

UNIT IV

DEVELOPING HINTS

DEFINITION

- Developing the phrases into full sentences.
- Not merely filling up dashes.

Points to remember

- Read the passage twice or thrice carefully.
- Understand the passage well
- Jot down the points.
- If the events in the passage are in present tense, write the story in the past tense.
- Arrange the matter in two or three paragraphs.
- Give a suitable title.

UNIT IV

SUMMARIZING

DEFINITION

- A **summary** is a shortened version of a text.
- It contains the main points in the text.
- It is written in your own words.
- It is a mixture of reducing a long text to a short text and selecting relevant information.

PURPOSE OF SUMMARIZING

- The **purpose of summarizing** is to briefly present the key points of a theory or work in order to provide context for your argument/thesis.
- Read the work first to understand the author's **intent**.
- This is a crucial step because an incomplete reading could lead to an inaccurate summary.

FORMAT

- A **summary** begins with an introductory sentence that states the text's title, author and main point of the text.
- A **summary** is **written** in our own words.
- It contains only the ideas of the original text.
- **Do** not insert any of our own opinions, interpretations, deductions or comments into a **summary**.

UNIT IV

ACADEMIC WRITING

TAKING NOTES

DEFINITION

- Taking Notes: Advanced Writing Skill
- Complex Activity which combines several Tasks.

HOW TO MAKE NOTES

- Read the Passage carefully
- Heading: What is the main idea of the Passage?
Frame a heading based on the central idea and write it in the middle of the page.
- Subheadings: How had the main idea been presented and developed?
Are there two or three subordinate ideas?
- Points
- Indenting: All points should also maintain the same distance away from the margin.

ABBREVIATIONS

- Do not write full sentences.
- Use Abbreviations wherever necessary.
- STANDARD ABBREVIATIONS:
- Capitalized first letters of words: U.P, U.S.A, U.K,U.S.S.R etc.
- Common Abbreviations: Sc(Science), Mr, Mrs,Dr. Govt. etc
- Common Symbols: /, <, >, -Ve, +Ve
- Measurements and Figures: 1002, 100ml, 10mm etc.

UNIT IV

WRITING ESSAYS

ESSAY

- An **essay** is, generally, a piece of writing that gives the author's own argument.
- Essays have traditionally been sub-classified as formal and informal.
- Formal essays are characterized by "serious purpose, dignity, logical organization, length," whereas the informal essay is characterized by "the personal element."

TYPES OF ESSAYS

- ARGUMENTATIVE
- ANALYTICAL
- DESCRIPTIVE

ARGUMENTATIVE ESSAY

- The **argumentative essay** is a genre of writing.
- It requires the student to investigate a topic; collect, generate, and evaluate evidence; and establish a position on the topic in a concise manner.

ARGUMENTATIVE ESSAY

- Three main sections of Argumentative Essay are:
- **INTRODUCTION:** The first paragraph of our **essay** should outline the topic, provide background information necessary to understand our **argument**, outline the evidence and states the thesis.
- **BODY:** Main Content. Summarize the opposing arguments. State their points and discuss situations in which their points can be valid.
- **CONCLUSION:** State the benefits of adopting our points.

PURPOSE OF AN ARGUMENTATIVE ESSAY

- The argumentative essay is a specific type of writing in which a student chooses a topic, researches it extensively, and then uses the evidence gathered in their research process to establish their opinion or position on the topic in an essay designed to **persuade** others to share.

ANALYTICAL ESSAY

- An **analytical essay** is not a summary.
- It usually concentrate on how the piece was written – for example how certain themes present themselves in a story.
- An **analytical essay** dissects something such as a concept, an idea, a thing, or even a character.
- Its major **aim** is to enhance the understanding of readers.
- An **analysis** could be done through a process, definition, classification and division, or comparison and contrast.

PURPOSE OF ANALYTICAL ESSAY

- Explain the meaning of the topic.
- Analyze the topic without bias.
- Compare the topic of the **essay** to something relevant. ...
- Evaluate the subject by providing an argument and defending that opinion with evidence to support it.

OUTLINE OF ANALYTICAL ESSAY

- Most **analytical** essays or response-to-literature essays are 4-5 paragraphs.
- It contain an introduction, two-three body paragraphs, and a conclusion.
- The **introduction** has five important responsibilities: get the audience 's attention, **introduce** the topic, explain its relevance to the audience, state a thesis or purpose, and outline the main points.

