

Section 1

Who is *The Guide to Macmillan English Campus* for?

This Guide is for teachers and administrators in institutions using Macmillan English Campus (MEC). The Guide is intended to help you in the following ways:

- Introduce you to what MEC is, who it's for and what content it includes (this introduction).
- Help guide you through the different features of MEC and how to use them. (Parts 1 - 4 are for teachers. Parts 5 and 6 are for administrators.)
- Provide teachers with ideas for using MEC with their learners in class (Parts 2 to 4).
- Show how MEC can help support English language courses in your institution (Parts 2 to 5).

MEC is easy to use and you will find that you quickly learn how to find your way around and make use of the features included. However, whenever you do need help, remember that most of the information in Section 2 of this Guide (the 'how to' guide on using MEC) is also available by clicking the Help button on the MEC interface. This help is available from anywhere in MEC and is fully searchable. See [Part 1, Section 7.1](#) for more details.

You don't need to read this Guide from beginning to end. Use the Contents to find the sections which will help you solve your particular problem or to find the kind of information you're looking for. Use it with MEC on screen in front of you, so that you can get practical experience as you read!

Section 2

What is MEC?

MEC is an Internet-based, interactive learning environment that helps your learners to practise English. There are hundreds of exercises, grammar reference units and activities for them to use. To help your students learn, and to make learning English fun, MEC also provides games and articles of current news.

MEC materials can be organized into courses of supplementary material. Classes can be assigned to those courses and learners' MEC work can be marked online, and their scores kept for your records.

MEC also allows you and your learners to bookmark resources for future reference, and to create Word Lists and Web Links. You can also publish your own lists of bookmarked resources, Word Lists or Web Links to individual students or to your whole class.

Finally, MEC includes an 'Announcements' feature, which allows the MEC Teachers and Administrators to keep learners and teachers informed.

Section 3

What resources are in MEC and how are they organized?

3.1 Number of resources

Altogether, MEC has a bank of more than 3000 individual resources. You and your learners can search the database for individual resources by using the Resource Finder. See [Part 1, Section 5](#) for more details on searching for resources. The search facility allows you and your learners to open any individual resource inside MEC and work on it at any time.

3.2 MEC courses

The materials have also been organized into courses for learners. There are general English courses, business English courses and courses mapped to Common European Framework (CEF) levels as well as courses relating to specific coursebooks such as *Inside Out* and *In Company*.

Documents detailing the syllabus and content of each of these courses are available on the support area of www.macmillanenglishcampus.com.

