

STUDY CENTRE COURSES

SELF-STUDY TIPS

A

However difficult you find it to arrange your time, it will involve the use of library books or other materials. It will pay off in the long run if you set aside a certain part of the day for studying - and stick to it. It is best to make a weekly allocation of your time, making sure that you have enough left for recreational activities or simply to be 'with' yourself: reading a novel or watching a television programme.

B

As part of your weekly schedule, it is also advisable to consider exactly what you have to do in that week, and make sure that you tackle the most significant tasks first, leaving the easier or less urgent areas of your work until later.

C

On a physical level, make sure that you have an area or space for studying. Don't do it just anywhere. If you always study in the same place, preferably a room of your own, you will find it easier to adjust mentally to the activity when you enter that area. You should have everything that you might need at hand.

D

Make sure that all the physical equipment that you use, such as a desk, chair etc. is at a good height for you. If you use a personal computer, there are plenty of guidelines available from the government on posture, angles, lighting and the like. Consult these and avoid the typical student aches and pains.

E

If you are doing a long essay or research paper which

F

Make use of equipment that is available to you. If you find a useful article in the library, it is best to photocopy the relevant pages before you leave. When you get back to your study, you can refer to the article and make any comments that you have in the margin.

G

If you are working on a topic your teacher has given you and you find it hard to concentrate, it may be that you need to take your mind right off it for a period. 'Airing the mind' can work wonders sometimes. Taking a period away from the task, having not thought about it at all, you may return to it refreshed and full of ideas.

H

Similarly, it may help to discuss a topic with other people, especially if you feel that you have a lot of ideas, or too many disorganised ideas. Bring them up in conversations at meal times or with other people and see what they have to say. You don't have to put forward your ideas but listening to what they think of yours, or something may well help you develop or refine your thoughts.

Questions 22-27

STUDY CENTRE COURSES

A

From Paragraph to Essay

Of particular relevance to students who will be writing essays for their assignments. Organised to help you improve your writing skills.

Thursday 10-12

Kiran Singh

B

Communicate by Mail

E

Media Use

Open to all students, organised to help you improve your listening and speaking skills.

Tuesday 9-11

Steve Ansell

F

The Short Story

I

The Job for Me

Organised to help you improve your writing skills.

Friday 10-11.30

Fabbeh Al-Hussein

J

Can I Help You?

| | | |
|---|--|---|
| Owing to the popularity of last term's course, this is a new repeat of a successful course. | As well as interpreting reports, you will also be asked to write reports for your own company. | Direct communication is a key skill in the business world. |
| Friday 2-4 | Thursday 11-1.30 | Wednesday 3-5 |
| Cella Rice | Mrs Owen | Mike Vas |
| C | G | K |
| Source Material | Caught for Speeding | The Customer is Always Right |
| How do you gather information for a project? Open your eyes and ears to the world around you. | Open your eyes and ears to the world around you. | How do you gather information for a project? Open your eyes and ears to the world around you. |
| Monday 10-11 | Wednesday 11-1 | Wednesday 11-1 |
| Kiran Singh | Mrs Owen | Cella Rice |
| D | H | L |
| Express Yourself | Quote Me if You Must | Tense about Tense |
| An advanced course suitable for students who are confident in their English. | The course is about using English in the workplace. | How do you gather information for a project? Open your eyes and ears to the world around you. |
| Monday 12-2 | Tuesday 9-10.30 | Saturday 10-12 |
| Dave Parrin | Dr Johnson | Steve Ansell |

Questions 1-7

Reading Passage 2 has eight paragraphs, **A-H**.

Choose the correct heading for paragraphs **B-H** from the list of headings below..

Write the correct number **i-xii**, in boxes **1-7** on your answer sheet.

List of Headings

- i** Consult your teacher
- ii** Take a break
- iii** Make a timetable
- iv** Create a working space
- v** Sit comfortably
- vi** Study at home
- vii** Talk about your work
- viii** Photocopy important material
- ix** Catalogue references
- x** Use the library
- xi** Prioritise your work
- xii** Exercise regularly

Example Paragraph A Answer **iii**

- 1..... Paragraph B
- 2..... Paragraph C
- 3..... Paragraph D
- 4..... Paragraph E
- 5..... Paragraph F
- 6..... Paragraph G
- 7..... Paragraph H

Questions 8-13

Look at the twelve descriptions of courses, **A-L**, on Reading Passage 2.

For which description are the following statements true?

Write the correct letter, **A-L**, in boxes **8-13** on your answer sheet.

- 8..... This course would be useful for dealing with letters of complaint.
- 9..... This course will help you use the libraries.
- 10..... This course will improve your performance at interviews.
- 11..... This course will help you with acknowledging your sources.
- 12..... This course will help you improve your reading skills.
- 13..... This course will help you improve your grammar.

Solution:

1. xi

2. iv

3. v

4. ix

5. viii

6. ii

7. vii

8. K

9. C

10. I

11. H

12. G

13. L