Headway

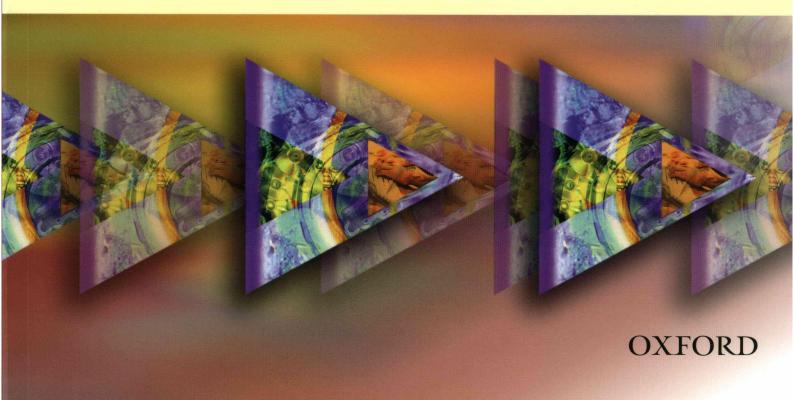
Academic Skills

Reading, Writing, and Study Skills

LEVEL 1 Student's Book

Richard Harrison

Series Editors: Liz and John Soars



CONTENTS

46	c .				1.0
	Sti	10	On	1	litα
	211	Ju	CI	10	uic

READING How do you read? p4-5

Ways of reading: reading methods

2 Daily routines

READING Work and stress p10-11 Predicting content (1): using pictures in a text Skimming: getting the general idea

3 People and the environment

READING Weather p16-17 Scanning – using headings Meaning from context: guessing the meaning of new words

4 Architecture

READING Famous buildings p22-23 Making notes (1): notes from study (intensive) reading, labelling diagrams

RESEARCH Finding information (2) p23 Focusing your search: asking yourself questions

5 Education

READING Universities p28–29 Predicting content (2): using the title and the first few sentences Linking ideas (5): expressing contrast - however

6 Technology

READING Inventions p34-35 Getting information from websites: skimming and scanning to find useful information

Using visuals in a website: getting extra information from diagrams and pictures

7 Food, drink, and culture

READING Food from other countries p40-41Topic sentences: using a topic sentence to help understanding Writer's opinion: identifying the writer's opinion

8 Cities of the world

READING City life p46-47

Looking at data: tables, charts, and graphs Getting facts from a text: using headings to help you find information

9 Brain power

READING A healthy brain p52-53 In other words: using pronouns and synonyms to avoid repetition Making notes (3): organizing notes

10 Staying alive

READING Dangerous diseases of our time p58-59 Using what you know: using your own knowledge to help you understand a text

Using reference to understand a text: (relative) pronouns, possessive adjectives, and adverbs

Focusing on statistics: using text and visuals to understand statistics.

WRITING Describing people p6-7

Punctuation (1): capital letters, full stops, and question marks Linking ideas (1): and and but to join sentences Rules: Present Simple

Checking your writing: errors in spelling, capital letters, punctuation, and grammar

Writing about people

WRITING Routines and procedures p12-13

Handwriting: making handwritten work clear and easy to read Paragraphs: block and indented styles Linking ideas (2): sequencing words: first, after, then, finally ...

Writing about routine and procedure

WRITING Describing our lives p18-19

Punctuation (2): apostrophes Rules: Talking about frequency How to be a good student: study tips Writing about study habits

WRITING Describing buildings p24-25

Linking ideas (3): expressing reason – because Linking ideas (4): expressing result - so Words and phrases (1): language to describe buildings

Writing about a building

WRITING Formal letters and emails p30-31

Greetings and endings: Dear, Yours ... Words and phrases (2): language for letters and emails

Writing a letter or email

WRITING Describing things p36-37

Writing definitions: using which or that to describe things Giving examples: supporting definitions with examples

Writing a description of a device

WRITING Describing food and drink p42-43

Punctuation (2): commas Linking ideas (6): in addition, and and Using pronouns: avoiding repetition Writing about food and drink

WRITING Comparing data p48

Rules: comparatives and superlatives Linking ideas (7): using relative pronouns which and where

Writing about cities

WRITING Notes and summaries p54-55

Common mistakes: typical grammar errors Summaries: summarizing the main points of a text

Writing a summary

WRITING Describing statistics p60-61

Linking ideas (8), (9), (10): on the other hand, as a result, also Words and phrases (3): language to describe tables, charts, and graphs Writing about statistics