DESCRIPTIVE ESSAY

- A **descriptive essay** is an **essay** that describes something – an object or person, an event or place, an experience or emotion, or an idea.
- The goal of this kind of **essay** is to provide readers with enough detailed descriptions for them to be able to picture or imagine the chosen topic.

FORMAT

- Step 1: Choose a topic. ...
- Step 2: Create a statement. ...
- Step 3: Get the senses right. ...
- Step 4: Create an outline. ...
- Step 5: **Write** the conclusion. ...
- Step 6: Review your **essay**. ...
- Step 7: Finish it up.

MAJOR FORMS

- Writing about a person
- Writing about a place
- Writing about an object



Skimming practice 1

Get skimming!

Give yourself 60 seconds to skim through the 'Size matters' paragraph below. When you are finished, cover the paragraph up before moving onto the questions.

Size matters

Here's something to think about the next time you go shopping. Have you ever noticed how many trolleys are available when you go to the supermarket? In my experience, it seems like hundreds! But how about the number of hand baskets? Invariably I struggle to find even one, especially when I only need a few items. Why might this be the case? Well it seems to be a tactic used to encourage us to buy more. If you are walking around with an empty trolley, you are more tempted to fill it, so if you are planning on only doing a quick shop, always try to find a basket. It will be lighter, easier to use and is sure to save you money!





Questions

Now test your skimming skills and answer the questions below in the space provided. Answers are on the following page.

1. What can you find in large numbers at a supermarket?

2. Why can this be a problem?

3. How can you avoid spending more than you planned?

4. Why is it a good idea to use a basket instead of a trolley?





Skimming practice 1 – answers

Compare your answers with those below. How did you go?

1. What can you find in large numbers at a supermarket?

You can always find large numbers of trolleys at a supermarket.

2. Why can this be a problem?

It can be a problem because you might only want a few things but be tempted to buy more because of the room in the trolley.

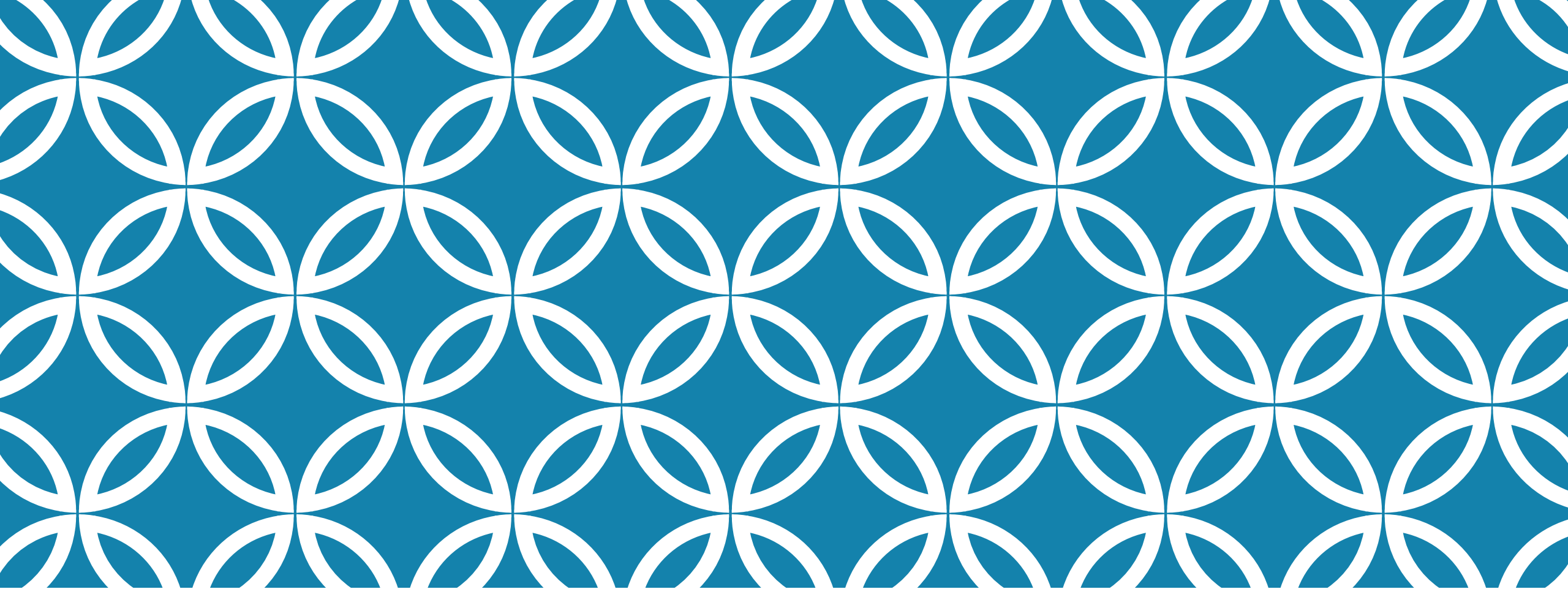
3. How can you avoid spending more than you planned if you only need a few items?

