



# Culture Corner



## Meetings in China



**C**hinese business people do not like **S**urprises. In advance of a meeting, discuss and agree on a written agenda, including the names and titles of those attending, and pass it out to all attendees at the start of the session. Plan to arrive at least five to ten minutes prior to the scheduled starting time.



As a formality, the most senior person enters the room first, followed by his/her staff in descending order of rank with each initiating handshakes with their counterparts.



The dress code for all meetings is formal business attire.

If you are hosting the meeting, it is always helpful to ask about transportation needs to and from the meeting site. Be sure to offer Chinese tea and refreshments. To avoid embarrassment, have name cards on the table, with the most senior people



seated at the centre of the table opposite their counterparts, and the rest seated in descending order around the table. To show respect, pour tea for everyone. Do not jump into the business at hand but, rather, start the meeting with small talk in order to make everyone feel comfortable.



End the meeting on time, thank your guests for their time and see them off.



Wallwork, A. 1999. *Business Options*. Oxford: Oxford University Press.

# LEARNING STRATEGIES

## Getting a Good English Dictionary

### You need a good English dictionary

An English dictionary is the most important thing that you will need when learning English. Successful English learners use their dictionaries all the time – that's how they learn to use new words.

### How to buy a good English dictionary

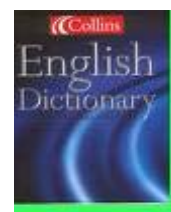
1. It has to be an English-English dictionary.
2. It must give phonetic transcriptions (pronunciations) for every word.
3. It must give example sentences for every word.
4. It should be a software dictionary.

### Example sentences: more important than definitions

If you want to improve your speaking/writing ability, read the example sentences in your dictionary. They show you how to use a word and they program your brain with correct English.

### Reviews of good dictionaries

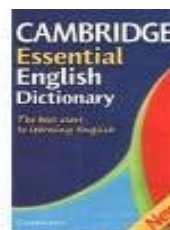
▷ **Collins COBUILD Advanced Learner's English Dictionary** (4th edition) – It's very easy to learn English from this dictionary, because it is full of real sentences from English books, newspapers, recordings, etc. Even the definitions are full sentences. Includes a CD-ROM (see below).



▷ **Collins COBUILD Advanced Learner's English Dictionary CD-ROM** – Included with the paper version, it has the same friendly definitions and great example sentences, but you can look them up much faster than you can using the huge book.

▷ **Random House Webster's Unabridged Dictionary CD-ROM** – A very comprehensive dictionary of American English with phonetic transcriptions and American recordings. Complements the Collins COBUILD Advanced Learner's CD-ROM nicely.

▷ **Cambridge English Pronouncing Dictionary** (16th edition) with **CD-ROM** – A good source of pronunciations that are not included in general English dictionaries, e.g. pronunciations of people's names, geographical names, company names and inflected forms of words. The CD version has great British recordings, pronunciation exercises and a Sound Search feature.



Adapted from [www.antimoon.com/how/howtolearn](http://www.antimoon.com/how/howtolearn)

**Usana**

# FUN WITH ENGLISH

## No.7 Puzzle it out

Here are five words:

**CABBAGE BANANA CARROT STRAWBERRY EGG**

Read through the following dialogue and try to work out which words the above are used instead of. (For example, if you think the word "egg" is used instead of "the", you write "Egg means the", etc.)

- A: E X C U S E M E . D O Y O U **cabbage** children?
- B: No, I'm afraid I **banana**.
- A: Oh, **carrot's** a pity.
- B: Why do you say **carrot**?
- A: Because everyone should **cabbage** children.
- B: Why?
- A: Well, **strawberry's** only natural.
- B: I disagree. **I egg carrot** there are far too many children in the world already and I certainly **banana** want to add to the numbers.
- A: **Carrot's** a strange way to **egg**.
- B: **Is strawberry? I egg strawberry's** the only sensible way to look at things.
- A: Well, I certainly want to **cabbage** at least four children.
- B: **I egg carrot's** a very selfish attitude to take.
- A: I **banana** care! **Carrot's** what I'm going to do.
- B: Well – go ahead – **cabbage** all those children but **banana** try to tell me to **cabbage** any.
- A: **Banana** worry, **carrot's** the last thing I'd **egg** of doing.
- B: I'm glad to hear **strawberry**.

### Answer no.6

- 1 cot, dummy
- 2 toothache, denture
- 3 sentence, judge
- 4 pattern, stitch
- 5 compartment, luggage rack
- 6 filing cabinet, typist
- 7 slides, snapshot
- 8 beach, deckchair
- 9 widow, cemetery
- 10 pigeon, beak
- 11 net, umpire
- 12 lapel, wear
- 13 bank, Danube
- 14 circulation, editor
- 15 headboard, blanket
- 16 bonnet, radiator
- 17 purr, paw
- 18 landing, mortgage
- 19 clubs, shuffle
- 20 prayer, hymn ("alter" is a verb)

**CABBAGE** means .....

**BANANA** means .....

**CARROT** means .....

**STRAWBERRY** means .....

**EGG** means .....

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