

EXPANDING

Tactics for Listening

With
Tapescript
and Answer Key

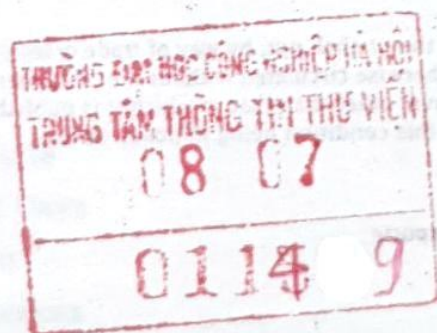


Jack C. Richards

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Scope and Sequence

Unit	Themes	Skills
1	Greetings Small talk	Distinguishing greetings and introductions Listening for topics Listening for conversational endings
2	Jobs Job interviews	Listening for time references Listening for key words Listening to questions and responding
3	Business	Listening for topics Listening for key words and making inferences Listening for attitudes
4	Gadgets Machines	Listening for key words Listening and making inferences Distinguishing positive and negative statements
5	People Qualities	Listening for main ideas Listening for time references Listening for attitudes
6	People Characteristics	Listening for key words and making inferences Distinguishing positive and negative statements
7	Housing	Listening for information Listening for topics Listening for attitudes
8	Complaints Neighborhoods Apartments	Listening for main ideas Listening to descriptions Recognizing agreement
9	Dating Friends	Listening for key words and making inferences Listening for key words Listening to invitations and responding
10	Television	Listening for topics Listening and making predictions Listening for key words and making inferences Distinguishing between facts and opinions
11	Cities Travel	Listening for descriptions Listening for specific information Listening for suggestions
12	Cities Changes	Listening for topics Listening to descriptions Listening for attitudes Listening to statements and responding

Unit	Themes	Skills
13	Holidays Celebrations	Listening to descriptions Listening for main ideas Listening and making inferences Distinguishing positive and negative statements
14	Fashion Clothes	Listening to descriptions Listening for time references Listening for attitudes
15	Preferences	Listening for preferences Listening for topics Listening to questions and responding
16	Messages	Listening for main ideas Listening for attitudes Listening for specific information Distinguishing word stress
17	Past events	Listening for main ideas Listening and making predictions Listening for attitudes Listening to descriptions
18	Vacations	Listening for preferences Listening for information Listening for time references
19	News	Listening for topics Listening for main ideas Distinguishing certainty and probability
20	Opinions	Listening for topics Listening for opinions Listening for attitudes
21	Famous people	Listening for key words and making inferences Listening for specific information Distinguishing certainty and probability
22	Food Nutrition	Listening to descriptions Listening for suggestions Listening for time references
23	Predicaments	Listening for main ideas Listening for attitudes Listening to descriptions Listening for time references
24	Issues Problems	Recognizing relevant information Listening for attitudes Listening for time references
25	News	Listening for key words Listening for main ideas Listening for sequence

Introduction

Expanding Tactics for Listening is the third in a three-level series of listening textbooks for students of English as a second or foreign language. It is intended for students at the intermediate level.

Expanding Tactics for Listening provides a comprehensive course in listening comprehension by building active listening and thinking skills. The book contains 25 colorful, two-page units which can be completed in a 50-minute class period each. Realistic, humorous dialogues feature music and sound effects to motivate students as they encounter a wide variety of entertaining, task-based activities which provide graded practice in listening. It can be used as the basis of an extensive listening course, as a complementary text in a conversation course, or as the basis for a language laboratory course.

ABOUT THE BOOK

Expanding Tactics for Listening provides opportunities for students to listen to natural conversations for a variety of purposes and hear different types of spoken English, at the same time developing essential listening skills, which include:

- Activating background knowledge
- Listening for main ideas
- Listening for topics
- Inferring meaning from context
- Listening for specific information
- Listening for key words
- Listening for attitudes
- Distinguishing between facts and opinions
- Predicting appropriate responses
- Ignoring irrelevant details
- Listening and making a suitable response

Top-down and bottom-up processing

Expanding Tactics for Listening reflects current understanding of listening comprehension in second language learning by incorporating the two fundamental processes of listening comprehension: "top-down" and "bottom-up" processing.

Top-down processing requires students to use background knowledge and other clues to arrive at comprehension, using recognition of key words as well as prediction.

Bottom-up processing requires students to decode individual sentences in a message to arrive at meaning.

In addition, the following principles are used throughout the series:

- **Listening for meaning.** Students are taught to listen for the main point of the speaker's message. They learn that the aim is not to remember the specific words or phrases the speakers use but to extract the main ideas or information.
- **Listening for a purpose.** Students are always given a clear purpose for listening. This helps them successfully use the appropriate listening strategy, such as listening for key words or listening for information.
- **Listening in realistic situations.** The listening activities are contextualized through illustrations and photographs. This visual support acts as a bridge between the classroom and the real world.

Many students struggle with listening comprehension because they think it is important to try to understand everything the speaker says, but this is not a realistic goal for language learners. To help develop better strategies for listening, the

activities in *Expanding Tactics for Listening* usually contain a task that helps students identify a purpose for listening. This encourages students to ignore language that is not related to this purpose. In this way students learn to be comfortable listening to language with unknown elements, a key strategy of successful language learners.

UNIT STRUCTURE

Each of the 25 units in the text is organized around a topic or theme which draws on the everyday life and experience of adults and young adults. The activities are organized into three different sections:

1. Getting Ready

Each unit begins with a *Getting Ready* activity. These activities introduce the students to the general topic of the unit and the vocabulary essential to discussion of the topic. In this way the listening activities which follow are contextualized for the students, enabling them to make predictions and use their background knowledge while listening, in the same way they would normally do outside of the classroom.

2. Let's Listen

Each unit contains three listening activities which provide task-based, graded listening practice activating both top-down and bottom-up listening processes. Each of the three activities is linked to a dialogue recorded on cassette and compact disc. Students interact with these dialogues by completing such tasks as filling in charts, responding to questions, and ordering and labeling pictures. Students learn to listen purposefully, disregarding information not relevant to their task. In this way, students learn to derive meaning from messages that are more linguistically complex than those they would be able to communicate themselves. Many activities also include additional tasks which make students listen to the same dialogue for different purposes.

3. Over to You

Each unit features an optional high-interest speaking activity which allows students to personalize the topic as they synthesize and practice the language skills they have acquired. Since the *Over to You* activities may be regarded as optional follow-up tasks, they are found at the back of the book.

TEACHER'S BOOK

The *Expanding Tactics for Listening Teacher's Book* supplements classroom teaching with detailed notes and suggestions for exploiting each unit. It includes a variety of teaching aids such as:

- step-by-step instructions on how to present each activity
- answer keys
- cultural notes
- optional extension activities
- a vocabulary list and skills focus for each activity
- photocopiable tapescripts

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JCR, Auckland