

# Introduction

Welcome to *Oxford English for Academic Purposes* – a complete course for anyone preparing to study in English at university level.

## What is Oxford EAP?

*Oxford EAP* is designed to improve your ability to study effectively in English, whether you are planning to study on an undergraduate or postgraduate programme. Whatever your academic background, and whatever your chosen subject, *Oxford EAP* will help you develop your knowledge and skills in all of the following areas:

- reading and understanding authentic academic texts
- listening to lectures and presentations
- writing sentences, paragraphs, and different essay types
- participating in seminar and group discussions
- preparing and giving simple presentations
- improving your study skills, such as note-taking, critical thinking, and working independently
- recognizing and using academic grammar and vocabulary.

## What is in a unit?

*Oxford EAP A2* has ten units. Each unit starts with a preview page which shows the learning objectives for that unit, plus a short discussion task to get you thinking about the unit theme.

The **academic focus** of each unit covers an important aspect of academic study relevant to all subject areas – for example, presenting information, comparing and contrasting, and understanding cause and effect. This focus is maintained throughout the unit.

The units are divided into three main modules – Listening & Speaking, Reading, and Writing – plus one-page Vocabulary and Academic Language Check modules. Each module starts with a short list of learning objectives and includes a number of carefully sequenced tasks which help you to meet the objectives for that module.

**Listening & Speaking** focuses on the aural and oral skills needed to communicate successfully in an academic environment. The initial part of the module focuses mainly on listening to lectures and presentations. It uses short video extracts to help you understand key information and language, as well as how the lecture or presentation material is organized. Note-taking is a key feature, and the module often includes a critical thinking task.

The Speaking focus of the module includes participating in seminars and discussions, and giving presentations. It covers communication strategies for

these situations, and presents and practises useful language. Usually you will do a short listening task to introduce the context and learn examples of useful language.

**Reading** uses adapted extracts from authentic academic textbooks. It usually starts with a short task to get you thinking about the topic or to predict the content of the text. Further tasks will help you to identify important features of the text, such as the main ideas or specific language, and demonstrate how you can read and understand an academic text even if you don't understand every word.

**Writing** focuses on the basics of academic writing. The writing modules are in two parts. The first part focuses on sentence level work, building confidence with appropriate structures and language. The second part focuses on simple paragraphs, including work on paragraph structure and linking language, and ends with a paragraph writing task. Each final task includes a 'check your writing' activity.

**Vocabulary** consolidates useful areas of academic vocabulary from the unit and includes regular vocabulary-building activities and vocabulary-learning strategies.

**Academic Language Check** provides the opportunity to further practise the academic language covered in the main modules.

## What else is included?

Each unit includes:

- **Academic language** (grammar, vocabulary, and useful phrases) related to the academic focus of the unit, with examples taken from the texts or video / audio transcripts. There is a cross-reference to the Language reference.
- **Critical thinking** tasks which encourage you to think about the content of a module and about your own performance in writing and speaking tasks.
- **What is ...?** boxes introducing key academic terms to A2 learners.
- **Independent study** tips suggesting how to transfer the skills from the course to your own studies.

At the front of the book:

- **Glossary** of grammatical and academic terms used in this book

At the back of the book:

- **Language reference** with more detailed information on the language covered in the units
- **Sample answers** for the tasks from Writing (2)
- **Answer key** for Vocabulary and Academic Language Check sections
- **Video and audio transcripts**

