Headway

Academic Skills

Listening, Speaking, and Study Skills

INTRODUCTORY LEVEL Student's Book

Sarah Philpot and Lesley Curnick

Series Editors: Liz and John Soars

CONTENTS

LISTENING Nice to meet you p4–5	SPEAKING Good morning! p7	
Why listen? <i>listening for what you need to know</i>	Asking for help (1) Could you say that again?	
RULÉS Present Simple (1) Wh- questions Listening for detail listening for the information you need	LANGUAGE BANK Greetings Good morning! See you later.	
KEY LANGUAGE The alphabet p6		
The alphabet understanding and saying		
2 Tourism		
LISTENING Weather p10-11	SPEAKING Places p13	
Predicting thinking about information you will hear	Presentations My name is Thank you for listening.	
Hearing sentences identifying pauses for full stops KEY LANGUAGE Numbers 1-100 p12	Helping the listener (1) speaking clearly	
Understanding numbers (1) 13 and 30		
Understanding numbers (2) temperature, age, time information		
3 Your day		
LISTENING Free time p16	SPEAKING Study habits p18–19	
Listening for the general idea focusing on main points	RULES Present Simple (2) <i>yes / no</i> questions with short answers	
KEY LANGUAGE Time p17 RULES Telling the time <i>It's 8.30 in the morning.</i>	Speaking politely Excuse me! You're welcome.	
RULES Time expressions $in/at/on$		
4 Work		
LISTENING Under the sea and sand p22–23	SPEAKING Let's discuss it p24–25	
Understanding more than one speaker discriminating between different	Giving opinions in discussions agreeing and disagreeing	
voices and accents Listening to discussions recognizing opinions and reasons	LANGUAGE BANK Expressions for discussions That's right. Sorry, I don't agree.	
5 Different kinds of language		
LISTENING The language of dots p28–29	SPEAKING Body language p30–31	
www.components.com		
Understanding a lecture REVIEW of Study Skills	Giving a presentation (1) REVIEW of Study Skills	
Understanding a lecture REVIEW of Study Skills Using visuals (1) getting information from slides, pictures, tables		
Understanding a lecture REVIEW of Study Skills Using visuals [1] getting information from slides, pictures, tables		
Understanding a lecture REVIEW of Study Skills Using visuals (1) getting information from slides, pictures, tables 6 The importance of studying		
Using visuals (1) getting information from slides, pictures, tables 6 The importance of studying LISTENING Pi p34–35	Giving a presentation (1) REVIEW of Study Skills SPEAKING What we study p36-37	
Using visuals (1) getting information from slides, pictures, tables 6 The importance of studying LISTENING Pi p34–35 Understanding the structure of a talk tuning in to signposting: firstly,	Giving a presentation (1) REVIEW of Study Skills SPEAKING What we study p36-37 Helping the listener (2) signposting a talk: Firstly, I'm going	
Using visuals (1) getting information from slides, pictures, tables 6 The importance of studying LISTENING Pi p34–35	Giving a presentation (1) REVIEW of Study Skills SPEAKING What we study p36-37	
Using visuals [1] getting information from slides, pictures, tables 6 The importance of studying LISTENING Pi p34-35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally	Giving a presentation (1) REVIEW of Study Skills SPEAKING What we study p36-37 Helping the listener (2) signposting a talk: Firstly, I'm going to look at	
Using visuals (1) getting information from slides, pictures, tables 6 The importance of studying LISTENING Pi p34-35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40-41	Giving a presentation (1) REVIEW of Study Skills SPEAKING What we study p36-37 Helping the listener (2) signposting a talk: Firstly, I'm going to look at Helping the listener (3) pausing after each idea SPEAKING Telecommunications p43	
Using visuals (1) getting information from slides, pictures, tables 6 The importance of studying LISTENING Pi p34-35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40-41 Taking notes (1) using headings and dates	Giving a presentation (1) REVIEW of Study Skills SPEAKING What we study p36–37 Helping the listener (2) signposting a talk: Firstly, I'm going to look at Helping the listener (3) pausing after each idea SPEAKING Telecommunications p43 Helping the listener (4) explaining difficult words: in other	
Using visuals (1) getting information from slides, pictures, tables 6 The importance of studying LISTENING Pi p34-35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40-41 Taking notes (1) using headings and dates Listening for explanations recognizing signposting of new words: or, that is,	Giving a presentation (1) REVIEW of Study Skills SPEAKING What we study p36-37 Helping the listener (2) signposting a talk: Firstly, I'm going to look at Helping the listener (3) pausing after each idea SPEAKING Telecommunications p43	
Using visuals (1) getting information from slides, pictures, tables 6 The importance of studying LISTENING Pi p34-35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40-41 Taking notes (1) using headings and dates Listening for explanations recognizing signposting of new words: or, that is, in other words	Giving a presentation (1) REVIEW of Study Skills SPEAKING What we study p36–37 Helping the listener (2) signposting a talk: Firstly, I'm going to look at Helping the listener (3) pausing after each idea SPEAKING Telecommunications p43 Helping the listener (4) explaining difficult words: in other	
Using visuals (1) getting information from slides, pictures, tables 6 The importance of studying LISTENING Pi p34–35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40–41 Taking notes (1) using headings and dates Listening for explanations recognizing signposting of new words: or, that is, in other words KEY LANGUAGE Dates p42 Saying dates (1) 1994, 1905	Giving a presentation (1) REVIEW of Study Skills SPEAKING What we study p36–37 Helping the listener (2) signposting a talk: Firstly, I'm going to look at Helping the listener (3) pausing after each idea SPEAKING Telecommunications p43 Helping the listener (4) explaining difficult words: in other	
