Options

457234 X Student's Book
457235 8 Teacher's Book
457236 6 Workbook
457237 4 Cassettes (2)
457218 8 Audio CDs (2)

→ See also

Business Assignments
PAGE 59
Oxford Business English Skills
PAGE 59

Business Communication Games

INTERMEDIATE TO UPPER-INTERMEDIATE

Angela Lloyd and Anne Preier

Thirty-six photocopiable communication games including matching and guessing games, role-plays, and board games.

457224 2 Business Communication Games

In at the Deep End

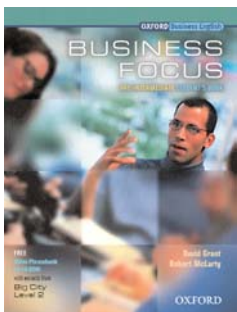
Speaking Activities for Professional People

INTERMEDIATE TO ADVANCED

Vicki Hollett, Roger Carter, Liz Lyon, and Emma Tanner

A flexible speaking skills book for business and professional people.

457204 8 In at the Deep End



OXFORD BUSINESS ENGLISH Business Focus

PRE-INTERMEDIATE
David Grant and Robert McLarty
Teacher's Book: John Hughes

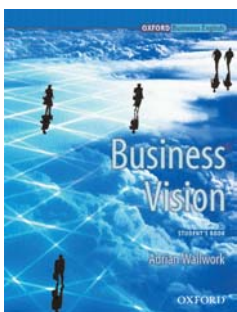
By the authors of the successful *Business Basics New Edition*, *Business Focus* equips pre-intermediate learners with the English they need to communicate in the workplace. *Business Focus* is for adults in any job and at any level of employment.

- * Regular speaking activities activate new language.
- * Target vocabulary, grammar, and expressions are clearly presented on each page for ease of reference.
- * Clear, achievable objectives and careful recycling of target language build confidence and a sense of progress.
- * Listen-and-discuss sections develop fluency and confidence in social/conversational English.
- * Functional focus of units, e.g. Solving problems, makes them relevant for all Business English learners.
- * End-of-unit review quizzes.
- * Integrated video/CD-ROM with Student's Book.
- * Self-study Audio CD with the Workbook.
- * Extra resource material in the Teacher's Book and on the website.

→ See also
Big City 2
PAGE 59

Business Focus
438548 5 Student's Pack
457525X Workbook with Audio CD Pack
4379779 Teacher's Book
4379787 Class Cassette
4379795 Class Audio CD

www.oup.com/elt/teacher/businessfocus
Join the Oxford Teachers' Club for access to the *Business Focus* website for additional free resource material to download. For interactive students' activities, log on to www.oup.com/elt/businessfocus



OXFORD BUSINESS ENGLISH Business Vision

INTERMEDIATE
Adrian Wallwork

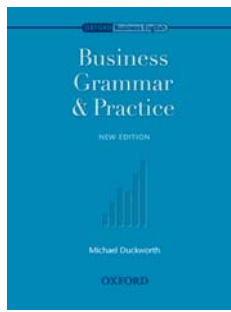
A contemporary, highly practical language course for professional adults.

- * Grammar syllabus gives students the structured language input they need to improve confidence and competence.
- * A complete email writing course and tips and discussion on handling mobile phones, the Internet, and other technologies.
- * Up-to-the-minute content from popular business literature and personalities from cutting-edge companies provide the basis for activities.
- * Skills work covers communication techniques as well as functional language.
- * Listening skills and pronunciation syllabus improve students' ability to understand natural speech.

