

A woman with long dark hair, wearing a black sleeveless top with a decorative neckline, is smiling and looking to her right. She is holding a stack of books. The top book is a 'PRONUNCIATION DICTIONARY' by J.C. Wells. Below it is 'THE HISTORY TODAY COMPANION TO BRITISH HISTORY'. The background shows a library with bookshelves filled with books. Labels like 'Novels' and 'Workbooks' are visible on the shelves. The entire image has a dark blue overlay.

# Study Guide

## London and Dublin

**Welcome to Frances King School of English!**  
We hope you enjoy your course. This booklet contains ideas and advice to help you improve your English, both during class and in your free time.

<b>STUDY ADVICE SECTION</b> .....	<b>2</b>
<b>REFERENCE SECTION</b> .....	<b>6</b>
<b>ONLINE RESOURCES</b> .....	<b>11</b>

# 1 | STUDY ADVICE SECTION

## IMPROVING YOUR SPEAKING



### LOOK FOR OPPORTUNITIES TO PRACTISE

Frances King lessons are very communicative, so you'll have lots of opportunities to practise speaking in your lessons. Don't be shy, and don't worry too much about making mistakes at first. Also try to join Activity Programme events and socialise in English in your free time.



### GOOD LISTENERS MAKE GOOD SPEAKERS

Speaking in class is important, but so is listening to your classmates. After all, it takes (at least) two people to have a good conversation! So during pair and group work, try to give your speaking partner/s the same patience and attention that you expect them to give you.



### LEARN PHRASES TO BUILD FLUENCY

According to research, fluent speakers of a language rarely make up new sentences 'from scratch' when they speak. Instead they join together a lot of phrases and even complete sentences that they've already memorised, changing them only slightly to fit the situation. So keep your ears open for useful expressions which you can memorise and re-use to improve your fluency.

## IMPROVING YOUR READING



### PICK UP FREE PAPERS AND MAGAZINES

You can get free things to read in lots of places; for example in London, Metro and Evening Standard newspapers are published every day, Time Out (entertainment listings) on Tuesdays, Stylist (women's magazine) on Wednesdays, Shortlist (men's magazine) on Thursdays, etc. You can find these at most train and underground stations. In Dublin, Northside Newspapers are free in Tesco and other outlets.



### CHOOSE TEXTS THAT INTEREST YOU

The more you read, the better you'll get at it. Don't choose difficult texts on subjects that you find boring, and don't read ONLY to learn new vocabulary or grammar! Reading is an important skill in itself, and reading things that you enjoy and find quite easy can really help to build up your reading speed.



### READ CRITICALLY

When you read something in your own language, you naturally react to it in your mind. You try to understand the writer's opinion, and think about whether you agree or disagree with it. Or if it's a story, you think about why the characters do what they do, or about what will happen next. Try to interact with English texts in the same way. Don't just treat them as comprehension exercises!

## IMPROVING YOUR WRITING



### THINK ABOUT YOUR READERS

Writing is a good way to practise new grammar and vocabulary, but it's also a very important way of communicating information and ideas. When you write something, think about who the target audience is, and imagine how they'll feel when they read your work. This will help you to decide what to include, what style and format to use, and how formal you should be.



### SPEND SOME TIME PLANNING

Some people write as if they're having a conversation in real time; they write down ideas as soon as they think of them, and change the subject when they run out of things to say. The results aren't usually very effective or interesting to read! When we start reading something, we expect some kind of organisation. To achieve this in your writing, you need to spend some time planning before putting pen to paper.



### PROOF-READ YOUR WRITING

Poor grammar, vocabulary, punctuation and spelling will make it difficult for your readers to concentrate on and understand what you've written. So after you write a first draft, read through it carefully and try to correct errors. Eventually you'll learn what kind of errors you make most often, so you can avoid them.

