

Headway
Academic skills
Listening, speaking and study skills
Hadi(PhD)

Master degree
First Course
Hasan

1	A_new_start	
	<p>LISTENING Nice to meet you p4—5 Why listen? <i>listening for what you need to know</i> RULES Present Simple (1) <i>Wh-questions</i> Listening for detail <i>listening for the information you need</i> KEY LANGUAGE The alphabet p6 The alphabet <i>understanding and saying</i></p>	<p>SPEAKING Good morning! p7 Asking for help (I) <i>Could you say that again?</i> LANGUAGE BANK Greetings <i>Good morning! See you later.</i></p>
2	Tourism	
	<p>LISTENING Weather p10—11 Predicting <i>thinking about information you will hear</i> Hearing sentences <i>identifying pauses for full stops</i> KEY LANGUAGE Numbers 1—100 p12 Understanding numbers (1) <i>13 and 30</i> Understanding numbers (2) <i>temperature, age, time information</i></p>	<p>SPEAKING Places p13 Presentations <i>My name is ... Thank you for listening.</i> Helping the listener (1) <i>speaking clearly</i></p>
3	Your day	
	<p>LISTENING Free time p16 Listening for the general idea <i>focusing on main points</i> KEY LANGUAGE Time p17 RULES Telling the time <i>It's 8.30 in the morning.</i> RULES Time expressions <i>in / at! on</i></p>	<p>SPEAKING Study habits p18—19 RULES Present Simple (2) <i>yes! no</i> questions with short answers Speaking politely <i>Excuse me! You're welcome.</i></p>
4	Work	
	<p>LISTENING Under the sea and sand p22—23 Understanding more than one speaker <i>discriminating between different voices and accents</i> Listening to discussions <i>recognizing opinions and reasons</i></p>	<p>SPEAKING Let's discuss it p24—25 Giving opinions in discussions <i>agreeing and disagreeing</i> LANGUAGE BANK Expressions for discussions <i>That's right. Sorry, I don't agree.</i></p>
5	Different kinds of language	
	<p>LISTENING The language of dots p28—29 Understanding a lecture REVIEW of Study Skills</p>	<p>SPEAKING Body language p30—31 Giving a presentation (1) REVIEW of Study Skills</p>

	Using visuals (1) <i>getting information from slides, pictures, tables</i>	
6	The importance of studying	
	LISTENING Pi p34—35 Understanding the structure of a talk <i>tuning in to signposting: firstly, secondly, finally</i> Recognizing pauses <i>understanding phrases</i>	SPEAKING What we study p36—37 Helping the listener (2) <i>signposting a talk: Firstly, I'm going to look at</i> Helping the listener (3) <i>pausing after each idea</i>
7	Developments in technology	
	LISTENING Technology and telephones p40—41 Taking notes (1) <i>using headings and dates</i> Listening for explanations <i>recognizing signposting of new words: or, that is, in other words</i>	SPEAKING Telecommunications p43 Helping the listener (4) <i>explaining difficult words: in other words</i>
	KEY LANGUAGE Dates p42 Saying dates (1) <i>1994, 1905</i> Saying dates (2) <i>the 21st of January, the 16th century</i>	
8	Industry	
	LISTENING Big business p46—47 Taking notes (2) <i>identifying the main idea, reasons, examples</i> Listening for questions <i>using other people's questions to understand</i>	SPEAKING The clothing industry p48—49 Helping the listener (5) <i>giving the main idea + because, such as, for example</i> Asking for help (3) <i>Excuse me, could I ask (you) a question?</i>
9	Astronomy	
	LISTENING The solar system p52—53 Using visuals (2) <i>understanding expressions of position: at the top, on the right</i> Taking notes (3) <i>labelling pictures</i> KEY LANGUAGE Big numbers 54 Saying big numbers <i>350, five million</i>	SPEAKING Looking at the Moon p55 Helping the listener (6) <i>referring to a visual with expressions of position: in the centre we can see</i> Helping the listener (7) <i>checking understanding: Is that clear? Are you with me?</i>
10	Careers	
	LISTENING A role model p58—59 Intensive listening REVIEW of Study Skills	SPEAKING What do you want to do? p60—61 Preparing a presentation <i>researching and organizing notes</i> Giving a presentation (2) REVIEW of Study Skills

