

# Study Skills 1

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# Objectives

By the end of the course, students will be able to :

- set academic goals, apply effective learning strategies, and demonstrate achievement in their courses.
- demonstrate independent learning skills and apply critical thinking in academic and real-life contexts.
- develop and apply reading, writing, and research methodology skills effectively.

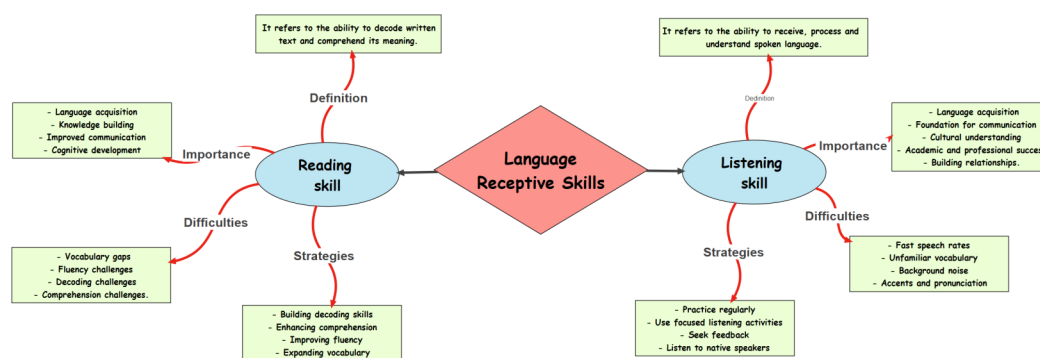
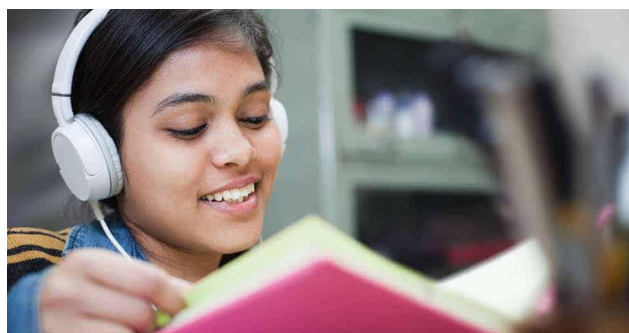
# Chapter 02 : Academic Skills

I

## 1. Lesson 01 : Language Receptive Skills

**Objectives :** By the end of the lesson, students will be able to :

- Recognize the receptive skills and their importance.
- Identify strategies to improve the receptive skills.



### 1.1. Definition of Receptive Skills

#### Definition

Receptive skills in language learning refer to the abilities used to receive and comprehend information through listening and reading. These skills are passive in nature, as they involve understanding rather than producing language.

- **Listening:** Understanding spoken language, including tone, intonation, and context.

- **Reading:** Understanding written language, including vocabulary, grammar, and textual structure.

## 1.2. Importance of Receptive Skills

- 1. Foundation for Communication:** Listening and reading provide the input necessary for developing productive skills (speaking and writing).
- 2. Language Acquisition:** Receptive skills help learners internalize vocabulary, grammar, and pronunciation patterns.
- 3. Comprehension in Real-Life Scenarios:** Essential for understanding spoken conversations, lectures, written instructions, or media like books and podcasts.
- 4. Cultural Understanding:** Exposure to authentic texts and speech helps learners grasp cultural nuances and idiomatic expressions.
- 5. Lifelong Learning:** Strong receptive skills enable self-directed learning through access to diverse resources like books, videos, or online courses.

## 1.3. The Listening Skill

### *Definition: Definition of Listening Skill*

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Listening is the ability to actively receive, process, and understand spoken language. It is a receptive skill that involves interpreting meaning from sounds, words, sentences, and context. Effective listening requires focus, comprehension, and interpretation, going beyond simply hearing words to understanding their intent and meaning.

### *The Importance of Listening Skill*

- 1. Foundation for Communication:** Listening is essential for effective verbal communication, enabling meaningful interactions.
- 2. Language Acquisition:** It plays a crucial role in acquiring vocabulary, pronunciation, and grammatical structures, especially in second language learning.
- 3. Building Relationships:** Good listening fosters trust, empathy, and understanding in personal and professional relationships.
- 4. Academic and Professional Success:** Strong listening skills improve learning outcomes, workplace productivity, and collaboration.
- 5. Cultural Understanding:** Listening helps understand accents, idiomatic expressions, and cultural nuances, promoting cross-cultural communication.

