MODULE 2: Communication

Unit 4 **Communicating**

Grade 11

Grammar

Definite and indefinite articles [*a, an, the*]; correlative conjunctions [*both ... and / either ... or / neither ... nor*]; subordinating conjunctions [*but, although, however, in spite of*]; quantity words



Discuss

1 Discuss the following question.

a What do you think are the characteristics of a good listener?

b Work in pairs and check whether the characteristics you named in question **a** apply to your partner. Is your partner a good listener?

2 Work in pairs and answer these questions.

a Complete the following table with the necessary information. Tick the boxes where the characteristics apply to you or your partner.

Characteristics of a good listener	You	Your partner

b Compare the results. Who turns out to be the better listener?

Read

3 Read an article about the skills of effective listening. As you read, find the answers to these questions.

a What is the most common communication problem according to the article? How would you deal with it?

b Why is empathy an essential factor for healthy communication?

c What does the article mean by 'listening between the lines'?

d What do you understand of the proverb cited in the last line of the article?

Quote "Communication leads to community, that is, to understanding, intimacy and mutual valuing."
Rollo May

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Listening: An Important Aspect of Effective Communication

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How would you feel when you talk to someone who doesn't listen to you?

How can you be a good listener?

Why is it important to be a good listener?



- To be **recognized** and **remembered**
- To feel **valued**
- To feel **appreciated**
- To feel **respected**
- To feel **understood**
- To feel **comfortable** about a want or need

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What is the difference between passive listening and active listening?



Effective communication is an essential component of healthy relationships, whether it is at an interpersonal or organisational.

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defensiveness

N.

behaving in a way that other people are criticizing you

A major source of communication problems is **defensiveness**.





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adjustment

N.

a change in the way someone behaves or thinks



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The following list provides some suggestions for effective listening when confronted with any kind of communication:



1. **Listen openly and with empathy to the other person.**



empathy

N.

sharing feelings of others



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2

Practise supportive listening instead of one-way listening.



Supportive listening

One-way listening



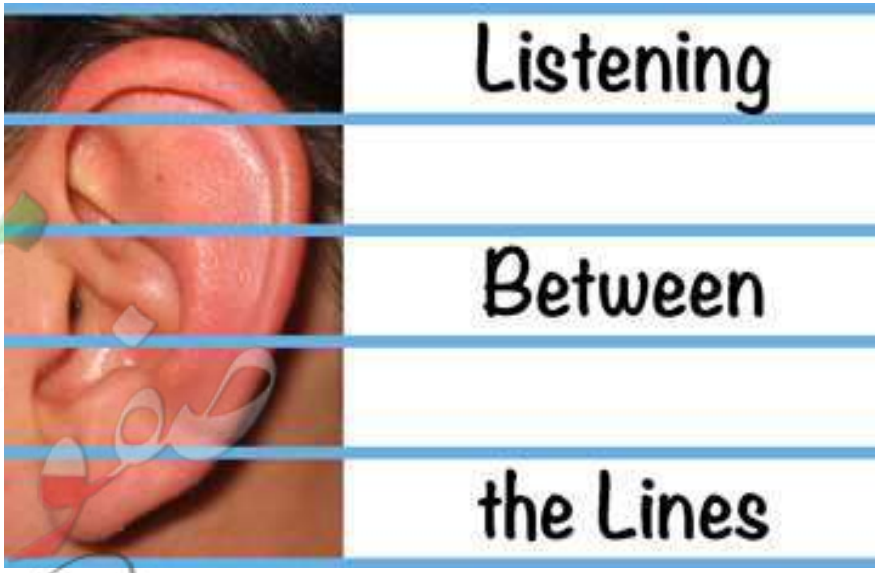
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3 **Ask for paraphrases and repetitions to make sure you understand the message.**



