

Vocabulary in academic texts can be divided into three categories: general, academic, and technical. General vocabulary includes words like *go* and *country* which are frequent in all contexts. Academic vocabulary includes words like *analyse* and *specific* - you find these kinds of words in academic texts in any subject area. The third category includes technical words which are limited to a small number of subjects, for example *legislation* and *syntax*. When reading, it is useful to recognize these different kinds of word in order to work out which words are the most important to learn.

TASK 1 Identifying academic words

- 1 Read the text and decide which words and phrases in bold are general, which are academic, and which are technical words.

Types of organizational change

Operational changes are concerned with new systems, structures, **technologies**, and **procedures**. By bringing change, companies respond to today's turbulent markets, for example, new **competitors** and new customers, threats to production, new political or **legal** requirements. Operational changes usually have an **immediate** effect on people and jobs in selected departments. However, the **impact** of **operational change** on employees can be stronger than broader organizational-level or **strategic** change, and should be handled very carefully. On the other hand, change can be proactive; for example, an organization may be doing well but wants to **expand** its business, therefore it **decides** to make organizational-level or strategic changes.

SOURCE: Matthewman, L., Rose, A., & Hetherington, A., (2009.) p.206. *Work Psychology*. Oxford: Oxford University Press.

- 2 Decide which of the ten words or phrases are the most useful for you to learn.
- 3 Select a text or part of a text from your course material. Highlight any words that seem useful to learn. Decide if they are general, academic, or technical words.

TASK 2 Planning ways of learning vocabulary

- 1 Study the ways of learning new words below. Grade each one as follows:
 I would use this method ? I might use this method ✗ I wouldn't use this method
- 1 Write the translation of the word and learn this at the same time as the English word.
 - 2 Look up the word in a dictionary and copy the definition and example sentences.
 - 3 Say the word and its meaning aloud ten times every morning.
 - 4 Write the word in a vocabulary notebook organized by topic.
 - 5 Find other words in the word family and learn all these together.
 - 6 Write the word on a card with extra information such as word class and synonyms.
 - 7 Search for the word using Google Scholar to see how it is used in academic texts.
 - 8 Work with another student to test each other.
 - 9 Draw diagrams of the word with its connection to other words.
 - 10 Record the word on a voice recorder and play it back repeatedly.
 - 11 Buy a vocabulary practice book and work through one unit every day.
 - 12 Analyse every new text you read and select some new words to learn.
- 2 Think of any other method you have used or might use.
- 3 Select 20 academic words from your course material to learn in the next seven days. Decide on one or more methods for learning them.
- 4 Work with another student to test yourself after seven days.