### *Difficulties in Listening*

- 1. Fast Speech Rates:** Difficulty keeping up with native speakers or fast-paced conversations.
- 2. Unfamiliar Vocabulary:** Encountering unknown words or phrases that hinder comprehension.
- 3. Accents and Pronunciation:** Struggling with diverse accents or unclear articulation.
- 4. Background Noise:** Environmental distractions that compete for attention.
- 5. Lack of Context:** Difficulty understanding without visual cues or contextual support.

**6. Cognitive Overload:** Challenges in processing a large amount of information in real-time.

**7. Focus and Attention:** Maintaining concentration during long or complex listening tasks.

### *Definition: Active and Reflective Listening:*

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Active and reflective listening are essential communication skills that foster understanding, empathy, and effective interactions. Here's a breakdown of both:

**Active Listening:** involves fully concentrating, understanding, responding, and remembering what the speaker is saying. It's about being present in the conversation and showing genuine interest.

**Reflective Listening:** goes a step further by not only understanding the speaker's message but also validating their emotions and thoughts. It focuses on empathy and deeper connection.

### *Example: Practical Example*

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**Speaker:** "I've been feeling so stressed at work lately. There's just too much to handle, and I don't think I'm doing anything right."

**Active Listening:**

- **Listener:** "It sounds like you're dealing with a heavy workload. Do you think there's a way to prioritize tasks or ask for support?"

**Reflective Listening:**

- **Listener:** "It seems like you're feeling overwhelmed and doubting your abilities. That sounds really tough to manage."

### *Method: Strategies to Improve Listening Skills*

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#### **1. Active Listening Techniques**

- **Focus:** Eliminate distractions and concentrate fully on the speaker.
- **Paraphrasing:** Summarize what you hear to confirm understanding.
- **Questioning:** Ask clarifying questions to deepen comprehension.
- **Notetaking:** Jot down key points during lectures or discussions.

#### **2. Practice Regularly**

- **Audio Resources:** Listen to podcasts, audiobooks, or news broadcasts.
- **Videos with Subtitles:** Watch movies or shows with subtitles, then without them to enhance comprehension.
- **Interactive Apps:** Use language-learning apps with listening exercises (e.g., Duolingo, LingQ).

#### **3. Build Vocabulary and Context**

- **Learn Vocabulary:** Focus on high-frequency words and phrases in the target language.
- **Understand Context:** Pay attention to tone, body language, and situational cues.
- **Expose to Varied Inputs:** Listen to different accents, topics, and speech rates.

#### **4. Use Focused Listening Activities**

- **Dictation Exercises:** Write down what you hear to improve accuracy.

- **Gap-Fill Tasks:** Complete sentences based on listening exercises.
- **Predicting Content:** Anticipate what might come next in a conversation or narrative.

#### 5. Develop Cognitive and Emotional Skills

- **Improve Memory:** Practice retaining information by summarizing spoken content.
- **Stay Calm:** Avoid frustration when missing information; focus on grasping the overall meaning.

#### 6. Seek Feedback and Practice Social Listening

- **Role-Playing:** Simulate real-life conversations in a controlled setting.
- **Feedback:** Record and analyze your responses to identify areas for improvement.
- **Conversations:** Engage in conversations with fluent speakers or language partners.

## 1.4. The Reading Skill

### Definition

**Reading** skill is the ability to decode written text and comprehend its meaning. It involves understanding words, sentences, and larger texts, interpreting ideas, and relating them to prior knowledge.

- **Decoding:** Recognizing words and their meanings.
- **Comprehension:** Understanding the overall message, purpose, and nuances of the text.
- **Critical Reading:** Analyzing and evaluating the content for deeper understanding.

### *Importance of Reading Skill*

- 1. Language Acquisition:** Reading exposes learners to vocabulary, grammar, and sentence structures, fostering language development.
- 2. Knowledge Building:** Reading provides access to information, ideas, and diverse perspectives across subjects.
- 3. Improved Communication:** Strong reading skills enhance both written and verbal communication by enriching vocabulary and understanding.
- 4. Cognitive Development:** Reading promotes critical thinking, problem-solving, and analytical skills.
- 5. Lifelong Learning:** It enables independent learning through books, articles, and digital resources.
- 6. Cultural Awareness:** Reading materials from different contexts help learners understand and appreciate cultural nuances.

### *Difficulties in Reading*

#### 1. Decoding Challenges

- Difficulty recognizing words or understanding phonics.
- Trouble with spelling patterns or unfamiliar text formats.

#### 2. Comprehension Challenges

- Struggling to grasp the main idea or key details.

