



# LANGUAGE LINKS

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## LEARNING STRATEGIES

### Using the Internet

The Internet is a great way for you to practice and use your English! Here are some ideas:

- Visit websites that are designed for people who are learning English, with exercises for grammar and vocabulary, and interesting reading and listening texts. Try, for example, the *English in Mind* website: [www.cambridge.org/elt/englishinmind](http://www.cambridge.org/elt/englishinmind) The BBC website is also excellent:
- Find websites in English that have information about things you're interested in: for example, sports, cinema, music, etc. Use: [www.google.com](http://www.google.com) or [www.yahoo.com](http://www.yahoo.com) to find good pages in English.
- You can usually copy articles and save them on your computer. Sometimes there are also interviews you can listen to, if you want to practise your listening skills.
- Be careful! Many websites from non-English speaking countries have versions in English. Sometimes it's good English, but not always! It's often safer if you go to websites from the UK (address end in .uk.), from Australia (addresses end in .au) or the United States (addresses end in .com, .org or .ac).



**Reference:** Puchta, H. & Stranks, J. *English in Mind*. Cambridge University Press. 2007

**Usana**

# Culture Corner

## Test Your Business Etiquette



Social and business etiquette can be tricky, and making the right moves can make a big difference. Take this quiz and see how you fare in the following business situations. The answers are at the bottom of the page.

1. Your boss, Mr. Eric, enters the room when you're meeting with an important client, Mr. Beta. You rise and say "Mr. Eric, I'd like you to meet Mr. Beta, our client from San Diego." Is this introduction correct?



2. At a social function, you meet the CEO of an important Japanese corporation. After a brief chat, you give him your business card. Is this correct?



3. You're hosting a dinner at a restaurant. You've pre-ordered for everyone and indicated where they should sit. Are you correct?



4. A toast has been proposed in your honor. You say "thank you" and take a sip of your drink. Are you correct?



5. You're in a restaurant and a thin soup is served in a cup with no handles. To eat it you should:

- a. pick it up and drink it
- b. use the spoon provided
- c. eat half of it with a spoon and drink the remainder

6. You're at a dinner and champagne is served with the dessert. You simply can't drink champagne yet know the host will be offering a toast. Do you:

- a. tell the waiter "no champagne"
- b. turn over your glass
- c. say nothing and allow the champagne to be poured



### Answers to Business Etiquette Quiz



Now let's see how you did...

1. No. Introduce the more important person first. You should address your client and say "Mr. Beta, I'd like you to meet our Vice President of Development, Mr. Eric."

2. No. In Japan (unlike in the United States or the UK), business cards are taken as a serious reflection of their owner and are exchanged with great ceremony. Researching the importance of business cards in various cultures can help in avoiding embarrassing faux pas.

3. Yes

4. No. If you do, then you're toasting yourself.

5. B. It's not a cup of coffee, for heaven's sake. And don't slurp, either.

6. C. It's more polite not to call attention to the fact that you can't drink champagne.

Piyaporn

# Here's the Answer...

## How do we use the Past Continuous Tense?

☛ The **past continuous tense** expresses action at a **particular moment** in the past. The action started before that moment but has not finished at that moment. For example, yesterday I watched a film on TV. The film started at 7pm and finished at 9pm.

At 8pm yesterday, I was watching TV.		
past	present	future
8pm		
At 8pm, I was in the middle of watching TV.		

When we use the **past continuous tense**, our listener usually knows or understands what time we are talking about. Look at these examples:

- I **was working** at 10pm last night.
- They **were not playing** football at 9am this morning.
- What **were you doing** at 10pm last night?
- What **were you doing** when he arrived?
- Ram went home early because it **was snowing**.



☛ We often use the **past continuous tense** to "set the scene" in stories. We use it to describe the background situation at the moment when the action begins. **Often, the story starts with the past continuous tense** and then moves into the simple past tense. Here is an example:

"James Bond **was driving** through town. It **was raining**. The wind **was blowing** hard. Nobody **was walking** in the streets. Suddenly, Bond saw the killer in a telephone box..."



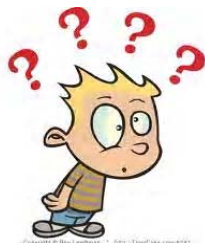
### ☛ Past Continuous Tense + Simple Past Tense

*We often use the **past continuous tense** with the **simple past tense**. We use the **past continuous tense** to express a **long** action. And we use the **simple past tense** to express a **short** action that happens in the **middle** of the long action. We can join the two ideas with **when** or **while**.*

- I **was watching** TV when you telephoned.



**Napassawan**



## What is it?

1. What starts with a T,  
ends with a T,  
and has "T" in it?

2. What has a neck  
and no head,  
two arms  
but no hands?

4. Feed me and I live,  
give me drink  
and I die.  
What am I?

3. I go in dry  
and come out wet,  
The longer I'm in,  
the stronger I get.  
What am I?

6. It's red, blue,  
purple and green,  
no one can reach it,  
not even the queen.  
What is it?

5. Say my name  
and I disappear.  
What am I?

7. What goes up  
but never comes down?



1. A teapot 2. A shirt (or sweater, jacket etc)  
3. tea bag 4. Fire 5. Silence  
6. A rainbow 7. Your age

Pimravee

Adapted from <http://dan.hersam.com/riddles.html>

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