

# 1 International student

**READING SKILLS** Following instructions • Reading methods

**WRITING SKILLS** Checking your writing • Writing an informal email

**VOCABULARY DEVELOPMENT** A dictionary entry • Recording vocabulary (1)

## READING Going abroad to study

1 Personal information often appears on documents, especially official documents. Use the ideas in the box to say what personal information is on ... ?

- a birth certificate
- a bank statement
- a driving licence
- an exam certificate

name    date of birth    address    parents' names  
grades    driver number    account number  
name of school or university    place of birth

2 Simon Elliot lives in Geneva, Switzerland. He is returning to the UK to study. Answer the questions.

- 1 Label the documents. Which is ... ?
  - a passport
  - a formal letter
  - an informal letter
  - an application form
- 2 Where is Simon going?
- 3 What is he going to study?
- 4 Who is John?

c

Apartment 25,  
Lac de Lemman Building,  
Geneva,  
Switzerland

email [simon.elliott@gen.com](mailto:simon.elliott@gen.com)

Dear John,

Just writing to let you know that I've got a place at West London University to do my MSc! So, I'm finally coming back to London. I'm really looking forward to seeing you again. I'm not sure where I'll be living. I'm applying for accommodation with a host family - that way I won't have to cook! I just hope that there's a vegetarian family available. As soon as I know my new address, I'll email or ring you, and we can meet! Do you like the photos I've sent? Do you remember ...

a

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Apartment 25,  
Lac de Lemman Building,  
Geneva,  
Switzerland

Dear Mr Elliot,

We have pleasure in offering you a place at the University of West London to study for a Master's degree (MSc) in Applied Biochemistry. The academic year commences on 10 October and classes start ...

d

United Kingdom of Great Britain and Northern Ireland

Passport

Passport No  
012234556



Surname  
ELLIOT

Given names  
SIMON

Nationality  
BRITISH CITIZEN

Date of birth  
22 OCTOBER 1989

Date of issue  
06 JUNE 2010

Date of expiry  
05 JUNE 2020

- 3 Look at the application form. What is it for?
- 4 Read the documents on page 4. Use the information to complete the application form for Simon.

**Read STUDY SKILL**

**STUDY SKILL** Following instructions

When filling in official documents, it is important to read and follow the instructions carefully, for example:

- Use black ink only.
- Please **print** / Write in BLOCK CAPITALS.
- Tick ✓.
- Please specify (give more details).
- Delete (cross out) as appropriate.
- Circle the correct answer.

b

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*Please print.  
Use black or blue ink only.  
Tick (✓) the relevant boxes.*

Application for Accommodation

Family name Elliot

First name(s) \_\_\_\_\_

Male/Female (Delete as appropriate) Single  Married

Children Yes  No  Number

Date of birth  /  /  Nationality \_\_\_\_\_

Passport/ID number \_\_\_\_\_

Home address \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Course title \_\_\_\_\_

Course start date  /  /

**Type of accommodation**

- Host family
- University hall of residence
- Shared house

**Special diet** Yes  No

Please specify:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How and why do you read?**

- 5 What do *you* read? Tick (✓) the different reading materials a–j that you read.

- |  |  |
|--|--|
| a <input type="checkbox"/> textbooks           | f <input type="checkbox"/> reports             |
| b <input type="checkbox"/> novels              | g <input type="checkbox"/> timetables          |
| c <input type="checkbox"/> emails              | h <input type="checkbox"/> indexes             |
| d <input type="checkbox"/> search engine finds | i <input type="checkbox"/> a dictionary        |
| e <input type="checkbox"/> journals            | j <input type="checkbox"/> instruction manuals |

- 6 Which reading materials from exercise 5 do you read for pleasure; for work; for your studies? Make three lists.

7 Read the handout for new students about reading. Answer the questions.

- 1 Which two ways of reading are the quickest?
- 2 Which way would you read for enjoyment?
- 3 Which way of reading is the slowest?

## Effective Reading

During your course, you will do a lot of reading. It is essential that you learn how to be an effective and efficient reader in order to make the best of your study time. Learning to be a good reader takes practice. You need to develop different strategies or methods of reading.

### Skimming

Sometimes you will read just to get a general idea of a text. This is skim reading. First, identify your reason for reading, for example, to decide whether an article meets your needs, or perhaps to understand a writer's attitude. To do this, read the text very quickly. Don't worry about reading and understanding everything. Instead, look particularly at the first and last paragraphs, and the first and last sentences of paragraphs. These often summarize the main points.

### Scanning

Sometimes you will read quickly to find particular pieces of information, for example, a statistic, a date, a person's name, or the name of a place. Again, you do not need to read every word to find this information. Instead, scan the text using a finger or a pencil to move quickly through the words. You could time yourself to see how long it takes you to find the information. Always try to improve your speed.

### Intensive reading

Sometimes you read for every detail, for example, a description of a process, the results of a scientific study, or a set literature text. To do this, take your time. Stop and think about what you are reading. Have you understood the text? You may need to read the text more than once, in order to make notes or highlight important points for future reference. This is called intensive reading or study reading.