Using visuals (1) getting information from slides, pictures, tables 6 The importance of studying LISTENING Pi p34-35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40-41 Taking notes (1) using headings and dates Listening for explanations recognizing signposting of new words: or, that is, in other words KEY LANGUAGE Dates p42	Giving a presentation (1) REVIEW of Study Skills SPEAKING What we study p36–37 Helping the listener (2) signposting a talk: Firstly, I'm going to look at Helping the listener (3) pausing after each idea SPEAKING Telecommunications p43 Helping the listener (4) explaining difficult words: in other	
Using visuals (1) getting information from slides, pictures, tables 6 The importance of studying LISTENING Pi p34–35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40–41 Taking notes (1) using headings and dates Listening for explanations recognizing signposting of new words: or, that is, in other words KEY LANGUAGE Dates p42 Saying dates (1) 1994, 1905	Giving a presentation (1) REVIEW of Study Skills SPEAKING What we study p36–37 Helping the listener (2) signposting a talk: Firstly, I'm going to look at Helping the listener (3) pausing after each idea SPEAKING Telecommunications p43 Helping the listener (4) explaining difficult words: in other	
Using visuals [1] getting information from slides, pictures, tables 6 The importance of studying LISTENING Pi p34-35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40-41 Taking notes (1) using headings and dates Listening for explanations recognizing signposting of new words: or, that is, in other words KEY LANGUAGE Dates p42 Saying dates (1) 1994, 1905 Saying dates (2) the 21st of January, the 16th century 8 Industry LISTENING Big business p46-47	SPEAKING What we study p36-37 Helping the listener (2) signposting a talk: Firstly, I'm going to look at Helping the listener (3) pausing after each idea SPEAKING Telecommunications p43 Helping the listener (4) explaining difficult words: in other words SPEAKING The clothing industry p48-49	
Using visuals [1] getting information from slides, pictures, tables 6 The importance of studying LISTENING Pi p34-35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40-41 Taking notes (1) using headings and dates Listening for explanations recognizing signposting of new words: or, that is, in other words KEY LANGUAGE Dates p42 Saying dates (1) 1994, 1905 Saying dates (2) the 21st of January, the 16th century 8 Industry LISTENING Big business p46-47 Taking notes (2) identifying the main idea, reasons, examples	SPEAKING What we study p36–37 Helping the listener (2) signposting a talk: Firstly, I'm going to look at Helping the listener (3) pausing after each idea SPEAKING Telecommunications p43 Helping the listener (4) explaining difficult words: in other words SPEAKING The clothing industry p48–49 Helping the listener (5) giving the main idea + because,	
Using visuals [1] getting information from slides, pictures, tables 6 The importance of studying LISTENING Pi p34-35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40-41 Taking notes (1) using headings and dates Listening for explanations recognizing signposting of new words: or, that is, in other words KEY LANGUAGE Dates p42 Saying dates (1) 1994, 1905 Saying dates (2) the 21st of January, the 16th century 8 Industry LISTENING Big business p46-47	SPEAKING What we study p36-37 Helping the listener (2) signposting a talk: Firstly, I'm going to look at Helping the listener (3) pausing after each idea SPEAKING Telecommunications p43 Helping the listener (4) explaining difficult words: in other words SPEAKING The clothing industry p48-49	
Using visuals [1] getting information from slides, pictures, tables 6 The importance of studying LISTENING Pi p34-35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40-41 Taking notes (1) using headings and dates Listening for explanations recognizing signposting of new words: or, that is, in other words KEY LANGUAGE Dates p42 Saying dates (1) 1994, 1905 Saying dates (2) the 21st of January, the 16th century 8 Industry LISTENING Big business p46-47 Taking notes (2) identifying the main idea, reasons, examples	SPEAKING What we study p36-37 Helping the listener (2) signposting a talk: Firstly, I'm going to look at Helping the listener (3) pausing after each idea SPEAKING Telecommunications p43 Helping the listener (4) explaining difficult words: in other words SPEAKING The clothing industry p48-49 Helping the listener (5) giving the main idea + because, such as, for example	
Using visuals [1] getting information from slides, pictures, tables 6 The importance of studying LISTENING Pi p34-35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40-41 Taking notes (1) using headings and dates Listening for explanations recognizing signposting of new words: or, that is, in other words KEY LANGUAGE Dates p42 Saying dates (1) 1994, 1905 Saying dates (2) the 21st of January, the 16th century 8 Industry LISTENING Big business p46-47 Taking notes (2) identifying the main idea, reasons, examples Listening for questions using other people's questions to understand	SPEAKING What we study p36-37 Helping the listener (2) signposting a talk: Firstly, I'm going to look at Helping the listener (3) pausing after each idea SPEAKING Telecommunications p43 Helping the listener (4) explaining difficult words: in other words SPEAKING The clothing industry p48-49 Helping the listener (5) giving the main idea + because, such as, for example Asking for help (3) Excuse me, could I ask (you) a question?	
