

Headway

Academic Skills

Reading, Writing, and Study Skills

LEVEL 1 Student's Book

OXFORD

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Series Editors: Liz and John Soars

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1 Student life

READING SKILLS Ways of reading

WRITING SKILLS Punctuation (1) • Linking ideas (1) • Checking your writing • Writing about people

VOCABULARY DEVELOPMENT Parts of speech • A dictionary entry (1) • Recording vocabulary (1)

READING How do you read?

- 1 What kind of reader are you? Complete the quiz. Discuss your answers with a partner.

The reading quiz

1 I like to read ...

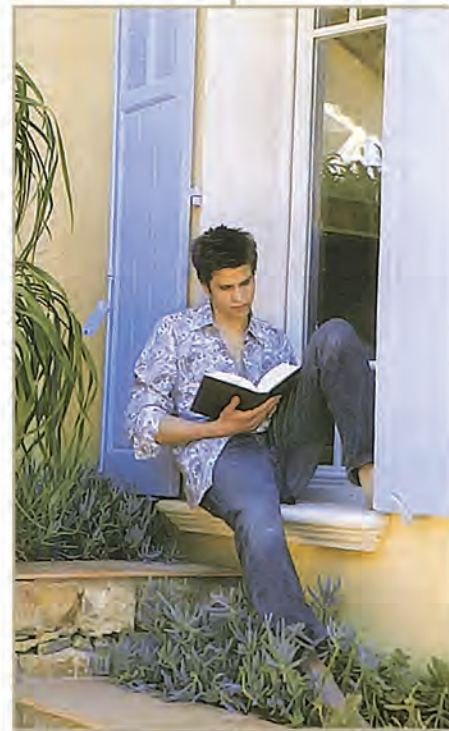
- a at a desk or table.
- b in a comfortable place.
- c on a journey.
- d anywhere.

2 I ... read slowly and carefully.

- a always
- b usually
- c sometimes
- d never

3 When I read something in English, ...

- a I check every new word in a dictionary.
- b I check a few of the new words.
- c I just read and try to understand.
- d I only look at the pictures and the headings.



- 2 Look at the words in the box. Do we usually read these things slowly or quickly? Complete the table and compare answers with a partner.

newspaper poem textbook novel magazine
report telephone directory definition

read quickly	read slowly

3 Read the magazine article *How do you read?* Compare your lists in exercise 2 with the information in the article.

How do you read?

People read in many different places, for example in a park, on a bus, or in a car. This is because books, newspapers, magazines, and so on, are easy to carry. We also read in many different ways, and at different speeds.

Sometimes we read quickly. We just want to get the general idea from a newspaper article, a report, or a book in a bookshop. Perhaps we want to know what it is about, or if it is interesting or important. We call this type of reading 'skimming'. We also read quickly to get a particular piece of information, such as a date, a telephone number, or the name of a restaurant. This is called 'scanning'. We scan timetables, telephone directories, dictionaries, and web pages.

At other times we need to read more carefully. For example, we read a textbook, an article, or a report to understand everything. This is called 'intensive reading' or 'study reading'. Then we read slowly and check the meaning. We use our dictionaries a lot to help us. Perhaps we take notes and try to remember things. Sometimes we need to learn things by heart, for example a poem, or a mathematical equation.



4 **Read STUDY SKILL** Match situations 1–3 with the ways of reading a–c.

STUDY SKILL Ways of reading

A good reader reads in different ways.

Sometimes you read **slowly and carefully** (*intensive reading / study reading*).

At other times you read **quickly** for the **general idea** (*skimming*) or for **information** (*scanning*).

A good reader chooses the right way to read.

situations	ways of reading
1 <input type="checkbox"/> reading a chapter of a physics textbook to understand a topic	a study reading
2 <input type="checkbox"/> looking for a room number on an exam timetable	b skimming
3 <input type="checkbox"/> choosing an interesting book to read	c scanning



WRITING Describing people

- 1 **Read STUDY SKILL** Match rules a–f from the Study Skill box with different uses of capital letters 1–6 in the sentences.

