

University of Basrah

College of Administration & Economics

Department of Economics

Fourth stage
A & B

ACADEMIC SKILLS READING, WRITING, AND STUDY SKILLS

LEVEL 1
STUDENT'S BOOK

First lecture

By

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Unit One : Student Life

Unit One

P-1-

- **1- READING : How do you read ?**
- **A- Ways of reading or Reading methods :-**
- **2- WRITING Describing people**
- **Punctuation : capital letters, full stops, and question marks**
- **Linking ideas : and but to join sentences**
- **Rules : Present Simple**
- **Checking your writing: errors in spelling, capital letters, punctuation, and grammar**
- **Writing about people**

- - **First-** **How do you read ?**

A- 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.

Exercise :

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

Newspaper , textbook , novel , definition , magazine
report , poem , telephone directory .

Read quickly	Read slowly
• Newspaper	• textbook
• novel	• report
• magazine	• definition
• telephone directory	• poem

Second : How do you read and ways of reading ?

(Article)

- Read the article How do you read? & Compare your lists in Exercise (2) with the information in the article.

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**, **Quran** , or a **mathematical equation**.

- **Ways of Reading is :**

1- Study reading : **read slowly and more carefully .**

2- Skimming : **read quickly** just to get the **general idea.**

3- Scanning : **read quickly** to get a particular **piece of information.**

Ex2\ Read the Study Skill Match situations 1-3 with the ways of reading a-c.

1- reading a chapter of a physics textbook to understand a topic ?

a- Study reading b- Skimming c- Scanning

2- Looking for a room number on an exam timetable ?

a- Study reading b- Skimming c- Scanning

3- choosing an interesting book to read ?

a- Study reading b- Skimming c- Scanning

• WRITING “Describing people

الكتابة " وصف الناس"

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, Ms, Dr , Professor

D- cities and countries : Italia ,Tokyo, Basrah , Baghdad,

E- languages: English , Arabic , French, Spain

F- the names of schools, colleges, 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.**

My name's Hussein and I'm a student at the University of Oporto, in Portugal.

I am studying French, Russian, and English because I like languages.

.....

Dr. Ali Ahmed is 36 years old. He is a doctor, and he comes from a small town near Madras, in the south of India.

Phrasal verbs

1- Cancel> call off

2- Wait > Hold on

3- Calculate> Add up

4- Continue ...> Carry on

5- Discover> Find out

6- Escape> Get away

7- Apply for> Request

8- Turn down> Refuse

9- Bring about ... > Cause

10- Look up> Search

11- Bring up> Educate

12- Jot down >>> Write

13- Log in >>> Enter

14- Pick up >>> Learn quickly

Examples of sentences for phrasal verbs :

- ❖ Next year, I will **apply** for a visa to USA.
 - ❖ The boss **turned down** my job application
 - ❖ Poverty **brings about** immigration
 - ❖ You should **look up** difficult words in a dictionary
 - ❖ This couple **bring up** two little cute babies
 - ❖ You should always **jot down** notes in your book.
 - ❖ I can't **log in** my Facebook account.
 - ❖ If you visit USA, you will **pick up** the American accent
-

Exercise (1W) : Rewrite the pairs of sentences. Add capital letters, and full stops or question marks.

- 1- my name is john ibrahim 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
-

3rd : Punctuations:

- **Full Stop** (.) – Usually used at the end of a sentence.
- **Question Mark** (?) – Usually used at the end of an **interrogative** sentence to form a question.
- **Comma** (,) – Usually used to denote a pause in a sentence.
- **Exclamation Mark** (!) – Used to denote shock, surprise, anger or a raised voice.
- **Colon** (:) – Used to indicate what is to follow next.
- **Semi Colon** (;) – Used to link two independent clauses not joined by a conjunction or used to separate two independent clauses in place of comma.
- **Apostrophe** (‘) – Used to show possession or for contraction of word.
- **Hyphen** (-) – Used to glue words together.
- **Slash** (/) – Used to separate letters, numbers or words.
- **Ellipsis Mark** (...) – Used to separate items in a series.
- **Round Brackets** () – Used to add extra information in a sentence.
- **Quotation Mark** (” “) – Used to show that someone else has said it.

