

TABLE OF CONTENTS

Unit 1. SUMMARY WRITING	5
Unit 2. THE LANGUAGE OF GRAPHS	22
Unit 3. REPORT WRITING	44
Unit 4. ESSAY WRITING	62
Unit 5. GLOBALIZATION	89
Unit 6. GLOBAL RESPONSIBILITY	102
Unit 7. HOW E-WASTE WORKS	119
Unit 8. DANGEROUS LIFESTYLES	135
Unit 9. MOBBING	145
Unit 10. WAKING UP TO THE PENSIONS TIMEBOMBS	159
Unit 11. ROBOTS: THE BIZARRE AND THE BEAUTIFUL	170
REFERENCES	184
INTERNET LINKS	185
SUPPLEMENTARY MATERIAL	186
Unit 12. PRESENTATION MAKING TECHNIQUES	186
Unit 13. AT A CONFERENCE	194