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	Language Focus	Reading	English in Use	
Module 1	UNIT 1 Getting the Message Across (pp. 7-26)	means of communication; facial expressions; ways of speaking; the Internet; prepositions; fixed phrases; idioms <i>phrasal verbs</i> : act, break	multiple choice (reading for content, opinion, purpose, tone, reference, implication); gapped text (reading for cohesion, coherence and text structure)	modal verbs; open cloze; key word transformations; word formation passage; words with multiple meanings; <i>summary writing</i> : selecting relevant information
	UNIT 2 The Happiest Days of your Life? (pp. 27-46)	education; literacy; university studies; educational systems; prepositions; fixed phrases; idioms <i>phrasal verbs</i> : come, call	multiple choice (reading for content, opinion, attitude, purpose, implication, text organisation)	conditionals; open cloze; key word transformations; word formation passage; words with multiple meanings; <i>summary writing</i> : paraphrasing
Self-Assessment Module 1 (pp. 47-50)				
Module 2	UNIT 3 Extra! Extra! (pp. 53-72)	media; journalism; newspapers; advertising; reporting news; prepositions; fixed phrases; idioms <i>phrasal verbs</i> : do, drive	multiple choice (reading for content, detail, attitude, opinion, tone, implication, text organisation); gapped text (reading for content, text organisation)	the passive; open cloze; key word transformations; word formation passage; words with multiple meanings; <i>summary writing</i> : working within the word limit
	UNIT 4 Planes, Trains and Automobiles (pp. 73-92)	means of transport; technology; travel; places to visit; signs; air travel; sea travel; prepositions; fixed phrases; idioms <i>phrasal verbs</i> : get, fall	multiple choice (reading for attitude, inference, implication, detail, content, opinion, attitude, tone)	inversion; open cloze; key word transformations; word formation passage; words with multiple meanings; <i>open-ended questions</i> : identifying echoed ideas; <i>summary writing</i>
Self-Assessment Module 2 (pp. 93-96)				
Module 3	UNIT 5 The Science of Life (pp. 99-118)	health; illnesses; medicine; exercising; healthy eating; prepositions; fixed phrases; idioms <i>phrasal verbs</i> : hold, keep	multiple choice (reading for content, detail, implication, reference); four-option multiple choice lexical cloze (reading for semantic precision, complementation)	reported speech; tense revision; open cloze; key word transformations; word formation passage; words with multiple meanings; <i>summary writing</i> : identifying arguments
	UNIT 6 The Art of Entertainment (pp. 119-138)	the arts; music; forms of entertainment; festivals; cultural events; prepositions; fixed phrases; idioms <i>phrasal verbs</i> : make, look	multiple choice (reading for detail, implication, content, opinion, inference)	gerund/infinitive; open cloze; key word transformations; word formation passage; words with multiple meanings; <i>open-ended questions</i> : phrases and metaphors
Self-Assessment Module 3 (pp. 139-142)				
Module 4	UNIT 7 Born to Win! (pp. 145-164)	sports personalities; world records; sports; prepositions; fixed phrases; idioms <i>phrasal verbs</i> : put, run	multiple choice (reading for content, detail, attitude, opinion, tone, purpose, reference); four-option multiple choice lexical cloze (reading for semantic precision, complementation)	relative clauses; open cloze; key word transformations; word formation passage; words with multiple meanings; <i>open-ended questions</i> : detail questions; <i>summary writing</i>
	UNIT 8 Respect! (pp. 165-184)	social issues; historical events; racism; politics; human rights; globalisation; ageism; prepositions; fixed phrases; idioms <i>phrasal verbs</i> : see, settle	multiple choice (reading for attitude, purpose, content, opinion, exemplification, implication)	future tenses; open cloze; key word transformations; word formation passage; words with multiple meanings; <i>summary writing</i> : excluding irrelevant information
Self-Assessment Module 4 (pp. 185-188)				
Module 5	UNIT 9 Another Day, Another Dollar (pp. 191-212)	work and business; the workplace; careers; professional skills; prepositions; fixed phrases; idioms <i>phrasal verbs</i> : take, tell	multiple choice (reading for tone, purpose, implication, content, reference); gapped text (reading for content, text organisation)	participles; open cloze; key word transformations; word formation passage; words with multiple meanings; <i>open-ended questions & summary</i>
	UNIT 10 Our Planet, Our Home (pp. 213-234)	the environment; recycling; environmental problems; ecology; prepositions; fixed phrases; idioms <i>phrasal verbs</i> : turn, wear	multiple choice (reading for content, attitude, reference); four-option multiple choice lexical cloze (reading for semantic precision, complementation)	concession/comparison; open cloze; key word transformations; word formation passage; words with multiple meanings; <i>open-ended questions & summary</i>
Self-Assessment Module 5 (pp. 235-238)				
Practice Test (pp. 239-253); Grammar Reference (pp. 254-268) Appendix 1 (pp. 269-272); Appendix 2 (p. 273); Appendix 3 (pp. 274-276)				