6 The importance of studying LISTENING Pi p34–35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40–41 Taking notes (1) using headings and dates Listening for explanations recognizing signposting of new words: or, that is, in other words KEY LANGUAGE Dates p42 Saying dates (1) 1994, 1905 Saying dates (2) the 21st of January, the 16th century LISTENING Big business p46–47 Taking notes (2) identifying the main idea, reasons, examples Listening for questions using other people's questions to understand 9 Astronomy LISTENING The solar system p52–53 Using visuals (2) understanding expressions of position: at the top, on the right	SPEAKING The clothing industry p48–49 Helping the listener (4) explaining difficult words: in other words SPEAKING The clothing industry p48–49 Helping the listener (5) giving the main idea + because, such as, for example Asking for help (3) Excuse me, could I ask (you) a question? SPEAKING Looking at the Moon p55 Helping the listener (6) referring to a visual with	
6 The importance of studying LISTENING Pi p34–35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40–41 Taking notes (1) using headings and dates Listening for explanations recognizing signposting of new words: or, that is, in other words KEY LANGUAGE Dates p42 Saying dates (1) 1994, 1905 Saying dates (2) the 21st of January, the 16th century LISTENING Big business p46–47 Taking notes (2) identifying the main idea, reasons, examples Listening for questions using other people's questions to understand 9 Astronomy LISTENING The solar system p52–53 Using visuals (2) understanding expressions of position: at the top, on the right Taking notes (3) labelling pictures	SPEAKING What we study p36-37 Helping the listener (2) signposting a talk: Firstly, I'm going to look at Helping the listener (3) pausing after each idea SPEAKING Telecommunications p43 Helping the listener (4) explaining difficult words: in other words SPEAKING The clothing industry p48-49 Helping the listener (5) giving the main idea + because, such as, for example Asking for help (3) Excuse me, could I ask (you) a question? SPEAKING Looking at the Moon p55 Helping the listener (6) referring to a visual with expressions of position: in the centre we can see	
Clistening Pi p34-35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40-41 Taking notes (1) using headings and dates Listening for explanations recognizing signposting of new words: or, that is, in other words KEY LANGUAGE Dates p42 Saying dates (1) 1994, 1905 Saying dates (2) the 21st of January, the 16th century LISTENING Big business p46-47 Taking notes (2) identifying the main idea, reasons, examples Listening for questions using other people's questions to understand 9 Astronomy LISTENING The solar system p52-53 Using visuals (2) understanding expressions of position: at the top, on the right Taking notes (3) labelling pictures KEY LANGUAGE Big numbers p54	SPEAKING The clothing industry p48–49 Helping the listener (4) explaining difficult words: in other words SPEAKING The clothing industry p48–49 Helping the listener (5) giving the main idea + because, such as, for example Asking for help (3) Excuse me, could I ask (you) a question? SPEAKING Looking at the Moon p55 Helping the listener (6) referring to a visual with	
Composition of the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40-41 Taking notes (1) using headings and dates Listening for explanations recognizing signposting of new words: or, that is, in other words KEY LANGUAGE Dates p42 Saying dates (1) 1994, 1905 Saying dates (2) the 21st of January, the 16th century LISTENING Big business p46-47 Taking notes (2) identifying the main idea, reasons, examples Listening for questions using other people's questions to understand 9 Astronomy LISTENING The solar system p52-53 Using visuals (2) understanding expressions of position: at the top, on the right Taking notes (3) labelling pictures KEY LANGUAGE Big numbers p54 Saying big numbers 350, five million	SPEAKING What we study p36-37 Helping the listener (2) signposting a talk: Firstly, I'm going to look at Helping the listener (3) pausing after each idea SPEAKING Telecommunications p43 Helping the listener (4) explaining difficult words: in other words SPEAKING The clothing industry p48-49 Helping the listener (5) giving the main idea + because, such as, for example Asking for help (3) Excuse me, could I ask (you) a question? SPEAKING Looking at the Moon p55 Helping the listener (6) referring to a visual with expressions of position: in the centre we can see Helping the listener (7) checking understanding: Is that	
Clistening Pi p34-35 Understanding the structure of a talk tuning in to signposting: firstly, secondly, finally Recognizing pauses understanding phrases 7 Developments in technology LISTENING Technology and telephones p40-41 Taking notes (1) using headings and dates Listening for explanations recognizing signposting of new words: or, that is, in other words KEY LANGUAGE Dates p42 Saying dates (1) 1994, 1905 Saying dates (2) the 21st of January, the 16th century LISTENING Big business p46-47 Taking notes (2) identifying the main idea, reasons, examples Listening for questions using other people's questions to understand 9 Astronomy LISTENING The solar system p52-53 Using visuals (2) understanding expressions of position: at the top, on the right Taking notes (3) labelling pictures KEY LANGUAGE Big numbers p54	SPEAKING What we study p36-37 Helping the listener (2) signposting a talk: Firstly, I'm going to look at Helping the listener (3) pausing after each idea SPEAKING Telecommunications p43 Helping the listener (4) explaining difficult words: in other words SPEAKING The clothing industry p48-49 Helping the listener (5) giving the main idea + because, such as, for example Asking for help (3) Excuse me, could I ask (you) a question? SPEAKING Looking at the Moon p55 Helping the listener (6) referring to a visual with expressions of position: in the centre we can see Helping the listener (7) checking understanding: Is that	

