**Academic Skills , level one**

**Teacher. Wafa**

**Ways of reading :**

A good reader reads in different ways.

Sometimes you read slowly and carefully ( intensive reading , study reading )

At other times you read quickly for the general idea ( skimming) or for information ( scanning).

A good reader chooses right way to read.

**Punctuation :**

Use capital letters for the first letter of :

1. The first word in a sentence, for example: he studies English
2. Peoples names: Nora
3. Titles: Mr., Mrs, Miss,Dr,Professor
4. Cities and countries: turkey
5. Languages: English
6. The names of schools, colleges, and companies: international college

* Remember
* Use full stop(.) at the end of a sentence, and use a question mark (?) at the end of a question.

**Linking ideas :**

Use and or but to join sentences. Look at the examples:

Hassan lives in Izmir and works in an internet café

I understand Farsi, but I don’t speak it very well.

**Present simple :**

To describe people and what they do, use the present simple.

I

We + verb + Object

They

She

He + verb (+s ) + object

It

With the present tense, we use ***do*** and ***does*** to make questions. We use **does** for the third person (she/he/it) and we use **do** for the others.

**Examples:**

* I **play** tennis.
* She **does not play** tennis.
* **Does** he **play** tennis?
* The train **leaves** every morning at 8 AM.
* The train **does not leave** at 9 AM.
* When **does** the train usually **leave**?
* She always **forgets** her purse.
* He never **forgets** his wallet.
* Every twelve months, the Earth **circles** the Sun.
* **Does** the Sun **circle** the Earth?

**Part of speech :**

| **part of speech** | **function or "job"** | **example words** | **example sentences** |
| --- | --- | --- | --- |
| [**Verb**](https://www.englishclub.com/grammar/verbs.htm) | action or state | (to) be, have, do, like, work, sing, can, must | English Club **is** a web site. I **like** English Club. |
| [**Noun**](https://www.englishclub.com/grammar/nouns.htm) | thing or person | pen, dog, work, music, town, London, teacher, John | This is my **dog**. He lives in my **house**. We live in **London**. |
| [**Adjective**](https://www.englishclub.com/grammar/adjectives.htm) | describes a noun | a/an, the, 2, some, good, big, red, well, interesting | I have **two** dogs. My dogs are **big**. I like **big** dogs. |
| [**Adverb**](https://www.englishclub.com/grammar/adverbs.htm) | describes a verb, adjective or adverb | quickly, silently, well, badly, very, really | My dog eats **quickly**. When he is **very** hungry, he eats **really** quickly. |
| [**Pronoun**](https://www.englishclub.com/grammar/pronouns.htm) | replaces a noun | I, you, he, she, some | Tara is Indian. **She** is beautiful. |
| [**Preposition**](https://www.englishclub.com/grammar/prepositions.htm) | links a noun to another word | to, at, after, on, but | We went **to** school **on** Monday. |

**Punctuation :**

Use apostrophes for :

* Possession ( belonging to someone, something ) for example:
* The boy's computer ( his computer)
* Contractions (missing letters ) for example :
* I'm ( I am ) doesn't ( does not )

**Adverbs of Frequency :**

These are called adverbs of frequency and include:

|  |  |  |
| --- | --- | --- |
| **Frequency** | **Adverb of Frequency** | **Example Sentence** |
| 100% | always | I **always** go to bed before 11pm. |
| 90% | usually | I **usually** have cereal for breakfast. |
| 80% | normally / generally | I **normally** go to the gym. |
| 70% | often\* / frequently | I **often** surf the internet. |
| 50% | sometimes | I **sometimes** forget my wife's birthday. |
| 30% | occasionally | I **occasionally** eat junk food. |
| 10% | seldom | I **seldom** read the newspaper. |
| 5% | hardly ever / rarely | I **hardly ever** drink alcohol. |
| 0% | never | I **never** swim in the sea. |

**Linking ideas :**

Reason clauses ( because )

Use because to join sentences. It tells you the reason ( why )

* The building gets very hot in summer because it is made of glass

**Language to describe buildings :**

You can use describe building using these words and phrases :

There is a viewing platform.

There are four minarets.

It is made of glass and steel

It is located , situated in formal gardens

In the central , in the middle , around , outside, inside , on the (first) floor.

**How to write a formal letter? ( review the book page 30)**

Greeting : Dear ( title and family name)

Ending : yours sincerely or yours faithfully.

**Plural : ( review the book page 31)**

The plural form of most nouns is created simply by adding the letter *s.*

* more than one snake = snakes
* more than one ski = skis
* more than one Barrymore = Barrymores

Words that end in *-ch,* *x,* *s* or *s-like* sounds, however, will require an *-es* for the plural:

* more than one witch = witches
* more than one box = boxes
* more than one gas = gases
* more than one bus = buses
* more than one kiss = kisses
* more than one Jones = Joneses

**There are several nouns that have irregular plural forms :**

* more than one child = children
* more than one woman = women
* more than one man = men
* more than one person = people
* more than one goose = geese
* more than one mouse = mice
* more than one barracks = barracks
* more than one deer = deer

**Homophones :**

A **homophone** is a word that is [pronounced](http://en.wikipedia.org/wiki/Pronunciation) the same as another word but differs in meaning, and may differ in spelling.

Meet , meat

No , know

To , too , two

They're , there , their

**Prefixes :**

**Some prefixes give a word the opposite meaning for example:**

**Dis-gives the noun advantage the opposite meaning**

**Un- gives the adjective helpful the opposite meaning**

**Other prefixes :**

**Anti-( against)**

**Sub( under)**

**Super (large)**

**Pre-(before)**

***\*\*\*Give examples***

***Comparative and superlatives***

* 1. ***adjectives of one syllable, for example, high add er + est***
  2. ***adjectives endingin (e) e.g nice add only –r +est***
  3. ***some adjevtives e.g big , double the last letter***
  4. ***adjectives ending in –y ,e.g dry change –y to –i***
* ***remember***
* ***long adjectives don’t follow the rules ,they use more and most , less and least***