

## Unit 1

### Language skills

### المهارات اللغوية

If you want to learn English and be proficient كفت in it, you have to أن acquire تكتسب four skills مهارات . These are listening الاستماع, speaking التحدث, reading and writing.

#### Listening Comprehension:

Listening is a very important هام skill. However, it is not given due attention الاهتمام اللازم whether سواء in the case of formal language teaching التعليم الرسمي or in self instruction التعليم الذاتى.

Now that learners have realized أدركوا the importance of listening, they should make use of the available متوفر materials for developing their listening skill.

In the past listening comprehension involved decoding the sounds الأصوات معنى of the foreign أجنبي language. This involved تتضمن:

- The sounds الأصوات
- Word stress تشديد الكلمات أو مقاطعها
- The intonation of the sentence ارتفاع وانخفاض طبقة الصوت فى الكلام

Now it is realized إدراك تم that in addition إلى to the above components المكونات of listening

comprehension, context السياق can give the listener much help for the purpose هدف of understanding what he hears.

### Reading Comprehension:

Reading is a very important language skill. It is a skill that foreign language learners need whether سواء كان they are school pupils, university students or adult بالغ language learners.

Foreign language learners start by learning words, then phrases عبارات and sentences. Later they read paragraphs فقرات. Finally, they proceed on to read texts ينظر and books. Reading used to be looked upon as a passive سلبى activity i.e. learners get bits of information أجزاء من المعلومات just to answer questions. However على أى حال, reading is now looked upon as an active عملية نشطة process. There is always some sort نوع ما of interaction تفاعل between the reader and the text النص he reads.

Reading comprehension does not depend mainly أساساً on what is in the text. What the students already know (knowledge of the world) can affect يؤثر the information and the meanings المعانى they can derive يحصلون عليها from the text.

Reading skills involve a number of sub skills مهارات such as:

- Extracting information استخراج المعلومات
- Skimming استخلاص النقاط الرئيسية
- Scanning المسح - الفحص بدقة
- Guessing meaning from context تخمين المعنى من السياق
- Understanding reference معرفة ما تشير إليه ضمائر الإشارة

## Writing:

Writing is a very important language skill especially **مقررات** for those who take a writing examination at the end of their courses **مقررات**.

Writing as a skill used to be neglected **يهمل** in the recent past **فى الماضى القريب**. But a change of attitude **راى** فيما يختص **حدث** - **وقع** has taken place **اتجاه** - **بـ** writing.

Guided writing exercises concentrated **على** on correctness of grammar, spelling and punctuation **علامات**. Free writing **الكتابة الحرة** used to be in the form of **على** **الترقيم**. **نصوص** writing compositions and other texts **شكل**.

The change of attitude with regard to writing took the form **شكل** of considering **اعتبار** it a very important skill in any course. Writing is thought of as a tool **أداة** which gives learners an outlet **مخرج** - **منفذ** to reflect on their listening, speaking and reading exercises. Writing enables learners to do this as it gives them time to think and shape **يشكلون** what they want to say. It also gives them time to revise what they write so as to be sure **يتأكدون** that it is what they really **حقاً** - **حقيقة** want to say.

Writing is of three types **أنماط** that correspond to **كفاءة** the development of the learners' proficiency **تتوافق مع**.

These types are:

- **الكتابة المنظمة التى يتم التحكم فيها** Controlled writing
- **الكتابة الموجهة** Guided writing
- **الكتابة الحرة** Free writing

## Speaking : مهارة الكلام - التحدث

The speaking skill and the exercises designed to develop it constitute the topic of this book. The readers are advised to read this section, the sample exchanges, the dialogues and do the exercises based on the units of the book so as to develop their speaking ability.

It is generally agreed that speaking is a very important but difficult skill. The difficulty lies in the absence of ample opportunities to practise this skill. In addition to this, foreign language learners do not hear English spoken outside the classroom.

Learners are advised to practise the sample conversational English examples presented in this book with friends or colleagues as a means for improving their speaking skill.

Learners should persist in their conversational practice so as to be fluent in the language. Fluency in English has come to be very essential to learners involved in practices related to English as a means of communication with the whole world.

Learners should realize that no one can teach them to speak the language. They can acquire the language by engaging in activities that

aim at developing their speaking skill. Learners should realize that they can never learn to speak the language without speaking it. They should help each other and correct each other.

### **Communicative Competence: كفاءة الاتصال**

The ability to use the language in different situations يطلق عليها "communicative competence" طبقاً لـ "Longman Dictionary of Applied Linguistics" "Communicative Competence" تشمل:

- Knowledge of the grammar and vocabulary of the language. قواعد معرفة
- Knowledge of the rules of speaking (knowing how to begin and end conversations, what topics may be talked about in different types of speech events and which address forms should be used with different persons in different situations.) قواعد of speaking (knowing how to begin and end conversations, what topics may be talked about in different types of speech events and which address forms should be used with different persons in different situations.)
- Knowing how to use and respond to different types of speech acts such as requests, apologies, thanks and invitations.
- Knowing how to use language appropriately.