

Vorwort	4
 Different ways of reading; text types	
A 1: Reading habits	6
A 2: Recognising different types of texts	7
 Skimming	
A 3: Skimming advertisements/making telephone enquiries	8
A 4: Skimming with the help of illustrations and headings/making notes (table)	10
A 5: Reading and writing book descriptions ('blurbs')	12
 Scanning for specific information	
A 6: Scanning an advertisement/explaining (sports) rules in writing	14
A 7: Scanning an encyclopedia article/making notes (list)	16
 Writing letters	
A 8: Writing informal letters	18
A 9: Writing formal letters: applying for jobs	20
 Reading for detail	
A 10: An informative text/reorganising information	22
A 11: Conventional features of instructional texts/writing instructions	24
A 12: Identifying the main ideas in a newspaper article/linking ideas	26
 Presenting arguments	
A 13: Argumentative text/writing a balanced argument	28
A 14: Oral presentation of written texts/making notes, summarising	30
A 15: Debating/writing a poem	32
 Summarising	
A 16: Understanding an explanatory text/summarising non-fiction	35
A 17: Understanding a literary text/summarising fiction	37
 Approaching literature	
A 18: Understanding descriptive techniques/describing physical appearance	40
A 19: Direct and indirect characterisation/continuing a story	42
A 20: Characterisation through dialogue/writing dialogue	44
 Humour and irony	
A 21: Humour through taking things literally	46
A 22: Humorous poems: nonsense, puns/writing poetry	48
A 23: Irony and euphemisms in a fable	50
 Creative reading and writing	
A 24: Writing the ending to a short story/changing the point of view	52
Teaching notes	55
Index of text types and reading and writing skills	88