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ENGLISH FOR UNDERGRADUATES

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**PRESCRIBED BY THE UNIVERSITY OF THE PUNJAB FOR DEGREE CLASSES
(B.A./B.A. Hons/B.Sc./B.Com./B.Sc. Home Economics)**

Unit	Page	Reading	Language practice	Using English
1	2	A traffic nightmare	Expressing result using <i>as a result, consequently, therefore, so</i> ; reported speech; reporting commands, requests, questions	Making notes, abbreviations; writing minutes of a meeting
2	20	The Age of the Probot	Sequencing events using <i>as, before, after</i> ; giving reasons and expressing surprise with <i>because</i> and <i>although</i>	Dealing with customers; writing a questionnaire
3	36	Gentle Giants	Identifying people and things and giving more information about them using <i>who, which, that, whom</i>	-
4	52	The Door Swings Open	Asking questions and giving information about what other people said, thought, did, etc. using <i>that</i>	Enroling on a course; filling in an application form
5	68	-	Giving and getting information; two word puzzles for vocabulary revision	At the hotel reception desk; asking for and giving directions
6	76	How to study	Giving commands and advice; making comparisons and giving reasons	-
7	94	The Tripods	Asking for permission and giving reasons; giving and refusing permission with reasons	Making a flow chart; interpreting a graph
8	108	The Great Jewel Robbery	Making deductions using <i>must, must have, can, can't have, couldn't have</i> and giving reasons	-

Reading for information	Practical conversation	Composition
	Pronunciation practice: revision of common sounds; dialogue reading: a reporter interviews a member of the public; asking for opinions, expressing likes and dislikes; picture conversation: a traffic accident	A letter: replying to a letter from the authorities
	Pronunciation practice: consonant clusters; dialogue practice: talking about the future; picture conversation: household chores	Inventions: a factual or imaginative composition
Interpreting rules and regulations	Pronunciation practice: final consonants; dialogue practice: complaining and apologizing; picture conversation: the Pet Walkathon	A letter: writing instructions for a friend
	Pronunciation practice: running together vowel sounds at the end and at the beginning of words which follow each other; dialogue reading: plans and intentions; dialogue practice: asking for and giving directions; picture conversation: a committee meeting	Writing a speech for or against a proposal
Extracting information from a recorded telephone message in order to write a telex	Making up a dialogue	Writing a telex; filling in a form
A library project: using the library catalogue	Stressed and unstressed words in a sentence; dialogue reading: talking about hobbies; picture conversation: in the library	Using facts from a questionnaire to write an article for the class magazine
	Pronunciation practice: more stress patterns; dialogue reading: an interview (talking about outdoor activities); dialogue practice: decisions and explanations; picture conversation: campers and hikers	Writing a script for a play for radio
Advertisements: what human needs/desires do they appeal to?	Pronunciation practice: intonation (the basic tunes); dialogue reading: possibility, probability; dialogue practice: making suggestions; picture conversation:	Writing a factual report (based on evidence and deduction)

Unit	Page	Reading	Language practice	Using English
9	126	London Road	Talking about decisions: <i>I've made up my mind; I have decided/reached a decision;</i> expressing certainty/doubt; willingness/unwillingness: <i>I'm sure/not sure; I'm certain/not certain; Are you sure?</i>	Following instructions; talking about the past/present/future; categories
10	142	A job advertisement	Using <i>wish</i> to express regret, as a polite form of <i>want</i> , and to express greetings; using <i>hope</i> to express expectation; <i>would rather</i> and <i>prefer</i> to express preferences	Applying for jobs: letters; résumés
11	162	–	Using language functions in a dialogue; two word puzzles for vocabulary revision	Making a decision and giving reasons
	168	Extended Reading		
	182	Test Papers		
	194	Appendix I	Résumé and Different Styles of Letter Writing	
	210	Appendix II	The Summary	

Reading for information	Practical conversation	Composition
	Pronunciation practice; intonation (the falling tone); dialogue reading; expressing congratulations and sympathy; dialogue practice: the election; picture conversation: at the airport	A letter: comparing advantages and disadvantages
	Pronunciation practice: intonation (Tune 2); dialogue reading/dialogue practice and picture conversation: interviews for jobs	An article: presenting and discussing both sides of an argument
Interpreting a graph to complete a report; putting tasks in the correct order with information from the minutes of a meeting	Sequencing: completing a dialogue	Preparing a report