Business Vision
437980 9 Student's Book
437982 5 Teacher's Book
437981 7 Workbook
437983 3 Cassettes (2)
437984 1 Audio CDs (2)

→ See also
Big City 3
PAGE 59

www.oup.com/elt/teacher/businessvision
Join the Oxford Teachers' Club for access to the *Business Vision* website for additional free resource material to download. For interactive students' activities log on to www.oup.com/elt/businessvision



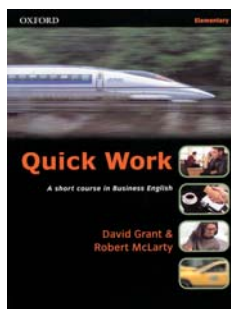
OXFORD BUSINESS ENGLISH Business Grammar & Practice
New Edition

INTERMEDIATE TO UPPER-INTERMEDIATE
Michael Duckworth

A grammar reference for professional adults, for self-study, or extra classroom practice. Now revised and updated in full colour.

- * Detailed explanations of the key grammar areas, illustrated by contextualized examples.
- * Practice activities focusing on accuracy and based on language contexts relevant to the professional adult learner.
- * Authentic source material, which will encourage learners to develop and expand their business vocabulary as well as grammatical competence.
- * End-of-section progress tests.

457079 7 Business Grammar & Practice



Quick Work

ELEMENTARY TO INTERMEDIATE
David Grant and Robert McLarty (Elementary)
Vicki Hollett (Pre-Intermediate and Intermediate)

An innovative, flexible three-level short course in Business English.

- * 30 hours of classroom material in each level, for short intensive or longer modular courses.
- * Emphasis on developing listening and speaking.
- * Grammar taught on a 'need-to-know' basis.
- * Material from international sources.

www.oup.com/elt/teacher/quickwork
Join the Oxford Teachers' Club for access to the *Quick Work* website for free downloadable progress tests and additional support material.

www.oup.com/elt/quickwork

The students' site offers interactive exercises and games for all levels of *Quick Work*.

NEW

Elementary
Quick Work

Students > Quick Work > Elementary

Out and about	
Presenting your company	
Exchanging information	
Getting things done	
Planning ahead	
Games	

Quick Work Elementary

Grammar
Practise your grammar with three exercises for each unit.

Vocabulary
Practise your vocabulary with two exercises for each unit.

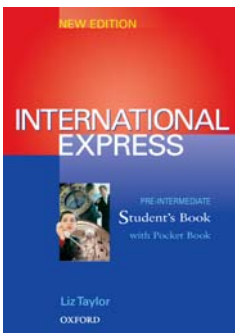
Games
Practise your Business English using crosswords and wordsearches.

You need [Flash Player](#) for some of the activities on this website.

Quick Work Elementary
457288 9 Student's Book
457289 7 Teacher's Book
457290 0 Workbook
457291 9 Class Cassette
457365 6 Audio CD

Pre-Intermediate
457292 7 Student's Book
457293 5 Teacher's Book
457294 3 Workbook
457295 1 Class Cassette
457212 9 Audio CD

Intermediate
457296 X Student's Book
457297 8 Teacher's Book
457298 6 Workbook
457299 4 Class Cassette
457359 1 Audio CD



International Express

ELEMENTARY TO UPPER-INTERMEDIATE

Liz Taylor (Elementary and Pre-Intermediate New Edition)
Keith Harding and Liz Taylor (Intermediate New Edition)
Adrian Wallwork (Upper-Intermediate)

A four-level course designed for working adults who need English for work, travel, and socializing.

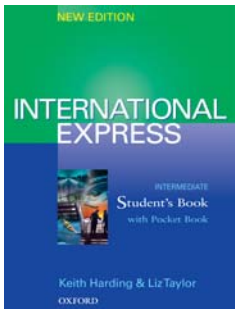
This practical course bridges the gap between general English and the professional world of working adults. The syllabus is based on the needs

of people in work who use English as an international means of communication.

- * Grammar presented through authentic international contexts, for students to analyze and formulate the rules.
- * Focus on English for socializing, telephoning, and participating in discussions, enabling learners to communicate confidently in work-related situations.
- * Recognizes adults as active, resourceful learners, with regular review units, Workbook, Student's Cassette, and Audio CD.
- * Integrated Pocket Book with grammar summaries, social phrases, and other key information for quick reference.

International Express Pre-Intermediate New Edition

This new edition retains the overall structure, syllabus, and familiar features of the first edition. It has been substantially rewritten with new and up-to-date topics and activities of real benefit and interest to working adults.



