



LANGUAGE LINKS

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LEARNING STRATEGIES

Improving Oral Communication Skills in English

Improving spoken English can be much more complicated than improving listening comprehension because you have to produce English speech that is not only grammatically correct but also understandable and suitable to the situation. Local English speakers often speak very differently than they write and spoken English has its own rules and characteristics that differ by dialect.

Improve your pronunciation. Select a standard accent (American, British or Australian) and try to imitate the pronunciation. Each dialect has slightly different pronunciation of vowels and some consonants. After selecting a dialect, dive into it, watch movies and listen to music in this dialect and try to imitate sounds.

Construct your vocabulary. How should I use English? Keep in mind the words that are important to you. Learn and practice transitional phrases. Phrases that connect ideas and thoughts can improve the flow of speech. You can use words that you add to summarize, illustrate, process, and contrast. For example, consider the following statement:

I usually work on Fridays, but I'm usually free on Saturday. "

This speaker uses the transition word "but" to contrast their schedule on Friday and Saturday. Transition words make the speech more natural.

Practice with local speakers. Nothing can substitute for practicing your communication skills with native speakers of English. If you are someone with a private practice or if you have friends who are native speakers or fluent in English, ask them to practice with you and correct your speech. Without feedback, you will have difficulty knowing what you are doing wrong and how to fix it.



Adapted from: <http://english-preparation.blogspot.com>

Usana

Culture Corner

Em @ il Etiquette Do's & Don'ts



Although technology is ever-changing, basic rules of etiquette still apply. Polite electronic communication requires that you treat others as you would have them treat you, even when interacting through the cold gray light of the computer screen. Follow these tips to help you communicate electronically, politely, and effectively.



Addressing with care - When sending an e-mail to a long list of recipients, don't put all the addresses in the To and cc lines. Most people don't want their e-mail addresses displayed for all to see. It's better to send messages individually or use the blind-copy (BCC) feature, which allows you to show only one address.



No yelling, please - Avoid typing your message in capital letters because **CAPS ARE THE EQUIVALENT OF SHOUTING**. Also beware of anger and frustration in the choice of words; the recipient will hear the anger and frustration in your writing.



Watch those symbols - E-mail is singularly lacking in subtlety, and language that the sender may find funny or clever can easily be misunderstood by the recipient. If used, emotional symbols are better suited for casual messages between friends than for business e-mails. Likewise, be careful when using on-line abbreviations, since they'll leave some recipients scratching their heads.



Salutations and Closings - Especially in business e-mails, it's important to have a strong finish. To one, two, or three people, state each person's name in the salutation: Dear, Tom, Mary, and Jim. When addressing a larger group, you can use a common salutation. In the case of an e-mail reply, use a salutation in the first reply. After the first reply, it is no longer necessary to keep adding a salutation. Think of it as being in a conversation. You don't need to keep saying the person's name every time you reply. Similarly for closings, it's useful to include information about



yourself in case anyone might want to know other ways to reach you. If your e-mail program does not automatically sign your message off with your name, address, e-mail address, and phone number, add it yourself. For a chain of reply e-mails, it is not necessary to include this information with every response.



Check it over - Be sure messages are clearly organized and grammatically correct. Write in complete sentences and always check spelling and punctuation - especially in business e-mails.



Source: <http://www.emilypost.com/communication-and-technology/computers-and-communication/459-email-etiquette-dos-and-donts>

Piyaporn

HERE'S THE ANSWER...

SOCIAL ENGLISH

Q: Could you tell me appropriate responses for social English?

A: Social expressions help you to promote a pleasant and positive atmosphere in your contact with a guest or host. Here are some samples:

Some one sneezes. What do you say?

- Bless you!

You're just going to start eating. What do you say?

- Enjoy your meal!

Someone says , "Have a nice day!" What do you say?

- You , too.
- The same to you!
- Thank you, the same to you.

Someone thanks you for something. What do you say?

- Don't mention it!
- You're welcome!
- It was a pleasure!
- A pleasure!
- My pleasure!

Refuse an invitation politely.

- I'd love to come, but I'm afraid I have to

A friend can't come to dinner. What do you say?

- What a pity! Maybe next time.

A friend spilt coffee on your best suit. What do you say?

- Never mind.
- It doesn't matter.
- Don't worry.

You need the salt. It's at the other end of the table. What do you say?

- Could you pass the salt, please?

A friend offers to give you a lift home. What do you say?

- That would be nice, thank you.
- That's very kind of you.

A colleague gives you a birthday present. What do you say?

- That's very kind of you!
- You really shouldn't have!



<http://yasemintasbasi.jimdo.com/english-resources/social-expressions/>

Napassawan

FROM TEACHERS

Wish you all kinds of success especially in English skills. Give yourself a chance for English practice even after this ILC Course.

All the best to all of you.

Usana

You are very lucky to be here together. Not only getting English knowledge but gaining other profits, such as having new friends, learning how to participate in many activities also. Being successful in study is good, but being successful in living happily is better.

Good luck to all of you!!

Pimchanok

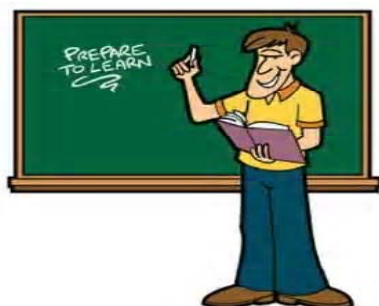
Whenever you have a chance to learn and use English, don't hesitate!!! Hopefully, you will always have good memories of your time at the Institute of Foreign Affairs. I wish you all the best of luck.

Napassawan

I/always enjoy working with all of my marvellous ILC learners. If you just stop and think about it for a moment, it's easy to know why. I'm pretty sure that you have enjoyed learning English here. So have I. Anyway, don't forget to keep it in mind about "Although you've already completed the ILC course, you yourself can maintain language learning everlastingly". You actually realize how to do so, don't you?

Wish you all the best,

Piyaporn



I wish you all the best in your future studies, your career, and your personal life. It is good to observe your ability as groups to study together and sustain good relations with each other, with your teachers, and with the support staff. There seem to be many things that are learnt in an ILC course-not just English.

David

Congratulations on your completion of the ILC course. Your efforts have been rewarded. Good luck for the future.

Robert

Use your English Skills at every opportunity you are given.

Get as much exposure to the English language as you possible can. eg.making English Speaking Friends, radio, TV and reading.

When you go back to your Government Department remember the saying "If you don't use it, you'll lose it".

All the best

Fun teaching you

Ian

I would like to take this opportunity to thank all of the ILC students for their hard work during the course and their dedication to learning English. I have enjoyed working with each of you and have had a lot of fun along the way. I wish you all success in your future endeavours.

Warran

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