Always try to use a shopping basket instead of a trolley.

4. Why is it a good idea to use a basket instead of a trolley?

It is a good idea because a basket is lighter, easier to use and may even save you money.





SKIMMING & SCANNING

Skill Based Elective - III
Unit – II
Reading Comprehension

- 1. Skimming and scanning** are reading techniques that use rapid eye movement and keywords to move quickly through text for slightly different purposes.
- 2. Skimming** is reading rapidly in order to get a general overview of the material.
- 3. Scanning** is reading rapidly in order to find specific facts.

1. **Skimming and scanning** are two very **useful techniques**. The advantages of **skimming** are that the students can predict the purpose of the passage, the main topic and possibly some supporting ideas.

2. **Skimming** requires a superficial **reading**, not an in-depth **reading**.

Skimming practice 1 Get skimming! Give yourself 60 seconds to skim through the 'Size matters' paragraph below. When you are finished, cover the paragraph up before moving onto the questions.

Size matters Here's something to think about the next time you go shopping. Have you ever noticed how many trolleys are available when you go to the supermarket? In my experience, it seems like hundreds! But how about the number of hand baskets? Invariably I struggle to find even one, especially when I only need a few items. Why might this be the case? Well it seems to be a tactic used to encourage us to buy more. If you are walking around with an empty trolley, you are more tempted to fill it, so if you are planning on only doing a quick shop, always try to find a basket. It will be lighter, easier to use and is sure to save you money!

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Exercise to Do:

<https://downloads.bbc.co.uk/skillswise/english/en05skim/quiz/en05skim-e3-quiz.pdf>

Refer:

<https://ielts-up.com/reading/skimming-scanning.html>





Skimming and scanning quiz


Use this information about the Frimborough County library to answer the questions in the level A and B quizzes:

FRIMSBOROUGH COUNTY LIBRARY.

INTRODUCTION
Welcome to Frimborough County Library!
This information leaflet will tell you about some of the types of books and other resources that you can borrow. Information about other items you can borrow and how many items can be borrowed can be found at the Enquiry Desk.

 **CDS AND CASSETTES:**
Music: pop, classical, rock, jazz, blues, street, reggae and operatic.
Stories: famous works, modern literature, children's stories.

 **VIDEOS**
Educational: pre-school, primary and secondary, degree-level, adult.
Film: recent releases, favourite classics, children's.
Exercise: for all abilities, pre- and post-natal

 **BOOKS:**
Fiction: romantic, horror, science-fiction, adventure.
Non-fiction: biographies, geography, history, science, travel, languages.

