

Master Course in English for Academic Purposes

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Vera Savic, Lecturer in English

Lecture notes 9-12 (19 Oct. 2013)

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Reading skills for academic study: Taking notes

1. recognize the main and relevant ideas in a text (a book, an article, a paragraph)
 2. recognize the supporting ideas in a text
 3. extract the main ideas and reduce them to note form
 4. extract the supporting ideas and reduce them to note form
 5. revise before the exam using notes
 - Effective notes?
- A) Copying out large chunks of the text
OR
B) Reproducing the text in note form

Academic Reading

Strategies and skills in reading professional texts:

- **skimming** – reading for gist (reading quickly through a text to get a general idea of what it is about)
- **scanning** – reading for specific information (not reading the whole text)
- study reading
- understanding the main and supporting ideas
- predicting and inferring
- evaluating a writer's ideas

Task 1: skim the text *Reading* and summarise its purpose in one sentence.

Task 2: scan the text *Reading*, take notes and write a summary (advantages of efficient academic reading)

- Coherence & Cohesion

Coherence

– arranging ideas in a clear and logical way; necessary to understand the meaning of the text as a whole, to see the connection between sentences and other parts of a text.

Cohesion

- the way in which the elements of sentences in a text are interrelated
- the grammatical links between the sentences
- the set of linguistic resources for linking one part of a text to another.

Cohesive devices – semantic relations that enable one part of the text to function as the context for another:

Lexical Cohesion:

- repetition of words

- parallelism
- synonyms and opposites
- paraphrase
- collocations
- associations

Connectives and Transition Words and Phrases

Contextual Reference: demonstratives and personal pronouns – refer to a word, a phrase, a sentence, a part of the text already mentioned.

Demonstratives

Demonstrative adjectives & pronouns:

- **This – these**
- **That – those**

Task 3: What do the following demonstratives refer to?

1. **This** means that when you are reading you should be thinking, predicting, ... (line 6)
2. The definition of reading given by G. Bond et al. embodies **this** concept. (line 9)
3. **This** definition draws attention to two important facts. (line 15)

Personal pronouns

Subject form: **I, you, he, she, it, we, you, they**

Object form: **me, you, him, her, it, us, you, them**

Possessive form: **my, your, his, her, its, our, your, their**

Task 4: What do the following pronouns refer to?

1. **It** involves understanding written language. (line 2)
2. **They** say that reading is (line 9)
3. Your task is to go ahead and acquire **them**. (lines 29-30)
4. **It** involves problem-solving. (lines 32-33)

Foreign Plural of Nouns

language of science – foreign plurals of Latin or Greek origin

Task 5: match a singular noun to its plural form.

- | | |
|------------------|----------------|
| • criterion | bases |
| • phenomenon | curricula |
| • syllabus | analyses |
| • curriculum | data |
| • basis | phenomena |
| • thesis | media |
| • crisis | syllabi |
| • analysis | crises |
| • datum | theses |
| • medium | criteria |
| • stimulus | corpora |
| • hypothesis | alumni/alumnae |
| • alumnus/alumna | hypotheses |
| • corpus | stimuli |

Sg Noun + Sg Verb

Pl Noun + Pl Verb

Task 6: put words in brackets into the right form:

All the analyses (be) done in short time.

He agreed that these were strange (phenomenon).

The new syllabus will be drawn up according to different (criterion).

Television and newspapers are the mass (medium).

Common Latin Expressions

Task 7: match abbreviations to their modern meaning:

Expression	Full form	Modern use
cf.	confer	Against

e.g.	exempli gratia	Namely
et al.	et alii	See above
etc.	et cetera	The error in the original quote
ibid.	ibidem	Something added after the signature
i.e.	id est	The point is made in several places
infra	infra	Take note
loc.cit.	loco citato	In the place cited
N.B.	nota bene	See below
op.cit.	opere citato	That is to say
P.S.	post scriptum	The same as the previous reference
sic	sic	And others
supra	supra	And other authors
viz.	videlicet	For example
v.s.	versus	Compare
p. / pp.	page / pages	
ed. / eds.	editor / editors	
vol. / vols.	volume / volumes	
no. / nos.	number / numbers	

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