NEW International Express Intermediate New Edition

A new edition that retains the successful combination of general and work-related English with over 70% new material.

International Express

Elementary

457410 5 Student's Book (with Pocket Book)
457413 X Teacher's Resource Book
457414 8 Workbook
457417 2 Class Cassette
457418 0 Class Audio CDs (2)
457415 6 Student's Cassette
457416 4 Student's Audio CD

Pre-Intermediate

435650 7 Student's Book (with Pocket Book)
435652 3 Teacher's Resource Book
435654 X Workbook
435651 5 Class Cassettes (2)
435656 6 Student's Cassette

Pre-Intermediate New Edition

457475 X Student's Book (with Pocket Book)
457477 6 Teacher's Resource Book
457478 4 Workbook
457479 2 Class Cassette
457481 4 Class Audio CDs (2)
457480 6 Student's Cassette
457482 2 Student's Audio CD

Intermediate

435657 4 Student's Book (with Pocket Book)
435659 0 Teacher's Resource Book
435661 2 Workbook
435658 2 Class Cassettes (2)
435663 9 Student's Cassette

Intermediate New Edition

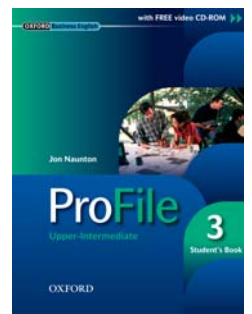
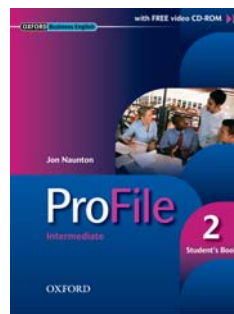
457483 0 Student's Book (with Pocket Book)
457485 7 Teacher's Resource Book
457486 5 Workbook
457487 3 Class Cassette
457489 X Class Audio CDs (2)
457488 1 Student's Cassette
457490 3 Student's Audio CD

Upper-Intermediate

457425 3 Student's Book (with Pocket Book)
457427 X Teacher's Resource Book
457426 1 Workbook
457428 8 Class Cassettes (2)
457433 4 Class Audio CDs (2)
457429 6 Student's Cassette
457434 2 Student's Audio CD

→ See also

BEC Practice Tests
PAGE 50



NEW ProFile

PRE-INTERMEDIATE TO UPPER-INTERMEDIATE

Jon Naunton and Mark Tulip (ProFile 1)

Jon Naunton (ProFile 2 and 3)

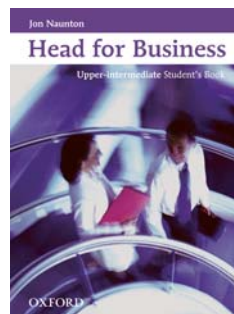
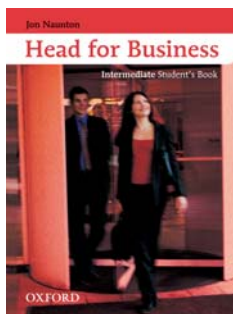
Mark Tulip (Teacher's Books 1 and 3)

John Hughes (Teacher's Book 2)

ProFile teaches students about business and the language of business simultaneously.

This three-level course takes students progressively through the main themes of business. Both the language syllabus and the topics covered are carefully graded through presentation, practice, case-studies, and video material.

- * Clear introduction to business for teachers and students.
- * Global content and sources.
- * Integrated video CD-ROM with Student's Book.
- * Progressive grammar syllabus.
- * Fluency-driven case-studies.
- * Complete commercial writing syllabus.



Head for Business

INTERMEDIATE TO UPPER-INTERMEDIATE

Jon Naunton

Upper-Intermediate Teacher's Book: Mark Tulip

For students working towards a career in business, or professionals who prefer a carefully-structured course.