REMEMBER: APRIL IS LIBRARY MONTH!
Find out more on 01997 179179

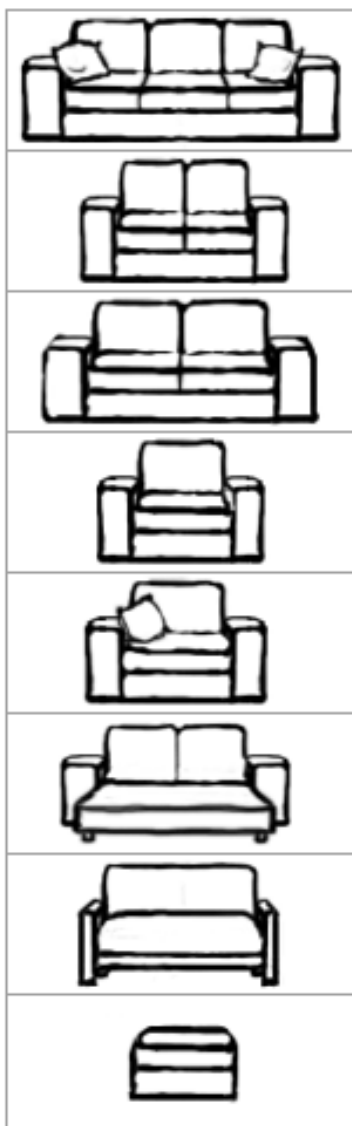


Skimming and scanning quiz

Use this information about the Karina furniture suite to answer the questions in the level A and B quizzes:

Karina

A beautiful and generously proportioned suite. 54% polyester, 46% cotton. Foam filled seat cushions. Reversible cushions. Suitable for general domestic use. Home delivery available.



3 seater sofa. **£409.95**
Size (W) 215, (D) 108, (H) 96cm.
Order number 57/402/15

2 seater sofa. **£189.95**
Size (W) 168, (D) 108, (H) 96cm.
Order number 57/404/26

Large 2 seater sofa. **£479.95**
Size (W) 188, (D) 108, (H) 96cm.
Order number 57/404/98

Armchair. **£232.99**
Size (W) 98, (D) 108, (H) 96cm.
Order number 57/406/61

Large armchair. **£209.99**
Size (W) 118, (D) 108, (H) 96cm.
Order number 57/406/02

Metal-action sofa-bed. **£379.95**
Size (W) 192, (D) 112, (H) 94cm.
Order number 57/409/22

Futon. **£359.95**
Size (W) 158, (D) 102, (H) 88cm.
Order number 57/406/11

Footstool. **£59.95**
Size (W) 75, (D) 75, (H) 75cm.
Order number 57/406/72



Skimming and scanning quiz

Level A

1. Look at the Frimborough County library text to answer this question.

The text is aimed at:

- A) Librarians
- B) Library users
- C) Council workers
- D) School students

2. Look at the Karina furniture suite information to answer this question.

The text is about:

- A) resources at Frimborough County Library
- B) opening times at Frimborough County Library
- C) resources at Rimsborough County Library

Look at the Frimborough County library text to answer the rest of the questions in level A.

3. Information is given about borrowing CDs.

- A) True
- B) False

4. Which category of video isn't listed?

- A) educational
- B) exercise
- C) film
- D) travel

5. A telephone number is provided.

- A) True
- B) False



Skimming and scanning quiz

6. This text tells you where to get more information about how many items you can borrow from the library.
- A) True
 - B) False
7. Members can also borrow CD-ROMs.
- A) True
 - B) False
 - C) The text doesn't say
8. Which month is 'library month'?
- A) November
 - B) August
 - C) September
 - D) April
9. What is the name of the library?
- A) Frimsborough Town Library
 - B) Frimsborough County Library
 - C) Frimsborough Village Library
 - D) Framborough District Library
10. What type of text is this text?
- A) informative
 - B) descriptive
 - C) persuasive
 - D) instructive



Skimming and scanning quiz

Level B

Look at the Karina furniture suite information text to answer the questions in this level.

1. The text is aimed at:
 - A) People who are selling furniture
 - B) People who want to buy furniture
 - C) Karina

2. The suite is made of:
 - A) 50% polyester, 50% cotton.
 - B) 49% polyester, 51% cotton.
 - C) 54% polyester, 46% cotton.
 - D) 46% polyester, 54% cotton.

3. Does the catalogue company offer a home delivery service?
 - A) Yes. It costs £100.00.
 - B) Yes. Delivery is free.
 - C) There is no delivery service offered.
 - D) Yes, but the cost of the service is unknown.