- Difficulty making inferences or understanding implied meanings.

### 3. Fluency Challenges

- Slow reading speed, affecting comprehension and retention.
- Lack of flow in transitioning between words and sentences.

### 4. Vocabulary Gaps

- Limited knowledge of words, idioms, or technical terms.
- Inability to deduce meanings from context.

### 5. Cultural Barriers

- Struggling with culturally specific references, idioms, or slang.

## *Method: Strategies to Improve Reading Skills*

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### A. Building Decoding Skills

#### 1. Phonics Practice:

- o Focus on sound-letter correspondence for improved word recognition.
- o Use tools like flashcards or phonics apps.

#### 2. Chunking Text:

- o Break words or sentences into smaller units for easier decoding.

### B. Enhancing Comprehension

#### 1. Pre-Reading Activities:

- o Skim the title, headings, or pictures to predict content.
- o Discuss related topics to activate prior knowledge.

#### 2. Active Reading:

- o Highlight or underline key points while reading.
- o Take notes or summarize after each paragraph.

#### 3. Asking Questions:

- o Use questions like "What is the main idea?" or "Why did this happen?" to guide understanding.

#### 4. Inference Practice:

- o Use clues in the text to deduce meanings or predict outcomes.

### C. Improving Fluency

#### 1. Repeated Reading:

- o Practice reading the same text multiple times to build speed and confidence.

#### 2. Use of Timed Reading:

- o Set a timer to encourage faster reading while maintaining comprehension.

#### 3. Read Aloud:



o Helps improve pronunciation, intonation, and rhythm.

#### **D. Expanding Vocabulary**

##### **1. Context Clues:**

o Teach learners to infer meanings of unknown words from surrounding text.

##### **2. Vocabulary Journals:**

o Record and review new words regularly.

##### **3. Reading Widely:**

o Encourage exposure to diverse genres, topics, and levels of difficulty.

#### **E. Addressing Cultural Barriers**

##### **1. Background Research:**

o Provide contextual information about cultural references before reading.

##### **2. Simplified Texts:**

o Use adapted or graded readers to ease learners into complex cultural content.

- Use Technology: Leverage apps and e-books with built-in dictionaries or audio support.
- Set Goals: Aim for specific outcomes like reading a certain number of pages or books.

#### *Method: The SQ3R Method*

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The SQ3R method is a well-known and effective reading strategy designed to improve comprehension and retention of information in textbooks, articles, and other academic texts. It stands for:

##### **1. Survey**

##### **2. Question**

##### **3. Read**

##### **4. Recite**

##### **5. Review**

Each step of the SQ3R method helps readers approach the text in an organized and purposeful way, enhancing their understanding and memory of the material.

##### **1. Survey (Preview the Text)**

Before diving into the text, take a moment to glance through it quickly. The goal is to get a broad idea of the structure, content, and key elements of the material.

##### **Steps:**

- Look at the title and headings to get a sense of the topic.
- Skim through subheadings, bolded words, and images (graphs, charts, or pictures).
- Read the introduction and conclusion (if available).
- Check for any questions or summary boxes at the end of sections.

**Why it's important:** This step helps you understand the main themes of the text and creates a mental framework for organizing the information.

## 2. Question (Turn Headings into Questions)

Transform the headings and subheadings into questions that will guide your reading. This step shifts your mindset from passive reading to active engagement with the text.

### Steps:

- Turn each heading or subheading into a question. For example:
  - o Heading: "The Benefits of Reading" → Question: "What are the benefits of reading?"
  - o Heading: "Solar Energy Sources" → Question: "What are the different solar energy sources?"
- These questions will help you focus on finding the answers as you read.

**Why it's important:** Asking questions prepares the brain to seek specific information, increasing the likelihood of remembering details later.

## 3. Read (Read for Understanding)

Now, read the text with the goal of finding answers to the questions you formulated in the previous step. Read actively, focusing on understanding and connecting ideas.

### Steps:

- Read the text carefully, paying attention to each section.
- Look for answers to the questions you created in the "Question" phase.
- Highlight or underline key information that answers your questions.

**Why it's important:** This step encourages deep engagement with the content, helping you focus on the main ideas and important details.

## 4. Recite (Summarize the Information)

After reading each section, pause and try to recall or summarize the information in your own words. This process strengthens memory and reinforces what you've just read.

### Steps:

- Close the book or cover the text, and try to answer your questions aloud or in writing.
- Recite the key points, main ideas, and any details you remember.
- If you can't recall something, go back to the text and review it.

