

Contents

Introduction	v
Acknowledgements	v

Part 1: Toolbox

Chapter 1 Word classes – nouns, pronouns and adjectives	3
Chapter 2 Word classes – verbs, adverbs, conjunctions and prepositions ..	11
Chapter 3 Using a dictionary	19
Chapter 4 Word power – using a thesaurus	25
Chapter 5 Spelling – skills and strategies	31
Chapter 6 Word usage	39
Chapter 7 Revision and consolidation	43

Part 2: Listening

Chapter 8 Listening	53
Chapter 9 Listening and responding	61
Chapter 10 Listening in co-operative situations	67

Part 3: Reading

Chapter 11 Identifying purpose and audience when reading	73
Chapter 12 Personal reading	79
Chapter 13 Reading a novel	87
Chapter 14 Reading poetry	95
Chapter 15 Reading magazines and newspapers	103
Chapter 16 Reading for information	109
Chapter 17 Reading instructions	115
Chapter 18 Using a library	119

Part 4: Viewing

Chapter 19 Static images	129
Chapter 20 Cartoons	137
Chapter 21 Body language and role play	147

Part 5: Speaking

Chapter 22	Communication – conversation and discussion	153
Chapter 23	Interviewing	165
Chapter 24	Planning, preparing and giving a speech	171
Chapter 25	Reading aloud	181
Chapter 26	Speaking using texts	187

Part 6: Writing

Chapter 27	Writing sentences	197
Chapter 28	Getting ready to write	205
Chapter 29	Writing well	217
Chapter 30	Writing fables and fairytales	227
Chapter 31	Writing letters, emails and postcards	233
Chapter 32	Organising information	241

Part 7: Presenting

Chapter 33	Presenting information	253
Chapter 34	Drama and mime	259
Chapter 35	Making a television advertisement	265

Answers	271
----------------------	-----

Index	281
--------------------	-----