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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)

|   | Page | Reading                 | Language practice                                                                                                                  | Using English                                                 |
|---|------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
|   | 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     |
|   | 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               |
|   | 36   | Gentle Giants           | Identifying people and things and giving more information about them using <i>who, which, that, whom</i>                           | —                                                             |
|   | 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><br>expressing certainty/doubt;<br>willingness/unwillingness: <i>I'm sure/not sure; I'm certain/not certain; Are you sure?</i> | Following instructions;<br>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;<br>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;<br>two word puzzles for vocabulary revision                                                                                                                                    | Making a decision and giving reasons                                         |
|      | 168  | Extended Reading    |                                                                                                                                                                                                                        |                                                                              |
|      | 182  | Test Papers         |                                                                                                                                                                                                                        |                                                                              |
|      | 194  | Appendix I          |                                                                                                                                                                                                                        |                                                                              |
|      | 210  | Appendix II         | Résumé and Different Styles of Letter Writing<br>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

Sequencing: completing a dialogue

Preparing a report

Interpreting a graph to complete a report; putting tasks in the correct order with information from the minutes of a meeting