

**In class: How to learn better in class**

- Look at the board and take notes.
- Listen carefully to your teacher and the CD.
- Ask your teacher when you don't understand.
- Speak in English as much as possible.
- Take part in pair and group work activities.

**Outside the class: How to learn better outside the class**

- Read the dialogues and texts from your book and listen to them.
- Read the dialogues and texts aloud and sometimes record yourself.
- Study the vocabulary and grammar and then do your homework.
- Read selected texts from magazines and newspapers in English.
- Read websites in English.
- Listen to songs in English.
- Watch TV shows and DVDs in English.

**Vocabulary: How to learn vocabulary better**

- Write down new words in a notebook. Together with the English word:
  - write the translation in your language
  - write an example sentence.
- Put words in groups or use diagrams.
- Learn whole phrases (e.g. verb+noun) not just isolated words.
- Learn new words in context (in sentences describing situations). This way, it is easier to remember them.
- When you learn new words, you must remember if they are verbs, nouns, adjectives, etc.
- When you learn new words, it's a good idea to learn any synonyms and/or opposites.
- Some words are very similar in meaning and can easily be confused. Try to remember the context where they are usually used.
- Pay attention to cognates and false friends. Cognates are English words which are similar in form and meaning to words in your language. False friends are English words which have a similar form to words in your language, but they have a different meaning.
- Refer to the Word List.
- Practice the spelling and pronunciation of new words.
- Look up unknown words in a dictionary. There, you can find a lot of useful information about a word: pronunciation, word class (noun, verb, etc.), meaning and example sentences.
- Regularly revise words you have learned.
- Try to use words you have recently learned when you speak or write.

**Grammar: How to learn grammar better**

- Refer to the Grammar Reference.
- Use grammar tables.
- Have a grammar notebook. In it write:
  - tips and/or rules in your language
  - example sentences
  - important grammatical points e.g. irregular verbs.
- Make a note of grammatical errors that you often make.

**Speak: How to do better when doing speaking tasks**

- Before you speak, make sure you understand the task and how you should use the prompts.
- Look at the example and use the prompts given.
- Use the language you have learned.
- Speak only in English.
- Speak clearly.
- Don't worry if you make a mistake. Correct yourself if you can, otherwise continue speaking.
- If you can't remember a word, don't stop. Try to use other words.
- When talking to another person, listen carefully to what he/she is saying so that you can respond appropriately. Also, remember that a good way to maintain the conversation is by asking Wh-questions to find out about certain details. Avoid asking Yes/No questions.
- When expressing your opinion, always try to give reasons. Don't worry if you disagree with someone else. Remember, no answer is right or wrong as long as it is justified.
- Keep in mind that your tone of voice can help enhance what you are saying. You can show concern, surprise, admiration, enthusiasm, anger, disappointment, etc.
- When discussing with someone, listen carefully. If you haven't understood something, ask them to repeat or clarify what they are saying (*Could you please repeat that?, What do you mean?*).
- When you need more time to think about what to say, use phrases like: "Well, let's see now" or "Well, let me think".
- When talking in pairs or groups, help each other if one of you gets stuck, by asking a question, for instance.