### Extensive reading

Sometimes you will read for pleasure – perhaps as extra research, or purely for interest. You may concentrate, but you don't have to worry about detail. This is extensive reading.

We do not always read the same kinds of texts in the same way, and we often use more than one method of reading for a single text. Your reason for reading will help you decide how to read.



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CJ Study Skills ER07

8 Choose five examples of reading materials from exercise 5 on page 5. *Why* and *how* do you read?

text book	Why?	<i>to find a relevant chapter</i>
	How?	<i>to take notes</i>
		<i>scan contents page</i>
		<i>read intensively</i>

9 Look back at exercises 2 and 4 on pages 4 and 5. In which exercise did you 'skim' and in which did you 'scan'? **Read STUDY SKILL**

## STUDY SKILL Reading methods

You usually have a reason for reading something. That reason changes the way you read, and the time you spend on a text.

Think about what you want from the text, and decide the best way to get it. For example:

- Skim a journal to find an article of interest.
- Scan an article for specific information.
- Read relevant parts of an article intensively to make notes.

## WRITING A host family

- 1 Imagine you are going abroad to do a short course and are going to live with a host family. What information would you give them and what information would you want? Think about:

dates food personal information transport computer access hobbies

- 2 Burcu Sancak, a Turkish student, is writing to her host family. Read her email. Tick (✓) the items from exercise 1 that she mentions.



**Accommodation message**

**From:** Burcu Sancak [bsancak@mailnet.com.tr] **Sent:** 16 July 2011  
**To:** Mr and Mrs Baker  
**Subject:** Accommodation

Dear Mr and Mrs Baker,

I'm very happy to accept your offer of acommodation. I'm really excited about coming to London for the first time to do an English course.

I am in my last year of school and next year I want to go to university to study english Language and Literature. at the moment i am preparing for my final exams, so I'm working very hard. When I'm not so bisy, I spend a lot of time reading, but I also enjoy sports I play basketball for my school team once a week. I also enjoy swimming. Is there a sports club with a swimming pool near your house.

As I mentioned in my last email, my course starts on 24th July but I'm coming two days earlier and my plain arrives at heathrow on the 22nd at 14.25 Could you tell me the best way of getting from the airport to your house?

I hope to here from you soon and I'm really looking forward to seeing you in London.

Best wishes,  
Burcu Sancak

- 3 **Read STUDY SKILL** Read Burcu's email again. There are 12 mistakes (capital letters, full stops, question marks, and spelling). Find and correct them.

### Writing an informal email

- 4 Imagine you are going to stay with a family for a short course. Write them an email. Write about 100 words.
- Say you accept their offer of a room.
  - Tell them about your studies and your hobbies.
  - Give them information about your arrival.
  - Ask for information you would like.

Check your work carefully. Give it to another student to check again.

### STUDY SKILL Checking your writing

Every time you write, remember to check your work for:

- capital letters at the beginning of sentences and for proper nouns (names of people, cities, and countries)
- full stops at the end of sentences
- question marks at the end of questions
- spelling mistakes. Use a dictionary or computer spellchecker to check your spelling. Keep a record of any words you misspell. Learn the correct spelling.

## VOCABULARY DEVELOPMENT Dictionary work

- 1 Put the following words into alphabetical order as quickly as you can. Compare your order with a partner.

brainstorm skim question accommodation dictionary  
 biography student vocabulary writing punctuation scan  
 pronunciation computer technology study voice keyboard

- 2 **Read STUDY SKILL** Here is an entry from the *Oxford Student's Dictionary*. Label the parts of the entry 1–5 using the words in the box.

part of speech definition pronunciation  
 example sentence stress mark

**accommodation** /əˌkɒməˈdeɪʃn/ *noun* [U]  
 a place for sb to live or stay: We lived in rented accommodation before buying this house. • The price of the holiday includes flights and accommodation.

1 stress mark  
 2  
 3  
 4  
 5

### STUDY SKILL A dictionary entry

Choose an English–English dictionary and make sure it is a recent edition.