4 Listen between the lines.

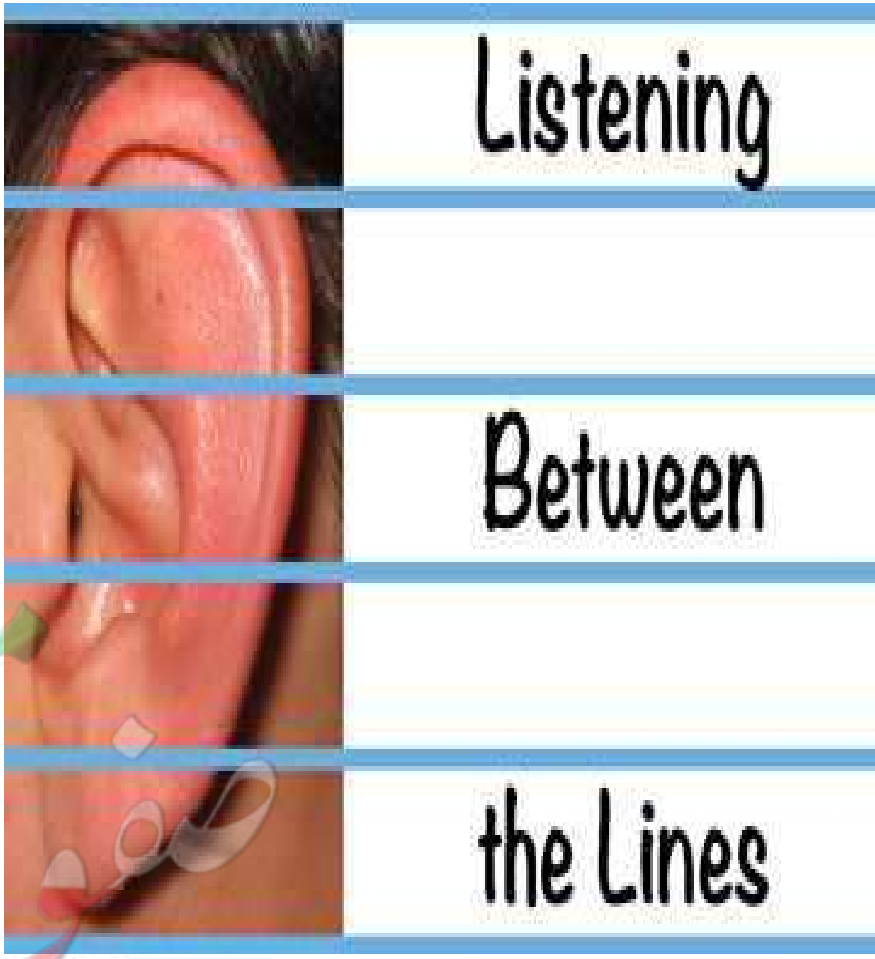




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4 Listen between the lines.

"The best listeners listen between the lines."



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5 **Neither control the conversation nor interrupt your interlocutor.**

N.

interlocutor





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6 Don’t react to emotional words, but interpret their purpose.



7 Don’t judge before you comprehend.

8 Being a good and patient listener helps you to see the world through the eyes of others, thereby enhancing your empathy.

enhance

V.

to improve the quality, value or strength

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The essence of empathic listening is not that you agree with someone; it's that you fully, deeply understand that person.

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So being a patient listener helps you to enhance your **capacity** for empathy.

