



Lecture 1

Dr. Farah Aqeel Rashid

Reference: Headway academic Skills
Level 2 Student's book

Items of today lecture:

- ◉ Items of presentation
- ◉ Asking for repetition
- ◉ Expression for discussion
- ◉ How can you help your listener to understand
- ◉ Writing skill: Plagiarism

Speaking

● Presentation:

1. Greet

- Good afternoon/Good Morning ladies and Gentlemen
- Good afternoon /Good Morning everyone

2. Let the audience Know about the subject you are going to present

- Today, I am going to talk about.....
- Today, I would like to talk about.....
- The title of my presentation/seminer/talk will be....

Speaking

-During the talk

Using signal transitions.

- As I mention earlier.
- As I mention in the first.
- I am going to explain that later.

3. Finish

Thank you for your listening, if you have any questions I am happy to answer them

Speaking



◉ Asking for repetition

Informal

1. I didn't catch.....
2. Pardon?
3. What was that?
4. Did you say.....?
5. Was that.....?

Formal

1. Could you repeat....?
2. Could you say....again?
3. Sorry/ Excuse me, did you say....?
4. Sorry/Excuse me, was that.....?
5. Excuse me, can you say that again.....?

Asking for Discussion

-Giving opinion

- ◉ In my opinion,.....
- ◉ I think.....
- ◉ For me,.....
- ◉ It seems to me.....

Asking for discussion

- Agreement
 - ◉ I quite agree with.....
 - ◉ You are right/ that's right
 - ◉ Exactly.
- Disagreement
 - ◉ I'm afraid I disagree
 - ◉ I disagree
 - ◉ No, that's wrong

Speaking: How can you help your listener to understand



- ❖ Structuring your talk clearly
e.g. Speaking from notes organized by heading
- ❖ Using signposts to show what type of information you are giving.
e.g. For contrasting, using however, although,...
- ❖ Pausing and using falling intonation to show when a sentence ends.
- ❖ Not speaking too quickly.



Lecture 2

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Writing

- Plagiarism. سرقة ادبية
- ✓ Paraphrasing
(rewriting information in your own words)
- ✓ Summarizing
(Understand the main ideas of article and rewrite in your own words)

Writing

● Paraphrasing



Synonyms

Smart cards, which **contain** a **very small** computer microprocessor, have their **origins** in the 1970s. A frenchman, Roland Moreno, manufactured a circuit that could **store** electronic **data**. Since then, this idea has **grown** into a multi-billion-dollar **business**

Paraphrasing

- Breast cancer is the most commonly occurring cancer in women and the second most common cancer overall. There were over 2 million new cases in 2018.
- Breast cancer is the second most common cancer in women compared to other type of cancer. In 2018, new cases were 2 million .