STUDY SKILL Punctuation (1)

Use **capital letters** for the first letter of:

- a the first word in a sentence, for example: *He studies English.*
- b people's names: *Nora*
- c titles: *Mr, Mrs, Miss, Dr, Professor*
- d cities and countries: *Turkey, Beijing*
- e languages: *English*
- f the names of schools, colleges, and companies: *International College, Microsoft*

Remember – Use a full stop (.) at the end of a sentence, and use a question mark (?) at the end of a question.

1 2
My name's Victor and I'm a student at the University of Oporto, in Portugal.
I am studying French, Russian, and English because I like languages.

4 5 3
r fzal hmed is 36 years old. He is a doctor, and he comes from a small
town near adras, in the south of ndia.

6

- 2 Rewrite the pairs of sentences. Add capital letters, and full stops or question marks.

- 1 my name is emin alpay i am a teacher at the middle east technical university in ankara
- 2 i am a receptionist in a big hotel in singapore the name of the hotel is the royal palace
- 3 my husband is called sami and he is a pilot he works for air new zealand
- 4 mrs elly hollemans is a teacher she comes from holland and she teaches german
- 5 where is the faculty for oriental studies is it in oxford

- 3 What are texts 1 and 2 about? Skim them to get a general idea.

1
 My name is **Mona Saeed** and I am from Manama. It is the capital city of Bahrain. I am a student at Bahrain Training Institute. I am studying computer programming. I hope to work in a bank one day. I am 18 years old and I am single. I have two brothers and three sisters. We all live with our parents and grandmother in a large house in the suburbs of Manama. I speak Arabic, and English quite well. I also understand Farsi, but I can't speak it very well. In my free time I like reading novels, watching TV, and playing computer games.



2
Dr Lee is Chinese and comes from Shanghai, in China. He teaches mathematics and computing at Kuala Lumpur University. He is an Assistant Professor in the Faculty of Science. He is a graduate of Shanghai University and has a PhD from the USA. Dr Lee speaks many languages. As well as Chinese, he speaks very good English, French, and Malay. He is 35 years old and he is married with two children. They live in a small flat on the university campus. He likes music very much and he is an excellent pianist. Dr Lee likes teaching at the university, but in the future he wants to return to China to continue his research.



4 Scan the texts on page 6 to complete the table with information about Mona Saeed and Dr Lee.

	Mona Saeed	Dr Lee	you
city	Manama		
country			
job			
age			
flat/house			
married/single			
children			
languages			
other information			

5 Complete the table with information about you.

6 **Read STUDY SKILL** Look at the paragraph about Dr Lee again. Underline the words *and* and *but* where they join sentences.

7 Join the sentences. Use *and* or *but*.

- I am 18 years old. I am single.
- I am from Turkey. I live in the capital, Ankara.
- Joe comes from India. He is working in Germany at the moment.
- Maria and José are married. They have four children.
- Sam likes computers. He doesn't like computer games.
- I want to build a big villa near my parents' house. I have no money.

8 Read the rules. Use the information from the table in exercise 4 to write a paragraph about you for a class journal. Start: *My name is ...*

RULES Present simple

To describe people and what they do, use the Present Simple.

When you write about yourself:

I live ... In the evenings, I like ...

When you write about other people:

George lives ... He likes ... They live ... They like ...

STUDY SKILL Linking ideas (I)

Use *and* or *but* to join sentences. Look at the examples:

- *Hasan lives in Izmir. He works in an Internet café.*
Hasan lives in Izmir and he works in an Internet café.
- *I understand Farsi. I don't speak it very well.*
I understand Farsi, but I don't speak it very well.

Linking ideas makes your writing easier to follow.

Writing about people

9 Find out information about another student (or teacher). Make notes in your notebook. Write a paragraph about this person.

10 **Read STUDY SKILL** Find nine mistakes in the sentences and correct them.



STUDY SKILL Checking your writing

It is important to check that your writing is correct. Check:

- spelling
- capital letters
- punctuation
- grammar

11 Read your two paragraphs and check your writing.

VOCABULARY DEVELOPMENT Dictionary work (I)

- 1 **Read STUDY SKILL** Match the parts of speech a–e in the Study Skill box with words 1–10 in the sentences.

STUDY SKILL Parts of speech

It is important to know the part of speech of a new word. Is it a/an ... ?

- a **noun:** *a student* d **adverb:** *always, quickly*
b **verb:** *to study* e **preposition:** *at, in, on*
c **adjective:** *long*

This knowledge will help you learn and use the word correctly.

