

Meet the Makers

Lunch with Bernard Miles

Author of the *English Express Beginner Workbook*

englishexpress.com.au 

VALBEC Conference 
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What I'll be talking about . . .

- Introduction to my resources
- Questions I asked myself during the development process
- Tips for creating content



Introduction to my resources

English Express Beginner Workbook



- eBook (PDF) + video access
- Printable/shareable (according to terms of use)
- For beginner adults
- Any program (not curriculum-specific)
- Communicate in everyday situations
- 9 chapters: Basic Skills + 8 topics

English Express Beginner Workbook

Appointments

TOPIC

Video available at englishexpress.com.au/videos [password: englishexpr]

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Teachers may share this lesson with their own current students only. Students must not share this lesson with anyone outside the class group.

APPOINTMENTS: TASK 1

Introduction

PART A: Look at the picture. Answer the questions.



1. What's he doing?
 He's writing on his phone.
 He's writing on his calendar.

2. Is he busy?
 Yes, he's busy.
 No, he's not busy.

3. How about you? Are you busy?
 Yes, I'm busy.
 No, I'm not busy.

DISCUSSION

PART B: Look at the pictures. What are they doing?



VOCAB

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VIDEO

Reading and speaking



Tim Receptionist

- He talks to the receptionist.
- He wants to make an appointment.

Hi. This is Greenhill Medical Centre. How can I help you?

Hi. Can I make an appointment to see the doctor?

Yes. When would you like to come?

Can I come on Thursday at 2:00 PM?

Sorry, 2:00 PM is not available. How about 3:00 PM?

Yes, 3:00 PM is good.

Can I have your name, please?

My name is Tim Cole.

Can you spell your name, please?

Yes, it's T-i-m C-o-l-e.

Can I have your phone number, please?

My phone number is 0491 570 159.

Can you repeat that, please?

Yes, it's 0491 570 159.

Thank you. See you on Thursday at 3:00 PM.

Thanks. See you then.

Bye.

MODEL

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APPOINTMENTS: TASK 9

Speaking

Practise speaking.

- Person 1: You are the receptionist.
- Person 2: Call and make an appointment.

 See the doctor at Greenhill Medical Centre 7010 9203	 See the dentist at Greenhill Medical Centre 7010 9203	 Get an x-ray at Greenhill Medical Centre 7010 9203
 Have an eye test at Greenhill Medical Centre 7010 9203	 Get a flu shot at Greenhill Medical Centre 7010 9203	 Fix your car at Greenhill Car Repairs 7010 1508
 Fix your phone at Express Phone Repairs 7010 3589	 Have a swimming lesson at Greenhill Pool 7010 2675	 Get a haircut at Greenhill Hairdresser 7010 4073

Receptionist: Hi. This is _____ . How can I help you?

Person: Hi. _____ ?

Receptionist: Yes. _____

Person: Come in.

Receptionist: Sorry, _____ is not available. How about _____ ?

Person: Yes, _____ is good.

Receptionist: Can I have your name, please?

Person: My name is _____ .

Receptionist: Can you spell your name, please?

Person: Yes, it's _____ .

Receptionist: Can I have your phone number, please?

Person: My phone number is _____ .

Receptionist: Can you repeat that, please?

Person: Yes, it's _____ .

Receptionist: Thank you. See you on _____ at _____ .

Person: Thanks. See you then.

Receptionist: Bye.

PRACTICE

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A full demo copy is available on the website (all 192 pages).

English Express Beginner Workbook

TIP

The image shows a digital worksheet from the English Express Beginner Workbook. At the top left is a large orange circle containing the word "TIP". The main content area features a food menu with two items:

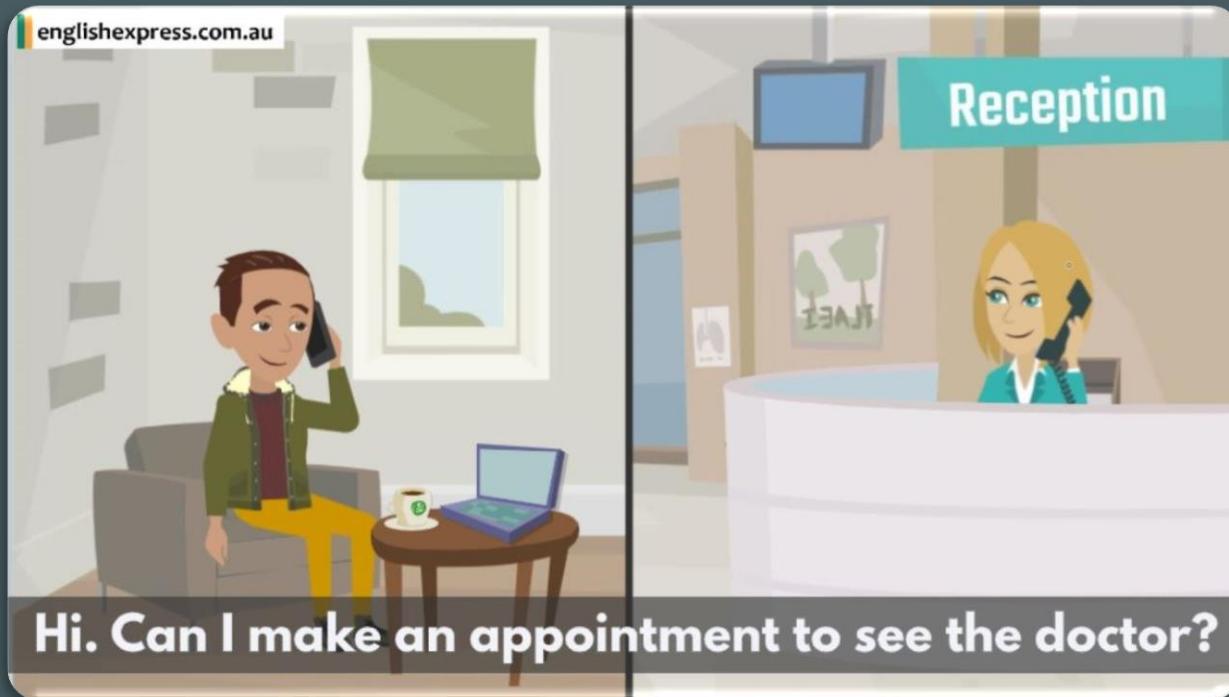
- meat pie \$8.00**: An image of a meat pie is shown, with the price "\$8.00" underlined.
- salad \$10.00**: An image of a salad is shown, with the price "\$10.00" underlined.

Below the menu, there are two speech bubbles with cartoon characters. The first bubble contains the question "How much is the meat pie?" with the word "meat pie" highlighted in yellow. The second bubble contains the answer "The meat pie is \$8.00." Below the answer is a Microsoft Edge annotation toolbar with icons for text input, superscript, subscript, and other editing functions.

At the bottom of the page, there is a large, empty rectangular box for writing a response.

Open the eBook with Microsoft Edge to write, draw and highlight.

Videos



- The videos present dialogues, listening tasks & vocabulary
- The dialogues are available with and without captions.
- 'English Express Online' YouTube channel

What's next?

- More resources for beginner level
- Free resources for pre-beginner level
- Maybe an Elementary Workbook
(ACSF 1-2 / A2)
- Maybe some eLearning



My Busy Day (new eBook)

- 36 jobs/occupations
- Read simple sentences
- Vocabulary: jobs, verbs
- Grammar: tense, SV-agreement, pronouns

ENGLISH EXPRESS

My Busy Day



Beginner level
Suitable for either adults or younger learners

> Read about 30+ different jobs and occupations
> Easy sentences with pictures
> Great for learning verbs

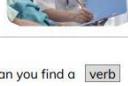
Visit www.englishexpress.com.au for more resources.

Bernard Miles

eBook with individual licence

Aged Care Nurse Task 2

Read the sentences.

	I am an aged care nurse.
	I help people walk around.
	I help people do exercise.
	I give food to people.
	I give medicine to people.
	I check people's blood pressure.
	I write reports.