- * Develops understanding of business principles.
- * Develops professional communication skills.
- * Material from authentic sources.
- * Teaches specialist vocabulary needed across a broad range of business activities.
- * Writing syllabus with BEC exam-type tasks.

Head for Business

Intermediate

457350 8 Student's Book
457352 4 Teacher's Book
457351 6 Workbook
457353 2 Class Cassette
457367 2 Class Audio CDs (2)

Upper-Intermediate

457346 X Student's Book
457347 8 Teacher's Book
457344 3 Workbook
457345 1 Class Cassettes (2)
457368 0 Class Audio CDs (2)

ProFile 1

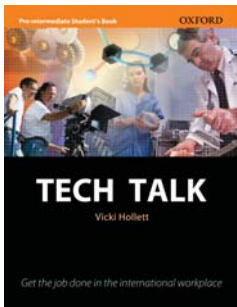
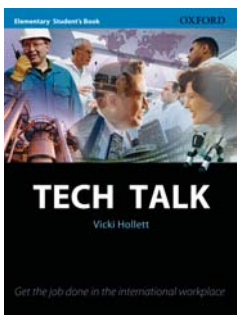
457575 6 Student's Pack
457587 X Teacher's Book
457584 5 Workbook
457593 4 Class Cassette
457590 X Class Audio CDs (2)

ProFile 2

457576 4 Student's Pack
457588 8 Teacher's Book
457585 3 Workbook
457594 2 Class Cassette
457591 8 Class Audio CDs (2)

ProFile 3

457577 2 Student's Pack
457589 6 Teacher's Book
457586 1 Workbook
457595 0 Class Cassettes (2)
457592 6 Class Audio CDs (2)



NEW LEVEL Tech Talk

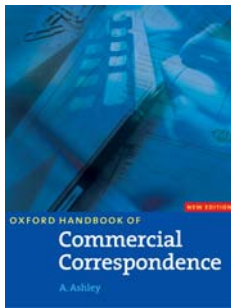
Get the job done in the international workplace

ELEMENTARY AND PRE-INTERMEDIATE
Vicki Hollett (Elementary)

Vicki Hollett and John Sydes (Pre-Intermediate)

A course for adult learners in the technical, industrial, and scientific sectors, who need English for everyday workplace communication.

- * Simple, needs-related grammar presented on a need-to-know basis, to help learners start communicating immediately.
- * Vocabulary relevant to practical work situations.
- * Short, interactive speaking tasks enable learners to use new language in hands-on contexts such as explaining purpose and giving instructions.
- * Frequent recycling to continually review and consolidate learning.
- * Real help in telephoning, socializing, and reading technical information.
- * Survival skills such as getting directions, changing money, and ordering food, plus games and other fun activities.



Oxford Handbook of Commercial Correspondence
New Edition

INTERMEDIATE TO ADVANCED
A Ashley

The essential reference guide to writing effective business correspondence – now revised and updated.

All the information and examples you need for writing business correspondence for study purposes or for work. A practical approach that's ideal for class, the office, or at home.

- * Hundreds of models for your own writing: emails, letters, faxes, memos, reports, CVs.
- * Explains the structure and style of all kinds of business correspondence.
- * Shows how to handle enquiries, payments, banking, insurance, personnel appointments, and social correspondence.
- * Workbook with Answer Key for further practice.

New for this edition

- * New Glossary of business terms and answers to exercises.
- * New coverage of email correspondence.
- * Improved design makes finding information easy.

Recommended for Business English exams, such as LCCI English for Commerce and English for Business, Cambridge BEC and CEIBT; NVQs and Pitman's English for Business Communications.

Oxford Handbook of Commercial Correspondence, New Edition
457213 7 Handbook
457214 5 Workbook

4 Is that correct?

Email addresses

1 Listen to someone saying an email address. Tick the correct address.

1 j_huc@redtop.co.fr
 2 j_huc@redtop.com.fr
 3 j_huc@redtop.co.fr
 4 j_huc@redtop.com.fr

Email addresses

J.Jarvie-67@topleft.com

underline hyphen at all one word dot

We say com (not C-O-M), co (not C-O), net (not N-E-T), and org (not O-R-G).

