

ENGLISH LANGUAGE

SEMESTER 2: 2023-2024



CHAPTER 7

Instructor

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Text book: Headway Academic Skills: Reading, Writing, and Study Skills,
Level 2. By: Sarah Philpot, Series Editors: John and Liz Soars

READING

USING ORIGINAL SOURCES

Decide what information you need from a source. Scan the text to find the relevant part.

Original sources often have difficult language and unknown vocabulary, so don't worry about not understanding *everything*. You can:

- ✓ guess the meaning of unknown words from context.
- ✓ use a dictionary.
- ✓ try a different source.

RESEARCH

DEVELOPING A SEARCH PLAN

To make an Internet search more efficient and reliable, develop a search plan.

Ask yourself the following questions:

- ✓ What is the general search topic?
- ✓ What information do I need to find out?
- ✓ What keywords and phrases will help me?

List the keywords and phrases in order of importance.

WRITING

ADDING EXTRA INFORMATION

One way of adding extra information is to use a non-defining relative clause.

The first experiment was conducted in the morning. It was the main experiment.

- The first experiment, which was the main experiment, was conducted in the morning.
- The first experiment, which was conducted in the morning, was the main experiment.

Use commas and relative pronouns who (for people), which (for things and animals), and where (for places, but omit 'there').

ORGANIZING IDEAS

Always consider carefully the most appropriate way to organize the information in your writing. When writing, experiment procedure, for example, it is usual to follow the experiment order. **Assignment**

**VOCABULARY
DEVELOPMENT**

TOPIC VOCABULARY

Keep a vocabulary notebook or computer file and give each page a topic title, e.g. the arts, technology, etc. Record all new words of the same topic together on one page.