PHONETIC SYMBOLS p79

AUDIO SCRIPTS p64-72

PAIRWORK p73-79

VOCABULARY DEVELOPMENT Classroom instructions p8 Instruction words circle, complete, match Asking for help (2) How do you say this in English?	REVIEW p9 Completing an enrolment form
VOCABULARY DEVELOPMENT Word stress p14 Using a dictionary (1) syllables and stress	REVIEW p15 Giving a short talk about a city
VOCABULARY DEVELOPMENT Words that go together p20 Recording vocabulary (1) key information about a word: part of spe definition, example Recording vocabulary (2) verb + noun	ech, REVIEW p21 Asking about free time
VOCABULARY DEVELOPMENT Spelling and pronunciation p26 Sounds and spelling (1) Present Simple 3rd person -s: /s/, /z/, /iz/ Sounds and spelling (2) consonant groupings: pl-, dr-, str-	REVIEW p27 Understanding and having a discussion
VOCABULARY DEVELOPMENT Silent letters p31 Sounds and spelling (3) words with silent letters RESEARCH Websites p32 Researching a topic (1) writing questions to find information Researching a topic (2) noting website details	REVIEW p33 Understanding a lecture about hand signals, researching a short talk
VOCABULARY DEVELOPMENT Word families p37–38 Word-building (1) word families: verb, noun (person), noun (thing) Using a dictionary (2) noun or verb, word stress, pronunciation	REVIEW p39 Understanding a lecture about higher education, introducing a short talk
VOCABULARY DEVELOPMENT Past Simple endings p44 Sounds and spelling (4) Past Simple -ed endings: /d/, /td/, /t/ Compound nouns p44 Word-building (2) compound nouns: whiteboard, mouse mat	REVIEW p45 Making notes using timelines, preparing and giving a talk on technology
RESEARCH Independent learning p50 Finding information (1) online dictionaries Finding information (2) pronunciation apps	REVIEW p51 Taking notes, organizing notes for a presentation about a fast food company
VOCABULARY DEVELOPMENT Using visuals to record vocabulary p56 Recording vocabulary (3) label, copy, and draw pictures	REVIEW p57 Understanding a longer lecture, recognizing big numbers
VOCABULARY DEVELOPMENT Choosing vocabulary to record p61–62 Recording vocabulary (4) how and what to record Recording vocabulary (5) important vocabulary for your own studies	REVIEW p63 Understanding the structure of a talk, giving a presentation about a career

1 A new start

LISTENING SKILLS Why listen? • Listening for detail

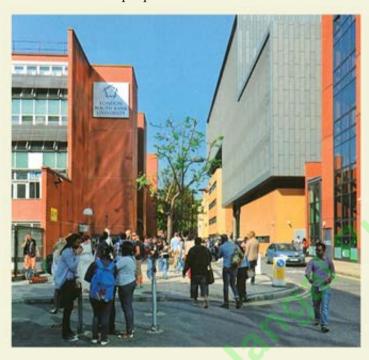
KEY LANGUAGE The alphabet

SPEAKING SKILLS Asking for help (1)

VOCABULARY DEVELOPMENT Instruction words • Asking for help (2)

LISTENING Nice to meet you

- 1 Work with a partner. Look at the pictures. Answer the questions.
 - 1 Where are the people?
 - 2 Who are the people?





- 2 Read STUDY SKILL Look at the badges.
 - 1 What information do you need for Badge 1?
 - 2 What information do you need for Badge 2?

COLLEGE OF FURTHER STUDIES WELCOME DAY NAME Rosa CORTEZ COUNTRY DEGREE SUBJECT English OCCUPATION nurse

COLLEGE OF FURTHER STUDIES WELCOME DAY NAME Paul SMITH COUNTRY UK DEGREE SUBJECT OCCUPATION office worker

- **3 l**. Listen to Rosa and Paul. Complete the badges.
- 4 Unit 1 · A new start

STUDY SKILL Why listen?

Think about the information you need **before** you listen. This helps you understand. For example:

- Do you only need the general idea?
- Do you need a piece of information, e.g. a name, a place, a subject?

4 **1.2** Read the rules. Use contractions or full forms to complete the questions. Listen and check your answers.

I	wnat	your name?
2	How	_ you?
3	Where	you from?
4	What	you ?
5	What	vour degree subject

Read STUDY SKILL (§) 1.3 Listen to three conversations with the college receptionist. Complete the badges. Check your answers with a partner.



RULES Present Simple (1) Wh- questions

With the verb be use a question word + is / are. What 's / is vour name? re / are How you?

's / is he / she from? Where

With other verbs, use a question word + do / does ... + verb.

Where do you teach? does he / she teach? **What** they have? **How many** classes do

STUDY SKILL Listening for detail

When you listen for detail, e.g. for a name, a country, a number:

- listen only for the information which you need.
- do not try to understand everything.

Conversation 1

COLLEGE OF FURTHER STUDIES

WELCOME DAY

WEBER NAME COUNTRY Germany **DEGREE** history **SUBJECT** OCCUPATION teacher

Conversation 2

COLLEGE OF FURTHER STUDIES

WELCOME DAY

NAME Turan ERDEM COUNTRY **DEGREE** business management SUBJECT OCCUPATION police officer

Conversation 3

COLLEGE OF FURTHER STUDIES

WELCOME DAY

NAME Noor AL MANSOORI **COUNTRY** UAE **DEGREE SUBJECT** OCCUPATION secretary

- **6 (Solution 1)** Listen to the conversations again. Tick (\checkmark) the questions you hear.
 - 1 ☐ What's your name?
 - 2 How are you?
 - 3 ☐ What's your degree subject?
 - 4 \square Where are you from?
 - 5 ☐ What do you do?

KEY LANGUAGE The alphabet

Read STUDY SKILL 1.5 Listen and repeat the letters of the alphabet.

The	The alphabet											
α	b	C	d	е	f	g	h	i	j	k	l r	n
n	0	p	q	ľ	S	t	u	V	W	X	y	Z

2 🕲 1.6 Work with a partner. Put the letters of the alphabet under the correct sound. Listen and check your answers.

/eɪ/ say a	/iː/ be b		/əʊ/ no	/aː/ car	

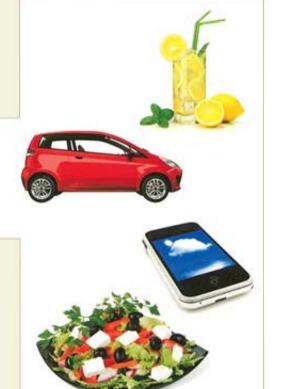
- 3 1.7 Listen and write the letters.
 - 1 a ___ i ___ u
 - 2 m ___ f ___ s
 - 3 c ___ t ___ v
 - 4 j ___ d ___ z 5 t ___ l ___ n
- **4** Work with a partner. Student A, look at page 73. Student B, look at page 76.
- **5** Answer the questions. Write the answer.
 - 1 What's your favourite drink?
 - 2 What's the make of your car?
 - 3 What's the make of your phone?
 - 4 What's your favourite food?
 - 5 Who's your best friend?
- **6** Work with a partner. Ask and answer the questions in exercise 5. Write your partner's answers. Ask for help with spelling.

