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# How to use this book

You can use this book independently as you prepare for the IELTS test or as a coursebook in an IELTS preparation course with a teacher. All material in the book is suitable for both General Training and Academic candidates.

Throughout this book there are **examples** to follow and **exercises** for you to complete. You can study the book from beginning to end or choose particular sections to study based on your specific needs. To get the most out of this book and achieve your best possible result on the IELTS test make sure you do all the exercises in each unit.

Transcripts of all the recordings, whether for examples, exercises or practice tests, as well as a full answer key, are provided at the back of the book.

Both Unit 1: Listening and Unit 2: Speaking contain the following six sections.

## 1 What is in the test?

The first section describes the specific IELTS test, with information about its length, how it is conducted and structured, what kinds of questions there are, and how it is assessed. You should read this section in conjunction with the information available on the IELTS website at <[www.ielts.org](http://www.ielts.org)>.

## 2 Test-taking tips

This section gives you advice about how to manage the test as successfully as possible. These tips will help you to complete the test within the time allowed and get the best mark possible.

## 3 Getting to know the test

This section tells you what is included in each part or section of the test and how to approach these sections. It includes exercises and examples for familiarising yourself with the requirements of each test section.

## 4 The strategies and skills you need

This is the main section of each unit because it explains the strategies and skills that you need in order to do well in the Listening and Speaking modules, and it gives you opportunities to practise them. **Strategies** are the practical techniques you can use to meet the specific demands of the test – such as focusing on more than one question in the Listening Test. **Skills** are the abilities needed to perform well in the test – for example,

the ability to speak fluently in the Speaking Test. Short exercises are included throughout these sections to help you develop both strategies and skills. You should do these exercises without assistance and try to follow any time limits suggested.

## **5 Developing an independent study program**

This section helps you develop a self-study program. This involves identifying your needs, finding appropriate practice materials and maintaining a regular study schedule. This section includes exercises that are suitable for individual study, and exercises that you can do with a study partner.

## **6 Practice IELTS tests**

The practice tests in these sections simulate real IELTS tests. You can do them before you start studying the other sections of the book to give you an idea of your current abilities, or you can do them after working through the units to consolidate your learning. You should do them without any assistance and follow any time limits given.