capacity

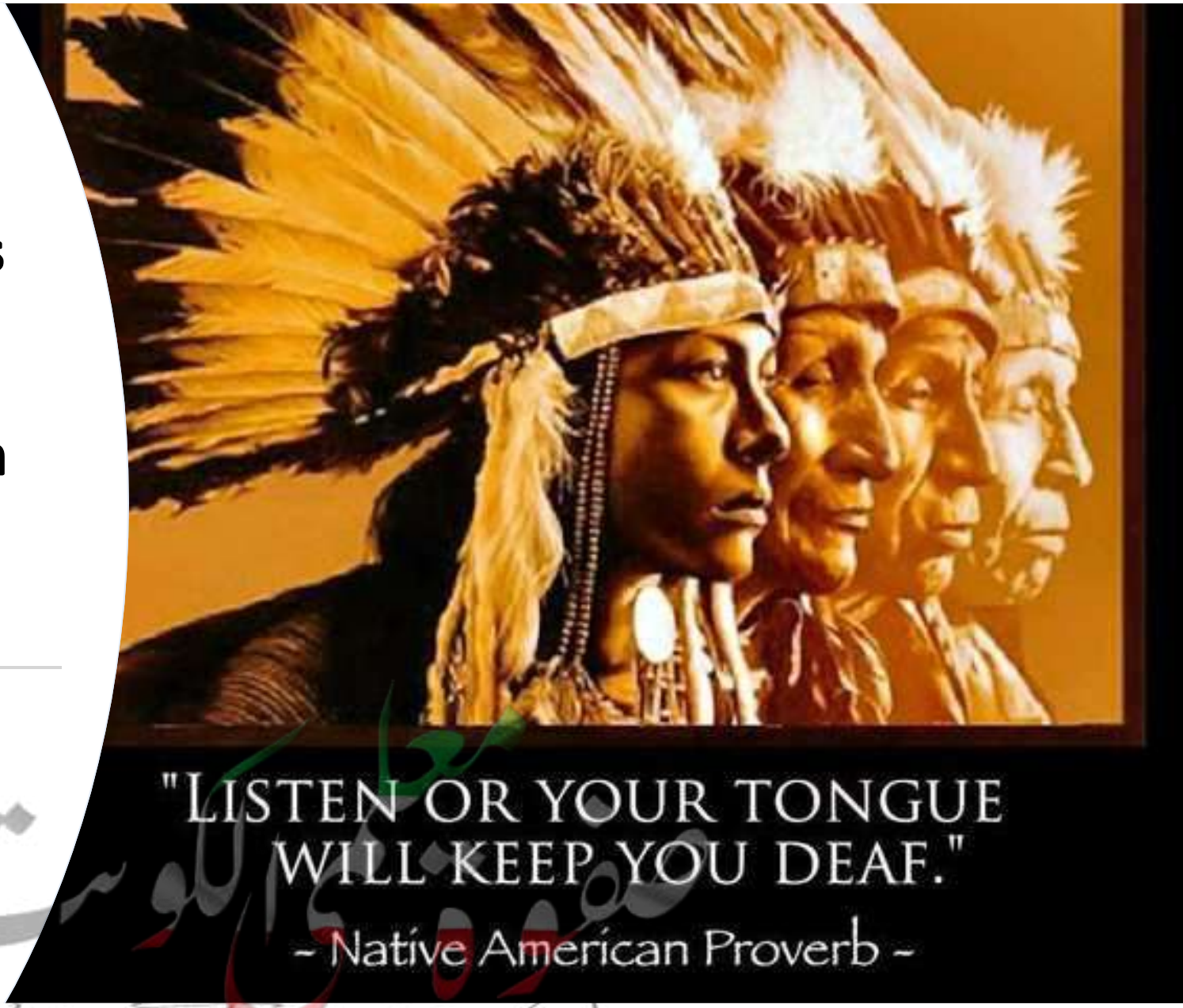
N.

the ability or power to do something



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To conclude, there's nothing better than 'listening' to the wisdom of others in order to increase your own.



