



VOLUME 1

LANGUAGE LINKS

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Corporate meeting planner

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If you're a naturally shy person, it can be hard to speak confidently in public. Fortunately, there are plenty of confidence tricks you can use to make sure your shyness doesn't prevent you from taking part in a meeting:

-  prepare what you want to say in advance so you know you won't forget anything important
-  practise in front of a mirror the day before
-  jot down notes about what you want to say
-  know what phrases you can use to introduce your main points
-  prepare answers to possible questions people could ask you
-  worry less about perfect English, but more on your ideas
-  maintain eye contact with all participants
-  remember the importance of body language: nod to show you agree, frown if you don't understand, and smile when you meet people
-  ask the chair for help, if necessary
-  check and confirm important information with other meeting participants



It's a lot to remember, but try one of these ideas per meeting, and you'll soon find you get more out of business meetings.

Culture Corner

Appropriate Ways to Address People

How often do you have to call someone you don't know? What do you like to be called by people you don't know? By people you do know? Let's clarify these points by reading the text below.



Suppose you're unsure of the gender of the person you're calling (say the first name is Jo), or you don't know if you should use the first or last name. Play it safe and use both: "Can I speak to Jo May please?"

When speaking to people, you have to use your judgment. People have different views on what they would like to be called and they don't wear signs announcing their preferences, such as "Call me Jane" or "Call me Ms. Jones." You'll even find that someone you might refer to by his or her last name in company can be addressed by his or her first name in private.

By
Piyaporn



On an envelope, you should use a title if possible. When in doubt, "Ms." is fine. If someone asks for "Mrs." or even "Miss" you can change it in your database, but let "Ms." be your default for women. If you're unsure whether to use "Ms." or "Mr." in the case of one of those names used by both men and women, leave out the title.

In formal situations and on official occasions – when you are doing something where you represent not only yourself but also your company - stay away from nicknames. Not "Chaz" but "Charles."



Finally, remember that when you travel internationally, you should expect to find most cultures use more formal titles and surnames than those used in American culture.

Here's the Answer

Expressions of Quantity: Special Cases of Subject-Verb



Q: I don't know when to use a singular verb or a plural noun for percentages, few, majority, and number.

A: Subject-verb agreement is generally quite straightforward in English. Here are a few that are useful for academic writing or presentations.

With fractions, percentages and indefinite quantifiers (e.g., *all*, *few*, *many*, *much*, *some*), the verb agrees with the preceding noun or clause:

➤ With a singular or non-count noun or clause, use a singular verb:

☞ Half of *what he writes* **is** undocumented.

☞ Fifty percent of *the job* **is** routine.

➤ With a plural noun, use a plural verb:

☞ One-third of *the students* **have** graduate degrees.

☞ Half of *his articles* **are** peer-reviewed.

☞ Fifty percent of *the computers* **have** CD-ROM drives.

☞ *All the studies* **are** current.

➤ The words *majority* and *minority* are used in a variety of ways:

When *majority/minority* mean an unspecified number more or less than 50%, use a singular verb:

☞ The *majority* **holds** no strong views.

☞ A *small minority* **indicates** it supports the proposal.



By
Napassawan



When *majority/minority* mean a specific percentage, you may use either a singular or a plural verb:

☞ A 75% *majority* **have/has** voted against the measure.

☞ A 10% *minority* **are/is** opposed to the measure.

When *majority/minority* refers to a specified set of persons, use a plural verb:

☞ A majority of *Canadians* **have** voted for change.

☞ A minority of *the students* **are willing** to pay more.

➤ Expressions using the phrase *number of* depend on the meaning of the phrase:

They take a singular verb when referring to a single quantity:

☞ The number of *students registered in the class* **is** 20.

They take plural verbs when they are used as indefinite quantifiers :

☞ A number of *students* **were** late.

Bits and Pieces

English Language Fact File

The most commonly used letter in the alphabet is **E**

The least used letter in the alphabet is **Q**

The first letters of the months July through to November spell **JASON**

By
Pimravee



'Bookkeeper' and 'bookkeeping' are the only 2 words in the English language with three consecutive double letters

The word 'Strengths' is the longest word in the English language with just one vowel

The word 'almost' is the longest in the English language with all the letters in alphabetical order

The first English dictionary was written in 1755

The old English word 'juke' meaning dancing lends its name to the juke box

The most commonly used word in English conversation is **'I'**

Adapted from <http://www.did-you-know.com/did-you-know-facts/english-language.php>

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