



LANGUAGE LINKS

Writing strategies



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Writing helps clarify your thinking

You don't really know what you think until you write it.



Writing on a regular basis makes you a better writer

Like anything else, the more you practice, the better you get.



Deadlines can be helpful

They can give you the energy and concentration you need to write.



Length limits are good for your style

Eliminating wordiness improves your emphasis and impact.



Good writing is edited writing

You never outgrow your need for a good editor.



Letting your first draft "rest," will help you edit it more effectively

Certain problems become obvious if you allow time to pass between drafting and editing.



Some stages of writing are inefficient and sloppy

Accepting the imperfection of the first draft is a wonderful freedom.



Making it fun keeps it fresh

As with most things, a column on business writing doesn't need to be dry and boring.



Writing counts

Writing is a reflection of your personality and style, a statement of your professional standards. It counts as much as anything else you do.



CULTURE CORNER

Test Your Business Etiquette



**By
Piyaporn**

Take this quiz and see how you fare in the following business situations. The answers are at the bottom of the page.

1. You're invited to a reception and the invitation states "7:00 to 9:00 PM."

You should arrive:

- A) anytime between 7:00 PM and 9:00 PM
- B) between 7:00 PM and 7:30 PM
- C) go early and leave early



2. You're talking with a group of four people. Do you make eye contact with:

- A) just the person to whom you're speaking at the moment?
- B) each of the four, moving your eye contact from one to another?
- C) no one particular person (not looking directly into anyone's eyes)?

3. You're invited to dinner in a private home. When do you take your napkin from the table and place it on your lap?

- A) Open it immediately
- B) Wait for the host to take his napkin before taking yours?
- C) Wait for the acknowledged head of the table to take hers before taking yours?

4. The waiter's coming toward you to serve wine. You don't want any. You turn your glass upside down. Are you correct?



5. You've forgotten a lunch with a business associate. You feel terrible and know he's furious. Do you:

- A) write a letter of apology?
- B) send flowers?
- C) keep quiet and hope he forgets about it?
- D) call and set up another appointment?

Answers to Business Etiquette Quiz



Now let's see how you did...

1. A or B. It's terribly impolite to arrive early.
2. B. Make eye contact with all of the individuals you're talking with.
3. B or C. Just don't grab it first unless you're playing one of these roles
4. No. Again, don't call attention to your dislike of your host's chosen beverage.
5. D. Call and set up another appointment. And don't forget to apologize for your error. Imagine how you'd feel if it was you!



HERE'S THE ANSWER



What is the difference between *hear* and *listen*?

Hear is a verb that means to receive or become aware of a sound using your ears, so you don't have to make an effort in order to just hear something.



For example:-

She **heard** a noise outside.

By
Napassawan

Listen is a verb that means to give attention to someone or something in order to hear them, so you make an make an effort in order to hear something properly.

For example:-

She **listened** to the noise and realised it was only a cat.



Note! In some circumstances we use hear when we listen to someone or something attentively or officially.

For example:-

I **heard** a really interesting speech on the radio this morning. These people need to be **heard**.



From : <http://www.learnenglish.de/mistakes/CommonMistakes.htm>

BITS AND PIECES

Songkran: Making a splash



The most famous aspect of the Songkran celebrations is the throwing of water. The custom originates from the spring cleaning aspect of Songkran. Part of the ritual was the cleaning of Buddha images. Using the 'blessed' water that cleaned the images to soak other people is seen as a way of paying respect and bringing good fortune.

It also doesn't hurt that April is the hottest part of the year in Thailand, so being soaked is a refreshing escape from the heat and humidity.

Nowadays, Thais will roam the streets having 'water fights' using containers of water or water guns, or stand at the side of roads with a hose and soak any one who passes by.

You may also get covered in chalk, a custom originating from the chalk used by monks to mark blessings. This combination of water and powder is almost identical to the celebrations of Holi, and indeed, it maybe that the customs originated in India as certainly Songkran is celebrated more widely and longer in the Northern part of Thailand.

Even more interesting is that the custom of water fights pops up in a distant place at the same time of year. Dyngus Day is celebrated on Easter Monday in Poland, and on the Monday the custom is that boys get to soak girls with water, but on the Tuesday, the girls get to throw crockery at the boys - again the water and powder combination.

As mentioned, Songkran is a Spring Cleaning Day, both physically and spiritually. On the physical side, in addition to other cleaning customs, is that anything old and useless must be thrown away or else it will bring bad luck to the owner. On the spiritual side, some people make New Year resolutions.



Adapted from <http://www.officeholidays.com/countries/thailand/songkran.php>

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