



Higher Institute of Engineering and Technology at Mansoura

Study Skills in English for Effective Communication

**A Task-Based Approach for
Individual, Pair and Group Work**

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Introduction

This course is for Engineering students of English who need training and guidance in understanding genuine English during and after their study at Future Academy for Science and Technology in Talkha – Dakahliya – Egypt. FUTURE is a really remarkable addition to the spectrum of private education in Egypt. Special tribute must be paid to its founder, Major General Dr. Abdel-Hameed Al-Shoura for his tremendous contribution to private education.

This institution has been concerned with offering quality education that guarantees accredited educational services with amazing performance.

The present course is designed to be suitable for use both in the Engineering classroom and by the student working alone.

The materials presented display most of the linguistic features of conversational spoken as well as written English and are designed to help the students towards understanding, not to

find out what they do not know. Accompanying the listening tasks are various discussion, reading and writing activities. It is a course with much potential: lively challenging material which places listening against a communicative background and helps the learners to look for main and specific information by encouraging prediction and by supplying a task.

No useful purpose is served if the learners panic when faced with the materials they are to use for their learning. They must not be hurried, but must feel that they can learn as many times as they need and that they can share and compare their understanding with fellow students. They should remove worry about not understanding every single word.

I do hope that the course would be of great benefit for all our engineering students at the Institute.

Good Luck
Prof. Hamdy Shaheen

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**Presentations,
Interviews,
Negotiations, and
Meetings in English**

Presentations and Public Speaking in English
To Present or not To Present; that is the question

WHY TO PRESENT?

List (3) reasons you give a Presentation.

- 1 _____
- 2 _____
- 3 _____



Remember the Six P's

- Physical Presence: Posture, facial expression, gestures, and eye contact.
- Pitch: Volume and tone of voice.
- Pace: Vary the pace at which you speak.
- Pronunciation: If you know certain words give you trouble, avoid them.
- Pose for dramatic effect, between main points, and when using visual aids.
- Practice as much as possible to polish your delivery and to monitor ineffective habits.

Some Dos and don'ts

- Do Give yourself enough time to plan, write, edit and practice.
- Do Limit the amount of information you give.
- Do find out as much as possible about your audience before the Presentation.
- Do check before the presentation that your overhead transparencies, slides or charts are in place.
- Do remember to look at as many people in your audience as possible.
- Do remember to speak clearly and not too fast.
- Do. Keep to the time.
- Do use the question and answer session as an opportunity to give extra Information on your subject.
- Do relax!

A presentation is a formal talk to one or more people that "presents" information in a clear, structured way. People

are sometimes afraid of speaking in public, but if you follow a few simple rules, giving a presentation is actually very easy.

Introduction

All presentations have a common objective. People give presentations because they want to communicate in order to:

- **inform**
- **train**
- **persuade**
- **sell**

Presentation Vocabulary and Techniques

Equipment

The most important equipment is...YOU!

The overhead projector, the whiteboard, the duster, markers, the flipchart, the slide projector, the notebook computer, handouts, among others.

Delivery

'Delivery' refers to the way in which you actually deliver or perform or give your presentation.

Nerves

Most speakers are a little nervous at the beginning of a presentation. So it is normal if you are nervous. The answer is to pay special attention to the beginning of your presentation.

First impressions count. This is the time when you establish a rapport with your audience.

Audience Rapport

You need to build a warm and friendly relationship with your audience. Enthusiasm is contagious. If you are enthusiastic, your audience will be enthusiastic too.

Body Language

Your body is speaking to your audience even before you open your mouth. Your clothes, your walk, your glasses, your haircut, your expression - it is from these that your audience forms its first impression as you enter the room.

Cultural Considerations

Because there are many differences in culture, you should learn about any cultural matters that may affect your audience.

Voice quality

It is, of course, important that your audience be able to hear you clearly throughout your presentation.

Visual aids

Of all the information that enters our brains, the vast majority of it enters through the eyes.

Audience Reaction

Remain calm and polite if you receive difficult or even hostile questions during your presentation.

Language (Simplicity and Clarity)

If you want your audience to understand your message, your language must be **simple** and **clear**. Use short words and sentences. Do not use jargon, unless your audience understands it. Use active verbs instead of passive verbs.

The Parts of Presentations

Introduction	Welcome / Explanation of Structure
Body	Europe / Asia / Africa
Conclusion	Summing up / Recommendations

Important Expressions

The table below lists useful expressions that you can use to signpost the various parts of your presentation:

Signposting	
Function	Language
Introducing the subject	I'd like to start by... Let's begin by... First of all, I'll... Starting with...

		I'll begin by...
Finishing subject...	one	Well, I've told you about... That's all I have to say about... We've looked at... So much for...
...and starting another		Now we'll move on to... Let me turn now to... Next... Turning to... I'd like now to discuss... Let's look now at...
Analyzing a point and giving recommendations		Where does that lead us? Let's consider this in more detail... What does this mean for ABC? Translated into real terms...
Giving an example		For example,... A good example of this is... As an illustration,... To give you an example,... To illustrate this point...
Dealing questions	with	We'll be examining this point in more detail later on... I'd like to deal with this question later, if I may... I'll come back to this question later in my talk... Perhaps you'd like to raise this point at the end...

	I won't comment on this now...
Summarizing and concluding	In conclusion,... Right, let's sum up, shall we? I'd like now to recap... Let's summarize briefly what we've looked at... Finally, let me remind you of some of the issues we've covered... If I can just sum up the main points...
Ordering	Firstly...secondly...thirdly...lastly... First of all...then...next...after that...finally... To start with...later...to finish up...

Use the three parts of your presentation to reinforce your message. In the introduction, you tell your audience what your message is going to be. In the body, you tell your audience your real message. In the conclusion, you summarize what your message was:

Introduction

The introduction is a very important part of your presentation. This is the first impression that your audience have of you. You should concentrate on getting your introduction right. You should use the introduction to:

1. **welcome your audience**
2. **introduce your subject**
3. **outline the structure of your presentation**
4. **give instructions about questions**

Expressions for the Introduction

The following table shows examples of language for each of these functions. You may need to modify the language as appropriate.

Function	Possible language
1 Welcoming your audience	<p>Good morning, ladies and gentlemen Good morning, gentlemen Good afternoon, ladies and gentleman Good afternoon, everybody</p>
2 Introducing your subject	<p>I am going to talk today about... The purpose of my presentation is to introduce our new range of...</p>
3 Outlining your structure	<p>To start with I'll describe the progress made this year. Then I'll mention some of the problems we've encountered and how we overcame them. After that I'll consider the possibilities for further growth next year. Finally, I'll summarize my presentation (before concluding with some recommendations).</p>

4 Giving instructions about questions	Do feel free to interrupt me if you have any questions. I'll try to answer all of your questions after the presentation. I plan to keep some time for questions after the presentation.
--	---

Body

The body is the 'real' presentation. If the introduction was well prepared and delivered, you will now be 'in control'. You will be relaxed and confident. The body should be well structured, divided up logically, with plenty of carefully spaced visuals. Remember these key points while delivering the body of your presentation:

- do not hurry
- be enthusiastic
- give time on visuals
- maintain eye contact
- modulate your voice
- look friendly
- keep to your structure
- use your notes
- signpost throughout
- remain polite when dealing with difficult questions

Conclusion

Use the conclusion to:

1. **Sum up**
2. **(Give recommendations if appropriate)**

3. **Thank your audience**
4. **Invite questions**

The following table shows examples of language for each of these functions:

Function	Possible language
1 Summing up	<p>To conclude,...</p> <p>In conclusion,...</p> <p>Now, to sum up...</p> <p>So let me summarize/recap what I've said.</p> <p>Finally, may I remind you of some of the main points we've considered.</p>
2 Giving recommendations	<p>In conclusion, my recommendations are...</p> <p>I therefore suggest/propose/recommend the following strategy.</p>
3 Thanking your audience	<p>Many thanks for your attention.</p> <p>May I thank you all for being such an attentive audience.</p>
4 Inviting questions	<p>Now I'll try to answer any questions you may have.</p> <p>Can I answer any questions?</p> <p>Are there any questions?</p> <p>Do you have any questions?</p> <p>Are there any final questions?</p>

Questions

Questions are a good opportunity for you to interact with your audience.

Review



Sum up what you have just said.

Outcomes

Thus, you have learned to:

- allow plenty of time for preparation
- ask the all-important question-words, why? who? where? when? how? and what?
- structure your presentation into introduction, body, conclusion and questions
- rehearse your presentation several times and modify it as necessary
- select the right equipment for the job
- use equipment effectively
- make use of clear, powerful visual aids that do not overload your audience
- use clear, simple language, avoiding jargon
- use active verbs and concrete facts
- link each section of your presentation
- establish audience rapport
- be aware of your body language
- understand cultural differences
- control the quality of your voice
- maintain interest by varying the speed, volume and pitch of your voice
- deal with listeners' questions politely
- to respond to your audience positively

Taking Interviews

Don't feel prepared just because you've got a bulletproof CV (resume) and have thoroughly researched the company or institution you're interviewing for. Be ready for something unorthodox to pop up out of the blue, e.g., "Who is Miss Universe?"

It's *how* you answer, not what you answer

It's not a matter of answering the question "correctly" - in many cases there is no correct answer. The company or institution wants to know how you think. They are interested in how and why you arrive at your answer. Don't panic.

Interview Basics

Despite the etiquette, formality, and inevitable fear factor, job interviews can actually be enjoyable as well as extremely informative. In an interview, where you and the prospective employer begin a mutual relationship based on observation and communication, you have just as much power as the interviewer. So forget the high stakes and have fun.

The focus for both sides should be on the immediate benefits you can add to and get from the company or institution; turn negatives into positives.

Research, research, research

Research and know where the company or institution excels and where it might need your talents. Use media, reference books and sites, and your contacts. Interviews come in various guises.

- **Screening interviews** narrow the applicant pool. You might be screened without knowing it, in person or otherwise. Career fairs, for example, provide screening opportunities.
- **Electronic or phone interviews** treat virtual interviews as if they were face to face, even if you are in your pajamas. Keep any materials you might need for the conversation at hand.
- **Sequential interviews**, where you visit different interviewers one after another within a company, are the most common. Treat each interview as though it were the first.
- **Panel interviews**, where you face a panel of interviewers, or group interviews, where multiple candidates are interviewed at once, are less common.

It's all in the package you present

Interviewers will probably ply you with questions about your education, experience, skills, and long-term career goals as they look for the following:

- **Confidence without arrogance.**
- **Reason.**
- **Communication.**
- **Success.**
- **Organization.**
- **Enthusiasm.**

Every question counts

Interviewers might pose behavioral questions to get an idea of how you might act in the office such as case questions to test your analytical skills. Hypothetical questions offer a picture of how you might handle a situation you have yet to encounter.

Don't fall for tricks

In stress tests, the interviewer fires a barrage of questions or problems at the candidate in stressful surroundings. These cases are less about what you do or say than about how you respond. Emphasize the process, not the result. If you feel a question is extraordinarily strange, ask for elaboration.

Ten steps to a successful interview

The best job candidates prepare for interviews by following these 10 steps to success:

1. Learn about the organization. Use the Internet and contact appropriate referral sources to learn as much as you can about the organization.

2. Learn about yourself. Prepare a good CV. and develop a list of your own career successes and the greatest challenges you have overcome.

3. Learn what to ask. Develop a list of insightful, probing questions to ask the interviewer. For starters, you may want to ask: What is the organization's strategic plan? How do you know when individuals are successful? What will have they accomplished? What's the approval process for getting things done? What's the best reason to work here? What type of people aren't a good "fit" for the organization?

What employers want

Today's employers want these traits and skills. How many do you have?

- Ability to build key internal/external relationships
- Share knowledge/power with others
- Strong management ability
- Intellectual leadership
- Exceptional interpersonal skills
- A passion for mission/vision
- Commitment to professionalism, integrity and excellence
- Enthusiasm and optimism
- Effective negotiation skills

- Team building
- Strategic planning
- Trust building
- Timely decision making

4. Prepare answers to common questions.

Interviewers typically ask a variety of standard questions, so prepare answers to those about your educational background, character traits, management ability, suitability for the job, salary history and requirements, experience and hobbies.

5. Rehearse your delivery. Conduct a mock interview with a friend or mentor. Videotape your responses and review the result. Then, work to improve your performance. Some candidates rehearse before a mirror and check their facial expressions and body language.

6. Make a good impression during the interview.

People want to hire people they like. Be likeable, friendly, outgoing and maintain good eye contact. Be on time and dress professionally. Being positive, uplifting, dynamic and interested in the interview is crucial. Tell how you coach, analyze, excel, innovate, solve, lead and listen.

7. Stick to your message. Before every interview, choose major points you want to communicate, and stay on target.

8. **Know your weaknesses.** Nearly every interviewer will ask: In which areas are you weakest?

9. **Plan to excel and avoid common mistakes.** Don't blame others, show conceit, chew gum or look at your watch. Always say "thank you," and send a thank-you note, strategic letter or e-mail immediately after you finish the interview.

10. **Win the job.** Prepare to win the job, chances are yours. Never give up.

Typical Questions

Tell us something about yourself.

Sample answers:

- I am a team player with experience in solving problems.
- I try to make healthy lifestyle choices and to be a responsible citizen.
- I am an excellent communicator and enjoy working with others.

What skills have you gained in your experience that you would like me to know about?

Sample answers:

- My projects required keeping records. I learned the importance of setting goals and using resources wisely.

- People depended on me to be prepared. I know the value of responsibility.

What are your strengths and weaknesses?

Sample answers:

- Managing my time is strength because it helps me do many things I like to do. It can be a weakness because I tend to be overorganized and I might appear less friendly or fun-loving than I really am.

Where would you like to be in five years?

Sample answers:

- I hope to be the most I can be wherever I am. I want to continue learning.
- I want to use the skills I've learned, including critical thinking, communication, teamwork and self-discipline.

Why are you qualified for this opportunity? Why should we select you for this opportunity?

Here are sample answers:

- I know how to work. I have demonstrated I am a responsible and dependable person.
- I know you emphasize team work. I cooperate and share well with others.
- I have leadership skills and experience. You can count on me to follow through.

Do you have any questions for us?

Sample answers:

- When do you plan to make your decision?
- What do you like the most about this organization?
- Describe the environment here.

What are the characteristics of the successful applicant here?

The Interview Itself

Arrive early, about 10 to 15 minutes before your scheduled time. Make sure you know how to get to the interview. If you are unsure of the location, make a trial run. Know where to park and if you need change for a meter. Calm your nerves by taking deep breaths. Maintain a positive attitude no matter how you think the interview is going. Smile. Bring an extra copy of your resume, a fresh notepad and a pen.

Greet the interviewer. Listen carefully for the interviewer's name and title, if you don't already know them. Make and maintain eye contact. Be friendly but not too casual. Speak in complete sentences, and use a formal vocabulary. Don't fidget, chew gum, smoke or use slang during your interview.

Conclude the interview. Thank the interviewer for the time spent with you. Ask when a decision will be made, if that hasn't already been indicated.

Interview Follow-Up

Make notes as soon as you leave. Jot down the name of the interviewer, questions you answered well, questions you might have answered more effectively, and questions you would like to have asked. Keep a file of notes from your interviews that you can use to prepare next time.

Send a follow-up or thank you letter. Type it on good quality paper, or write it by hand. Don't think you can skip it — interviewers expect it. Express your thanks for the interview and restate your interest in the opportunity. You can even answer a question you may have missed during the interview.

Sample Follow-Up or Thank You Letter

1 Shaheen Street,
Mansoura,
Dakahliya,
Egypt
10/ 10/ 2019

Prof. Hamdy Mohamed Shaheen, Interviewer
1 Nile Street,
Mansoura University,
Mansoura, Egypt

Dear Prof. Hamdy,

Thank you for the interview today. I am more interested than ever in your institute job and appreciate the time you spent with me talking about it. It was especially exciting for me to hear about your goals for the next few years.

I think your institute job offers just the right match for my skills and interests. During the interview, I didn't mention my community service work, but wanted you to know that I respect your organization's efforts to be a good corporate citizen. I would be proud to participate with you in helping others.

If you would like any additional information or references, please contact me at my cell phone 002-000-000-

00000 or at my email address. I am very interested in this job and look forward to hearing your decision.

Sincerely,

Omar Mohamed Al-Husein Shaheen

In conclusion, research the company or institution (online or at the library), make a first (and often lasting) good impression, place extra copies of your résumé, references, paper and pens in a small briefcase ready to go to the interview, practice your answers, arrive 15-20 minutes early, be on your best behavior with everyone. Pay attention to what you see and hear. As you wait, don't fold your hands on your lap or your palms may get sweaty. If you feel nervous, take very slow, deep breaths to calm yourself. Relax a little. Smile. Shoulders back. Be a real person they can feel good about.

During the interview, don't gush, but a sincere remark is a nice start. Take out your résumé, questions, pen and paper so you can jot down important information. Offer them a clean copy of your résumé. Avoid one-word answers. Provide backup details when appropriate. Don't use fillers like "um" and "ah." Be comfortable with silence. They want good communicators,

which includes thoughtful listening and speaking. Listen carefully to the question asked.

Don't be arrogant, cocky or show an entitlement attitude. Don't be negative about anything. Don't chew gum or smoke. Don't tell jokes, swear or use immature slang. Don't exaggerate your accomplishments. Never lie. Don't volunteer negative information about yourself. Maintain good eye contact, but don't stare. Notice body language, and respond accordingly. Help make it a good interview. At the end you may be asked, "Is there anything else you'd like to tell me?" You must say something: a summary of what you've discussed or why you're a good candidate. Thank the interviewer. Ask: "Where do we go from here?" or "When can I expect to hear from you?"

Common Interview Questions

Here are 9 questions and answers to help you prepare for your interviews.

(1)

Why do you want to work here?

Why do you want to work here?

Reply with the company's attributes as you see them. Cap your answer with reference to your belief that the company can provide you with a stable and happy work environment:

"I hear a lot about your company and I think I could contribute to its success with my experience."

(2)

What about your last job?

Never criticize your last job nor your last employer, because if you do, the interviewer may think that you might do the same thing with him in the future:

"In fact, my last job gave me a lot of experience, and I would like to join your company in order to gain more experience."

(3)

What would you like to be doing five years from now?

The safest answer contains a desire to be regarded as a true professional and team player:

" I would to hold a position which would suit my abilities and ambition at that time."

(4)

What are your biggest accomplishments?

Keep your answers job-related; never exaggerate your accomplishments. Just state them as they really are. Otherwise, you would be taken for a liar:

"Although I feel my biggest achievements are still ahead of me, I am proud of my involvement with ... I made my contribution as part of that team and learned a lot in the process. We did it with hard work, concentration, and an eye for the bottom line."

(5)

Can you work under pressure?

You might be tempted to give a simple "yes" or "no" answer, but don't. It reveals nothing, and you lose the opportunity to sell your skills and value profiles:

"I have always been a hard worker, and I wish I could prove that to you someday. But, I believe in planning and proper management of my time to reduce panic deadlines within my area of responsibility."

(6)

How do you take orders?

This particular question can also be defined as "How do you take direction?" and "How do you accept criticism?" Your answer should cover both points; the interviewer wants to know whether you are open-minded and can be a team player or not:

"I take direction well and recognize that it can come in two varieties, depending on the circumstances. There is carefully explained direction, when my boss has time to lay things out for me in detail; then there are those times when, as a result of deadlines and other pressures, the direction might be brief and to the point. While I have seen some people get upset with that, personally I've always understood that there are probably other considerations I am not aware of..."

(7)

Tell me about yourself?

