



LANGUAGE LINKS

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what's happening this week?

This week ILC students will visit the Bank of Thailand Museum, which is housed in Bangkhunprom Palace (now a part of the Bank of Thailand's premises). The tour will run from 9.00 to 12.00.



One of the museum's objectives is to preserve the Thai currency, an important cultural heritage showing the civilization of the Thai kingdoms. The museum serves to stimulate the research and study of the evolution of the Thai currency. The exhibitions cover prehistoric mediums of exchange; ancient currencies from the Funun, Dvaravati and Sri Vijaya Kingdoms; Pot Duong; and Thai coins and banknotes, including money from the North (Lanna money) and the Northeast (Lanchane money). In addition, we'll see an exhibition on the history of the Bank of Thailand, its roles and its responsibilities.

- NOTE:**
- See you at the Bank of Thailand Museum at 8.45
 - Casual dress in **NOT** acceptable.

What's happening for OCC students?

The OCC students will be busy working together at their workshop in Singapore. The main objectives of this workshop are to enhance internationalist views about presentations and meetings, and to provide the OCC students with a chance to work systematically through what they have learnt during the course. It will involve discussion in a formal meeting in addition to presentation making, from planning and introducing, to concluding and handling questions. In terms of the output of the workshop, the aim is for the students to be able to make a clear, well-organized presentation in front of an audience.

Does it sound like a practical activity?

Usana

Culture Corner



Business Etiquette & Protocol

Business Meeting Etiquette



The most formal way to schedule a meeting is to write to the person concerned, although most Singaporeans will schedule an appointment by telephone, fax or e-mail.

Do not try to schedule meetings during Chinese New Year (late-January/early-February), since many businesses close for the entire week.

You should arrive at meetings on time. Punctuality is a virtue.



There will be period of small talk before getting down to business discussions.

Since questioning authority is taboo, it is important to encourage questions after making a presentation and then to smile when a question is eventually asked.

Presentations should be accompanied by backup material, including charts and figures.

Never disagree or criticize someone who is senior to you in rank as it will cause both of you to lose face and may destroy the business relationship.

Business Cards



Business cards are exchanged after the initial introductions.

Business cards are exchanged using both hands.



If you will be meeting ethnic Chinese, it is a good idea to have one side of your card translated into Mandarin. Have the Chinese characters printed in **gold**, as this is an auspicious color. Hand your card so the typeface faces the recipient.

Examine business cards carefully before putting them in a business card case.

Treat business cards with respect. This is indicative of how you will treat the relationship.

Here's the Answer...

LEARNING STRATEGIES

Need



I wonder how to use the word *need*. Is it followed by an infinitive with *to*?



■ When used as an ordinary verb, *need* is normally followed by an infinitive with *to*.

Examples



Everybody needs to rest sometimes.

Do we need to reserve seats on the train?



■ *Need* can also behave like a modal auxiliary verb. In this case, it is followed by an infinitive without *to*. This use of *need* is mainly found in negative sentences.

Examples

We needn't reserve seats – there'll be plenty of room on the train.



You needn't explain – I quite understand.



Source: Swan, M. 2000. *Basic English Usage*. Oxford: Oxford University Press. (adapted)

Becoming a Confident Speaker

Confidence is a very important element in learning to speak a language. Many learners worry that they are going to make a mistake or that the people listening will not understand them. How can you learn to relax when you want to speak English?

How can you sound more confident?

- **Practise often.** The more often you speak, the easier it becomes. Try to think of people you can talk to in English, or places in your town where English is spoken a lot. You need to put yourself in a position where you need to speak. How about joining a club or going to a conversation class?
- **Relax and think about the message.** It's easy to become nervous if you only focus on grammar rules when you are speaking. The key to relaxing when you are speaking is to talk about something which you find really interesting. Speaking is easier when you have something to say and you are enjoying the conversation.
- **Rehearse what you want to say.** If you are very nervous, try to practise saying what you want to say to yourself a few times. Planning and rehearsal can make your speaking more confident. Remember, however, that you need to think about the person who is listening to you – what are they likely to say in response?

Confidence-building

Imagine you are joining a new club or class. How would you introduce yourself? What would you tell other people in the group about yourself? What would you like to know about them? Practise introducing yourself and asking questions about others. If you have a friend who is learning English, or you are a member of an English Learning Circle, you could play this as a game:

Everyone chooses a new identity – a new name, job, hobbies etc. Next introduce yourselves and find out about each other. Who has the most interesting 'new identity'?

Adapted from: <http://www.bbc.co.uk>

Napassawan

Usana

FUN WITH ENGLISH

No.5

Missing Words – Books, etc.

Put the following words into the correct sentences.

| | | | | |
|--------------|------------|-----------|----------|------------|
| encyclopedia | diary | album | manual | catalogue |
| register | newspaper | log | calendar | dictionary |
| cookery book | time-table | directory | map | atlas |
| index | library | brochure | | |

- 1 You read a to find out what has happened recently, both in your own country and in the rest of the world.
- 2 A is a book or booklet which gives you a list of goods or books for sale, plus their prices.
- 3 An helps you to find the position of a place or a country anywhere in the world.
- 4 If you can't afford to buy books, then you can always borrow them from a
- 5 An is a book (or a set of books) dealing with every branch of knowledge in alphabetical order.
- 6 You can keep a collection of photographs or autographs in an
- 7 You record personal events and happenings in a
- 8 You look at a to know the date and the month.
- 9 An is an alphabetical list at the back of a book of names, subjects, etc. mentioned in it and the pages where they can be found.
- 10 If you have a then you shouldn't get lost.
- 11 If you want to find out the times of trains or buses you should consult a
- 12 When something goes wrong with your car, you can always try to repair it yourself with the help of a car
- 13 If you don't know where to go on holiday, why don't you get a holiday from your nearest travel agency?
- 14 If you don't know a person's telephone number, you can always look it up in the telephone
- 15 If you want to find out how to make a particular dish you can look in a
- 16 You use a to find out the meaning of a word.
- 17 The captain of a ship fills in a every day.
- 18 You look at a if you want to find out how often someone has attended school or a course.

From : Test Your Vocabulary 2, Peter Watcyn-Jones

Answers no.4

- | | |
|------------|-------------|
| 1. grain | 10. clap |
| 2. plot | 11. block |
| 3. speck | 12. state |
| 4. term | 13. article |
| 5. colony | 14. flash |
| 6. school | 15. gaggle |
| 7. item | 16. panel |
| 8. stretch | 17. roar |
| 9. clump | 18. plague |

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