2 Say these email addresses.

1 m.parks@callserve.com
 2 kazuo@mpgnet.jp
 3 willis120@yehow.co.uk
 4 user-info@tech.store.com.br
 5 l_wrt@lightwork.org.de

3 Work in groups. One person says their email address. The others write it down.

Telephone messages

1 Listen to someone taking a telephone message. Write the message.

Message for: Maria

Please call:

Telephone no.:

2 Complete the sentences with a phrase from the list.

I'm afraid do you a second Can I
 Can you I need This is

1 _____ speak to Maria, please?
 2 _____ she's not here.
 3 _____ take a message?
 4 Sure. Just _____
 5 _____ a pen.
 6 _____ Den Stindair.
 7 How _____ spell that?

3 Listen again and check your answers.

Correcting

To correct someone, stress the information that's different.

A So that's 4989 287 5806.
 B No, 9826.

4 Work with a partner. Take turns to be A and B.

A So that's 6741.
 B No, 6742

1 A So that's 6741. B No, 6743.
 2 A So that's 8529. B No, 9529.
 3 A So that's 3290. B No, 3490.
 4 A So that's 1168. B No, 1164.
 5 A So that's 348742. B No, 34742.
 6 A So that's 652880. B No, 642880.

5 Write these phrases in the correct place in the table.

How do you spell that?
 The code is ...
 Just a second, I need a pen.
 Thanks very much.
 This is John Lee.
 So that's ...

Useful telephone phrases

Starting the call

Hello.
 Is that the Research Department?
 Can I speak to ... please?

Message

Can you take a message?
 Are you ready?

Giving numbers

My number is ...

Spelling

J-H-K. Then new word ...

Checking

Sorry?

Ending the call

You're welcome.
 Goodbye.

18 Tech Talk Unit 4

Don't ... a second ... pen	... ready?
Yes.	Please ask Thomas to ... This is your name.
How ... spell that?	It's your name.
So they ... spell the number?	That's right. And my number is your number?
So they ... say the number?	That's right. Thanks.

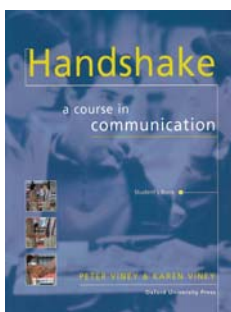
7 Work with a partner.
 A - look at the information below.
 B - look at file 5 on page 103.

A

You work for Allied Engineering. You work with Teresa Harris, but she isn't here today. Someone calls you. Take a message and write it here.

Message for: _____
 Please contact: _____
 Contact information: _____

Is that correct? 19



Handshake

PRE-INTERMEDIATE
Peter Viney and Karen Viney

An innovative course in language and communication skills.

Handshake
 457220 X Student's Book
 457221 8 Teacher's Book
 457222 6 Workbook
 457223 4 Cassette

Commercially Speaking

ELEMENTARY TO PRE-INTERMEDIATE
Mark Irvine and Marion Cadman

A skills-based course focusing on the key language and communication skills needed in the workplace.

Commercially Speaking
 457230 7 Student's Book
 457337 0 Teacher's Pack
 457232 3 Workbook
 457233 1 Cassette

→ See also
 Oxford Student's Dictionary of English
 PAGE 67
 BEC Practice Tests
 PAGE 50

Business Letters for All

INTERMEDIATE TO ADVANCED
B Naterop

A guide to British and American business correspondence.

580232 2 Business Letters for All

Reduced sample pages from Tech Talk Elementary Student's Book



Highly Recommended, New Edition
457463 6 Student's Book
457464 4 Teacher's Book
457465 2 Workbook
457467 9 Class Cassette
457466 0 Class Audio CD

Highly Recommended

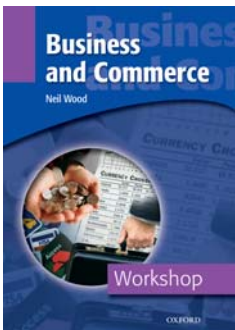
English for the Hotel and Catering Industry
New Edition

ELEMENTARY TO PRE-INTERMEDIATE
Trish Stott and Rod Revell

For younger trainees in the hospitality and catering industry.

