

## **Worksheet 1**

### **Activities outside of the classroom**

Of course, many of the suggestions for what students can do out of class to improve their speaking skills also apply to working on 'live' listening skills. But in addition to those ideas, the following (mostly utilising technology) can be added.

<b>What might students might do out of class to practice listening sub-skills?</b>
Use websites to watch (& thus listen to) lectures on topics of interest e.g. TED lectures, IQ squared debates, BBC i-player documentaries, TV news reports
Listen to speech based radio stations (e.g. LBC) to hear other people's genuine live conversations
Record a radio broadcast of interest to you and listen to it repeatedly noting down the increasing amounts of information you comprehend each time
Listen to podcasts to find people talking about very specific areas of interest e.g. <a href="http://www.thisamericanlife.org">www.thisamericanlife.org</a>
Internet only radio shows have high production values, independent editing, and can be accessed from the station archives and listened to repeatedly e.g. <a href="http://www.radiolab.org">www.radiolab.org</a>
Listen to your favourite songs while reading the lyrics using websites like <a href="http://www.azlyrics.com">www.azlyrics.com</a>

## **Worksheet 2**

### **Organising texts**

There are different ways you can really help the reader to follow your thought processes. One of them is through the use of paragraphs, another is through use of cohesive devices.

#### **Guidelines to paragraphing:**

Each paragraph should contain a separate main idea. This idea is often indicated through an initial content sentence which is then followed by example sentences that follow on naturally in support of the main idea.

#### **Cohesive Devices:**

A text is cohesive when it holds together and flows well as a whole. There are two main ways a text can be cohesive – lexically and grammatically.

Lexical cohesion involves repetition of key words, their synonyms and lexis associated with the topic in question.

Grammatical cohesion occurs in a variety of ways, for example through use of referencing pronouns *e.g. this, that, it* and linking words *e.g. and, however, but*.

## **Worksheet 2**

In text below – all the paragraphs have been removed. Notice how it makes the text very difficult for the reader to fully understand. It is not organised, and there is no time for the reader to separate the writer's thoughts.

### **Task A**

**Try to work out the best places to break the text up into different paragraphs.**

#### **Preparing for a holiday**

There are many things we can do to get ready for a holiday. Here are some of the most important. Nothing ruins pre-holiday excitement like realising you can't find your passport or that it is out of date. Check it months before you go, or your holiday could be over before it starts. You should check you have the essential documents for your trip. Whether this is entry visas or your driving licence, your boarding pass or hotel confirmation, get organised and put them all together in a plastic folder. It's also very helpful to take a list of useful numbers, for example emergency contact details if your mobile phone or debit or credit card is lost or stolen. Making a note of your passport number is also important in case you were suddenly to find yourself without it. Don't forget to find out your luggage allowance as over-packing and being stuck at the check-in desk with bags that are too heavy can really start your holiday off badly. In this situation you'll either have to try and disperse some of the weight by putting it into your hand luggage (if you have room) or pay extra. So before you go, make sure you weigh your case. Next, you should consider home security as nothing will end a post-holiday high like coming home to discover you've been broken into. Double check doors and windows are locked. Ask a trusted neighbour to regularly check on the house and remove any mail from behind your front door. It is also sensible to check your route to the airport and pre-book a parking space. Both before you set off and while you are driving, listen to the radio for traffic alerts. Make sure you have planned your route and allow extra time in case of disruption. Finally, get travel insurance cover to protect you against a variety of potential things that could go wrong and ruin your holiday such as lost or stolen baggage, delayed flights and medical charges.

## **Worksheet 2**

### **Task B**

Now look at the same text with some grammatical cohesive devices removed. Again, it is very difficult for the reader to follow.

Use the words below (without looking at the original text) to try to work out which word goes into which gap.

it - them - nothing - firstly - before - it - some - it

it - things - it - next - finally - in - case

### **Preparing for a holiday**

There are many things we can do to get ready for a holiday. Here are 1\_\_\_\_\_ of the most important.

2\_\_\_\_\_, nothing ruins pre-holiday excitement like realising you can't find your passport or that 3\_\_\_\_\_ is out of date. Check 4\_\_\_\_\_ months before you go, or your holiday could be over before 5\_\_\_\_\_ starts.

You should check you have the essential documents for your trip. Whether this is entry visas or your driving license, your boarding pass or hotel confirmation, get organised and put 6\_\_\_\_\_ all together in a plastic folder.

7\_\_\_\_\_ is also very helpful to take a list of useful numbers, for example emergency contact details if your mobile phone or debit or credit card is lost or stolen. Making a note of your passport number is also important 8\_\_\_\_\_ you were suddenly to find yourself without it.

Don't forget to find out your luggage allowance as over-packing and being stuck at the check-in desk with bags that are too heavy can really start your holiday off badly.

In this situation you'll either have to try and disperse some of the weight by putting 9\_\_\_\_\_ into your hand luggage (if you have room) or pay extra. So before you go, make sure you weigh your case.

10\_\_\_\_\_, you should consider home security as 11\_\_\_\_\_ will end a post-holiday high like coming home to discover you've been broken into. Double check doors and windows are locked. Ask a trusted neighbour to regularly check on the house and remove any mail from behind your front door.

It is also sensible to check your route to the airport and pre-book a parking space. Both 12\_\_\_\_\_ you set off and while you are driving, listen to the radio for traffic alerts. Make sure you have planned your route and allow extra time in case of disruption.

13\_\_\_\_\_, get travel insurance cover to protect you against a variety of potential 14\_\_\_\_\_ that could go wrong and ruin your holiday such as lost or stolen baggage, delayed flights and medical charges.

## **Worksheet 2**

### **Answers:**

#### **Task A**

##### **Preparing for a holiday**

There are many things we can do to get ready for a holiday. Here are some of the most important.

Nothing ruins pre-holiday excitement like realising you can't find your passport or that it is out of date. Check it months before you go, or your holiday could be over before it starts.

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It's also very helpful to take a list of useful numbers, for example emergency contact details if your mobile phone or debit or credit card is lost or stolen. Making a note of your passport number is also important in case you were suddenly to find yourself without it.

Don't forget to find out your luggage allowance as over-packing and being stuck at the check-in desk with bags that are too heavy can really start your holiday off badly.

In this situation you'll either have to try and disperse some of the weight by putting it into your hand luggage (if you have room) or pay extra. So before you go, make sure you weigh your case.

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It is also sensible to check your route to the airport and pre-book a parking space. Both before you set off and while you are driving, listen to the radio for traffic alerts. Make sure you have planned your route and allow extra time in case of disruption.

Finally, get travel insurance cover to protect you against a variety of potential things that could go wrong and ruin your holiday such as lost or stolen baggage, delayed flights and medical charges.