

UNIT I

International student

OUTLINE

**HEADWAY
ACADEMIC SKILLS**

READING, WRITING, & STUDY SKILLS
LEVEL 2 STUDENT'S BOOK

There are four skills in language learning:

1. **Reading**
2. **Writing**
3. Listening
4. Speaking

8 CHOOSE FIVE EXAMPLES OF READING MATERIALS FROM EXERCISE 5 ON PAGE 5. WHY AND HOW DO YOU READ?

1) Novels	Why?	For fun.
	How?	Extensive reading for fun & pleasure.
2) Emails	Why?	<ol style="list-style-type: none"> 1. To find the email of interest. 2. To find specific information. 3. To take an action.
	How?	<ol style="list-style-type: none"> 1. Skim an email to find the email of interest. 2. Scan an email for specific information. 3. Read relevant parts of an email intensively to take an action.
3) Search engine finds	Why?	<ol style="list-style-type: none"> 1. To search for a result of interest. 2. To find specific information. 3. To use the useful result.
	How?	<ol style="list-style-type: none"> 1. Skim the results to find the result of interest. 2. Scan a result for specific information. 3. Read relevant parts of a result intensively to make use of it.

EXERCISE 8

4) Journals	Why?	<ol style="list-style-type: none">1. To find the article of interest.2. To find specific information.3. To take advantage of it.
	How?	<ol style="list-style-type: none">1. Skim a journal to find an article of interest.2. Scan an article for specific information.3. Read relevant parts of an article intensively to make notes.
5) Reports	Why?	<ol style="list-style-type: none">1. To find the report of interest.2. To find specific information.3. To take advantage of it.
	How?	<ol style="list-style-type: none">1. Skim the reports to find a report of interest.2. Scan a report for specific information.3. Read relevant parts of a report intensively to make notes.

9 LOOK BACK AT EXERCISES 2 AND 4 ON PAGES 4 AND 5. IN WHICH EXERCISE DID YOU 'SKIM' AND IN WHICH DID YOU 'SCAN'?

Document	Skimming / Scanning
Passport	Scanning
Formal letter	Skimming
Informal letter	Skimming
Application form	Scanning

CHECKING YOUR WRITING

Every time you write, remember to check your work for;

- capital letters at the beginning of sentences and for proper nouns (names of people, cities, and countries)
- full stops at the end of sentences
- question marks at the end of questions
- spelling mistakes. Use a dictionary or computer spellchecker to check your spelling. Keep a record of any words you misspell. Learn the correct spelling.

READ BURCU'S EMAIL AGAIN. THERE ARE 12 MISTAKES (CAPITAL LETTERS, FULL STOPS, QUESTION MARKS, AND SPELLING). FIND AND CORRECT THEM.

Dear Mr and Mrs Baker,

I'm very happy to accept your offer of accommodation. I'm really excited about coming to London for the first time to do an English course.

I am in my last year of school and next year I want to go to university to study English Language and Literature. At the moment, I am preparing for my final exams, so I'm working very hard. When I'm not so busy, I spend a lot of time reading, but I also enjoy sports I play basketball for my school team once a week. I also enjoy swimming. Is there a sports club with a swimming pool near your house:?

As I mentioned in my last email, my course starts on 24th July but I'm coming two days earlier and my plane arrives at Heathrow on the 22nd at 14.25. Could you tell me the best way of getting from the airport to your house?

I hope to hear from you soon and I'm really looking forward to seeing you in London.

Best wishes,

Burcu Sancak

A DICTIONARY ENTRY

When you consult a dictionary, you need to consult the following information:

- parts of speech
- stress
- pronunciation
- definitions
- example sentences

Be careful! Some words have more than one meaning and use. Make sure you look at the correct part of a definition.

FOR EXAMPLE:

accommodation /əˌkɒməˈdeɪʃn/ noun [U] a place for sb to live or stay: We lived in rented accommodation before buying this house. The price of the holiday includes flight and accommodation.