

# Ways to Improving Writing Skill

- Study writing principles and techniques.
- Watch for their appearance in the writing of others.
- Try them out in your own writing—over and over and over again.
- Imitate sentences and passages of good writing.

# How to improve your listening skills?



- Maintain eye contact with the instructor
- Focus on content than on the way that it is being said.
- Avoid selective listening
- Avoid distractions
- Ask questions to stay active and interested.
- Face the speaker
- Maintain eye contact
- Respond appropriately – say yes, nod, etc.
- Do not be preoccupied with your own thoughts.



# Useful phrases for expressing opinion

- In my opinion,...
- In my view,...
- I (personally) believe that...
- I take the view that...
- I tend to think that...
- It seems to me that...
- I hold a different opinion...
- I am of the opinion that...
- I would like to stress that...
- I am absolutely convinced that...
- As far as I am concerned...

# Improving Your Reading Skills



- Read with a purpose
  - Know why you are reading
  - Focus on that content
- Look over the material that you are reading
- Try to read for meaning, concentrate. Don't let your mind wander
- Try to improve your vocabulary when you come across a word you don't know. Look up definitions or ask.
- Graphic organizers can help you visualize what you have read



# Linking words for Essay

## ADDITION

Another  
 Moreover  
 And then  
 Similarly  
 Also  
 In addition  
 Likewise  
 As well as  
 Besides  
 Furthermore  
 Besides this  
 In the same way  
 Not only ... but also

## SEQUENCE

After this  
 Then  
 At this point  
 Earlier  
 Later  
 To begin with  
 Initially  
 Following this  
 Another advantage  
 One reason  
 Another reason  
 A further reason  
 The final reason

## CONSEQUENCE

Eventually  
 So  
 Then  
 In that case  
 Thus  
 Consequently  
 Thereby  
 Therefore  
 As a result  
 Admittedly  
 It follows that



## CONTRAST

However  
 On the other hand  
 Despite  
 In spite of  
 In contrast  
 Alternatively  
 Although  
 On the contrary  
 Instead of  
 Rather  
 Whereas  
 Nonetheless  
 Even though

## CERTAINLY

Obviously  
 Certainly  
 Plainly  
 Of course  
 Undoubtedly



## REASON

Since  
 Because  
 Due to  
 Owing to  
 Leads to  
 Cause of  
 In order to

## CONDITION

If  
 Unless  
 Whether  
 Provided that  
 Depending on

## SUMMARY

In conclusion  
 In summary  
 Lastly/ Finally  
 To sum up  
 To conclude  
 To recapitulate  
 In short

## How to improve your reading skills

The best way to improve your reading skills is, of course, to read. Read a little everyday; this will help you with vocabulary, grammar and writing skills as well. How? As you read, your brain will start to understand how the English language works; you can see how grammar actually works and is used, and will learn new vocabulary (and also how these words are used).