

Inhalt

Basic text skills

| | | |
|------------------|---|---|
| A Reading skills | 1.1 Getting started: Anticipating | 4 |
| | 1.2 Skimming through a text | 6 |
| | 1.3 Scanning a text | 7 |
| | 1.4 Dealing with unknown words | 7 |
| B Writing skills | 2.1 Getting started: Answering a comprehension question | 8 |
| | 2.2 Summary writing | 9 |
| | 2.3 Using quotations | 9 |

Text analysis

| | | |
|-----------------------|--|-----------|
| A Non-fictional texts | 1 Speech | 11 |
| | 1.1 Getting started: The nature of speeches | 11 |
| | 1.2 Structure | 13 |
| | 1.3 Content | 13 |
| | 1.4 Stylistic devices | 14 |
| | 2 Newspaper article | 15 |
| | 2.1 Getting started: Basics about newspaper articles | 16 |
| | 2.2 Structure | 16 |
| | 2.3 Stylistic devices | 17 |
| | 3 Review | 19 |
| | 3.1 Getting started: The nature of reviews | 19 |
| | 3.2 Structure | 19 |
| | 3.3 Content | 20 |
| | 3.4 Stylistic devices | 21 |
| B Fictional texts | 1 Prose | 22 |
| | 1.1 Getting started: Describing the action | 22 |
| | 1.2 Characters: Characterisation | 24 |
| | 1.3 Characters: Relationships | 25 |
| | 1.4 Characters: Attitudes and feelings | 26 |
| | 1.5 Point of view: Overview | 28 |
| | 1.6 Point of view: Reliability and identification | 30 |
| | 1.7 Point of view: Function | 31 |
| | 2 Poetry | 32 |
| | 2.1 Getting started: Basic terms concerning form | 32 |
| | 2.2 A modern poem: Content | 34 |
| | 2.3 A modern poem: Language | 35 |
| | 2.4 Glossary of literary terms: Sound and rhythm | 37 |
| | 2.5 A traditional poem: Rhyme and rhythm | 38 |
| | 2.6 A traditional poem: Content | 39 |
| | 3 Drama | 40 |
| | 3.1 Getting started: The nature of drama | 40 |
| | 3.2 A modern play: Setting, action, atmosphere | 42 |
| | 3.3 A modern play: Characters | 42 |
| | 3.4 A modern play: Elements of comedy | 43 |
| | 3.5 A traditional play: Communication and images | 46 |
| | 3.6 A traditional play: Stage directions | 47 |
| | 3.7 A traditional play: Approaches to tragedy | 48 |
| C Visual texts | 1 Pictures | 49 |
| | 1.1 Getting started: Four-step analysis | 49 |
| | 1.2 Photographs, paintings and drawings | 49 |
| | 1.3 Cartoons | 51 |
| | 2 Tables, graphs and charts | 53 |
| | 2.1 Getting started: Definitions | 53 |
| | 2.2 Tables | 54 |
| | 2.3 Graphs | 55 |
| | 2.4 Charts | 56 |
| D Listening texts | 1.1 Structural change in the UK | 58 |
| | 1.2 Youth culture in rural areas | 59 |
| | 1.3 The euro | 60 |
| | 1.4 US immigration | 61 |
| | 1.5 International peacekeeping | 62 |

| | | | |
|----------------------------------|---------------------------------------|--|------------|
| | E Audiovisual texts | 1.1 Getting started: Camera operations | 63 |
| | | 1.2 Camera operations: Function | 65 |
| | | 1.3 Interpreting body language | 66 |
| | | 1.4 The four steps of film scene analysis | 67 |
| | | 1.5 Note-taking sheet: Film scene analysis | 68 |
| Evaluation | A Comment | 1.1 Getting started: Types of comment | 69 |
| | | 1.2 Connectors | 70 |
| | | 1.3 Paragraph-writing and “mini-comments” | 71 |
| | | 1.4 Writing a model comment | 73 |
| | B Text production | 1 Letters | 74 |
| | | 1.1 Personal letters | 74 |
| | | 1.2 Formal letters | 75 |
| | | 2 Speeches | 77 |
| | | 2.1 Getting started: Basics | 77 |
| | | 2.2 Structure | 78 |
| | | 2.3 Rhetorical devices | 79 |
| | | 3 Newspaper articles | 80 |
| | | 3.1 Newspaper comments and letters to the editor | 80 |
| | | 3.2 News stories | 81 |
| | | 4 Interior monologues and diary entries | 82 |
| | | 4.1 Interior monologues | 82 |
| | | 4.2 Diary entries | 84 |
| | | 5 Dialogues and interviews | 85 |
| | | 5.1 Argumentative dialogues | 85 |
| | | 6 Continuing or changing prose texts | 87 |
| Language workshop | | 1.1 Getting started: Evaluate yourself! | 88 |
| | | 1.2 Comma | 88 |
| | | 1.3 Apostrophe | 90 |
| | | 1.4 Spelling | 90 |
| | | 1.5 Word meanings | 91 |
| | | 1.6 Nouns and adjectives | 92 |
| | | 1.7 Verbs and adverbs | 93 |
| | | 1.8 Words in context: Phrases and collocations | 94 |
| | | 1.9 Sentences | 94 |
| | | 1.10 Conditional sentences | 94 |
| | | 1.11 Tenses | 95 |
| | | 1.12 Summarising tests | 96 |
| Mediation and translation | 1 Mediation | | 97 |
| | | 1.1 Getting started: The structure of a mediation task | 97 |
| | | 1.2 Mediation English – German | 97 |
| | | 1.3 Mediation German – English | 98 |
| | | 1.4 Mediation vs translation | 98 |
| | | 1.5 Practice makes perfect | 100 |
| | 2 Translation English – German | | 106 |
| | | 2.1 Getting started: Translation guidelines | 106 |
| | | 2.2 Tips and tricks | 106 |
| | | 2.3 Common problems in translating | 108 |
| | | 2.4 Introduction to your English-English dictionary | 109 |