



PTE ACADEMIC™

PTE Academic Preparation Course Outline

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Pearson

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Introduction

The *PTE Academic Preparation Course Outline* is a foundation document to help with the design of preparation courses for PTE Academic. It provides a list of the suggested focus areas for lessons around which a preparation course can be built. The course outline is based on the main communicative skills of listening, reading, speaking and writing and their subskills as listed in the *Official Guide to PTE Academic*. Each PTE Academic subskill is presented in order, with correlation to the PTE Academic item types where each subskill is tested. Because the course outline follows the organization of the *Official Guide*, subskills are listed where they occur in the *Official Guide*; for example, note-taking from a lecture is included as a writing skill although it is an integrated skill with listening.

Who is this document for?

The course outline has been produced for anyone wishing to design a preparation course for PTE Academic. It provides support by indicating the areas for each subskill where classroom activities and accompanying resources can be developed. For example, for the speaking subskill of 'Developing complex ideas within a spoken discourse', activities and materials can be added to focus lessons on the following areas: using notes to plan an oral presentation; prioritizing and ranking ideas; showing the connection between main ideas and supporting details; linking ideas with spoken discourse markers; using referencing in spoken discourse to link ideas.

How to use it

In developing resources and activities for lessons using the 'Areas for lesson focus' in the course outline, it may be simplest to incorporate the subskills directly as the core of a skills-based syllabus, but they can also be incorporated into a topic-based syllabus.

The focus areas listed for each subskill may provide one or several lessons, and some subskills may usefully be combined in one lesson. For example, for listening skills, the focus areas listed for 'Summarizing main idea' will provide material for more than one lesson, and may usefully be combined or revised in combination with other subskills such as 'Identifying the topic' and 'Identifying supporting points or examples', as well as 'Understanding academic vocabulary' or 'Inferring the meaning of unfamiliar words'. Some repetition of focus areas across subskills is inevitable, but an attempt has been made to keep this to a minimum so that there is maximum flexibility in choosing course components. Because as many resources and activities for the focus areas may be developed as needed, courses of a suitable length can be developed to meet requirements.

Additional resources

You will find a wealth of preparation resources on our website at www.pearsonpte.com.

Core language skills for PTE Academic preparation courses

This section of the course outline provides information about the PTE Academic subskills, the item types that test these skills and suggested areas for lesson focus to develop them. Information is presented under the skills of listening, reading, speaking and writing.

Listening

Subskills	Item types	Areas for lesson focus
Identifying the topic	• Speaking: Re-tell lecture • Speaking: Answer short question • Listening: Summarize spoken text • Listening: Multiple choice, choose multiple answers • Listening: Highlight correct summary • Listening: Multiple choice, choose single answer • Listening: Select missing word	• recognizing signal language that introduces the topic of a lecture • identifying main ideas • distinguishing main ideas from details • inferring the situational context of what you hear
Summarizing the main idea	• Listening: Summarize spoken text • Listening: Multiple choice, choose multiple answers • Listening: Multiple choice, choose single answer	• listening for main ideas • recognizing verbal and non-verbal indicators of important ideas in a lecture • identifying main points and supporting details • using notes to write a summary • summarizing and restating information • using paraphrase to summarize • summarizing a lecture • summarizing a discussion

