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UNIT	TITLE	LISTENING SKILLS	SPEAKING SKILLS	PUBLIC SPEAKING SKILLS
1 T 1	How we behave is who we are	Taking notes in a T-chart	Handling an awkward situation	Persuasive speeches – Methods of persuasion
2 T 21	Getting older, getting wiser?	How to organize notes	Asking for clarification	Persuasive speeches – Organizational pattern (I): Problem-(cause-) solution order
3 T 41	Discovering your niche holiday	Identifying the meaning of a new word or term	Describing procedures	Persuasive speeches – Organizational pattern (II): Motivated sequence
4 T 61	Solving problems & seeking happiness	Identifying supporting details	Supporting your viewpoint	Impromptu speeches
5 T 83	Art expands horizons	Listening for favor and disfavor	Giving a tour of a place	Formal toast speeches
6 T 109	Mass media: 24 / 7 coverage	Following a narrative	Adding emphasis	After-dinner speeches
7 T 129	Trouble in modern times	Using information questions to understand a story	Reporting an incident	Graduation speeches
8 T 149	Everybody has a story to tell	Understanding idioms and phrases	Expressing likes or dislikes	Farewell speeches