



# ENGLISH LANGUAGE SEMESTER 2: 2023-2024 CHAPTER 6

INSTRUCTOR

MANAR S.M. AL-JETHELAH, PHD

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

The background is a solid light green color. In the center, there is a large, faint white circle. Scattered around the edges are several realistic-looking water droplets or bubbles of various sizes, some with highlights and shadows, giving them a 3D effect.

**READING**

# Dealing with longer texts

To read longer texts effectively, make sure you have enough time for the task and do the following:

## Survey

Survey the material to decide whether it is useful:

- ✓ Look at the title, headings, pictures, or graphs.
- ✓ Look at the style of the text and where it has come from.

## Question

Ask yourself: What do I already know? What do I want to know? Make questions: What ...? Where ...? When ...? Why ...?

# Dealing with longer texts

## Read

- ✓ First, skim the text to see how the information is organized and to get a general idea:
  - Read the title and any headings.
  - Read the first sentence of a few paragraphs.

Is the information you need there?
- ✓ Secondly, scan the text to find specific pieces of information:
  - Use what you learnt from surveying and skimming the text to locate the information you need.
  - Move quickly through the text. Do not read every word.
  - Stop when you come to the information you want. Answer as many of your questions as possible.
- ✓ Then read the text intensively (You will often need to understand the details in a text.), and highlight useful information. Underline any key vocabulary.
- ✓ Read the highlighted parts of the text again and make notes to answer your questions.

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 "WRITING" is prominently displayed in the lower-middle section of the image.

**WRITING**

# CHECKING YOUR WRITING

After completing the first draft of your manuscript, put it aside for a while. It is easier to check the content with 'fresh' eyes. Check for:

## Purpose

Is the purpose of the manuscript to describe, explain, persuade, analyse, discuss, compare, or evaluate?

## Content

Does the manuscript :

- introduce the topic clearly?
- include all the main points?
- exclude irrelevant or inappropriate information?
- give examples and explanations?
- conclude appropriately?

## Organization

- Are the ideas in a logical order?
- Is the writing divided into paragraphs?
- Are ideas linked appropriately?

The background is a light green gradient. In the top-left and bottom-right corners, there are several realistic water droplets of various sizes, some overlapping. A faint, large, light-colored circular graphic is centered in the upper half of the image, behind the text.

# **VOCABULARY DEVELOPMENT**

# COLLOCATION

Collocation 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.

- verb + adverb, e.g. **damage extensively**
- adverb + adjective, e.g. **completely different**



Thank  
you