



# LANGUAGE LINKS

**Vol.2 No.2 April 5, 2010**

Language Links is an internal publication of the Devawongse Varopakarn Institute of Foreign Affairs, Office of the Permanent Secretary, Ministry of Foreign Affairs, 962 Krung Kasem Road, Bangkok 10100. <http://www.mfa.go.th/web/2791.php>

## LEARNING STRATEGIES

### How to study English with a simple plan

Most people know that practice makes perfect but then they don't know how to practice English. The following list is here when you don't know what to do. With different activities, you will always have something new to try. Try to create a balance between listening, speaking, writing and reading and try to do these activities everyday for a minimum of 30 minutes.

#### Listening



- Listen to the radio in English while you drive to and from work.
- Listen to the radio in English while you work. If your office does not have any rules about listening to things while you work, keep your radio on low (or use headphones). You will not be concentrating on the English but your will let your ears get used to the sounds of English while you work.



- Listen to the radio when you are at home. While you cook, clean, play with your kids etc.
- Choose your favorite English music and look for the lyrics on the Internet. You can read along to the songs, as you hear the words at the same time.

- Listen to or watch the news on TV. You can find broadcasts of the news on line if you do not have satellite or cable which allows you to change the language to English.



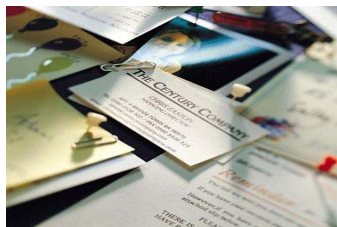
- Many people ask if watching movies could be the answer to how to study English. Watching movies and DVDs of your favorite TV series is a great way to improve all aspects of your English. Watch with English subtitles at first and then progress to no subtitles

Adapted from: <http://www.helping-you-learn-english.com/how-to-study-english.html>

**Usana**



## Business Card Etiquette



Hello readers. As you all know that the business card is one of the most used and least understood tools in business today. Whether CEO of a Fortune 500 Company or founder and part-time CEO of a web-based start-up, the business card is an effective communication and marketing tool. But like any tool, it must be used properly. The do's and don'ts of business card etiquette, while not the key to wealth and success are helpful to prosper in a business or organization of any size.

### ► When to Carry Business Cards

Unless you are going swimming or otherwise actively engagement in sports, carry your business cards. Do not limit carrying them to work days, the office or business functions. Some of the best opportunities for business networking are at the least likely events or times.

### ► How to Carry Business Cards

Some people carry business cards loose in their pockets or their purse. The best thing to carry them in is a business card case.

### ► When to Offer Your Business Card

Some people whip out their business card every time they meet someone at work or at a work related function. The best times to offer your business card are:

- When someone asks for your card.
- When you ask someone for their business card.
- At the END of a meeting with a client or potential client before they leave.
- If someone ask for your contact information (business or otherwise).
- At the end of an air flight if you have talked with the person sitting next to you.
- If you dine next to someone outside of your company at a professional or networking function (business-related), you may tell them that it was enjoyable talking with them and offer them your card as you shake hand and leave.



There are a lot more to learn about exchanging business cards. So next week we will read some more interesting information that you should always bear in mind.



Article Source: [http://EzineArticles.com/?expert=George\\_F\\_Franks\\_III](http://EzineArticles.com/?expert=George_F_Franks_III)

# Here's the Answer...

## Have something done



Do you know what the structure '**have something done**' mean?



In English, we cannot say that we do, did or are going to do something if it is in fact another person who is going to perform the action.

In Portuguese, for example, you might say:

◇ *Vou cortar o cabelo (I am going to cut my hair)*

and actually mean that you are going to the barber's or hairdresser's, where a professional will actually do the cutting.

In **English**, if you say "*I am going to cut my hair*" it means that you will sit down in front of a mirror with the scissors and do it yourself.

**When we wish to talk about arranging for things to be done by other people, we use the structure to have something done:**



◇ *I am going to **have** my hair **cut**.*

◇ *I **have** my car **serviced** every two months.*

◇ *We **had** the house **redecorated** over the summer.*

It is also possible to use the verb **get** instead of **have**:

◇ *I am going to **get** my hair **cut**.*

◇ *I **get** my car **serviced** every two months.*

◇ *We **got** the house **redecorated** over the summer.*



<http://www.britishcouncil.org/learnenglish-central-grammar-have-something-done.htm>

**Napassawan**

# FUN WITH ENGLISH

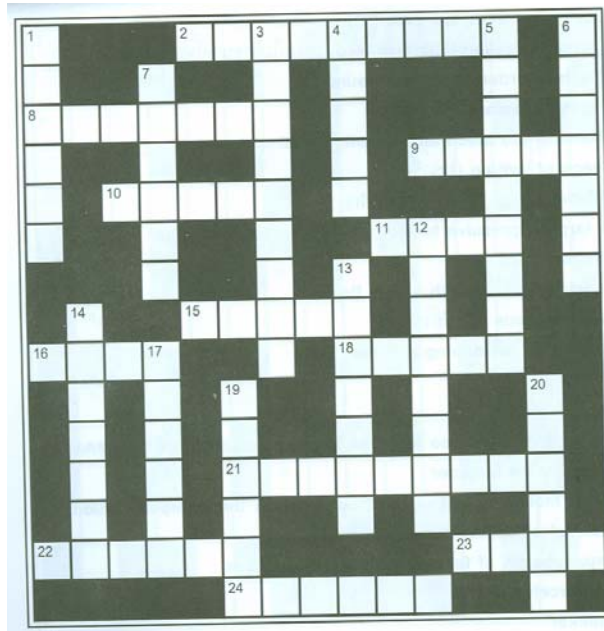
## No.2

### Crossword Puzzle

#### Across

- 2 Rescuer at seashore  
 8 (Japanese) Takoyaki made from \_\_\_\_\_ .  
 9 Rest on one's knees  
 10 Show the way  
 11 This - These, \_\_\_\_\_ - Those  
 15 Steps connecting two floors  
 16 Young sheep  
 18 \_\_\_\_\_ for a job  
 21 Person who plots a course  
 22 Theatre  
 23 What is shown in theatre  
 24 Opposite to Import

From : Crossword Puzzles Book



#### Down

- 1 Sufficient (Synonym)  
 3 Person who catches fish  
 4 Rock, Jazz, and Pop are music \_\_\_\_\_s.  
 5 Alphabetical list of names and addresses  
 6 Service provided for the public  
 7 Intensity of sound  
 12 Place where doctors work  
 13 \_\_\_\_\_ jam is a long line of vehicles on a road  
 14 Whirlpool bathtub  
 17 Watch out!  
 19 Ice cream served with a topping  
 20 RAMBLE (anagram)

#### Answers no.1

- 1 School:** blackboard, desks, playground, pupils, staffroom  
**2 Kitchen:** cutlery, dishwasher, fridge, frying pan, sink unit  
**3 Boat:** crew, deck, funnel, portholes, rails  
**4 Church:** aisle, altar, congregation, pulpit, pew  
**5 Jacket:** button, collar, lapel, pocket, sleeve  
**6 Hospital:** matron, operating theatre, patients, stethoscope, ward  
**7 Office:** date stamp, filing cabinet, secretary, stapler, typewriter  
**8 Car:** boot, bumper, clutch, horn, seatbelt

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