## IMPROVING YOUR LISTENING



### DON'T PANIC!

The accents you hear during your stay will probably be very different from ones you heard on CD in English lessons at school. Don't panic! You'll soon start to 'tune in' to these new sounds. Also don't give up if you don't understand everything. Try to let the language 'wash over you', focus on the words you DO understand, and use those to try to guess the meanings.



### THINK ABOUT THE TOPIC

If you already know the topic of what you're listening to, try to remember what you know about it before and during listening. Think of all the English vocabulary you know about the topic, and try to predict what the speakers will say. It doesn't matter if your predictions are correct or not; you will be better prepared to understand what you hear.



### USE ONLINE RESOURCES

As well as TV, DVDs, radio and podcasts, there are lots of interesting things to listen to online. For example, TV catch-up websites and apps such as BBC iPlayer in the UK and RTE Player and TV3 Player in Ireland allow you to stream previously broadcast TV programmes on your PC, tablet or smartphone; also the BBC Learning English website has lots of material designed for learners, and the TED Talks website has fascinating short lectures on all kinds of subjects.

## IMPROVING YOUR GRAMMAR



### MAKE AN ERROR HIT-LIST

When your teacher corrects grammar errors in your speaking and writing, look out for mistakes that you make again and again. In your study notebook, keep a special page with a list of these error types. Review this list often, and check that you know the rules. Then use the list when you proof-check your writing. Make it your aim to completely stop making each type of error.



### MAKE EFFECTIVE NOTES IN CLASS

When a new grammar point is taught in class, make sure you write down enough information (rules, examples etc) so you'll understand it again when you review your notes. Don't waste time copying things down if you already know them; instead prioritise things which are new or difficult for you.



### TRY TO USE WHAT YOU LEARN

If you want to widen your range of grammar, it's not enough to just understand new structures. Just as with new vocabulary, you have to use new structures a few times in order to become comfortable and confident with them. You'll make some mistakes at first, but keep trying!

## IMPROVING YOUR VOCABULARY



### KEEP GOOD VOCABULARY NOTES

The best vocabulary learners keep a special notebook or digital document for writing down new words and phrases. They prioritise words that are useful and interesting to them (not just every new word they hear), include lots of information about each word or phrase (synonyms, opposites, pronunciation, collocations etc), and review their notes often.



### RECORD VOCABULARY IN CONTEXT

You'll remember a word much more effectively if you write it down in an example sentence, or include some information that reminds you of when and where you first learnt it. Good example sentences also help you to remember the correct grammar and style of a word, for example whether a noun is countable or not, or whether a word is formal or informal.



### RESEARCH AND RECYCLE YOUR NEW VOCABULARY

When you put new vocabulary in your notebook, don't just ignore it! You need to use new words and phrases several times in real communicative situations in order to learn them properly. So review your vocab notes often (at least once a week, ideally every day), use the internet to find and add more information and examples, and use the new vocab in your speaking and writing.

## IMPROVING YOUR PRONUNCIATION



### USE THE PHONETIC ALPHABET

English words often sound different from how they are written, and they often change their sounds when we say them in sentences. Your teacher will sometimes write phonetic symbols to show correct pronunciation. Learning to read and write these symbols will help you to pronounce words correctly. See the Reference Section at the end of this Study Guide to get started.



### LISTEN TO VOICES YOU LIKE!

Some learners find that choosing a pronunciation 'role model' – that is, an English speaker whose voice and accent they like and want to sound like – can motivate them to improve their pronunciation. So if there's an actor / TV presenter / celebrity etc. whose voice you admire, find some recordings of them online, listen and try to copy the exact sounds they make.



### MAKE USE OF TECHNOLOGY

The free app 'Sounds' by Macmillan is a great way to practise using the phonetic chart. There are also lots of websites and tools which allow you to record your voice. You can use some to listen back to yourself or send recordings to your teacher (Vocaroo), while others allow you to have asynchronous conversations with other learners (Voxopop). Have a look online and see what you find!