3.3 Organization of courses

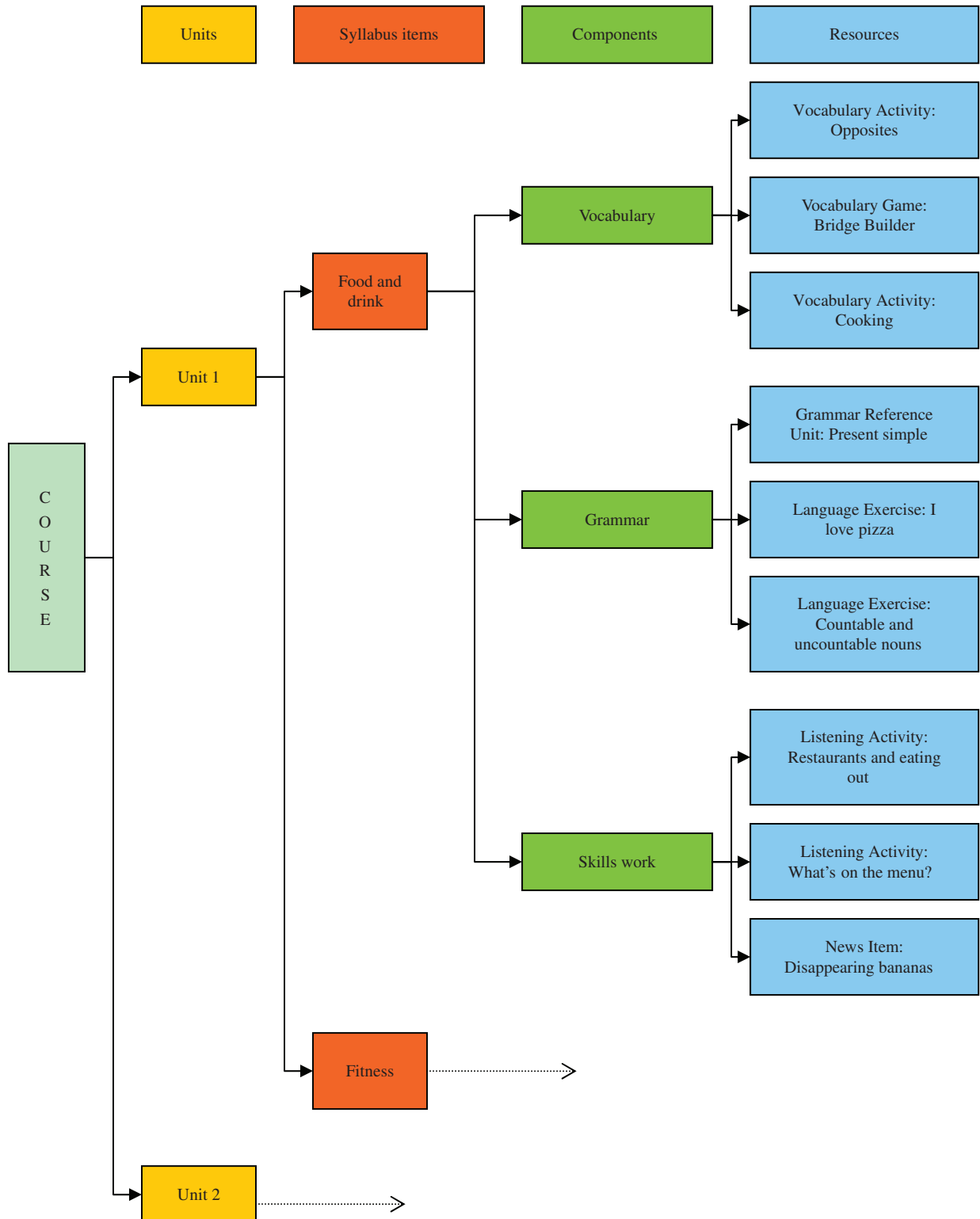
Each course is divided into *syllabus items*, which correspond to lessons in coursebooks.

A *syllabus item* is made up of *syllabus components*. You can think of components as the individual types of language focus shown in the Syllabus or Map of the Book in a coursebook. Typical *syllabus components* might be 'grammar', 'vocabulary', 'listening', etc.

Sometimes *syllabus items* are grouped together into *units*. A *unit* corresponds to a unit or module in some coursebooks.

For more information on how to view courses, go to [Part 1, Section 4](#).

This diagram summarizes the way a typical MEC course is organized.



3.4 Course-building

The Macmillan courses provided with MEC can be modified to meet the needs of your particular learners. Administrators can create new courses by adding and changing resources which already exist in any of the standard courses. For more information on how administrators can create new courses, or modify existing ones, go to [Part 5, Section 1](#).

Having materials organized into courses like this makes it much easier for you to use MEC alongside the coursebook you're using with your learners and to complement the work you do in class. Parts 2, 3 and 4 of this Guide explain in more detail how MEC can be used to support your teaching work.

To find out more about the kinds of resources that MEC has, see [Part 1, Section 6](#).

Section 4

How can MEC support teachers?

MEC is designed to support teachers by providing ...

- materials for presenting new language in class
- innovative ways of practising language in class
- supplementary materials for learners to get extra practice outside class
- online activities for teachers to assign as assessed homework
- online tests of language covered
- online records of learners' participation and progress
- a database of articles on teaching methodology

Parts 2, 3 and 4 of this handbook explain in more detail how MEC can be used to support your teaching work.