1 2 3 4

- 1 Selina lives with her parents in the centre of town.

5 6 7

- 2 We usually read textbooks or reports quite carefully.

8 9 10

- 3 This is a very interesting novel, but the language is difficult.

- 2 **Read STUDY SKILL** Look at the entries from the *Oxford Essential Dictionary*. Complete the table with information about the words.

STUDY SKILL A dictionary entry (I)

A dictionary gives you the meaning (or meanings) of a word. It also gives you other information, for example:

- **pronunciation** (see phonetic symbols p 71)
- **part of speech**
- **example(s) of use**

Get a good dictionary and learn how to use it!

suburb /'sʌbʊ:b/ *noun*
one of the parts of a town or city outside the centre: *We live in the suburbs.*
▶ **suburban** /sə'bʊ:bən/ *adjective:* *suburban areas*

quick 0-w /kwɪk/ *adjective, adverb* (quicker, quickest)
taking little time ⇨ **SAME MEANING fast:** *It's quicker to travel by plane than by train.* ⇨ *Can I make a quick telephone call?*
⇨ **OPPOSITE slow**
▶ **quickly** *adverb:* *Come as quickly as you can!*

check 1 0-w /tʃek/ *verb* (checks, checking, checked /tʃekt/)
1 to look at something to see that it is right, good, or safe: *Do the sums and then use a calculator to check your answers.* ⇨ *Before driving off, I checked the oil and water.* ⇨ *Check that all the windows are closed before you leave.*

always 0-w /'ɔ:lweɪz/ *adverb*
1 at all times; every time: *I have always lived in London.* ⇨ *The train is always late.*

word	pronunciation	part of speech	meaning	example
suburb	/'sʌbʊ:b/	noun	one of the parts of a town or city outside the centre	<i>We live in the suburbs.</i>
quick				
check				
always				

- 3 **Read STUDY SKILL** Organize the words in the box into three groups. Add more words to the table.

translator sister house father flat builder mother
apartment accountant cousin villa pilot brother
hostel doctor aunt teacher uncle palace professor

STUDY SKILL Recording vocabulary (I)

Your brain likes organization! When you learn new words, put them together in groups, for example jobs, family, homes.

jobs	family	homes

REVIEW

- 1 Use your dictionary to answer the questions.
 - 1 What part of speech is the word *how*?
 - 2 How many floors does a bungalow have?
 - 3 What is American English for the British noun *lorry*?
 - 4 What is the opposite of *difficult*?
 - 5 How do we pronounce *magazines*? Is it: /'mægəzi:nz/, /mæ'gəzi:nz/, or /mægə'zi:nz/?
 - 6 What is the past tense of the verb *buy*?
 - 7 How do we spell the plural of the noun *address*?
 - 8 What is the adjective of the noun *mathematics*?
 - 9 What is the name of a person who writes poetry?
 - 10 What is the missing word? We were late because our car broke _____.
- 2 Look back at page 6. Study the rules about capital letters, full stops, and question marks again. Punctuate sentences 1–6.
 - 1 my friend igor comes from moscow
 - 2 i am studying french and history at manchester university
 - 3 is charles doing a course at capital institute
 - 4 my brother wants to visit turkey and germany next summer
 - 5 is there a message for mr hector ortiz from mexico
 - 6 the name of the hotel is al bustan palace it is just outside riyadh
- 3 Find words in Unit 1 to add to the groups. Add other words you know.



- 4 Choose three words from Unit 1 that are new for you. Look them up in a dictionary. Complete the table.

word	pronunciation	part of speech	meaning	example

2 Daily routines

READING SKILLS Predicting content (1) • Skimming

WRITING SKILLS Handwriting • Paragraphs • Linking ideas (2) • Writing about routine and procedure

VOCABULARY DEVELOPMENT Collocations • Jobs ending in *-er*, *-or*, *-ist*

READING Work and stress

- 1 Work with a partner and complete the survey. How important are a–c when choosing a job? Write **1** = very important, **2** = quite important, or **3** = not important.

	me	my partner
a the job is healthy		
b the salary is good		
c the work is interesting		

Compare your answers with the class.

- 2 **Read STUDY SKILL** Look at the people in the pictures on page 11. Answer the questions.