## 2

# REFERENCE SECTION

## GRAMMATICAL TERMS

Here are some of the terms your teacher might use to describe English grammar, with examples:

Grammar Term	Example
<b>Sentence</b>	<b>George Harrison</b> played the lead guitar for the <b>Beatles</b> .
<b>Noun</b>	<b>John</b> and <b>Paul</b> both played the <b>guitar</b> and wrote <b>songs</b> about <b>love</b> and <b>life</b> .
<b>Verb</b>	Pete Best <b>left</b> the Beatles and Ringo Starr <b>replaced</b> him.
<b>Subject</b>	<b>Brian Epstein</b> managed the band through most of their career.
<b>Object</b>	Brian Epstein managed <b>the band</b> through most of their career.
<b>Adjective</b>	The Beatles are the most <b>famous</b> band in history.
<b>Adverb</b>	John Lennon and Paul McCartney worked together very <b>successfully</b> .
<b>Pronoun</b>	<b>They</b> wrote beautiful tunes and memorable lyrics.
<b>Definite Article</b>	<b>The</b> band's success was a result of their beautiful melodies and simple lyrics.
<b>Indefinite Article</b>	The Beatles came from <b>a</b> city in England called Liverpool.
<b>Preposition</b>	John met his first wife, Cynthia, <b>at</b> Art College.
<b>Relative Clause</b>	They began their career in Hamburg, <b>where they gained valuable experience</b> .
<b>Collocation</b>	The Beatles were influenced by black American and English <b>folk music</b> .
<b>Auxiliary Verb</b>	Many of their songs <b>have</b> become classics.
<b>Idiom</b>	During the mid-sixties their records <b>sold like hot cakes</b> .
<b>Phrasal Verb</b>	They <b>split up</b> in 1970.
<b>Passive Voice</b>	John <b>was shot</b> in New York in 1980.
<b>Modal Verb</b>	Everybody <b>should</b> own at least one Beatles album!



## VERB TENSES

This table shows the main verb forms in English, using the verb “take” as an example.

Time	Aspect 1	Aspect 2	+/-/?	Active voice	Passive voice
PRESENT		simple	+	X take/takes	X is/are taken
			-	X do/does not take	X is/are not taken
			?	Do/does X take...?	Is/are X taken?
		continuous	+	X is/are taking	X is/are being taken
			-	X is/are not taking	X is/are not being taken
			?	Is/are X taking...?	Is/are X being taken?
	perfect	simple	+	X have/has taken	X have/has been taken
			-	X have/has not taken	X have/has not been taken
			?	Have/has X taken...?	Have/has X been taken?
		continuous	+	X have/has been taking	X have/has been being taken*
			-	X have/has not been taking	X have/has not been being taken*
			?	Have/has X been taking...?	Have/has X been being taken?*
PAST		simple	+	X took	X was/were taken
			-	X did not take	X was/were not taken
			?	Did X take...?	Was/were X taken?
		continuous	+	X was/were taking	X was/were being taken
			-	X was/were not taking	X was/were not being taken
			?	Was/were X taking...?	Was/were X being taken?
	perfect	simple	+	X had taken	X had been taken
			-	X had not taken	X had not been taken
			?	Had X taken...?	Had X been taken?
		continuous	+	X had been taking	X had been being taken*
			-	X had not been taking	X had not been being taken*
			?	Had X been taking...?	Had X been being taken?*
FUTURE		simple	+	X will take	X will be taken
			-	X will not take	X will not be taken
			?	Will X take...?	Will X be taken?
		continuous	+	X will be taking	X will be being taken*
			-	X will not be taking	X will not be being taken*
			?	Will X be taking...?	Will X be being taken?*
	perfect	simple	+	X will have taken	X will have been taken
			-	X will not have taken	X will not have been taken
			?	Will X have taken...?	Will X have been taken?
		continuous	+	X will have been taking	X will have been being taken*
			-	X will not have been taking	X will not have been being taken*
			?	Will X have been taking...?	Will X have been being taken?*

\*Not normally used

## PRONUNCIATION: PHONETIC SYMBOLS

These symbols will help you to record accurate pronunciation.

