





# Resource Guide

The following tables list the resources available to students and instructors throughout the *Punto y aparte* program. Resources are cross-referenced, based on the main sections of each chapter in the main text with the goal of aiding you, the instructor, in your daily/weekly lesson plans and syllabus preparation.

## Supplements


 *Audio Program* (available in the *Audio CD Program* and as Premium Content on the *Online Learning Center*)

*Audioscript* (available in electronic format on the *Instructor's Resource CD* and in the Instructor's Edition of the *Online Learning Center*)

 CD-ROM = *Interactive CD-ROM*

*Instructor's Manual* (available in electronic format on the *Instructor's Resource CD* and in the Instructor's Edition of the *Online Learning Center*)

*Manual* = *Manual que acompaña Punto y aparte* (the workbook)

 *Online Manual* = *Quia™ Online Manual que acompaña Punto y aparte* (an online version of the print workbook produced by Quia™)

*Lecturas literarias* = *Lecturas Literarias: Moving Toward Linguistic and Cultural Fluency Through Literature* (the new literary reader)

 *Online Learning Center* (the *Punto y aparte* website: [www.mhhe.com/puntoyaparte3](http://www.mhhe.com/puntoyaparte3))

## COURSE-WIDE RESOURCES

### Introduction to *Punto y aparte*

- *Instructor's Manual*: Introduction

### Test Construction Suggestions

- *Instructor's Manual*: Test\_Suggest

### Writing Evaluation Strategies

- *Instructor's Manual*: Add\_Materials

### Suggestions for Grading Compositions

- *Instructor's Manual*: Add\_Materials

### Guidesheets for Better Writing




- *Instructor's Manual*: Add\_Materials

### CD-ROM Video/Audioscript



- *Instructor's Manual*: CD\_Script



## PARA EMPEZAR

### Cara a cara

- *Main Text*: pp. 2–7
- *Instructor’s Manual*: PE\_Suggest
- *Manual*: pp. 1–3
-  *Online Manual*: Para empezar, PE0.1A–PE0.1B
-  *CD-ROM*: Para empezar, Cara a cara
-  *Online Learning Center*: Para empezar, Dibujo animado

### Puntos clave

- *Main Text*: pp. 7–13
- *Instructor’s Manual*: PE\_Suggest
- *Manual*: pp. 3–16
-  *Online Manual*: Para empezar, PE0.1A–PE0.28C, PO0.3
-  *Audio Program*: Para empezar, Disc 1, Track 5; *Manual*: p. 19; *Audioscript*: p. 1

-  *CD-ROM*: Para empezar, Puntos clave
-  *Online Learning Center*: Para empezar, Quizzes

### ¡A escribir!

- *Main Text*: pp. 13–15
- *Instructor’s Manual*: PE\_Suggest

## ADDITIONAL RESOURCES

### The First Day of Class

- *Instructor’s Manual*: PE\_Suggest

### Additional Activities and Teaching Aids



- *Instructor’s Manual*: PE\_Suggest

### Sample Tests





- *Instructor’s Manual*: PE\_Quiz

## CAPÍTULO 1





### La historia

- *Main Text*: pp. 17–18
- *Instructor's Manual*: Cap1\_Suggest
-  CD-ROM: Cap. 1, La historia
-  *Online Learning Center*: Cap. 1, Dibujo animado


### Vocabulario del tema



- *Main Text*: pp. 19–23
- *Instructor's Manual*: Cap1\_Suggest
- *Manual*: pp. 21–25
-  *Online Manual*: Cap. 1, PE1.1A–PE1.1G, PO1.3
-  *Audio Program*: Para empezar, Disc 2, Tracks 4–5; *Manual*: p. 39; *Audioscript*: pp. 3–4
-  CD-ROM: Cap. 1, Vocabulario del tema
-  *Online Learning Center*: Cap. 1, Quizzes