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diStraction

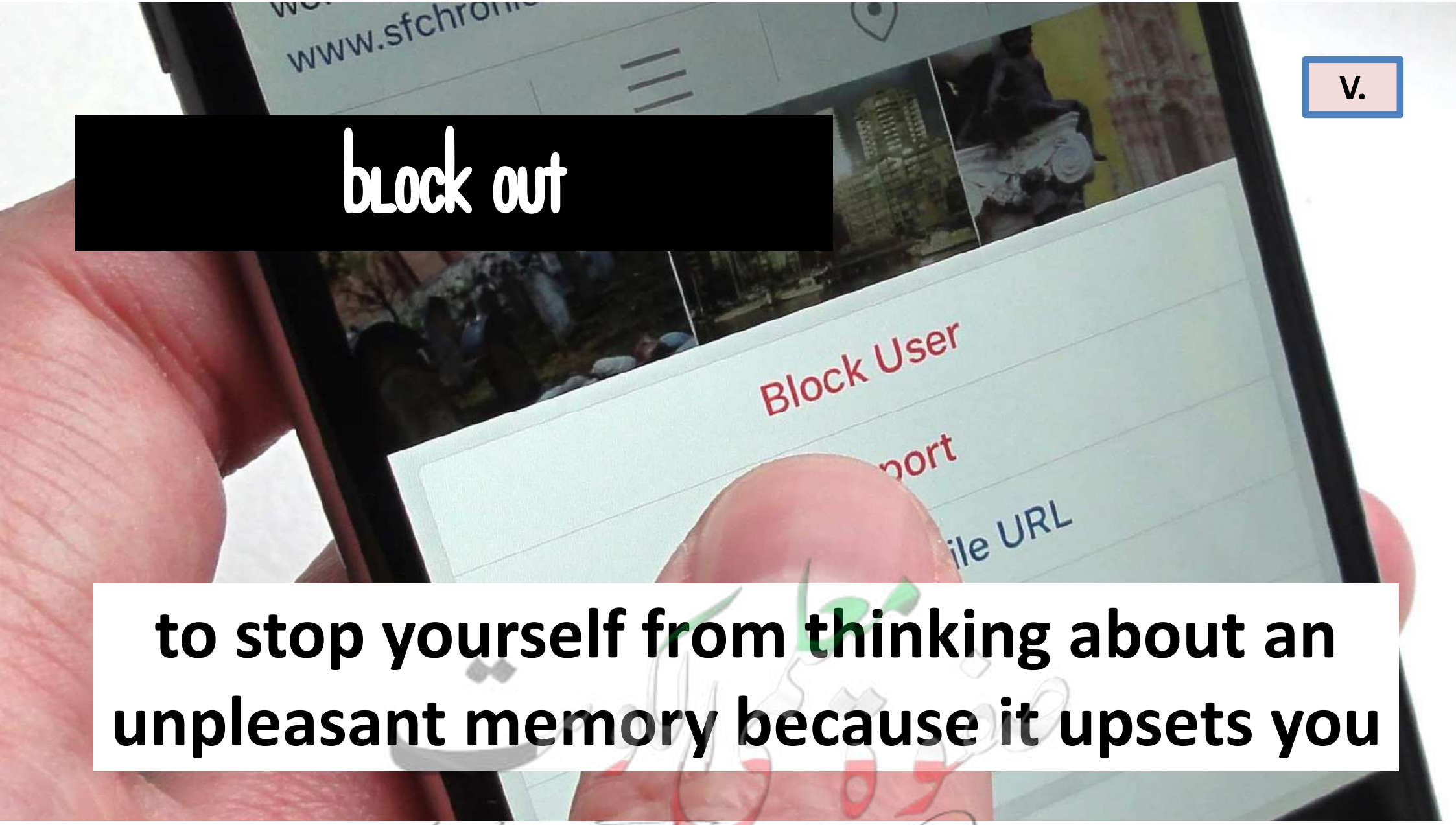
N.

something that interferes with concentration or takes attention away

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V.

block out



to stop yourself from thinking about an unpleasant memory because it upsets you

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aSSumption

N.

a thing that is accepted as true and certain to happen without question or proof



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non-verbal

Adj.

not using words or Speech





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Complete with words from the list :

Adjustment – enhance – block out – assumption – interlocutor – non-verbal

1- The deaf and dump use a non-verbal ..... way of communication.

2- The picture isn't clear. The outer antenna needs some adjustment .....

3- Your fluent English will enhance ..... your chances of getting the job.