Examples:

- *She was wearing a beautiful dress.*
- *What a beautiful piece of music! Who composed it?*
- *It's a beautiful dress, but it's ludicrously expensive.*
- *Tom was so hungry he ate everything in the house: chips, cold pizza, pretzels and dip, hot dogs, peanut butter, and candy.*
- *My wife would like tea; I would prefer coffee.*
- *This is a woman's hat.*
- *Sarah had a little lamb/ little lamb whose fleece was white as snow.*
- *I don't know ... I'm not sure.*
- *I hope you will be here," he said.*

Punctuation Exercise:

- Punctuation is a system of symbols that we use when _____ a language.
 - writing
- What are the symbols used in this system called?
 - punctuation marks
- Which are examples of punctuation marks?
 - commas and full stops
- "Full stops" are also called
 - periods
- Which CANNOT come at the end of a sentence?
 - a colon
- You must put a space _____ every comma in a sentence.
 - after
- What's the punctuation mark indicating a question called?
 - a question mark
- Which can be used to express strong feelings in written English?
 - an exclamation mark
- Quotation marks are put _____ the words being quoted.
 - before and after
- In British English, () are called "round brackets", but in American English they're often called
 - parentheses

.....
Exercise (Home worke): Put in semicolons, colons, dashes, quotation marks, Italics (use an underline), and parentheses where ever they are needed in the following sentences.

- 1- There was a very interesting article entitled The New Rage for Folk Singing in last Sunday's New York Times newspaper.
- 2- The men in question Harold Keene, Jim Peterson, and Gerald Greene deserve awards.
- 3- The following are the primary colors red, blue, and yellow.
- 4- Montaigne wrote the following A wise man never loses anything, if he has himself.
- 5- Some people work best in the mornings others do better in the evenings.
- 6- What are you doing next weekend

Writing about people:

❖ 1 .

My name is **Mona Saeed** and am from **Manama** is the capital city of **Bahrain**. I am a student 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 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** , **He** teaches mathematics and computing at **Kuala Lumpur Universityis**. **He** is an **Assistant Professor** in the **Faculty Science**. **He is a** graduate of **Shanghai University** and has a PhD from 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 whit 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.

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

Answer: The paragraphs describe two different people, their lives, jobs, families, etc.

.....

Ex1: Scan the texts on paragraph of article to complete the table with information about Mona Saeed and Dr Lee , and Complete the table with information about you.

Informations	Miss. Mona Saeed	Dr Lee	about You
City			
Country			
Job			
Age			
Flat/House			
Married/Single			
Children			
Languages			
Others info.			

Ex2: Join the sentences. Use (**and**) or (**but**) .

1- Iam18yearsold. I am single.

2- I am from Turkey. I live in the capital, Ankara.

3- Joe comes from India. He is working in Germany at the moment.

4- Maria and Jose are married. They have four children.

5- Sam likes computers. He doesn't like computer games.

6- I want to build a big villa near my parents' house. I have no money.

Ex3 : Find nine mistakes in the sentences and correct them.

My nam is Sonia I come from brazil. I am teacher in a school My husband work in bank. His name is riccardo. We have two childrens

❖ Rules of Present simple

- To describe people and what they do, use the Present Simple. When you write about yourself:

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

❖ When you write about other people:

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

❖ Parts of speech : It is important to know the part of speech of a new word.

Is it a/an ...? This knowledge will help you learn and use the word correctly

A- **noun**: a student , Suburb

B- **verb**: to study , check

C- **adjective**: long , Quick

D- **adverb**: always, quickly

E- **preposition**: at, in, on

Ex1: Match the parts of speech a-e in the box with words 1-10 in the sentences

- Selina ¹lives with her ²parents ³in the center ⁴of town.
- We ⁵usually ⁶read textbooks or reports quite ⁷carefully.
- This is a very ⁸interesting novel, but the ⁹language is ¹⁰difficult.

noun	verb	adjective	adverb	preposition