**Why it's important:** Reciting helps reinforce your understanding of the material and improves long-term retention.

## 5. Review (Review the Text and Your Notes)

After you have finished reading, review the text and your notes. This step strengthens connections in your memory and enhances retention.

### Steps:

- Go back through your notes or highlights, and review the main points and answers to your questions.
- Skim through the text once again, paying attention to sections that were difficult or unclear.
- Try to answer the questions again to see if you can recall all the information without looking back at the text.

**Why it's important:** Reviewing helps solidify the material in your long-term memory and ensures a deeper understanding of the content.

### *Example: Practical Example of Using SQ3R:*

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Let's say you are reading a text about clean energy.

#### **1. Survey:**

- o Title: The Future of Clean Energy
- o Headings: Advantages of Solar Power, Wind Energy Innovations, The Economic Benefits of Renewable Energy
- o You see bolded words like "global warming," "sustainability," and "renewable sources."

#### **2. Question:**

- o "What are the advantages of solar power?"
- o "What are the latest innovations in wind energy?"
- o "How does clean energy benefit the economy?"

#### **3. Read:**

- o You read each section carefully, looking for answers to the questions you created.

#### **4. Recite:**

- o After reading the section on solar power, you summarize the advantages in your own words: Solar power is renewable, reduces carbon emissions, and can be used in rural areas.

#### **5. Review:**

- o Skim through the text and your notes, and check if you can now fully answer the questions you asked at the beginning.

### *Improving Reading Comprehension*

Improving reading comprehension is a crucial skill that enhances learners' ability to understand, retain, and critically engage with texts. There are a variety of strategies and practices to help students strengthen their reading comprehension. Below are some effective methods and activities to incorporate into lessons for improving reading comprehension:

#### **1. Pre-Reading Strategies**

##### **A. Activate Background Knowledge**

Before reading, think about what you already know about the topic. This helps you make connections to new information and engage with the text more meaningfully.

##### **B. Vocabulary Preview**

Identify challenging vocabulary in the text before reading. Understanding these words will help you comprehend the text better.

#### **2. During Reading Strategies**

##### **A. Skim and Scan**

skim through the text before reading deeply. This helps you get an overview of the content. Scanning for specific information can also help you focus on key details while reading.

## B. Annotating the Text

Learn how to annotate by underlining or highlighting key ideas, unfamiliar words, and important details.

### C. Ask Questions

ask questions as you read. These can be about the main idea, characters, facts, or anything you don't understand.

### 3. Post-Reading Strategies

### A. Summarizing

One of the most effective ways to check comprehension is to summarize what you have read. Summarizing forces you to process the text's information in your own words.

### B. Retell the Story

retell the story or main points in your own words. This can be done individually or in pairs.

### C. Questioning for Deep Understanding

After reading, answer questions that require deeper thought, such as opinion-based or inference questions.

## 1.5. Practice

## Exercice

## Define Receptive Skills

## Exercise

Listening is the ability to actively \_\_\_\_\_, process, and understand \_\_\_\_\_ language. It is a \_\_\_\_\_ skill that involves interpreting meaning from \_\_\_\_\_, words, sentences, and \_\_\_\_\_.

## Exercice

Listening might be difficult due to :

- ☐ Background noise
- ☐ Fast speech rates
- ☐ Unfamiliar vocabulary

## Exercice

Reading skill is \_\_\_\_\_ to decode \_\_\_\_\_ text and \_\_\_\_\_ its meaning. It involves \_\_\_\_\_ words, sentences, and larger texts, interpreting ideas, and relating them to prior knowledge.

## Exercise

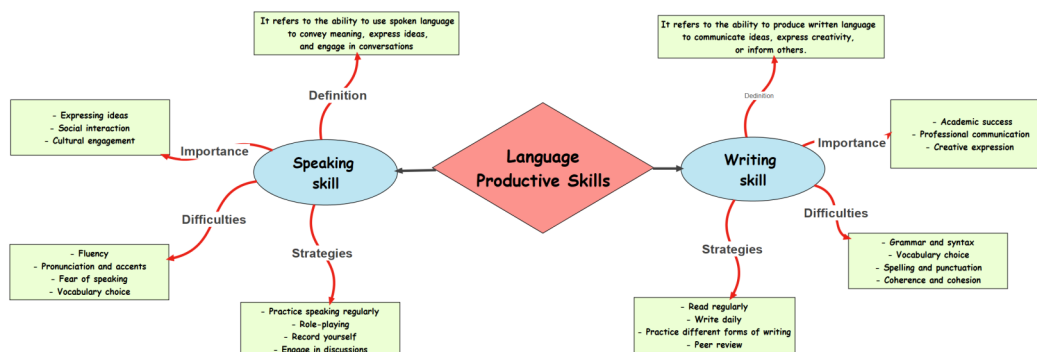
"SQ3R" stands for :