Subskills	Item types	Areas for lesson focus
Identifying supporting points or examples	• Speaking: Re-tell lecture • Listening: Summarize spoken text • Listening: Multiple choice, choose multiple answers • Listening: Highlight correct summary • Listening: Multiple choice, choose single answer	• listening for signal words that indicate supporting details • listening for supporting details • identifying opinions and supporting arguments • recognizing definitions, examples, explanations, generalizations, clarification and emphasis • recognizing comparison and contrast, cause and effect • recognizing citations in lectures • identifying restatements
Understanding academic vocabulary	• Speaking: Repeat sentence • Speaking: Re-tell lecture • Speaking: Answer short question • Listening: Summarize spoken text • Listening: Fill in the blanks • Listening: Highlight correct summary • Listening: Select missing word • Listening: Highlight incorrect words • Listening: Write from dictation	• recognizing the vocabulary used in different academic contexts • recognizing the vocabulary of different types of information (definition, explanation, generalization, example, clarification, restatement, opinion, citation) • confirming the meaning of content-area vocabulary as well as general academic words and phrases • confirming the meaning and sound of words pronounced in different English accents
Inferring the meaning of unfamiliar words	• Speaking: Repeat sentence • Speaking: Re-tell lecture • Speaking: Answer short question • Listening: Summarize spoken text • Listening: Highlight correct summary • Listening: Select missing word	• finding the meaning of words from context clues, in different academic topic areas • Inferring meaning from morphology (studying the parts of a word)

Subskills	Item types	Areas for lesson focus
Identifying words and phrases appropriate to the context	• Listening: Fill in the blanks • Listening: Select missing word	• identifying the most commonly used words in academic contexts • learning words related to specific topics • identifying variations in word meaning by identifying the context • recognizing word forms • identifying synonyms • understanding idiomatic expressions • recognizing paraphrases
Comprehending explicit and implicit information	• Speaking: Re-tell lecture • Listening: Summarize spoken text • Listening: Multiple choice, choose multiple answers • Listening: Fill in the blanks • Listening: Highlight correct summary • Listening: Multiple choice, choose single answer • Listening: Select missing word	• listening for specific information • recognizing inferred information as compared to explicit information • drawing inferences from information given • inferring implied meaning through intonation • inferring the speaker's point of view through vocabulary choices • understanding metaphorical language • separating fact from opinion • distinguishing between literal and figurative meanings
Comprehending concrete and abstract information	• Speaking: Re-tell lecture • Listening: Summarize spoken text • Listening: Multiple choice, choose multiple answers • Listening: Highlight correct summary • Listening: Multiple choice, choose single answer • Listening: Select missing word	• listening for specific details • recognizing abstract generalizations • distinguishing factual information from abstract discussion • recognizing the language of hypothetical argument • investigating multiple sides to an ethical issue • clarifying values

Subskills	Item types	Areas for lesson focus
Classifying and categorizing information	• Speaking: Re-tell lecture • Listening: Summarize spoken text • Listening: Multiple choice, choose multiple answers • Listening: Highlight correct summary • Listening: Multiple choice, choose single answer	• thinking critically to categorize the information heard • organizing and synthesizing information • identifying connecting themes • recognizing generalizations, opinion, support, clarification and emphasis • recognizing cause and effect, comparison and contrast, problem and solution • understanding definitions • matching actions to consequences • recognizing citations
Following an oral sequencing of information	• Speaking: Re-tell lecture • Listening: Summarize spoken text • Listening: Multiple choice, choose multiple answers • Listening: Fill in the blanks • Listening: Highlight correct summary • Listening: Multiple choice, choose single answer • Listening: Select missing word • Listening: Highlight incorrect words • Listening: Write from dictation	• noticing signal words that indicate how ideas are organized • recognizing key phrases that introduce important facts • identifying sequences of actions, activities and processes • following sequences of arguments, explanations, and opinions • recognizing transitions between ideas in lectures • identifying pronoun referencing used to sequence ideas
Critically evaluating information presented	• Listening: Multiple choice, choose multiple answers • Listening: Multiple choice, choose single answer	• using critical thinking skills to evaluate what is heard • classifying information • evaluating assumptions and generalizations • drawing conclusions • separating fact from opinion