This is not an invitation to ramble on. Whatever you say, be sure that it has some relevance to me world of your professional endeavors:

"I put my heart into everything I do, whether it be sports or work- I find that getting along with teammates or professional peers-makes life more enjoyable and productive."

(8)

What is the most difficult situation you have faced?

The question looks for information on two fronts; How do you define difficult? And, what was your handling of the situation? You must have a story ready for this one in which the situation both was tough and allowed you to show yourself in a good light:

"I enjoy my work and believe in giving value to my employer. Dealing with clock-watchers and the ones who regularly get sick on Saturdays and Thursdays really bothers

me, but it's not something that gets me angry or anything like that."

(9)

Do you prefer working with others or alone?

This question is usually used to determine whether you are a team player. Before answering, however, be sure you know whether the Job requires you to work alone:

"I'm quite happy working alone when necessary. I don't need much constant reassurance. But I prefer to work in a group-so much more gets achieved when people pull together."

Most Common Interview Mistakes

Here are 8 mistakes to avoid while preparing for your interview:

1. Lack of preparation.
2. Arriving late.
3. Improper appearance.
4. Lack of confidence.
5. Inconsistency.
6. Failing to listen.
7. Losing your cool.
8. Blowing the negotiation.

Lack of Preparation

Once the interview is scheduled, do your best to get ready for it. Find out about the interviewer(s), the company,

their business, and the position for which you're interviewing. Prepare for the questions they're likely to ask you, as well as the questions you would like to ask.

Arriving Late

Leave enough margin of error to avoid any possibility of being late.

Improper Appearance

Do your best to appear well-dressed. If you expect the interview to last several hours, plan to wear clothing that will look neat all day.

Lack of Confidence

Feeling does create an atmosphere that is conducive to success.

Inconsistency

Professional interviewers notice inconsistencies, hesitations, and uncertainties. If you change, justify, or retract what you say, they may suspect that you've been exaggerating or lying to them, and they're likely to probe deeper.

When someone responds to your statement; with a skeptical look, a pause, or a comment, like "Really?" you've got to hold the fort. Just smile politely, nod, and wait for them to

continue. If you become uncomfortable, you can always ask, "Have I answered the question to your satisfaction?"

Failing to Listen

The successful interviewee reads the interviewer's tone and gestures and responds accordingly. Know when to continue, change direction, or stop talking. Avoid potentially controversial and overly personal issues.

Losing your Coolness

If you are being interviewed for a high-level or high-pressure position, you may be subjected to a pressure interview. This can take the form of making you wait, having the interview interrupted, inappropriate conversation or questions, and even rudeness or hostility.

The trick is to know yourself, your tolerance, and what you're willing to put up with. If you react, do so with control and resolve, so that you won't regret your behavior afterwards.

Blowing the Negotiation

If you get the offer, at some point you will have to negotiate your compensation package and any other benefits. Make sure that the terms of your employment, including responsibilities, reviews, and related conditions are defined and

that you have a clear idea of what is expected of you. Don't commit yourself to a salary or conditions that will make you unhappy.

Tips for Telephone Interviews

- 1 - Beware of over-familiarity. You should always refer to the interviewer by his or her surname until invited to do otherwise.
- 2 - Allow the company representative to do most of the talking to ask most (but not all) of the questions.
- 3 - Beware of giving yes/no answers. They give no real information about your abilities.
- 4 - Be factual in your answers. Brief yet thorough.
- 5 - Under no circumstances, though, should you ask about the money you want, or benefit and vacation time; that comes later.
- 6 - The telephone interview has come to an end when you are asked whether you have any questions. Ask any more questions that will improve your understanding of the Job requirements.

There are three kinds of telephone interviews:

- You may telephone the company to have a date for the interview:

Hello

Hello

I am calling for the advertisement in Al-Akhbar newspaper and I would like to have a date for the interview.

How about Tuesday?

That will be O.K.

- You may call the company to ask for me application form:

Hello

Hello

I am calling for the advertisement in Al-Akhbar newspaper and I wonder when I could come to get the application form.

How about Tuesday?

That be will O.K.

- You may call the company and hold the interview immediately on line:

Hello

Hello

What is your name?

John Lyden.

How old are you?

Where are you graduated from?

Or what are your qualifications?

B.A. degree in Social Work.

Where do you work now?

In PC Land Software Co.,

What is your expected salary?

L.E.1000.

All right, we will contact you.

Negotiations in English

One of the most important skills anyone can hold in daily life is the ability to negotiate. In general terms, a negotiation is a resolution of conflict. We enter negotiations in order to start or continue a relationship and resolve an issue. Even before we accept our first jobs, or begin our careers, we all learn how to negotiate. For one person it begins with the negotiation of an allowance with a parent. For another it involves negotiating a television schedule with a sibling. Some people are naturally stronger negotiators, and are capable of getting their needs met more easily than others. Without the ability to negotiate, people break off relationships, quit jobs, or deliberately avoid conflict and uncomfortable situations. In the world of business, negotiating skills are used for a variety of reasons, such as to negotiate a salary or a promotion, to secure a sale, or to form a new partnership. Here are a few examples of different types of negotiations in the business world:

- Manager and Clerk: *Negotiating a promotion*
- Employer and Potential Employee: *Negotiating job benefits*
- Business Partner A and B: *Making decisions about investments*
- Company A and Company B: *Negotiating a merger*

- Customer and Client: *Making a Sale*

The Art of Negotiating

Negotiating is often referred to as an "art". While some people may be naturally more skillful as negotiators, everyone can learn to negotiate. And, as they often say in business, **everything is negotiable**. Some techniques and skills that aid people in the negotiating process include:

- Aiming high
- Visualizing the end results
- Treating one's opponent with respect and honesty
- Preparing ahead of time
- Exhibiting confidence

Throughout this lesson, we will review important techniques and skills to learn before negotiating. We will also examine certain tactics your opponents may use at the negotiating table. These pages are designed to prepare you for negotiating in English in the business world, but they will also help you achieve your goals in everyday life.

Case Study

For the purpose of this lesson, we will follow the negotiations taking place at a fictional company called Landscape Laborers. Markus, a landscaper who has been with this company for five years, believes he is underpaid. He also

thinks he deserves more seniority over his crew members. Markus's manager, Louis is also the owner of Landscape Laborers. Though Louis values Markus more than any of his other laborers, he isn't sure that he can afford to pay him more, especially at this time of year when work is unsteady.

Vocabulary

Word <i>Part of speech</i>	Meaning	Example Sentence
alternatives <i>noun</i>	other options	We can't offer you the raise you requested, but let's discuss some other alternatives .
amplify <i>verb</i>	expand; give more information	Could you amplify on your proposal please?
arbitration <i>noun</i>	conflict that is addressed by using a neutral third party	We're better to settle this between us, because a formal arbitration will cost both of us money.
bargain <i>verb</i>	try to change a person's mind by using various tactics	We bargained on the last issue for over an hour before we agreed to take a break.
bottom-line	the lowest one is	I'll accept a raise of one

<i>noun</i>	willing to go	dollar per hour, but that's my bottom-line .
collective <i>adj</i>	together	This is a collective concern, and it isn't fair to discuss it without Marie present.
comply <i>verb</i>	agree	I'd be willing to comply if you can offer me my own private office.
compromise <i>verb</i>	changing one's mind/terms slightly in order to find a resolution	We are willing to compromise on this issue because it means so much to you.
concession <i>noun</i>	a thing that is granted or accepted	I think we can offer all of these concessions , but not all at once.
conflict resolution <i>noun</i>	general term for negotiations	It is impossible to engage in conflict resolution when one of the parties refuses to listen.
consensus <i>noun</i>	agreement by all	It would be great if we could come to a consensus by 5:00 P.M.
counter	the offer/request	In their counter

<p>proposal <i>noun</i></p>	<p>which is presented second in response to the first proposal</p>	<p>proposal they suggested that we keep their company name rather than creating a new one.</p>
<p>counterpart <i>noun</i></p>	<p>person on the other side of the negotiations</p>	<p>I tried to close the discussions at noon, but my counterpart would not stop talking.</p>
<p>demands <i>adv</i></p>	<p>needs/expectations that one side believes it deserves</p>	<p>They had some last minute demands that were entirely unrealistic.</p>
<p>deadlock <i>noun</i></p>	<p>point where neither party will give in</p>	<p>When the discussions came to a deadlock we wrote up a letter of intent to continue the negotiations next week.</p>
<p>dispute <i>noun</i></p>	<p>argument/conflict</p>	<p>I was hoping to avoid discussing last year's dispute, but Monica is still holding a grudge.</p>
<p>entitled <i>adj</i></p>	<p>be deserving of</p>	<p>My contract says that I am entitled to full benefits after six months of employment.</p>

flexible <i>adj</i>	open/willing to change	We have always been flexible in terms of your working hours.
haggling <i>verb</i>	arguing back and forth (often about prices)	We've been haggling over this issue for too long now.
high-ball <i>verb</i>	make a request that is much higher than you expect to receive	I'm planning to high-ball my expectations when I open the discussion.
leverage <i>noun</i>	(bargaining power) something that gives one party a greater chance at succeeding over another	We have a little bit of leverage because we are the only stationary company in town.
log-rolling <i>verb</i>	trading one favor for another	After a bit of log-rolling we came to an agreement that pleased both of us.
low-ball <i>verb</i>	offer something much lower than you think the opponent will ask for	I was expecting my boss to low-ball in the initial offer, but he proposed a fair salary increase.

<p>receptive <i>adj</i></p>	<p>open to/interested in an idea</p>	<p>His positive body language demonstrated that he was receptive to our suggestions.</p>
<p>trade-off <i>noun</i></p>	<p>terms that are offered in return for something else</p>	<p>Lower payments over a longer period of time sounded like a fair trade-off until we asked about interest charges.</p>
<p>ultimatum <i>noun</i></p>	<p>a final term that has serious consequences if not met</p>	<p>His ultimatum was that if I didn't agree to give him the raise he asked for, he'd quit today without two week's notice.</p>

Answers the Preparatory Questions

Here are some preparatory questions and their answers:

(1)

What is my main objective?

My main objective is to be named crew foreman and to earn a salary that is competitive with other foremen in the area.

(2)

What are all of the alternatives I can think of?

Alternatives include looking for work elsewhere, asking for a dollar more an hour, suggesting that Louis hire someone else to take on extra duties.

(3)

Why do I deserve to have my goals met?

I deserve this promotion because I have worked for five consecutive years, and have received many compliments from satisfied clients. I am the team member who reports early every morning and leaves last. If we are under a deadline, I work through my lunch hour.

(4)

What will my opponent's counter proposal likely consist of?

Louis will likely say that he can't afford to pay me more because business is slow in the winter. He will say that there are plenty of qualified laborers who will do the work for less money.

(5)

How can I respond to this counter proposal?

Both of these arguments are probably true. Landscape Laborers lost a lot of money last year due to poor weather. There were a few weeks that we couldn't work, but Louis had to pay us anyway because of our contracts. And, unemployment is at an all time high in our region. However, Louis just signed a contract with a new company that will mean regular work for at least the next two years. Also, the other team members rely on me, and none of them have the experience to take over my position if I quit. It will cost Louis a lot of money to train a new landscaper to do everything that I do.

(6)

When would I like to have this issue resolved?

I understand that winter is tough on this business, so I would like to have this issue resolved by spring.

(7)

What is my bottom-line?

I will look into three other local landscaping businesses and inquire about the salary and benefits of its employees. I will also review the classified ads to see if any other companies are hiring or looking for a foreman.

(8)

What market research/homework do I need to do to back up my cause?

My bottom-line is to receive an extra dollar an hour and to be named team manager.

(9)

What is my bargaining power compared to my opponent's?

I think Louis and I have equal bargaining power right now. None of the other current members of our team are as committed to the job as I am. However, unemployment is high and there are other people he could hire.

(10)

What do I know about the principles of negotiating?

I have never been a strong negotiator. I need to learn more about negotiating strategies and tactics.

Preparing to Negotiate a Job Offer

Negotiating a job offer should mean more than just saying, yes. Though being offered a job is an exciting time, it is also an important time to use your negotiating skills. Here are some issues you may want to raise before you accept:

- Salary
- Promotion Opportunities
- Insurance (medical, dental, accident, life)
- Holidays
- Vacation time
- Retirement/pension plans
- Stock options
- Overtime
- Expenses

The Negotiation Process

It's time to negotiate! Here are a few golden rules to successful negotiations:

1) Always try to negotiate for at least 15 minutes. Any less than that and it is unlikely that either party has had enough time to fairly consider the other side. Generally, the size or seriousness of the negotiation determines the amount of time needed to negotiate it. Setting a time limit is a good idea. Approximately 90% of negotiations get settled in the last 10% of the discussion.

2) Always offer to let the other party speak first. This is especially important if you are the one making a request for something such as a raise. The other party may have overestimated what you are going to ask for and may actually offer more than what you were going to request.

3) Always respect and listen to what your opponent has to say. This is important even if he or she does not extend the same courtesy to you. Do your best to remain calm even if the other party is displaying frustration or anger. Remember some people will do anything to intimidate you.

4) Acknowledge what the other party says. Everyone likes to know that what they say is important. If the other party opens first, use it to your advantage, by paraphrasing what you have heard. Repeat their important ideas before you introduce your own stronger ones.

5) Pay attention to your own and your counter partner's body language. Review the chart below to learn how to interpret body language during the negotiations. Make sure that you aren't conveying any negative body language.

Language to use to show understanding/agreement on a point:

- I agree with you on that point.
- That's a fair suggestion.
- So what you're saying is that you...
- In other words, you feel that...
- You have a strong point there.
- I think we can both agree that...
- I don't see any problem with/harm in that.

Language to use for objection on a point or offer:

- I understand where you're coming from;
however,...
- I'm prepared to compromise, but...
- The way I look at it...
- The way I see things...
- If you look at it from my point of view...
- I'm afraid I had something different in mind.
- That's not exactly how I look at it.
- From my perspective...
- I'd have to disagree with you there.
- I'm afraid that doesn't work for me.
- Is that your best offer?

Coming to a Close or Settlement

There are a number of signals that indicate that negotiations are coming to a close. This may not always mean that an agreement has been reached. In many cases, there are many rounds of negotiations. The preliminary round may uncover the major issues, while subsequent rounds may be

needed to discuss and resolve them. Here are some signals of talks coming to a close:

- A difference of opinion has been significantly reduced
- One party suggests signing an agreement.
- One or both parties indicate that a period of time to pause and reflect is necessary.

Beware of last-minute strong-arm tactics.

Even if you make the decision to treat your negotiating opponent with honesty and kindness, the other party may not extend you the same respect. Be prepared to stand your ground firmly, yet cordially, especially in the last few minutes of the negotiations. This is the time when manipulative parties may employ certain tactics in order to try to fool you into losing focus or lowering goals and standards. Remember that conflicts are generally resolved in the last few minutes. The theory behind last minute tactics is that one party may be more willing to give in out of fear that all of the concessions or progress made up to that point (perhaps hours or weeks of talks) might be lost. People also get tired or have other commitments that need to be met, such as making an important phone call before another business closes, or picking up children from school.

Here are some last minutes tricks that negotiators often use at this time:

- Walking out of the room
- Offering a short-term bribe
- Telling you to take it or leave it
- Giving an ultimatum
- Abrupt change in tone (used to shock the other party into submission)
 - Introducing new requests (used at to get you to concede with little thought or consideration)
 - Stating generalizations without evidence (dropped without significant statistics/proof)
 - Adopting the Mr. Nice Guy persona (used to try to make it look like they are doing you a favor in hopes that you will lower your expectations)

Language to use in closing

- It sounds like we've found some common ground.
- I'm willing to leave things there if you are.
- Let's leave it this way for now.
- I'm willing to work with that.
- I think we both agree to these terms.
- I'm satisfied with this decision.
- I think we should get this in writing.
- I'd like to stop and think about this for a little while.
- You've given me a lot to think about/consider.
- Would you be willing to sign a contract right now?
- Let's meet again once we've had some time to think.

Formalize the agreement/negotiation

In most business negotiations it is a good idea to get something down in writing. Even if a decision has not been made, a **letter of intent** to continue the negotiations is often used. This is a way for each party to guarantee that talks will continue. A letter of intent often outlines the major issues that will be discussed in future negotiations. In some cases a **confidentiality agreement** is also necessary. This is a promise from both parties to keep information private between discussions. When an agreement has been decided, a formal contract may be required. On the other hand, depending on the seriousness of the decision, and the level of trust between the two parties, a simple handshake and **verbal agreement** may be all that is needed. For example, an employer may offer a promotion and an employee may trust that the new salary will be reflected on the next paycheque. However, even if nothing is put formally in writing, it is wise to send an e-mail or letter that verifies the terms and puts the agreement on record, especially when a specific number is decided on.

Meetings in English

Whether you are holding a meeting or attending a meeting, it is important that you understand key English phrases and expressions related to meetings. A successful meeting has no surprises. With proper preparation and careful organization, a meeting can run smoothly. The most typical complaint about meetings is that they run too long. Meetings that run longer than necessary can be very costly to a company or business. As the famous business expression says: *Time is money*. Setting goals and time limits, keeping to the agenda, and knowing how to refocus, are key components of an effective meeting. This may sound simple in your own native language, but it is a little trickier when you or the participants do not speak fluent English. These pages will help you hold or attend a meeting with success. Review the vocabulary, read through the lessons, and then check your understanding.

Scenario

The following pages will be based on the meeting of a fictional company called Paris Tours. The owner of the small tour company is Pierre. He has ten employees, including four supervisors, Kana and Thomas (guides), Nolan (driver), and Jane (receptionist). These four supervisors will be called to a

meeting to discuss the upcoming tourist season. Follow through the pages to watch how Pierre prepares for and holds the meeting, and how his staff participate.

