

Learning tips

Learning in classroom: Make the most of it!

- Look at the board and take notes.
- Listen carefully to your teacher and the CD.
- Ask your teacher when you don't understand.
- Speak in English as much as possible.
- Take part in pair and group work activities.

Learning outside the classroom: See how far you can go!

- Read the dialogues and texts from your book and listen to them.
- Read the dialogues and texts aloud and sometimes record yourself.
- Study the vocabulary and grammar and then do your homework.
- Read selected texts from magazines and newspapers in English.
- Search websites in English.
- Listen to songs in English.
- Watch TV programmes and DVDs in English.

Learning vocabulary: Look up, expand!

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| <ul style="list-style-type: none"> • Write down new words in a notebook. Together with the English word: <ul style="list-style-type: none"> - write the translation in your language. - write an example sentence. • Put words in groups or use diagrams. • Learn whole phrases (e.g. verb+noun) not just isolated words. • Learn new words in context (in sentences describing situations). This way, it is easier to remember them. • When you learn new words, you must remember if they are verbs, nouns, adjectives, etc. • When you learn new words, it's a good idea to learn any synonyms and/or opposites. • Some words are very similar in meaning and can easily be confused. Try to remember the context where they are usually used. | <ul style="list-style-type: none"> • Pay attention to cognates and false friends. Cognates are English words which are similar in form and meaning to words in your language. False friends are English words which have a similar form to words in your language, but they have a different meaning. • Refer to the Word List. • Practise the spelling and pronunciation of new words. • Look up unknown words in a dictionary. There, you can find a lot of useful information about a word: pronunciation, word class (noun, verb, etc.), meaning and example sentences. • Regularly revise words you have learnt. • Try to use words you have recently learnt when you speak or write. |
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Learning grammar: Making sense of it!

- Refer to the Grammar Reference.
- Use grammar tables.
- Have a grammar notebook. In it write:
 - tips and/or rules in your language.
 - example sentences.
 - important grammatical points, e.g. irregular verbs.
- Make a note of grammatical errors that you often make.

Speaking: Let's talk about it!

- Before you speak, make sure you understand the task and how you should use the prompts.
- Look at the example and use the prompts given.
- Use the language you have learnt.
- Speak only in English.
- Speak clearly.
- Don't worry if you make a mistake. Correct yourself if you can, otherwise continue speaking.
- If you can't remember a word, don't stop. Try to use other words.
- When answering open-ended questions, don't use one-word answers. Try to express an opinion and justify your answers using examples.
- When talking to another person, listen carefully to him/her and respond to what he/she is saying (e.g. *That's great news! How awful!*). Also, show interest or surprise by using phrases like *Really?*, *Did you?*, etc. and try to keep the conversation going.
- Keep in mind that your tone of voice can help enhance what you are saying. You can show concern, sympathise, etc.

Reading: It's all about understanding!

- Before you read, try to predict what the text is about with the help of the title and the pictures.
- Look for key words in the text to understand the main ideas.
- Try to understand which of the words in the text are really important. Try to guess the meaning of as many of these words as possible from the context.
- Read the text quickly to understand the main idea.
- Read the text carefully to understand specific details.
- Read the whole text before you do an exercise. Sometimes the answers require overall understanding.
- Decide in which part of the text you can find the information you need.
- Make sure you understand who or what the pronouns (he, it, this, them, etc.) and the adverbs (here, there, etc.) refer to in the text.

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Listening: Getting the message!

- Before you listen, read the rubric carefully and look at the pictures. Try to predict what the speakers are going to talk about.
- Before you listen, read the statements or questions carefully. This will give you an idea of what to listen for.
- While listening for gist, try to understand the general idea, not every single word.
- Listen for key words to understand the main ideas.
- While listening, don't assume that an answer is correct just because the speakers mention a word that is in the activity. Listen carefully before you answer.
- When completing sentences, make sure that your answers make sense with the rest of the sentence.
- Don't be in a hurry to answer a multiple-choice question. Listen carefully till the end and check all the options before your final decision.
- Pay attention to the speakers' tone of voice to understand how they are feeling.

Writing: Putting words on paper!

- Make sure you write what the rubric asks you to. Don't include irrelevant information.
- Before you start, plan your writing. Think about the topic carefully and try to come up with ideas which are relevant to it. Make notes of the information you want to include.
- Use linking words (*and, but, so, because, first, then, etc.*) to join your ideas and make your writing flow.
- Use words like *he, she, it, them*, etc. to avoid repeating the same words.
- When you are asked to write a letter, remember to use set phrases.
- Write neatly.
- Write your first draft and correct it. Then write your final draft.
- Edit your writing. Check punctuation, capital letters, word order, spelling, grammar, vocabulary and linking words.