



Activity 1:

Summarizing main ideas that you find in texts is an important skill. You might be able to identify main ideas from a list, but learning to write your own summary sentences in English takes practice (even for native English speakers)!

This activity will help you practice writing your own summary sentences. Do you remember **See It: Activity Two**? Your task was to evaluate how well each sentence summarized a main idea from the video. Look at the **Answer Key** from that activity:

<p>Too Vague</p> <p>These sentences are not detailed enough. They do not have enough information to summarize the main ideas from the video well.</p>	<p>Too Detailed</p> <p>These sentences contain too many details or too much extra information. They are helpful, but they could still be summarized more</p>
<ul style="list-style-type: none"> • Spotlight strategies are important and help learners a lot. 	<ul style="list-style-type: none"> • Behind the Scenes strategies involve the strategies featured in the iLEAP Cycle and Notebook videos, and they help to organize, plan, and monitor an independent learner of English’s learning in a way that is like the stage crew of a play; that is, they give learners a foundation from which they can create their very own course. • The structural qualities of some written texts – like headlines, tables of contents, bold print, paragraph organization, and/ or topic sentences – can help you identify the main ideas in them because they make certain qualities of the text clearer to readers.

The **Too Vague** column has one sentence that does not provide us with enough information to be useful as a summary sentence. The **Too Detailed** column provides us with too much information to be useful.

On the next page, rewrite the **Too Vague** and **Too Detailed** sentences to make them clear summary sentences.

The **Answer Key** will provide some examples of how improved sentences might look, but your own sentences may look different. That’s okay, as long as they work for you!



Activity 1 (continued):

Too Vague

- **Spotlight** strategies are important and help learners a lot.

Summary:

Too Detailed

- **Behind the Scenes** strategies involve the strategies featured in the iLEAP Cycle and Notebook videos, and they help to organize, plan, and monitor an independent learner of English's learning in a way that is like the stage crew of a play; that is, they give learners a foundation from which they can create their very own course.

Summary:

- The structural qualities of some written texts – like headlines, tables of contents, bold print, paragraph organization, and/or topic sentences – can help you identify the main ideas in them because they make certain qualities of the text clearer to readers.

Summary:



Activity 2:

The video mentioned the importance of listening for stressed words in a sentence as a way to understand the main idea. Word stress is an important feature of the English language, so let's practice!

1. The iEnglish video mentioned that the stressed words in a sentence are the words that contain the most information: nouns, verbs, adjectives, and adverbs. Read through the text below, and underline the words you think will be stressed by a native English speaker.

You know this is the job for you. Here's how to convince the person doing the hiring. You will need a job interview, a few job skills, some good qualities, a thesaurus, and time to prepare.

Step one: determine what your strengths are. Include specific skills, like **proficient in HTML** as well as general qualities, whether it's being a **big picture** person, or having great attention to detail.

Step two: now correlate each skill to the current opening. Think hard about how all of your abilities can be put to use at the position you want. Ask friends and coworkers what they see as your strengths. Their answers might help you see yourself in a new light.

Step three: prepare for difficult questions. If you quit your last job to follow a band on tour, be ready to put a positive spin on it. Perhaps you were considering writing a book about the experience, rather than just goofing off?

2. Click on the link below and follow along as the narrator speaks. Does she stress the words you underlined? Are words like **job**, **convince**, **abilities**, and **strengths** stressed? What about **it's**, **are**, **they**, **can**, **might** and **you**? Do more research to find out more about stress, if you like.

[Click here to view the video on YouTube.](#)

3. Use the **Answer Key** to check your work. Re-view the video again and pay special attention to the stressed words. Practice speaking along with the narrator to improve your pronunciation!



Activity 3:

Click the link below to view a video about job interviewing skills (it is the same video as **Activity 2**). Listen carefully to the video, paying special attention to the stressed words to understand the main ideas. Take notes, if it helps you, and watch the video until you feel comfortable answering the following questions. Use the **Answer Key** to check your answers.