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	meeting people	
1	<p>READING New people p4—5 Surveying <i>surveying a text to find out what it is about</i></p> <p>RULES Present Simple (1) the Present Simple with <i>be</i> and other verbs KEY LANGUAGE The alphabet The alphabet <i>consonants and vowels</i></p>	<p>WRITING Introductions p7 RULES Articles: <i>a</i> and <i>an</i> Punctuation (1) <i>capital letters</i> Checking your writing (1) <i>checking for mistakes with subject and verb, and articles</i></p>
2	Countries	
	<p>READING Mountains, seas, and rivers p10—11 Predicting <i>using pictures and the title to predict the subject of a text</i></p> <p>RULES <i>there is / there are</i></p>	<p>WRITING My country p12—13 Linking ideas (1) <i>and</i> and <i>but</i> Punctuation (2) <i>using commas in lists</i></p>
3	Your studies	
	<p>READING Everyday p16—17 Skimming <i>reading a text quickly for general meaning</i> KEY LANGUAGE Time p18 RULES Prepositions of time <i>in</i> <i>at</i> <i>on</i></p>	<p>WRITING Your day p19 Writing sentences <i>writing sentences with a subject, a verb, and an object</i> Checking your writing (2) <i>checking for spelling mistakes</i></p>
4	Where we work	
	<p>READING Where do they work? p22—23 Finding important words <i>using important words in questions to help find information in a text</i> Scanning <i>reading a text quickly to find specific information</i></p>	<p>WRITING A good place to work p24—25 Linking ideas (2) <i>because</i></p>
5	Signs and instructions	
6	<p>READING Signs—an international language p28—29 Understanding a text REVIEW of Study Skills Health and medicine</p>	<p>WRITING Forms p30—31 Completing a form <i>reading instructions carefully, completing a form correctly</i></p>
	<p>READING Good health p34—35 Understanding pronouns <i>understanding pronoun referencing in a text</i></p> <p>RULES Past Simple <i>regular and irregular past simple forms</i></p>	<p>WRITING Medical discoveries p36—37 Avoiding repetition <i>using pronouns to avoid repetition in a text</i></p>
7	The history of transport	
	<p>READING Important first flights p40—41 Making notes (1) <i>looking for important words, names, numbers, and dates</i></p> <p>KEY LANGUAGE Ordinal numbers 42</p>	<p>WRITING Trains p43 Writing from notes <i>ordering notes to include points in a logical order</i></p>

	Ordinal numbers <i>recognizing ordinal numbers</i> Dates <i>writing dates in different ways</i>	
8	Doing business	
	READING <i>The business of sport p46—47</i> Making notes (2) <i>making notes under different headings</i>	WRITING <i>Polite emails p48—49</i> Writing polite emails <i>using polite phrases in emails</i>
9	Water	
	READING <i>Using water p52—53</i> Understanding tables and charts (1) <i>using tables and bar charts to help you understand a text</i> Understanding tables and charts (2) <i>checking numbers in a table or bar chart against information in a text</i>	WRITING <i>More or less p55—56</i> Describing statistics <i>describing statistics using phrases to compare amounts</i>
10	Ambition and success	
	READING <i>Great ideas p58—59</i> Understanding the organization of a text <i>using topic sentences to help understand what a text is about</i>	WRITING <i>Success p60—61</i> Writing a paragraph <i>using a topic sentence, organizing information logically in a paragraph</i> Checking your writing (3) <i>checking grammar, spelling, and punctuation in a text</i>