4- This mission doesn't bear any wrong assumption ..... or death will be our end.

5-The curtains block out ..... The light. Why don't you remove them?

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Discuss

1 Discuss the following question.

a What do you think are the characteristics of a good listener?

b Work in pairs and check whether the characteristics you named in question **a** apply to your partner. Is your partner a good listener?



a- A good listener should be attentive, clever , patient and thoughtful. He should listen openly and with understanding.

b





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Communication Breakdown

On average, people spend over 75% of their time in interpersonal situations. So, is it really a surprise to find that poor communication is at the root of a large number of personal problems? Effective communication is an essential component of healthy relationships, whether it is at an interpersonal or organisational.

Communicating effectively involves a number of specific strengths, especially listening skills. A major source of communication problems is defensiveness. When people feel threatened they will try to protect themselves; this is natural. Nevertheless, a skilful listener is aware of the potential for defensiveness and makes the adjustments needed during their conversations.

The following list provides some suggestions for effective listening when confronted with any kind of communication:

- Listen openly and with empathy to the other person.
- Practise supportive listening instead of one-way listening.
- Ask for paraphrases and repetitions to make sure you understand the message.
- Listen between the lines.
- Neither control the conversation nor interrupt your interlocutor.
- Don't react to emotional words, but interpret their purpose.
- Don't judge before you comprehend.

Being a good and patient listener helps you not only to solve many problems, but also to see the world through the eyes of others, thereby enhancing your capacity for empathy. To conclude, there's nothing better than 'listening' to the wisdom of others in order to increase your own. As a Native American proverb says, "Listen or your tongue will keep you deaf."

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3 Read an article about the skills of effective listening. As you read, find the answers to these questions.

a What is the most common communication problem according to the article? How would you deal with it?
b Why is empathy an essential factor for healthy communication?
c What does the article mean by 'listening between the lines'?
d What do you understand of the proverb cited in the last line of the article?

a –Defensiveness is the major problem in communication.

b- because it enables people to empathize with their interlocutors and understand what they really mean . It also helps them avoid misunderstandings

c – It means not to listen to someone shallowly, but to attempt to understand what the other is trying to say indirectly.

d – It means that in order to learn well , you should listen carefully.

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Characteristics of Good Listener

1. Empathy
2. Understanding
3. Patience
4. Attentiveness
5. Objectivity



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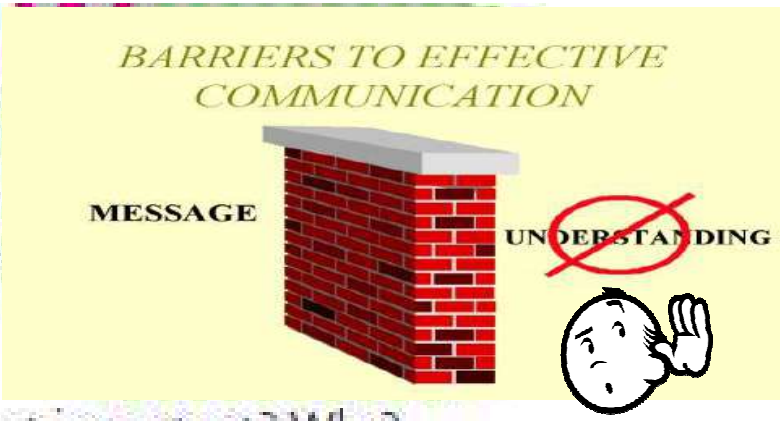
Listen

4 (4.1) You are going to hear a speaker talking about the barriers to effective communication.

a What are the four barriers to effective communication which the speaker mentions?

b What four factors cause poor listening skills to develop?

c Which barrier to effective communication do you think is the most important? Why?



a

poor listening skills | assumptions | non-verbal signals | improper use of questions

b

distractions | disagreement with the speaker | passive listening | lack of interest

c

I think all of them cause poor communication and hinder good communication to develop

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Vocabulary

5 Complete the following sentences with an appropriate adjective from the box.

intimidating interpersonal skilful talkative effective supportive threatened one-way valuable

a Mr Faisal's speech was very effective in encouraging the progress of his employees.

b There is interaction between the two companies; therefore, it isn't a One-way communication. interpersonal

c You will need good _____ skills to work as a sales clerk.

d My parents have been extremely supportive of my decision to apply for this university.

e Our exams are very near, so our time is too Valuable to be wasted on computer games.