[Click here to view the video on YouTube.](#)

1. What kinds of strengths should you focus on when preparing for an interview?
2. How can you deal with difficult questions?
3. Why should you use a thesaurus when preparing for an interview?
4. What should you do with your list of attributes?
5. Is it better to appear overconfident or unconfident in an interview?
6. Why shouldn't you "badmouth" your previous employer?
7. What should you do if one of your weaknesses comes up in an interview? Why?
8. What question should you be prepared to answer? Why?



Activity 4:

Learning to identify main ideas in a written text can help you to read through long documents faster, understand more complex texts, and review important texts when studying. This exercise will help you practice identifying main ideas and writing topic sentences.

The following paragraphs are all missing their topic sentences. Read through each one, and write a topic sentence to introduce each paragraph. The Answer Key will give you some examples of good topic sentences.

1.

Visiting the company website is the best way to start. Research the types of services offered by the company, and check out the "About Us" page to learn about the company's history, operating values, and other important information. You could also try talking to current or former employees to learn more about the company. These people can give you advice about what skills and experience to highlight during your interview. Of course, you'll also want to read and re-read (and re-read!) the job posting so that you can explain exactly how you meet all of the job requirements.

2.

Arriving five or ten minutes before your appointment is best, but arriving too early might disrupt the flow of the interviewer's or interviewers' schedule. If something prevents you from being on time, call the interviewer as soon as possible to apologize and inform them that you will be late.

3.

You should be prepared to answer questions that you expect to be asked, but if your answers seem rehearsed, the interviewer might think you are being insincere. Don't feel obligated to make jokes or use sophisticated vocabulary, if that is not your nature. If you are offered something to eat or drink, don't be shy about accepting. The interviewer wants to meet the "real you" and determine whether or not you are a good fit for the company.



Activity 5:

Imagine that you are in charge of putting the article in **Activity 4** into a magazine for job seekers. What title would you give it? What important words would you put in bold print to help them stand out for readers? What kind of short summary could you write at the beginning of the magazine to make people want to read the article?

Check the **Answer Key** for some examples of titles, bolded words, and summaries, but remember, your answers might be different, but good!

Title:

Bolded words:

Summary:



Activity 1: ANSWER KEY

Remember: This **Answer Key** gives you some examples of what good summary sentences might be. Your own answers may be different, but still good summary sentences!

Too Vague

- **Spotlight** strategies are important and help learners a lot.

Summary:

- **Spotlight** strategies help learners to focus their attention on certain things that will make their language learning easier.
- **Spotlight** strategies help learners look more carefully at texts so they can learn more from them.
- **Spotlight** strategies are meant to help learners maximize the amount they can learn from a resource.
- We can use **Spotlight** strategies to go deeper into our resources and learn more from them.

Too Detailed

- **Behind the Scenes** strategies involve the strategies featured in the iLEAP Cycle and Notebook videos, and they help to organize, plan, and monitor an independent learner of English's learning in a way that is like the stage crew of a play; that is, they give learners a foundation from which they can create their very own course.

Summary:

- **Behind the Scenes** strategies give learners a system they can use to stay organized.
- **Behind the Scenes** strategies are more general strategies that help learners plan how they will study English.
- We can use **Behind the Scenes** strategies to stay organized and study English in a methodical way.

- The structural qualities of some written texts – like headlines, tables of contents, bold print, paragraph organization, and/or topic sentences – can help you identify the main ideas in them because they make certain qualities of the text clearer to readers.

Summary:

- Learners can use features of written texts to understand what the main ideas are.
- Things like headlines, bold print, etc. can give learners clues about the main ideas in a text.
- Written texts are structured in special ways, and learners can learn to identify main ideas by knowing about these structures.
- We can figure out the main ideas of a text if we look at certain things like tables of contents and topic sentences.