STUDY SKILL Predicting content (1)

Before you read, look at the pictures in a text. They can help you predict the content. They can tell you what the text is about and help you understand it.

- What jobs do they do? *A florist sells flowers.*
- Are their jobs healthy or stressful? What do you think?

- 3 **Read STUDY SKILL** Skim the article *Work and stress* to get the general idea. Choose a heading for each paragraph. There is one extra heading.

- Eating healthy food What people want
 Stressful jobs Jobs that are healthy

STUDY SKILL Skimming

Remember – **skimming** is reading very quickly to get the general idea from a text (a book, an article, a chapter, or just a paragraph).

- Read the article. Were your predictions in exercise 2 correct?
- Complete the summary of the article. Use the words in the box.

unhealthy drives interesting salary a florist stress traffic healthy

Summary

Some jobs, for example ¹ _____, a personal trainer, and a nutritionist, are ² _____. These jobs have very little ³ _____ or worry. Other jobs, however, are very ⁴ _____. An example is a taxi driver. He ⁵ _____ people all day and often faces ⁶ _____ problems. It is difficult to get a job that is ⁷ _____ and healthy, and also has a good ⁸ _____.

work and stress

We all need to work in order to live. Some people are lucky with their work. This is because their jobs are healthy. What do we mean by 'healthy', and how can we find a 'healthy job'?



1

Florists, personal trainers, professors, and nutritionists all have healthy jobs according to research. There are many reasons for this. A florist, for example, sells flowers and plants to customers. This is very relaxing work. A personal trainer, on the other hand, is usually very fit. He or she trains other people to lose weight and to keep fit. A nutritionist has a healthy job too. He or she knows all about healthy food and teaches people to eat well.

2

However, research also shows that some jobs are 'unhealthy'. They cause a lot of stress and worry. For example, a taxi driver drives all day. He or she often faces traffic jams and difficult passengers too. A firefighter puts out dangerous fires and sometimes saves people from burning buildings. An MD (Managing Director) runs a large company. It is an interesting job, but it is also stressful. The MD has to keep everyone happy – the staff and the customers.

3

Most people are looking for the perfect job. They want a job that is interesting, with a good salary and not much stress. However, it is difficult to get everything. Healthy, relaxing jobs are usually not very well paid. On the other hand, people with stressful jobs often get good salaries. For example, the head of a big company gets a lot of money, but he or she does not always have good health, or the time to enjoy life.

BEFORE looking for a job, people should think carefully. What is most important for them? Is it money, health, or a job that is interesting? Then they can start their search. They may be lucky – and get everything they want!

WRITING Routines and procedures

1 **Read STUDY SKILL** Look at the text about Matthias. It shows examples of six common mistakes in handwriting. Match a–f with examples 1–6.

- a Letters are not clearly formed.
- b Capital letters are not larger than small letters.
- c There is not a space between each word.
- d Letters do not point in the same direction.
- e The letters are above the line or below.
- f Lines do not start on the left hand side of the page.

STUDY SKILL Handwriting

Does everyone use a computer nowadays?
No! Sometimes you need to write by hand, for example:

- to make notes from a text/in a lecture
- for classwork/homework
- to draft an essay
- in exams
- for lists, postcards, or personal notes

Write clearly when you write by hand.

1 My name is Matthias. I am 22 years
old and I am a student at a university
2 in Berlin in Germany. I am studying
chemical engineering. I live in a
3 student hostel on the university
campus. I am going to finish my course
4 next semester, so I am working
hard to pass my exams. When I
5 leave the university, I want to go
6 overseas to continue my studies. I would
like to do a Master's degree. One day I
would like to work for an oil company.

2 **Read STUDY SKILL** Look at the text about Helena. What is wrong with the organization?

My sister, Helena, is an English teacher. She teaches in a secondary school in Lisbon, Portugal. The school is near her flat, so she usually walks to work.

She arrives at work at 8 o'clock in the morning and she leaves school at about 3 or 4 in the afternoon. In the evenings she marks homework and prepares lessons for the following day.

At the weekends she is also busy, but with her family and friends. She shops for food at the local market, visits relatives, and spends time with her husband.

In summer, if the weather is good, she likes having a barbecue with friends and family by the beach.

