



LANGUAGE LINKS

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LEARNING STRATEGIES

Tips on Studying a Foreign Language



Learning another language is not easy, but most people can learn a second language IF they are willing to put in the necessary time. Here are some practical suggestions for studying effectively.

1. **STUDY EVERY DAY!** Language learning is cumulative: Study 1 or 2 hours for every class hour if you want an A or B.
2. **DISTRIBUTE YOUR STUDY TIME** in 15- to 30-minute periods throughout the day. Focus on a different task each time: vocabulary now, grammar next, etc.
3. **ATTEND AND PARTICIPATE IN EVERY CLASS-** Class time is your best opportunity to practice.
4. **MAKE YOURSELF COMFORTABLE IN THE CLASSROOM.** Get to know your classmates, so you will feel you are among friends. Visit your instructor during office hours to get acquainted; explain your goals and fears about the course to your instructor.
5. **LEARN GRAMMAR IF YOU DON'T ALREADY KNOW IT.** Review a simplified English grammar text.
6. **PRACTICE FOR TESTS** by doing what you will have to do on the test.
7. **DEVELOP A GOOD ATTITUDE.** Have a clear personal reason for taking the class. Set personal goals for what you want to learn.
8. **GET HELP IF YOU NEED IT.** Talk with your teacher. Form study groups among class members. Use tutoring services. Don't wait!

Adapted from www.english-zone.com

Usana

Culture Corner

Business Etiquette in China



Business Meetings



- In China, it is assumed that the first person that enters the room is the head of the group. Westerners should observe this convention so as not to confuse the Chinese. Important guests are usually escorted to their seats. If the meeting room has a large central table, the principal guest is likely to be seated directly opposite the principal host.

- When exchanging business cards, hold out your card **using both hands** with the writing facing the recipient. Cards should always be exchanged individually (one-on-one). Never toss or "deal" your business card across the table, as this is considered extremely rude. Receive a business card with both hands and scan it immediately for vital information. Then lay the card in front of you on the table. It is demeaning to put someone's card directly into your pocket without looking at it first.



- Meetings begin with small talk. Resist the temptation to get down to business right away. Also, avoid telling Western-style jokes, because jokes sometimes do not translate across cultures and can cause confusion or hurt feelings.

Social Events

- At a formal banquet, be prepared to give a short, friendly speech in response to the host's speech.
- When invited for dinner, it is polite to sample every dish served. Your host may serve some food for you, and it is nice to reciprocate if you feel comfortable doing so.



- Always leave something on your plate at the end of the meal or your host might think that you are still hungry.
- If a Chinese person gives you a compliment, it is polite to deny it graciously. Modesty is highly valued in China.

- The Chinese point at objects with an open hand instead of the index finger. Beckoning to someone is done with a palm facing down. Avoid beckoning with your index finger facing up.



Source: http://www.china-window.com/china_business/china_business_tips/business-etiquette-in-chi.shtml

Piyaporn

HERE'S THE ANSWER...

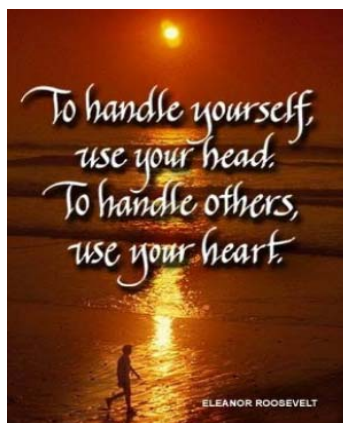
Please give me some good proverbs!!?



I have to present a talk. Could you please give me some good proverbs which will catch people's minds and make them think? Thanks.



- o "Soon learnt, soon forgotten."
- o Something that is easy to learn is easy to forget.
- o "Don't cross your bridges before you come to them."
- o Don't worry about problems before they arrive.
- o "The best things in life are free."
- o We don't have to pay for the things that are really valuable, like love, friendship and good health.
- o "The way to a man is through his stomach."
- o Many women have won a man's love by cooking delicious meals for him. They fed his stomach and won his heart.
- o "Where there's a will there's a way."
- o If we have the determination to do something we can always find the path or method to do it.
- o "The best advice is found on the pillow."
- o If we have a problem, we may find the answer after a good night's sleep.
- o "Still waters run deep."
- o People who are calm and tranquil on the outside, often have a strong deep personality.



ELEANOR ROOSEVELT



A friend who helps when one is in trouble is a real friend.



Look before you leap

Avoid acting hastily, without considering the possible consequences.

<http://www.slideshare.net/sh1990/proverbs-presentation-913247>

http://www.slideshare.net/yolyordam/proverbs-1246063?src=related_normal&rel=680313

Napassawan

Handling unexpected events during presentation

We learned that good preparation is a secret ingredient to a successful presentation. But even if you have rehearsed well enough, do not expect too much. There may be unguarded moments during your presentation that will paint a flaw in the almost too perfect speech. Yet, an effective presenter is ready for any circumstance and possible occurrences.

One should also know helpful tips when put in hot waters during a presentation. It is always a good thing to prepare for the worst so you can easily recover from an unexpected event.

Keep Your Composure

An amateur presenter may easily fluster and get disappointed when something unexpected happens during the presentation. And such a reaction is very evident to the audience on the facial expression and uneasy gestures. A good technique to keep it unobvious is to maintain your poise and self-control.



For instance, you slightly trip as you walk past the room while explaining your topic. Collect yourself immediately and continue with the talk but you might want to say a little something like a dash of humor before commencing with your speech.

Acknowledge the Unexpected to Yourself

It is not a good idea to just simply disregard any unexpected event that may occur in your presentation. One simple way to do this is to give a quick comment on the event. It would be a lot better if the comment has humor in it. That way, your audience will appreciate your positive response to the situation.



Never Apologize

In the first place, there is nothing to apologize, unless it really inconvenienced them. Especially if the flaw came from your delivery, do not apologize profusely. Instead, correct it, and carry on with your talk.

For example, you unintentionally mentioned a grammatically incorrect phrase. Rephrase the statement with the correct construction this time and proceed with your explanation like a real pro does.

When asked a question and you do not know the answer, do not say sorry but let the audience feel that you take interest in the question and will be more than willing to research on the answer for them.

Adapted from: <http://www.exforsys.com/career-center/presentation-skills/handling-unexpected-events.html>



EDITORIAL TEAM

Editor : Usana Wongnarkpet

Editorial Team : Napassawan Phromsumphun
Piyaporn Juntarat

Production : Raevadee Tantayavit