Can you find a **verb** **noun** **pronoun** **preposition** **determiner** ?

I'm working on it now. It'll be ready in January 2022 (hopefully).

Questions I asked myself during the development process

&

Tips for creating content

I am not an expert in digital design. I am still trying to learn every day.
But I will pass on some tips that I have learnt over the past 2 years.

What should I create?



- Print book
- eBook ✓
- Worksheets
- Interactive eLearning

I originally intended to created a printed book. When the lockdowns happened in 2020, and students started learning online, I changed my mind and switched to an eBook. However, I plan to create resources in different formats in the future.

TIP

Choose an appropriate font for your eBook or worksheet.

For beginner students, pay attention to lower-case **a**, **g** and **?**

Century Gothic: The quick brown fox jumps over the lazy dog?

Calibri: The quick brown fox jumps over the lazy dog?

Comic Sans: The quick brown fox jumps over the lazy dog?

Andika: The quick brown fox jumps over the lazy dog?

Mulish: The quick brown fox jumps over the lazy dog? 

'Mulish' was my final choice. You can download it from Google Fonts.

How will I get my images?



Pexels ✓

Pixabay

Unsplash

Icons8

Flaticon

Take my own
pictures



Storyblocks ✓



iStock ✓

Bigstock

Shutterstock

Dreamstime

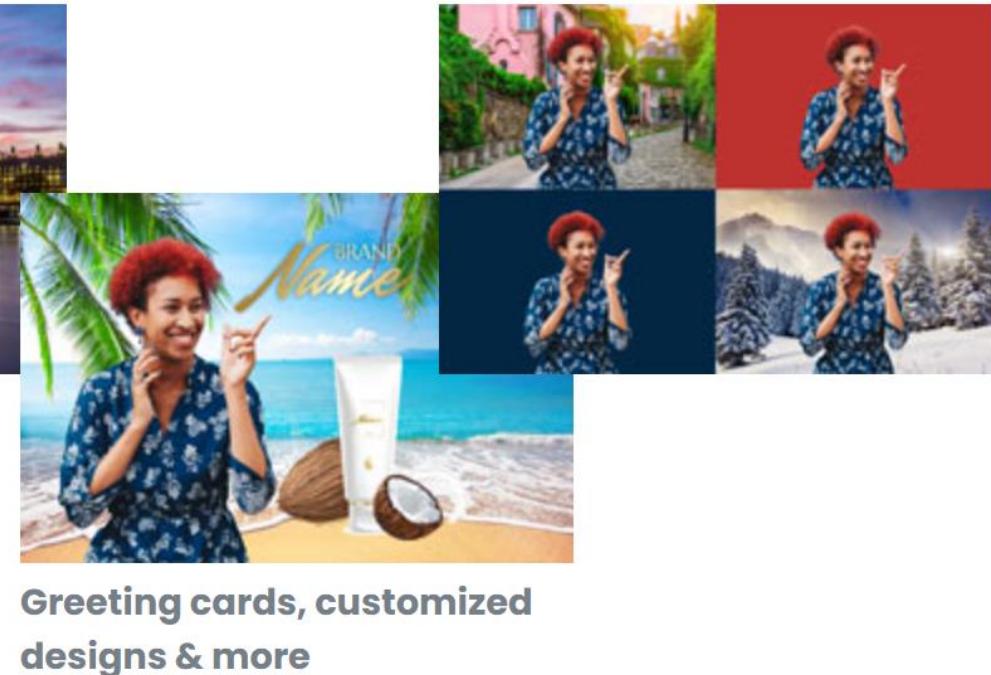
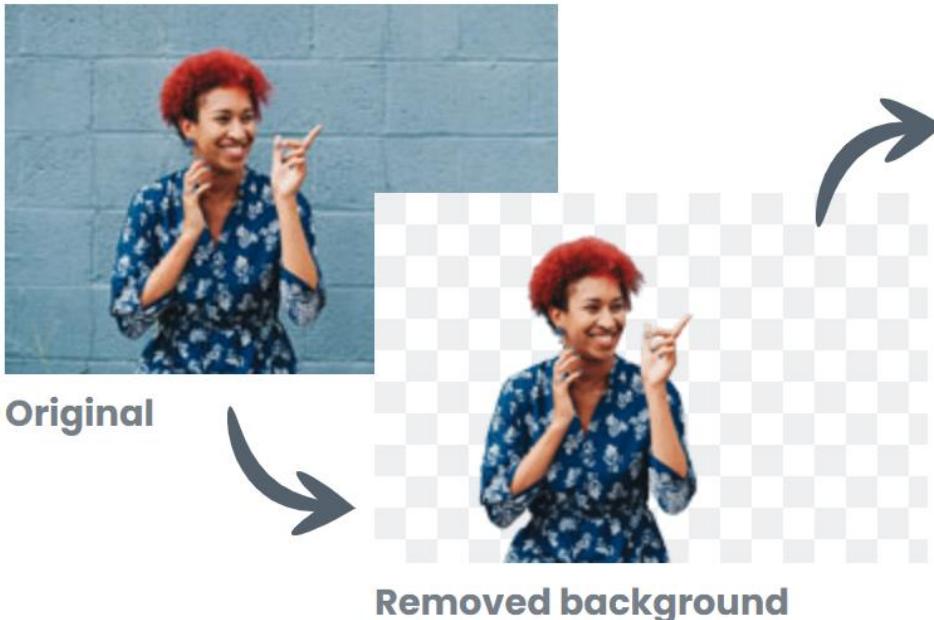
Hire an
illustrator

