



LANGUAGE LINKS

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what's happening this week?

Now we are halfway through the course, so it is a good time for you to review all you have learnt since the beginning. There is no Friday activity this week.

Here is a tip to help you organize your study. Go over texts and the notes you made and revise the language skills, not the contents; for example, how to apply the right reading techniques to approach a particular text, how to make your writing precise and clear with the fewest grammatical mistakes, how to be fluent during a conversation, and how to concentrate and listen carefully while having a listening test. If there are still some points that are not very clear, discuss them with your classmates or ask a teacher.

With all the above points in mind, you are now ready for the rest of the course. If you have any questions, do not hesitate to see us. GOOD LUCK!!!

What's happening for OCC students?

The OCC students will be busy working together at their workshop at 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



Telephone Etiquette Guide



When the called party is not in, the following – more tactful – responses should be used to protect the privacy of the office staff.

What You Mean:	Tell the Caller:
<p>“He is out.”</p>	<p>“He is not in the office at the moment. Would you like to leave a message on his voicemail?”</p>
<p>“I don’t know where he is.”</p>	<p>“He has stepped out of the office. Would you like to leave a message on his voicemail?”</p>
<p>“He is in the men’s room.”</p>	<p>“He has stepped out of the office. Would you like to leave a message on his voicemail?”</p>
<p>“He hasn’t come in yet.”</p>	<p>“I expect him shortly. Would you like to leave a message on his voicemail?”</p>
<p>“She took the day off.”</p>	<p>“She is out of the office for the day. Can someone else help you, or would you like to leave a message on her voicemail?”</p>
<p>“He doesn’t want to be disturbed.”</p>	<p>“He is unavailable at the moment. Would you like to leave a message on his voicemail?”</p>
<p>“She is busy.”</p>	<p>“She is unavailable at the moment. Would you like to leave a message on her voicemail?”</p>

<http://www.fullerton.edu/IT/Services/Telecom/FAQ/etiquetteguide.asp>

Piyaporn

Here's the Answer...

LEARNING STRATEGIES

Hyphens

Some Tips for Extensive Listening



Q Can you explain when to use a **hyphen**?

A The rules regarding hyphenation in English are highly variable, and authorities do not always agree in all cases, but the uses of the hyphen offered here are generally agreed upon.

- 1. Use a hyphen to join two or more words serving as a single adjective before a noun:



a one-way street
 chocolate-covered peanuts
 a well-known author



However, when compound modifiers come after a noun, they are not hyphenated:

The peanuts were chocolate covered.
 The author was well known.



- 2. Use a hyphen with compound numbers:
Our teacher was *sixty-three* years old.

- 3. Use a hyphen with the prefixes **ex-** (meaning former), **self-**, and **all-**; between a prefix and a capitalized word; and with figures or letters:

ex-husband
 mid-September
 mid-1980s

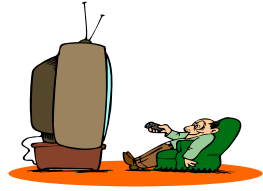
- 4. Use a hyphen to divide words at the end of a line if necessary, and make the break only between syllables:

pre-fer-ence, sell-ing

source: http://owl.english.purdue.edu/handouts/print/grammar/g_hyphen.html

- 1. Find something you enjoy, and just enjoy it! Because you like it, you will probably listen many times, which will enable you to effortlessly improve your English.

- 2. If you are using a DVD or VCD, use the subtitles to help you see which words or sounds are difficult for you.



- 3. After you have advanced a bit, turn the subtitles off (or cover them) to really test your listening ability.

- 4. When something seems very fast to you, just focus on the rhythm of English, and then worry about the individual sounds later.

- 5. Try "shadow practice" as you listen. This means you should try to move your lips as you listen. In this way, you can do speaking practice and listening practice at the same time.



Adapted from: <http://www.teacherjoe.us/LearnEnglish03.html>

FUN WITH ENGLISH

No.6 Synonyms

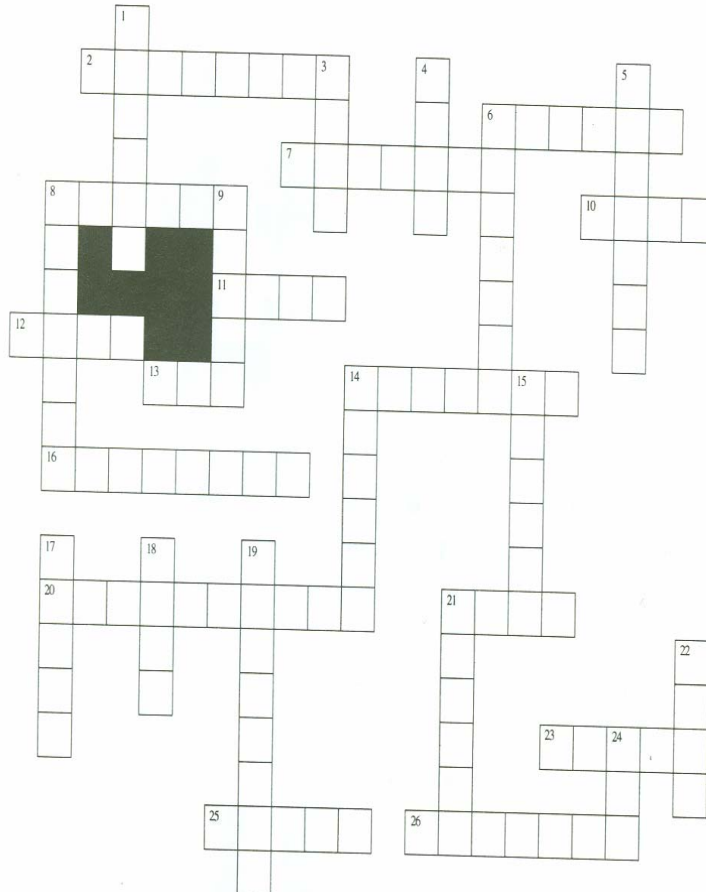
Complete the crossword by writing a synonym for each adjective, verb or noun.

Across →

- 2 awful (8)
- 6 mend (6)
- 7 error (7)
- 8 sadness (6)
- 10 expensive (4)
- 11 impolite (4)
- 12 prison (4)
- 13 weep (3)
- 14 competition (7)
- 16 very big (8)
- 20 help (n) (10)
- 21 detest (4)
- 23 go in (5)
- 25 odour (5)
- 26 sad (7)

Down ↓

- 1 leave (6)
- 3 wicked (4)
- 4 happy (4)
- 5 freedom (7)
- 6 need (v) (7)
- 8 peculiar (7)
- 9 anxiety (5)
- 14 alter (6)
- 15 completely quiet (6)
- 17 swim (v) (5)
- 18 present (n) (4)
- 19 good-looking (8)
- 21 occur (6)
- 22 employment (4)
- 24 attempt (v) (3)



TEST YOUR VOCABULARY; It's crossword time! 2:
Peter Watcyn-Jones

Answers no.5

Across

- 2 directory
- 5 bee
- 6 trunk
- 7 hear
- 8 butcher
- 11 flock
- 12 spots
- 14 entrance
- 17 peel
- 19 success
- 22 veal
- 23 chimney

Down

- 1 bride
- 3 thirst
- 4 nephew
- 5 bird
- 8 beak
- 9 elbow
- 10 horse
- 11 feet
- 13 dawn
- 15 taste
- 16 century
- 18 egg
- 20 cutlery
- 21 collar

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