### VOWELS

Pure Vowels				Diphthongs			
Jaw almost closed	i:	ɪ	ʊ	u:	ɪə	ʊə	eə
	eat he seen	it him women	good would bull	shoe few soon	ear here peer	pure tourist cure	air pear dare
Jaw half open	e	ə	ɜ:	ɔ:	eɪ	ɔɪ	aɪ
	egg head said	alone saxophone other	bird word curl	awful four door	eight late day	oil boy noise	eye sign my
Jaw wide open	æ	ʌ	ɑ:	ɒ	əʊ	aʊ	
	atom cat man	up love hut	car bath calm	on hot long	only so home	out loud how	

### CONSONANTS

Short Consonants		Long Consonants		Nasal & Lateral consonants	Vowel-dependent consonants
Unvoiced	Voiced	Unvoiced	voiced		
p	b	f	v	m	h
pig hopeful top	big rebel job	four soft laugh	view oven love	man simple home	hot inhabit
t	d	θ	ð	n	r
ten little hit	door under red	think athlete bath	that other with	no under seen	red carry
tʃ	dʒ	s	z	l	w
chin teacher which	job engine ridge	ceiling history miss	zoo wisdom please	long silver will	Will power
k	g	ʃ	ʒ	ŋ	j
car Michael neck	girl bigger mug	show mission wish	television camouflage	pink sing	yes few



## IRREGULAR VERBS

ONE CHANGE		
<b>common verbs</b>		
come	came	come
become	became	become
find	found	found
get	got	got
hear	heard	heard
make	made	made
pay	paid	paid
read	read	read
say	said	said
sell	sold	sold
tell	told	told
dig	dug	dug
hold	held	held
lose	lost	lost
run	ran	run
shine	shone	shone
sit	sat	sat
stand	stood	stood
win	won	won
<b>-ought / -aught</b>		
bring	brought	brought
buy	bought	bought
catch	caught	caught
teach	taught	taught
think	thought	thought
<b>-t</b>		
build	built	built
burn	burnt	burnt
learn	learnt	learnt
lend	lent	lent
send	sent	sent
spend	spent	spent
<b>e + t</b>		
feel	felt	felt
keep	kept	kept
leave	left	left
meet	met	met
sleep	slept	slept

TWO CHANGES		
<b>Common verbs</b>		
do	did	done
eat	ate	eaten
give	gave	given
go	went	gone
see	saw	seen
<b>i &gt; a &gt; u</b>		
begin	begun	began
drink	drank	drunk
ring	rang	rung
sing	sang	sung
swim	swam	swum
<b>i+e &gt; o+e &gt; i+en</b>		
arise	arose	arisen
drive	drove	driven
ride	rode	ridden
write	wrote	written
<b>ew &gt; own</b>		
fly	flew	flown
grow	grew	grown
know	knew	known
throw	threw	thrown
<b>o &gt; en</b>		
break	broke	broken
choose	chose	chosen
speak	spoke	spoken
steal	stole	stolen
take	took	taken
<b>others</b>		
forbid	forbade	forbidden
draw	drew	drawn
fall	fell	fallen
forget	forgot	forgotten
lie	lay	lain
show	showed	shown
swear	swore	sworn
wear	wore	worn

NO CHANGES		
cost	cost	cost
cut	cut	cut
hit	hit	hit
hurt	hurt	hurt
let	let	let
put	put	put
shut	shut	shut
upset	upset	upset

## 3

# ONLINE RESOURCES

## FOR ENGLISH SELF-STUDY

### General

#### BBC LEARNING ENGLISH (website)

<http://www.bbc.co.uk/learningenglish>

The BBC, Britain's national broadcaster, provides all kinds of resources for practising and developing your English skills. Their "Learning English" website has free complete English courses from low intermediate to pre-advanced level, with units on grammar, vocabulary, pronunciation and listening, and engaging interactive video lessons, many of which are based on topical news stories. The website is easy and fun to navigate, and includes a score tracker.

