



ENGLISH LANGUAGE SEMESTER 1: 2023-2024 CHAPTER 3

INSTRUCTOR

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Text book: Headway Academic Skills: Reading, Writing, and
Study Skills, Level 3. By: Sarah Philpot and Lesley Curnick

The background is a vibrant green with a subtle radial gradient. In the center, there is a bright white circle with faint, concentric circles around it. Scattered throughout the corners are several realistic-looking water bubbles of various sizes, some with highlights and shadows, giving them a three-dimensional appearance.

READING

PARAGRAPH PURPOSE

Each paragraph in a text has a clear purpose. For example:

- The first paragraph introduces the topic, states the purpose of the text, or describes a problem or situation.
- The body paragraphs develop arguments, try to persuade, suggest solutions, or describe developments.
- The final paragraph concludes, evaluates, or discusses consequences.

Identifying the purpose of each paragraph helps you understand the text and decide where to find useful information.



TEXT COHESION

In well-written academic texts, ideas and arguments have continuity from one paragraph to another. This is done by:

- rephrasing key words or expressions
- repeating key words or expressions ending a paragraph with a question which is answered in the next
- maintaining the grammatical subject of the last sentence of the paragraph in the first sentence of the next
- using phrases which refer back to a previous paragraph or forward to the next



The image features a vibrant green background with a subtle gradient. In the center, there is a large, faint white circle. Scattered around the edges are several realistic water droplets of various sizes, each with a white highlight and a soft shadow, giving them a three-dimensional appearance. The word "RESEARCH" is prominently displayed in the center in a bold, black, sans-serif font.

RESEARCH

USING REFERENCE MATERIAL

If you cannot find a topic in a reference book or index, look under other related words to search for that topic. For example:

- (near) synonyms, e.g. scheme/plan
- more general or topic words, e.g. biology/science



SEARCHING THE INTERNET EFFICIENTLY

Before doing research on the Internet, plan what and how you are going to search. Ask:

- What is my search topic?
- What are the key words or phrases? Write synonyms of the key words.

Use quotation marks for phrases. For example: If you search natural convection, you will find sites with the words natural and convection. These words might not be connected.

If you search “natural convection”, you will find sites which have these words together.



SEARCHING THE INTERNET EFFICIENTLY

To make your search more specific:

- Use + or AND to find information together, e.g. "natural convection" + solar.
- Use - or NOT to remove information you do not need, e.g. if you want information on natural convection but not in pipes, search "natural convection" -pipes.



GOOGLE TIPS

Quotes: Use quotes (“”) to search for an exact phrase

Asterisk: Substitute an asterisk (*) within quotes for an unknown word

Minus: Use a minus (-) to eliminate results containing certain words

Tilde: Use a tilde (~) before a word to include all of its synonyms

Double Full Stop: Use a double full stop (..) between two numbers to convey ranges

Search websites for keywords: Use site: (site:) to search for a keyword only within that particular website

Define: Use define: (define:) to streamline a dictionary search of a specific word, slang or acronym

Search images using images: Find the origin of an image by searching Google Images > select the camera button and either paste the desired image or the URL to the desired image.

Link: Use link: (link:) to find sites that have linked to a specific URL

<https://www.youtube.com/watch?v=R0DQfwc72PM>

The image features a vibrant green background with a subtle radial gradient. At the center is a large, bright white circle. Scattered around the edges are several realistic water droplets of various sizes, each with a clear highlight and a soft shadow, giving them a three-dimensional appearance. The word "WRITING" is centered in a bold, black, sans-serif font.

WRITING

SELECTING INFORMATION

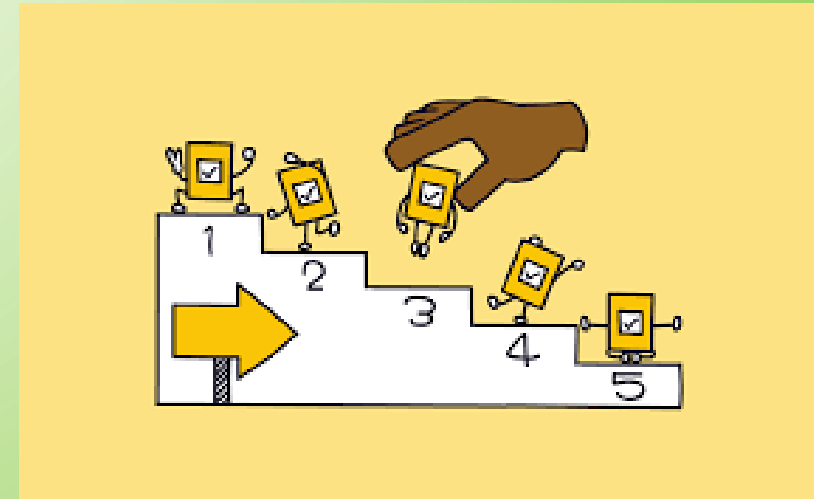
Before you write, you should:

- decide who you are writing for and why
- make notes
- select only relevant information



PRIORITIZING

Select the information you need for your essay. Put it in a logical order. In a discursive essay or article, the most important topics usually come first. The order of importance will depend on who you are writing for, and why.



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VOCABULARY DEVELOPMENT

COLLOCATIONS

Collocations are words which frequently appear together. Recognizing these collocations helps you understand a text better and improve your reading speed. If you use them in your writing, it will sound more natural.

Some common collocations are formed by:

- adjectives and nouns, e.g. **natural convection**
- verbs and nouns, e.g. **do research** or **conduct experiment**

Always record these words together.