Activity 2: ANSWER KEY

You know this is the job for you. Here's how to convince the person doing the hiring. You will need a job interview, a few job skills, some good qualities, a thesaurus, and time to prepare.

Step one: determine what your strengths are. Include specific skills, like **proficient in HTML** as well as general qualities, whether it's being a **big picture** person, or having great attention to detail.

Step two: Now correlate each skill to the current opening. Think hard about how all of your abilities can be put to use at the position you want. Ask friends and coworkers what they see as your strengths. Their answers might help you see yourself in a new light.

Step three: Prepare for difficult questions. If you quit your last job to follow a band on tour, be ready to put a positive spin on it. Perhaps you were considering writing a book about the experience, rather than just goofing off?



Activity 3: **ANSWER KEY**

1. What kinds of strengths should you focus on when preparing for an interview?
Specific skills and general qualities.
2. How can you prepare for difficult questions?
Put a positive spin on "negative" events.
3. Why should you use a thesaurus when preparing for an interview?
To avoid saying overused phrases.
4. What should you do with your list of attributes?
Find examples of how you have used them in the past.
5. Is it better to appear overconfident or unconfident in an interview?
Neither: you should appear confident, but not cocky (conceited).
6. Why shouldn't you "badmouth" your previous employer?
It reflects poorly on you and makes you seem difficult.
7. What should you do if one of your weaknesses comes up in an interview? Why?
You should not panic, and "own" your weakness. This makes it seem like a strength.
8. What question should you be prepared to answer? Why?
"Tell me about yourself" is the most commonly-asked question in interviews.



Activity 4: ANSWER KEY

Remember: There are 4-5 topic sentence examples for each paragraph. You could start each paragraph with any **one** of these sentences. Your own answers may be different, but still good topic sentences!

1. Doing your homework before an interview is necessary for success. OR
Research the company to learn as much as possible before the interview. OR
Preparing for an interview is an important part of landing the job. OR
Be sure to learn as much as possible about the company and your position before the interview.
Visiting the company website is the best way to start. Research the types of services offered by the company, and check out the "About Us" page to learn about the company's history, operating values, and other important information. You could also try talking to current or former employees to learn more about the company. These people can give you advice about what skills and experience to highlight during your interview. Of course, you'll also want to read and re-read (and re-read!) the job posting so that you can explain exactly how you meet all of the job requirements.
2. In Canada, being punctual demonstrates respect, attention to detail, and reliability. OR
It is important to be punctual for a job interview. OR
Being on time for an interview is very important. OR
Interviewers will expect you to be on time for an interview.
Arriving five or ten minutes before your appointment is best, but arriving too early might disrupt the flow of the interviewer's or interviewers' schedule. If something prevents you from being on time, call the interviewer as soon as possible to apologize and inform them that you will be late.
3. Be yourself during the interview. OR
Allow your true personality to shine through during the interview. OR
Try to relax and speak candidly during the interview. OR
Let the interviewer see the "real you" during the interview. OR
Don't try to be someone else during the interview.
You should be prepared to answer questions that you expect to be asked, but if your answers seem rehearsed, the interviewer might think you are being insincere. Don't feel obligated to make jokes or use sophisticated vocabulary, if that is not your nature. If you are offered something to eat or drink, don't be shy about accepting. The interviewer wants to meet the "real you" and determine whether or not you are a good fit for the company.



Activity 5: **ANSWER KEY**

Title:

- Secrets to Interview Success OR
- How to Succeed at Interviews in Canada OR
- Making the Most of an Interview OR
- Tips and Tricks to Passing a Job Interview

Bolded words:

- research
- homework
- about us
- current and former employees
- job posting
- five or ten minutes
- call the interviewer
- be prepared
- rehearsed
- obligated
- don't be shy
- the **real you**

Summary:

- Find out some tips and tricks to help you land your dream job! OR
- Learn how to impress job interviewers with some easy-to-remember tips! OR
- Read about some steps you can take to make sure you dazzle job interviewers and land your dream job!