Subskills	Item types	Areas for lesson focus
Forming a conclusion from what a speaker says	• Listening: Multiple choice, choose multiple answers • Listening: Multiple choice, choose single answer • Listening: Select missing word	• listening for main ideas • listening for specific information • identifying key words to understand details • drawing inferences and conclusions • predicting what a speaker will say next
Predicting how a speaker may continue	• Listening: Multiple choice, choose multiple answers • Listening: Multiple choice, choose single answer • Listening: Select missing word	• predicting the content of listening text • listening for organizing phrases and signal words • identifying sequences of actions and activities • recognizing transitions between ideas • making inferences about a speaker's intentions • predicting what a speaker will say next
Identifying errors in a transcription	• Listening: Highlight incorrect words	• predicting content before listening to be aware of errors • understanding main ideas to predict vocabulary • recognizing how words sound in different English accents • recognizing words and phrases when spoken in sentences • recognizing pronunciation of final consonants and weak forms

Subskills	Item types	Areas for lesson focus
Identifying a speaker's purpose, tone and attitude	• Speaking: Re-tell lecture • Listening: Summarize spoken text • Listening: Multiple choice, choose multiple answers • Listening: Multiple choice, choose single answer	• predicting the content of listening text • using critical thinking to recognize a speaker's attitude • making inferences about a speaker's intention • inferring and recognizing a speaker's attitudes and feelings • listening for opinions • identifying assumptions and generalizations • interpreting a speaker's emotions from intonation and word choice • making inferences based on tone, pace, and vocabulary • identifying the purpose of a story or example
Identifying the framework used to convey information (e.g., generalization, conclusion, cause and effect)	• Listening: Multiple choice, choose multiple answers • Listening: Multiple choice, choose single answer	• recognizing the language of definitions, generalizations, examples, explanations and conclusions • recognizing the language of cause and effect, comparison and contrast, problem and solution • identifying arguments for and against • evaluating advantages and disadvantages • recognizing citations

Subskills	Item types	Areas for lesson focus
Inferring the context, purpose or tone	• Listening: Multiple choice, choose multiple answers • Listening: Multiple choice, choose single answer	• recognizing the context of ideas in lectures • making inferences about attitudes from the words speakers use • inferring the purpose of examples given • recognizing the tone or character of an utterance from vocal and lexical cues • inferring preferences • identifying emphasis in speech • listening for contrastive stress
Comprehending variations in tone, speed, accent	• Speaking: Repeat sentence • Speaking: Re-tell lecture • Listening: Summarize spoken text • Listening: Highlight correct summary • Listening: Select missing word • Listening: Highlight incorrect words • Listening: Write from dictation	• recognizing how stress and intonation help express a speaker's intended meaning • recognizing the significance of changes of tone, stress and speed to signal important information • understanding the significance of contrastive stress and emphasis • comprehending the pronunciation of words in different accents

Reading

Subskills	Item types	Areas for lesson focus
Identifying the topic	• Reading: Multiple choice, choose single answer • Reading: Multiple choice, choose multiple answers • Reading: Re-order paragraphs • Reading: Reading: Fill in the blanks • Reading: Reading & writing: Fill in the blanks	• previewing and predicting ideas in a text • skimming to identify main ideas by: reading first sentences; reading the conclusion; using topic sentences; using headings; and scanning graphics • distinguishing main ideas from details • outlining, summarizing, and restating the main point • paraphrasing key information • synthesizing important information
Identifying supporting points or examples	• Reading: Multiple choice, choose single answer • Reading: Multiple choice, choose multiple answers • Reading: Re-order paragraphs • Listening: Highlight correct summary	• scanning to identify supporting information and details • differentiating between main ideas and supporting details • distinguishing arguments • recognizing evidence in support of an opinion or claim • identifying examples and definitions • relating specific examples to main ideas
Identifying a summary	• Reading: Multiple choice, choose single answer • Reading: Multiple choice, choose multiple answers • Listening: Highlight correct summary	• recognizing a summary by synthesizing topic sentences • recognizing paraphrases and restatements of main ideas and arguments

