Contents

The	The author and series editor					
For	Foreword 2					
Intr	Introduction					
Hov	v to use this book	d-graffine a minds string	mitaldon	11		
75	miled sending 30 +	DESCRIPTION OF THE PROPERTY OF	Words Iver	21.7		
Activ	vity - Company and a second se	Tasks	Time (minutes)			
1	Strategies			15		
1.1	Learner aims	All	45	16		
1.2	Likes and dislikes	All	45	17		
1.3	Easy or difficult?	All	45	18		
1.4	Exam class diaries	All	15 + 5-10	20		
1.5	The vocabulary of instructions	All	20	21		
1.6	Reading the instructions	Multiple matching, multiple-choice, true/false	Variable	22		
1.7	Identifying the tasks	All listening comprehension	30	23		
1.8	Understanding the materials	Interactive tasks, reading passage	40	25		
1.9	Dos and Don'ts	All	20+	26		
1.10	Question timing	All from varied question papers	60+	28		
1.11	Top ten mistakes	All extended writing	30	29		
1.12	Revision questions	All	60	30		
2	Reading			33		
2.1	Skimming texts with gaps	Cloze	40	34		
2.2	Word search	All extended reading, vocabulary tests	20-30	36		
2.3	Matching headings to paragraphs	Multiple matching	45	37		
	Responding to texts	All extended reading	30	39		
	From text to chart	Chart completion from text information	20	41		
2.6	What comes next?	All extended reading	40	42		

2.7	Free-response questions	Comprehension free-	30	44
2.0	YVII . 1 (:.) C	response questions	45	16
	What does 'it' refer to?	Reference words	45	46
2.9	In other words	Rewriting in-context expressions	30	47
2.10	Using text vocabulary	All extended reading	60	49
2.11	Between the lines	All extended reading	60	51
2.12	Previewing texts	All extended reading, multiple-choice cloze	30–40	52
2.13	Avoiding multiple-choice traps	Multiple-choice, true/false	30	53
2.14	Jumbled multiple-choice	Text-based multiple-choice	30-60	55
2.15	Words from the texts	All extended reading	30 +	56
2.16	Finding the clues	Multiple matching/gapped texts	45	57
3	Writing			61
3.1	Essay planning and timing	All extended writing	60 +	63
3.2	Essay marks	All extended writing	30 + 15	64
3.3	Opening paragraphs	All extended writing	30	66
3.4	For and against	Discursive essay	45	68
3.5	Model texts	Narrative essay	60	69
3.6	Telling the story	Narrative essay	20 + 20	72
3.7	Continuing the story	Narrative essay	30-60	73
3.8	Building an argument	Discursive essay	45	75
3.9	Essay instructions	All extended writing	60	76
3.10	Writing informal letters	Informal letter writing	60	78
3.11	Who gets the job?	Formal letter writing	60	79
3.12	Appropriacy	All extended writing	60	80
3.13	Expanding notes	Writing complete sentences from notes	30	82
3.14	Whose summary?	Summary writing, essay writing	30–60	83
3.15	Writing about books	Set books essay	20/week	84
4	Grammar			87
4.1	Prepositions in instructions	All written tasks	30	89
4.2	Cloze clues	Cloze	20	90
4.3	Making gaps	Cloze	25	92
4.4	Clues to mistakes	Error correction	30	93
4.5	Listening for mistakes	Error correction	30	95

4.6	Transformation pairs	Sentence transformation	30 +	95
4.7	Gaps in free-response questions	Free-response, filling gaps in questions	15	97
4.8	Personalizing the questions	All discrete-point	30	99
4.9	Exercises for mixed levels	All discrete-point	15/Q	100
4.10	Grammar search	All discrete-point	30 + 15	102
4.11	Defining opinions	Multiple-choice vocabulary questions	10–30	104
4.12	Adding a distractor	Multiple-choice cloze	30	104
4.13	Forming words	Word formation	45	106
4.14	False friends	Multiple-choice vocabulary questions	60	108
5	Listening	use have been the beautiful and the United States	versely of 3	111
5.1	Clues to blanks	Blank filling	10	113
5.2	Establishing facts	Listening for factual information	30	114
5.3	Which text types?	All listening comprehension	45-60	114
5.4	Reading the questions	Note taking, blank filling (longer texts)	30	116
5.5	Listen and write	Listening, reading, writing, speaking	45	118
5.6	Predicting vocabulary	Listening comprehension; multiple matching	45	119
5.7	Writing dual-choice questions	True/false and yes/no questions	45	120
5.8	Attitudes and feelings	Inferring speakers' attitudes and feelings	30–45	121
5.9	Completing statements	Note taking, blank filling, paraphrasing	45	123
5.10	Listening for specific language	All extended listening	30	125
5.11	In other words	Multiple-choice, note taking, blank filling	30	126
5.12	Predicting from introductions	All extended listening	30-60	128
5.13	Inferring from conversations	Listening comprehension: short conversations	variable	130
5.14	Recognizing the main points	Listening comprehension: longer dialogues	40	131
5.15 I	Predicting the answers	Listening comprehension: interviews	30	133
5.16 V	Who said what?	Multiple matching; detail and specific information	25	134

6	Speaking			137
6.1	Interview questions	Oral examination	45	138
6.2	Talking about yourself	Oral examination	45	140
6.3	Pictures: questions and answers	Discussing a picture	50	141
6.4	Pictures: what and where?	Discussing a picture	30	142
6.5	Identifying from descriptions	Discussing a picture	60 +	144
6.6	Communication strategies	Oral examination	40	145
6.7	Interview interaction	Oral: interactive tasks, books, and other texts	45	147
6.8	Role-plays and simulations	Communicative activities	45	149
6.9	Saying what you think	Giving and supporting opinions	30–45	150
6.10	Giving a prepared talk	Giving a talk on a prepared topic	30–40	152
6.11	What would you say?	Situations	40	153
6.12	From role-card to essay	Listening, essay writing, speaking	90	154
6.13	Candidates and examiners	Oral interview	60	156
6.14	Inter-class examining	Oral interview	60 + 60	157
Examinations			45 one mater. I	159
Bibliography			20 4 20 enimilado	164
Index of tasks				166