Listening

Speaking

Writing

multiple matching (listening for opinion, specific information); **sentence completion** (listening for specific information); **multiple choice questions** (listening for opinion, gist, detail, inference)

telephone conversations; asking for and promising discretion; introducing news; expressing surprise; speculating; evaluating; suggesting alternatives

- expressing opinions in essays, letters and articles

multiple matching (listening for opinion, specific information); **multiple choice questions** (listening for opinion, gist, detail, inference)

discussing opinions; making suggestions; making recommendations; debating; inviting somebody to give their opinion; interrupting; monologues

- making suggestions and recommendations in letters and essays

sentence completion (listening for specific information); **multiple choice questions** (listening for opinion, gist, detail, inference)

discussing TV programmes; making suggestions; asking for further information; accepting/rejecting suggestions; speculating; evaluating; suggesting alternatives

- letters to the press/authorities; balanced arguments

sentence completion (listening for specific information); **multiple choice questions** (listening for opinion, gist, detail, inference)

giving advice; giving instructions; monologues

- descriptive and narrative articles

multiple matching (listening for opinion, specific information); **sentence completion** (listening for specific information); **multiple choice questions** (listening for opinion, gist, detail, inference)

making decisions; expressing opinions; expressing agreement/disagreement; making, rearranging & cancelling appointments; comparing; evaluating; suggesting alternatives

- assessment reports
- reports making suggestions

sentence completion (listening for specific information); **multiple choice questions** (listening for opinion, gist, detail, inference)

talking about films & music; monologues; evaluating; making choices; making recommendations

- reviews (reviewing films, festivals, books, restaurants and products)

multiple matching (listening for opinion, specific information); **sentence completion** (listening for specific information); **multiple choice questions** (listening for opinion, gist, detail, inference)

making decisions; exchanging opinions; making suggestions; making predictions; insisting on a point; speculating; evaluating; suggesting alternatives

- proposals (format and content, appropriate vocabulary and style)

multiple matching (listening for opinion, specific information); **sentence completion** (listening for specific information); **multiple choice questions** (listening for opinion, gist, detail, inference)

expressing agreement/disagreement; discussing pros & cons; expressing hesitation; expressing an alternative viewpoint; monologues

- discursive essays (developing an argument, balancing both sides, discussion clock)

multiple matching (listening for opinion, specific information); **sentence completion** (listening for specific information); **multiple choice questions** (listening for opinion, gist, detail, inference)

expressing approval and disapproval; making assumptions; evaluating; speculating; suggesting alternatives;

- formal letters: letters of application, recommendation, complaint, apology

multiple matching (listening for opinion, specific information); **sentence completion** (listening for specific information); **multiple choice questions** (listening for opinion, gist, detail, inference)

sharing information; giving instructions; monologues

- review of writing tasks