

Headway

Academic Skills

Listening, Speaking, and Study Skills

LEVEL 2 Student's Book

OXFORD

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1 Moving on

LISTENING SKILLS How to listen • Factors which affect listening

SPEAKING SKILLS Formal, neutral, and informal language • Asking for repetition

VOCABULARY DEVELOPMENT Word stress (1) • Using a dictionary (1) and (2)

LISTENING New places, new people

1 Who and what do you listen to? Complete the table. Work with a partner and compare your ideas.

for education	for general information	for pleasure
	radio news	

2 Read STUDY SKILL

STUDY SKILL How to listen

When you study, the way you listen depends on *why* you are listening. Decide if you are:

- listening for the general idea, e.g. the speaker's opinion, the main point(s) of a talk
- listening selectively for detail(s), e.g. a name, a date, a time
- listening intensively for a lot of information, e.g. to take notes from a lecture

Read the notice below. You have arrived at a new university. There is a talk for all new overseas students. You want to know:

- 1 What is the purpose of the talk?
- 2 What are the three main topics?

What sort of information do you need? How are you going to listen?

OVERSEAS STUDENTS' GROUP

The welcome meeting with the Senior Tutor will be held in Lecture Theatre B3 at 10 a.m. on Wednesday 10th.

3 1.1 Listen and answer questions 1 and 2 in exercise 2.

4 Look at questions 1–4 below. What sort of information do you need? How are you going to listen?


- 1 What is the name of the speaker?
- 2 Where is Mrs Roberts's office?
- 3 Why would you go to Dr Reynolds?
- 4 Name two things that you need to register at the medical centre.

5 1.1 Listen again and answer the questions in exercise 4.




6 Complete the notes from the talk.


Introductions:	Dr Green - Senior Tutor - ¹ _____ students
	next couple of weeks - ² _____ individually
Practical things:	accommodation - Mrs ³ _____ / Room 214 Senate Building
	money - Dr Reynolds, St. Financial Adviser / Room 117 Admin Block
	NB make an ⁴ _____
	health - medical centre next to Admin.
	⁵ _____ as soon as possible!
	Receptionist - details, passport, student card


7  1.1 Listen again and check your answers.

What makes listening difficult?

8  1.2 Listen and put extracts a-e in the order you hear them.

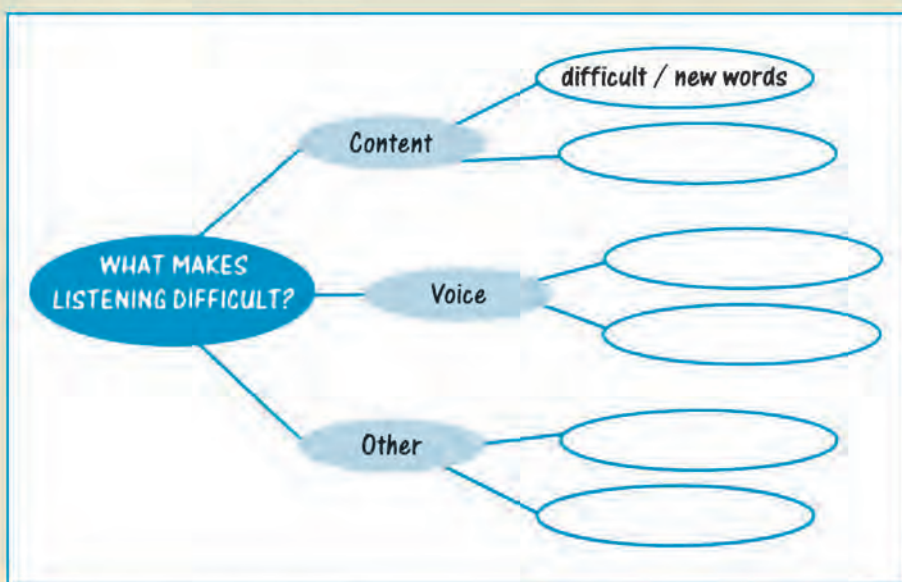
- a an announcement ____
- b a conversation ____
- c a survey ____
- d a lecture ____
- e a radio news item ____

9  1.2 Listen again and put the extracts from exercise 8 in order from 1 (the easiest to understand) to 5 (the most difficult to understand). Compare your answers with a partner.

10  **Read STUDY SKILL** What made the listening extracts difficult? Add your ideas to the diagram.



A radio news announcer



Discuss your ideas in groups.

