Matching Headings

Exercise 3

Answer Key p.212

- *Choose the correct heading for Passage 3 from the list of headings below.*

List of Headings

i Children's inherent facility in language acquisition
ii Parents' role in children's language development
iii How children learn a foreign language
iv The period when children first learn to speak

Passage 3

Oral language development among children is a natural phenomenon. Children have a natural propensity to learn their language, without formal instruction. This allays the fears of some parents that their children would not learn to speak if they are not taught how to. The environment also plays a vital role in that it provides the sounds that children hear, and learn to imitate and use on their own. It is not surprising that children learn to talk without instruction since they have an innate ability to acquire language.

Approach

STEP 1 Identify the topic sentence of each paragraph or the passage.

STEP 2 Identify the concluding sentence of each paragraph or the passage.

STEP 3 Find out the keywords in the topic sentence and concluding sentence.

STEP 4 Choose the correct heading for the paragraph or the passage from the list of headings.

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Matching Headings

Exercise 4

Answer Key p.213

- *Choose the correct heading for Passage 4 from the list of headings below.*

List of Headings

i High risk of being sued by the colleague in conflict
ii Controversial issue of fair employment
iii Employer's legal responsibility for labor dispute
iv How others react to clashing colleagues

Passage 4

Of course, conflicts arising in the workplace affect not only those directly involved but also those who are watching from the periphery. When conflict is present in the workplace, people tend to be very careful. An example of this is when members of a team avoid talking about sensitive topics in the presence of colleagues in conflict. On the contrary, it is also possible that non-participants in a conflict may involve themselves in the dispute. For instance, people will try to take sides and defend their colleagues.

Approach

STEP 1 Identify the topic sentence of each paragraph or the passage.

STEP 2 Find out the keywords in the topic sentence.

STEP 3 Choose the correct heading for the paragraph or the passage from the list of headings.

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