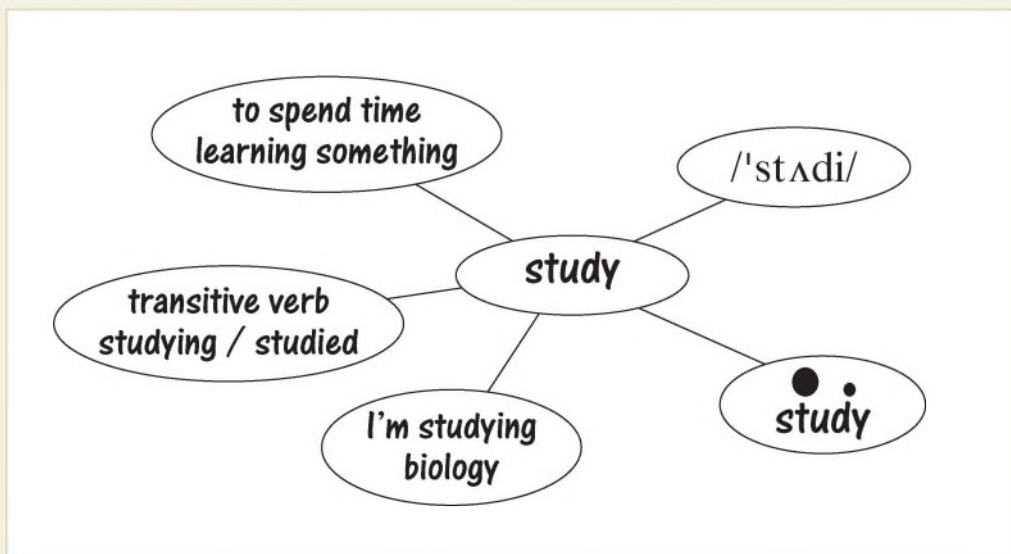
Dictionaries include a lot of useful information.

For example:

- parts of speech
- stress
- pronunciation
- definitions
- example sentences

Be careful! Some words have more than one meaning and use. Make sure you look at the correct part of a definition.

- 3 Look at the word card. What five pieces of information does it give you about the word *study*?



- 4 Make word cards for the underlined words in 1–6. Use your dictionary. **Read STUDY SKILL**

- 1 I am studying Chemical Engineering.
- 2 We scan a timetable to get the information we want.
- 3 Correct punctuation is very important in good writing.
- 4 Always check in a dictionary if you are not sure about how a word is spelt.
- 5 A biography is the story of someone's life.
- 6 Novels, plays, and poetry are examples of literature.

### STUDY SKILL Recording vocabulary (1)

It is important to keep a record of new vocabulary. You may wish to keep these records in a vocabulary notebook or in a special vocabulary file on the computer.

Wherever you record new vocabulary, it is helpful to note more than the translation. Also note, for example:

- the pronunciation
- the stressed syllables
- part of speech
- associated words and grammar, e.g. a *biography of someone*

## REVIEW

1 Complete the visa application form about you.

### VISA APPLICATION

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Please print. Use black or blue ink only. Tick (✓) relevant boxes.

**Family name** \_\_\_\_\_ **First name** \_\_\_\_\_  
**Middle name(s)** \_\_\_\_\_

**Date of birth** \_\_\_\_\_

**Place of birth** \_\_\_\_\_

**Nationality** \_\_\_\_\_ **Passport/ID number** \_\_\_\_\_  
**Place of issue** \_\_\_\_\_

**Sex** Male  Female

**Marital status** \_\_\_\_\_

**Title** Dr  Mr  Mrs  Ms  Miss  Other (specify) \_\_\_\_\_

**Home address** \_\_\_\_\_ **Email address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **Home or mobile telephone number** \_\_\_\_\_

**Reasons for visit** **Duration of visit**

Business  1–7 days   
Study  8–15 days   
Tourism  Up to one month   
Family visit  More than one month (specify length) \_\_\_\_\_  
Other (specify) \_\_\_\_\_

**Date of arrival (if known)** \_\_\_\_\_ **Date of departure (if known)** \_\_\_\_\_

**Address in country (if known)** \_\_\_\_\_  
\_\_\_\_\_

2 Use your dictionary to correct the spelling of the underlined words.

- 1 She payed for her books with a credit card.
- 2 He bough a new car last month.
- 3 What subject are you studing?
- 4 My parents always give me good advise.
- 5 Have you applyed to university yet?
- 6 Please put the books back on the correct shelvs.

3 Review the texts and vocabulary in Unit 1. Choose at least five words that are new for you. Make word cards for them.

## REVIEW

- 1 Go back through Unit 2. Add examples to the table. Write the definite article *the* where necessary.



countries	continents	rivers	deserts	cities	seas and oceans	mountains/ mountain ranges
Wales, <i>the Republic of Singapore</i>	Asia	<i>the River Seine</i>	<i>the Sahara</i>	Fez	<i>the Atlantic Ocean</i>	Mount Everest

- 2 When is the definite article *the* used? Complete the rules.

### RULES

Use *the* with rivers, deserts, mountain ranges, \_\_\_\_\_ and oceans.

Do not use *the* with most countries, \_\_\_\_\_, mountains, and \_\_\_\_\_.

- 3 Add some examples from your own country or region to the table.
- 4 Make sentences 1–8 true by replacing the word in *italics* with another word from Unit 2.
- 1 Asia is a large *country*.
  - 2 Morocco has beaches on the Atlantic *Sea*.
  - 3 Spain is *north* of France.
  - 4 A *castle* is where you can go to see lots of different animals.
  - 5 A *lake* is bigger than a sea.
  - 6 Sydney is a very *old* city.
  - 7 Russia is a *small* country.
  - 8 A village is *bigger* than a town.
- 5 Make your own records of any new words. Use the methods from this unit.