

Dear student,

Essential skills is meant as a complement to the various textbooks and materials used in your English classes, for example the *Themenhefte* and *Methodenhefte* in the *Abi Workshop English* series.

You can use it to quickly look up the most important information on all the skills you need to be successful in the Oberstufe and in the Abitur – to remind you, for example, what to do when you are asked to analyse a text or make a presentation. At the back of the book there is also an overview of the command words typically used in the Abitur exam and of the most important literary terms.

Your **Abi Workshop Team**



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