

HEADWAY ACADEMIC SKILLS LEVEL 1 CONTENTS

1 Student life

READING How do you read? p4–5
Ways of reading: *reading methods*

WRITING Describing people p6–7
Punctuation (1): *capital letters, full stops, and question marks*
Linking ideas (1): *and and but to join sentences*
Rules: *Present Simple*
Checking your writing: *errors in spelling, capital letters, punctuation, and grammar*
Writing about people

VOCABULARY DEVELOPMENT Dictionary work (1) p8
Parts of speech: *identifying nouns, verbs, adjectives, adverbs, and prepositions*
A dictionary entry (1): *understanding and using information in a dictionary*
Recording vocabulary (1): *organizing vocabulary in groups*

REVIEW p9

2 Daily routines

READING Work and stress p10–11
Predicting content (1): *using pictures in a text*
Skimming: *getting the general idea*

WRITING Routines and procedures p12–13
Handwriting: *making handwritten work clear and easy to read*
Paragraphs: *block and indented styles*
Linking ideas (2): *sequencing words: first, after, then, finally ...*
Writing about routine and procedure

VOCABULARY DEVELOPMENT Words that go together p14
Collocations: *traffic jam, have breakfast*
Rules: Jobs ending in -er, -or, -ist: *spelling rules*

REVIEW p15

3 People and the environment

READING Weather p16–17
Scanning – using headings
Meaning from context: *guessing the meaning of new words*

WRITING Describing our lives p18–19
Punctuation (2): *apostrophes*
Rules: Talking about frequency
How to be a good student: *study tips*
Writing about study habits

RESEARCH Finding information (1) p20
Sources: *finding and using different sources*

VOCABULARY DEVELOPMENT Drawings and diagrams p20
Recording vocabulary (2): *using pictures to help you remember words*

REVIEW p21

4 Architecture

READING Famous buildings p22–23
Making notes (1): *notes from study (intensive) reading, labelling diagrams*
RESEARCH Finding information (2) p23
Focusing your search: *asking yourself questions*

WRITING Describing buildings p24–25
Linking ideas (3): *expressing reason – because*
Linking ideas (4): *expressing result – so*
Words and phrases (1): *language to describe buildings*
Writing about a building

VOCABULARY DEVELOPMENT Dictionary work (2) p26–27
A dictionary entry (2): *words with more than one meaning*
Countable or uncountable nouns?

REVIEW p27

5 Education

READING Universities p28–29
Predicting content (2): *using the title and the first few sentences*
Linking ideas (5): *expressing contrast – however*

WRITING Formal letters and emails p30–31
Greetings and endings: *Dear, Yours ...*
Words and phrases (2): *language for letters and emails*
Writing a letter or email

VOCABULARY DEVELOPMENT Spelling (2) p31
Rules: *spelling rules for plural countable nouns*

RESEARCH Notes p32
Making notes (2): *different methods of note-making*

REVIEW p33

6 Technology

READING Inventions p34–35
Getting information from websites: *skimming and scanning to find useful information*
Using visuals in a website: *getting extra information from diagrams and pictures*

WRITING Describing things p36–37
Writing definitions: *using which or that to describe things*
Giving examples: *supporting definitions with examples*
Writing a description of a device

VOCABULARY DEVELOPMENT Spelling (3) p37
Homophones: *words with the same sound but different spellings and meanings*

RESEARCH Websites p38
Reliable sources (1): *are websites useful and reliable?*

REVIEW p39

7 Food, drink, and culture

READING Food from other countries p40–41
Topic sentences: *using a topic sentence to help understanding*
Writer's opinion: *identifying the writer's opinion*

WRITING Describing food and drink p42–43
Punctuation (2): *commas*
Linking ideas (6): *In addition, and and*
Using pronouns: *avoiding repetition*
Writing about food and drink

VOCABULARY DEVELOPMENT Prefixes and their meanings p44
Prefixes

REVIEW p45

8 Cities of the world

READING City life p46–47
Looking at data: *tables, charts, and graphs*
Getting facts from a text: *using headings to help you find information*

WRITING Comparing data p48
Rules: comparatives and superlatives
Linking ideas (7): *using relative pronouns which and where*
Writing about cities

RESEARCH Researching a city p50
Finding facts and figures: *noting book and Internet sources*

VOCABULARY DEVELOPMENT New words p50
Word-attack: *understanding a word through its different parts*

REVIEW p51

9 Brain power

READING A healthy brain p52–53
In other words: *using pronouns and synonyms to avoid repetition*
Making notes (3): *organizing notes*

WRITING Notes and summaries p54–55
Common mistakes: *typical grammar errors*
Summaries: *summarizing the main points of a text*
Writing a summary

RESEARCH Books p56
Reliable sources (2): *is a book useful and reliable?*

REVIEW p57

10 Staying alive

READING Dangerous diseases of our time p58–59
Using what you know: *using your own knowledge to help you understand a text*
Using reference to understand a text: *(relative) pronouns, possessive adjectives, and adverbs*
Focusing on statistics: *using text and visuals to understand statistics.*

WRITING Describing statistics p60–61
Linking ideas (8), (9), (10): *on the other hand, as a result, also*
Words and phrases (3): *language to describe tables, charts, and graphs*
Writing about statistics

VOCABULARY DEVELOPMENT Numbers in texts p62
Words or figures? *writing numbers*
Learning a word: *synonyms and antonyms*

REVIEW p63
Rules: *spelling -ing forms*