STUDY SKILL

Factors which affect listening

There are things which can make listening difficult. Predict what these will be and think about how to help yourself.

For example, usually in a lecture you only hear the information once, and cannot interrupt or ask for clarification.

Think about the topic of the lecture and predict the content.

Study any visual aids for extra information.

SPEAKING Introductions

1 **Read STUDY SKILL** 1.3 Listen to some people introducing themselves. Decide if they are being formal (F), neutral (N), or informal (I).

1 ___ 2 ___ 3 ___ 4 ___ 5 ___



STUDY SKILL Formal, neutral, and informal language

When you introduce yourself to a colleague or classmate, be informal.

Use: *Hello / Hi / Morning* and give your first name.

Hello, I'm Fatima.

When you introduce yourself to someone more senior, be more formal.

Use your title or their title, and your family name.

Good morning, may I introduce myself? I am Professor Armstrong.

If you do not know if you should be formal or informal, be neutral.

Use: *Hello / Good morning / afternoon* and give your first and family name.

Hello, my name's Alan Masters.

2 Work with a partner. Introduce yourselves to each other.

Student A

Your partner is:

- 1 your new professor
- 2 someone attending a conference you are at

Student B

Your partner is:

- 3 a new classmate
- 4 a guest lecturer

3 1.4 Listen to people introducing themselves in a tutorial. Complete the table.

name of student	city and country	studies / interests / plans
1 Dilek Sancak	Turkey	Accountancy and Finance
2 Sachit Malhotra		
3 Mahmoud Subri		

4 Work in groups. Introduce yourself. Greet your classmates and say:

- who you are
- where you come from
- what you are studying and why

Exchanging information

5 Look at the symbols used in email and web addresses. Label the web address with the words we use for the symbols.

underscore forward slash hyphen dot at

greg_man-wright@mailnet.com/finance

1 _____ 2 _____ 3 _____ 4 _____ 5 _____

6 1.5 Listen and complete the email and web addresses.

- 1 emily.shaw _____
- 2 _____ .grant _____ liv.ac. _____
- 3 _____ .reddy _____ public _____
- 4 buzz _____ nsw _____
- 5 _____ mech-eng _____

7 **Read STUDY SKILL** 1.6 Read and listen to the conversations. Underline the phrases that ask for information to be repeated or clarified.

- 1 A Give me a ring on my mobile. The number's 076532215.
 B Did you say two two one five?
 A Yeah, two two one five.
- 2 A Let me make a note of your email address.
 B Sure. It's alan.rodgers13@uwe.ac.uk.
 A Was that thirteen or thirty?
 B Thirteen, one three.
- 3 A Good morning, this is Ella Peters speaking. Is that Chang Li?
 B Yes, it is. Sorry, this is a bad line. I didn't catch your name.
 A Ella, Ella Peters. We met at the conference last week.
- 4 A It's Paul. Can I pop round and return that book I borrowed?
 Where's your room?
 B It's Bowland Tower, room nine on the third floor.
 A Third floor?
 B Yeah.
- 5 A The best person on this subject is Dr Shehadeh and I advise you to read her latest article.
 B Sorry, could you repeat the name, please?
 A Certainly, Dr Shehadeh, that's S...h...e...h...a...d...e...h.

STUDY SKILL Asking for repetition

If you didn't hear some information clearly, ask the speaker to repeat or clarify it. Remember the correct level of formality.

8 Complete the table with information about you.

name	mobile or landline number	email address
Your name		
Partner 1		
Partner 2		
Partner 3		
Partner 4		

9 Work with different partners. Exchange information about yourselves and complete the table in exercise 8. Ask for repetition, using expressions in the Language Bank.

LANGUAGE BANK

Expressions for asking for repetition

Informal	Formal
<i>I didn't catch ...</i>	<i>Could you repeat ...?</i>
<i>Pardon?</i>	<i>Could you say ... again?</i>
<i>What was that?</i>	<i>Sorry / Excuse me, did you say ...?</i>
<i>Did you say ...?</i>	<i>Sorry / Excuse me, was that ...?</i>
<i>Was that ...?</i>	

VOCABULARY DEVELOPMENT Word stress

1 **Read STUDY SKILL** 1.7 Listen to the words. Underline the stressed syllables. Say the words aloud.

