

English for Life: Reading (B1)

Unit	Topic	Key phrases	Language	Reading tips	Practising reading skills
1	Websites	Browse through over 10,000 products ... / Search by product type or number. / Free delivery on all orders over ... / Check availability in your local store or order online. / Site map. / FAQs. / Returns policy. / About us. / Ways to bank with us. / Legal and privacy. / Job vacancies.	Finding information that you need / scanning texts for key words	Use search engines to find the website you want / check if the website has an internal search function / scan screen for key words that may help you	Answering customer queries / locating links on a web page
2	Emails	Dear Mr-Miss-Mrs-Ms ... / Yours sincerely ... / Dear Sir/Madam ... / Yours faithfully ... / The item will be delivered on ... / You can return you item up to 28 days after delivery. / For full terms and conditions ... / Hi Joanna ... / All is good here in ... / ... reading between the lines / ... it's a bit of a long shot because ... / Anyway I must shoot off. / Write soon and tell me all your news. / Love Sophie.	Writing formal and informal emails / idiomatic phrases	Scan over confirmation emails to find useful and relevant information / check that the important details are correct	Scanning and reading the two sample emails and completing corresponding activities
3	Social networking sites	Looking at New York from Empire State Building. / Took this with my cell phone. / Hey, you can see my apartment from there. / So wish I was there. / Hannah Frankie: is feeling tired. / Gil Novak: Why you so tired? / Hannah Frankie: Was up all night with baby Lou.	Vocabulary typical of social networking sites	The language on social networking closer to spoken English / abbreviated versions and grammatical forms often used	Matching comments to message threads / true and false statements / locating the correct hyperlink/button
4	Blogs	When did you all become so addicted? / When did it become OK to text and talk at the same time? / It seems to me that ... / Checking my phone is a terrible habit. / The chances are ... / What worries me most in all of this is ... / In the meantime ... / I urge you to ...	Conversational style used by bloggers / idioms / vocabulary related to online communication	The first sentence of each paragraph often summarizes the whole / this is good for skim reading for gist / bloggers may use fragments rather than complete sentences	Read sample blog and fill in the gaps / answer questions based on text / match statements with content of blog
5	Twitter	KayDawsonSinger Good morning Twitter world! My new single 'The Best Yet' is released today. / patrickTVfan Just watching the latest episode of <i>White Body</i> . Such an amazing show! / HelenMcTeer Took this pic at the amazing concert last night ...	Terminology associated with Twitter / replying and sending messages on Twitter	You don't need to read every Tweet in your timeline / Scan until you find interesting information	Match sample Tweets with replies / answer questions about sample Tweets / answer questions about Twitter
6	Signs and labels	Danger! Demolition work in progress. / KEEP OUT, Private property, Trespassers will be prosecuted. / Caution! Electric hazard. No access for unauthorized persons. / INSERT EXACT MONEY ONLY - NO CHANGE GIVEN. / Please keep clear. This door is in constant use.	Using the imperative to tell someone what to do (or not to do) / shortening sentences for signs and labels	Signs and labels used to give important information / skim through longer signs and labels and identify relevant data / full sentences not always used / imperative often used in signs and labels	Scan sample signs and labels and then answer questions
7	Texting	Hi Juls, Had gr8 time, Xcpt whn I fel ovr n frnt of bar of ppl! / Hi Jess! R u back frm ur hols? / Hi Club Members, just to let you all know ... / Had gr8 time. Free for coffee 2day? / Ok, 10am @ college cafe? Where we met b4? / Sounds gud. Cn we make it l8r tho?	Comparing text speak and sample English / using acronyms, emoticons and smileys	Letters are often used to replace words / numbers can be used instead of letters / vowels are often dropped / emoticons and smileys are often used to show feeling	Identify why each sample text message was written / translate text speak into standard English / skim read letters and then answer questions and summarize
8	Instructions and manuals	First, insert the power adapter into the USB connector on your phone ... / Then, connect the power adapter to an electrical outlet. / Finally, leave charging for three to four hours ... / Put your SIM card into its slot. / Ensure that ... / Remove the battery from the phone and ...	Signposting / vocabulary used in instructions and manuals	Skim read instructions first to find relevant information / highlight key stages / read to the end before starting task	True and false questions / Matching sentences to the sample instruction booklet / Fill in the blanks
9	Job advertisements and descriptions	Positions Available. / Company: ... / Job type: full-time. / Salary details: £28,000 pro rata. / Location: London. / As a Sales Supervisor you will be responsible for developing new customer relationships. / You will be a motivated and enthusiastic individual with a passion for selling. / Experience in the computer industry would be an advantage but is not essential.	Vocabulary used in job adverts / adjectives and phrases used to describe professional skills	When job hunting scan over ads / Read appropriate ad in detail / Explain in cover letter how you meet the job requirements	Reading job adverts and descriptions / Inserting missing words / Comprehension questions / Matching vocabulary with definition
10	Reports	There's a wide range of evidence that indicates ... / Experts have noted that ... / Evidence shows ... / This has been observed in ... / Global average. / Climatic conditions are now monitored right across the world.	The use of impersonal formal language in reports / vocabulary related to climate change / present simple	Graphs and maps help to understand a text / Look at any illustrations when scanning for gist	Comprehension questions based on sample report / Underlining climate-change vocabulary in text
11	Newspapers	Honeymoon couple in accident. / Committee to vote tomorrow. / Boy killed by falling branch. / Students protest at fees increase. / Publishers hope to exploit the growing success of ebooks by releasing versions with added soundtracks. / Supporters argue that ... / Some authors fear a soundtrack could ...	The grammar of newspaper headlines / noun phrases and noun strings / Vocabulary related to reading	When reading a newspaper first scan the headlines, then skim the first paragraph of a story you like / read the full article carefully if you want to know more	Comprehension questions based on sample newspaper article / Underline words in text related to reading