### Puntos clave



- *Main Text*: pp. 24–29
- *Instructor's Manual*: Cap1\_Suggest
- *Manual*: pp. 25–34
-  *Online Manual*: Cap. 1, PE1.21A–PE1.23F, PO1.4A–PO1.4B
-  *Audio Program*: Para empezar, Disc 2, Tracks 6–7; *Manual*: p. 39; *Audioscript*: p. 4
-  CD-ROM: Cap. 1, Puntos clave
-  *Online Learning Center*: Cap. 1, Quizzes

### Rincón cultural


- *Main Text*: pp. 29–34
- *Instructor's Manual*: Cap1\_Suggest
- *Manual*: pp. 34–36
-  *Online Manual*: Cap. 1, PE1.3A–PE1.3B

-  CD-ROM: Cap. 1, Rincón cultural
-  *Online Learning Center*: Cap. 1, Quizzes


### Lectura

- *Main Text*: pp. 35–39
- *Instructor's Manual*: Cap1\_Suggest
- *Manual* (Portafolio de lecturas): pp. 36–37
-  *Online Manual* (Portafolio de lecturas): Cap. 1, PE1.4
-  CD-ROM: Cap. 1, Lectura

### ¡A escribir!

- *Main Text*: pp. 39–40
- *Instructor's Manual*: Cap1\_Suggest
- *Manual*: p. 37
-  *Online Manual*: Cap. 1, PE1.5

### Hablando del tema

- *Main Text*: pp. 40–41
- *Instructor's Manual*: Cap1\_Suggest
-  CD-ROM: Cap. 1, Hablando del tema

## ADDITIONAL RESOURCES

### Additional Activities and Teaching Aids

- *Instructor's Manual*: Cap1\_Suggest

### Lecturas literarias



- *La colmena* (selecciones), by Camilo José Cela (Spain)
- «Rosamunda», by Carmen Laforet (Spain)

### Sample Test





- *Instructor's Manual*: Cap1\_Exam

## CAPÍTULO 2





### La historia

- *Main Text*: pp. 43–45
- *Instructor's Manual*: Cap2\_Suggest
-  CD-ROM: Cap. 2, La historia
-  *Online Learning Center*: Cap. 2, Dibujo animado

### Vocabulario del tema




- *Main Text*: pp. 45–50
- *Instructor's Manual*: Cap2\_Suggest
- *Manual*: pp. 41–44
-  *Online Manual*: Cap. 2, PE2.1A–PE2.1F, PO2.3
-  *Audio Program*: Para empezar, Disc 2, Tracks 12–13; *Manual*: p. 62; *Audioscript*: pp. 6–7
-  CD-ROM: Cap. 2, Vocabulario del tema
-  *Online Learning Center*: Cap. 2, Quizzes

### Puntos clave



- *Main Text*: pp. 50–55
- *Instructor's Manual*: Cap2\_Suggest
- *Manual*: pp. 44–55
-  *Online Manual*: Cap. 2, PE2.21A–PE2.24B, PO2.4A–PO2.4B
-  *Audio Program*: Para empezar, Disc 2, Tracks 14–16; *Manual*: p. 62; *Audioscript*: p. 7
-  CD-ROM: Cap. 2, Puntos clave
-  *Online Learning Center*: Cap. 2, Quizzes

### Rincón cultural


- *Main Text*: pp. 56–61
- *Instructor's Manual*: Cap2\_Suggest
- *Manual*: pp. 56–58

-  *Online Manual*: Cap. 2, PE2.4A–PE2.4B
-  CD-ROM: Cap. 2, Rincón cultural
-  *Online Learning Center*: Cap. 2, Quizzes


### Lectura

- *Main Text*: pp. 61–66
- *Instructor's Manual*: Cap2\_Suggest
- *Manual* (Portafolio de lecturas): p. 58
-  *Online Manual* (Portafolio de lecturas): Cap. 2, PE2.5
-  CD-ROM: Cap. 2, Lectura

### ¡A escribir!

- *Main Text*: p. 67
- *Instructor's Manual*: Cap2\_Suggest
- *Manual*: pp. 58–59
-  *Online Manual*: Cap. 2, PE2.6