Subskills	Item types	Areas for lesson focus
Identifying words and phrases appropriate to the context	• Reading: Multiple choice, choose single answer • Reading: Multiple choice, choose multiple answers • Reading: Reading: Fill in the blanks • Reading: Reading & writing: Fill in the blanks	• recognizing the most commonly used words in academic contexts • understanding vocabulary in context • identifying correct word forms • recognizing word families • recognizing collocations • understanding compound nouns and adjectives • understanding words with multiple meanings • recognizing formal and informal vocabulary • recognizing synonyms • distinguishing between words that sound the same
Identifying a writer's purpose, tone, technique and attitude	• Speaking: Read aloud • Writing: Summarize written text • Reading: Multiple choice, choose single answer • Reading: Multiple choice, choose multiple answers	• reading critically to identify point of view • recognizing how the organization reveals the purpose of a text • using paragraph links and discourse markers to understand a writer's purpose • making inferences about a writer's opinions and views • distinguishing fact from opinion • recognizing arguments of comparison and contrast, cause and effect, problem and solution when used to support a writer's views • recognizing direct quotations used to support a writer's views • recognizing degrees of certainty and uncertainty

Subskills	Item types	Areas for lesson focus
Identifying the relationships between sentences and paragraphs	• Reading: Multiple choice, choose single answer • Reading: Multiple choice, choose multiple answers • Reading: Re-order paragraphs	• recognizing the organization and function of different parts of a text • recognizing and understanding relationships in a text such as cause and effect, compare and contrast, and problem and solution • analyzing the development of an argument • recognizing pronoun reference and other linking devices • recognizing how relative clauses with who, which, that reveal sequences in a text • recognizing how tenses indicate a sequence of events • using punctuation including dashes, colons, and semicolons to show progression and connections
Understanding academic vocabulary	• Speaking: Read aloud • Reading: Re-order paragraphs • Reading: Reading: Fill in the blanks • Reading: Reading & writing: Fill in the blanks • Listening: Highlight correct summary • Listening: Highlight incorrect words	• understanding nominalization • recognizing paraphrase • using synonyms and antonyms • understanding suffixes and prefixes • identifying word roots and word families • recognizing word forms • using compound nouns and verbs • understanding phrasal verbs, adverbs and intensifiers, and modifiers • recognizing collocation • understanding statistical terms and subtechnical vocabulary • understanding idioms in context • distinguishing words with multiple meanings

Subskills	Item types	Areas for lesson focus
Understanding the difference between connotation and denotation	• Reading: Multiple choice, choose single answer • Reading: Multiple choice, choose multiple answers • Reading: Re-order paragraphs • Reading: Reading: Fill in the blanks • Reading: Reading & writing: Fill in the blanks	• recognizing definitions • identifying positive and negative connotations • understanding figures of speech
Inferring the meaning of unfamiliar words	• Reading: Re-order paragraphs • Reading: Reading: Fill in the blanks • Reading: Reading & writing: Fill in the blanks • Listening: Highlight correct summary	• inferring the meaning of unknown words from context clues • using grammar to work out the meaning of unknown words • using prefixes and suffixes to help determine word meaning • recognizing word families to understand unfamiliar words
Comprehending explicit and implicit information	• Writing: Summarize written text • Reading: Multiple choice, choose single answer • Reading: Multiple choice, choose multiple answers • Reading: Re-order paragraphs • Reading: Reading: Fill in the blanks • Reading: Reading & writing: Fill in the blanks	• scanning for specific information • distinguishing stated facts or comments from implied information • inferring ideas not explicit in a text • forming generalizations and drawing conclusions based on what a passage implies • recognizing analogies and their purpose in a text