#### BRITISH COUNCIL ESOL NEXUS (website)

[esol.britishcouncil.org](http://esol.britishcouncil.org)

A fantastic collection of multimedia resources for English learners, including interactive audio and video lessons on English language skills, grammar and vocabulary, UK life and English for work. Lessons are graded by level and the website is cleanly designed and easy to navigate. The website is aimed at people who have come to live in the UK, so as well as English language practice, the lessons give you lots of information and insights into UK culture and tips on integrating into British society.

#### ACTIVITIES FOR ESL STUDENTS (website)

<http://a4esl.org/>

This very simple website, most of which doesn't need flash or java and doesn't have advertisements, hosts a large collection of interactive grammar and vocabulary quizzes and fun crossword puzzles organised by difficulty and language area. There are also bilingual vocabulary quizzes in lots of different languages.

### Grammar

#### ENGLISH GRAMMAR IN USE (APP)

This is the app version of the popular and well-designed self-study grammar book. There's a free demo, with an in-app purchase feature.

#### GRAMMARLY (website + APP)

[www.grammarly.com](http://www.grammarly.com)

Grammarly is a grammar-checking website and app. It can check your writing for grammar mistakes and suggest corrections and explanations. Great for when your teacher isn't available to check your work!

### Vocabulary

#### QUIZLET (APP)

This app lets you create your own flashcards and test yourself on them. You can also access thousands of flashcards created by other users. Flashcards can include images and audio. A great way to store and practise new vocabulary!

#### MERRIAM WEBSTER (website)

[www.merriam-webster.com](http://www.merriam-webster.com)

An extensive and reliable (American English) online dictionary and thesaurus, which also has spoken recordings for pronunciation and recent examples of use from the web, plus "word of the day", "trending now" and quiz sections

## Vocabulary (continued)

### GOOGLE TRANSLATE (APP)

Did you know that as well as translating typed, pasted, spoken or handwritten text between many languages, this app can use your phone's camera to translate any text you point your phone at in real time. It has to be seen to be believed! Just tap the camera icon under the "Enter text" window.

### WORD SPY (website)

[www.wordspy.com](http://www.wordspy.com)

Subtitled "The Word Lover's Guide to New Words", this is a carefully curated and regularly updated database of English neologisms. It showcases words which have only recently started to be used in the mainstream, alternative and social media, and gives citations (real-life examples) for each word.

## Reading

### Readtheory.org (website)

[readtheory.org](http://readtheory.org)

You have to sign up for this website, but there are some free reading tests as well. If you sign up, Readtheory will test your reading level with short, challenging tasks, then show you texts which are just the right level to keep you progressing. You can easily view your progress as you try harder questions.

### LEARNENGLISH TEENS: READING (website)

[learnenglishteens.britishcouncil.org/skills/reading](http://learnenglishteens.britishcouncil.org/skills/reading)

This section of the British Council LearnEnglish website is designed for teenagers but is also good for adults. It has interactive reading comprehension exercises at five levels. The texts are topical and interesting, and the preparation exercises introduce difficult vocabulary before you read.

### UE Using English.com (website)

This website has various resources, including grammar quizzes and lists of common English idioms, but the most

useful part is the section on reading comprehension. There are lots of short and medium-length texts organised by topic and level, each with interactive comprehension questions.

## Writing

### PURDUE ONLINE WRITING LAB (website)

[owl.purdue.edu/owl/purdue\\_owl.html](http://owl.purdue.edu/owl/purdue_owl.html)

This section of the website for a US university has a massive collection of articles giving advice about many types of writing, including professional, academic and creative writing. Click the navigation links on the left of the page to explore the various sections.

