

Contents

INTRODUCTION	vii
--------------------	-----

PART ONE: AN INTRODUCTION TO LANGUAGE

1	Ways of Learning	3
2	About Language	14
3	About English	21
4	The Sounds of English	31
5	Alphabet, Syllable, and Word	47
6	Grammar (1)	54
7	Grammar (2): The Verb	67
8	Grammar (3): The Sentence	76
9	Some Sociolinguistics	85

PART TWO: THE FOUR SKILLS

10	The Four Skills	97
11	Speaking and Listening in the Classroom	103
12	Developing Speaking and Listening	111
13	Developing Vocabulary	123
14	The Basics of Writing	132
15	Reading	145

PART THREE: CLASSROOM MANAGEMENT

16	The Good Teacher	157
17	Getting to Know a New Class	163
18	Classroom Techniques	171
19	Assessment	186
20	Books and Teaching Aids	204
21	Activities Outside the Classroom	215
22	Developing Further Skills	222
23	Pupils with Special Needs	236
24	Curriculum , Syllabus and Scheme of Work	240

APPENDICES

1	Working in an English Department	253
2	Preparing for Inspection	257
3	Common Errors	261
4	Essay Topics	265
5	Spelling	270
	Index	275