7)	
3	



You need to know the alphabet:

- to understand how a word is spelled. Ask: How do you spell that? or Could you spell that, please?
- to give information, e.g. your name. Say: My name's Thomas, that's T-H-O-M-A-S.
- **1.4** Listen.



SPEAKING Good morning!

- 1 **1.8** Listen and repeat the questions.
 - 1 What's your name?
 - 2 Where are you from?
 - 3 What course are you on?
 - 4 What do you do?
- **2** Work with a partner. Ask and answer the questions in exercise 1.



3	Read STUDY SKILL 19 Listen and complete the conversations.
	Conversation 1
	A What's your?
	B My name's Alan Waters.
	A Sorry, could you, please?
	B Alan, Alan Waters.
	Conversation 2
	A Where's Noor?
	B The UAE.
	A?

STUDY SKILL Asking for help (1)

If you don't understand, ask: Sorry, could you repeat that, please? I'm sorry, could you say that again? Sorry?

- **4** Work with a partner. Student A, look at page 73. Student B, look at page 76.
- 5 🚳 1.10 Listen and repeat the greetings and replies.

LANGUAGE BANK Greetings and replies				
Greeting people	Replying			
Good morning!	Good morning!			
Good afternoon!	Good afternoon!			
Good evening!	Good evening!			
Hello! / Hi!	Hello! / Hi!			
Goodbye! / Bye!	Goodbye! / Bye!			
Nice to meet you.	Nice to meet you, too.			
How are you?	Fine, thanks. And you?			
See you later.	See you later.			
See you tomorrow.	Yes, see you tomorrow.			



- **6 (S)** 1.11 Listen and reply. Use phrases from the Language Bank.
- **7** Work with a partner. Take turns to greet and reply. Use the phrases from the Language Bank.
 - A How are you?

B The UAE.

- B Fine, thanks. And you?
- A Good evening!
- B Good evening!

VOCABULARY DEVELOPMENT Classroom instructions

Read STUDY SKILL Match an instruction from the box with a picture or example. Compare your answers with your partner.

ask and answer circle complete listen to look at match repeat tick underline work with a partner

STUDY SKILL Instruction words

It is important to understand instructions. Make sure you know the main words, e.g. *circle, complete, match.*



2 🚳 1.12 Listen and follow the instructions.

1	morning	after	noon	evening
2	1 🗌 11 a	ı.m.	a) Good	afternoon!
	2 🗌 3 p.:	m.	b) Good	l evening!
	3 🗌 7 p.:	m.	c) Good	morning!
3	g h	i j	k	
4	10 🗌	11 🗌	12 🗌	13 🗌
5	Ahmed _		fror	n Oman.

- Read STUDY SKILL Work with a partner. What do you say?
 - 1 Ask for the meaning of easy.
 - 2 Ask for the pronunciation of easy.
 - 3 Ask for a translation of easy.
 - 4 Ask the teacher to speak more slowly.

STUDY SKILL Asking for help (2)

Your teacher and other students can help if you have a problem.

- Say: I'm sorry, I don't understand.
- Ask: Could you speak more slowly, please? What does 'difficult' mean? How do you say this in English? What is 'difficult' in Arabic?
- **1.13** Listen.

REVIEW

- 1 Work with a partner. Look at the notice. Answer the questions.
 - 1 What are the classes?
 - 2 When does enrolment begin?
- **2** Work with a partner. Look at the enrolment form. Tick (\checkmark) the questions the secretary needs to ask.
 - 1 What's your name?
 - 2 How old are you?
 - 3 What do you do?
 - 4 Where are you from?
 - 5 What course are you on?
 - 6 What's your level of English?

The Oxford Summer School

English conversation classes

Conversation classes for university students from beginner to advanced.

Enrolment for classes begins on Monday 4th October.

Please bring ID to enrol.

	ummer School
ENROLMENT FORM English conversation	
Vame:	Susanne
Country:	
Course:	
English language level:	☐ Beginner
	☐ Elementary
	☐ Pre-Intermediate
	☐ Intermediate
	☐ Advanced



- 3 1.14 Listen to the conversation. Check your answers to exercise 2.
- 4 1.14 Listen again and complete the enrolment form for Susanne.
- **5** Work with a partner. Take turns to be the secretary and the student. Have a conversation and complete the enrolment form for your partner. Remember to:
 - greet your partner.
 - ask questions.
 - · ask for help with spelling.

ENROLMENT FORM				
English conversation	classes			
Name: Country: Course:				
English language level:	 □ Beginner □ Elementary □ Pre-Intermediate □ Intermediate □ Upper-Intermediate □ Advanced 			

2 Tourism

LISTENING SKILLS Predicting • Hearing sentences

KEY LANGUAGE Understanding numbers (1) and (2)

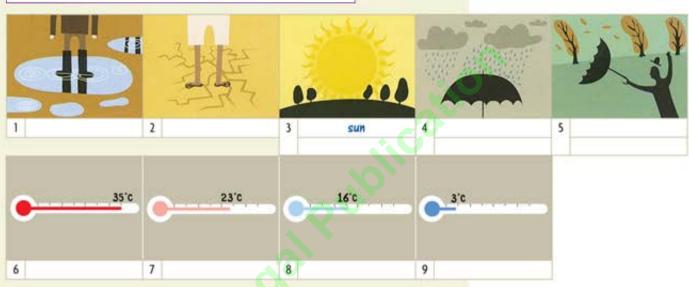
SPEAKING SKILLS Presentations • Helping the listener (1)

