



Academic Skills

Relevant to preparation for FCE, CAE, TOEIC and IELTS

Study Skills for Writing

Practise basic presenting of arguments in academic writing; introductions; topic sentences for paragraphs; conclusions.

Start to practise rephrasing and explaining more difficult technical/scientific texts. Use a language learner's English thesaurus to help you.

Build a bank of discursive language for formal writing and more informal discussion.

Focus on clarity and conciseness in a **formal** style.

Practise summarising techniques and use newspaper stories and chapters from short stories or novels. Recognise difference between fact and speculation (in writing and reading).

Practise writing for different 'genres'; do some creative writing, focusing on descriptive language, drama, tension, including short dialogue; report writing; reportage; formal letter-writing; persuasive writing (sales/marketing pitch).

Organise vocabulary for each 'genre'.

Practise analysing graphs, tables, diagrams from newspapers and journals. Ensure you have a bank of language resources for this type of analytical writing

Note-taking skills for reading and listening:

- Find and mark relevant information using colour coded highlighting.
- Re-write this information as notes
- Organise your notes with bullet points, headings, numberings
- Don't write full sentences; abbreviate and use symbols (+ = < > @ * ✓ ↑ ↓ → ≠ etc)
- Listen for key words
- Listen for cues that signal organisational plans; focus & direction of lecture relationships between ideas
- Note vocabulary used that can be used later in follow-up discussion, presentations, essay.