This new edition has been extensively revised to take account of changing practices and new technologies within the sector.

- * Topics reflect the real contexts trainees will encounter in their working lives.
- * Emphasis on understanding and speaking English in practical situations.
- * Two listening sections with accompanying tasks in every unit.
- * Clear focus on key functional expressions and topic-related vocabulary.
- * Activity section in each unit involving real-world communicative tasks.
- * New review sections to check progress.



Workshop

LOWER-INTERMEDIATE

Business and Commerce Neil Wood

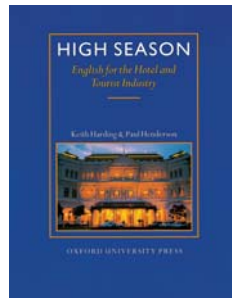
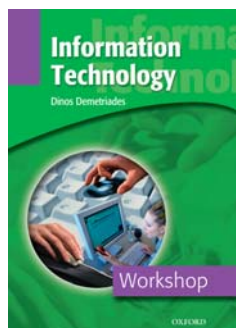
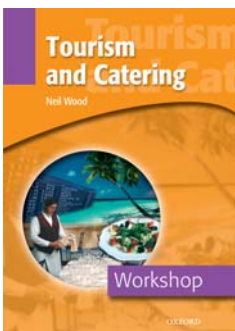
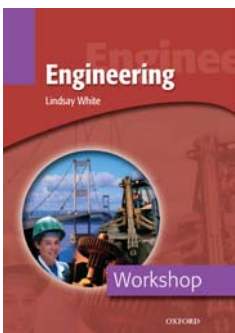
Engineering Lindsay White

Tourism and Catering Neil Wood

Information Technology Dinos Demetriades

A series of Workbooks offering practical English lessons for school students preparing for work. The series is the perfect complement to a general English coursebook.

- * Preparation for students studying the four most common vocational areas.
- * Approximately twenty-eight 45-minute lessons.
- * Short units with varied practical activities and up-to-date readings.
- * Lower-intermediate material – the right level for vocational schools.
- * 'Before you start' gets students thinking about what they already know – about the lesson topic and the language they will meet.
- * 'Get real' – optional extra ideas that help students step into the real world of English.
- * Glossary of key topic-related vocabulary.



High Season

English for the Hotel and Tourist Industry

INTERMEDIATE

Keith Harding and Paul Henderson

A 12-unit course that covers the key aspects of the industry. Realistic activities and material based on authentic sources help intermediate learners to develop their language and skills.

High Season
451308 4 Student's Book
451307 6 Teacher's Book
451310 6 Workbook
451309 2 Cassette



Going International

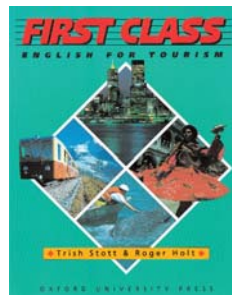
English for Tourism

UPPER-INTERMEDIATE

Keith Harding

A topic-based course designed for trainees and employees in the tourism industry. The course focuses on key sectors, issues, activities, and situations that students will encounter during their professional lives in the industry.

Going International
457400 8 Student's Book
457401 6 Teacher's Resource Book
457402 4 Workbook
457403 2 Cassettes (2)



First Class

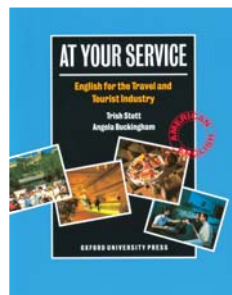
English for Tourism

PRE-INTERMEDIATE

Trish Stott and Roger Holt

A low-level course for students in the tourist industry. It provides essential vocabulary and gives thorough practice in all four skills.