Vocabulary

Word <i>Part of speech</i>	Meaning	Example Sentence
absent <i>adj</i>	not present	The vice president is absent due to unforeseen circumstances.
accomplish <i>verb</i>	succeed in doing	We have a lot to accomplish today, so let's begin.
address <i>verb</i>	deal with; speak on	I hope we do not have to address this matter again in the future.
adjourn <i>verb</i>	close a meeting	If there are no further comments, we will adjourn the meeting here.
agenda <i>noun</i>	list of objectives to cover in a meeting	Please forward the agenda to anyone who is speaking at the meeting.
AGM <i>noun(abbr.)</i>	Annual (yearly) General Meeting	We always vote for a new chairperson at the AGM .
allocate	assign	I forgot to allocate

<i>verb</i>	roles/tasks to certain people	someone to bring refreshments.
AOB <i>noun(abbr.)</i>	Any Other Business (unspecified item on agenda)	The last item on the agenda is AOB .
apologies <i>noun</i>	item on agenda announcing people who are absent; apologies for absence	Everyone is present today, so we can skip the apologies .
ballot <i>noun</i>	a type of vote, usually in writing and usually secret	Please fold your ballot in half before you place it in the box.
board of directors <i>noun</i>	group of elected members of an organization/company who meet to make decisions	The board of directors meets once a month to discuss the budget.
boardroom <i>noun</i>	a large meeting room, often has one long table and many chairs	The boardroom is reserved for a managers' meeting, so we'll have to meet in the lounge.
brainstorm <i>verb</i>	thinking to gather ideas	Let's take a few minutes and brainstorm some ways

		that we can cut costs.
casting vote <i>noun</i>	deciding vote (usually by the chairman) when the votes are otherwise equal	The role of treasurer was decided based on the chairman's casting vote .
chairperson/chair <i>noun</i>	the person who leads or presides at a meeting	As chair , it is my pleasure to introduce to you, Mr. Allan Davis.
clarification/verification <i>noun</i>	explanation/pro of that something is true/understood	Before we address this matter, I'll need some clarification as to who was involved.
closing remarks <i>noun</i>	last thoughts spoken in a meeting (i.e. reminders, thank yous)	I just have a few closing remarks and then you will all be free to go.
collaborate <i>verb</i>	work together as a pair/group	The board fell apart because the members had difficulty collaborating .
commence <i>verb</i>	begin	We will commence as soon as the last person signs the attendance sheet.
comment <i>verb or noun</i>	express one's opinions or thoughts	If you have a comment , please raise your hand rather than speak out.

conference <i>noun</i>	formal meeting for discussion, esp. a regular one held by an organization	Before the conference there will be a private meeting for board members only.
conference call <i>noun</i>	telephone meeting between three or more people in different locations	Please make sure I have no interruptions while I'm on the conference call .
confidential <i>adjective</i>	private; not to be shared	Any financial information shared during this meeting should be kept confidential .
consensus <i>noun</i>	general agreement	If we cannot come to a consensus by the end of the meeting we will put it to a vote.
deadline <i>noun</i>	due date for completion	The deadline for buying tickets to the conference is May 25th.
designate <i>verb</i>	assign	If no one volunteers to take the minutes I will be forced to designate someone.
formality <i>noun</i>	a procedure (often unnecessary)	Everyone knows who is going to be the next vice president, so this vote is

	that has to be followed due to a rule	really just a formality .
grievance <i>noun</i>	complaint	The first item on the agenda relates to a grievance reported by the interns.
guest speaker <i>noun</i>	person who joins the group in order to share information or deliver a speech	I am delighted to welcome our guest speaker Holly, who is going to be offering some sales pitch tips.
implement <i>verb</i>	make something happen; follow through	It's not a question of whether or not we're going to use this idea, it's whether or not we know how to implement it.
mandatory <i>adjective</i>	required	It is mandatory that all supervisors attend Friday's meeting.
minutes <i>noun</i>	a written record of everything said at a meeting	Before we begin with today's meeting, let's quickly review the minutes from last month.
motion <i>noun</i>	a suggestion put to a vote	The motion to extend store hours has been passed.
objectives <i>noun</i>	goals to accomplish	I'm pleased that we were able to cover all of the

		objectives today within the designated time.
opening remarks <i>noun</i>	chairperson or leader's first words at a meeting (i.e. welcome, introductions)	As I mentioned in my opening remarks , we have to clear this room before the end of the hour.
overhead projector <i>noun</i>	machine with a special light that projects a document onto a screen or wall so that all can see	I'm going to put a pie chart on the overhead projector so that everyone can visualize how our profits have declined.
participant <i>noun</i>	person who attends and joins in on an event	Can I have a show of hands of all of those who were participants in last year's conference?
proxy vote <i>noun</i>	a vote cast by one person for or in place of another	There must have been one proxy vote because I count twelve ballots but only eleven attendees.
punctual <i>adjective</i>	on time (not late)	Firstly, I want to thank you all for being punctual despite this early meeting.
recommend <i>verb</i>	suggest	I recommend that you sit closer to the front if you

		have trouble hearing.
show of hands <i>noun</i>	raised hands to express an opinion in a vote	From the show of hands it appears that everyone is in favour of taking a short break.
strategy <i>noun</i>	plan to make something work	We need to come up with a strategy that will allow us to have meetings less frequently.
unanimous <i>adj</i>	in complete agreement; united in opinion	The vote was unanimous to cut work hours on Fridays.
vote <i>verb or noun</i>	to express (the expression of) an opinion in a group by voice or hand etc	We need to vote for a new vice chairperson now that Jerry is retiring.
wrap up <i>verb</i>	finish	Let's wrap up here so that we can get back to our desks.

Preparing for a Meeting

Calling a Meeting

Some meetings are announced by e-mail, and others are posted on bulletin boards. If a meeting is announced at the end of another meeting, it is important to issue a reminder. The date, location, time, length, and purpose of the meeting should be included. It is also important to indicate exactly who is expected to attend, and who is not. If you are planning on allocating someone to take on a certain role, make personal contact with that person to inform them of his or her duty.

Writing an Agenda

It is important to have an agenda. It should indicate the order of items and an estimated amount of time for each item. Here is a sample agenda:

Welcome, Introduction: Pierre and Stella (5 minutes)
Minutes from previous meeting: Jane (10 minutes)
Japan Tours: Pierre (15 minutes)
N.A. Tours: Pierre (15 minutes)
Korean Tours: Pierre (15 minutes)
Australian Tours: Pierre (if time allows 10 minutes)
Feedback from last year: Everyone (15 minutes)
Vote on staff picnic: Everyone (15 minutes)

Questions/Closing remarks/Reminders: Everyone (5 minutes)

Allocating roles

The person in charge of calling and holding a meeting may decide to allocate certain roles to other staff members. Someone may be called upon to take the minutes, someone may be asked to do roll call, and someone may be asked to speak on a certain subject. This should be done either in person, or in an e-mail.

Opening a Meeting

Small Talk

Whether you are holding the meeting or attending the meeting it is polite to make small talk while you wait for the meeting to start. You should discuss things unrelated to the meeting, such as weather, family, or weekend plans. Here is a sample dialogue:

Pierre: Hi Thomas. How are you?

Thomas: Great thanks, and you?

Pierre: Well, I'm good now that the warm weather has finally arrived.

Thomas: I know what you mean. I thought winter was never going to end.

Pierre: Have you dusted off your golf clubs yet?

Thomas: Funny you should ask. I'm heading out with my brother-in-law for the first round of the year on Saturday.

Welcome

Once everyone has arrived, the chairperson, or whoever is in charge of the meeting should formally welcome everyone to the meeting and thank the attendees for coming.

- Well, since everyone is here, we should get started.
- Hello, everyone. Thank you for coming today.
- I think we'll begin now. First I'd like to welcome you all.
- Thank you all for coming at such short notice.
- I really appreciate you all for attending today.
- We have a lot to cover today, so we really should begin.

Sample Welcome

Pierre: I think we'll begin now. First I'd like to welcome you all and thank everyone for coming, especially at such short notice. I know you are all very busy and it's difficult to take time away from your daily tasks for meetings.

Introductions

If anyone at the meeting is new to the group, or if there is a guest speaker, this is the time when introductions should be made. The person in charge of the meeting can introduce the new person, or ask the person to introduce him or herself.

- I'd like to take a moment to introduce our new tour coordinator.

- I know most of you, but there are a few unfamiliar faces.
- Stella, would you like to stand up and introduce yourself?
- Hi everyone. I'm Judy Strauss. I'll be acting as Amanda's assistant while Nancy is away on maternity leave.

Roll Call/Apologies

If the meeting is a small group, it is probably unnecessary to take attendance out loud. The person who is taking the minutes will know everyone personally and can indicate who is present and who is absent. In a larger meeting, it may be necessary to send around an attendance sheet or call out names. If an important figure is absent, it may be necessary for the chairperson to apologize for his or her absence and offer a brief explanation for it.

- It looks like everyone is here today.
- If you notice anyone missing, please let Jane know so that she can make a note of it.
- Unfortunately, Ken cannot join us today. He has been called away on business
- Mike will be standing in to take the minutes today, as Lisa is home with the flu.

Objectives

Some people who hold meetings prefer to pass around copies of the agenda, and others will post a large copy on a wall, or use an overhead projector. No matter which format is

used, attendees should be able to follow the agenda as the meeting progresses. Before beginning the first main item on the agenda, the speaker should provide a brief verbal outline the objectives.

Sample Introduction to the Agenda

Pierre: As you can all see here on the agenda we will be mainly talking about the upcoming tourist season. First we'll discuss the groups that will be coming in from Japan. After that we'll discuss the North American Tours, followed by the Korean tours. If time allows we will also discuss the Australian tours which are booked for early September. Next, I'm going to request some feedback from all of you concerning last year's tours and where you think we can improve. And finally, we'll be voting on where and when to have this year's staff picnic.

Following the Agenda

Taking the Minutes

Anyone, including you, may be assigned to take the minutes at a meeting. Often someone who is not participating in the meeting will be called upon to be the minute-taker. Before a meeting the minute-taker should review the following:

- The minutes from previous meeting
- All of the names of the attendees (if possible)

- The items on the agenda
- It also helps to create an outline before going to the meeting. An outline should include the following:
 - A title for the meeting
 - The location of the meeting
 - A blank spot to write the time the meeting started and ended
 - The name of the chairperson
 - A list of attendees that can be checked off (or a blank list for attendees to sign)
 - A blank spot for any attendees who arrive late or leave early

Sample Minutes Outline

Supervisor's Meeting

Friday, May 5

Room 3

Start: _____ Finish: _____

Chair: Pierre

Attendees:

1. _____
2. _____
3. _____
4. _____
5. _____

Late to arrive: _____

Early to depart: _____

The minute-taker can use a pen and paper or a laptop computer and does not need to include every word that is spoken. It is necessary to include important points and any

votes and results. Indicating who said what is also necessary, which is why the minute-taker should make sure to know the names of the attendees. If you cannot remember someone's name, take a brief note of their seating position and find out their name after the meeting. A minute-taker should type out the minutes immediately after the meeting so that nothing is forgotten.

Watching the Time

One of the most difficult things about holding an effective meeting is staying within the time limits. A good agenda will outline how long each item should take. A good chairperson will do his or her best to stay within the limits. Here are some expressions that can be used to keep the meeting flowing at the appropriate pace.

- I think we've spent enough time on this topic.
- We're running short on time, so let's move on.
- We're running behind schedule, so we'll have to skip the next item.
- We only have fifteen minutes remaining and there's a lot left to cover.
- If we don't move on, we'll run right into lunch.
- We've spent too long on this issue, so we'll leave it for now.
- We'll have to come back to this at a later time.

- We could spend all day discussing this, but we have to get to the next item.

Regaining Focus

It is easy to get off topic when you get a number of people in the same room. It is the chairperson's responsibility to keep the discussion focused. Here are some expressions to keep the meeting centered on the items as they appear on the agenda.

- Let's stick to the task at hand, shall we?
- I think we're steering off topic a bit with this.
- I'm afraid we've strayed from the matter at hand.
- You can discuss this among yourselves at another time.
- We've lost sight of the point here.
- This matter is not on today's agenda.
- Let's save this for another meeting.
- Getting back to item number 5...
- Now where were we? Oh yes, let's vote.

Voting

When issues cannot be resolved or decisions cannot be easily made, they are often put to a vote. Most votes occur during meetings. Votes can be *open*, where people raise their hands in favor or in opposition of the issue. In an open vote, the results are evident immediately. Other votes, such as who should be elected to take on a certain role, are private or *closed*. During private votes, attendees fill out ballots and place them in a box to be counted. The results may not be counted until after

the meeting. Here are some specific expressions used during open voting:

- All in favor? Those who agree raise their hands or say "Aye".)
- All opposed?
- Motion to hire more tour guides, moved by Thomas. (Suggestions or ideas that are put to a vote are called motions. When a person makes a suggestion, the term to use both during the meeting and in the minutes is moved.)
- Motion to hire more tour guides seconded by Nolan. (When another person agrees with the motion, it is seconded.)

When a motion is voted and agreed upon it is *carried*. When it is voted and disagreed upon it is *failed*. Most often votes are put to a majority. If there is a tie vote, the chairperson will often cast the deciding vote.

Sample Voting Session

Pierre: Okay, now that we've covered most of the business, it's time to vote on the staff picnic. Jane and I have come up with two different ideas. I'll give Jane the floor now, and she'll outline these two options. After that we'll vote. I don't think there is any reason to have a private vote, so I'll just ask to see a show of hands. Jane, would you do the honors?

Jane: Thanks Pierre. Okay, so, as you all probably assumed, we

are going to wait until most of the tours have passed through before we have the staff picnic. That way most of you should be able to attend. So we've chosen the last Sunday of September. I hope that works out for all of you. Now, the first option is to have a BBQ at Mariposa Beach. We would do this on the last Sunday of September. The second option is to have a potluck dinner/pool party in Pierre's backyard. The only problem with this is if it rains, there isn't much in the way of shelter there. I don't think Pierre and his wife will want all of us dashing inside in a thunderstorm.

Pierre: Well, if we had to we could probably squeeze everyone in the basement. Anyhow, those are the options, so let's put it to a vote. All in favor of option number one? Raise your hands please...okay, one vote. And, all in favor of option number two? That's four. Okay, so it looks like a pool party at my house.

Jane: Great. I'll put up a sign up sheet and everyone can write down what they plan to bring.

Comments and Feedback

During the meeting, participants will comment, provide feedback, or ask questions. Here are some ways to do so politely:

- If I could just come in here...
- I'm afraid I'd have to disagree about that.
- Could I just say one thing?
- I'm really glad you brought that up, Kana.
- I couldn't agree with you more. (I agree)
- Jane, could you please speak up. We can't hear you at the back.
- If I could have the floor (chance to speak) for a moment...
- We don't seem to be getting anywhere with this.
- Perhaps we should come back to this at another time?

Closing a Meeting

Wrapping Up

There are different reasons why a meeting comes to an end. Time may run out, or all of the items in the agenda may be checked off. Some meetings will end earlier than expected and others will run late. The odd time, a meeting may be cut short due to an unexpected problem or circumstance. Here are a variety of ways to adjourn a meeting:

- It looks like we've run out of time, so I guess we'll finish here.
- I think we've covered everything on the list.
- I guess that will be all for today.
- Well, look at that...we've finished ahead of schedule for once.
- If no one has anything else to add, then I think we'll wrap this up.

- I'm afraid we're going to have to cut this meeting short. I've just been informed of a problem that needs my immediate attention.

Reminders

There is almost always one last thing to say, even after the closing remarks. A chairperson might close the meeting and then make a last-minute reminder. Instructions for tidying up the room may also be mentioned.

- Oh, before you leave, please make sure to sign the attendance sheet.
- I almost forgot to mention that we're planning a staff banquet next month.
- Don't forget to put your ballot in the box on your way out.
- If I didn't already say this, please remember to introduce yourself to the new trainees.
- Could I have your attention again? I neglected to mention that anyone who wants to take home some of this leftover food is welcome to.
- If you could all return your chair to Room 7 that would be appreciated.
- Please take all of your papers with you and throw out any garbage on your way out.

Thank You's and Congratulations

The end of the meeting is also the time to thank anyone who has not been thanked at the beginning of the meeting, or anyone who deserves a second thank you. Congratulations or Good-luck can also be offered here to someone who has

experienced something new, such as receiving a promotion, getting married, or having a baby.

- Before I let you go let's all give a big thank you (everyone claps) to Thomas for baking these delicious cookies.
- Again, I want to thank you all for taking time out of your busy schedules to be here today.
- Most of you probably already know this, but Nolan's wife just gave birth to a baby boy.
- As you leave today, don't forget to wish Stella luck on the weekend. The next time you see her she will be happily married.

Follow Up

In the closing remarks, the chairperson, or participants may want to discuss the date and time for the next meeting, when the minutes will be available, or when a decision should be made by. This is also the time to give contact information, such as how to send a question by e-mail or who to call regarding a certain issue.

- We'll meet again on the first of next month.
- Next time we meet I'll be sure to have those contacts for you.
- If anyone has any questions about anything we discussed today, feel free to send me an e-mail.
- The minutes from today's meeting will be posted as of tomorrow afternoon.
- I'll send out a group e-mail with the voting results.

Samples and Models for Correspondence

Authorization Letter

There are times we could not be able to go and attend personally to our transactions even if this talks about money. Authorizing someone to get your money from a bank or from the Western Union requires authorization letter and pertinent identification card.

Below is an example of authorization letter.

Date: _____

To Whom It May Concern

Dear Sir,

Due to unavoidable circumstances, I am not able to personally go there to get my money.

In line with this, I am authorizing Mr./Miss. _____ to receive the amount (state the amount if possible) on my behalf.

Thank you very much.

Truly yours,

(Signed)

Letter Request for Scholarship Grant

Date: _____

To: _____

Dear Sir,

I have been teaching for five years now and I've seen the dynamic changes in our educational system in which a teacher needs to upgrade and enhance his/her teaching strategies.

I am (your name here), ----- years old and a faculty member of the (name of the school) teaching staff. I am no longer able to support my graduate studies due to financial constraints. My family's financial needs continue to grow also as my children will be going to school for the next school year.

In view of this, I would like to request your good office for financial assistance so that I could be able to continue my graduate studies. This is not only for my professional growth but also to upgrade and enhance my teaching skills to suit our dynamic educational system.

I am willing to be called up for an interview at your most convenient time. I can be contacted on this number (your contact number[s]) or through my email address (add your email here).

I am hoping for your positive response about the matter.

Thank you very much.

Sincerely yours,

Yasmeen Hamdy
Services Manager
c.c. Central Suppliers
(Our reference 45/147)

A Routing Slip

Inside a large company, many matters are dealt with by using a routing slip or a memo (memorandum) of some kind. Here is an example:

WORLD WIDE TRADING COMPANY A ROUTING SLIP

To

From Date

Attach file	Prepare reply
Comment	Pay
For information only	Recommend action
Investigate & report	See me
For necessary action	Signature needed
Note and return	Check figures
Note and file	Estimate needed

Remarks:

Memos

The singular word is 'memorandum' and the plural is 'memoranda', but most people use the short forms 'memo' and 'memos'.

A memo is an internal letter, sent by one person in a company to somebody else in the company. The reply may be written on the original memo or it may be on a separate memo. Here is an example:

Memorandum

To: Dr -----, Sales
From : -----, Accounts 4 Feb 2019

Do you know anything about this bill for Someone's car? It looks as if he hit a tree.

S.M.

MEMORANDUM

To: -----, Accounts

From: -----, Sales 5 Feb 2019

This bill is in order, so please pass on to the NATIONAL Insurance Company. Someone's car was hit by a lorry, and the lorry-driver has admitted the blame. This will be covered under our knock-for-knock agreement. No problem

(Signed)

Internal Memo

Chocolate Heaven Emporium

MEMORANDUM

TO: All Staff

FROM: Management T.C.

DATE: February 9th, 2017

SUBJECT: STAFF CHRISTMAS PARTY

It's that time of year again. As you all know, Christmas is our busiest season of the year. Every year it is a struggle for *management* and supervisors to find the time and energy to organize a staff Christmas party. This year, we have decided to postpone the Christmas party until after our busy season.

Facsimile Transmittal Sheet

To:

From:

Company:

Date:

Fax number:

Total no. Of pages including cover:

Phone number:

Sender's fax number:

Your reference number:

Urgent

For review

Please comment

Please reply

Please recycle

Notes/comments:

Sample E-mail

To: jane@paristours.com
From: pierre@paristours.com
Subject: Minutes

Hi Jane,

I just wanted to make sure that you would be available to review last month's minutes and present them at Friday's meeting. We have a new staff member joining us, so I'd like to give her a chance to see where things have been going since the last meeting.

If you have any concerns about this, let me know.

Thanks,
Pierre

Sample E-mail

To: jane@paristours.com
cc: kana@paristours.com;
thomas@paristours.com; nolan@paristours.com
From: pierre@paristours.com
Subject: Meeting

Hi Everyone,

We will be having a meeting next Friday from 2:00 PM-4:00 PM in Room 3.

All supervisors are expected to attend. The purpose of the meeting is to discuss the upcoming tourist season. As you probably have heard, this could be our busiest season to date. There are already twenty bus tours booked from Japan, and fifteen walking tours booked from North America.

We are also expecting Korean and Australian tours in late summer. Please make arrangements to have other staff members cover your duties during the meeting.