- | | | |
|-----------------|------------|-----------|
| 1 <u>detail</u> | 5 thirteen | 9 account |
| 2 advise | 6 thirty | 10 repeat |
| 3 campus | 7 return | |
| 4 mobile | 8 passport | |

STUDY SKILL Word stress (1)

In words with two or more syllables, one syllable will be stressed, e.g. reason. Other syllables are less pronounced. Often the unstressed vowel sounds are changed to a schwa /ə/, e.g. teacher /tɪ:tʃə(r)/. Saying words with the correct stress makes it easier for the listener to understand you.

2 1.8 Listen to the words. Underline the stressed syllable. Circle the schwa /ə/ sounds. Say the words aloud.

- depend
- tutor
- accent
- accept
- lecture

Using a dictionary

3 **Read STUDY SKILL** Underline the stressed syllable. Use a dictionary to help. Say the words aloud.

Verbs	Nouns
1 study	1 register
2 research	2 tutorial
3 present	3 visitor
4 debate	4 seminar
5 discuss	5 finance

Silent letters

4 Look at the words below. What is the difference between the spelling and the pronunciation? **Read STUDY SKILL**

know _____ write _____ listen _____

5 Cross out the letters that are silent in the words in the box. Use a dictionary to help.

1 sign	4 island	7 business
2 right	5 guest	8 column
3 what	6 science	9 answer

1.9 Listen and check your answers.

campus

lecture

study

seminar

tutorial

tutor

STUDY SKILL Using a dictionary (1)

A dictionary gives you information on pronouncing a word, e.g. *communicate* /kə'mju:nikeɪt/.

communicate ^{→0} **ASD** /kə'mju:nikeɪt/ **verb**
1 [I,T] to share and exchange information, ideas or feelings with sb: *Parents often have difficulty communicating with their teenage children.* ◦ *Our boss is good at communicating her ideas to the team.*
2 [T] (formal) (usually passive) (**HEALTH**) to pass a disease from one person or animal to another **3** [I] to lead from one place to another: *two rooms with a communicating door*

Always mark the stress on new vocabulary, e.g. *communicate*

STUDY SKILL Using a dictionary (2)

Some words in English have silent letters, that is, letters that are not pronounced, e.g. in *know* /nəʊ/, the letter 'k' is silent.

know ¹ **→** /nəʊ/ **verb** (pt *knew* /nju:/: pp *known* /nəʊn/) (not used in the continuous tenses) **1** [I,T] – (about sth); – that... to have knowledge or information in your mind: *I don't know much about sport.* ◦ *Do you know where this bus stops?* ◦ *Do you know their telephone number?* ◦ *'You've got a flat tyre.'* 'I know.' ◦ *Do you know the way to the restaurant?* ◦ *Knowing Katie, she'll be out with her friends.* **2** [T] to



REVIEW

- 1 1.10 Listen to the introductions to two lectures. What subject are the lectures about?

Lecture 1 _____ Lecture 2 _____

- 2 1.11 Listen to Lecture 2 again and complete the notes.

LECTURER: Dr Knight	TUTORS
What does 'Bus. Management' mean?	Dr Knight - Head of _____ + Human Resources _____
1 _____ resources?	_____ - Finance and _____
2 _____ ?	Dr Williams - _____
3 _____ systems?	
NB and _____ aspects!	

- 3 Match each listening situation with two possible problems and one way of dealing with it.

situation	problems	strategies
1 Listening to an airport announcement	a change of topic b hear once only	i Listen for change of topic signposts, e.g. <i>By the way</i> and <i>Oh, that reminds me</i> .
2 Listening to a conversation between three English friends	c new / unknown vocabulary d quality of broadcasting system	ii Listen for signposts such as <i>Firstly</i> , <i>Secondly</i> .
3 Listening to a lecture	e speed of speech f understanding letters and numbers in English	iii Practise saying the flight number aloud.

- 4 Work with a partner or in small groups. Brainstorm other things you can do to make listening easier in each situation listed in exercise 3.

- 5 Complete the sentences using phrases from the box.

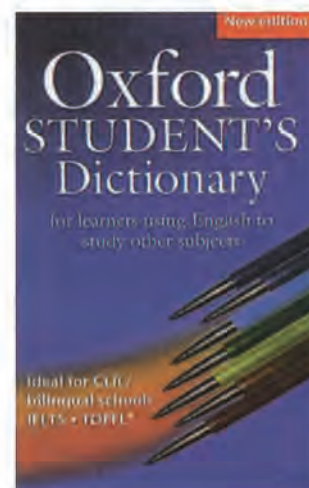
could you repeat Did you say Good morning Hello Hi I didn't catch

- 1 _____, Professor.
2 _____, Susie!
3 _____, I'm Ms Jones.
4 I'm sorry, Dr Adwan, _____ the name, please?
5 _____ John's room is on the second floor?
6 Sorry, Ella, _____ the name.
- 6 Mark the main stress on the words from the unit. Use a dictionary to help.

