

# CONTENTS

SEMESTER 1 - 2017/2018

## 01

### UNIT 1 :: LISTENING SKILLS

*Types of Listening - 1*

*Listening Strategies - 8*

## 20

### UNIT 2 :: READING SKILLS

*Previewing, Skimming, Scanning - 21*

*Word Forms - 34*

*Contextual Clues - 42*

*Reference Words - 49*

*Main Idea & Supporting Details - 56*

*Information Transfer - 72*

*Inferences - 85*

## 96

### UNIT 3 :: SPEAKING SKILLS

*Types & Contents of a Presentation - 97*

*Effective Delivery of a Presentation - 107*

*Presentation Aids - 111*

## 118

### UNIT 4 :: WRITING SKILLS

*Paraphrasing - 118*

*Summarising - 129*

*Synthesising - 136*

*Argumentative Essay - 148*

*In-Text Citations & Referencing - 185*

*Writing Test Practice - 203*