Subskills	Item types	Areas for lesson focus
Comprehending concrete and abstract information	• Writing: Summarize written text • Reading: Re-order paragraphs • Reading: Reading: Fill in the blanks • Reading: Reading & writing: Fill in the blanks • Listening: Highlight correct summary	• scanning for specific information • identifying abstract nouns • distinguishing factual information from abstract concepts • recognizing the relationship between concrete information and abstract concepts • understanding metaphor and analogies • identifying discussion of ethics and values
Classifying and categorizing information	• Reading: Multiple choice, choose single answer • Reading: Multiple choice, choose multiple answers • Reading: Re-order paragraphs • Listening: Highlight correct summary	• understanding the function of different parts of a text • mapping information through a text • recognizing and understanding relationships in a text such as cause and effect, compare and contrast, advantages and disadvantages, costs and benefits • analyzing the structure of argument texts and problem-solution texts • classifying information as fact, opinion, or speculation • outlining, annotating, and highlighting relevant information • identifying and describing trends • recognizing generalizations • identifying classification systems • relating specific examples to broad themes • recognizing sources and direct quotations

Subskills	Item types	Areas for lesson focus
Following a logical or chronological sequence of events	• Reading: Multiple choice, choose single answer • Reading: Multiple choice, choose multiple answers • Reading: Re-order paragraphs • Reading: Reading: Fill in the blanks • Reading: Reading & writing: Fill in the blanks • Listening: Highlight correct summary • Listening: Highlight incorrect words	• analyzing paragraph organization • identifying chronological order • identifying time and sequence markers • recognizing how tenses indicate a sequence of events • recognizing the sequencing of a process, including use of passives • recognizing organizational patterns including cause and effect, argument, and problem and solution texts • recognizing transitional expressions that link ideas in a text • identifying pronoun reference • recognizing how punctuation including dashes, colons, and semicolons shows progression and connections • recognizing how relative clauses with who, which, that reveal sequences in a text
Evaluating the quality and usefulness of texts	• Reading: Multiple choice, choose single answer • Reading: Multiple choice, choose multiple answers • Listening: Highlight correct summary	• using critical thinking skills in reading • evaluating the relevance of information • distinguishing between fact and opinion • expressing confidence in the truth or accuracy of a fact • evaluating generalizations and assumptions • identifying the logic of an argument • evaluating a writer's arguments • recognizing sources and citations

Speaking

Subskills	Item types	Areas for lesson focus
Speaking for a purpose (to repeat, to inform, to explain)	• Speaking: Read aloud • Speaking: Repeat sentence • Speaking: Describe image • Speaking: Re-tell lecture • Speaking: Answer short question	• organizing and giving an oral presentation • understanding and describing visual material including maps, pictographs, bar graphs, timelines, charts, pie charts • using general words like about, almost, close to, approximately to describe a graphic • summarizing and restating the major points in what you hear • using notes to give a spoken summary of a lecture • paraphrasing what you hear • giving information in response to questions • reading description, explanation and general information texts aloud • repeating verbatim what you have heard
Reading a text aloud	• Speaking: Read aloud	• reading description, explanation and general information texts aloud • reading words in groups to make meaning clear • using intonation to express meaning effectively • using sentence and word stress effectively including contrastive stress, stress on content words, stressed and unstressed prepositions • reducing and contracting auxiliary verbs • using elision

Subskills	Item types	Areas for lesson focus
Supporting an opinion with details, examples and explanations	• Speaking: Describe image • Speaking: Re-tell lecture	• adding details and examples to support main ideas • giving and justifying an opinion or preference • introducing, expressing and defending the different sides of an argument
Organizing an oral presentation in a logical way	• Speaking: Describe image • Speaking: Re-tell lecture	• using notes to organize information before speaking • prioritizing and ranking ideas • showing the connection between main ideas and supporting details • using spoken discourse markers to show the relationships between ideas • using referencing in spoken discourse to link ideas
Developing complex ideas within a spoken discourse	• Speaking: Describe image • Speaking: Re-tell lecture	• using notes to plan an oral presentation • prioritizing and ranking ideas • showing the connection between main ideas and supporting details • linking ideas with spoken discourse markers • using referencing in spoken discourse to link ideas