Nouns	Verbs	Adjectives
1 dictionary	4 arrive	7 formal
2 vocabulary	5 complete	8 informal
3 university	6 answer	9 neutral

- 7 Complete the questions below with a word from exercise 6. Work with a partner and take turns to ask and answer the questions.

- 1 Do you use an English-English _____?
2 Which _____ or college do you study at?
3 Where do you record new _____?
4 Do you understand the difference between _____, _____, and _____ language?



2 Island states

LISTENING SKILLS Predicting content • Listening for gist (1) • Taking notes (1) • Recognizing signposts (1)

SPEAKING SKILLS Spoken punctuation (1) • Helping the listener (1)

RESEARCH Using the Internet (1)

VOCABULARY DEVELOPMENT Avoiding repetition (1) • Word stress (2)

LISTENING Separated by water

1 Work with a partner. Look at the maps. Discuss what you know about the two countries. **Read STUDY SKILL**



Map 1



Map 2

STUDY SKILL Predicting content

Predicting the content of a lecture or talk prepares you for listening. Being well prepared helps you understand. Before a talk:

- think about the title or subject of the talk
- think about what you already know about the subject
- read about the subject before the lecture
- think about what the important words and vocabulary will be

2 Read the handout for a lecture.

1 What will the lecturer discuss?

Physical Geography and Economic Development (3): Island states


The third lecture in this series will look at how being an island affects a country's economic development. We will look particularly at developments in agriculture and industry.

Before the lecture, please read the following:

- Tiempo, G. (2009), *Economic Development in the Philippines*, Manila University Press, 5–11
 Rabinur, M. *The development of agricultural exports in Madagascar from 1879–2005*, 2010, December 4,
<http://countryprofiles.org/economy/index.html>

2 Complete the table using the words in the box.

rice coconuts coffee electronics vanilla food processing maize petroleum refining mining sugar cane	agricultural products vanilla,	industries food processing,
---	--	---------------------------------------

3 **Read STUDY SKILL**  2.1 Listen to the lecture and complete the tasks.

1 Number the countries in the order you hear them.

- the Philippines Madagascar

2 Tick the main topics of the lecture.

- agriculture location physical geography
 climate industry population

STUDY SKILL Listening for gist (1)

It is important to understand the general ideas of a talk or lecture. This helps you understand how the detailed information is related.

- listen for the topics, e.g. *Madagascar*
- listen for the headings for each topic, e.g. *Location, Climate*

4 Read **STUDY SKILL** 2.1 Listen again and complete the notes.

Physical Geography and Economic Development (3): Island states	
MADAGASCAR	
Location - ¹ _____	Ocean, east coast of Africa
Climate - coast - ² _____	/ south - dry
Physical geography - mountainous	
Agriculture - main crops - ³ _____	/ vanilla / ⁴ _____ / sugar cane
Industries - food processing / ⁵ _____	
THE PHILIPPINES	
Location - Pacific Ocean, S.E. ⁶ _____	
Climate - tropical (wet / dry)	
Physical geography - 7000+ ⁷ _____	/ Luzon - mountains
Agriculture - crops - rice / maize / coconuts / ⁸ _____	
Industries - ⁹ _____	/ petroleum refining / ¹⁰ _____ / food & drink processing.

5 Read **STUDY SKILL** 2.2 Listen and complete the sentences.

- _____ it is very mountainous, it's also very rich agriculturally.
- It has a tropical climate _____ is dry in the south.
- _____, increased agriculture, mining, and the wood industry have led to deforestation.

6 2.3 Listen to the start of the sentences. Tick the correct ending.

- it has one of the longest coastlines in the world. ✓
 - it has a small population.
- it has one of the longest coastlines in the world.
 - it has a small population.
- more and more people are moving into industry.
 - produces 80% of the country's exports.
- more and more people are moving into industry.
 - produce 80% of the country's exports.

7 See the Language Bank. Complete the sentences with your own ideas.

- Although English is an international language, _____.
- English is an international language and _____.
- The Internet is an important source of information. However, _____.
- The Internet is an important source of information, and _____.