Thank you,
Pierre

Sample Notice

MEETING

LOCATION: Room 3

DATE: Friday, May 5th

TIME: 2:00 PM-4:00 P.M.

FOR: Supervisors only

SUBJECT: Tourist Season

ATTENDANCE IS MANDATORY

Reports

Reports in daily life

People who work in a government department, for the Police or the Armed Forces, in business or in almost any other field, have to make reports every day, week or month. Here are some common examples:

1 Teachers have to make reports on students, new textbooks, syllabuses, equipment, accidents in school, trainee teachers, etc.

2 Policemen have to make reports on traffic accidents, thefts and robberies, family quarrels, property lost or found, complaints from the public, gambling offences, etc.

3 Businessmen have to make reports on employees, competitors, new goods, damage to goods, loss through fire or theft, a site for a factory or a new branch, any unusual profit or loss, etc. According to legend, Julius Caesar sent a very short report back to the Senate at Rome when he was fighting in Gaul (modern France). He said: 'I came, I saw, I conquered.' Most modern governments would expect a longer report!

Common factors

A report can be a few lines long or can consist of hundreds of pages. All reports must contain this information:

- a) Who wrote the report.
- b) Who the report is for.
- c) What it is about.
- d) The date.

People who write reports must know the difference between facts and opinions. They must make sure that their facts are correct and in the right order. A report nearly always has a heading. It often has sub-headings and numbered paragraphs. It may include an appendix or several appendices. It may include maps, diagrams, photographs or other material.

Format

A report may take one of these forms:

- a) A letter or part of a letter.
- b) A separate document sent with a covering letter.
- c) A form, e.g. an annual confidential report on an employee.
- d) A news report on the radio, on TV or in a newspaper.

Sample Recommendation (1)

To whom it may concern

Dear Sir / Mme

It is a great pleasure to write to you. I would be very much happy to recommend to you I have known him/her for several years. He/She has been industrious, hardworking, laborious and punctual. I would like to inform you that he/she has proved to be a highly dependable as well as independent person. He/she always bears the responsibilities so much that he/she lives to the expectations of all those who work with him/her. Indeed, the academic qualifications which he/she masters as well as his/her own personal traits endear him/her to all those who know him/her, students, friends, relatives, colleagues, professors alike. I do believe that his/her capabilities and abilities guarantee that he/she is a distinguished candidate who is committed to his/her responsibilities and the

tasks he/she would undertake. In case you need further information, it would be a great pleasure to contact me. Until then please accept my best regards.

Thank You Very Much
Sincerely Yours,
Prof. Hamdy M. Shaheen
Chairperson
Department of English
Faculty of Arts
Mansoura University
Mansoura – Egypt
hamdiishaheen@gmail.com

Sample Recommendation (2)
To Whom It May Concern

Dear Sir/Mme,

It is a pleasure to write to you. I would be very much pleased to recommend to you Mr./Ms. ----- as a post-graduate candidate. His/her personal traits and academic capabilities endear her to all her professors. I have known him/her as a student at the Department of English – Faculty of Arts – Mansoura University – Egypt. All along he/she has been industrious, hardworking, responsible, dependable as well as independent.

-----'s persistence, dedication to his/her work, commitment to his/her responsibilities, craving for knowledge, diligence and perseverance would support him/her as an excellent post-graduate candidate. The way he/she deals with his/her professors, colleagues, peers and friends makes of him/her a distinguished member of his/her

whole class. I will be more than happy to recommend him/her as a promising candidate at your institution and will be also glad to provide any further information you might need.

Thank You Very Much
Sincerely Yours,
Dr Hamdy M. Shaheen
Chairperson
Department of English
Faculty of Arts
Mansoura University
Mansoura – Egypt
hamdiishaheen@gmail.com

Sample Recommendation (3)

Bachelor of Arts
English Department, Mansoura University
Date: February 8th, 2021

To Whomsoever Concerned

I understand Mr./Miss ----- has cited my name on top of his/her application for graduate study at your university. He/she has been my student for 4 years. I have taught him/her Phonetics (Morphology and Phonology), Linguistics (Stylistics and Semantics) and Dialectology. During this time, I had the opportunity to know him/her thoroughly. He/she is a good student and very hardworking. His/her fine abilities and grasping power will prove to be an asset for him/her in his/her higher studies.

He/she is very determined and principled. He/she can shoulder any responsibilities and fulfill any tasks assigned to him/her. He/she has excellent communication skills and good command over his/her core subjects. Apart from this, he/she is

a very social person maintaining good relations with all his/her fellow students and the staff members. I recommend him/her to the graduate program at your esteemed university with the adequate financial assistance that he/she rightly deserves.

Thank You Very Much
Sincerely Yours,
Dr Hamdy M. Shaheen
Chairperson
Department of English
Faculty of Arts
Mansoura University
Mansoura – Egypt
hamdiishaheen@gmail.com

**Sample Recommendation (4)
To Whom It May Concern:**

I have known ----- for more than -----
----- years. He/she has outstanding skills. He/she is always a hard worker, ambitious, serious, and highly motivated. He/she has very good academic achievement and abilities, a very good intellectual curiosity, and outstanding dependability and maturity. Moreover, ----- has a strong aptitude for knowledge and research. His/her ability to pursue graduate study and to conduct independent research is outstanding. He/she has a high capacity for both clear oral and written expression. Besides, he/she enjoys team work, cooperation and self-assessment or evaluation in all his/her activities. I highly recommend ----- to be admitted at your Institution as a post-graduate student because I am sure he/she will invest any scientific task to the utmost and benefit by your distinguished Institution.

Thank You Very Much
Sincerely Yours,
Dr Hamdy M. Shaheen
Chairperson
Department of English
Faculty of Arts
Mansoura University
Mansoura – Egypt
hamdiishaheen@gmail.com

**Sample Long Recommendation (4)
To Whom It May Concern**

This letter should serve as my recommendation for -----
---- to support his/her application for admission to the graduate study at your university. I am a senior professor specialized in the field of English at Mansoura University's Faculty of Arts in Egypt. As I was his/her professor at the college, I have a close understanding of his/her academic capability.

I taught him/her two different courses at Mansoura University's Faculty of Arts. It was at the period of his/her freshman's Phonetics study that he/she first drew my attention. For the arduous and exhausting course, he/she continued to self-study at his/her spare time after conscientiously completing all the assigned tasks. What strongly impressed me and was generally acknowledged to all the other professors was his/her intense craving for knowledge, the extraordinary diligence and perseverance demonstrated all through his/her four-year college life in his/her studies, and his/her outstanding academic contribution. When she was a senior, I delivered the course of Studies of Linguistics to him/her and his/her class, which

gained me a better and an all-round understanding of him/her. --
----- has a powerful ability of self-study, which enabled him/her to grasp what I taught within a short time, and put forward his/her own viewpoints after he/she consulted and finished reading vast British linguistic books. Thus, he/she has enlarged his/her scope of knowledge and improved his/her analytical ability. He/she could always come up with novel ideas which were greatly appreciated and highly commended. Despite his/her assiduous performance in class, his/her industry finally brought about just a series of pass grades to him/her because he/she was a full-time student and a full-time worker concurrently to support his/her life expenses.

The idea of pursuing advanced studies abroad sprung up to him/her after his/her immigration to the United States in 2008. He/she had discussed the matter with me to seek for my advice. Mr./Ms. ----- has almost ten years of teaching Egyptian experience. Thus it is important and necessary that he/she pursue further studies in the United States so as to broaden his/her horizon and enlarge his/her scope of knowledge. He/she is yearning for pursuing his/her American education. My full support of him/her, in a way, has helped him/her to confirm his/her decision and redouble his/her continuous efforts to make his/her dreams a reality. He/she distinguished himself/herself from his/her classmates in his/her English studies. I think his/her good command of English in the four fundamental skills will greatly facilitate his/her studies in your university.

I greatly encourage him/her to pursue his/her own dreams, and firmly believe that he/she is bound to achieve remarkable success and realize the true value of his/her life in his/her future academic studies and researches. I have full confidence of his/her success because of his/her meticulous attitude, persevering and enterprising spirit. Thus, I am enthusiastic to

offer myself as his/her referee. Your favorable consideration of his/her application will be most appreciated. Should you have questions, please feel free to contact me.

Thank You Very Much
Sincerely Yours,
Dr Hamdy M. Shaheen
Chairperson
Department of English
Faculty of Arts
Mansoura University
Mansoura – Egypt
hamdiishaheen@gmail.com

Sample Recommendation Letter (5)

To whom it may concern

Miss Nouran Al-Husain

Miss Nouran Al-Husain has been a student at the Nile Higher Institute for Engineering since 2011 and will leave us in a few months' time. She has done well in all examinations and is particularly good at English, social work practice, and field work.

Nouran has played an active part in university life and has been a good influence on other students. She is an intelligent, mature and reliable girl who will prove to be an excellent employee. She has some athletic ability and has represented her Institute in several games. I am glad to

recommend Nouran strongly and wish her every success in her future career.

Dr. Hamdy Shaheen
Head of Department of English
Faculty of Arts,
Mansoura University,
Mansoura, Egypt,
Phone: 002-000-000-00000
February 10th, 2017
hamdiishaheen@gmail.com

E-mail: ----- Phone Numbers: Mobile-----
Office: ----- Home: ----- Fax: -----

Sample Letter of Reference (6)

Dr. Hamdy Shaheen
Head of Department of English
Faculty of Arts,
Mansoura University,
Mansoura, Egypt,
Phone: 002-000-000-00000
February 10th, 2017

Sample Letter of Reference (7)

To Whom It May Concern: Reference for Mr. James Blond

James Blond joined the Institute in September 2014. Since then he has proved to be a most reliable and effective student. James is professional and efficient in his approach to

work and very well-liked by his colleagues and professors. He is well-presented and able to work both independently and as part of a team.

His contribution to all areas of university activities has been much appreciated. I believe that James will make a valuable addition to any organization that he may join. I recommend him without hesitation. I would gladly answer any request for further information.

Sincerely,
Penny Farthing
Managing Director
penny.farthing@a-n-y.com

A closed testimonial or reference is a confidential one. It may be more frank and less pleasant than an open testimonial. It is written in the form of a business letter and contains information about the good and weak points of a person. A referee is a person who has agreed to answer questions about you if he or she is asked to do so by a future employer. The employer will write directly to your referee, and the reply will be confidential. You must get the permission of a person before you give his or her name as that of a referee.

Sample C.V. Covering Letters

What is a covering letter?

The covering letter is the letter, which is sent with the CV. You should always send a covering letter with your resume. The purpose of your curriculum vitae is to give details of your background and experience, but the letter is there to state exactly what you want. This letter is very important as it will be read before the CV. It therefore creates the first impression and sets the tone of your application.

What makes a good covering letter?

Like the CV, there are some pieces of advice to be followed while writing the covering letters.

1. It should be brief and concise.
2. It should state exactly what you want.
3. It should give (the reference shown in the advertisement if there is one.)
4. It should also state which post you are applying for.
5. It should be formal.
6. Avoid grammar and spelling mistakes.
- 7- Address it to the person who can hire you.

Layout of a Covering Letter

The layout of covering letter is like this:

The Address of the Sender
The Date
The Name of the Recipient
The Address of the Company of the Recipient
Salutation
The Body
Subscription
Signature and Name of the Sender
Enclosures

1. The address of the sender
2. The date.
3. The name of the recipient.
4. The address of the company of the recipient.
5. Salutation.
6. The body of the covering letter.
7. Subscription (yours faithfully).
8. Signature and name of the sender.
9. Enclosures.

A Covering Letter Model

1 Shoura St.,
Mansoura,
Dakahliya, Egypt.
February, 2021

Major General Dr. Abdel-Hameed Al-Shoura
1 Future St.,
Future Academy for Science and Technology,
Talkha,
Dakahliya, Egypt.

Dear Marshal General Al-Shoura

I have seen your advertisement in Al Akhbar newspaper for a university professor and would like to apply for that job. I herewith enclose my CV in which you may find all my data.

As you will see from my CV, I have 6 years' experience and a good command of both English and French. I am also a professional user of Microsoft Office. Moreover, I have taught abroad for two years at the Language Institute of Malaysia.

I am looking forward to hearing from you,

Yours sincerely,
Dr. Handy M.S.

Enc. CV and Degree and Non-Degree Certificates.

Sample CV Covering Letter

Dear Sir,

Vacancy for an Audit Clerk

I have much pleasure in applying for the above post, and I enclose a copy of my curriculum vitae together with copies of testimonials. I shall be happy to attend an interview at any time convenient to you.

Yours sincerely,

(Print or type your name)

Another Sample Covering Letter for Resume or CV

Director of Studies

I am interested in working as Director of Studies for your organization. I am an EFL language instructor with 10 years' experience to offer you. I enclose my resume as a first step in exploring the possibilities of employment with you.

My most recent experience was implementing English through Drama workshops. I was responsible for the overall pedagogical content, including the student coursebook. In addition, I developed the first draft of the teacher's handbook.

As Director of Studies with your organization, I would bring a focus on quality and effectiveness to your syllabus design. Furthermore, I work well with others, and I am experienced in course planning.

I would appreciate your keeping this enquiry confidential. I will call you in a few days to arrange an interview at a time convenient to you. Thank you for your consideration.

Yours faithfully

(Print or type your name)

What is a CV?

A curriculum vitae (CV) is a short account of one's career and qualifications prepared typically by an applicant, for a position. The CV is also a selling tool that outlines your skills and experiences so an employer can see, at a glance, how you can contribute to the employer's workplace. The American equivalent for curriculum vitae is resume. But the abbreviation CV is often used for both in Egypt.

The Importance of CVs

Business involves buying and selling of goods and services. A letter or application for a job is basically an attempt to sell one's services. Since the CV concerns your career, it should be well planned and thoughtfully written.

Your curriculum vitae and its covering letter should have all the qualities of a sales letter and much more. Getting a job requires salesmanship of a very high standard. You must write your application for a job with tact and utmost care so as to arouse the prospective employer's interest in you, the

employer should feel, after reading your application that it is worth his while to engage your services.

C.V.

C.V. is an abbreviation for "curriculum vitae" which is an account of one's career, qualifications, skills, experiences, hobbies, etc. "Resume" is its American equivalent. The general format of a C.V. covers the following components:

1 – Personal Data:

Name:

Date of Birth:

Place of Birth:

Gender:

Marital Status:

Military Status:

Phone Number:

Home:

Office:

Mobile:

Fax Number:

E-Mail Address:

Mailing Address:

Nationality:

Religion:

2 – Education and Qualifications:

Pre-school:

Primary School:

Prep School:

High School:

B (Bachelor).Sc. (Science): B.A. (Arts)

Major: (Specialization)

Grade: pass / Good / Very Good /Excellent (Distinction) with Honors

Year:

Degree Awarding Institution: Department of English – Faculty of Arts – Mansoura University

Non-Degree Courses:

Course Name:

Duration:

Others:

3 – Job Experience:

Period of Employment:

Name of the Company or Institution:

Job Title:

Duties and Responsibilities:

Further Details:

4 – Language Proficiency:

English:

French:

German:

Spanish:

Others:

5 – Computer Skills:

DOS:
Windows:
Word:
Excel:
Access:
Internet:
Others:

6 – Activities:

Conferences:
Seminars:
Social Activities:
Political Activities:
Others:

7 – Hobbies:

8 – Others:

Topics for Comprehension

American Democracy through Foreign Eyes

In the early 19th century, Frenchman Alexis de Tocqueville visited America and wrote a book on the democracy, society and practices of the American people. Since then, many books have been written about the United States, but some 170 years later Tocqueville's "Democracy in America" remains one of the most respected.

Alexis de Tocqueville came to the United States in 1831, ostensibly to study the U.S. prison system. But intrigued with the notion of American democracy, he traveled around the country for nine months observing how democracy shaped America's economy, society and character. Most analysts agree that Tocqueville's assessment of the United States remains the most accurate.

Peter Lawler, Professor of Government at Berry College in Georgia, says America is still largely a country of hard-working middle-class people as it was in the 19th century.

"Everyone has to work. So in an aristocracy there are some people above money and a great number of people below money. In America, everyone cares about money. One good thing about this is that we get rich. With everyone working, we can have a country of unparalleled prosperity," says Professor Lawler.

Democracy: a Wave for the Future

A nobleman whose family was at odds with the French King, Tocqueville found America's democratic system to be more fair than monarchy. Peter Lawler says that Alexis de Tocqueville correctly predicted that popular self-government was the wave of the future. "The democracy tends towards a meritocracy of brains and hard work and virtue of a certain kind and that's more just than some kind of hereditary aristocracy," he says.

But the 19th century observer also found some disadvantages in the system. He noted that a democratic society has little regard for excellence in art, music and philosophy. Democracy, he warned, could become a dictatorship of the masses where individuals would not be able to develop a point of view contrary to the majority.

Political scientist Peter Lawler says history has proven these reservations to be unwarranted. He says America not only has had many original thinkers, artists and creative individuals of all kinds, but that many others flock to this country to gain appreciation denied them elsewhere.

But some critics say dictatorship of the masses has become prevalent in American political, economic and social life today. French philosopher Bernard-Henri Levy, author of the new book *American Vertigo: Traveling America in the Footsteps of Tocqueville*, is one.

"When you go, for instance, in the [shopping] Mall of America in *Minneapolis* [Minnesota], this huge building with a sort of fake life inside, with a sort of uniform taste, conformity,

herd mentality -- all this sounds like modern tyranny of majority."

Bernard-Henri Levy also criticizes what he sees as an absence of independent critical thought among supporters of the two major *American* political parties, the Democrats and the Republicans. He says most Americans tend to embrace the complete agenda of a party, including its foreign and domestic policies, its stance on abortion, same-sex marriage and other issues, even if they don't agree with the entire platform.

William *Kristol*, Editor of the political magazine *The Weekly Standard* and former member of several Republican administrations, says supporting one party does not mean an absence of critical thinking in America.

"When I sit down for dinner with someone in a restaurant, do I have to order all the courses on the menu? And the answer is no, but one does *have* to order something on the menu and one has to choose a restaurant. And once you've chosen the restaurant, you have to choose among the choices at that restaurant. That's what politics is," he says.

William *Kristol* and other analysts also point out that at the state and local *level*, Americans tend to support candidates for their ideas, regardless of their party affiliation.

Alexis de Tocqueville wrote that it was the religious aspect of the country that first struck him on his visit to America. In France, the Enlightenment had juxtaposed religion and freedom; in America, the two were inextricably linked. This, Tocqueville argued, is truer to human nature.

Answer the following questions:

What did Alexis de Tocqueville do and what did he write?

Why did Alexis de Tocqueville come to the United States in 1831?

How did democracy affect American life?

What did Peter Lawler say about America?

Mention some disadvantages in the democratic system of America.

What does Bernard-Henri Levy criticize as far as two major American political parties are concerned?

How does philosopher Bernard-Henri Levy see religion in American public and private life?

Astronomers Discover Two Moons Orbiting Pluto

U.S. astronomers have discovered two moons orbiting Pluto, an icy planet smaller than our moon. Scientists found the moons while surveying the sky as part of the New Horizons mission, which was launched earlier this year to explore the solar system's most distant planet.

The *New Horizon's* space probe was launched in January to explore the icy planet of Pluto, and its moon Charon, 6.5 billion kilometers from Earth.

It will take almost 10 years for the probe to reach Pluto, our solar *system's* most distant planet.

But scientists have found two more moons for the spacecraft to inspect *during* its brief nine-hour fly-by.

Using the Hubble Space Telescope, astronomers detected the two small, *faint* moons orbiting Pluto in the Kuiper Belt, a region of the galaxy beyond Neptune that is the cradle of asteroids, comets, and icy bodies, including Pluto.