VOCABULARY DEVELOPMENT Using a dictionary (1)

LISTENING Weather

1 Work with a partner. Match a picture with a word or words in the box.





- Read STUDY SKILL Look at CITY FILE 1. What is the lecture about?
 - a) geography
- b) agriculture
- c) climate

STUDY SKILL Predicting

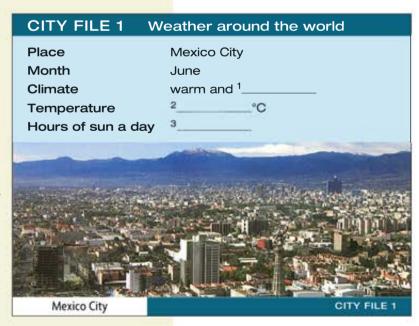
Before you listen to a presentation, think about the information you will hear. Look at the slides.

- Use the title.
- Look at any pictures and slides.
- Think about important words on the topic.

This helps you understand the presentation.

3 Work with a partner. Look at 1–3 in CITY FILE 1. Is the missing information a word (W) or a number (N)?

1 __ 2 __ 3 __



- 5 Look at CITY FILE 2. Answer the questions.
 - a) What is the country?
 - b) How many hours of sun a day are there?
 - c) What information do you need for 1-3?
- 6 **②** 2.2 Listen to a student talk. Complete CITY FILE 2. Check your answers with a partner.



7 **3** 2.3 Listen and read the sentences. What happens at the end of the first sentence? Read STUDY SKILL

Let's look at Mexico City. In June, the climate is warm and dry.

8 Work with a partner. Add a full stop at the end of the five sentences in the text. Put a capital letter at the beginning of each sentence.

good morning, my name is Diana I come from Malta my talk is about the weather in my country in June, it is hot and dry the temperature is 28°C, and there are about eleven hours of sun a day

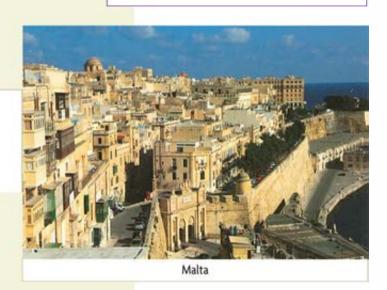
9 **3.4** Listen and check your answers.

STUDY SKILL Hearing sentences

In written English, there is a full stop at the end of a sentence.

In **spoken English**, there is a short pause at the end of a sentence.

Hearing the short pause helps you understand.



KEY LANGUAGE Numbers 1–100

1 ② 2.5 Listen and repeat the numbers.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

2 © 2.6 Listen and write the missing numbers. Check your answers with a partner.

a) 5 7 ___ 20 b) 4 ___ 14 17 c) 1 3 6 ___

d) 2 10 ___ 18

3 **②** 2.7 Write the numbers you hear. Check your answers with a partner.

a) <u>50</u> b) ___

f) ____ g) ___

c)

h) ___

d) ___

i) ____

e) ____

4 Read STUDY SKILL © 2.9 Listen and underline the number you hear. Check your answers with a partner.

a) 14 40

b) 15 50

c) 16 60 d) 17 70

e) 18 80

f) 19 90

STUDY SKILL Understanding numbers (1)

Some numbers sound similar, e.g. 13 and 30.

Listen for the word stress. This helps you understand which number it is.

thirteen thirty fourteen forty

2.8 Listen.

5 Read STUDY SKILL © 2.10 Listen and complete the sentences with a number.

2 There are about ______ hours of sun a day.

3 The class starts at ______o'clock.

4 I'm _____ years old.

5 There are _____ students in my class.

STUDY SKILL Understanding numbers (2)

Numbers are used to give information, e.g. about temperature, age, time.

The temperature is 39°C. I am 18 years old.

The library opens at 9 o'clock.

It is important to understand and say numbers correctly.







6 Work with a partner. Student A, look at page 73. Student B, look at page 76.

SPEAKING Places

- 1 Read STUDY SKILL ② 2.11 Listen to the start of two presentations. Is presentation 1 or presentation 2 better?
- **2** Work with a partner. Is expression a) or expression b) better for a presentation? Why?
 - 1 a) Hello.
 - b) Good afternoon.
 - 2 a) My name is ...
 - b) I'm ...
 - 3 a) My talk is about ...
 - b) Here's my talk.
 - 4 a) Thanks.
 - b) Thank you for listening.
- 3 Add the headings in the box to CITY FILE 3.

Place Famous for Number of tourists **Population**

4 Use the notes in CITY FILE 3 to complete the text. Check your answers with a partner.

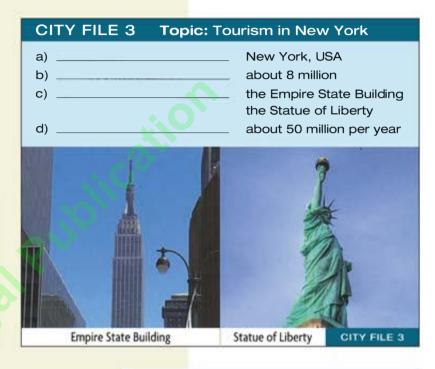
1	is a large o	city in the USA.
It has a	population of abo	•
million p	people. It is famoi	us for the
3		and the
4	of 5	About
6	million tou	ırists visit New
York ea	ch ⁷	

- 5 Read STUDY SKILL Work with a partner. Give a talk using the text in exercise 4.
 - Remember to say Good morning or Good afternoon, your name, and the topic.
 - Give the talk.
 - Thank your listeners.
- **6** Work with a partner. Student A, look at page 73. Student B, look at page 76.
- 7 Answer the questions about your partner's talk.
 - 1 Did your partner speak clearly?
 - 2 Did your partner make a short pause at the end of sentences?
 - 3 Did your partner say numbers clearly?