STUDY SKILL Taking notes

Taking good notes in a talk or lecture helps you record and remember important information. To make clear notes, use:

- headings e.g. *Location, Climate, etc.*
- numbers
- tables
- diagrams

STUDY SKILL

Recognizing signposts (I)

Certain words tell you the type of information that will follow. Listening for these words will help you understand the direction of the talk or lecture, e.g. *although, but, and however* show that contrasting information will follow.

LANGUAGE BANK Expressions for showing contrasting information


One sentence

Contrasting information + main information **Although** Madagascar is very mountainous, it is very rich agriculturally.
Main information + contrasting information Madagascar is very rich agriculturally, **although** it is very mountainous.
It has a tropical climate **but** is dry in the south.

Two sentences

Main information + contrasting information The mountains were once covered in forest. **However**, increased agriculture has led to deforestation.

SPEAKING Talking about countries

- 1  2.4 Listen and read part of the lecture again. What do you hear when there is
a a comma? _____ b a full stop? _____ **Read STUDY SKILL**

Map 2 shows the second of our two island states, the Philippines. It's very different. It is in fact made up of over 7,000 islands. The Philippines is situated in the Pacific Ocean in South-East Asia. It's got a tropical climate, so two seasons: wet and dry.




Map 2

STUDY SKILL Spoken punctuation (1)

In writing, the end of a sentence is shown by a full stop. In speaking, to show the end of a sentence, the speaker's voice goes down and there is a slight pause before starting the next sentence.

In writing, a comma shows a part of a sentence or an item in a list. In speaking, to show this, the speaker pauses slightly.

- 2  2.5 Listen and read about Australia.

Australia is the largest island in the world it is situated between the Pacific and Indian Oceans it has different types of climate because it is so big it is tropical in the north but has continental weather in the south the centre is very dry.




- 1 Add a full stop to show the end of a sentence.
- 2 Add a capital letter to show the start of the next sentence.
- 3 Add a comma to show a part of a sentence.

- 3 Read the paragraph in exercise 2 aloud.
- 4 Look at the notes for a student presentation. How are they organized?

Sri Lanka		
LOCATION	GEOGRAPHY	CLIMATE
• south of India, S. Asia	• low countryside	• tropical
• Indian Ocean	• mountains in south central area	• 2 monsoons = heavy rain
INDUSTRIES	AGRICULTURE	
• telecoms	• very varied - tea, rice, sugar cane, rubber	
• banking		
• clothing		
• tourism		



5 Read **STUDY SKILL**  2.6 Listen to two presentations. Answer the questions.

	speaker A	speaker B
1 Did the speaker use the headings in exercise 4 to organize the talk?		
2 Did the speaker signpost contrasting information?		
3 Was it clear when sentences ended?		
4 Was the presentation easy to understand? Why / Why not?		

STUDY SKILL Helping the listener (1)

It is often more difficult to listen and understand than to read and understand. Help your listeners understand you by:

- structuring your talk clearly, e.g. speaking from notes organized by headings.
- using signposts to show what type of information you are giving, e.g. for contrasting information, using *but*, *although*, etc.
- pausing and using falling intonation to show when a sentence ends.
- not speaking too quickly.

RESEARCH

1 Read **STUDY SKILL** You are going to give a short talk to your class. Research a country and write notes under the headings below.

COUNTRY _____				
LOCATION	CLIMATE	AGRICULTURE	INDUSTRIES	GEOGRAPHY

STUDY SKILL Using the Internet (1)

There are many sources of information on the Internet. A good place to start for general information is an online encyclopaedia, such as:

- www.britannica.com
- www.infoplease.com
- www.bartleby.com
- www.wikipedia.org
- <http://reference.allrefer.com>

For more detailed information, look for articles on <http://scholar.google.com>

When using an online reference site, remember not all sites are reliable or accurate. Use at least two websites to check your information.

2 Prepare a short talk about the country you researched.

- Number the headings in the order you will talk about them.
- Include some contrasting information, with words like *but*, *although*, and *however*.
- Practise giving your talk. Remember to help your listeners by structuring your talk and pausing.

VOCABULARY DEVELOPMENT Synonyms

- 1 **Read STUDY SKILL** Match a word in column A with its (near) synonym in column B.

A	B
1 climate	a big
2 situated	b located
3 famous	c main
4 principal	d talk
5 lecture	e weather
6 large	f well-known

STUDY SKILL Avoiding repetition (1)

To make your talk more interesting, vary the words you use. Use a synonym or near synonym, e.g. *produce* – *manufacture*.