- Survey, Question, Read, Recite, Review
- Select, Quote, Read, Repeat, Revise
- Survey, Quote, Read, Review, Revise

## 2. Lesoon 02 : Language Productive Skills

**Objectives :** By the end of the lesson, students will be able to :

- Recognize the Productive skills and their importance.
- Identify strategies to improve the productive skills.



## 2.1. Definition of Productive Skills

### Definition

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Productive skills in language learning refer to the abilities used to produce and express language. These involve speaking and writing, which are active skills requiring learners to convey thoughts, ideas, and information effectively.

## 2.2. Importance of Productive Skills

- 1. Communication:** Speaking and writing allow learners to share ideas and interact effectively in personal, academic, and professional contexts.
- 2. Demonstrating Language Mastery:** Productive skills showcase a learner's ability to apply vocabulary, grammar, and pronunciation in real-world contexts.
- 3. Critical Thinking and Creativity:** Writing and speaking require organizing thoughts, analyzing information, and presenting ideas clearly and creatively.
- 4. Professional Growth:** Proficient productive skills are essential for activities like interviews, presentations, emails, and reports in the workplace.
- 5. Social Integration:** These skills enable learners to participate actively in conversations and build relationships.

## 2.3. The Speaking Skill

### Definition: Definition of Speaking

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Speaking is the ability to use spoken language to convey meaning, express ideas, and engage in conversations. It involves not only producing words but also being able to use tone, pitch, and body language to communicate effectively.

#### *The Importance of Speaking Skill*

- **Expressing Ideas:** It allows individuals to share thoughts, opinions, and information with others.
- **Social Interaction:** Speaking is essential for building relationships, networking, and interacting in both personal and professional settings.
- **Academic and Professional Success:** Effective speaking skills are crucial for presentations, discussions, interviews, and debates.
- **Cultural Engagement:** Speaking skills enable individuals to engage with different cultures and communities by sharing and understanding language nuances.

#### *Difficulties in Speaking*

- **Fluency:** Difficulty speaking smoothly without hesitation or pauses.
- **Vocabulary Limitations:** Limited vocabulary may restrict the ability to express complex ideas.
- **Pronunciation and Accent:** Problems with pronunciation or having a non-native accent can affect clarity.
- **Fear of Speaking:** Anxiety or lack of confidence may cause hesitation when speaking in public.

- **Listening and Responding:** Effective speaking also involves active listening and responding appropriately, which may be difficult for some learners.



### *Complement: Speaking Situations*

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Speaking skills are essential for effective communication in a variety of situations. Below are common speaking situations where learners need to apply their speaking skills, along with some strategies and activities to practice these situations.

#### **1. Everyday Conversations**

Situation: Casual Conversations with Friends or Strangers

- **Description:** This involves informal, relaxed conversations about daily life, interests, and opinions.
- **Skills Required:**
  - o **Fluency:** Ability to speak without hesitation.
  - o **Active Listening:** Responding appropriately to what others are saying.
  - o **Informal Language:** Use of contractions and colloquial expressions.
  - o **Body Language:** Non-verbal cues like eye contact, gestures, and tone of voice.

#### **2. Giving Directions**

Situation: Giving Directions to Someone Who is Lost

- **Description:** The speaker needs to describe how to get from one place to another, often in response to a question.
- **Skills Required:**
  - o **Clarity:** Providing clear and easy-to-follow instructions.
  - o **Use of Prepositions:** Understanding terms like "turn left," "next to," "across from," etc.
  - o **Tone and Pace:** Speaking slowly and clearly.

#### **3. Job Interviews**

Situation: Answering Questions in a Job Interview

- **Description:** In a job interview, candidates must respond to questions about their qualifications, experience, and suitability for the role.
- **Skills Required:**
  - o **Confidence:** Speaking clearly and confidently.
  - o **Structure:** Organizing answers logically (e.g., STAR method – Situation, Task, Action, Result).
  - o **Professional Language:** Using formal language and avoiding slang.

#### **4. Presentations**

Situation: Giving a Public Presentation or Speech

- **Description:** This involves speaking in front of an audience to inform, persuade, or entertain.
- **Skills Required:**
  - o **Organization:** Structuring the presentation with a clear introduction, body, and conclusion.

