

# Contents

## Introductory booklet (pp.1-16)

Unit	Listening skills	DSE Exam focus	Data File skills
<b>1</b> Getting along with others (pp.1-32) <i>Be nice &amp; friendly</i> (p.2)	<ul style="list-style-type: none"> <li>▶ Listening for numbers, times and dates</li> </ul> <p>p.4</p>	<ul style="list-style-type: none"> <li>▶ Knowing the situation</li> <li>▶ Knowing the task</li> <li>▶ Predicting information</li> </ul> <p>p.7</p>	<ul style="list-style-type: none"> <li>▶ Understanding the situation</li> <li>▶ Skimming and scanning</li> </ul> <p>p.12</p>
<b>2</b> Study and school life (pp.1-32) <i>Welcome to our school!</i> (p.2)	<ul style="list-style-type: none"> <li>▶ Listening for postal and web addresses</li> <li>▶ Listening for schedules and itineraries</li> </ul> <p>p.4</p>	<ul style="list-style-type: none"> <li>▶ Listening for key words and information</li> </ul> <p>p.9</p>	<ul style="list-style-type: none"> <li>▶ Understanding instructions in email / notes</li> <li>▶ Listening and taking notes</li> </ul> <p>p.12</p>
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<ul style="list-style-type: none"> <li>▶ Rewriting information (1)</li> </ul> <p style="text-align: right;">p.16</p>	<ul style="list-style-type: none"> <li>▶ Description for website</li> </ul> <p style="text-align: right;">p.20</p>	<ul style="list-style-type: none"> <li>▶ A</li> <li>▶ B1</li> <li>▶ B2</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule</li> <li>• Notice</li> <li>• Description for website</li> <li>• Article</li> </ul> <p style="text-align: right;">p.25</p>
<ul style="list-style-type: none"> <li>▶ Making polite requests</li> </ul> <p style="text-align: right;">p.16</p>	<ul style="list-style-type: none"> <li>▶ Completing a given template</li> <li>▶ Letter / Email of request</li> </ul> <p style="text-align: right;">p.18</p>	<ul style="list-style-type: none"> <li>▶ A</li> <li>▶ B1</li> <li>▶ B2</li> </ul>	<ul style="list-style-type: none"> <li>• Leaflet</li> <li>• Email of request</li> <li>• Poster</li> <li>• Informal email</li> <li>• Performance description</li> <li>• Letter of request</li> </ul> <p style="text-align: right;">p.27</p>
		<ul style="list-style-type: none"> <li>▶ A</li> <li>▶ B1</li> <li>▶ B2</li> </ul>	<ul style="list-style-type: none"> <li>• Description for website</li> <li>• Letter of request</li> <li>• Leaflet</li> <li>• Email of request</li> <li>• Email</li> <li>• Email of reply</li> </ul>
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<ul style="list-style-type: none"> <li>▶ Writing effective introductions and conclusions</li> </ul> <p style="text-align: right;">p.12</p>	<ul style="list-style-type: none"> <li>▶ Feature article</li> </ul> <p style="text-align: right;">p.15</p>	<ul style="list-style-type: none"> <li>▶ A</li> <li>▶ B1</li> <li>▶ B2</li> </ul>	<ul style="list-style-type: none"> <li>• Information page</li> <li>• Article</li> <li>• Description for website</li> <li>• Email of reply</li> <li>• Personal profile</li> <li>• Feature article</li> </ul> <p style="text-align: right;">p.23</p>
<ul style="list-style-type: none"> <li>▶ Expanding notes</li> </ul> <p style="text-align: right;">p.15</p>	<ul style="list-style-type: none"> <li>▶ Speech</li> <li>▶ Editorial</li> </ul> <p style="text-align: right;">p.17</p>	<ul style="list-style-type: none"> <li>▶ A</li> <li>▶ B1</li> <li>▶ B2</li> </ul>	<ul style="list-style-type: none"> <li>• Leaflet</li> <li>• Speech</li> <li>• Personal description</li> <li>• Editorial</li> <li>• Editorial</li> <li>• Speech</li> </ul> <p style="text-align: right;">p.25</p>
		<ul style="list-style-type: none"> <li>▶ A</li> <li>▶ B1</li> <li>▶ B2</li> </ul>	<ul style="list-style-type: none"> <li>• Fact sheet</li> <li>• Speech</li> <li>• Personal profile</li> <li>• Editorial</li> <li>• Feature article</li> <li>• Letter of invitation</li> </ul>