IGCSE English

Syllabus Checklist · 大纲自查表

Tick one box per statement: ☐ not yet ☐ nearly ☐ confident. 每条打一个勾：尚未掌握 / 快会了 / 有把握。

1. Reading skills 阅读技能

1.1 Reading for specific information 阅读获取具体信息

- ☐☐☐ skim a text quickly to get the general idea, then scan to locate specific facts, names, numbers, times and places
- ☐☐☐ answer short questions with a single word or short phrase, using the exact detail from the text
- ☐☐☐ predict what kind of information a question is asking for before reading the text closely

1.2 Understanding connections between ideas 理解观点之间的联系

- ☐☐☐ follow how ideas, opinions and attitudes in a text connect to one another
- ☐☐☐ match each question to the section or short text that contains the relevant idea (multiple matching)
- ☐☐☐ recognise words and phrases that signal time, cause and effect, addition and contrast

1.3 Note-making and summary 做笔记与总结

- ☐☐☐ select only the relevant points from a text for a given purpose
- ☐☐☐ complete a set of brief notes under headings, using short phrases rather than full sentences
- ☐☐☐ leave out examples and repetition, keeping just the key information

1.4 Inference and the writer's attitude 推断与作者的态度

- ☐☐☐ understand meaning that is implied but not directly stated
- ☐☐☐ work out a writer's opinion, attitude or feelings from the words and phrases they choose
- ☐☐☐ deduce the meaning of an unfamiliar word from the information around it
- ☐☐☐ answer multiple-choice questions about main ideas, details and attitudes

2. Writing: purpose, audience and accuracy 写作：目的、读者与准确性

2.1 Purpose, audience and register 目的、读者与语域

- ☐☐☐ identify the purpose of a piece of writing: to inform, to argue or to discuss
- ☐☐☐ think about the audience and how formal or informal the language should be
- ☐☐☐ choose a register and style that suit the purpose and the reader

2.2 Organising ideas and linking devices 组织观点与衔接手段

- ☐☐☐ plan what to include and the order in which to present it
- ☐☐☐ organise writing into clear paragraphs with a logical structure
- ☐☐☐ link ideas using devices for addition (in addition, moreover), contrast (however, although) and cause/effect (therefore, as a result)

2.3 Grammar, vocabulary and checking your work 语法、词汇与检查

- ☐☐☐ use a range of grammatical structures: different verb forms and tenses, conditionals and varied sentence types
- ☐☐☐ use a range of vocabulary, including set phrases, collocations and synonyms to avoid repetition
- ☐☐☐ check your writing for accuracy in grammar, spelling and punctuation

3. Writing an informal email 写非正式电子邮件

3.1 Purpose and audience 目的与读者

- ☐☐☐ recognise that an informal email is written to a friend or relative
- ☐☐☐ respond to all of the prompts given in the task
- ☐☐☐ use a friendly, personal tone that suits the reader

3.2 Structure and useful language 结构与常用语言

- ☐☐☐ open and close an informal email appropriately (for example: Hi … / Write back soon …)
- ☐☐☐ organise the email into short paragraphs, with one main idea per paragraph
- ☐☐☐ use informal language: contractions, friendly phrases and questions to the reader

3.3 Improving your email 改进你的邮件

- ☐☐☐ develop each idea with a reason, example or detail rather than just listing points
- ☐☐☐ vary your sentence openings and link ideas smoothly
- ☐☐☐ check the length (120–160 words), the tone and the accuracy before finishing

4. Writing a formal letter or email 写正式信函或电子邮件

4.1 Formal purpose and audience 正式的目的与读者

- ☐☐☐ recognise when a task needs a formal or semi-formal response (for example, to a teacher or an event organiser)
- ☐☐☐ cover the purpose, format and audience information given in the task
- ☐☐☐ keep a polite, formal tone throughout

4.2 Structure and formal language 结构与正式语言

- ☐☐☐ open and close a formal letter or email appropriately (for example: Dear … / Yours sincerely …)
- ☐☐☐ organise your points into clear paragraphs with a beginning, middle and end
- ☐☐☐ use formal language and avoid contractions and slang

