

Unit	Learning focus
<b>Reading</b>	<ol style="list-style-type: none"> <li>1. Reading strategies: <i>identifying which strategy to use</i></li> <li>2. Scanning: <i>finding specific information in a text</i></li> <li>3. Skimming: <i>assessing whether a text is relevant</i></li> <li>4. Reading for gist: <i>understand the main points of a text</i></li> </ol>
<b>Listening</b>	<ol style="list-style-type: none"> <li>1. Predicting words and ideas: <i>knowledge activation and using clues</i></li> <li>2. Listening for detail: <i>accurately noting details</i></li> <li>3. Listening for the main points: <i>identifying and noting main points</i></li> </ol>
<b>Writing</b>	<ol style="list-style-type: none"> <li>1. Analysing essay questions: <i>the PQRS technique</i></li> <li>2. Planning your essay: <i>logical structure, introductions, conclusions</i></li> <li>3. Linking ideas: <i>using words to connect ideas logically</i></li> <li>4. Using academic style: <i>using appropriate academic language</i></li> </ol>
<b>Speaking</b>	<ol style="list-style-type: none"> <li>1. Speaking out: <i>deciding what to say, practising a short talk</i></li> <li>2. Giving opinions: <i>expressing ideas and supporting them</i></li> <li>3. Giving a presentation: <i>planning, using visuals, body language</i></li> <li>4. Seminar skills: <i>discussing ideas, appropriate language</i></li> </ol>
<b>Research</b>	<ol style="list-style-type: none"> <li>1. Finding the right information: <i>catalogues, databases, the Internet</i></li> <li>2. Taking notes: <i>abbreviations, using the Cornell system</i></li> <li>3. Citing sources: <i>keeping accurate records, correct citation styles</i></li> </ol>
<b>Critical thinking</b>	<ol style="list-style-type: none"> <li>1. Understanding the argument: <i>working out the writer's message</i></li> <li>2. Evaluating evidence: <i>assessing the validity of evidence</i></li> <li>3. Recognising problems with an argument: <i>challenging an argument</i></li> <li>4. Avoiding plagiarism: <i>using information from sources appropriately</i></li> </ol>
<b>Vocabulary</b>	<ol style="list-style-type: none"> <li>1. Dealing with unknown words: <i>guessing and ignoring words</i></li> <li>2. Developing your academic vocabulary: <i>GSL, AWL, dictionaries</i></li> <li>3. Learning specialist words: <i>specialist words in lectures, keeping records</i></li> </ol>
<b>Grammar</b>	<ol style="list-style-type: none"> <li>1. Eliminating basic errors: <i>tenses, agreement, punctuation</i></li> <li>2. Improving your academic grammar: <i>reported speech, modals</i></li> <li>3. Solving grammar problems: <i>identifying your weaknesses, terminology</i></li> </ol>
<b>Describing visuals</b>	<ol style="list-style-type: none"> <li>1. Describing visual data: <i>writing and speaking, approximations</i></li> <li>2. Evaluating data in seminars and reports: <i>reaching a conclusion</i></li> <li>3. Creating visuals: <i>choosing the appropriate type of visual</i></li> </ol>
<b>Independent learning</b>	<ol style="list-style-type: none"> <li>1. Managing your time: <i>planning and prioritising</i></li> <li>2. Becoming a more effective learner: <i>academic and language learning</i></li> <li>3. Preparing successfully for exams: <i>studying for tests and assessments</i></li> </ol>