STUDY SKILL Paragraphs

Write in **paragraphs**. There are two styles for paragraphs:

- block
- indented



A paragraph usually contains at least three sentences. Do not start each sentence on a new line. Do not write one-sentence paragraphs.

3 Write the text again on lined paper as two paragraphs. Use the block or the indented style. Write clearly.

- 4 **Read STUDY SKILL** Read the sentences about Maria's daily routine at university. Circle the sequencing words.

Paragraph 1

- Then she goes to her first class. This is at 9 o'clock.
- First, she has a cup of tea in the snack bar.
- After that, she goes to the library and studies for an hour before lunch.
- Maria usually gets to the university at about 8.30.
- At 11 o'clock she has another class. This is poetry.

Paragraph 2

- They talk about their studies or their plans for the weekend.
- Finally, she leaves the university at about 5. It is a long day.
- After the class she goes to the library again for another hour.
- At about 1 o'clock Maria goes to the student canteen with some of her friends.
- In the afternoon Maria has one more class from 2 o'clock to 3.30.

- 5 Use the sequencing words and time expressions to help you put sentences 1–10 in order.
- 6 Read about the procedure Maria follows to write an essay. Complete the paragraph with words from the box.

finally while next then after first

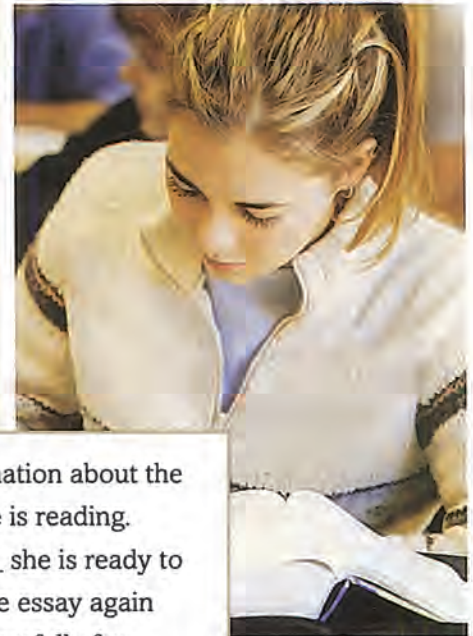
1 _____, Maria thinks of a topic. 2 _____, she searches for information about the topic and reads all she can. She makes notes about the subject 3 _____ she is reading. 4 _____ that, she uses her notes to write a plan for the essay. 5 _____ she is ready to write the essay. She usually writes on the computer. She rewrites parts of the essay again and again until she is happy with it. 6 _____, she checks the essay very carefully for punctuation, grammar, and spelling before giving it to her lecturer.

STUDY SKILL Linking ideas (2)

To describe a daily routine (working, studying, etc.) or a procedure (writing an essay, applying for a job), use:

- **sequencing words** to say one thing happens after another, for example: *first, after, then, finally*.
- **time expressions** to say when, for example: *at 1 o'clock, in the evening*.

Note If two things happen at the same time, use *while*. For example: *I listen to the radio while I am having breakfast.*



Writing about routine and procedure

- 7 Interview your partner. What is his/her daily routine at school/college/university? Write two paragraphs. Use ideas from the box.

gets to / leaves (the university/school) ...	First, then, next, after that, ...
has (tea/coffee/lunch) ...	At (...) o'clock ...
goes to (the first class / the library) ...	In the morning / In the afternoon ...
studies ...	After / before ...

- 8 How do you revise for an important exam? Write a paragraph to describe the procedure you follow. Use ideas from the box.

Start: *To revise for an important exam, first I ...*

make a study plan look at the syllabus find a quiet place to study
make notes take breaks remember the main points

VOCABULARY DEVELOPMENT Words that go together

1 **Read STUDY SKILL** Match the verbs 1–7 with words or phrases a–g.

- | | | | |
|---|---------|---|-----------------|
| 1 <input checked="" type="checkbox"/> e | put out | a | research |
| 2 <input type="checkbox"/> | fill in | b | fit |
| 3 <input type="checkbox"/> | run | c | telephone calls |
| 4 <input type="checkbox"/> | make | d | a company |
| 5 <input type="checkbox"/> | send | e | fires |
| 6 <input type="checkbox"/> | do | f | a form |
| 7 <input type="checkbox"/> | keep | g | emails |

2 Complete the sentences with the correct verb. Use a dictionary to help you find the collocation of the underlined word.