### Hablando del tema

- *Main Text*: p. 68
- *Instructor's Manual*: Cap2\_Suggest
-  CD-ROM: Cap. 2, Hablando del tema

## ADDITIONAL RESOURCES

### Additional Activities and Teaching Aids

- *Instructor's Manual*: Cap2\_Suggest

### Lecturas literarias



- «Con los ojos cerrados», by Reynaldo Arenas (Cuba)
- *Tiempo muerto* (selecciones), by Avelino Stanley (Dominican Republic)

### Sample Test





- *Instructor's Manual*: Cap2\_Exam

## CAPÍTULO 3





### La historia

- *Main Text*: pp. 70–72
- *Instructor's Manual*: Cap3\_Suggest
-  CD-ROM: Cap. 3, La historia
-  *Online Learning Center*: Cap. 3, Dibujo animado




### Vocabulario del tema

- *Main Text*: pp. 72–78
- *Instructor's Manual*: Cap3\_Suggest
- *Manual*: pp. 65–68
-  *Online Manual*: Cap. 3, PE3.1A–PE3.1F, PO3.3
-  *Audio Program*: Para empezar, Disc 3, Tracks 4–5; *Manual*: pp. 84–85; *Audioscript*: p. 10
-  CD-ROM: Cap. 3, Vocabulario del tema
-  *Online Learning Center*: Cap. 3, Quizzes

### Puntos clave



- *Main Text*: pp. 78–83
- *Instructor's Manual*: Cap3\_Suggest
- *Manual*: pp. 68–80
-  *Online Manual*: Cap. 3, PE3.21A–PE3.24B, PO3.4A–PO3.4B
-  *Audio Program*: Para empezar, Disc 3, Tracks 6–8; *Manual*: p. 85; *Audioscript*: p. 10
-  CD-ROM: Cap. 3, Puntos clave
-  *Online Learning Center*: Cap. 3, Quizzes

### Rincón cultural


- *Main Text*: pp. 84–89
- *Instructor's Manual*: Cap3\_Suggest
- *Manual*: pp. 81–82
-  *Online Manual*: Cap. 3, PE3.4A–PE3.4B
-  CD-ROM: Cap. 3, Rincón cultural
-  *Online Learning Center*: Cap. 3, Quizzes

### Lectura


- *Main Text*: pp. 90–99
- *Instructor's Manual*: Cap3\_Suggest

- *Manual* (Portafolio de lecturas): p. 82
-  *Online Manual* (Portafolio de lecturas): Cap. 3, PE3.5
-  CD-ROM: Cap. 1, Lectura

### ¡A escribir!

- *Main Text*: p. 94
- *Instructor's Manual*: Cap3\_Suggest
- *Manual*: p. 83
-  *Online Manual*: Cap. 3, PE3.6

### Hablando del tema

- *Main Text*: p. 95
- *Instructor's Manual*: Cap3\_Suggest
-  CD-ROM: Cap. 3, Hablando del tema

## ADDITIONAL RESOURCES

### Additional Activities and Teaching Aids

- *Instructor's Manual*: Cap3\_Suggest

### Lecturas literarias

- «Cristina Martínez» de *Mujeres de ojos grandes*, by Ángeles Mastretta (Mexico)
- *Querido Diego, te abraza Quiela* (selecciones), by Elena Poniatowska (Mexico)

### Sample Test


- *Instructor's Manual*: Cap3\_Exam

## MIDTERM RESOURCES

### Examen del medio semestre



- *Instructor's Manual*: Midterm\_Exam

### Para repasar





- *Manual*: pp. 87–106
-  *Online Manual*: Para repasar, PER.111A–PER.6D

## CAPÍTULO 4





### La historia

- *Main Text*: pp. 97–98
- *Instructor's Manual*: Cap4\_Suggest
-  CD-ROM: Cap. 4, La historia
-  *Online Learning Center*: Cap. 4, Dibujo animado