Hal Weaver of Johns Hopkins University Applied Physics Laboratory in Maryland is a scientist on the New Horizon's mission.

"It is going to give us two new Kuiper Belt objects to look at in addition to *Pluto* and Charon," he said. "With the *New Horizons* mission, it is basically four for the price of two."

The new moons are called P1 and P2. Weaver says they are 4,000-6,000 *times* fainter than Pluto, and two- to three-times as far away from Pluto as Charon.

For that reason, no one could see P1 and P2 with the world's best ground-based telescopes. But that did not stop Alan Stern of the Southwest Research Institute in Colorado, who began hunting for other moons around Pluto 15 years ago.

Pluto and Charon orbit around each other in what astronomers call a binary *system*. Experts say the twin orbits suggest that Pluto was created by a massive impact and Charon is a remnant of that explosion.

Stern reasoned, if that were the case "... Pluto would have small satellites *accompanying* its large one, Charon. And when we got the right tool, we put the nail through the coffin in eight minutes flat with the Hubble Space Telescope."

Stern, the principal investigator for the *New Horizons* mission, says P1 and P2 track Charon's orbit perfectly, which supports the idea that Pluto was created by a massive impact.

Hal Weaver believes there could be many unique planets like Pluto at the *edge* of the universe.

"The exciting thing about all this is we have basically discovered a new solar system," he said. "This solar system that we are *talking* about now is very different from the one previous generations grew up with, our parents and even us, and what we were taught in school was that the solar system ended at Pluto."

Two papers by Weaver, Stern and their colleagues describing the discovery of Pluto's two moons appear in the February 23 issue of *Nature*.

Answer the following questions:

What was the purpose behind launching the *New Horizon's* space probe in January?

How long would it take the probe to reach Pluto?

How did astronomers detect the two small, faint moons orbiting Pluto in the Kuiper Belt?

Pluto and Charon orbit around each other in what astronomers call (Complete)

What do the twin orbits suggest for Experts?

Benjamin Franklin's Science Stands Test of Time

Pick up any U.S. 100 dollar bill, and you will see the face of Benjamin Franklin, one of the best-known of the 18th century colonial *revolutionaries* who engineered America's break with Great Britain. He's the only one to have signed all five of America's historic founding documents.

In his day, Franklin was respected not only as a political leader and diplomat but also as a scientist and inventor. Franklin's adopted home city of Philadelphia, Pennsylvania is celebrating his three hundredth birthday this year.

Indeed, the variety and dazzle of Benjamin Franklin's accomplishments as a scientist-inventor put him in the first tier of American historical figures. He invented, for example, a catheter to treat *his* brother's kidney stones, and he outlined a theory of the surface physics of oil and water that stands today.

Franklin was extremely well-versed in botany, geology, and astronomy, and he developed several insightful hypotheses regarding world weather patterns, climate change, tornado formation, and the relationship between winds and the Earth's rotation. He also invented clever arithmetic charts called "Magic Squares" that, in his own playful words, "are the most magically magical of any magic square ever made by any magician."

Page Talbot, the curator of "Benjamin Franklin: In Search of a Better World," a *large* traveling exhibition sponsored by Philadelphia's Franklin Tercentenary, says that Franklin's genius was not derived only, or even mainly, from

books. "He wasn't a theoretician, she says, he was interested in the practical application of knowledge."

One of the better-known examples of that interest, says Ms. Talbot, is his the wood-burning cast-iron furnace-box which he called the "*Pennsylvanian Stove*" -- later dubbed the "Franklin Stove. It was a safer, more efficient way to heat homes than the open fireplaces then commonly in use.

"It was his idea of drawing cold air and running it through a series of chambers -- during which place it was going to get hotter -- and then projecting it back out into the room," she explains.

Franklin never patented his inventions, wishing instead to share them, free, for the common good. But most of them sprang from a desire to improve his own quality of life. For instance, he invented bifocal *lenses* because it annoyed him to switch glasses depending on what he wanted to see.

"Like most of us, says Ms. Talbot, he was getting older and he was having a *harder* time reading. And he said 'Hmm! How am I going to figure this one out?' So he took the pieces from one pair of glasses and put it to another and put them in a frame and 'Ta Da!' he came up with bifocals!"

Some of Franklin's most impressive scientific achievements occurred as a byproduct of his other duties. For example, while acting as Deputy Postmaster General for North America, he was often asked why it took longer to sail from England to North America than the reverse. He correctly surmised that the waters of the Gulf Stream - a massive current which flows across the Atlantic from the Americas to Europe, was helping to speed the east-bound ships. Later, while a

diplomat, he published an uncannily accurate map of the Gulf Stream, which resulted in far more efficient international shipping and trade.

And he was personable. According to Rosalind Remer, executive director of the Franklin Tercentenary "Franklin is probably, of all the American historical figures, the person you'd most want to meet."

Benjamin Franklin's temperament and his love of experimentation were ideally suited to his time, which historians call the Age of Enlightenment. It was an era where reason, not religious faith alone, was gaining ground as a way to understand the natural world.

Ms. Remer explains that its underlying idea was that you could test something by hypotheses and doing experiments and determining whether your hypothesis holds true or not. Before the Enlightenment, she says, a natural disaster would have been assumed to be an act of God. But during the Enlightenment, thinkers began to try to understand exactly what caused things to happen. So it has to do with the increased agency of man, as opposed to the agency of God."

Benjamin Franklin was the first to establish that lightning is electricity, and that it jumps between points with opposite electrical charges. He invented the lightning rod, which helped to prevent house fires by attracting the so-called "electrical fire," then *conveying* it harmlessly by wire into the ground.

But Franklin did not work in isolation. As his nearly 47 volumes of personal papers attest, he corresponded with most of the great scientific thinkers of his day, and his own research was *published* and translated into several languages, just as

scientific papers are today. Rosalind Remer says the spirit of international scientific cooperation that Franklin encouraged continues today. She is sure Franklin would have loved the Internet.

"He did opine that he was born too early, she says. He said he wished he could have been born two hundred years later 'to see what was *happening* in the world.' He was interested in everything. So he took the time to find out more to experiment whenever possible and to tell the world about it!"

Answer the following questions:

- 1 – Whose face would you see on any U.S. 100-dollar bill?
- 2 – What did Benjamin Franklin do for America?
- 3 – By whom was Franklin respected?
- 4 – What did Franklin invent?
- 5 – How far was Franklin extremely well-versed?
- 6 – What did Franklin do as far as his inventions are concerned?
- 7 – Write an essay on Benjamin Franklin's?

Bush Wants More Troops for Darfur

President Bush says peace in Sudan would help end attacks by Ugandan rebels based in southern Sudan. Mr. Bush also called for more troops to protect Sudanese refugees displaced by ethnic violence in the western Darfur region.

President Bush says Ugandan military efforts to defeat rebels from a group known as the Lord's Resistance Army would be more successful if those rebels were denied the ability to hide amidst the instability across the border in southern Sudan.

"There's no doubt it would be easier to deal with the Lord's group if we *were* able to achieve peace between north and South Sudan," he said. "They take advantage of instability."

Responding to a query in a question-and-answer session with Republican *supporters* in Florida, President Bush says he has discussed the rebel issue with Ugandan President Yoweri Museveni and remains committed to finding a solution.

The Lord's Resistance Army is comprised mainly of northern Ugandans who *say* that President Museveni is ignoring their area. The group has little in the way of a political agenda and is best known for kidnapping children to use as porters, sex slaves, and future fighters.

President Bush says he hopes a peace agreement between southern Sudanese rebels and the government in Khartoum will return *some* sense of normalcy to southern Sudan and force out Ugandan rebels.

Mr. Bush also discussed the humanitarian crisis facing Sudanese civilians displaced by three years of ethnic violence in the *western* Darfur region.

He met with U.N. Secretary-General Kofi Annan this week to discuss the issue and how best to bolster an African Union peacekeeping force that has been hurt by logistic limitations in an area the size of France.

"We need more troops," said Mr. Bush. "The effort was noble, but it didn't *achieve* the objective, so I am in the process now of working with a variety of folks to encourage there to be more troops, probably under the United Nations."

President Bush did not offer to send American troops to Darfur. U.N. officials say they expect Washington will provide transport and equipment to a larger force. President Bush Friday telephoned NATO Secretary-General Jaap de Hoop Scheffer to discuss how NATO might boost efforts to stop the violence in Darfur.

More than two million civilians have been driven from their land by Arab militia who human rights groups say are backed by Khartoum. The Sudanese government says it does not support the militia and is working to restore order in the region. Tens of thousands of people are believed to have been killed in the violence.

President Bush says one of the problems is that rebels in the area are not united in their objectives, complicating political and diplomatic efforts to hammer out a solution.

Answer the following questions:

- 1 - How did President Bush view the problem of Sudan's western Darfur region?
- 2 – What was the solution proposed by President Bush for Ugandan military efforts to defeat rebels from a group known as the Lord's Resistance Army?
- 3 - Responding to a query in a question-and-answer session with Republican supporters in Florida, President Bush says he has discussed the rebel issue with Ugandan President Yoweri Museveni and remains committed to finding a solution. How would you comment on this statement?
- 4 – What is The Lord's Resistance Army best known for according to the writer?
- 5 – What does President Bush hope for according to the essay?
- 6 – What did Bush discuss with U.N. Secretary-General?
- 7 – What did President Bush discuss with NATO Secretary-General Jaap de Hoop Scheffer?
- 8 – How did Bush accuse the Sudanese government and what was their response?
- 9 – In a few words, describe Bush's foreign policy in the Middle East and Africa, pointing out how fair or unfair it is?

Experts: China's One-Child Population Policy Producing Socio-Economic Problems

China's strict family-planning policy of limiting parents to one child has made its population growth rate one of the lowest in the developing world. Experts say the policy is also leading to serious social and economic problems in the world's most populous nation. In this report, part of a VOA series on global population trends, VOA's Heda Bayron in Hong Kong examines the effects of the one-child policy.

Four days after Mrs. Yao gave birth in October, local officials descended on the Yao household in China's Fujian province and dragged her and her husband to a hospital. There, the couple was forced to undergo sterilization.

Mr. Yao, 31, is angry at the heavy-handed action.

"My wife just had a 4 1/2 kilogram baby four days earlier. It is wrong to ask her to do another operation," he said. "At least wait until six months when she recovered. What they have done was very cruel."

The Yao's mistake, as far as the government was concerned, was having a forbidden second child. Mrs. Yao already had one son from a previous marriage.

China implemented the one-child policy more than a quarter-century ago to prevent a population explosion at a time when the country was reeling from leader Mao Zedong's disastrous economic experiments in the 1960s.

Women were forced to undergo abortions and sterilization. Couples who had more than one child faced economic penalties.

The result: a population growth rate today of .6 percent a year, one of the lowest in the developing world and near the level seen in some wealthy countries.

The government says the policy has helped to usher in rapid economic development. Without it, Beijing estimates there would have been 400 million more Chinese than today's 1.3 billion, a huge additional strain on resources.

Despite often-draconian enforcement, Delia Davin of Leeds University in England, who has studied the one-child policy, says it can be credited with improving the lives of many Chinese.

"I do believe that the limit in population growth has also been associated with rising education levels, particularly for girls, and also rising standards of living for smaller families," he noted.

But Davin and other population experts say the policy has also created serious problems.

In less than 30 years, China's population is expected to peak at 1.5 billion, and then start to shrink. By then, 20 percent of the population will be over age 65, compared with seven percent at present.

Like many countries, China will have to figure out how to care for this growing number of elderly people, while adapting to a shrinking number of young workers.

Wang Feng, an expert on Chinese population issues at the University of California - Irvine, says a smaller work force could be disastrous to the economy.

"The increase of labor force supply will stop by 2013 and will start instead to decline," he noted. "So for the Chinese economy, although unemployment is a concern, continued supply of young labor, skilled labor, is one of the engines of China's success in the global economy."

Another effect of the one-child policy, in a society that values sons over daughters, has been to encourage sex-selective abortion and female infanticide. By 2020, there will be about 40 million Chinese men unable to marry, because too few girls will have been born.

Sociologists say that could trigger aggressive behavior among frustrated bachelors, including kidnapping and trafficking in women.

Experts say it is not too late for China to reverse the trend, but Wang says the government must act now.

"With the population it takes more than 20 years to have the future labor, and more than 60 years to have the future elderly," he explained. "Whatever is going to happen will not be reversed in a short period of time, but because it's a long process, people don't realize that things [have] to be done quickly."

The government has started to address the situation. One method being tried is a program to change attitudes toward girls.

Some Chinese academics suggest easing the one-child policy to rejuvenate a graying society, but that appears unlikely anytime soon. The Population Ministry says the policy will continue, with the aim of holding the population to 1.37 billion in 2010.

However, modernization is bringing changes to Chinese thinking, and there are indications that ending the one-child policy would not necessarily lead to a baby boom.

Yao of Fujian Province says he and his wife never wanted more children.

He says they will put all their efforts into their one child. He says there is no need to have lots of kids, because they do not live in the country, where children are needed as farmhands. He says many people in his city, where the economy is doing well, would volunteer for sterilization after one or two children.

Surveys among young urban Chinese show many prefer to have only one child, because of the cost of raising children and because of their busy new lifestyles. Younger Chinese appear to be following the pattern set in Japan, Singapore, and many other countries around the world, the wealthier they become, the fewer children they want to have.

Report Calls for Action on Climate Change

A report released by the independent Pew Center on Global Climate Change calls for the United States to take broad steps to reduce industrial emissions that scientists believe are causing global warming. The Pew Center's Agenda for Climate Action includes wide-ranging recommendations for U.S.

emissions cuts and urges the Bush Administration to join global talks to curb rising greenhouse gas emissions.

The new report focuses on the fact that the United States is the world's biggest polluter. The U.S. comprises 5 percent of the world's population yet accounts for 25 percent of the world's climate warming emissions.

And the situation is getting worse.

The Department of Energy says climate-changing carbon dioxide emissions in the U.S. have grown by 18 percent since 1990 and are predicted to increase another 37 percent by 2030.

The Pew Center's Agenda for Climate Action culminates a two-year project that involved leaders from business, government and non-profit organizations. Pew Center policy analyst Vicki Arroyo says the result is a road map for action across all areas of the U.S. economy. "This agenda provides both policies that promote technology development and those that will bring the technologies into the market, and it aims to do so in a cost-effective pragmatic manner," she says. "Some believe the answer to addressing climate change lies in technology incentives. Others say limiting emissions is the only answer. Our agenda says we need both."

Topping the list of recommendations is a market-based program that would cap greenhouse gas emissions from large sources like power plants and utility companies.

Much like the European Union's carbon-trading model, the program would allow lower-emitting companies to sell their allowances of greenhouse gas emissions to companies that produce more than their allotment.

Vicki Arroyo says required emissions reporting would be a stepping stone to economy-wide trading. "As of now, we don't even have required reporting in this country of greenhouse gas emissions. The program would work much in same way as cap-and-trade we have with the acid rain program that controls sulfur dioxide emissions in this country."

The Pew report suggests adopting a similar approach to the transportation sector, which accounts for roughly one-third of U.S. global warming emissions. Arroyo says there must be a new effort to adopt higher automobile fuel economy standards for America's cars and light trucks, a serious source of controversy in the industry. "What we propose is changing that to a greenhouse gas focus program and having cars and light trucks together in that program, but announced in advance so that companies can reach (the targets) over time and benefit from a program, like the acid rain program to be able to get the most cost effective reductions."

The Pew report recommends mandatory emissions cuts. The Bush Administration favors voluntary reductions.

John Stowell is Vice President for Cinergy, a leading gas and electric company in the American Midwest. He says a growing number of multi-national companies with major U.S. operations -- including such giants as BP (British), Shell (Dutch) and Whirpool (USA) -- support mandatory controls on emissions.

"We are really just saying let's get started now. Let's not wait because we really think that we can make choices now that make good economic sense," Stowell says. "We don't need a crash program, but what we are concerned about as we build

our next generation of generation (power) that we just simply know what the rules of the road are, and we will comply with those rules."

The Agenda for Climate Action also recommends new investment in science and technology, increased efficiency in buildings and products, greater production of renewable fuels like ethanol and biomass and the capture of carbon from burning coal.

Pew analyst Vicki Arroyo says that, while U.S. states and regions have come up with impressive initiatives to address climate change, they are simply not enough. "It is going to be a piecemeal approach, people are not going to know what their regulatory commitments are from one state to another. And you are then going to have different product standards in different states. It just doesn't make sense. We need a federal policy and that is what we are trying to promote," she says.

Arroyo says that federal policy must include a commitment by the U.S. to participate in international climate negotiations. She says action on all these fronts must start now. Further delays, the Pew report says, will only make the challenge before us more daunting and costly.

Talking English
Miscellaneous
Topics

Greetings

(1)

A: Hi, how are you doing?
B: I'm fine. How about yourself?
A: I'm pretty good. Thanks for asking.
B: No problem. So how have you been?
A: I've been great. What about you?
B: I've been good. I'm in school right now.
A: What school do you go to?
B: I go to PCC.
A: Do you like it there?
B: It's okay. It's a really big campus.
A: Good luck with school.
B: Thank you very much.

(2)

A: How's it going?
B: I'm doing well. How about you?
A: Never better, thanks.
B: So how have you been lately?
A: I've actually been pretty good. You?
B: I'm actually in school right now.
A: Which school do you attend?
B: I'm attending PCC right now.

A: Are you enjoying it there?

B: It's not bad. There are a lot of people there.

A: Good luck with that.

B: Thanks.

(3)

A: How are you doing today?

B: I'm doing great. What about you?

A: I'm absolutely lovely, thank you.

B: Everything's been good with you?

A: I haven't been better. How about yourself?

B: I started school recently.

A: Where are you going to school?

B: I'm going to PCC.

A: How do you like it so far?

B: I like it so far. My classes are pretty good right now.

A: I wish you luck.

B: Thanks a lot.

Calling a Friend

A: Hello, may I speak to Alice please?

B: This is she. How's it going?

A: I've been trying to call you all day.

B: Sorry about that. I was cleaning up.

A: It's okay.

B: So what were you calling me about?

A: Oh, I just wanted to see if you wanted to hang out tomorrow.

B: Sure, what did you want to do?

A: Maybe we can go see a movie or something.

B: That sounds like fun. Let's do it.

A: I'll see you tomorrow then.

B: See you then. Goodbye.

(2)

A: Hi, how are you. Is Alice there?

B: Speaking. What's up?

A: Why haven't you answered the phone?

B: My bad, I had chores to do.

A: That's all right.

B: What was the reason for your call?

A: I want to do something tomorrow with you.

B: Sounds good. What did you have in mind?

A: I was thinking about seeing a movie.

B: Okay, let's go see a movie.

A: Until then.

(3)

A: Is Alice available?

B: You're talking to her.

A: I've called you a hundred times today.

B: I was busy doing something. I apologize.

A: No problem.

B: Did you need something?

A: Did you want to do something tomorrow?

B: Is there somewhere special you wanted to go?

A: How about a movie?

B: A movie sounds good.

A: Call me tomorrow then.

B: I will see you tomorrow.

Waiting for an Invitation

(1)

A: Hey, did you hear about Jessica's party this weekend?

B: Yeah, but I'm still waiting for my invitation.

A: Oh really? She gave me mine earlier today.

B: Well, she'll probably just give me my invitation later on today.

A: Yeah, so are you planning on going?

B: I think so. It sounds like it's going to be a lot of fun.

A: It really does, I can't wait.

B: What time does the party start?

A: It starts at 8 o'clock.

B: Oh, well, how many people has she given invites to

so far?