- o Public Speaking: Managing nerves and speaking confidently.
- o Visual Aids: Using slides or props effectively to support the message.

## **5. Negotiation**

Situation: Negotiating Terms or Agreements

- Description: This involves discussing and reaching a mutual agreement on a certain matter, such as prices, schedules, or services.
- Skills Required:
  - o Persuasiveness: Presenting and defending one's position.
  - o Compromise: Finding middle ground and making concessions.
  - o Politeness and Respect: Using diplomatic language, especially when disagreeing.

## **6. Giving Advice**

Situation: Offering Suggestions or Advice to Someone

- Description: This involves suggesting solutions or giving recommendations on how someone can address a problem or situation.
- Skills Required:
  - o Empathy: Understanding the other person's needs or challenges.
  - o Clarity and Precision: Offering clear and concise advice.
  - o Tone: Using a supportive and encouraging tone.

## **7. Giving and Receiving Compliments**

Situation: Offering Compliments or Receiving Praise

- Description: Giving compliments involves expressing admiration for someone's achievements, appearance, or qualities. Receiving compliments involves acknowledging and responding graciously.
- Skills Required:
  - o Expressiveness: Using appropriate intonation to convey sincerity.
  - o Gratitude: Acknowledging compliments without appearing arrogant.
  - o Politeness: Giving compliments appropriately and receiving them graciously.

## **8. Apologizing**

Situation: Apologizing for a Mistake or Misunderstanding

- Description: Apologizing involves acknowledging the mistake, expressing regret, and offering an explanation or solution.
- Skills Required:
  - o Sincerity: Apologies should sound genuine and heartfelt.
  - o Tone of Voice: Speaking softly and humbly to show genuine remorse.
  - o Responsibility: Owning up to the mistake without making excuses.

## **9. Making Phone Calls**



Situation: Making a Formal or Informal Phone Call

- **Description:** Speaking on the phone requires a specific set of skills since there are no visual cues to rely on, and clarity is essential.
- **Skills Required:**
  - o **Clarity and Conciseness:** Speaking clearly and staying on topic.
  - o **Politeness:** Using polite phrases like "Excuse me," "Could you please," and "Thank you."
  - o **Active Listening:** Ensuring you understand the conversation and responding appropriately.

## 10. Expressing Opinions

Situation: Expressing Personal Thoughts or Opinions

- **Description:** This involves clearly stating one's thoughts or feelings on a particular subject.
- **Skills Required:**
  - o **Confidence:** Being able to state one's opinion with certainty.
  - o **Supporting Ideas:** Providing reasons or examples to back up one's opinion.
  - o **Respect for Others' Opinions:** Listening actively and acknowledging other viewpoints.

### Method

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- 1. Practice Speaking Regularly:** Engage in daily conversations, even if they're short, to build fluency.
- 2. Use Role-Playing:** Practice real-world scenarios like ordering food in a restaurant, giving directions, or attending a meeting.
- 3. Record Yourself:** Listen to recordings of your speech to identify areas for improvement.
- 4. Imitate Native Speakers:** Try to mimic the pronunciation and intonation of native speakers by watching movies, podcasts, or videos.
- 5. Engage in Discussions:** Participate in debates, group discussions, or public speaking events to practice.
- Expand Vocabulary:** Learn new words and phrases to enhance your speaking ability and express more ideas.
- 6. conveying ideas clearly.**
- 7. Slow Down:** Focus on speaking slowly to improve clarity and allow time to think while speaking.

## 2.4. The Writing Skill

### Definition: Defining the Writing Skill

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Writing is the ability to produce written language to communicate ideas, express creativity, or inform others. It ranges from simple sentences to complex essays or reports.

### *Importance of Writing*

- **Academic Success:** Writing is essential for producing essays, reports, exams, and research papers in school and university.
- **Professional Communication:** Writing emails, reports, proposals, and other professional documents is a key skill in the workplace.

- **Creative Expression:** Writing allows individuals to express creativity through stories, poetry, scripts, and other forms of written art.
- **Record Keeping:** Writing is crucial for maintaining records, notes, and documentation, whether in business, education, or personal life.

### *Difficulties in Writing*

- **Grammar and Syntax:** Learners may struggle with sentence structure, verb tenses, and grammatical accuracy.
- **Vocabulary Choice:** Limited vocabulary can lead to repetitive or unclear writing.
- **Coherence and Cohesion:** Ensuring the logical flow of ideas and the use of cohesive devices (like connectors) can be challenging.
- **Writing Under Pressure:** Students often find it difficult to write quickly, especially under exam conditions or deadlines.
- **Spelling and Punctuation:** Mistakes in spelling and punctuation may hinder clear communication.