I used a combination of Storyblocks and iStock images. I also used most of the free sites. Pexels is highly recommended.

TIP

Removebg is a great free tool

Remove the background of an image for free.



It's handy for changing backgrounds or layering images.

TIP

Use a consistent aspect ratio for images

PART B: Look at the pictures. What are they doing?

The image shows a 3x3 grid of numbered photographs. The numbers are 1 through 9. 1: Two men working on a car engine. 2: A person getting their hair cut. 3: A dentist examining a patient's teeth. 4: A doctor examining a patient's shoulder. 5: A doctor using an otoscope on a patient's ear. 6: Two doctors in lab coats looking at something. 7: A doctor holding up an X-ray of a ribcage. 8: A doctor holding a smartphone. 9: Two people swimming in a pool.

What do you need to do? I need to _____.
I don't need to _____.

These are all 3:2 aspect ratio.

450 x 300 pixels

You can use any basic editing tool to crop it (e.g. Paint 3D).

Also, for online images, it's best to reduce the image size (pixels).

What media should I use?



- Audio recordings (CD or online)
- Video recordings (filming)
- Animation (e.g. Vyond or Powtoon) ✓
- Presentation (e.g. convert PowerPoint to video)

I decided to use Vyond to create animations because the visuals are very useful for students. The software licencing for Vyond was the most expensive part of the project. But it's still cheaper and more convenient than filming.

Creating an animation with Vyond

VYOND | Health - At the medical centre (with ...)

PREVIEW | SAVED

reaching

6 results found

Hero - Offering hand

Timeline: 00:42, 00:44, 00:46, 00:48, 00:50, 00:52, 00:54, 00:56, 00:58, 01:00, 01:02, 01:04

Frame 9: My name is Tim Cole.

Frame 10: Is it your first time here?

Frame 11: Yes, it's my first time here.

Frame 12: Can you please fill in this form?

Frame 13: No problem.

Frame 14: Please have a seat. I will see you soon.

Frame 15: The doctor.

Text: Can you please fill in this form?

My name is Tim Cole.

Is it your first time here?

Yes, it's my first time here.

Can you please fill in this form?

No problem.

Please have a seat. I will see you soon.

The doctor.

How should I record audio?



