

1 Listening skills	4
☉ 1.1 Latinos in the USA	4
☉ 1.2 Online shopping in India	5

☉ 1.3 Adieu EU	6
☉ 1.4 An app to fall in love with	7

A Reading skills

1 Reading Skills	8
1.1 Getting started: Anticipating	8
1.2 Skimming through a text	10
1.3 Scanning a text	11
1.4 Dealing with unknown words	11

B Writing skills

1 Writing Skills	13
------------------------	----

A Referring to a text

1 Using quotations	17
--------------------------	----

B Non-fictional texts

1 Speech	18
1.1 Getting started: The nature of speeches	18
1.2 Structure	20
1.3 Content	21
1.4 Stylistic devices	21
2 Newspaper article	22
2.1 Getting started: Basics about newspaper articles	23
2.2 Structure	23
2.3 Language and line of argument	25
3 Review	26
3.1 Getting started: The nature of reviews	26
3.2 Structure	26
3.3 Content	27
3.4 Stylistic devices	28

C Fictional texts

1 Prose	29
1.1 Getting started: Describing the action	29
1.2 Characters: Characterisation	31
1.3 Characters: Relationships	32
1.4 Characters: Attitudes and feelings	33
1.5 Point of view: Overview	35
1.6 Point of view: Reliability and identification	37
1.7 Point of view: Function	38
2 Poetry	39
2.1 Getting started: Basic terms concerning form	39
2.2 A modern poem: Content	41

1.1 Getting started: Answering a comprehension question	13
1.2 Summary writing	13

C Closed and half-open tests

1 Closed and half-open tests	14
1.1 Getting started: Anticipating	14
1.2 Working on the questions	15

2.3 A modern poem: Language	42
2.4 Glossary of literary terms: Sound and rhythm	44
2.5 A traditional poem: Rhyme and rhythm	45
2.6 A traditional poem: Content	46

3 Drama	47
3.1 Getting started: The nature of drama	47
3.2 A modern play: Setting, action, atmosphere	49
3.3 A modern play: Characters	49
3.4 A modern play: Elements of comedy	50
3.5 A traditional play: Communication and images	53
3.6 A traditional play: Stage directions	54
3.7 A traditional play: Approaches to tragedy	55

D Visual texts

1 Pictures	56
1.1 Getting started: Four-step analysis	56
1.2 Photographs, paintings and drawings	58
1.3 Cartoons	58
2 Tables, graphs and charts	60
2.1 Getting started: Definitions	60
2.2 Tables	61
2.3 Graphs	62
2.4 Charts	63

E Audiovisual texts

1 Audiovisual texts	65
1.1 Getting started: Camera operations	65
1.2 Camera operations: Function	67
1.3 Interpreting body language	68
1.4 The four steps of film scene analysis	69
1.5 Note-taking sheet: Film scene analysis	70

A Comment

1 Comment	71
1.1 Getting started: Types of comment	71
1.2 Connectors	72
1.3 Paragraph-writing and "mini-comments"	73
1.4 Writing a model comment	75

B Text production

1 Letters	76
1.1 Personal letters/E-mail	76
1.2 Formal letters	77
2 Speeches	79
2.1 Getting started: Basics	79
2.2 Structure	80
2.3 Rhetorical devices	81

3 Newspaper articles	82
3.1 Newspaper comments and letters to the editor	82
3.2 News stories	83
4 Interior monologues and diary entries	84
4.1 Interior monologues	84
4.2 Diary entries	86
5 Dialogues and interviews	87
5.1 Argumentative dialogues	87
5.2 Interviews	88
6 Continuing or changing prose texts	89

1 Mediation	90
1.1 Getting started: Characteristics of a mediation task	90
1.2 Understanding the situation and the task	90
1.3 Skimming and scanning	92
2 Information in context – popular types of target texts for mediation	93
2.1 Target text: Article	93
2.2 Target text: Email	93
2.3 Target text: Script for an opening statement	94

3 Mediation Practice I	95
3.1 Choosing the right register	96
3.2 Explaining cultural differences	96
4 Mediation Practice II	97

Speaking

1 Speaking Skills	98
1.1 Getting started: Preparing for an oral exam	98
1.2 Useful phrases for giving presentations	99
1.3 Useful phrases for avoiding awkward pauses	100
1.4 Useful phrases for discussions	100

2 Mock exams	101
2.1 Climate change and globalisation	101
2.2 Environment	101
2.3 American dreams and nightmares	102
2.4 Gun control	102
2.5 Artificial intelligence	103

Language Workshop

1 Language workshop	104
1.1 Getting started: Evaluate yourself!	104
1.2 Style	104
1.3 Comma	105
1.4 Apostrophe	106
1.5 Spelling	106
1.6 Word meanings	107

1.7 Nouns and adjectives	108
1.8 Verbs and adverbs	109
1.9 Words in context: Phrases and collocations	110
1.10 Sentences	110
1.11 Conditional sentences	110
1.12 Tenses	111
1.13 Summarising tests	112