STUDY SKILL Presentations

It is important to start and end a presentation clearly.

- Greet the listeners, and say your name: Good morning / afternoon. My name is Yuko.
- Say the topic of your talk: My talk is about tourism in Tokyo.
- Say thank you at the end: Thank you for listening.



STUDY SKILL Helping the listener (1)

Help your listeners understand your talk.

- Speak slowly and clearly.
- Make a short pause at the end of sentences.
- Say important information clearly, e.g. numbers.

VOCABULARY DEVELOPMENT Word stress

- Read STUDY SKILL Work with a partner. How many syllables are there in each word?
 - 1 rainy
 - 2 degree
 - 3 understand
 - 4 Singapore
 - 5 climate
 - 6 eleven

STUDY SKILL Using a dictionary (1)

Some words have more than one syllable, e.g. sunny su nny (two syllables), important im por tant (three syllables).

- We stress one syllable more than the others: Sunny important
 - 2.12 Listen.
- A dictionary shows you the stressed syllable (').

important 0- /Im'po:tnt/ adjective

- **1** If something is **important**, you must do, have or think about it: *It is important to* sleep well the night before an exam. \diamond I think that happiness is more important than money.
- **2** powerful or special: *The prime minister is a very important person.*

sunny /'sʌni/ adjective (sunnier, sunniest) bright and warm with light from the sun: a sunny day ⋄ Tomorrow will be warm and sunny.

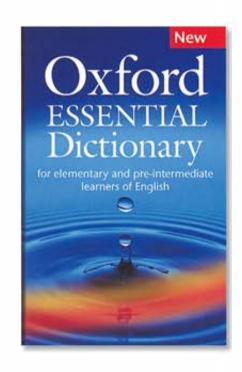
Definitions from the Oxford Essential Dictionary © Oxford University Press

3 Work with a partner. Say the words in the box. Put them under the correct heading.

adjective afternoon complete number sixteen student syllable tourist weather

two syllables	three syllables	
	<u>a</u> djective	

- 4 **⑤** 2.14 Listen to the words in exercise 3. Underline the stressed syllable.
- 5 Use a dictionary to check your answers.
- 6 Work with a partner. Look at the words. Answer the questions. Check your answers in a dictionary.
 - a) How many syllables are there?
 - b) Which syllable is stressed? Underline the stressed syllable.
 - 1 understand 3
 2 predict ___
 3 morning ___
 4 agriculture ___
 5 eighteen ___
 6 partner
 7 thirty ___
- 7 **②** 2.15 Listen and check your answers.



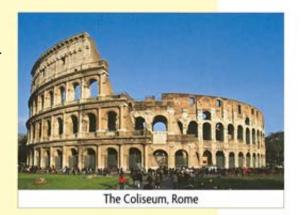
REVIEW

- 1 ② 2.16 Listen to the sentences about Rome. Count the number of sentences you hear, and write 1, 2, or 3.
 - a) ___
 - b) ___
 - c)
- **2** Work with a partner. Look at the pictures and the notes in CITY FILE 6. Predict the topic of the talk.
- **3** Work with a partner. For gaps 1–6 in CITY FILE 6, do you need a word (W) or a number (N)?
 - 1 W
 - 2
 - 3 ___

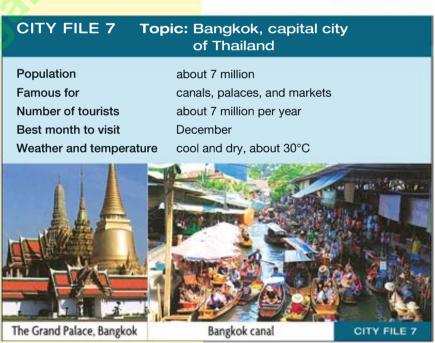
 - 5
- 4 ② 2.17 Listen to the talk and complete CITY FILE 6. Compare your answers with a partner.
- **5** Use the information in CITY FILE 7 to prepare a talk about Bangkok.
- **6** Work with a partner. Take turns to give the talk. Answer the questions about your partner.

Did your partner:

- 1 say Good morning or Good afternoon?
- 2 say his / her name and the topic?
- 3 speak clearly?
- 4 make a short pause at the end of sentences?
- 5 say numbers clearly?
- 6 say *Thank you* at the end of the talk?







3 Your day

LISTENING SKILLS Listening for the general idea

KEY LANGUAGE Telling the time • Time expressions

SPEAKING SKILLS Speaking politely

VOCABULARY DEVELOPMENT Recording vocabulary (1) and (2)

LISTENING Free time

travel by bus use a computer visit famous places watch television

- 2 Read STUDY SKILL 3.2 Listen to Julian. Which sentence gives the general idea?
 - 1 Julian talks about his computer.
 - 2 Julian talks about his studies.
 - 3 Ulian talks about his free time.

STUDY SKILL Listening for the general idea

When you listen for the general idea, do not try to understand every word. Listen for the main points.









- 3 9 3.2 Listen again and tick (\checkmark) the true sentences.
 - 1 Julian visits famous places.
 - 2 ☐ He travels by taxi.
 - 3 He goes shopping.
 - 4 He watches television.
 - 5 He talks to his friends on the Internet.
 - 6 ☐ He goes on Facebook.
- 4 Work with a partner. Look at the timetable. Answer the questions.
 - 1 What day of the week is it?
 - 2 When is the chemistry lecture?
- **5 3.3** Listen to the telephone conversation. Answer the questions.
 - 1 Who is talking?
 - a) two teachers b) two students
 - 2 Who has the new timetable for Mondays?
 - a) Paul b) Ahmed
- **6 3.3** Listen again. Complete the timetable with the words in the box. Compare your answers with a partner.