5. Writing a report 写报告

5.1 Purpose, audience and format 目的、读者与格式

- ☐☐☐ recognise that a report is written for a superior or a group about an event, experience or situation
- ☐☐☐ give factual information clearly and add suggestions or recommendations
- ☐☐☐ use a neutral, factual tone

5.2 Headings, facts and recommendations 小标题、事实与建议

- ☐☐☐ organise a report using short headings or clearly separated sections
- ☐☐☐ separate facts from your own opinions and recommendations

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☐☐☐ end with a clear recommendation or conclusion

6. Writing an article 写文章

6.1 Purpose and engaging the reader 目的与吸引读者

☐☐☐ recognise that an article is written for a general audience to inform or entertain
☐☐☐ choose a title and an opening that catch the reader's interest
☐☐☐ keep the reader engaged with questions, examples and a clear point of view

6.2 Structure and lively language 结构与生动的语言

☐☐☐ organise the article into an introduction, development and conclusion
☐☐☐ use lively, varied language and a consistent tone
☐☐☐ address the reader directly where it suits the topic

7. Writing a review 写评论

7.1 Purpose: describing and giving opinions 目的：描述与表达观点

☐☐☐ recognise that a review describes something you have experienced (a film, place or product) and gives your opinion
☐☐☐ balance description with personal opinion and reasons
☐☐☐ write for a general audience, for example of a magazine or website

7.2 Structure and recommendation 结构与推荐

☐☐☐ introduce what is being reviewed, then describe and evaluate it
☐☐☐ support your opinions with specific details and examples
☐☐☐ end with a clear recommendation to the reader

8. Writing an essay 写议论文

8.1 Discursive and argumentative essays 论述文与议论文

☐☐☐ tell the difference between a discursive essay (balanced, both sides) and an argumentative essay (one main view)
☐☐☐ plan the main points and the reasons or evidence for each
☐☐☐ keep a formal, organised style

8.2 Structure: introduction, body and conclusion 结构：引言、主体与结论

☐☐☐ introduce the topic and your approach in the introduction
☐☐☐ develop one main idea per paragraph in the body, with reasons and examples
☐☐☐ draw the ideas together in a clear conclusion

9. Listening skills 听力技能

9.1 Listening for specific information 听取具体信息

☐☐☐ listen for specific facts and details: places, names, times, dates and directions
☐☐☐ predict what kind of information you will hear before you listen

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☐☐☐ select the correct multiple-choice option based on what the speaker says

9.2 Opinions, attitudes and connections 观点、态度与联系

☐☐☐ understand speakers' ideas, opinions, feelings and attitudes
☐☐☐ follow how ideas connect across a longer talk or conversation
☐☐☐ notice the language that speakers use to express how they feel

9.3 Inference in listening 听力中的推断

☐☐☐ understand what is implied but not directly stated
☐☐☐ work out a speaker's overall intention or attitude
☐☐☐ deduce the meaning of an unfamiliar word from the words around it

10. Speaking skills 口语技能

10.1 Conversation and interview 对话与面试

☐☐☐ take part in a conversation or interview, giving factual information and opinions
☐☐☐ respond to questions and develop your answers with reasons and examples
☐☐☐ use interactive skills: starting, responding, asking for clarification and taking turns

10.2 Giving a short talk 做简短演讲

☐☐☐ give a short talk that describes an event or explains and justifies an opinion
☐☐☐ expand your answers by giving examples, justifying, comparing and speculating
☐☐☐ speak with control of vocabulary, grammar, pronunciation and intonation

11. Vocabulary and text types 词汇与文本类型

11.1 Building vocabulary 积累词汇

☐☐☐ learn new words together with their meaning, spelling and how they sound
☐☐☐ group vocabulary by topic and by everyday situation
☐☐☐ use set phrases, phrasal verbs and collocations naturally

11.2 Common text types 常见文本类型

☐☐☐ recognise common text types: article, blog, email, essay, report, review, notice, leaflet and interview
☐☐☐ know the purpose and audience of each text type
☐☐☐ match the right style and format to each text type