- Professional studio
- Record it yourself with a podcasting mic (e.g. Blue Yeti) and Audacity software (free) 
- Use your mobile phone (choose an app that records in MP3 format)
- Use your computer's microphone (not recommended)
- Text-to-speech software (not recommended yet, but the technology is getting better year by year)

TIPS

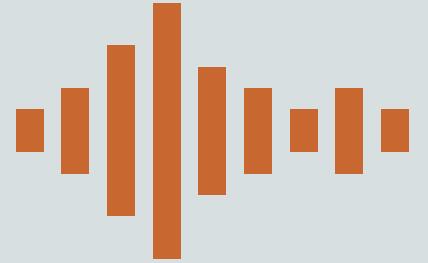
Tips for recording speech



- Avoid recording in a tiled room (e.g. kitchen). Small, carpeted rooms are the best.
- Put the mic about 10-20cm from your mouth. If there's 2 people, make sure you're the same distance from the mic.
- Don't move around or shuffle papers when you record.
- Export as an MP3 to reduce file size. Give it a clear file name so that you can identify it later.

TIPS

Tips for post-production



- Post-production is easy and can improve the quality 1000%.
- You can use free audio software e.g. Audacity.
- Focus on 3 things:
 - Trim (delete unwanted sounds or gaps)
 - Noise reduction (remove background hiss)
 - Volume (reduce louds parts; set peak amplitude to -3dB)
- You can find some quick tutorials on YouTube.

How should I publish my media?

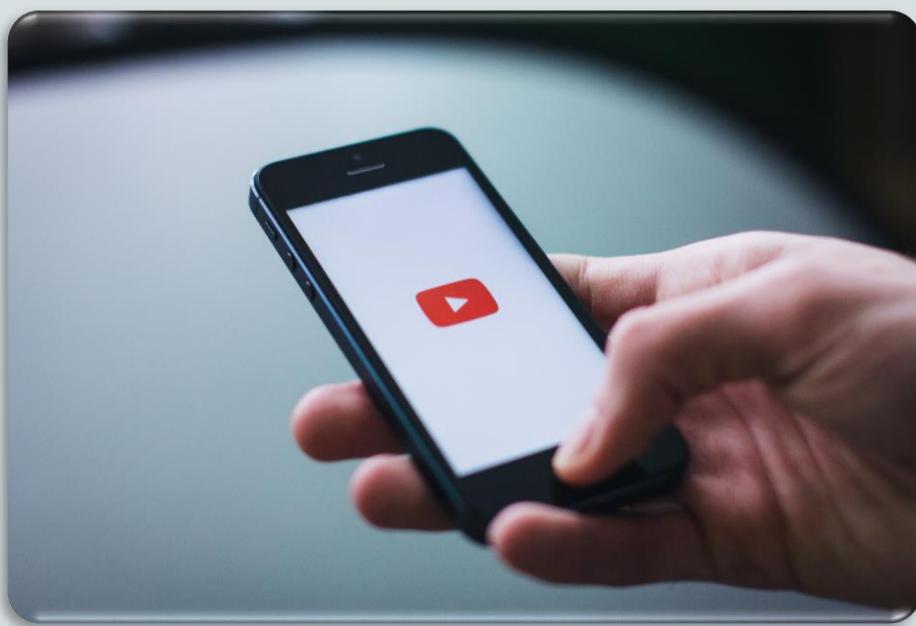


- Audio tracks
 - Can go directly on the website.
- Videos
 - Host them directly on your site (not recommended; they might play slowly and your site might have video limits).
 - Host them on a streaming platform (e.g. YouTube or Vimeo). Embed them on your site or provide links.



TIP

Choose the video privacy setting that suits your needs:



Public video: Anyone on YouTube can find it.

Unlisted video: Only people with the link can see it. You can also embed it in your site.



Private video: People can only view it by invitation.

Why create resources?

- It's a creative outlet.
- Develop a variety of skills.
- It's a great way to network.
- Create a portfolio to show future employers.
- It doesn't make a lot of money, but it could lead to new opportunities.



Thanks for listening!

Visit my site: englishexpress.com.au 

Connect with me: linkedin.com/in/bernard-miles 

Read Clare Harris' interview with me. 

Bernard Miles 2021



And thank you to VALBEC

VALBEC is the Victorian Adult Literacy and Basic Education Council. They are a not for profit, volunteer managed, professional organisation for the adult literacy, numeracy and basic education field. They host conferences, workshops and produce an excellent journal called Fine Print.

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