### SIMPLEMIND+ (APP)

This app lets you easily create mind-maps, which can be a great way to organise your ideas when planning a piece of writing.

## Listening

### PODCASTS (IOS) / GOOGLE PLAY MUSIC (ANDROID) (APP)

Podcasts are pre-recorded audio or audio and video programmes which you can stream or download to your mobile phone. There are podcasts about every topic you can imagine! Listening to podcasts about topics you're interested in is a great way to practise your listening and expand your vocabulary. Use the play controls on your mobile to jump back and listen multiple times to help you catch unknown words, and subscribe to podcasts you enjoy so you don't miss the latest episodes.

### NEWSTALK (website + APP)

[www.newstalk.com](http://www.newstalk.com)

Irish and international news, analysis and opinion across current affairs, sport, business and technology with more than a sprinkling of lifestyle and entertainment. Includes "Off the ball", a sports news radio show broadcast three times a day from Ireland, the UK and major world competitions.

## Listening (continued)

### IRISH RADIOPLAYER (APP)

All RTÉ services and dozens more great Irish stations on your device. Tune in to live streams of radio, or browse on-demand programmes and podcasts. This radio app has everything from news and sport to pop, rock, indie, dance, jazz, and classical. It's perfect for football, hurling, rugby, and UK soccer at the weekend.

### TED TALKS (website +APP)

[www.ted.com](http://www.ted.com)

TED is a media organisation which holds international conferences and then shares talks online. Their slogan is "ideas worth spreading", and the talks are on many scientific, cultural, and academic topics. Most of the talks are short (2-6 minutes) and are delivered in a very engaging way.

### ESLVIDEO.COM (website)

[www.eslvideo.com](http://www.eslvideo.com)

Lots of interesting video clips combined cleverly with interactive quizzes, so you can watch/listen and answer the questions all on the same screen. Quizzes are arranged by topic and language area (e.g. Holidays, Grammar). If you register, you can even create your own video quizzes!

## Pronunciation

### Sounds by Macmillan (APP)

This excellent app helps you to learn the sounds of English as represented on the phonemic chart. There's an interactive chart to help you remember the sounds, and various quizzes and games which help you to see how these sounds combine to make words. An website (flash) version of the interactive chart can be found here:

[www.macmillanenglish.com/pronunciation/interactive-phonemic-charts/](http://www.macmillanenglish.com/pronunciation/interactive-phonemic-charts/)

### ADRIAN UNDERHILL PRESENTS SOUND FOUNDATIONS (YouTube)

The creator of the phonemic chart used by Macmillan gives a series of talks on how to teach and learn pronunciation. Mostly aimed at teachers; however, there is useful information here for learners as well about how to form the various phonemes (sounds) in English.

### ElementalEnglish (YouTube channel)

YouTube videos for pronunciation. Helps learners with intonation, sentence stress and fluency. You can repeat sentences and identify and practise sounds which are difficult for particular nationalities.

## Exam Preparation

### OFFICIAL IELTS MOBILE APPS (Free APP)

Several apps produced by the IELTS organisation are available for free on Apple App Store and Google Play. These include IELTS Prep App, which has an overview of the test, free practice tests, videos, tips and quizzes, and IELTS Word Power App, which helps you to improve your vocabulary for the exam.

### Road to IELTS (paid online course)

[www.ieltspractice.com](http://www.ieltspractice.com)

This is a paid online course developed by the British Council to prepare you for the IELTS exam. It is very comprehensive, with lots of practice tests, instructional videos, interactive activities and progress tracking. It also works on tablets, including iPad.

### Flo-Joe

(Free website + paid online course)

[www.flo-joe.co.uk](http://www.flo-joe.co.uk)

This website has been popular with Cambridge exam students and teachers for many years because it has lots of free exam preparation resources, including tips for Reading, Use of English and Writing, a Word Bank and a Writing Bank. Flo-Joe now offers an "Exam Success Plus!" paid service.