

1 International student

READING SKILLS Following instructions • Reading methods

WRITING SKILLS Checking your writing • Writing an informal email

VOCABULARY DEVELOPMENT A dictionary entry • Recording vocabulary (1)

READING Going abroad to study

1 Personal information often appears on documents, especially official documents. Use the ideas in the box to say what personal information is on ... ?

- a birth certificate
- a bank statement
- a driving licence
- an exam certificate

name date of birth address parents' names
grades driver number account number
name of school or university place of birth

2 Simon Elliot lives in Geneva, Switzerland. He is returning to the UK to study. Answer the questions.

- 1 Label the documents. Which is ... ?
 - a passport
 - a formal letter
 - an informal letter
 - an application form
- 2 Where is Simon going?
- 3 What is he going to study?
- 4 Who is John?

C

Apartment 25,
Lac de Lemman Building,
Geneva,
Switzerland

email simon.elliott@gen.com

Dear John,

Just writing to let you know that I've got a place at West London University to do my MSc! So, I'm finally coming back to London. I'm really looking forward to seeing you again. I'm not sure where I'll be living. I'm applying for accommodation with a host family – that way I won't have to cook! I just hope that there's a vegetarian family available. As soon as I know my new address, I'll email or ring you, and we can meet! Do you like the photos I've sent? Do you remember ...

a

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Apartment 25,
Lac de Lemman Building,
Geneva,
Switzerland

Dear Mr Elliot,

We have pleasure in offering you a place at the University of West London to study for a Master's degree (MSc) in Applied Biochemistry. The academic year commences on 10 October and classes start ...

d

United Kingdom of Great Britain and Northern Ireland

Passport

Passport No
012234556



Surname
ELLIOT

Given names
SIMON

Nationality
BRITISH CITIZEN

Date of birth
22 OCTOBER 1989

Date of issue
06 JUNE 2010

Date of expiry
05 JUNE 2020

- 3 Look at the application form. What is it for?
- 4 Read the documents on page 4. Use the information to complete the application form for Simon.

Read STUDY SKILL

STUDY SKILL Following instructions

When filling in official documents, it is important to read and follow the instructions carefully, for example:

- Use black ink only.
- Please **print** / Write in BLOCK CAPITALS.
- Tick ✓.
- Please specify (give more details).
- Delete (cross out) as appropriate.
- Circle the correct answer.

b

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Please print.
Use black or blue ink only.
Tick (✓) the relevant boxes.

Application for Accommodation

Family name Elliot

First name(s) _____

Male/Female (Delete as appropriate) Single ☐ Married ☐

Children Yes ☐ No ☐ Number

Date of birth / / Nationality _____

Passport/ID number _____

Home address _____

Postcode _____ Country _____

Course title _____

Course start date / /

Type of accommodation

- ☐ Host family
☐ University hall of residence
☐ Shared house

Special diet Yes ☐ No ☐

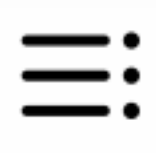
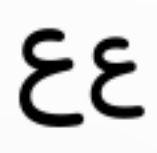
Please specify:

How and why do you read?

- 5 What do *you* read? Tick (✓) the different reading materials a–j that you read.

- | | |
|--|--|
| a <input type="checkbox"/> textbooks | f <input type="checkbox"/> reports |
| b <input type="checkbox"/> novels | g <input type="checkbox"/> timetables |
| c <input type="checkbox"/> emails | h <input type="checkbox"/> indexes |
| d <input type="checkbox"/> search engine finds | i <input type="checkbox"/> a dictionary |
| e <input type="checkbox"/> journals | j <input type="checkbox"/> instruction manuals |

- 6 Which reading materials from exercise 5 do you read for pleasure; for work; for your studies? Make three lists.



- 1 Which two ways of reading are the quickest?
 74 من 7 way would you read for enjoyment?
 2 Which way of reading is the slowest?

Effective Reading

During your course, you will do a lot of reading. It is essential that you learn how to be an effective and efficient reader in order to make the best of your study time. Learning to be a good reader takes practice. You need to develop different strategies or methods of reading.

Skimming

Sometimes you will read just to get a general idea of a text. This is skim reading. First, identify your reason for reading, for example, to decide whether an article meets your needs, or perhaps to understand a writer's attitude. To do this, read the text very quickly. Don't worry about reading and understanding everything. Instead, look particularly at the first and last paragraphs, and the first and last sentences of paragraphs. These often summarize the main points.

Scanning

Sometimes you will read quickly to find particular pieces of information, for example, a statistic, a date, a person's name, or the name of a place. Again, you do not need to read every word to find this information. Instead, scan the text using a finger or a pencil to move quickly through the words. You could time yourself to see how long it takes you to find the information. Always try to improve your speed.

Intensive reading

Sometimes you read for every detail, for example, a description of a process, the results of a scientific study, or a set literature text. To do this, take your time. Stop and think about what you are reading. Have you understood the text? You may need to read the text more than once, in order to make notes or highlight important points for future reference. This is called intensive reading or study reading.

Extensive reading

Sometimes you will read for pleasure – perhaps as extra research, or purely for interest. You may concentrate, but you don't have to worry about detail. This is extensive reading.

We do not always read the same kinds of texts in the same way, and we often use more than one method of reading for a single text. Your reason for reading will help you decide how to read.



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CJ Study Skills ER07

- 8 Choose five examples of reading materials from exercise 5 on page 5. *Why* and *how* do you read?

text book	Why?	to find a relevant chapter to take notes
	How?	scan contents page read intensively

- 9 Look back at exercises 2 and 4 on pages 4 and 5. In which exercise did you 'skim' and in which did you 'scan'? **Read STUDY SKILL**

STUDY SKILL Reading methods

You usually have a reason for reading something. That reason changes the way you read, and the time you spend on a text.

Think about what you want from the text, and decide the best way to get it. For example:

- Skim a journal to find an article of interest.
- Scan an article for specific information.
- Read relevant parts of an article intensively to make notes.