4. The large armchair costs £232.99.
 - A) True
 - B) False

5. How much does the 3 seater sofa cost?
 - A) £479.95
 - B) £409.95
 - C) £359.95
 - D) £232.99

6. For what type of use is the Karina range designed / made?
 - A) heavy domestic use
 - B) general domestic use
 - C) light domestic use
 - D) commercial use



Skimming and scanning quiz

7. The futon costs more than the armchair.
- A) True
 - B) False
8. How much does the smallest piece of furniture cost?
- A) £59.95
 - B) £69.99
 - C) £79.99
 - D) £189.95
9. The metal-action sofa-bed is wider than the 2 seater sofa.
- A) True
 - B) False
10. How many pieces of furniture cost more than £350?
- A) 1
 - B) 2
 - C) 3
 - D) 4



Skimming and scanning quiz

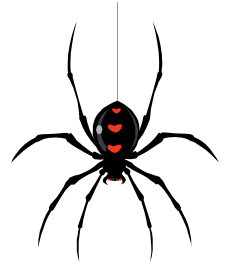
Level C

Look at this text and then answer the next ten questions:

PHOBIAS

What is a phobia?

A phobia is an intense fear or feeling of anxiety that occurs only in a particular situation that frightens you.



This might be something as seemingly logical as a fear of heights, or as illogical as a fear of the colour green. At other times you don't feel anxious. For example, if you have a phobia of spiders (as millions of people do), you only feel anxious when there's a spider around, otherwise you feel fine.

About one in ten people has a significant phobia, although few people seek treatment.

People develop phobias to all sorts of things. Each phobia has its own name. Some (of a very long list) include:

- Musophobia – fear of mice
- Peladophobia – fear of bald people
- Amathophobia – fear of dust
- Pnigophobia – fear of choking or smothering
- Maieusiophobia – fear of childbirth
- Homichlophobia – fear of fog
- Arachibutyrophobia – fear of peanut butter sticking to the roof of the mouth

Phobias make people avoid situations they know will make them anxious, but this can make the phobia worse. A person's life can become increasingly dominated by the precautions they take to avoid a situation they fear. You may know there's no real danger and you may feel embarrassed by your fear, but you're still unable to control it. It's better to confront your fears, even if it's in a very careful way or with the help of a trained therapist.

A phobia is more likely to go away if it began after a distressing or traumatic event.

What's the treatment?

Cognitive behavioural therapy – a 'talking treatment' where you learn all about the thing or situation you are scared of and how to change your behaviour – has a high success rate in phobias. Your GP can refer you.

(from BBC website http://www.bbc.co.uk/health/emotional_health/mental_health/mind_phobias.shtml)



Skimming and scanning quiz

1. The purpose of the text is to ...
 - A) give information about phobias
 - B) give instructions for people with phobias
 - C) persuade people with phobias to seek help

2. A phobia ...
 - A) happens to everyone when they are frightened
 - B) happens only in certain situations
 - C) only happens to people who are anxious

3. Phobias ...
 - A) are logical
 - B) are not logical
 - C) can be logical or not logical

4. The number of people who have phobias is ...
 - A) five out of ten people
 - B) ten people
 - C) 10 percent of the population

5. Peladophobia is ...
 - A) fear of bald people
 - B) fear of dust
 - C) fear of fog

6. The writer advises people with phobias to ...
 - A) consult a psychotherapist
 - B) avoid situations that make them anxious
 - C) confront the fear rather than avoid it

7. Which of these phobias is not mentioned in the text?
 - A) Arachibutyrophobia
 - B) Arachnophobia
 - C) Amathophobia



Skimming and scanning quiz

8. Cognitive Behavioural Therapy is ...
- A) a recommended treatment for phobias
 - B) not a recommended treatment for phobias
 - C) is a recommended treatment for some phobias
9. This text might be found under which heading on the BBC website?
- A) Physical health
 - B) Mental health
 - C) You and your therapist
10. What is the main message of this article?
- A) Some people have phobias and live in fear of certain things.
 - B) If you have a phobia you should see a therapist.
 - C) What a phobia is and how to treat it.



Skimming and scanning quiz

Answers

Level A

1. The text is aimed at ...

The correct answer is: B. The text is aimed at all library users. It doesn't mention any particular groups.

2. The text is about ...

The correct answer is: A. This text is all about resources at Frimborough County Library.

3. Information is given about borrowing CDs.

The correct answer is: A. This statement is true, the text does give information about the type of CDs that are available for borrowing.

4. Which category of video isn't listed?

The correct answer is: D. The answer is that 'travel' isn't listed.

5. A telephone number is provided.

The correct answer is: A. This is true, there is a telephone number at the bottom of the text.