12	Magazines	Last month hanks was at Buckingham Palace, hobnobbing with the Windsors. / Hanks has been around long enough to take it all in his stride. / His new film is a labour of love. / With the forum for top-notch drama having shifted to cable television over the past decade ... / Hanks has two more movies in the works.	Vocabulary related to films and cinema / idioms	When looking for specific information try reading down the page in the shape of a 'Z' / watch out for numbers, capital letters or italics	Match heading to appropriate paragraph in sample text / Comprehension questions based on text / True or false questions
13	Reviews and listings	Don't miss! / Book now! / New show. / Critic's choice. / Concessions available. / Now showing. / Feel cool in the summer heat with a trip to an exhibition that ... / A chance to view paintings by two very different but intellectually related artists.	Vocabulary used in reviews and listings / vocabulary used to describe art and art exhibitions	When reading reviews you need to tell the difference between fact and opinion / Don't be too dependent on your dictionary / Try to get gist of text without using dictionary / Only look up unknown words where necessary	Comprehension questions based on text / matching vocabulary to definition
14	Sports reports	Few sports reward the drug taker so well; few sports have worked so hard to catch cheats. / Bolt has been called the saviour of his sport: the man who brought back the joy. / Sport is an examination of nerve every bit as much as examination of physical skills: that's one of the reasons why ...	Vocabulary used in sports reports / Using semicolons and colons / prepositions	Underline important sentences and phrases when reading / write notes in margins to summarize paragraphs / colour code new vocabulary	Inserting missing words and phrases into sample text / Comprehension questions / Fill in the blanks in text using prepositions
15	Advertisements and brochures	All aboard to explore one of the most beautiful seas in the world - the Mediterranean. / A fantastic way to sample some of the secret splendours of the Greek islands. / Take in five countries in just ten days. / Our fleet of eight cruise ships are fully equipped with everything you need for a relaxing break.	Using alliteration to create emphasis / vocabulary related to holiday brochures / word stress	When reading adverts beware that the writer may be trying to manipulate the readers' feelings and may make claims based on speculation	Comprehension questions based on sample brochure / finding verbs from list of nouns / fill the blanks in sample text
16	Classic novels	When Pip is a young boy, he meets two people who influence his whole life. / When he is left a fortune by a secret benefactor ... / 'Hold your noise!' cried a terrible voice ... / 'Don't cut my throat, sir,' I pleaded in terror.	Past perfect passive and past simple active / language used in descriptive writing	When reading dialogue in a novel remember that each new speaker starts on a new line	Comprehension exercise based on sample text / fill in the blanks exercise
17	Modern novels	The runner was as fast as a leopard on the race track. / Her smile was like a summer's day. / The runner was a leopard on the race track. / Her smile was a summer's day. / I like books that open with a bang and get straight into the action. / I like books that start with some dialogue.	The use of similes and metaphors in descriptive writing / idioms	Choose books about subjects that you like / Read book reviews in newspapers and magazines / Consider joining a book club	Comprehension exercises based on sample text / inferring meaning from sample sentences
18	Autobiographies and biographies	It's one of the oldest and greatest rivalries in football ... it was 2-2 at half-time ... the game was there to be won. / Joel would say fondly almost three decades later. 'He's standing there, looking around him as if to say, "is all this corny or what?"'	Understanding the use of an ellipsis / single and double quotations / vocabulary related to football	Be aware when reading biographies that you may only be hearing the story from one point of view	Comprehension questions based on the two sample texts / Differentiating between fact and opinion / Matching verbs with definitions
19	Recipes	Leave the mushrooms to turn golden and tender, but stir from time to time ... / You want a mixture that is creamy rather than runny, so let it bubble for a minute or two to thicken. / Peel and chop the onions and let them cook slowly with the butter or oil over a low heat ...	Vocabulary used in recipe books	When looking through a contents list to find a section of a book focus on chapter headings and key words	Comprehension exercises based on sample recipe / Matching verbs from recipe with meaning
20	Song lyrics	I think it's an amazing song ... / There are all sorts of ways that you can interpret the song ... / I saw this song performed in the 1960s. / I love this song because it makes people think. / This is a great song because ...	Modal verbs 'must' and 'can' / informal vocabulary and sentence fragments	Reading song lyrics is a fun way to improve your reading skills / Read lyrics while listening to songs you like / Note down any unfamiliar vocabulary	Comprehension exercises based on the two sample songs / Matching words used in songs with definitions