## Words and phrases used to refer to grammar and other aspects of language in this book.

- Active voice** the form of the verb which indicates what the subject does to the object, e.g. *The wind drives the turbines.*
- Adjective** a word which describes a noun, e.g. *a useful website*, or gives more information, e.g. *This website is useful.*
- Adverb** a word which describes a verb, e.g. *is rising slowly*, or functions as a linker in a sentence, e.g. *Firstly, However*
- Agent** who or what does the action in a passive sentence, e.g. *Water is heated by the Sun.*
- Article** (1) the most frequent determiners: definite article *the*; indefinite article *a / an*
- Article** (2) a type of text, e.g. in a magazine, newspaper, or online
- Auxiliary verb** a verb which combines with another verb to show the tense, e.g. *is / was changing*; the passive voice, e.g. *is used*; or a modal verb, e.g. *can / will produce*
- Cause and effect** the relationship between one action and another
- Closed question** a question with a limited answer, usually *Yes / No*, e.g. *Do / Is / Can ...?*
- Cohesion** how a text is connected in terms of meaning and language
- Collocation** two words which commonly go together, e.g. *do research, give a presentation*
- Compound noun** two nouns put together to create one meaning, e.g. *public transport*
- Conclusion** the final part of a written or spoken text which sums up the whole text
- Content word** a word which has real meaning rather than grammatical meaning; nouns, verbs, adjectives, and adverbs are content words
- Contraction** the short form of a verb form, often used in spoken English, e.g. *I'm, they're, don't*
- Data** factual and numerical information such as figures, charts, and graphs
- Definite article** the determiner *the*, which specifies definite meaning
- Determiner** a word before a head noun which gives information about it, e.g. *the, some, this*
- Evaluation** an opinion or comment on an idea from a text, presentation, or discussion, e.g. *This is an effective way to deliver data.*
- Head noun** the main noun in a noun phrase, e.g. *a large global organization*
- Imperative** a form of the verb (the same as the infinitive form) used to give instructions or advice, e.g. *Listen, Make notes*
- Indefinite article** the determiner *a (an before vowels)*, which specifies indefinite meaning
- Infinitive** the base form of the verb, with or without *to*, e.g. *write, to write*
- Introduction** the first part of a written or spoken text which introduces the topic and aims of a text
- Irregular verb** a verb that doesn't follow regular patterns, e.g. *go-went-gone*
- Linking language** words / phrases which help make text cohesive: which join sentences, e.g. *and, but, However*; which add information, e.g. *in addition*; which add explanation, e.g. *because, so*; or which signpost order, e.g. *First of all, Finally*
- Modal verb** an auxiliary verb such as *can, could, might, may* – these are often used to express possibility
- Noun** a word which can refer to anything concrete, e.g. *university*, or abstract, e.g. *growth*
- Object** the part of a sentence, often a noun phrase, which is affected by the action of the verb and which normally comes after the main verb; an object can become the subject in the passive form of the sentence, e.g. *Tourism creates new jobs.; New jobs are created by tourism.*
- Open question** a question with any answer, e.g. *Why are you studying Portuguese?*
- Participle** the form of the verb which ends in *-ing* or *-ed*; used to form the progressive (*-ing*), the perfect (*-ed*), and the passive (*-ed*)
- Passive voice** the form of the verb which is used to indicate something being done to the subject, e.g. *The turbines are driven by the wind.*
- Perspective** how a topic is linked to its academic context, e.g. *from a medical perspective*
- Phrase** a structure built round a noun, verb, adjective, and/or adverb, e.g. *a similar problem*
- Possessive determiner** a word before a head noun which specifies possession, e.g. *my, your, their*
- Prefix** the first part of some words, which expresses a particular meaning or grammatical function, e.g. *un-, dis-*
- Preposition** a word or group of words before a noun or pronoun, e.g. *in, from, by, due to, as a result of*
- Prepositional phrase** a structure built round a preposition, e.g. *on the internet*
- Pronoun** a word which takes the place of another noun or noun phrase, e.g. *he, it*
- Quantifier** a determiner or pronoun that expresses quantity, e.g. *some, a few, all*
- Regular verb** a verb that follows normal past tense / past participle endings, e.g. *work-worked-worked*
- Reporting verb** a verb used to refer to information or evidence from another source, e.g. *state, believe, suggest*
- Sequencing language** words / phrases which put information in order, e.g. *First, Next, Then*
- Source** the original text from which information is taken
- Subject** the part of a sentence which performs the action of the main verb, e.g. *Our teacher uses new technology.*
- Suffix** the last part of some words, which expresses a particular meaning or grammatical function, e.g. *-tion, -ment*
- Tense** the form of the verb which relates to time; English has two tenses: present, e.g. *he works*, and past, e.g. *he worked*; future time is referred to with modal verbs, e.g. *will*, and time expressions
- Verb** the part of a sentence which typically comes between the subject and the object and can be in the present or past tense, e.g. *Millions of people move to cities every year.*