

Headway covers the four skills rather extensively. Below is a summary of the coverage of the four skills in the Headway book.

Reading	Reading is covered in each unit, and covers a broad range of topics, such as; technology, careers, painters, writers, manners, holidays, pizza, millionaires, family, Hollywood and poetry. The texts all appear to be authentic texts for the students to read and the book's range is so broad that it should contain something for everyone.
Speaking	The Speaking exercises in the book work well at reinforcing the learning outcomes of that unit. Various different speaking exercises techniques are used in the book, they are Information Gap exercises, Discussion and Talking Point exercises and finally Role-Play exercises.
Listening	The Headway books included a companion CD for listening exercises. The listening audio files contain a broad range of semi-authentic listening activities. For example, they contain informal listening (people talking about sports, books and films etc), formal listening (weather report, report about charities, etc) and conversational listening (people talking about retirements, holidays and family etc).
Writing	Again Headway is rather good in its broad coverage of topics and the Writing aspect is no different. The books covers a range of writing task such as writing an email, letter, a narrative, for-against list, application letter, a biography and so on. In addition to this are various error correction exercises.

Rationale

The lesson on the next page has been adapted for these students because it gives the students important skills that they are seeking. That is, it is a lesson that would help the students gain work experience – all of these students are pursuing English for economic reasons. The lesson is suitable for B1 level and allow students to practice a broad range of skills. I have taken out from the chapter what I felt was most relevant to the needs of the students, that is, searching for a job and deciding if they should apply for a job. As can be seen in the material – I've given a job ad to the students to look at. I was going to include a real ad but I didn't feel that was ethical to do so I kept the ad the same. The lesson has a reading activity in it, together with some listening and some writing so it covers a broad range of skills related to job hunting.