Read the example sentences in your dictionary to check the correct usage of the synonym, e.g.:

The factory produces / manufactures computer chips. ✓

The factory produces a lot of waste. ✓

The factory manufactures a lot of waste. ✗

- 2 Replace the words in **bold** with a word from the box.


illustration resulted in states discussing wealthy


- Switzerland is a very **rich** country.
- Many **countries** need to import food.
- Mining **led to** deforestation.
- Singapore is a good **example** of a successful island state.
- This week we will be **talking about** population figures for each country.

Stress on nouns and verbs


- 3 Look at the sentences below. Are the underlined words nouns or verbs?

- The main produce is coffee.
- Coffee factories produce a lot of waste.

- 4  2.7 Listen to the sentences in exercise 3. Mark the stress on the underlined words. **Read STUDY SKILL**

- 5  2.8 Listen to the words. Are they nouns (N) or verbs (V)?

- a ___ b ___
- a ___ b ___
- a ___ b ___
- a ___ b ___
- a ___ b ___

- 6  2.9 Read the sentences aloud with the correct stress. Listen and check your answers.

- Companies cannot import without an import licence.
- The group will present its findings tomorrow.
- The students gave their professor a present when he retired.
- The secretary made a record of the meeting.
- If you wish to record this lecture, please do so.
- Singapore exports a lot of electronic equipment.
- Two of the main exports from Madagascar are vanilla and coffee.

- 7 Work with a partner. Ask and answer the questions.

- Do you do a lot of research for your studies / work?
- Are you making progress in your English?
- How do you record new vocabulary?
- What academic subject do you like best?

STUDY SKILL Word stress (2)

Some two-syllable words can be both nouns and verbs, e.g. *a produce*, *to produce*. Often the stress changes.

- For many two-syllable nouns, the stress is on the first syllable: *produce* /'prɒdju:s/
- For many two-syllable verbs, the stress is on the second syllable: *produce* /prə'dju:s/

export
record
import

REVIEW

1 Look at the map. Complete the sentences.

- Japan consists of _____ main islands.
- The biggest island is called _____.

2 2.10 Listen to the introduction to a lecture about Japan. Tick the areas the lecturer will talk about.

- | | | | |
|----------------------------------|--------------------------|-----------------------|--------------------------|
| 1 Where Japan is and the weather | <input type="checkbox"/> | 3 The population | <input type="checkbox"/> |
| 2 The food grown and produced | <input type="checkbox"/> | 4 The main industries | <input type="checkbox"/> |

3 2.11 Listen to the talk. Make notes under headings based on the topics in exercise 2.

JAPAN		
LOCATION & CLIMATE	AGRICULTURE	MAIN INDUSTRIES
Asia	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4 Read a summary of the lecture on Japan. Replace the words in bold with a synonym from the box on the right.

Japan is ¹**located** in north-east Asia. Agriculture is not the ²**main** industry, but rice and sugar beet are grown. Japan is a ³**wealthy** country principally because of its electronic and ⁴**car** industries.

automobile principal rich situated

5 Read the paragraph about Jamaica below. Add:

- full stops at the end of sentences
- capital letters at the start of sentences
- commas in lists and to show parts of sentences.

Jamaica is an island in the Caribbean Sea south of Cuba it generally has a tropical climate but the mountainous interior is more temperate agriculture is an important part of Jamaica's economy sugar cane bananas coffee citrus yams and vegetables are all grown on this small island

6 Read the paragraph about Jamaica aloud. Pause for commas, and pause and use falling intonation for the end of sentences.

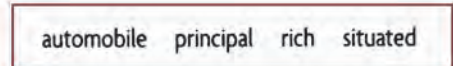
2.12 Listen and check your answers.

7 Read more about Jamaica. Add words from the box.

although but however

¹ _____ Jamaica exports a lot of agricultural products, tourism is its main industry. ² _____, recently the number of tourists has decreased. This has hurt the economy, ³ _____ the government hopes that tourism will improve again as the global economy grows.

2.13 Listen and check your answers, then read the paragraph aloud.



Jamaica

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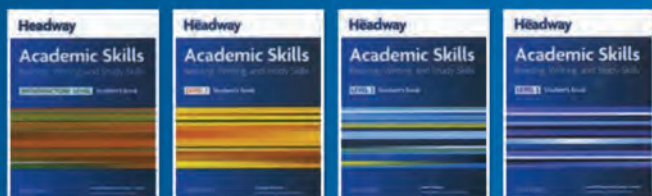
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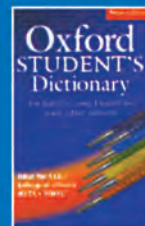
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