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UNIT	TITLE	PRONUNCIATION SKILLS
1	<b>Living in a digital world</b> P2	Using intonation properly
2	<b>A wonderful life</b> P18	Using intonation properly
3	<b>Here and there</b> P34	Using varying intonation to attract attention
4	<b>Workplace wisdom</b> P50	Pronouncing stressed words properly
5	<b>Going into space</b> P66	Pausing between sense groups properly
6	<b>Economic drive</b> P82	Pronouncing unstressed words properly
7	<b>All roads lead to Rome</b> P98	Linking sounds in connected speech
8	<b>The call of peace</b> P114	Pausing between sense groups properly

## COMMUNICATION SKILLS

## PRESENTATION SKILLS

Expressing opinions

Using signpost language

Asking for / Expressing opinions

Discussing advantages and disadvantages

Giving / Responding to suggestions

Giving reasons

Giving responses

Creating emphasis

Asking for / Providing clarification

Using evidence and facts

Expressing possibility

Using statistics

Asking for / Giving / Responding to advice

Using examples for illustration

Prompting for more information

Using persuasion