### *Method: Strategies to Improve Writing*

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1. **Read Regularly:** Reading a variety of texts helps improve writing style, vocabulary, and grammar.
2. **Write Daily:** Practice writing on different topics every day, whether in a journal, blog, or email.
3. **Use Outlines:** Before starting to write, create an outline to organize ideas and structure the content.
4. **Focus on Revisions:** After writing, always revise the content to improve grammar, punctuation, clarity, and flow.
5. **Expand Vocabulary:** Learn and incorporate new words to avoid repetition and enhance writing quality.
6. **Practice Different Forms of Writing:** Engage in writing essays, stories, reports, and creative pieces to develop versatility.
7. **Peer Review:** Sharing writing with others for feedback helps identify weaknesses and improve writing skills.

## 2.5. Practice

### Exercise

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Productive skills in language learning refer to the  used to  and express language. These involve **speaking** and  which are **active** skills requiring learners to convey thoughts, ideas, and information effectively.

### Exercise

---

Define the speaking skill

### Exercise

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Speaking might be difficult due to :

- ☐ Fear of speaking

- ☐ Everyday conversations
- ☐ Social interaction

#### Exercise

---

Define the writing skill

#### Exercise

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To improve your writing, you should :

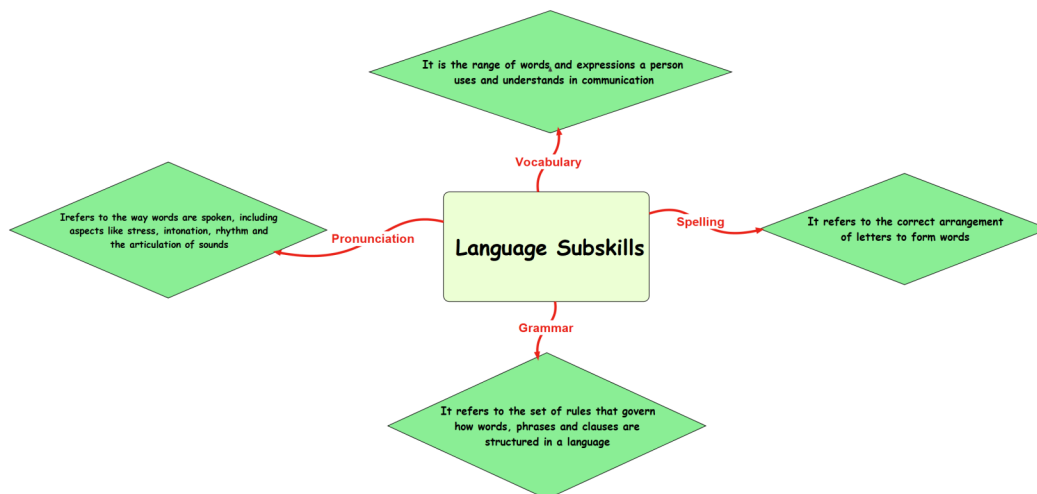
- ☐ Read regularly
- ☐ Write daily
- ☐ Practice different forms of writing

### 3. Lesson 03 : Language Subskills

**Objectives :** By the end of the lesson, Students will be able to :

- Recognize language subskills and their importance.
- Identify strategies to improve them.
- Use language subskills in academic tasks.





### 3.1. Grammar as a Language Subskill

#### *Definition: What is Grammar ?*

Grammar refers to the set of rules that govern how words, phrases, and clauses are structured in a language. It includes syntax (word order), morphology (word formation), and the correct use of tenses, articles, prepositions, and other parts of speech.

#### *Importance*

- Grammar ensures clarity and precision in communication.
- It helps learners understand sentence structure and word relationships.
- Correct grammar prevents misunderstandings and misinterpretations.

#### *Complement: Key Aspects of Grammar Subskill*

- **Sentence Structure:** Knowing how to construct grammatically correct sentences (e.g., subject-verb-object order).
- **Tenses:** Using the correct tense to express time relationships (e.g., past, present, future).
- **Articles:** Knowing when to use "a," "an," or "the."
- **Prepositions:** Understanding when to use prepositions such as "in," "on," "at," "by," etc.
- **Conditional Sentences:** Using "if" clauses to express hypothetical situations or conditions.
- **Agreement:** Ensuring subject-verb agreement and noun-pronoun agreement (e.g., She runs vs. They run).

