

Academic Skills , level one

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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 :

The first word in a sentence, for example: he studies English .a

Peoples names: Nora .b

Titles: Mr., Mrs, Miss,Dr,Professor .c

Cities and countries: turkey .d

Languages: English .e

The names of schools, colleges, and companies: international college .f

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 :

<u>part of speech</u>	<u>function or "job"</u>	<u>example words</u>	<u>example sentences</u>
<u>Verb</u>	action or state	(to) be, have, do, like, work, sing, can, must	English Club is a web site. I like English Club.
<u>Noun</u>	thing or person	pen, dog, work, music, town, London, teacher, John	This is my dog . He lives in my house . We live in London .
<u>Adjective</u>	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.
<u>Adverb</u>	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.
<u>Pronoun</u>	replaces a noun	I, you, he, she, some	Tara is Indian. She is beautiful.
<u>Preposition</u>	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
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Homophones :

A **homophone** is a word that is pronounced 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

adjectives of one syllable, for example, high add er + est .a

adjectives ending in (e) e.g nice add only -r +est .b

some adjectives e.g big , double the last letter .c

adjectives ending in -y ,e.g dry change -y to -i .d

remember •

long adjectives don't follow the rules ,they use more and most , less and least •