Unit	Learning focus
Reading	1. Reading strategies: *identifying which strategy to use* 2. Scanning: *finding specific information in a text* 3. Skimming: *assessing whether a text is relevant* 4. Reading for gist: *understand the main points of a text*
Listening	1. Predicting words and ideas: *knowledge activation and using clues* 2. Listening for detail: *accurately noting details* 3. Listening for the main points: *identifying and noting main points*
Writing	1. Analysing essay questions: *the PQRS technique* 2. Planning your essay: *logical structure, introductions, conclusions* 3. Linking ideas: *using words to connect ideas logically* 4. Using academic style: *using appropriate academic language*
Speaking	1. Speaking out: *deciding what to say, practising a short talk* 2. Giving opinions: *expressing ideas and supporting them* 3. Giving a presentation: *planning, using visuals, body language* 4. Seminar skills: *discussing ideas, appropriate language*
Research	1. Finding the right information: *catalogues, databases, the Internet* 2. Taking notes: *abbreviations, using the Cornell system* 3. Citing sources: *keeping accurate records, correct citation styles*
Critical thinking	1. Understanding the argument: *working out the writer's message* 2. Evaluating evidence: *assessing the validity of evidence* 3. Recognising problems with an argument: *challenging an argument* 4. Avoiding plagiarism: *using information from sources appropriately*
Vocabulary	1. Dealing with unknown words: *guessing and ignoring words* 2. Developing your academic vocabulary: *GSL, AWL, dictionaries* 3. Learning specialist words: *specialist words in lectures, keeping records*
Grammar	1. Eliminating basic errors: *tenses, agreement, punctuation* 2. Improving your academic grammar: *reported speech, modals* 3. Solving grammar problems: *identifying your weaknesses, terminology*
Describing visuals	1. Describing visual data: *writing and speaking, approximations* 2. Evaluating data in seminars and reports: *reaching a conclusion* 3. Creating visuals: *choosing the appropriate type of visual*
Independent learning	1. Managing your time: *planning and prioritising* 2. Becoming a more effective learner: *academic and language learning* 3. Preparing successfully for exams: *studying for tests and assessments*