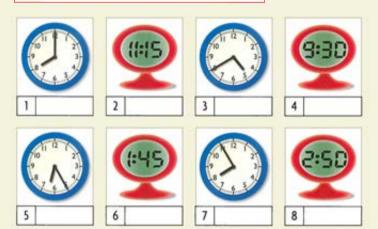
biology	chemistry	English	maths
Diology	chemistry	LIIGUSII	matris

Lecture time	etable	
MONDAY	Time	Lectures
morning	9.00	chemistry
	11.00	2
afternoon	2.00	3
	4.00	4
TUESDAY	Time	Lectures

KEY LANGUAGE Time

1 **3.4** Read the rules. Listen and match a time in the box with a picture.

8.00 4.40 one forty-five nine thirty two fifty 7.55 eleven fifteen 6.25



- 2 3.4 Listen again and repeat the times.
- Work with a partner. Ask and say the times in the pictures.
 - A What's the time?
 - B It's two fifty.
 - A Thank you.
- **4** Work with a partner. Student A, look at page 74. Student B, look at page 77.
- 5 3.5 Read the rules. Work with a partner. Complete the text with in, on, or at. Listen and check your answers.



RULES Telling the time

Say the hour and then the minutes. It's eight thirty (8.30).

It's ten forty-five (10.45). For the part of day, say:

in the morning (00.00–12.00) in the afternoon (12.00-6.00) in the evening (6.00-12.00)

RULES Time expressions

Use a preposition with a time expression.

- Use in for a part of the day: in the morning(s)
- Use at for a time, and for at the weekend / at weekends: She gets up at 7.30. They play football at weekends.
- Use **on** for a day, and a part of the day: on Tuesday(s) on Tuesday afternoon(s)

Fatima is a business studies student. 1	Mondays, she has lectures
2 the mornings. She has lunch 3 _	12.30. 4
the afternoons, she works in the library. She v	vatches television 5the
evenings. She sees her friends ⁶	weekends.

SPEAKING Study habits

- 1 Work with a partner. Match a verb in **A** with a word or phrase in **B**.
 - 1 have a) in the library 2 play b) lunch 3 work c) basketball 4 use d) a computer
- **2** Label pictures 1–4 with a phrase from exercise 1.
- 3 (5) 3.6 Listen to the interview with Gina. What does she do? Find two activities in exercise 1.
- 4 Read the rules. Complete the interview with Gina.
 - A Excuse me, Gina!
 - B Yes?
 - A Could I ask you some questions about your study habits, please?

 - \mathbf{A}^{-1} _____ you a student here?
 - **B** Yes, I²
 - **A** ³ you work in the library?
 - B Yes, I ⁴
 - A Do you use the computers here?

 - B No, I ⁵______you do any sport at the university?

 - **A** Thank you.
 - **B** You're welcome.

RULES Present Simple (2) yes / no questions with short answers

With the verb be.

Are you a student? No, I'm not. Yes. I am. **Are you** students? No. we're not. Yes. we are. **Are they** students? No, they're not. Yes, they are. **Is he / she** a student? Yes, he / she is. No, he / she isn't.

With other verbs, use do / does + verb.

Do you play football? Yes, I do. No, I don't. **Do they play** football? Yes, they do. No, they don't. Does he / she play football? Yes, he / she does. No, he / she doesn't.

- 5 3.6 Listen again and check your answers.
- **6** Work with a partner. Read the conversation aloud.









7 Work with a different partner. Ask and answer questions about Gina.



- 8 Read STUDY SKILL Circle four polite expressions in the interview in exercise 4 on page 18.
- **9** Add a polite expression to the conversations.
 - 1 **A** Could I ask a question, ____?
 - **B** Yes, of course.
 - **A** When do we give in the homework?
 - **B** On Monday morning.
 - 2 **A** _____! Where's Room A5?
 - B _____, I don't know.
 - 3 **A** Thank you for your help.
 - В _____.
 - **3.7** Listen and check your answers.
- **10** Work with a partner. Practise the conversations.
- 11 Work with a partner. Ask and answer *yes/no* questions and questions with When. Use the ideas in the box.

Do you	use the computers at university? work in the library? do any sport? travel by bus?
When do you	go on Facebook? drive to university? go to the cafeteria? watch television?



12 Work with a different partner. Ask and answer questions about your partner in exercise 11.



STUDY SKILL Speaking politely

It is important to be polite when speaking to people. Use polite expressions:

Excuse me! You're welcome. Please. I'm sorry, I don't know.

Thank you.



VOCABULARY DEVELOPMENT Words that go together

1	a design evi	I ook at V	To an build may make	and 1. I abol the mente	
1	with the word		ocabulary reco	ord 1. Label the parts	STUDY SKILL Recording vocabulary (1)
	definition translation	example senten word stress	ce part of spe	ech	It is important to record new vocabulary. Use a computer file or a notebook to write down: the word stress. a definition. the part of speech. an example sentence. the translation.
3	vocabulary reco	ord I			
	l	V	ective berüh	mt known by many people	London is famous for its red buses. 5
2	Complete Vocabulary record 2. Use a dictionary to help you. Vocabulary record 2				
0.00	Word	Part of speech	Translation	Definition	Example sentence
	<u>pa</u> ragraph	noun			
	improve			10	
	semester				
	large		1		10
	timetable				
				0	
	go play line go line g	a) games b) bus c) televis d) the In e) shopp	sion ternet ing	he verbs.	STUDY SKILL Recording vocabulary (2) Some verbs and nouns are often used together: use a computer, do homework Record these words together to improve your vocabulary.
	computer gan		ox next to each	verb. Use a dictionary to h	nelp you.
	tennis you play do	ır work			