A: I'm not sure, but I don't think she's given out that many.

B: Well, hopefully she'll give me my invite later on today.

(2)

A: Have you heard about Jessica's party on Saturday?

B: I've heard about it, but I'm still waiting for my invitation.

A: Really? I got mine from her this morning.

B: I'm guessing that she's going to give me my invite today or tomorrow.

A: You're probably right, do you intend on going to the party?

B: I want to. I heard it's going to be really fun.

A: I know, it does sound pretty awesome.

B: Well, when does the party start?

A: It's supposed to start at about eight.

B: How many invitations has she given out?

A: I really don't know, but I don't think she gave out that many yet.

B: I really want to go, so I hope that she gives me my invite soon.

(3)

A: Has anyone told you about Jessica's party coming up?

B: I was told about it already. I'm just waiting for my invitation.

A: Is that right? I already got my invitation from her earlier.

B: I believe that she will give me the invitation today.

A: Are you even going to go?

B: Yeah, it sounds like it's going to be the best party of the year.

A: Exactly, it seems like it's going to be loads of fun.

B: When exactly does the party start?

A: The invitation says it starts at 8:00 p.m.

B: Has she given out a lot of invitations yet?

A: I have no idea, she hasn't given out many though.

B: I'm planning on going, but I really need her to give me my invitation.

Accepting an Invitation to a Party

(1)

A: Hey, what's up?

B: Nothing really.

A: I'm throwing a party on Friday.

B: I didn't realize that.

A: You didn't?

B: Nobody has told me anything about your party.

A: Did you want to go?

B: When does it start?

A: At 8:00 p.m.

B: I'll be there.

A: I'd better see you there.

B: Of course.

(2)

A: What's going on with you?

B: Nothing. What's going on with you?

A: I'm having a party this Friday.

B: I had no idea.

A: Is that right?

B: I didn't hear anything about it.

A: Can you go?

B: What time?

A: It starts at 8 o'clock.

B: I'll go.

A: I hope that I'll see you there.

B: No doubt.

(3)

A: What's going on?
B: Not much.
A: This Friday, I'm throwing a party.
B: Oh really? I didn't know that.
A: Are you serious?
B: I haven't heard anything about it.
A: Can you make it?
B: What time does it start?
A: The party starts at 8.
B: Yeah, I think I'll go.
A: Am I going to see you there?
B: You will.

Declining an Invitation to a Party (1)

(1)

A: What's going on?
B: Nothing really, you?
A: I'm throwing a party next Saturday.
B: Is that right?
A: Yeah, are you going to come?
B: I'm sorry, I can't.
A: Why not?
B: I don't really want to.
A: Well, why don't you?
B: I hate going to parties.

A: Well, that's okay.

B: Yeah, sorry.

(2)

A: What's up?

B: Nothing, how about you?

A: Next Saturday, I'm going to have a party.

B: Oh, really?

A: You are coming?

B: Probably not.

A: Why is that?

B: I don't feel like going.

A: Why not?

B: I really can't stand going to parties.

A: I understand, I guess.

B: Sorry about that.

(3)

A: What's happening?

B: Not a lot, what about you?

A: I'm having a party next Saturday.

B: That's nice.

A: Are you going to be there?

B: I don't think so.

A: Is there a reason why?

B: I just really don't want to go.
A: How come?
B: I don't really like parties.
A: I wish you would go, but that's okay.
B: I'm sorry.

Declining an Invitation to a Party (2)

(1)

A: What's up?
B: Nothing much, what's going on?
A: I'm having a party this Friday.
B: Oh, really? That's nice.
A: I wanted to see if you wanted to come.
B: This Friday? Sorry, I already have plans.
A: Doing what?
B: I'm going to dinner with my family.
A: I really wanted you to come, but I understand.
B: Yeah, maybe next time.
A: I'll hold you to that.
B: Sounds like a plan.

(2)

A: Hey, what's good with you?
B: Not a lot. What about you?

A: I'm throwing a party on Friday.
B: That sounds like fun.
A: Do you think you can come?
B: I'm sorry. I'm already doing something this Friday.
A: What are you going to be doing?
B: My family and I are going to dinner.
A: I was hoping you would come.
B: I'll definitely try to make it the next time.
A: I'd better see you there.
B: All right. I'll see you next time

(3)

A: What's going on?
B: Nothing really. How about you?
A: A lot, like the party I'm having on Friday.
B: Well, that's cool.
A: Will you be able to make it?
B: I'm busy this Friday. I'm sorry.
A: What do you have to do?
B: I'm having dinner with my family
A: Maybe you can come next time.
B: I'll make sure and come to your next party.
A: I'll look for you at my next party.
B: I'll be there.

Ending a Conversation

(1)

A: It was nice talking to you.

B: Why are you trying to rush me off the phone?

A: I really have to go.

B: Why? I still wanted to talk to you.

A: I have things to do.

B: Like what?

A: Don't be nosey.

B: I'm not. I just want to know.

A: Well, it's really none of your business.

B: That's harsh.

A: I'm sorry, but I have to go.

B: Fine.

(2)

A: I've enjoyed conversing with you.

B: Is there a reason why you're trying to get off the phone so fast?

A: I've got to go.

B: I wasn't done talking to you.

A: I have to do some things, and besides, it's not polite to be nosey.

B: I'm not being nosey. I'm just asking.

A: I really don't think it's any of your business.
B: That's not nice.
A: I apologize, but I'm getting off the phone now.
B: Okay

(3)

A: I'll talk to you later.
B: What's the rush?
A: I have to get off the phone now.
B: I'm not ready to get off the phone with you.
A: There are other things I need to take care of.
B: What is it that you need to do?
A: Please don't be nosy.
B: I'm not being nosy, it's just a question.
A: You don't need to worry about that.
B: That was mean to say.
A: I am very sorry, but I must go.
B: I guess.

Leave-Taking

(1)

A: Well, it was nice talking to you.
B: It was nice talking to you too.
A: We should really hang out again.

B: That would be fun.
A: Where do you want to go?
B: I think we should go out to eat.
A: That sounds good.
B: All right, so I'll see you then.
A: I'll call you later.
B: Okay, I'll talk to you later then.
A: See you later.
B: Bye.

(2)

A: I enjoyed talking to you.
B: I enjoyed talking to you too.
A: We should hang out some time.
B: I think that would be nice.
A: Is there anything you would like to do next time?
B: Do you want to go out to eat?
A: I'd like that.
B: So I'll see you next time.
A: I'm going to call you soon.
B: I'll talk to you later.
A: See you soon.
B: Goodbye.

(3)

A: I had fun talking to you.
B: It was really nice talking to you also.
A: I think we should really do something sometime.
B: That should be loads of fun.
A: What do you want to do next time?
B: Would you like to go to dinner or something?
A: Yeah, let's do that.
B: Okay, until next time then.
A: I'll call you so we can set that up.
B: Talk to you then.
A: All right, see you.
B: See you.

Library Online

Recently, I needed to find a book for one of my classes at the university, but I didn't know if the university library had it in their collection, so I went to the library Website and searched for the book online. You can search the library database either by subject, title, and author, and the Website will tell you if the book is **checked in** or **check out** by another **patron**. In my case, the book was still available, so I went to the library the next day and found it on the shelves using the library catalog number. I then went to the **circulation desk** and checked the book out using my university ID card. In most cases, students and **faculty** can check out books for up to one month, and you can **renew** them if you still want to **hang on** to them. If you

return them after that, then they are **overdue**, and you have to pay a late fee. If you lose a book, then you have to pay to cost to **replace** it. I often use the library and check out books instead of buying them if I can. Borrowing books can save you money **in the long run**.

Making Hotel Reservations

Before I go on vacation, I always make hotel reservations **in advance** so I have a place to stay. I usually look online for cheap hotels or other **accommodations**. Sometimes, I **book** a nice hotel that has a number of **amenities** like a swimming pool, exercise room, or **kitchenette**. These rooms often **come furnished** with a microwave oven and a small refrigerator. If I eat at a restaurant at the hotel, I just have the meal **billed** to the room and pay for the room charge and meals at the same time. Other times, I just look for cheap hotels or motels that provide the basic necessities. If I really want to save money, I **reserve** a bed at a **youth hostel**. The price is cheaper, but I have to share a room with other **patrons**, which doesn't bother me at all.

Pizza Restaurant

I eat pizza at least once a week with my roommate. I usually order a large pizza with three toppings: sausage, pepperoni, and green onions, but my roommate doesn't like sausage or green onions, so we

usually order a half-and-half pizza. On one half, we order the toppings I like, and on the other half, he asks for mushrooms, bacon, and olives. We both like thick crust, so we can agree on that. Also, we order extra cheese on the pizza. Besides the pizza, we usually order bread sticks and a 2-liter bottle of drink. Some pizza restaurants run weekly specials, so if you buy two pizzas at the regular price, you get the third pizza at a discount. So, if we have pizza leftover from a party, we throw it in the fridge and eat it for the next several days.

Restaurant Guides Dining Out in Style

While I was on a vacation last week, I decided to visit some restaurants to try some of the local **cuisine**; however, I didn't have a clue about the types of restaurants available, so I checked an online restaurant guide to give me some ideas and tips. **Mainly**, I was interested in seafood restaurants, so I searched for restaurants within a **reasonable walking distance** from my hotel, and I found seven of them. Next, I reviewed the online menus of the places to check the **dishes** they prepared and the average cost of a meal. However, price is not my first **consideration**; I enjoy a restaurant that has a **wide selection** from which to choose. Next, a restaurant's **decor** can always add to the dining experience (background music, decorations and **wall hangings**, seats and tables, etc.). If I'm going to a

Mexican restaurant, I would **expect** to see the restaurant decorated in the Mexican flavor. Finally, I always **consult** restaurant reviews to find out what other people thought about the restaurant and their experiences. What was the quality of the food? Did the **server** provide fast and friendly service? Doing some research before you go can make dining a more **pleasurable** and predictable experience.

Discussion

What types of restaurants do you like to visit? Do you have a particular restaurant you go to regularly? If so, explain your reasons.

Supermarket: Buying Groceries

I usually go to the supermarket about once or twice a week to buy **groceries**. Since I do a lot of shopping, I usually need a **shopping cart** to carry everything. I first stop by the **deli counter** to pick up some sliced cheese. Then, I look for some fruits and vegetables in the **produce section**, but I make sure they are fresh. My kids like milk, so I **swing by** the **dairy section** and **grab** a few gallons of milk. Also, there are times when I don't have much time to cook, so I usually pick up some **microwaveable meals** in the **frozen food section**. If the store is **out of stock** of any of the items I need, then I drop by a different supermarket on my way

home. I generally pay with cash at the **checkout counter**.

Airport Information

The airport is your first stop before leaving on our dream vacation or trip. Generally speaking, you should arrive at the airport with plenty of time to spare. Don't arrive 10 minutes before your plane departs. You can park your car in long-term parking if you are planning to be away for a few days, or you can ask someone to drop you off in the loading zone right in front of the airport terminal. In some cases, you can check your bags there at curbside, or you might have to go to the check-in counter inside the airport. Many airports now allow you to check in at a computer kiosk, but you will still need to check your bags if you have any. Once you are checked in, you will have to pass through security where they will check your ID and your carry-on bags. You will also need to walk through a metal detector, which will check for illegal items. After you pass through security, you can walk to the gate where you can wait to board your flight. Just wait until they call your section to board. They usually seat first-class passengers and those who need assistance first. Enjoy your flight.

Cruise Vacations

My wife and I went on a cruise vacation this summer, and it was one of the best experiences of our lives. Because there are many cruise travel destinations and cruise packages, we first contacted a cruise travel agent who supplied us with a lot of information and travel tips about the whole cruise experience. He told us that cruise lines cater to different crowds, including singles, honeymooners, and families, and each cruise provides different activities and facilities on ship. Because we were going on our honeymoon, we steered away from a family cruise and choose one geared just for people like us. I was a little worried that we would spend all our time on ship, but the cruise agent said that cruise vacations often offer land and shore excursions where you can get off the ship and explore the different lands and cultures during your vacation. Before deciding on the cruise package, the cruise agent suggested that we plan our trip during a favorable time of year in terms of price and weather. The price of a cruise is less in the off season (fall and spring), but the fall is hurricane season in the Caribbean, so this is something to consider. In the end, proper planning helped us have a wonderful cruise experience.

Fast Food Restaurant

When I need a bite to eat, I often drop by a local fast food restaurant and buy a quick meal. I usually order a cheeseburger, a large order of fries, and a medium-size drink. On the cheeseburger, I ask them to put everything on it: onions, lettuce, mustard, ketchup, pickles, and tomato, but I ask them to hold the mayonnaise. I also order some water to wash everything down. If I'm really famished, I might order a chocolate shake. I sometimes pick up something for my roommate who eats like a horse, so I have to order at least three hamburgers. I usually pay with cash, but I sometimes pay for the meal using my debit card. I don't eat fast food too often because it contains a lot of fat, but more and more restaurants are offering healthier choices like salads and chili, so there's usually something for everyone.

Health Club

Staying Fit

I go to a health club two or three times a week to stay in shape and stay fit. On Mondays and Wednesdays, I run several miles on a treadmill and then cool down by walking around the indoor track. On Tuesdays and Thursdays, I lift weights and discuss nutrition with my personal trainer. On Fridays, I play

racketball with a friend and then relax in the jacuzzi for a few minutes to relax my muscles. On Saturdays, I do aerobics to improve my cardiovascular fitness. Exercise also lets me burn off stress from work. On Sundays, I take a day off from exercising, but I might take a stroll around the park with my dog.

Discussion

Staying fit is important for you physically and even emotional well-being. What do you do now to stay in shape? Or if you had the time and motivation, what would you consider doing to stay fit?

Job Hunting

Finding the ideal job often takes a lot of research and patience. First of all, one of the first places to start is by talking to family and friends who might work for companies that are presently hiring. If that doesn't help, then you might want to look in the local newspaper under the classified ads to see if there are any job postings. You can often post a copy of your resume there. Finally, attending job fairs held at colleges or conventions might provide leads to job openings.

Job Interview Tips

If you are looking for a new job, here are some job interview tips you should keep in mind when

meeting with a potential employer. First, be sure to dress appropriately for the situation. If you are interviewing for a teaching job, then you might want to consider wearing nice pants and a dress shirt. However, you don't want to overdress for the interview either. Next, be sure to do some research on the company for which you are interviewing. This will help you know if you have the needed skills or experience to work for that company. Finding out something about the company will also help you ask intelligent questions about their business to show them you are interested in their company. Finally, be prepared to tell them why you would be the best choice for the position. You don't have to boast about your accomplishments, but you can tell them in a confident and direct way why you can help their company better than other applicants.

Job Promotion

A New Position and a Raise

I have great news to report. I just got a promotion and a raise! I've been working for my company for the past three years, and things have gone extremely well. First, I helped my department increase sales by 200% during that time. We have advertised and promoted our products at trade shows, in the newspaper, and on TV, and customers have really enjoyed our products. As a result, our company's reputation and image have expanded beyond our area. Now, more and more

customers are learning about us by word of mouth; when you have satisfied customers, the news gets around. In addition to increased sales, I've established a good working relationship with my colleagues. We recognize each person's strengths and respect other's opinions. I think my coworkers feel I can lead the department in the right direction. Therefore, I humbly accepted the promotion and raise, and I'll strive to do my best for my company and my customers in the future.

**Language
Proficiency and
Grammar Exercises**

Beyond the word

It is convenient offer brief definitions of units larger than the word, although these too will be considered in greater detail later. In English, sentences can be analyzed in terms of three types of constituent, the word, the phrase and the clause. We have already introduced the word and will now turn our attention to the other units.

Phrases

Phrases are groups of words which form a unit and which do not contain a finite verb- Both parts of this definition require expansion. If we look at the phrase 'on the chair', we know that it can occur in such sentences as:

I put it on the chair. I sat on the chair.

In both sentences, we can replace the phrase 'on the chair' by 'there':

I put it there. I sat there.

Notice that we replace all three words by 'there' because a phrase is a unit. It has internal coherence. In addition, if I asked the questions:

Where did I put it? Where did I sit?

The answer is likely to be: On the chair

Secondly, we have said that a phrase does not contain a finite verb.

Again, this is simple to illustrate. A finite verb form can be preceded by 'I', 'you', 'we', and 'they'. Non-finite verb forms cannot. Thus, in English we can have:

	I sing	I see
But not:	I singing	I seeing
	I sung	I seen
	I to sing	I to see.

We can say, therefore, that present participles such as 'singing', past participles such as 'sung' and infinitives such as 'to sing' are non-finite verb forms.

The commonest types of phrase are:

1. Noun phrases

These are phrases which have a noun as their headword. The units in italics in the following sentences are examples:

The letter arrived yesterday.

The naughty boy called his teacher/a silly old fool.

A simple sentence can have up to three noun phrases.

2. Adjective phrases

These are phrases which modify nouns. Like adjectives, they can be either attributive:

The boy, crying bitterly, was carried home.

Or predicative:

The house seemed very frightening.

When an adjective phrase is used attributively, it tends to follow the noun it modifies:

The tree, bending under the weight of its fruit, was the first thing he looked at every morning.

Occasionally, however, and more frequently in humorous styles, adjective phrases precede the noun. When this happens they are usually hyphenated:

An off-the-cuff remark
An off-the-shoulder dress.

3. Predicate phrases

There can only be one finite predicate (or verb) phrase in a simple sentence:

He will come tomorrow.
They really do not want our help.
I may have been trying too hard.

4. Adverbial phrases

These units are more mobile than other phrases and it is possible to have several in the same simple sentence:

He learnt to speak English very quickly.
He almost invariably arrives late.
Next year, we hope to tour Canada as thoroughly as possible.

5. Prepositional phrases

These are sometimes described as 'adverbial' because they often tell us when, where, why or how something happened. They can, however, function in other roles. If we compare the following sentences:

She hit the thief with the handbag.

And:

She hit the thief with the scar.

The phrases in italics are both prepositional (that is, they begin with prepositions) but the first phrase tells us about how the thief was hit. It is therefore adverbial. The second describes the thief and is thus adjectival.

Many modern linguists use the word 'phrase' slightly differently from the way we have described it above. They would describe:

I John the boy
as 'noun phrases', and
heard has heard may have heard

as 'verb/predicate phrases'. The reason behind this technique is that the items described as 'noun phrases' can all occur in the same linguistic environment:

I ran to catch the train.

John ran to catch the train.

The boy ran to catch the train.

Similarly, the verbal items have a similar pattern of occurrence:

He heard the news.
He has heard the news.
He may have heard the news.

The linguists who refer to one-word items as 'phrases' are concentrating on the functional similarity of the items. We shall, however, only use the term 'phrase' to refer to a unit of more than one word.

Clauses

A clause is a group of words containing a finite verb but usually not capable of occurring in isolation. In complex sentences we can have a main clause (that is, the most important clause in the sentence and the one that is most like a complete sentence) and one or more subordinate (or 'dependent') clauses. Thus, in the sentence:

He would be very sad if he lived alone.
The main clause is: He would be very sad
And the subordinate clause is: if he lived alone.

The three most frequently occurring types of clauses are noun clauses, adjective clauses and adverbial clauses.

1. Noun clauses

It is easiest to illustrate clauses by giving examples:

(a) I shall never forget what you have done.

- (b) Thai porpoises are intelligent is a well-known fact.
- (c) The fact that you are lazy is obvious to everyone.

If we look more closely at example (a), we can see that the noun clause can be replaced by 'it' or 'that' or 'you'. When in doubt about how a clause functions, see what you can substitute for it. For example, we might have:

I shall never forget [John. / him. / your kindness. / what you have done.]

