

# Contents

<b>Academic orientation</b> Page 10	Assessing your academic skills Thinking about academic culture Thinking critically Avoiding plagiarism Recognising variation across academic subjects Focusing on academic vocabulary			
<b>Unit 1 Choices and implications</b> Page 14	<b>Reading</b> Researching texts for essays Skimming and scanning Identifying the sequence of ideas Understanding implicit meanings Inferring the meaning of words Vocabulary building: adjectives	<b>Listening and speaking</b> Introducing your presentation Clarifying key terms	<b>Writing skills</b> Understanding how essay types are organised Drafting the introduction to an essay Language for writing: common knowledge	<b>Grammar and vocabulary practice</b> Avoiding repetition: <i>that (of)</i> and <i>those (of)</i> Word families: linking parts of texts Verb–noun collocations
<b>Unit 2 Risks and hazards</b> Page 26	<b>Reading</b> Selecting and prioritising what you read Thinking about what you already know Inferring the meaning of words Vocabulary building 1: collocations Vocabulary building 2: cause–effect markers Retelling what you have read	<b>Listening and speaking</b> Preparing slides for presentations Choosing the right type of chart for a slide Presenting charts Pronunciation 1: numbers Pronunciation 2: inserts	<b>Writing skills</b> Using claims to plan essays Supporting claims with evidence	<b>Grammar and vocabulary practice</b> Complex noun phrases Countable and uncountable nouns Adjectives meaning <i>large</i> or <i>important</i> Prefixes
<b>Lecture skills A</b> Page 38	<b>Preparing for lectures</b> Lecturing styles Revising basic information	<b>Listening</b> Understanding lecture aims Understanding outlines Identifying main and secondary points Taking notes: annotating slides 1	<b>Language focus</b> Repetition and rephrasing	<b>Follow up</b> Taking notes: annotating slides 2 Reviewing your notes
<b>Unit 3 Language and communication</b> Page 42	<b>Reading</b> Predicting the content of a text Reading for detail Scanning for information Understanding implicit meanings Vocabulary building: adjectives Thinking about ways of taking notes	<b>Listening and speaking</b> Making suggestions in group work Pronunciation: stress in adjectives ending in <i>-ic</i> and <i>-ical</i>	<b>Writing skills</b> Referring to other people's work Using in-text references Language for writing: reporting verbs	<b>Grammar and vocabulary practice</b> Impersonal <i>it</i> -clauses: saying that something is important, interesting, etc. Word families Nouns with related adjectives ending in <i>-ic</i> and <i>-ical</i> Reporting verbs

<b>Unit 4</b> <b>Difference and diversity</b> Page 54	<b>Reading</b> Thinking about what you already know Reading in detail Taking notes Vocabulary building 1: word families Vocabulary building 2: adjective–noun collocations Collecting information for an essay Taking notes for essay writing	<b>Listening and speaking</b> Working with colleagues: generating ideas and reporting Pronunciation: dividing speech into units	<b>Writing skills</b> Language for writing 1: the grammar of reporting verbs Language for writing 2: comparing and contrasting Reporting what you read	<b>Grammar and vocabulary practice</b> Linking parts of a text: conjunctions and sentence connectors Single–word verbs and multi–word verbs Word families
<b>Lecture skills B</b> Page 66	<b>Preparing for lectures</b> Using preparation strategies Making predictions before a lecture starts	<b>Listening</b> Making predictions during a lecture Identifying topic change Following an argument Taking notes: using symbols and abbreviation in notes	<b>Language focus</b> Organising questions and topic changes	<b>Follow up</b> Expanding your vocabulary
<b>Unit 5</b> <b>The world we live in</b> Page 70	<b>Reading</b> Recognising plagiarism Getting started Identifying the main ideas in a text Summarising what you have read Vocabulary building: single–word verbs and multi–word verbs Vocabulary in context: hedging adverbs	<b>Listening and speaking</b> Reaching a consensus in group work Pronunciation: contrasts	<b>Writing skills</b> Using paraphrases Including quotations in your writing	<b>Grammar and vocabulary practice</b> Articles: <i>zero article</i> and <i>the</i> Complex prepositions <i>Person, people, peoples</i>
<b>Unit 6</b> <b>Behaving the way we do</b> Page 82	<b>Reading</b> Organising information for an essay Skimming and scanning texts Taking notes and explaining what you have read Vocabulary building: collocations	<b>Listening and speaking</b> Referring backwards and forwards in presentations	<b>Writing skills</b> Writing conclusions in essays Language for writing: hedging Giving references	<b>Grammar and vocabulary practice</b> Avoiding repetition: expressions with <i>so</i> <i>Wh-</i> noun clauses Using viewpoint adverbs to restrict what is said Verb/adjective + preposition combinations
<b>Lecture skills C</b> Page 94	<b>Preparing for lectures</b> Thinking about the purposes of lectures	<b>Listening</b> Understanding evaluations Understanding lists	<b>Language focus</b> Noticing differences in the language of lectures and academic writing Noticing prominent words	<b>Follow up</b> Taking notes: annotating Reconstructing your notes

