

Viewfinder Reference Library

This Reference Library aims to help you acquire the language, knowledge, skills and competences that you need not only in order to work on the texts, exercises and assignments in this *Viewfinder* but also to develop your linguistic, analytical and communicative competence in general. It is meant as a reference section; in other words, when you are given a task like analysing a text or answering some questions on language, you can look up the relevant topic in this section and you will find helpful information and advice. This is not an end in itself; the ultimate aim is to make the texts themselves and the discussion and analysis of them more accessible and therefore, we hope, more enjoyable.

Important differences between British and American English

Section A – Basic Skills

This section explains the elementary skills that you will need to be able to cope with the texts and tasks in this *Viewfinder*: for example, how to improve your listening and reading comprehension abilities; how to expand and improve your vocabulary and grammar and so on.

A 1 Developing your receptive skills

A 1.1 Listening comprehension

A 1.2 Reading comprehension

A 2 Language development techniques

A 2.1 Processes of language acquisition

A 2.2 Processes of language learning

A 2.2.1 Expanding your vocabulary

A 2.2.2 Improving your grammar (A Life-Raft of English Structure)

a) Verbs

Questions and Negatives

Basic tenses

Table: The Tenses and
Ways of Referring to the Future

The Passive

Table: The Passive

Reported / Indirect Speech

Table: Reported / Indirect Speech

Question Tags

Conditionals / If-Clauses

Table: Conditionals / If-Clauses

Modal Auxiliaries

Table: Modal Auxiliaries

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Participle and Gerund Constructions

Two- and Three-Part Verbs

b) Nouns

Countable and Uncountable Nouns

Table: Quantifiers

Capital Letters

Plurals

Possessives

Articles

c) Adjectives

d) Adverbs

e) Pronouns

f) Prepositions

g) Joining Ideas

Relative Clauses

Synthesis

Table: Expressing Concepts (Adverbials)

Using the -ing-Form and/or Infinitive

h) Word Order

i) Punctuation

A 2.2.3 Improving your pronunciation and intonation

A 2.2.4 Improving your spelling and punctuation

Table: Difficult words to spell

A 3 Using dictionaries

Table: False friends

A 4 Note-making and note-taking

A 5 Using advance organisers (mind map, topic web, flow chart)

A 6 Using the web

A 7 Carrying out a project

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Section B – Communication Skills

This section contains suggestions, tips and information for developing your ability to interact with others. It also includes useful phrases and expressions you will need in order to improve your communication.

- B 1 Speaking and conversation
- B 2 Brainstorming, opinion, discussion and debate
- B 3 Survey by interview
- B 4 Presentation, paper and speech
- B 5 Role play and simulation
- B 6 Conveying the sense (in German: *Mediation*) and interpreting

Section C – Text Skills

How to analyse and write your own literary and non-literary texts is the main aim of this section. So there is information on how to read a poem, novel or film, for example; on how to write a letter, report, essay and so on.

- C 1 Analysing texts
 - C 1.1 Analysing literary texts
 - C 1.1.1. Poetry
 - C 1.1.2 Drama
 - a) Shakespearean drama
 - b) Modern drama
 - C 1.1.3 Narrative texts (fiction)
 - C 1.1.4 Points on academic writing
 - Useful words and phrases in analysis
 - a) General points
 - b) The introduction
 - c) Position
 - d) Narrative perspective
 - e) Scene, character and characterisation
 - f) Imagery
 - g) Intention, achievement, reader's reaction

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C 1.2 Analysing non-literary texts

C 1.2.1 General analysis

C 1.2.2 Forms and elements of argument

C 2 Analysing visual and audiovisual texts (cartoons, photographs, films)

C 2.1 Analysing a static visual

C 2.2 Analysing a film

C 3 Writing texts

C 3.1 Report

C 3.2 Book report

C 3.3 Letter

C 3.4 Article

C 3.5 Essay

C 3.6 Summary

C 4 Survey by questionnaire

C 5 Translation (translating, interpreting, conveying the sense – German *Mediation*)

C 6 Finding and using secondary sources (quotation, documentation, evaluation)

Section D – Intercultural Competence

This section explains how you can develop your ability to understand and come to terms with other cultures in a kind of intercultural dialogue.

D 1 Developing your intercultural linguistic competence

D 2 Developing intercultural skills and competences