



# LANGUAGE LINKS

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## LEARNING STRATEGIES

### English Training, Basic English

*To be continued.....*

#### Writing :

Keep a diary. For each day consider the "WH"-questions (what, where, who, when, why, how). Write reviews of movies you've seen, restaurants you've eaten at etc. Describe them and say what you liked and didn't like about them. Find some English speaking penpals or email friends to practice real English communication with. Our International Friendship page has lots of links to free penpal sites on the Web. Write letters to newspapers and magazines on subjects that interest you. Would you like to have your resume, cv, letter, essay, report or other document checked by a graduate native English speaker? *rightEnglish* will check your writing for spelling, grammar, punctuation, clarity and style.

#### Lessons of English Writing



#### Vocabulary :



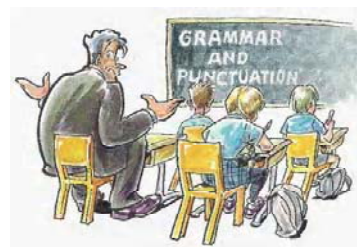
Read newspaper and magazine articles that interest you. Write down any new or difficult words. Try to guess what you think they mean from how they are used. Check the meanings in a dictionary. Try using an English-English dictionary before looking at the translation of new words. Try the Oxford Elementary Learner's Dictionary of English, or Collins COBUILD Advanced Learners English Dictionary.

Write down and check new words or expressions you hear in movies, songs etc. Do crossword puzzles and other word games.

Set yourself targets for learning new words - eg try to learn 10 new words a week.

#### Grammar :

Most native speakers NEVER learn rules of grammar. English grammar rules are complex and have many exceptions. It is best to learn grammar by hearing and reading as much natural English as you can.



<http://english-preparation.blogspot.com/2011/05/how-to-learn-old-english.html>

*Usana*

# Culture Corner

## Western Business Etiquette



### Dress



Dressing conservatively, in a suit and tie for men or a business suit for women, is considered the norm. In Latin America and European countries, a well-cut suit makes a difference in impression. And women are expected to have their hair done and makeup on, according to the website Travel Etiquette.



### Greeting

- In the U.S., a handshake and eye contact are the norms for greeting. In Europe, a smile usually accompanies the handshake. In the U.S., people tend to prefer personal space around them, keeping a distance of a foot or more between themselves and people they do not



know well. In Mexico and other Latin American countries, personal space is much smaller; people may stand very close to you. The polite thing in such countries is not to reinstate your personal space. In Venezuela and some European countries such as France and Italy, once you have established a relationship, a kiss on the cheek might be expected.

### Professional Titles & Business Cards

- In the U.S., people introduce one another with professional titles and exchange business cards. Once they get to know one another, they can switch to first names. In Ireland, professional titles are seldom used and are considered arrogant. In Madagascar, the color red has a bad connotation so it is important **not** to use it on a business card.



Adapted from <http://www.ehow.com>



Piyaporn

# Here's the Answer...

## How to keep a conversation going?

**Q:** Non-native English speakers often have difficulty in keeping a conversation going. If we are not fluent in English, we may find it difficult to express our ideas. We always feel 'blocked' when it is our turn to speak.

**A:** To develop fluency in English, you need to take every chance you get to use your English. The more you speak in English, the more confident you become. Following are a few tips on how to keep a conversation flowing.

### Showing interest in what the other person says

To show interest in what the other person is saying, you don't have to say much. You can use the words like 'Really?' (with a rising intonation), 'Sure' and 'Right' to show that you are really listening.



- *'Did you know? Jake is going out with a French girl.'* 'Really?'
- *'I don't think reality television shows are worth watching.'* 'Right.'

### Expressing your feelings

There are many short phrases which you can use to express your feelings. Examples are: 'Oh no', 'How awful', 'You must be joking', 'Ridiculous', 'What a pity' etc.

- *'Greg has just been diagnosed with cancer.'*  
'Oh no.'
- *'I got my car stolen twice last year.'*  
'What a pity.'



You can also try asking short questions like 'Did you?', 'Are you?' etc.

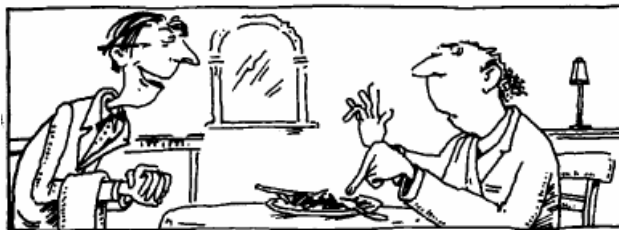
- *'We tried some Indian cuisine yesterday.'*  
'Did you? How was it?'



Adapted from <http://www.englishspeaking.org/how-to-keep-a-conversation-going/>

Can you finish these jokes?  
Choose the best three lines from the box.

- a. My eyes are terrible.
- b. I can't read.
- c. She's just gone out to lunch.
- d. That isn't my dog.
- e. Shall I call an ambulance?



1. A man went to a restaurant and ordered lunch.  
When the food came, it was terrible, and the man couldn't eat it. He called the waiter and said

"Waiter, this food's terrible! I want to see the manager!"

"Sorry," the waiter replied. "....."

2. A man was walking in a park when he saw a young girl playing with a large dog.  
He went up to them and asked the girl "Does your dog bite?"



"Of course not," said the girl.

The man smiled at the dog and held out his hand, and immediately the dog bit him.

"Owl!" he shouted.

"I thought you said your dog didn't bite!"

"It doesn't," the girl replied.

"....."

3. A woman went to have her eyes tested.

The optician told her to sit down and look at a board which had some letters written on it.

"Now" said the optician, "can you read the top letter?"

"No," replied the woman.

The optician held it closer. "Can you read it now?" he asked.

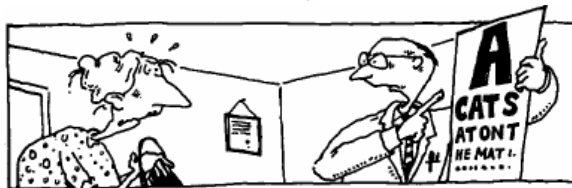
"No."

He held it closer still. "Can you read it now?"

"No," replied the woman.

"Oh dear," said the optician. "This is serious."

"I know," said the woman. "....."



1. c.  
2. d.  
3. b.

Adapted from Doff, A., and Jones, C.  
1998. *Language in use*. Cambridge :  
Cambridge University Press.

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