All of the substitutions are noun-like, so we are dealing with a noun clause. Similar substitutions can be made with example (b):

That porpoises are intelligent [Their intelligence / That] is a well-known fact.

Example (c) is not so clear-cut and often causes problems. At first sight, it appears that the clause "that you are lazy" is telling us more about 'fact' and so a student might suppose that it is an adjective clause. If we look a little closer, however, we see that the clause is not 'describing' the 'fact' but actually telling us what the 'fact' is. We could actually leave out the words 'the fact' and still have a perfectly acceptable sentence:

That you are lazy is obvious to everyone.

We should be aware that sentences beginning as follows often introduce noun clauses:

The tact that...
The idea that...
The belief that. . .
The hope that. . .

2. Adjective clauses

As we would expect, these are clauses which describe nouns: The girl who is very tall is my sister.

Notice that the above sentence is very similar in meaning to: The very tall girl is my sister.

The following sentences illustrate common adjective clauses:

The book from which you cut that picture was mine.

The hat that we put on the scarecrow belonged to my aunt.

I remember the day when you had your fifth birthday.

This last example needs care. Usually 'when' introduces an adverbial clause of time but if 'when' can be replaced by 'on which', it introduces an adjective clause. This point is clear if we compare:

That was the day when I scored 100 runs.

That was the day on which I scored 100 runs.

with:

I was delighted when I scored 100 runs.

It should thus be clear that just as words can function in a variety of roles, the same clause can function differently in different sentences.

Let us now return briefly to the fact that 'that' can introduce both noun and adjective clauses. If we examine the sentences:

The idea that we can win our match is very ambitious.
The idea that John had was very ambitious.

We see that the first clause equals 'the idea', whereas the second clause describes 'the idea' but does not tell us what 'the idea' is.

3. Adverbial clauses

These are probably the most widely used clauses in the language and can be subdivided into eight types, each of which is illustrated.

(a) Clauses of time:

I'll buy the book when I get some money.

(b) Clauses of place:

Put it back where you found it.

(c) Clauses of reason:

I bought it because it was very cheap.

(d) Clauses of manner:

He always did as he was told.

(e) Clauses of purpose;

I hit him so that he would never climb trees again.

(f) Clauses of comparison:

He sings as well as you do.

- (g) Clauses of condition;
If you bring this ticket you'll get in free.
- (h) Clauses of concession:
Although he was poor he was honest.

It is worth stressing again that clauses can function in several different ways and so a clause should not be classified until its role in a specific context has been examined.

Exercises

1. State whether each of the following sentences is declarative, imperative, interrogative or exclamatory. In addition, state also whether each is major or minor.

- (a) What a fool!
- (b) What are you doing?'
- (c) Aren't you coming with us?
- (d) Water boils at 100° centigrade.
- (e) Who on earth painted that!
- (f) One man, one vote.
- (g) Look before you leap.
- (h) Will you let me have it soon?
- (i) Take this away at once.
- (j) In God's court there is no appeal.

2. Examine the following sentences and state whether each group of words in italics is a phrase or a clause.

- (a) The man, *boastful and argumentative*, was never invited back.
- (b) When I scored that goal I knew we had won the match.

- (c) Do it as quickly as possible.
- (d) Do it as often as you can.
- (e) The rumor that he was a fine teacher reached the school before he did.
- (f) On 12 July we'll have a party.
- (g) I can't understand what he says.
- (h) That overflowing river must have caused a great deal of damage.
- (i) When opportunity knocks, don't miss it.
- (j) Procrastination is the thief of time.

3. Pick out the clauses in the following sentences, saying which clauses are main and which subordinate- For example, in the sentence 'Whenever I see him I forget his name.' there are two clauses:

Main clause: I forget his name

Subordinate clause: whenever I see him

- (a) The boat that I bought was full of holes.
- (b) The fact that she was beautiful was stressed.
- (c) Come in when I ring the bell.
- (d) The man who escaped was wearing a brown coat when I saw him.
- (e) He never failed an examination although he rarely did any work.
- (f) Meet me after you've finished work.
- (g) Do you think he'll come?
- (h) That was what he said.
- (i) Never say that you'll do something if you have no intention of doing it.
- (j) Where did you put the book I gave you?

4. Classify the phrases in italics:

- (a) I met him in Italy.
- (b) The baby camel weighed only ten kilos.
- (c) He ran faster than the train.
- (d) She was unbelievably clever.
- (e) He may have gone.
- (f) Will you put that heavy parcel in my room, please?
- (g) Only the prettiest colors are chosen.
- (h) In which countries do people drive on the left?
- (i) They must have disappeared.
- (j) Come into the garden, Maud.

Exercises

1. Pick out the phrases in the following sentences:

- (a) He dropped me at the station on the way to London. (3 phrases)
- (b) The young man, singing loudly, walked into the busy street. (3 phrases)
- (c) At what time do you expect the London train? (2 phrases)
- (d) He put all his prized possessions in a bag and buried it at the bottom of the garden. (3 phrases)

2. Underline all the clauses in the following passage, giving the finite verb in each clause:

They did not know any of the people that they passed on the stairs on their way to their room. Their room, which was on the third floor, faced the sea. It was also possible, if you had good eyes, to see a little island in the distance. It was said that

smugglers used to hide their contraband there. Nobody knew if that story was true although most of the locals believed it.

3. Punctuate the following passage:

The tale implies that a bride must ask permission to use the resources She finds when she comes to live with her husband this principle is directly stated in the claim that is why my lord the bride docs not get anything for herself if she wants anything she tells the people of the house what she needs and they get it for her.

Sentences in English

Sentences are groups of words, phrases or clauses that can occur in isolation: That is the place. He locked the door. I'll do it.

In the written language, a sentence begins with a capital letter and ends with a full stop, a question mark or an exclamation mark.. The simplest definition of a sentence is that is begins with a capital letter and ends with a full stop, question mark or exclamation mark. Thus:

I like you.	What a fool I felt!
Come here.	One for all and all for one.
What did you say?	No.

are all sentences but they are clearly different and we can classify them and all other sentences into five main categories.

Sentence Functions

Sentences can be classified according to function.

1. Declarative sentences

These are sentences which make a statement or an assertion:

I like you. He is sixteen. They must not come here.

Declarative sentences can be either affirmative or negative:

I can see you. I can't see you.

2. Imperative sentences

These are sentences which give orders or make requests:

Stop that at once. Take these books to my room.

Get out. Help me, please.

Imperative sentences can be either affirmative or negative:

Put them in there. Don't put them in there.

3. Interrogative sentences

These ask questions of two types:

(a) yes/no questions, that is questions which expect a 'yes' or 'no' answer:

Are you the oldest man here?

Did you hear the noise?

Wouldn't you like to go there?

(b) Questions which begin with what?, when?, where?, which?, who?, why? Or how? and which expect an answer other than 'yes' or 'no':

How can I get to the station?

Who did that?

Interrogative sentences can be either affirmative or negative:

Who can play football? Didn't you hear the bell?

4. Exclamatory sentences

These indicate the speaker's opinion of, or attitude towards their subject matter:

He's an absolute idiot!

Nobody in his right mind would do such a thing'

What terrible news you've brought!

Exclamatory sentences tend to be affirmative because the speaker is expressing a strong view, but negative exclamations can occur:

I've never seen such a mess in all my life!

Never in a million years will I speak to him again!

5. Minor sentences

These are sentences which do not contain a finite verb. All sentences, such as those above, which contain a finite verb, can be called 'major sentences'. Minor sentences, which can be either affirmative or negative, are common in colloquial speech:
No. Not on your life.

In proverbs:

Better late than the late. Always a bridesmaid, never a bride.

And in advertising:
Brand X for beauty and health. The No. 1 car in its
class.

Sentence Structures

Simple, Compound and Complex Sentences

Apart from the classification discussed above, it is sufficient to distinguish three types of sentence in English, namely simple, compound and complex.

Simple sentences:

A *simple sentence* consists of a single independent clause and does not contain a subordinate clause: William wrote well.

A simple sentence may contain compound subjects and predicates to express complex ideas while maintaining a single main clause:

Modern Man, with an eye to preserving the future of mankind through the wonders of nuclear technology, has lost his marbles.

An *interjection* is a word that expresses strong emotion in a sentence: *Yikes!* I'm late!

Simple sentences contain only one finite verb:

William the Conqueror defeated Harold in 1066.

John was a good gardener.

That boy could run away.

He has always been a gentle boy.

Notice that the verb may be made up of one or more auxiliaries as well as a headverb, and that certain adverbs like 'always', 'never' and 'often' can come between the parts of a verb phrase.

Compound sentences:

These consist of two or more simple sentences linked by coordinating conjunctions (A compound sentence contains two or more coordinate clauses):

Harold defect led the Vikings but William defeated Harold.

You should either do the job properly or you should resign.

He called at the house but he wouldn't come in.

Notice that in compound sentences shared constituents may be omitted. For example, the last two sentences above might have occurred as:

You should either do the job properly or resign.

He called at the house but wouldn't come in.

In the first of these, "you should" occurs in both sentences and so can be omitted from the second. Similarly, in the second, 'he' is common to both. Below are more examples:

The bell rang, the whistle blew, and the cuckoo took the day off.

The phone rang and there was a knock at the door.

The word 'and' in these sentences is a coordinating conjunction.

I bored my parents, they bored me.

Complex sentences:

These consist of one simple sentence (or main clause) and one or more subordinate clauses. In modern descriptions, 'subordinate clauses' are often called 'embedded sentences'. The chief characteristic of subordinate clauses/embedded sentences is that they cannot stand alone because they depend on and are subordinate to a main clause (Italicized in the following examples):

When William defeated Harold, *he became king.*

The man who was wearing a black hat *left* when he realized that he was being watched.

Notice that clauses which begin with 'who', 'which' and 'that' often occur within the main clause:

The man left. *The man* who was wearing a black hat *left.*

As we saw in earlier chapters, English sentences can be analyzed in terms of words, phrases and clauses. We have examined words in some depth and are now in a position to consider phrases and clauses more fully. Here are further examples:

Time runs quickly when a deadline is near.

Since there was no food, he was hungry.

The phrases "when a deadline is near" and "since there was no food" are subordinate clauses. The words 'when' and 'since' are subordinating conjunctions. One test for a subordinate clause is to see whether the clause could stand as a

separate sentence. The clause is subordinate if it does not express a complete thought on its own. Often the clause is made to be subordinate by the subordinating conjunction and could stand on its own with the conjunction removed.

Compound-Complex Sentences

A compound-complex sentence contains coordinate and subordinate clauses:

When the door opened, a fox slipped through a hole in the floor and the chickens gave a cluck of relief.

The coordinate clauses are "a fox slipped through a hole in the floor" and "the chickens gave a cluck of relief".

The word 'and' is a coordinating conjunction.

The subordinate clause is "When the door opened".

The word 'when' is a subordinating conjunction.

Transitivity and English Sentences

It is not uncommon in modern descriptions of English to classify verbs according to whether they require one, two or three nominals. We will use the term nominal to comprehend nouns, pronouns, proper names and noun phrases.) Verbs such as 'arrive' and 'die' require only one nominal: Summer has arrived. John died.

These have been called 'one-place verbs' and they are intransitive. That means they do not take an object. Other verbs like 'kill' and 'see' tend to require two nominals: John killed the lion. He saw that film.

These are called 'two-place verbs' because they take a subject and an object. Two-place verbs are therefore transitive.

Still other verbs like 'give' and 'write' often co-occur with three nominals - a subject, an object and an indirect object:

John gave her a present. He wrote a letter to his parents.

These three-place verbs are also transitive.

If we look at sentences containing transitive verbs, we find that they can occur in two types of related sentences, traditionally called active and passive voice, thus:

John killed the lion. (Active)

The lion was killed by John. (Passive)

John gave her a present. (Active)

A present was given to her by John. (Passive)

We say that a sentence is 'active' or 'in the active voice' when the subject of the sentence is the agent of the action. When the subject receives the action, we say the sentence is 'passive' or 'in the passive voice'.

In passive sentences, it is not necessary to mention who performed the action. This means that the passive voice is often selected when the speaker does not wish to specify the agent:

Mary was hit.

The buildings were ransacked.

The money was stolen.

N.B.: Active sentences put the main emphasis on the agent; passive sentences put the main emphasis on the recipient of the action. In English we have the option of giving or

omitting the agent, that is, we can say either: *The ball was thrown by John*. Or *The ball was thrown*. These sentences are both passives but the second one is known as a 'truncated' passive because it does not provide all available information. We often use truncated passives to avoid laying blame or responsibility: *He was hit*. / *The match was lost*.

Pseudo-transitive sentences

A number of transitive verbs .such as 'eat', 'shave', 'write' frequently occur in sentences that look intransitive, as is clear if we compare the sentences in columns 'A' and 'B':

A

They eat at seven.
at seven.

He shaves every morning.
morning.

She wrote when she was young.
she was young.

B

They eat their main meal

He shaves his chin every

She wrote books when

The "A" sentences have been called pseudo-intransitive because they look like such intransitive sentences as:

C

They arrived at seven.

He struggles every morning.

She died when she was young.

The difference between the verbs in the "A" and the "C" sentences is that one can retrieve an object for the 'A' set by putting "what" or "whom" after the verb:

They eat what? Their dinner? Their tea?

It does not make sense to put 'what' or 'whom' after an intransitive verb. Pseudo-intransitive sentences serve a stylistic function similar to passives. With passive sentences, we do not have to mention the agent (The book was written [by X]), whereas, with pseudo-intransitive sentences, we do not have to mention the object (He writes [for example, books, articles, letters, stories for women's magazines]).

Ergative sentences:

If we now look at such pairs of sentences as:

- (a) John rings the bell at noon.
- (b) The bell rings at noon.

We can see that they are related and that 'rings' in (a) is transitive (it takes the object 'the bell'.) The verb in (b) is not transitive, however. Nor is it pseudo-intransitive. We cannot get an answer to such questions as "The bell rings what? /whom?".

There are quite a number of verbs in English which can occur both transitively and intransitively:

John opened the door.	John broke the cup.
The door opened.	The cup broke.

All such verbs involve change, either a change in position:

Close	move	open	shut	start	stop
-------	------	------	------	-------	------

Or a change in state:

Boil break change cook split tear

Some linguists use the term ergative to describe the relationship that exists between such sentences as: John stopped the car. The car stopped.

The word 'ergative' comes from a Greek verb meaning 'cause something to happen', 'bring something about', and, in the above sentences, John clearly caused the car to stop. For most students, it is not necessary to remember the term 'ergative' but it is very worthwhile to realize that ergative or causative relationships underlie a large number of stylistically related sets of sentences. We shall illustrate these relationships by drawing attention to the facts that:

(1) As we have seen, the same verb can occur in related pairs of sentences:

John stewed the meal for two hours.
The meat stewed for two hours.

(2) Morphologically related verbs can occur in a causatively connected set:

The mother is laying the baby on the bed.
The baby is lying on the bed.
The woodcutter will fell that tree.
That tree will fall.

(3) Morphologically distinct verbs can occur in a similar relationship;

John killed Peter, (that is, John caused Peter to die)
Peter died.

(4) Large numbers of adjectives and related verbs can occur in causatively related sentences:

Brand X makes your whole wash white.
Brand X whitens your whole wash.
Brand Y keeps your hands soft.
Brand Y softens your hands.

Phrasal Verbs

Act on: take action because of something like information received

Allow for: Include something in a plan or calculation

Answer back: To reply rudely to someone in authority

Back down: Withdraw your position or proposal in an argument

Back up: Make a copy of computer data - Support

Bail out on: Stop supporting someone when he is in trouble

Be taken aback: Be shocked or surprised

Be up to: Be good enough - Doing something naughty or wrong

Bear on: Influence, affect

Bear up: Resist pressure

Blow out: Extinguish candles, matches, etc.

Blow up: Explode

Boot up: Start a computer

Bounce into: Force someone

Branch out: Move into a different area of business, etc.

Brush up: Improve a skill quickly

Butter up: Praise or flatter someone excessively

Call up: Summon someone for military service - Telephone

Carry on: Continue

Check in: Register on arriving at a hotel or at the airport

Check out: Pay the bill when leaving a hotel - Die

Cheer up: Be less unhappy

Chip in: Contribute some money - Contribute to a discussion

Cool down: Get cooler - Become calm

Crop up: Appear unexpectedly

Dwell on: Spend a lot of time on something

Fawn on: Praise someone in an excessive way to get their favor.

Figure out: Find the answer to a problem

Fill out: Complete a form

Frown on: Disapprove

Gear up: Get ready for a busy period

Hack around: Waste time

Hack into: Break into a computer system

Hand down: Pass on to the next generation

Hand out: Distribute

Hang on: Wait

Hang up: End a phone call

Live up to: Meet expectations or standards

Log in: Enter a restricted area on a computer system

Log into: Enter a restricted area of a computer system

Log off: Exit a computer system

Look down on: Have a low opinion of

Look up to: Respect

Look up Consult a reference work (dictionary, phonebook, etc.)

Mug up: Study quickly

Nod off: Fall asleep

Nose around: Look around for evidence

Opt out: Choose not to be part of something

Pile up: Accumulate

Plug in: Connect machines to the electricity supply

Polish up: Improve something quickly

Rule out: Exclude a possibility

Set up: Prepare equipment, software, etc., for use - Start a company

Settle up: Pay a debt

Show off: Behave in a way so as to attract attention

Shut yourself away: Withdraw from company

Sign in: Register in a hotel - Open a computer program

Sign out: Close a computer program

Sign up: Give your name to do something - Subscribe

Step down: Leave a job or position so that someone can take
over

Warm up: Do exercises before a sport

Whip out: Remove quickly

Wipe out: Kill all of a population, make extinct

Wrap up: Conclude

Modals

In English there are nine auxiliaries which are classified as modals. They are called 'modals' because they relate to the 'mood' or 'attitude' of the speaker in expressing views on:

Ability: I can swim now but I couldn't swim last year.

Futurity: I shall drive to the city tomorrow.

Insistence: You will go, whether you like it or not.

Intention: I shall visit you next October.

Obligation: I must go now. I have a train to catch.

Permission: You may now leave the room.

Possibility: We may come. It depends on how much free time we have.

Probability: It is very likely that he will visit us.

Willingness: I shall certainly come if I can.

Consider the tables below:

Can

Use	Examples
Ability	I can speak English.
Permission	Can I go to the cinema?
Request	Can you wait a moment, please?
Offer	I can lend you my car till tomorrow.
Suggestion	Can we visit Grandma at the weekend?
Possibility	It can get very hot in Arizona.

American and British English

American English	British English
commercial	advertisement
antenna	Aerial (TV, radio)
fall	autumn
check	Bill
bookstore	bookshop
trunk	Boot
parentheses	brackets
phone booth	call box
cotton candy	candy floss
emergency room	casualty department
movie theater	cinema
downtown	city centre
toothpick	cocktail stick
stove	cooker

closet	cupboard
tuxedo	dinner jacket
detour	diversion
garbage can	dustbin
Faucet	Tap
first floor	ground floor
flashlight	Torch
garbage	rubbish
inventory	Stock
Kleenex	Tissue
quiz	Test
semester	Term
soccer	football
tag	Label

Arabic Words

There are several words from Arabic origins in English. Some Arabic words still have the definite article al-: Admiral / alchemy / alcohol / alembic / algebra / alkali. Here is a list of examples:

arsenal, burnous, sheikh, cadì, gazelle, minaret, sherbet, giraffe, ghouì, soda, harem, henna, sugar, mufti, carat, caraway, mummy, tamarind, carob, Jasmine, tarboosh, cipher, tariff, coffee, kebab, vizier, divan, lemon, yashmak, elixir, zero, etc.

