



LANGUAGE LINKS

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LEARNING STRATEGIES

Ten Tips for Learning English as a Second Language

.....Continued from Last week

5. Expose yourself to English as much as possible.

The more you expose yourself to English, the more you will get used to it and the more familiar it will become. Specific ways to increase exposure to English:

- Watch TV and movies.
- Listen to the radio.
- Read as much as possible.



6. Enlarge your vocabulary.

Having a large vocabulary is important when learning any language, and it is especially true of English. Reading is a very good way to learn new words as is doing puzzles or playing different kinds of word games.

7. Have fun.

Having fun increases your ability to remember, so the more you enjoy yourself as you learn English, the easier it will be to remember. Play games and puzzles. Comic books and newspaper comic strips are also a good way to have fun, and the pictures make them easier to understand than stories with only words.

8. Cultivate friendships with native speakers of English.

If you make friends with native speakers, you will find that they can be a very valuable help to your English studies. You will find yourself in situations where you have no choice but to speak English, and doing so will begin to feel more natural.



9. Make regular study a habit.

Regular study is a key to success when learning a language. It is easier to study a little each day than trying to study for several hours only one day a week.

10. Acknowledge the progress you've made.

Finally, it is important to recognize that you will improve as long as you continue to study the language. Progress comes little by little but think about where you are at today, and where you were last week or last month. You will see that you have made progress. Your English has improved and you should feel proud of that fact. It shows you that if you carry on with your studies, whether privately or in class, you can achieve your personal goal.

Adapted from: <http://www.summit-esl.com/ten.tips.html>

Usana

Culture Corner



Business Etiquette and Protocol in Spain



Relationships & Communication



- The Spanish prefer to do business with those they know and trust.
- It is important that you spend sufficient time letting your business colleagues get to know you.
- The way you present yourself is crucial when dealing with Spaniards.

- It is best to display modesty when describing your achievements and accomplishments.
- Communication is formal and follows rules of protocol. Avoid confrontation if at all possible. Spaniards do not like to publicly admit that they have made a mistake or are wrong about something.
- Trust and personal relationships are the cornerstones of business.
- Spaniards, like many societies, are concerned about looking good in the eyes of others and try to avoid looking foolish or losing face at all times.

Business Meeting Etiquette



- Appointments are mandatory and should be made in advance, preferably by telephone or fax. Reconfirm in writing or by telephone the week before.
- You should try to arrive on time for meetings.

- The first meeting is generally formal and is used to get to know each other. Do not be surprised if no business is actually conducted during the first meeting.
- Agendas are often used but do not always need to be followed too strictly.
- Make sure all your printed material is available in both English and Spanish.
- Not all businesspeople speak English, so it is wise to check if you should hire an interpreter.
- Several people may speak at once. You may be interrupted while you are speaking.



- Decisions are not always reached at meetings. Meetings are primarily for discussion and the exchange of ideas.
- Most Spaniards do not voice their opinion at meetings. Therefore, it is important to watch their non-verbal communication.

Source: <http://www.kwintessential.co.uk/resources/global-etiquette/spain-country-profile.html>

Here's the Answer...

Hyphen (-)

Q

Can you explain how to use *'hyphen'* to link parts of words?

A

Hyphens are used to link words and parts of words. They are not as common today as they used to be, but there are *three main cases* where you should use them:

1) Hyphens in compound words

Hyphens are used in many compound words to show that the component words have a *combined meaning* (e.g. *a mother-in-law, good-hearted*) or that there is a *relationship* between the words that make up the compound: for example, *rock-forming minerals* are minerals that form rocks. But you don't need to use them in every type of compound word.

Compound adjectives

Compound adjectives are made up of **a noun + an adjective**, **a noun + a participle**, or **an adjective + a participle**. Many compound adjectives should be hyphenated. Here are some examples:

noun+adjective	noun+participle	adjective+participle
accident-prone	computer-aided	good-looking
sugar-free	power-driven	bad-tempered

With **compound adjectives** formed from the adverb *well* and a participle (e.g. *well-known*), or from a phrase (e.g. *up-to-date*), **you should use a hyphen when the compound comes before the noun:**

well-known brands of coffee, an up-to-date account

but not when the compound comes after the noun:

*His music was also well known in England.
Their figures are up to date.*



It's important to use **hyphens** in compound adjectives describing **ages** and **lengths of time**: leaving them out can make the meaning ambiguous.

For example, *250-year-old trees* clearly refers to trees that are 250 years old, while *250 year old trees* could equally refer to 250 trees that are all one year old. (To be continued)

<http://www.oxforddictionaries.com/page/punctuationhyphen/hyphen;jsessionid=082070F581446958B284847E7564A28E>

Napassawan

FUN WITH ENGLISH

No. 3

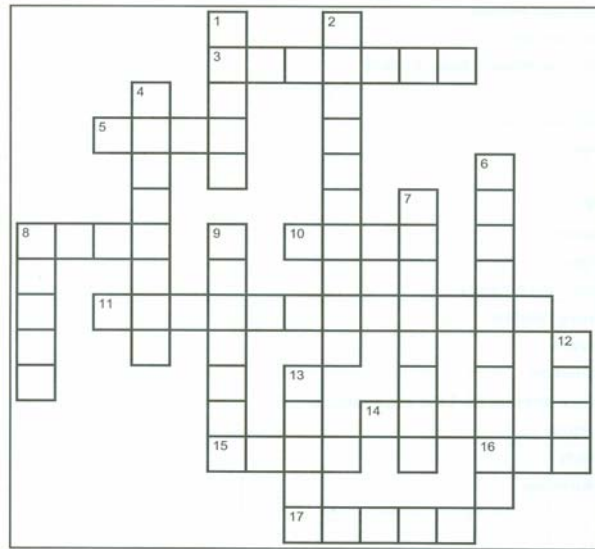
American Slang - Noun

Across

- 3 Stupid person
 5 Handsome man
 8 Big, exciting party
 10 Bathroom
 11 Cheap, stingy person who rarely spends money
 14 Money
 15 Food
 16 Policeman
 17 Movie

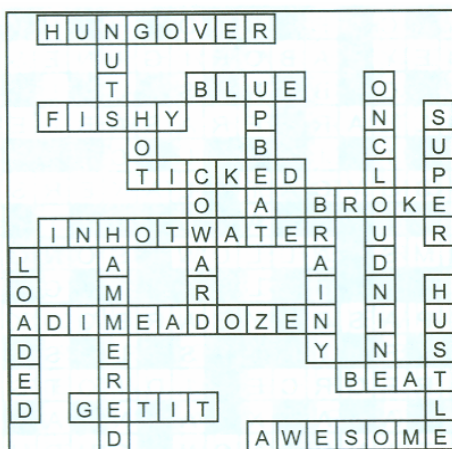
Down

- 1 Crazy Person
 2 shopping addict
 4 Snacks
 6 A face with no expression
 7 Beautiful woman
 8 Very intelligent person
 9 Boring person who talks too much
 12 Boring/stupid person
 13 Things



From : Crossword Puzzles Book

Answers no.2



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