Subskills	Item types	Areas for lesson focus
Using words and phrases appropriate to the context	• Speaking: Describe image • Speaking: Re-tell lecture • Speaking: Answer short question	• using the most commonly used words in academic contexts • using appropriate vocabulary for different academic subject areas • using lexis appropriate to different types of information (argument, description, explanation, definition, classification, etc.) • distinguishing commonly confused words • understanding and using metaphorical expressions
Using correct grammar	• Speaking: Describe image • Speaking: Re-tell lecture	• talking about the present, past and future using correct tenses • using modals and conditionals • using articles • using gerunds and infinitives • using phrasal verbs and prepositions • using passive forms • using complex structures including relative clauses, and compound sentences • exploring the differences between spoken and written English • understanding degrees of formal and informal English
Speaking at a natural rate	• Speaking: Read aloud • Speaking: Repeat sentence • Speaking: Describe image • Speaking: Re-tell lecture	• maintaining a constant and natural rate of speaking without undue hesitation • grouping words together in meaning groups

Subskills	Item types	Areas for lesson focus
Producing fluent speech	• Speaking: Read aloud • Speaking: Repeat sentence • Speaking: Describe image • Speaking: Re-tell lecture	• producing speech at a smooth and regular pace • avoiding repetition and false starts • using appropriate phrasing in sentences • linking sounds and words in a fluent rhythm • using spoken fillers appropriately
Using correct intonation	• Speaking: Read aloud • Speaking: Repeat sentence • Speaking: Describe image • Speaking: Re-tell lecture	• using intonation to express meaning effectively • understanding the significance of rising and falling intonation • using intonation in lists including in sequential clauses • highlighting important words
Using correct pronunciation	• Speaking: Read aloud • Speaking: Repeat sentence • Speaking: Describe image • Speaking: Re-tell lecture	• producing sounds, words and phrases accurately and intelligibly to regular speakers of English • pronouncing contractions and weak forms correctly • pronouncing final consonants • pronouncing the definite article • producing the schwa sound • pronouncing verb endings • producing voiced and voiceless consonants • lengthening vowel sounds before a voiced consonant

Subskills	Item types	Areas for lesson focus
Using correct stress	• Speaking: Read aloud • Speaking: Repeat sentence • Speaking: Describe image • Speaking: Re-tell lecture	• using correct word stress • using stress to express meaning effectively in sentences • using stress and pausing for emphasis of focus words • using stress in word combinations and contractions • using contrastive stress • producing stressed and unstressed vowels • putting appropriate stress on suffixes

Writing

Subskills	Item types	Areas for lesson focus
Writing for a purpose (to learn, to inform, to persuade)	Writing: Write essay	- analyzing essay questions by identifying key words - identifying the purpose and key message of your writing - constructing a standard 5-paragraph essay - expressing a thesis statement and supporting points in a paragraph - writing introductions and conclusions - writing different types of paragraphs and essays including argument, persuasion, comparison, evaluation, classification, definition, cause and effect, description, narration, process analysis
Supporting an opinion with details, examples and explanations	Writing: Write essay	- creating a thesis statement and focusing supporting points on it - developing a paragraph with a topic sentence, illustrations and a conclusion - supporting opinions with facts, data, and reasons - showing the relevance of supporting points to an argument - using examples as supporting details - writing concession statements as part of supporting an opinion - using because of and because accurately to give reasons - making arguments consistent and well-organized

Subskills	Item types	Areas for lesson focus
Organizing sentences and paragraphs in a logical way	• Writing: Write essay • Listening: Summarize spoken text	• progressing from writing sentences to writing paragraphs • using appropriate paragraph structure (topic sentence, content, conclusion) • writing thesis statements • writing introductory and concluding paragraphs • writing narrative and descriptive paragraphs • ordering and linking paragraphs • using effective connecting and linking markers • using time transitions and reference
Developing complex ideas within a complete essay	• Writing: Write essay	• using pre-writing devices to develop ideas: lists, tree-mapping, brainstorming, idea webs, T-charts, classification systems, flow-charts • understanding the structure of an essay • developing an essay from an outline • organizing information logically in a paragraph and an essay • using linking words to join ideas within and between sentences, and between paragraphs • using chronological sequencing appropriately • using referencing effectively to link ideas • using vocabulary within paragraphs for cohesion • organizing ideas in different types of essay including argument, discussion, comparison, cause and effect, description, process, persuasion, classification, advantages and disadvantages

