



# LANGUAGE LINKS

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## LEARNING STRATEGIES

### How to give a good presentation

You may have to give a presentation in English at your office. Follow this advice:

- Find the information you need for your talk well before the day of the presentation. You can find lots of information in libraries or on the internet.
- Make notes. Write down the most important words. You don't need to write sentences because it isn't usually a good idea to read aloud. A good speaker will look at the audience, not at his or her piece of paper.
- Make sure your presentation has a good, interesting start and ending. These are what your audience will remember most.
- Find pictures, diagrams, graphs, etc. to show your audience if you can. This always helps listeners to enjoy a talk and listen carefully.
- Some time before your presentation - ideally the day before - practice what you are going to say. You can do this alone, of course. If there is a time limit, time yourself to make sure your talk isn't too long or too short.
- Before you begin your talk, try not to feel nervous. It's a good idea to try relaxation exercises, for example deep breathing, and think, positively!



*Adapted from Puchta, H. & Stranks, J. English in Mind.CUP. 2007.*

**Usana**

# Culture Corner

## Test Your Business Etiquette



Take this quiz and see how you fare in the following business situations.  
The answers are at the bottom of the page.

1. You're invited to a reception and the invitation states "7:00 to 9:00 PM." You should arrive:

- anytime between 7:00 PM and 9:00 PM
- between 7:00 PM and 7:30 PM
- go early and leave early



2. You're talking with a group of four people. Do you make eye contact with:

- just the person to whom you're speaking at the moment?
- each of the four, moving your eye contact from one to another?
- no one particular person (not looking directly into anyone's eyes)?



3. The waiter's coming toward you to serve wine. You don't want any. You turn your glass upside down. Are you correct?

4. You're invited to dinner in a private home. When do you take your napkin from the table and place it on your lap?

- Open it immediately
- Wait for the host to take his napkin before taking yours?
- Wait for the acknowledged head of the table to take hers before taking yours?



5. You've forgotten a lunch with a business associate. You feel terrible and know he's furious. Do you:

- write a letter of apology?
- send flowers?
- keep quiet and hope he forgets about it?
- call and set up another appointment?



Answers to Business Etiquette Quiz

Now let's see how you did...



- A or B. It's terribly impolite to arrive early.
- B. Make eye contact with all of the individuals you're talking with.
- No. Again, don't call attention to your dislike of your host's chosen beverage.
- B or C. Just don't grab it first unless you're playing one of these roles.
- D. Call and set up another appointment. And don't forget to apologize for your error. Imagine how you'd feel if it was you!



Piyaporn

# Here's the Answer...

## Has gone to vs. Has been to

... *has/have gone to* ... refers to someone who has gone to a place but has not yet returned.

### Examples:

*He's gone to the bank. He should be back soon.*

Where *has* Tom *gone*?

Jessica *has gone to* the supermarket. I wonder when will she come back?

Dennis *has gone to* France for the summer, so you can call again in September.



... *has/have been to* ... refers to a place which someone has visited sometime in his life and have already returned.

### Examples:

*He's been to London many times.*

*I've been to* Disneyland twice.

Mark *has been to* the supermarket. Now he's taking a shower.

Joe *has been to* France five times, so he is very familiar with it.



[http://esl.about.com/od/grammarintermediate/a/cm\\_gone.htm](http://esl.about.com/od/grammarintermediate/a/cm_gone.htm)

**Napassawan**

# Foods that Lower Cholesterol

*metabolize   mackerel   variety   directly   unsweetened*



1. Eat a variety of fruits to lower cholesterol on a daily basis. Some nutritionists suggest you eat three fruit servings daily with the fruits being different colors. This will ensure you get all the benefits of lower cholesterol and also enough \_\_\_\_\_ in the fruits.

2. Take in 1 tablespoon of virgin olive oil daily to lower cholesterol naturally. You can use it for cooking or drink it \_\_\_\_\_ from the tablespoon. It doesn't have much flavor but is a simple way to lower cholesterol without having to take oil supplements.



3. You can lower cholesterol by eating one serving of cold fish daily. This means you should eat tuna, salmon and \_\_\_\_\_ to lower your cholesterol. Make certain the fish isn't battered or fried or you won't lower cholesterol because of the extras on the fish.

4. Eat one serving of \_\_\_\_\_ walnuts daily to lower cholesterol levels. Walnuts have many good properties. Eating walnuts daily helps to lower cholesterol and lose weight.



5. Eat foods that have lots of fiber in them to lower cholesterol levels. Fiber helps the body lose weight, food and increase circulation. You can't have too much fiber when you're trying to lower cholesterol levels and lose weight.

*1. variety   2. directly   3. mackerel   4. unsweetened   5. metabolize*

Adapted from <http://www.ehow.com/how/5432918/eat-foods-lower-cholesterol.html>

*Pimravee*

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