



LANGUAGE LINKS

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What's happening this week?

This Friday will be different from the other weeks we have got together, as the Public Speaking Competition - one of the main language-based activities of the ILC course - will take place. There will be speakers from every ILC class, and prizes will be awarded to the three contestants who deliver the best speeches on the morning.

A panel of judges will decide the winners, using the following criteria:

1. How well was the speech **structured**? The best speeches are those that have been well written beforehand. There should be a strong opening to the speech, together with a good conclusion at the end. Ideas should be well organized, and each idea should 'flow' smoothly to the next. Irrelevant points should not be included, and there should be no unnecessary repetition of ideas.

2. How good was the speaker's **presentation**? It is important that the contestants practise their speeches many times before Friday's event. They should not read their speech directly from a script, but, instead, use cue cards to help them remember the main points.

3. How clear and accurate was the speaker's **pronunciation**? When writing a speech, it is a good idea to use words that you are familiar with and know how to pronounce correctly.

4. Were there any serious **grammatical** mistakes? Incorrect use of grammar can often make the meaning of a sentence unclear.

5. How **interesting and original** was the speech? Judges and audiences alike prefer speeches that both inform and entertain!

We wish all the speakers good luck. See you at Narathip Auditorium, Ministry of Foreign Affairs, at 8.45. Please dress appropriately.



LEARNING STRATEGIES

Public Speaking Guidelines

- Your audience is there to hear your message. Relax and deliver that message, instead of focusing on yourself.
- Make sure that your speech is right for your audience.
- Take your time. Don't read your speech word-for-word and don't rush through it. Be conversational, as if you were talking with a group of friends.
- Don't stand up there like a stick, clenching the podium at both sides. Be natural and animated. Use hand gestures, drink water, and move around a little. But don't rock back and forth - that conveys nervousness.
- Keep the speech short and simple.
- Make eye contact with the audience. Connect with them. Get them to nod their heads to acknowledge what you're saying. Make them pay attention to you.
- Practise your speech ahead of time. Take time to pause in the right places to make eye contact and catch your breath.
- Don't get into a debate if someone disagrees. Talk with him/her after your speech.



Adapted from http://www.srikumar.com/toastmaster/public_speaking.htm

Usana

Culture Corner

Business Etiquette and Protocol in the Netherlands



Business Meeting Etiquette

- ◆ Do not try to schedule meetings during the summer (June through August), as this is a common vacation period.



- ◆ Punctuality for meetings is taken extremely seriously.
- ◆ Being late may mark you as untrustworthy and someone who may not meet other deadlines.
- ◆ If you expect to be delayed, telephone immediately and offer an explanation.



- ◆ Cancelling a meeting at the last minute could jeopardize your business relationship.



- ◆ Meetings are rather formal in nature. Little time is spent on pleasantries.
- ◆ Meetings adhere to strict agendas, including starting and ending times. Do not attempt to deviate from the agenda.
- ◆ Maintain direct eye contact while speaking.

Negotiations



- ◆ The Dutch prefer to get down to business quickly and engage in relatively little small talk.
- ◆ Communication is direct and to the point, and may seem blunt.
- ◆ Make sure your arguments are rational as opposed to emotional.
- ◆ Use facts and figures to confirm your statements.
- ◆ Business is conducted slowly. The Dutch are detail-oriented and want to understand every innuendo before coming to an agreement.
- ◆ Decision-making is consensus driven. Anyone who might be affected by the decision is consulted, which greatly increases the time involved in reaching a final decision.



- ◆ Avoid confrontational behaviour or high-pressure tactics.
- ◆ Once a decision is made, it will not be changed.

<http://www.kwintessential.co.uk/resources/global-etiquette/netherlands.html>

Here's the Answer

Small & Little



The words *small* and *little* are quite similar. Do they have exactly the same meaning?



SMALL is used just to talk about size. It is the opposite of big or large.

Examples:



Could I have a small brandy, please?

You're too small to be a policeman.



size + emotion

The adjective *little* is used to talk about

If we call something *little*, we usually have some sort of feeling about it—we like it, or we dislike it, or it makes us laugh, or we think it is sweet.

Examples



They've bought a pretty little house in the country.

What's that nasty little boy doing in our garden?



'What's he like?' 'Oh, he's a funny little man.'



Poor little thing—come here and let me look after you.



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

FUN WITH ENGLISH

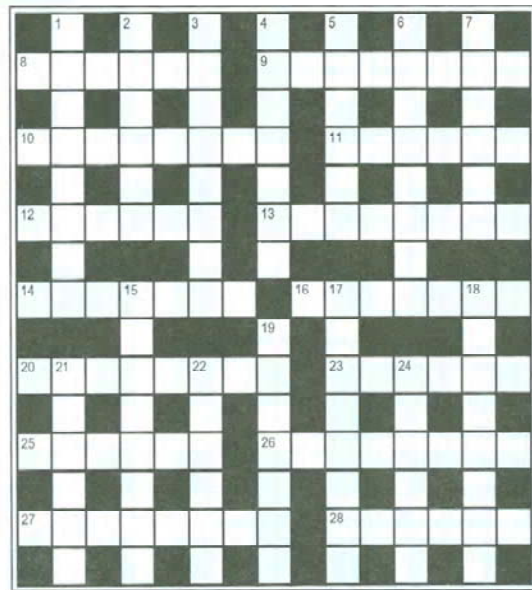
No.10 Crossword Puzzles

Across

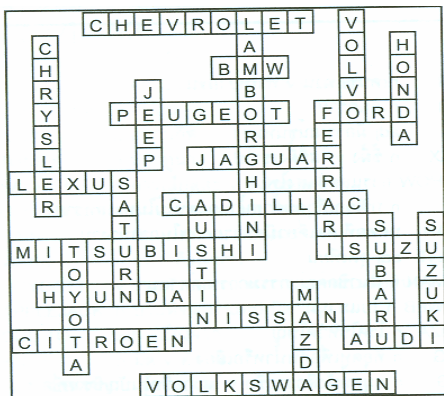
- 8 American who lives in the North
 9 Albert _____, German-born theoretical physicist
 10 Happy _____ to you
 11 (Of a book) that has not been read
 12 One who kicks a goal, for example
 13 Formal word for 'alright'
 14 'Star Wars _____ VI : Return of the Jedi'
 16 **T O U G H** > _____ > Toughest
 20 Incorrect use of language
 23 Opposite of turn-off
 25 '_____ Scissorhands', starring Johnny Depp
 26 Also known as spare time
 27 Moderate tempo
 28 Archaic word meaning 'alarm'

Down

- 1 Cup awarded for the annual international team tennis competition
 2 Someone who skates
 3 Offered
 4 Beginning of the year
 5 Once a year
 6 Opposite of being full
 7 Capital of Saudi Arabia
 15 Vienna, Frankfurter, Salami are _____
 17 On a route to some place
 18 Extremely large
 19 Edible marine creatures
 21 Cards, board, and table-top are _____ games
 22 Relating to the Andes
 24 Ceremonial or religious act



Answers no.9



From Crossword Puzzles Book

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