### 3.2. Vocabulary as a Language Subskill

#### *Definition: What is Vocabulary ?*

Vocabulary refers to the range of words a person understands and uses in communication. It includes knowing the meaning, pronunciation, and appropriate usage of words in different contexts.

### Importance

- A wide vocabulary allows learners to express themselves more clearly and accurately.
- Vocabulary knowledge helps learners understand what they read and hear.
- It is essential for fluency and comprehension, both in speaking and writing.

#### *Complement: Key Aspects of Vocabulary Subskill*

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- **Word Meaning:** Understanding the meaning of both common and specialized words.
- **Collocations:** Knowing which words are commonly used together (e.g., make a decision, strong coffee).
- **Word Forms:** Recognizing and using different forms of the same word (e.g., run, ran, running).
- **Synonyms and Antonyms:** Expanding vocabulary through synonyms (e.g., happy vs. joyful) and antonyms (e.g., happy vs. sad).
- **Contextual Use:** Using words appropriately in different contexts (e.g., formal vs. informal language).

## 3.3. Pronunciation as a Language Subskill

### *Definition: What is Pronunciation ?*

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Pronunciation refers to the way words are spoken, including aspects like stress, intonation, rhythm, and the articulation of sounds. It is crucial for being understood when speaking and for understanding spoken language.

### Importance

- Clear pronunciation is essential for communication. Without it, meaning can be lost or misunderstood.
- It helps learners sound more like native speakers and boosts confidence in speaking.
- Good pronunciation supports listening comprehension, as learners can more easily recognize sounds, words, and phrases.

#### *Complement: Key Aspects of Vocabulary Subskill*

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- **Stress:** Knowing which syllables are stressed in words or which words are stressed in sentences (e.g., PREtty vs. preTTY).
- **Intonation:** The rise and fall of the voice in speech that can change the meaning of a sentence (e.g., a rising intonation for yes/no questions).
- **Vowel and Consonant Sounds:** Correctly pronouncing individual sounds and knowing the differences (e.g., distinguishing between the sounds /i:/ and /ɪ/ in sheep vs. ship).
- **Linking:** Connecting sounds smoothly in speech (e.g., What do you want? often pronounced as Wadaya want?).

## 3.4. Spelling as a Language Subskill

### *Definition: What is Spelling ?*

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Spelling refers to the correct arrangement of letters to form words. It is essential for written communication and ensuring that words are easily understood.

### Importance

- Correct spelling is crucial for effective written communication. Misspelled words can lead to confusion.
- It helps learners in reading comprehension, as knowing how to spell words supports the ability to recognize them when reading.
- Spelling proficiency enhances writing skills and the ability to express ideas clearly.

 *Complement:Key Aspects of Spelling Subskill*

- **Word Recognition:** Knowing how common words are spelled.
- **Rules and Patterns:** Understanding spelling rules (e.g., i before e except after c).
- **Prefixes and Suffixes:** Recognizing how prefixes and suffixes affect spelling (e.g., un- + happy = unhappy).
- **Homophones:** Understanding the difference between words that sound the same but are spelled differently (e.g., there, their, they're).

### 3.5. Integrating Grammar, Vocabulary, Pronunciation, and Spelling

These four subskills are interconnected, and mastering them together enhances language proficiency. Here's how:

- **Grammar and Vocabulary:** A strong grammatical foundation allows learners to use vocabulary correctly. For example, understanding verb tenses helps learners correctly use time-related vocabulary.
- **Pronunciation and Vocabulary:** Knowing vocabulary isn't enough; learners need to pronounce words correctly. For example, learning the pronunciation of a word helps with speaking and listening comprehension.
- **Spelling and Grammar:** Correct spelling is part of using grammar correctly, especially when it comes to word forms (e.g., run vs. ran).

By developing these subskills, learners improve their ability to communicate effectively and with more confidence in both spoken and written language.

### 3.6. Practice

## Exercice

## What is Grammar ?

## Exercice

Vocabulary refers to the range of \_\_\_\_\_ a person understands and uses in \_\_\_\_\_. It includes knowing \_\_\_\_\_, pronunciation, and appropriate \_\_\_\_\_ of \_\_\_\_\_ in different \_\_\_\_\_.

## Exercice

Among the key aspects of pronunciation :

- ## ○ Collocations

- ☐ Stress
- ☐ Synonyms and antonyms

#### Exercise

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Among the key aspects of spelling :

- ☐ Word recognition
- ☐ Homophones
- ☐ Intonation