New words in English

No language stands still. New words and expressions are always created, usually because something new is invented or just for fun. No government committee decides whether a new word is acceptable or not. Here are some examples that have come into English:

1 - New science and technology

Junk fax: unsolicited material, such as adverts, sent by fax

Tummytuck: a plastic surgery operation to remove fat from the stomach

2 - New sports and fashions

Monoboarding: sport of skiing downhill on a large single ski

3 - Political and social trends

Eco-friendly: not harming the environment

Cardboard city: area occupied by cardboard boxes serving as homes for the homeless

Couch potato: a lazy person who is never active

4 - New words from other languages

Fatwa: formal legal opinion delivered by an Islamic leader

Proverbs

Speakers tend to use proverbs to comment on a situation, often at the end of a true story someone has told, or in response to some event. They are useful and enjoyable to know and understand, but should be used with care:

A bad workman always blames his tools.
A bird in the hand is worth two in the bush.
Absence makes the heart grow fonder.
Out of sight, out of mind.
Actions speak louder than words.
All is fair in love and war.
All that glitters is not gold.
A man is known by the company he keeps.
A new broom sweeps clean.
Any Tim, Dick or Harry.
A stitch in time saves nine.
A book is the best company.
A friend indeed is a friend in need.
Birds of feather flock together.
Barking dogs never bite.
Beauty is only skin deep.
Beauty is in the eye of the beholder.
Better late than never.
Broken crockery brings you luck.
Call a spade a spade.
Charity begins at home.
Don't count your chickens before they're hatched.
Don't cry over spilt milk.
Don't mock the afflicted.
Don't put all your eggs in one basket.
Don't preach what you don't practice.

Easy come easy go.
Every Jack will find his Jill.
Haste makes waste.
He is a chip of the old block.
He is not poor that has little, but he that desires much.
To be poor and content is rich enough.
He who makes no mistakes, makes nothing.
Handsome is as handsome does.
He who laughs last laughs most.
It never rains but it pours.
Jack of all trades masters none.
Knowledge is power.
Lies have short legs.
Let bygones be bygones.
Like father like son.
Look before you leap.
Live and let live.
Love is blind.
Man proposes, God disposes.
Make hay while the sun shines.
Many kiss the child for the nurse's sake.
Many hands make light work.
Marriage is a lottery.
Money begets money.
Money isn't everything.
More haste less speed.
Mind your own business.
Necessity is the mother of invention.
Neither a borrower nor a lender be.
No pains - no gains.
Never judge a book by its cover.
One man's meat is another man's poison.
People who live in glass houses shouldn't throw stones.

Practice makes perfect.
Promises are made to be kept.
Respect a man, he will do the more.
If speech is silver, silence is gold.
Still waters run deep.
Take care of the pence and the pounds will take care of themselves.
The last straw that breaks the camel's back.
The early bird catches the worm.
There's no smoke without fire.
Too many cooks spoil the broth.
The end justifies the means.
The wolf may lose his teeth, but never his nature.
The worst luck now, the better another time.
Tit for tat.
There is much ado about nothing.
They bark up the wrong tree.
Don't carry coals to Newcastle.
When the cat's away, the mouse will play.
Where there is a will there is a way.
What cannot be cured must be endured.
You can't change the habits of a lifetime.

Idioms and Idiomatic Expressions

An **idiom** is a phrase where the words together have a meaning that is different from the dictionary definitions of the individual words. Here are some examples:

Kick the bucket	die
Spill the beans	confess, reveal information
A red herring	a false trail
A wild goose chase	a fruitless errand
The grass roots	the majority of the people
In the nick of time	without a second to spare
By the skin of his teeth	with nothing to spare
By leaps and bounds	with amazing speed
Burn one's boats	destroy one's means of escape
Bury the hatchet	agree to forget past problems
Smell a rat	notice something suspicious
Be at sixes and sevens	confused or not in agreement
Fly off the handle	get angry
Rough and ready	not well organized
Spick and span	extremely tidy
Bite the dust	die

Here are some other examples with their definitions and explanations:

A fool and his money are soon parted

People who aren't careful with their money spend it quickly.

A little bird told me

If you don't want to say where they got some information from

Achilles' heel

A person's weak spot is their Achilles' heel.

Add fuel to the fire

Make a bad situation worse.

All roads lead to Rome

There can be many different ways of doing something.

Armchair critic

A critic who offers advice but never shows that he could actually do any better.

As you sow, so shall you reap

If you do bad things to people, bad things will happen to you, or good things if you do good things.

Below the belt

If someone says something that is cruel or unfair

Big bucks

Making a lot of money.

Blood is thicker than water

Family relationships are stronger than others.

Blue blood

Someone with blue blood is royalty.

Castles in the air

Plans that are impractical and will never work out.

Cold shoulder

If you are deliberately unfriendly and unco-operative.

Crocodile tears

If someone pretends to be upset or affected by something.

Dressed to the nines

If you are in your very best clothes, you're dressed to the nines.

Fat head

A fat head is a dull, stupid person.

From rags to riches

Someone who starts life very poor and makes a fortune.

From scratch

This idiom means 'from the beginning'.

Go Dutch

If, in a restaurant, you pay equal shares for the meal.

Ivory tower

People who are detached from the world around them.

Lip service

When people show respect that is hollow and empty.

Make a mountain out of a molehill

If somebody exaggerates the seriousness of a problem.

Money laundering

If people launder money, they get money made illegally into the mainstream so that it is believed to be legitimate and clean.

Touch wood

If you are wishing for good luck.

Two-faced

A flatterer (a double dealer).

Under the table

Bribes or illegal payments.

Yellow press

A term for the popular and sensationalist newspapers.

Yes-man

Someone who always agrees with people in authority.

Idiomatic Expressions in Complete Sentences

I bought this **second-hand** copy at a discount.
This copy is **up-to-date**.
Let us **turn over a new leaf** in our relations.
He did not mention it explicitly, but I read it **between the lines**.
It is easy to talk a lot without **hitting the nail on the head**.
They **screwed up their courage** and decided to fight.
He was **searching for a needle in a haystack**.
He is always **harping on** his pains.
They are **putting the finishing touch** to the new plan.
They will **sugar the pill** for them.
We managed to **weather the storm**.
He borrowed heavily, and is now **in deep waters**.
The country is in need of **all hands to pull**.
He is **fishing for** trouble by his declarations.
They were **caught between two fires** in the siege.
Stabbing him in the back was a cowardly act.
He talked long and only **beat around the bush**.
We have to **keep pace with** the new technology.
Talk logic; don't **put the cart before the horse**.
The best gain is gained **by the sweat of one's brow**.
He is **as slippery as an eel**.
I **crave for** going abroad.
Let us not **deviate from our course**.
This is true **beyond any shadow of a doubt**.
He asked us to do what is **beyond reach**.
The thief **took to his heels** on seeing us.
He is an **old hand** in his job.

Acronyms

Acronym are pronounceable words from the initials or opening letters of a name or phrase and should be capitalized and printed without full points and typeset close up:

NASA	(National Aeronautical and Space Administration)
SALT	(Strategic Arms Limitation Treaty)
LASER	(Light amplification by Stimulated emission of radiation)
RADAR	(radio Direction-finding and ranging)
SONAR	(sound navigation and ranging)
NATO	North Atlantic Treaty Organization
OPEC	Organization of Petroleum Exporting Countries
AIDS	Acquired Immune Deficiency Syndrome
Per cent	(per centum) in a hundred
U.N.E.S.C.O.	United Nations Educational, Scientific and Cultural Organization
TOEFL	Test of English as a Foreign Language

Abbreviations

WHO	World Health Organization
BBC	British Broadcasting Corporation
CIA	Central Intelligence Agency
PTO	please turn over
NB	please note [Latin: nota bene]
RSVP	please reply [repondez s'il vous plait]
e.g.	For example (Latin: exempli gratia)

c/o	care of [e.g. T. Smith, c/o J. Brown; the letter goes to J. Brown's address]
B.Sc.	Bachelor of Science
M.Sc.	Master of Science
Ph.D.	Doctor of Philosophy
A.D.	(Anno Domini) after Christ
B.C.	Before Christ

Computer Abbreviations

ADSL	Asymmetric Digital Subscriber Line
CD-R	Recordable CD/DVD
CD-RW	Rewritable CD/DVD
CPU	Central Processing Unit
DOS	Disk Operating System
DVD	Digital Versatile Disk
GPS	Global Positioning System
IBM	International Business Machines
IT	Information Technology
LCD	Liquid Crystal Display
TFT	Thin Film Transistor
LED	Light Emitting Diode
OCR	Optical Character Recognition
PIN	Personal Identification Number
RAM	Random Access Memory
ROM	Read Only Memory
URL	Uniform (or Universal) Resource Locator
USB	Universal (or Unique) Serial Bus
WWW	World Wide Web

Paragraph-Writing

It is important for you to write a well-organized paragraph composition. A paragraph implies a distinct portion of written or printed matter dealing with a particular idea usually beginning with an indentation on a new line. Here are sample paragraphs:

1. The Scene outside an Examination Hall

The scene outside an examination hall offers a spectrum of different experiences. Anxiety, eagerness and fear are writ large on the faces of most of the students. The students seem nervous with the feeling that they have forgotten their mugged up material. They are seen engrossed in quick last-minute revision. Some, who had done nothing during the whole year, are seen to be preparing chits for cheating in the examination hall. Security men are posted at different spots to restrict the entry of anti-social elements and to prevent other outside interruptions. Some students are seen locating their roll-numbers on the notice-board. Some, who have worked very hard throughout the year, are confident and optimistic, while others just boast of their intelligence and create fear in the minds of nervous students by indulging in empty talks about the most expected questions. All the students remember God and seek His blessings. They exchange best wishes. Then the first bell goes and all rush to the rooms allotted to them to take their seats. A curtain of silence is drawn over the scene.

2. College Scene during the Recess

A fine combination of pleasure and leisure, recess is always welcome as a refreshing period. Students as well as

teachers look forward to it after hours of constant and tiresome work. The college scene during the recess presents a variegated picture of different activities. The students meet their friends and crowd the canteen to get refreshment. The teachers come to the staff-room and are seen sitting, sipping tea and discussing some light mundane topics. The students talk about their dress, hair-styles, T-V. serials, etc. Some like to go to the reading-room to read newspapers and magazines like Al-Ahram, Akher Sa'a, October, etc. Some spend the recess period in re-invigorating themselves, while the others spend it in back-biting. However, on the whole, there remains a great hustle and bustle in the college during the recess.

3. Mahatma Gandhi and Non-Violence

An apostle of truth, non-violence and humanity, Mahatma Gandhi led India not only in the field of religion but also in politics. He was an enlightened statesman with rare qualities of head, heart and soul. He won freedom for India and gave a new direction to Indian masses. His greatness lies in the fact that he continued freedom struggle without taking recourse to any violent methods. In the present context, when all the powerful nations are competing with each other in technological resources and atomic power, Gandhi's principle of non-violence can help in eradicating evil and hatred from the hearts of the masses. Hence, it can be fruitfully utilized for establishing harmonious and amicable relations between different countries. The "whole emphasis of Gandhi's thought was on the establishment of a qualitatively better society.

Revision Exercises

1 – Add the missing prepositions in the following sentences:

- A – She is keen ... going out.
- B – I bought a book ... a good price.
- C – I bought a book ... twenty pounds.
- D – The train has left ... time.
- E – The manager refused his request for a day.....
- F – I waited half an hour.....my friend.
- G –I am not satisfied your explanation.
- H – The police told the suspected thief.....empty his pocket.
- I – He was deprived his freedom.
- J – He aimed the bird.
- K – She has benefited the change.
- L – Water is composed hydrogen and oxygen.
- P – He insisted going there earlier.

2 – Give the plural of the words in brackets in the following sentences:

- A – The leader of the opposition recalled the last year (crisis).
- B – Many people think that (parent-in-law) are a nuisance.
- C – He arranged that his books should contain detailed (index).
- D – He wished to place certain (memorandum) before the committee.
- F – Highly-colored (fungus) were growing near the tree.
- J – Colored (fungus) were growing near the base of the tree.
- K – He agreed that these were strange (phenomenon).
- L – We cannot proceed on such likely (hypothesis).

3 - Below are pairs of sentences. Give the meaning of the underlined word in each pair:

- 1.i. She is an old friend of ours.
- 1.ii. He is an old man.
- 2.i. He is a hard worker.
- 2.ii. Do you think this is a hard exercise?
- 3.i. Have you met the new neighbors?
- 3.ii. I like your new dress.
- 4.i. He is a heavy smoker.
- 4.ii. What a heavy parcel!
- 5.i. I am certain that this book used to belong to me.
- 5.ii. There is a certain Mr. Smith whom you should meet.
- 6.i. The present Foreign Secretary is better than the last one.
- 6.ii. Is everybody present?

4 - Choose the correct form in the following sentences:

- A - I am visiting/visit him this evening.
- B - Francis writes/is writing a report at the moment.
- C - I meet/am meeting her for lunch tomorrow at one o'clock.
- D - They haven't arrived/don't arrive yet.
- E - Has she visited/did she visit the office last week?
- F - We meet/have met before but I cannot remember when.
- G - She lives/has lived in London all her life.

5 - Take out any words which are unnecessary in the following sentences:

- A - We visited to the museum last Thursday.
- B - The increase in their number can match with that in ours.
- C - We all stopped talking when Mary entered into the room.
- D - I heard some men discussing about a fire at a factory.

- E - My friend returned back to his own country last Friday.
F - Reda wants to speak to you concerning about your career.
G - Susan asked me to accompany with her to the party.
H - The doctor advised me to take in the medicine twice a day.
I - The policeman saw that a car was approaching to him.
J - Ships leave here and sail to everywhere in the world.
K - Yes, I know Cyprus quite well. I went to there last year.
L - Most tourists travel by air in nowadays.
M - I was busy in doing my homework.
N - She consulted with him about how to package the goods.

6 - Choose the correct words in the following sentences:

1 - true/truthful

- i) This play is based on a _____ story.
ii) I believe her. I think she is a _____ person.

2 - childish/childlike

- i) You cannot have every thing you want: don't be so _____.
ii) She has a _____ quality, a sort of innocence, which I like.

3 - young/youthful

- i) Our teacher is full of _____ enthusiasm for her subject.
ii) Enjoy yourself while you are still _____

4 - historic/ historical

- i) 'Ladies and gentlemen, this is a _____ moment: the first manned landing on another planet!'
ii) The library contains a copy of Magna Carta and other _____ documents.

5 - economic/economical

- i) The country is experiencing a time of great _____ difficulty.

ii) This soap is very ____: you use a little of it at a time.

6 - Electric/electrical

i) I see you have an ____ cooker! I prefer gas.

ii) The battery gave off a sudden—————discharge.

7 – Replace the Compound Nouns in bold font with words and expressions made from the words in brackets?

(N.B.) A large number of compound nouns are based on phrasal verbs. The meaning of the compound noun is indicated in brackets at the end of the sentence. They often have an informal feel to them and they are particularly common in newspaper reporting. Here are examples of such nouns in use:

1. In response to the pay offer, there was a **walk-out** at the factory. [strike]
2. There is going to be a **crack-down**, on public spending. [action against]
3. There has been a **break-out** from the local prison. [escape]
4. Last month saw a tremendous **shake-up** in personnel. [change]
5. I never expected the **break-up** of the USSR. [collapse]
6. The **takeover** of one of our leading hotel chains has just been announced. [purchase by another company]
7. We're trying to find some new **outlets** for our products. [places to sell]
8. Take your things to the **check-out** to pay for them. [cash-desk]
9. **Cutbacks** will be essential until the recession is over. [reductions]

10. What the computer produces depends on the quality of the **input**. [information that is put in]
11. **Output** has increased thanks to new technology. [production]
12. We have a rather rapid staff **turnover**. [change]
13. Just after leaving school he went through the stage of being a **dropout**. [person who rejects society]
14. It will be a long time before the consequences of **fallout** from Chernobyl are no longer felt. [radio-active dust in the atmosphere]
15. I can easily get you a **printout** of the latest figures. [paper on which computer information has been printed]
16. A **breakthrough** has been made in AIDS research. [important discovery]
17. Many of the problems were caused by a **breakdown** in communications. [failure]
18. The **outlook** for tomorrow is good - sunny in most places. [prospect]
19. There are **drawbacks** as well as advantages to every situation. [negative aspects]
20. The **outcome** of the situation was not very satisfactory. [conclusion]
21. TV companies always welcome **feedback** from viewers. [comments]
22. It was clear from the **outset** that the **set-up** would cause problems. [start; situation]
23. We parked in a **lay-by** on the **by-pass**. [parking space at the side of a road; road avoiding the centre of a town]
24. The **outbreak** of war surprised them. [start of something unpleasant, e.g. disease. violence]

8 – Supply the meaning of the binominal expressions in the following sentences:

(N.B.) Binomials are expressions (often idiomatic) where two words are joined by a conjunction (usually 'and'). The order of the words is usually fixed. It is best to use them only in informal situations, with one or two exceptions:

1 - **odds and ends**: small, unimportant things, e.g. Let's get the main things packed; we can do the odds and ends later.

2 - **give and take**: a spirit of compromise: Every relationship needs a bit of give and take to be successful.

3 - **part and parcel**: Tears are **part and parcel** of growing up. [part of / belong to]

4 - **ranting and raving**: The boss was **ranting and raving** at us. [shouting / very angry]

5 - **rack and ruin**: The old cottage has gone to **rack and ruin**. [ruined/decayed]

6 - **prim and proper**: He's so **prim and proper** at work. [rather formal and fussy]

7 - **rough and ready**: The hotel was a bit **rough and ready**. [poor standard]

She has to **wine and dine** important clients, [entertain]

8 - **leaps and bounds**: My English is progressing in **leaps and bounds**. [big jumps]

9 - **rest and recreation**: The doctor recommended some **rest and recreation**. [relaxation]

10 - **First and foremost**: **First and foremost**, you must work hard. [first / most importantly]

11 - **on and off**: We've had meetings **on and off**. [occasionally]

12 - **back and forth**: I've been running **back and forth** all day. [to and fro]

13 - **back to front:** You've got your sweater on **back to front**.
[the wrong way]

14 - **Slowly but surely:** **Slowly but surely**, I realized the boat was sinking. [gradually]

15 - **Sooner or later:** **Sooner or later**, you'll learn your lesson.
[some time/day]

C.V.

C.V. is an abbreviation for "curriculum vitae" which is an account of one's career, qualifications, skills, experiences, hobbies, etc. "Resume" is its American equivalent. The general format of a C.V. covers the following components:

1 – Personal Data:

Name:

Date of Birth:

Place of Birth:

Gender:

Marital Status:

Military Status:

Phone Number:

Home:

Office:

Mobile:

Fax Number:

E-Mail Address:

Mailing Address:

Nationality:

Religion:

2 – Education and Qualifications:

Pre-school:

Primary School:

Prep School:

High School:

B.Sc.:

Major:

Grade:

Year:

Degree Awarding Institution:

Non-Degree Courses:

Course Name:

Duration:

Others:

3 – Job Experience:

Period of Employment:

Name of the Company or Institution:

Job Title:

Duties and Responsibilities:

Further Details:

4 – Language Proficiency:

English:

French:

German:

Spanish:

Others:

5 – Computer Skills:

DOS:

Windows:

Word:

Excel:

Access:

Internet:

Others:

6 – Activities:

Conferences:

Seminars:

Social Activities:

Political Activities:

Others:

7 – Hobbies:

8 – Others:

GOOD LUCK

Professor Hamdy Shaheen