Subskills	Item types	Areas for lesson focus
Writing a summary	• Writing: Summarize written text • Listening: Summarize spoken text	• using notes to write a summary of • main ideas • producing a one-sentence summary • of ideas or arguments • writing a concise summary of main ideas • and supporting details • using paraphrase in summary writing • using reported speech to • summarize ideas
Using words and phrases appropriate to the context	• Writing: Summarize written text • Writing: Write essay • Reading: Reading & writing: Fill in the blanks • Listening: Summarize spoken text • Listening: Fill in the blanks	• using vocabulary appropriate to different academic disciplines • using lexis appropriate to different types of information (argument, description, explanation, definition, classification, etc.) • paraphrasing to avoid repetition • using synonyms, antonyms, suffixes and prefixes • using phrases that express degrees of caution, certainty and uncertainty • using collocations • using compound nouns and adjectives

Subskills	Item types	Areas for lesson focus
Using correct grammar	• Writing: Summarize written text • Writing: Write essay • Reading: Reading & writing: Fill in the blanks • Listening: Summarize spoken text • Listening: Fill in the blanks	• understanding sentence types and clause structure • checking for subject/verb agreement • using simple and compound sentences, dependent clauses, subordinating conjunctions and embedded questions • using defining and non-defining relative clauses • avoiding sentence fragments, run-on sentences and comma splice • using accurate and appropriate verb tenses • using modals of advice, necessity and prohibition • using passives and indirect speech • using nouns and articles, gerunds and infinitives, phrasal verbs and possessives • exploring the differences between spoken and written English
Using correct spelling	• Writing: Summarize written text • Writing: Write essay • Listening: Summarize spoken text • Listening: Fill in the blanks • Listening: Write from dictation	• recognizing and using common spelling patterns • understanding the meaning and spelling of common homophones • editing and proofreading written text
Using correct mechanics	• Writing: Write essay • Listening: Summarize spoken text	• summarizing from topic sentences in a text • using an outline of key points to summarize a text • paraphrasing and summarizing main ideas • reporting and quoting other people's ideas • writing a one-sentence summary of key points

Subskills	Item types	Areas for lesson focus
Taking notes while reading a text	• Writing: Summarize written text	• noting key words • noting main points and supporting details • taking notes in outline form • using symbols, abbreviations and graphic devices in note-taking
Synthesizing information	• Writing: Summarize written text	• outlining the main points in a text • recognizing and expressing the links between ideas in a text • outlining the progression of an argument, explanation, description or discussion in a text • summarizing and re-writing ideas in a text
Communicating the main points of a lecture in writing	• Listening: Summarize spoken text	• using key words in notes to produce an outline of a lecture • using notes to write a summary of the main points of a lecture • paraphrasing and summarizing ideas • reporting and quoting other people's ideas
Communicating the main points of a reading passage in writing	• Writing: Summarize written text	• summarizing from topic sentences in a text • using an outline of key points to summarize a text • paraphrasing and summarizing main ideas • reporting and quoting other people's ideas • writing a one-sentence summary of key points

Subskills	Item types	Areas for lesson focus
Taking notes while listening to a recording	• Listening: Summarize spoken text	• note-taking important words and ideas in a lecture • reflecting the structure of lectures in notes • highlighting key ideas in your notes • using different techniques for note-taking: symbols and abbreviations, idea maps, arrows, symbols and lists
Writing from dictation	• Listening: Fill in the blanks • Listening: Write from dictation	• understanding the spelling and sound of words • recognizing words pronounced in different English accents • understanding the meaning and spelling of common homophones • using grammar to check a dictation text • editing text and checking spelling