

# English

## SPEAKING TO THE CLASS

DO	DON'T
<ol style="list-style-type: none"><li>1. Practise</li><li>2. Have an interesting introduction</li><li>3. Look at the audience</li><li>4. Speak clearly, varying pace and volume</li><li>5. Pronounce words correctly, and sound the ends of words</li><li>6. Stand firmly</li><li>7. Use gestures</li><li>8. Speak for the required length of time</li><li>9. Use correct grammar and vocabulary</li><li>10. Have a conclusion</li></ol>	<ol style="list-style-type: none"><li>1. Read the speech</li><li>2. Talk too quickly</li><li>3. Use “um” and “ah”</li><li>4. Use slang and colloquial language</li><li>5. Mumble</li><li>6. Finish with, “Thank you”</li></ol>

## WRITING FOR ASSIGNMENTS

- Begin assignments early
- Plan your work under headings
- Have your teacher approve the plan
- Write a rough draft
- Have your teacher give you advice based on your rough draft
- Adjust your work as advised
- Write the good copy
- Proof read your work carefully and then have someone else proof read it too.



## COMPREHENSION OF PRINTED TEXTS

- Look at the title and any headings
- Read the passage
- Find the meaning of unknown words
- Re-read to find information and the main ideas
- To skim quickly for meaning, read only the topic sentences.

NOTE : The topic sentence is usually the first in a paragraph and it states the main idea in the paragraph.

## READ FOR PLEASURE

- Read regularly each day
- Share what you have enjoyed with friends
- This is the best way to improve in English
- Read a variety of texts – magazines, novels, websites, etc.