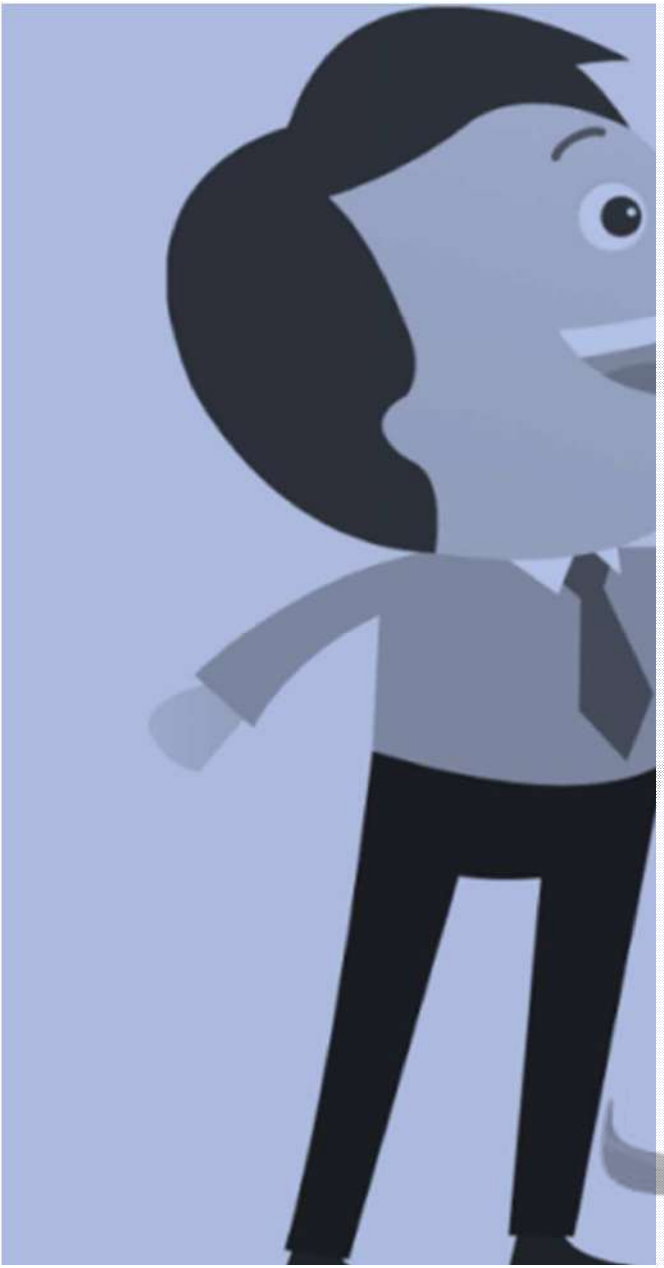
f After his interview, we came to a conclusion that he was a _____ skillful

g When the new computer program was launched into the market, the private companies felt _____ threatened