6. This text tells you where to get more information about how many items you can borrow from the library.

The correct answer is: A. The answer is that this text does tell you where to get this information. It advises you to go to the enquiry desk in the library.



Skimming and scanning quiz

7. Members can also borrow CD-ROMs.

The correct answer is: C. The text doesn't say. Library users can borrow music and story CDs, but the text doesn't mention CD-ROMs. In the first paragraph, however, it does say that there are 'other items you can borrow'; these might be CD-ROMs.

8. Which month is 'library month'?

The correct answer is: D. The answer is April.

9. What is the name of the library?

The correct answer is: B. The library is called Frimborough County Library.

10. What type of text is the text?

The correct answer is: A. The answer is informative. Informative texts advise or tell you about something factual.



Skimming and scanning quiz

Level B

1. The text is aimed at:

The correct answer is: B. This text is aimed at people who want to buy furniture.

2. The suite is made of:

The correct answer is: C. The answer is 54% polyester, 46% cotton.

3. Does the catalogue company offer a home delivery service?

The correct answer is: D. The answer is yes, but the cost of the service is unknown

4. The large armchair costs £232.99.

The correct answer is: B. The answer is false because the large armchair costs £209.99.

5. How much does the 3 seater sofa cost?

The correct answer is: B. The answer is that the 3 seater sofa costs £409.95.

6. For what type of use is the Karina range designed / made?

The correct answer is: B. The answer is general domestic use.

7. The futon costs more that the armchair.

The correct answer is: A. The answer is true because the futon costs £126.96 more than the armchair.



Skimming and scanning quiz

8. How much does the smallest piece of furniture cost?

The correct answer is: A. The footstool is the smallest piece of furniture and costs £59.95.

9. The metal-action sofa-bed is wider than the 2 seater sofa.

The correct answer is: A. The answer is true because the sofa-bed is an extra 24cm wider than the sofa.

10. How many pieces of furniture cost more than £350?

The correct answer is: D. The answer is that 4 pieces of furniture cost more than £350.



Skimming and scanning quiz

Level C

1. The purpose of the text is to ...

The correct answer is: A. The purpose of this text is to give information about phobias. It is an informative text.

2. A phobia ...

The correct answer is: B. The answer is that a phobia happens 'only in a particular situation that frightens you', so only in certain situations.

3. Phobias ...

The correct answer is: C. The answer is that phobias can be about logical things (such as a fear of heights), or illogical things (such as a fear of the colour green).

4. The number of people who have phobias ...

The correct answer is: C. The text says that 'About one in ten people has a significant phobia'. One in ten is the same as 10 percent.

5. Peladophobia is ...

The correct answer is: A. The answer is that peladophobia is a fear of bald people.

6. The writer advises people with phobias to ...

The correct answer is: C. The answer is that people with phobias are advised to 'confront your fears, even if it's in a very careful way or with the help of a trained therapist.' They do not have to do this with a therapist, although it suggests that might be helpful.



Skimming and scanning quiz

7. Which of these phobias is not mentioned in the text?

The correct answer is: B. The answer is arachnophobia (a fear of spiders). It is not mentioned by name in the text.

8. Cognitive Behavioural Therapy is ...

The correct answer is: A. The answer is Cognitive Behavioural Therapy is said to have a high success rate in phobias. So it might be recommended for any phobia.

9. This text might be found under which heading on the BBC website?

The correct answer is: B. The answer is that a phobia is a mental health issue as it causes fear and anxiety.

10. What is the main message of the article?

The correct answer is: C. The main message of the article is to give information about what a phobia is and how to treat it.



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3. How can you avoid spending more than you planned?

4. Why is it a good idea to use a basket instead of a trolley?





Skimming practice 1 – answers

Compare your answers with those below. How did you go?

1. What can you find in large numbers at a supermarket?

You can always find large numbers of trolleys at a supermarket.

2. Why can this be a problem?

It can be a problem because you might only want a few things but be tempted to buy more because of the room in the trolley.

3. How can you avoid spending more than you planned if you only need a few items?

Always try to use a shopping basket instead of a trolley.

4. Why is it a good idea to use a basket instead of a trolley?

It is a good idea because a basket is lighter, easier to use and may even save you money.