First Class
437602 8 Student's Book
437603 6 Teacher's Book
437605 2 Workbook
437604 4 Cassette



AMERICAN ENGLISH

At Your Service

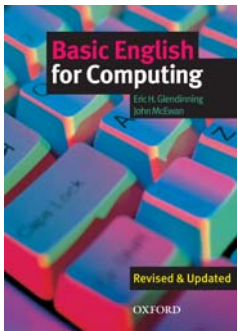
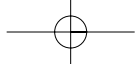
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POST-ELEMENTARY

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A short course in American English for people training to work in all areas of the tourism and travel industries, with units focusing on key communication areas.

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This topic-centred course is for both vocational students and computing professionals with a lower level of English. It covers key computing functions and develops learners' competence in all four skills.

- * Graded specialist content combined with key grammar, functional language, and subject-specific lexis.
- * Simple, authentic texts and diagrams present up-to-date computing content in an accessible way.
- * Tasks encourage learners to combine their subject knowledge with their growing knowledge of English.
- * Glossary of current computing terms, abbreviations, and symbols.
- * Teacher's Book provides full support for the non-specialist, with background information on computing content, and answer key.

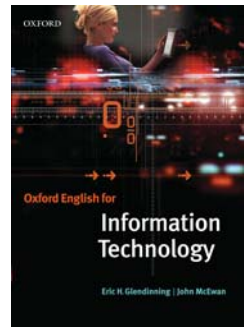
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For learners specializing in computing and information technology at universities and technical institutes, or for professionals working in a range of IT sectors.

- * Revises and practises grammar and functions appropriate to the needs of IT specialists.
- * Consolidates and develops all four main skills.
- * Authentic, topical texts and visual material.
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Basic Technical English

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J Comfort, S Hick, and A Savage
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457383 4 Teacher's Book

See also
Oxford Student's Dictionary of English
PAGE 67
Oxford Dictionary of Computing for Learners of English
PAGE 69

9 Graphical User Interface

Tuning-in

Task 1 A Graphical User Interface (GUI) makes computers easier to use. A GUI uses icons. Icons are pictures which represent programs, folders, and files. Can you identify any of these icons?

Task 2 Find the icons for the software which controls these items.

1 date and time 3 fonts 5 a modem
2 the mouse 4 the keyboard 6 sounds

Listening: Dialog box

Task 3 Study this dialog box. Tick (✓) the features you can identify.

1 text box 3 checkbox 5 drop-down list box
2 tab 4 title bar 6 command button

Task 4 Now listen and check your answers.

Task 5 Listen again. Match the features of a dialog box (1-4) with the examples from the screen (a-d).

Reduced sample pages from Basic English for Computing New Edition Student's Book

Task 6 Here are the steps for using this dialog box. Put them in the correct order.

a Enter name, location, and text required. c Choose tab.
b Press Find Now command button. d Open dialog box.

Reading: WIMP

Task 7 Study this screen display. Can you find these items?

1 a window 2 an icon 3 a pointer 4 a menu

Task 8 Find definitions in the text of these items.

1 menu 3 window 5 pointer
2 interface 4 active window 6 icon

Most computers have a Graphical User Interface. The **interface** is the connection between the user and the computer. The most common type of GUI uses a WIMP system. WIMP stands for Window, Icon, Menu (or Mouse), Pointer (or Pull-down/Pop-up menu).

Windows A window is an area of the computer screen where you can see the contents of a folder, a file, or a program. Some systems allow several windows on the screen at the same time and windows can overlap each other. The window on the top is the one which is 'active', the one in use.

Icons are small pictures on the screen. They represent programs, folders, or files. For example, the Recycle Bin icon represents a program for deleting and restoring files. Most systems have a special area of the screen on which icons appear.

Menus give the user a list of choices. You operate the menu by pressing and releasing one or more buttons on the mouse.

The **pointer** is the arrow you use to select icons or to choose options from a menu. You move the pointer across the screen with the mouse. Then you click a button on the mouse to use the object selected by the pointer.

