

Contents

Preface	5
Introduction	7
● who needs a textbook?	7
● questions and activities	9
1 Students, teachers, and textbooks	10
● reasons for learning	10
● learning styles	11
● teaching styles	11
● <u>different kinds of textbook</u>	12
● the teacher's role	16
● questions and activities	17
2 Listening skills	19
● the aims of teaching listening skills	19
● using the course listening materials	20
● supplementing the course listening materials	26
● questions and activities	31
● references	33
3 Speechwork	34
● drills	35
● communication activities	37
● natural language use	42
● summary	43
● questions and activities	44
● references	45
4 Speechwork: case studies	46
● case study 1: turning language study into language use	46
● case study 2: supplementing drills with communication practice	50
● summary	54
● questions and activities	55
● references	55
● addendum: a sample lesson plan	56
5 Reading at elementary level	60
● basic comprehension skills	61
● reading materials and the textbook: some possible approaches	63
● more authentic approaches	72

● summary	75
● questions and activities	76
● references	77
● addendum: oral questioning	77
6 Reading at intermediate and advanced levels	79
● aims when using a reading text	79
● methods for teaching reading	80
● real-life reading skills	87
● reading for gist	88
● reading for information	90
● reading for study	91
● an efficient study method: P3RU	92
● summary	92
● questions and activities	93
● references	93
7 Writing skills at elementary level	94
● the writing exercises in the textbook	95
● testing and training	96
● personalising exercises	98
● writing for a purpose: 1 functional	101
2 personal	103
3 imaginative	104
● summary	106
● questions and activities	107
● references	108
8 Writing skills at intermediate and advanced levels	109
● the teacher's decisions	109
● writing purposes	114
● an approach to composition writing	115
● summary	116
● questions and activities	117
● references	117
9 Choosing and evaluating textbooks	118
● evaluation – a three-stage process	118
● choosing a textbook: questionnaires	122
● questions and activities	128