### Vocabulario del tema



- *Main Text*: pp. 99–103
- *Instructor's Manual*: Cap4\_Suggest
- *Manual*: pp. 107–109
-  *Online Manual*: Cap. 4, PE4.1A–PE4.1F, PO4.3
-  *Audio Program*: Para empezar, Disc 3, Tracks 13–14; *Manual*: p. 127; *Audioscript*: pp. 12–13
-  CD-ROM: Cap. 4, Vocabulario del tema
-  *Online Learning Center*: Cap. 4, Quizzes

### Puntos clave



- *Main Text*: pp. 103–108
- *Instructor's Manual*: Cap4\_Suggest
- *Manual*: pp. 109–120
-  *Online Manual*: Cap. 4, PE4.21A–PE4.24B, PO4.4A–PO4.4B
-  *Audio Program*: Para empezar, Disc 3, Tracks 15–17; *Manual*: p. 127; *Audioscript*: p. 13
-  CD-ROM: Cap. 4, Puntos clave
-  *Online Learning Center*: Cap. 4, Quizzes

### Rincón cultural


- *Main Text*: pp. 109–113
- *Instructor's Manual*: Cap4\_Suggest
- *Manual*: pp. 121–123
-  *Online Manual*: Cap. 4, PE4.4A–PE4.4B

-  CD-ROM: Cap. 4, Rincón cultural
-  *Online Learning Center*: Cap. 4, Quizzes


### Lectura

- *Main Text*: **Lectura 1** pp. 114–120; **Lectura 2** pp. 120–122
- *Instructor's Manual*: Cap4\_Suggest
- *Manual* (Portafolio de lecturas): p. 123
-  *Online Manual* (Portafolio de lecturas): Cap. 4, PE4.5
-  CD-ROM: Cap. 4, Lectura

### ¡A escribir!

- *Main Text*: pp. 122–123
- *Instructor's Manual*: Cap4\_Suggest
- *Manual*: p. 123
-  *Online Manual*: Cap. 4, PE4.6

### Hablando del tema

- *Main Text*: pp. 123–124
- *Instructor's Manual*: Cap4\_Suggest
-  CD-ROM: Cap. 4, Hablando del tema

### ADDITIONAL RESOURCES

#### Additional Activities and Teaching Aids

- *Instructor's Manual*: Cap4\_Suggest

#### Lecturas literarias



- «La fiaca» (selecciones), by Ricardo Talesnik (Argentina)
- *El cartero de Neruda* (selecciones), by Antonio Skármeta (Chile)

#### Sample Test





- *Instructor's Manual*: Cap4\_Exam

## CAPÍTULO 5





### La historia

- *Main Text*: pp. 126–128
- *Instructor's Manual*: Cap5\_Suggest
-  CD-ROM: Cap. 5, La historia
-  Online Learning Center: Cap. 5, Dibujo animado


### Vocabulario del tema



- *Main Text*: pp. 129–134
- *Instructor's Manual*: Cap5\_Suggest
- *Manual*: pp. 129–131
-  Online Manual: Cap. 5, PE5.1A–PE5.1F, PO5.3
-  Audio Program: Para empezar, Disc 4, Tracks 4–5; *Manual*: p. 145; *Audioscript*: p. 16
-  CD-ROM: Cap. 5, Vocabulario del tema
-  Online Learning Center: Cap. 5, Quizzes

### Puntos clave



- *Main Text*: pp. 135–139
- *Instructor's Manual*: Cap5\_Suggest
- *Manual*: pp. 131–140
-  Online Manual: Cap 5, PE5.21A–PE5.24B, PO5.4A–PO5.4B
-  Audio Program: Para empezar, Disc 4, Tracks 6–8; *Manual*: p. 145; *Audioscript*: p. 16
-  CD-ROM: Cap. 5, Puntos clave
-  Online Learning Center: Cap. 5, Quizzes

### Rincón cultural


- *Main Text*: pp. 140–145
- *Instructor's Manual*: Cap5\_Suggest
- *Manual*: pp. 141–142
-  Online Manual: Cap. 5, PE5.4A–PE5.4B

