

Unit

Learning focus



**Independent learning**

- Managing your time: planning and prioritising
- Becoming a more effective learner: academic learning and language learning
- Preparing successfully for exams: studying for tests and assessments



**Listening**

- Predicting words and ideas: knowledge activation and using clues
- Listening for detail: accurately noting details
- Listening for the main points: identifying and noting main points



**Speaking**

- Speaking out: deciding what to say, practising a short talk
- Giving opinions: expressing ideas and supporting them
- Giving a presentation: planning, using visuals, body language
- Seminar skills: discussing ideas, appropriate language



**Reading**

- Reading strategies: identifying which strategy to use
- Scanning: finding specific information in a text
- Skimming: assessing whether a text is relevant
- Reading for gist: understand the main points of a text



**Writing**

- Analysing essay questions: the PQRS technique
- Planning your essay: logical structure, introductions, conclusions
- Linking ideas: using words to connect ideas logically
- Using academic style: using appropriate academic language



**Working with visuals**

- Describing visual data: writing and speaking, approximations
- Evaluating data in seminars and reports: reaching a conclusion
- Creating visuals: choosing the appropriate type of visual



**Critical thinking**

- Understanding the argument: working out the writer's message
- Evaluating evidence: assessing the validity of evidence
- Recognising problems with an argument: challenging an argument
- Avoiding plagiarism: using information from sources appropriately



**Research**

- Finding the right information: catalogues, databases, the Internet
- Taking notes: abbreviations, using the Cornell system
- Citing sources: keeping accurate records, correct citation styles



**Vocabulary**

- Dealing with unknown words: guessing and ignoring words
- Developing your academic vocabulary: GSL, AWL, dictionaries
- Learning specialist words: specialist words in lectures, keeping records



**Grammar**

- Eliminating basic errors: tenses, agreement, punctuation
- Improving your academic grammar: reported speech, modals
- Solving grammar problems: identifying your weaknesses, terminology