<b>Unit 7</b> <b>Bringing about change</b> Page 98	<b>Reading</b>	<b>Listening and speaking</b>	<b>Writing skills</b>	<b>Grammar and vocabulary practice</b>
	Reading critically Finding information and taking notes Vocabulary in context 1: inferring the meaning of words Vocabulary in context 2: hedges Retelling what you have read	Concluding your presentation Pronunciation: linking words in speech units	Using an academic style	Adding information about nouns: relative clauses <i>It</i> -clauses: expressing personal opinions impersonally Abstract nouns + <i>of</i> + <i>-ing</i> / <i>to</i> -infinitive
<b>Unit 8</b> <b>Work and equality</b> Page 110	<b>Reading</b>	<b>Listening and speaking</b>	<b>Writing skills</b>	<b>Grammar and vocabulary practice</b>
	Understanding figures and tables Scanning for information Taking notes Understanding the significance of references Vocabulary in context: avoiding repetition	Taking part in tutorials and joining in discussions Pronunciation: stress in compound nouns 1	Looking at the structure and content of reports Language for writing 1: describing events in a time sequence Language for writing 2: cause and effect	Passive voice Past perfect <i>-ing</i> nouns
<b>Lecture skills D</b> Page 122	<b>Preparing for lectures</b>	<b>Listening</b>	<b>Language focus</b>	<b>Follow up</b>
	Building basic information	Understanding the relationship between parts of the lecture Understanding descriptions of processes	Understanding vague language	Listening for a lecture summary Comparing notes
<b>Unit 9</b> <b>Controversies</b> Page 126	<b>Reading</b>	<b>Listening and speaking</b>	<b>Writing skills</b>	<b>Grammar and vocabulary practice</b>
	Understanding the writer's opinion Identifying main ideas and supporting information Recognising general nouns Understanding hedges Vocabulary building 1: formal and informal verbs Vocabulary building 2: opposites	Tutorials: asking for and giving more information Pronunciation: intonation in <i>wh</i> -clefts	Describing information in figures and tables Language for writing 1: referring to figures and tables Language for writing 2: referring backwards and forwards Writing practice	Verbs followed by a noun phrase or <i>that</i> -clause Non-finite relative clauses Adverbials used to comment
<b>Unit 10</b> <b>Health</b> Page 138	<b>Reading</b>	<b>Listening and speaking</b>	<b>Writing skills</b>	<b>Grammar and vocabulary practice</b>
	Reading for evidence Thinking about what you already know Preparing for essay writing Vocabulary in context: inferring the meaning of words Understanding connections in texts: <i>this/these</i> Developing hedging skills	Summarising what has been said Evaluating visual aids Pronunciation: stress in compound nouns 2	Contrasting information Taking a stance: expressing disagreement Writing practice	Referring to quantities Evaluative adjectives and adverbs Phrases connecting sentences: <i>this/these</i> Non-finite relative clauses
<b>Lecture skills E</b> Page 150	<b>Preparing for lectures</b>	<b>Listening</b>	<b>Language focus</b>	<b>Follow up</b>
	Overcoming problems in listening to lectures	Understanding specialised terms Understanding reasons	Understanding signals of incomplete information Understanding forward and backward reference	Listening and annotating slides Writing up your notes Overcoming problems