- Last weekend Sami _____ a walk in the park.
- Last week Hasan _____ an accident in his new pick-up truck.
- Can you _____ me the time of the next flight to Bangkok?
- Igor usually _____ the 11.30 train to Moscow from St Petersburg.
- Exercise helps people to _____ weight.
- Shall we _____ a taxi to the airport?

3 How many collocations can you think of for *computer* and *business*? Use your dictionary to help. Draw diagrams.



Spelling (1)

4 Read the rules. Complete the definitions.

- A s _____ does research in science.
- A d _____ helps sick people.
- A sh _____ sells things.
- A f _____ sells flowers.
- An a _____ acts in plays and films.
- An i _____ interprets from one language to another.

RULES Jobs ending in *-er*, *-or*, *-ist*

Many jobs end in *-er* and *-or*. Others end in *-ist*.
For example: *taxi driver*, *professor*, *journalist*

5 Write the jobs in exercise 4 in the table. Add other jobs.

<i>-er</i>	<i>-or</i>	<i>-ist</i>
taxi driver	professor	journalist

STUDY SKILL Collocations

Learn a word – and its friends!

When you learn a new word, learn its **collocations** – the words that go with it. For example:

traffic + jam

traffic jam /'træfɪk dʒæm/ *noun*
all the cars and other vehicles that are on a road: *There was a lot of traffic on the way to work this morning.*

traffic jam /'træfɪk dʒæm/ *noun*
a long line of cars and other vehicles that cannot move or can only move slowly

traffic lights /'træfɪk laɪts/ *noun (plural)*
lights that change from red to orange to green, to tell cars and other vehicles when to stop and start

traffic warden /'træfɪk wɔːdn/ *noun (British)*
a person whose job is to check that cars park in the right places and for the right time

You can record these words in a diagram. Copy the diagrams and write collocations for *traffic* and *have*.



REVIEW

- 1 Choose five jobs from Unit 2. Write a sentence about each. Describe what the people do. For example:

a taxi driver A taxi driver drives people from one place to another.
a florist A florist sells flowers and plants to customers.

- 2 Complete the paragraph about Sam's day with the sentences in the box.

Then he goes to his office.
First he has a quick breakfast in the hotel coffee shop.
Finally, at about 4 o'clock Sam leaves work.
After that, he has a meeting with his manager.
In the afternoon, he goes back to his office.
Next, he speaks to the hotel staff.



Sam is the assistant manager of a big hotel in Hong Kong. It is a busy hotel and his day starts very early. He gets to work at about 7 o'clock. ¹ _____ He usually just has tea and toast. ² _____ He starts up his computer and checks his emails. There are always a lot of messages. ³ _____ He asks them about any problems in the kitchens, or with the guests. ⁴ _____ They find solutions to problems, and discuss improvements and other changes to the hotel. At about 1 o'clock he has lunch. ⁵ _____ He sends a few more emails and makes some telephone calls. ⁶ _____ On his way home he collects his children from school, and arrives home at about 5.30.

- 3 How do you get information on a topic from the Internet? Write down the steps. Check your list with another student. Then write a paragraph to describe the procedure.

Start: *To get information from the Internet, first I ...*

- 4 Find nouns that go with the verbs in table A, and verbs that go with the nouns in table B. Use a dictionary to help.

A

verb	noun
save	<i>time, money</i>
face	
train	
scan	
spend	

B

verb	noun
<i>have, go for</i>	lunch
	emails
	telephone calls
	a meeting
	the computer

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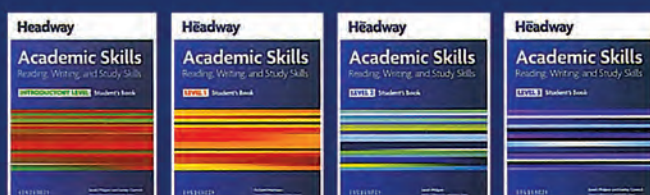
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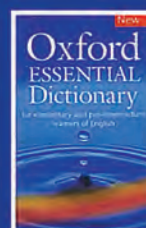
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