-  CD-ROM: Cap. 5, Rincón cultural
-  Online Learning Center: Cap. 5, Quizzes


### Lectura

- *Main Text*: **Lectura 1** pp. 145–152; **Lectura 2** pp. 152–155
- *Instructor's Manual*: Cap5\_Suggest
- *Manual* (Portafolio de lecturas): p. 142
-  Online Manual (Portafolio de lecturas): Cap. 5, PE5.5
-  CD-ROM: Cap. 1, Lectura

### ¡A escribir!

- *Main Text*: p. 155
- *Instructor's Manual*: Cap5\_Suggest
- *Manual*: p. 143
-  Online Manual: Cap. 5, PE5.6

### Hablando del tema

- *Main Text*: p. 156
- *Instructor's Manual*: Cap5\_Suggest
-  CD-ROM: Cap. 5, Hablando del tema

### ADDITIONAL RESOURCES

#### Additional Activities and Teaching Aids

- *Instructor's Manual*: Cap5\_Suggest

#### Lecturas literarias



- «El banquete», by Julio Ramón Ribeyro (Peru)
- «El sueño del pongo», by José María Arguedas (Peru)

#### Sample Test





- *Instructor's Manual*: Cap5\_Exam

## CAPÍTULO 6





### La historia

- *Main Text*: pp. 158–159
- *Instructor's Manual*: Cap6\_Suggest
-  CD-ROM: Cap. 6, La historia
-  Online Learning Center: Cap. 6, Dibujo animado




### Vocabulario del tema

- *Main Text*: pp. 160–165
- *Instructor's Manual*: Cap6\_Suggest
- *Manual*: pp. 147–150
-  Online Manual: Cap. 6, PE6.1A–PE6.1F, PO6.3
-  Audio Program: Para empezar, Disc 4, Tracks 13–14; *Manual*: p. 165; *Audioscript*: p. 19
-  CD-ROM: Cap. 6, Vocabulario del tema
-  Online Learning Center: Cap. 6, Quizzes



### Puntos clave

- *Main Text*: pp. 166–171
- *Instructor's Manual*: Cap6\_Suggest
- *Manual*: pp. 150–159
-  Online Manual: Cap. 6, PE6.21A–PE6.24C, PO6.4A–PO6.4B
-  Audio Program: Para empezar, Disc 4, Tracks 15–17; *Manual*: p. 165; *Audioscript*: p. 19
-  CD-ROM: Cap. 6, Puntos clave
-  Online Learning Center: Cap. 6, Quizzes


### Rincón cultural

- *Main Text*: pp. 171–176
- *Instructor's Manual*: Cap6\_Suggest
- *Manual*: pp. 160–161
-  Online Manual: Cap. 6, PE6.4A–PE6.4B
-  CD-ROM: Cap. 6, Rincón cultural
-  Online Learning Center: Cap. 6, Quizzes


### Lectura

- *Main Text*: **Lectura 1** pp. 176–180; **Lectura 2** pp. 180–182
- *Instructor's Manual*: Cap6\_Suggest
- *Manual* (Portafolio de lecturas): p. 161
-  Online Manual (Portafolio de lecturas): Cap. 6, PE6.5
-  CD-ROM: Cap. 6, Lectura

### ¡A escribir!

- *Main Text*: pp. 182–183
- *Instructor's Manual*: Cap6\_Suggest
- *Manual*: p. 162
-  Online Manual: Cap. 6, PE6.6

### Hablando del tema

- *Main Text*: pp. 183–184
- *Instructor's Manual*: Cap6\_Suggest
-  CD-ROM: Cap. 6, Hablando del tema

### ADDITIONAL RESOURCES

#### Additional Activities and Teaching Aids

- *Instructor's Manual*: Cap6\_Suggest

#### Lecturas literarias

- *Única mirando al mar* (selecciones), by Fernando Contreras Castro (Costa Rica)
- «Pandora», by Claribel Alegría (El Salvador)

#### Sample Test

- *Instructor's Manual*: Cap6\_Exam

### END-OF-TERM RESOURCES

#### Examen final

- *Instructor's Manual*: Final\_Exam