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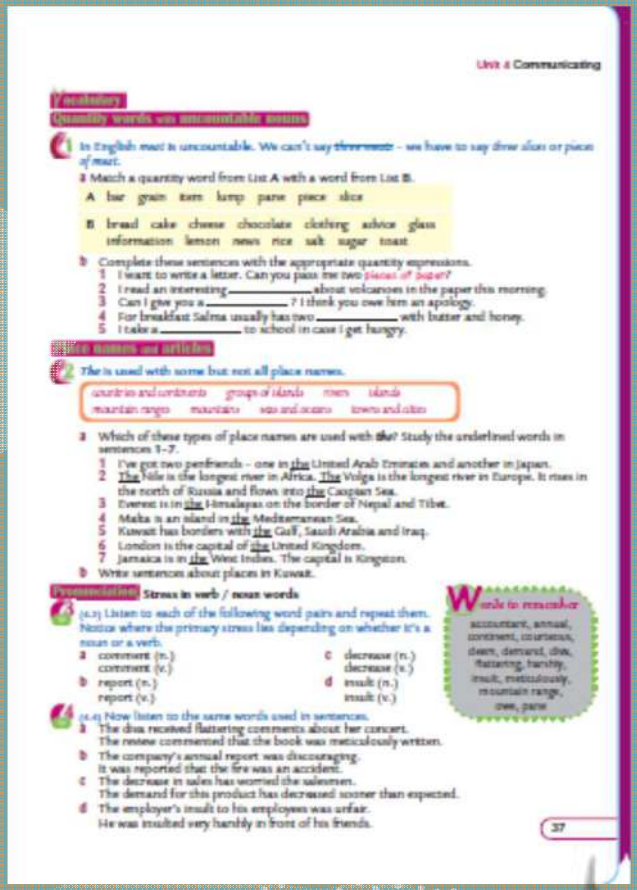
English Department

Under the auspices of :

HOD Mr. Hesham Al- Sakhawi

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Unit 4 Communicating

Vocabulary

Quantity words with uncountable nouns

1 In English *meat* is uncountable. We can't say ~~three meats~~ – we have to say *three slices* or *pieces of meat*.

a Match a quantity word from List A with a word from List B.

A bar grain item lump pane piece slice

B bread cake cheese chocolate clothing advice glass information lemon news rice salt sugar toast

b Complete these sentences with the appropriate quantity expressions.

1 I want to write a letter. Can you pass me two *pieces of paper*?
2 I read an interesting _____ about volcanoes in the paper this morning.
3 Can I give you a _____ ? I think you owe him an apology.
4 For breakfast Salma usually has two _____ with butter and honey.
5 I take a _____ to school in case I get hungry.

Use: names and articles

2 *The* is used with some but not all place names.

countries and continents | groups of islands | rivers | islands
mountain ranges | mountains | seas and oceans | towns and cities

a Which of these types of place names are used with *the*? Study the underlined words in sentences 1–7.

1 I've got two penfriends – one in the United Arab Emirates and another in Japan.
2 The Nile is the longest river in Africa. The Volga is the longest river in Europe. It rises in the north of Russia and flows into the Caspian Sea.
3 Everest is in the Himalayas on the border of Nepal and Tibet.
4 Malta is an island in the Mediterranean Sea.
5 Kuwait has borders with the Gulf, Saudi Arabia and Iraq.
6 London is the capital of the United Kingdom.
7 Jamaica is in the West Indies. The capital is Kingston.

b Write sentences about places in Kuwait.

Pronunciation Stress in verb / noun words

3 (4.2) Listen to each of the following word pairs and repeat them. Notice where the primary stress lies depending on whether it's a noun or a verb.

a comment (n.) comment (v.)
b report (n.) report (v.)
c decrease (n.) decrease (v.)
d insult (n.) insult (v.)

Words to remember

accountant, annual, continent, courteous, dues, demand, due, flattering, harshly, insult, meticulously, mountain range, owe, pane

4 (4.3) Now listen to the same words used in sentences.

a The diva received flattering comments about her concert.
The review commented that the book was meticulously written.
b The company's annual report was discouraging.
It was reported that the fire was an accident.
c The decrease in sales has worried the salesmen.
The demand for this product has decreased sooner than expected.
d The employer's insult to his employees was unfair.
He was insulted very harshly in front of his friends.

37

Grammar

- **Definite and indefinite articles [*a, an, the*]** Grammar reference pages 126-127

1 Complete these sentences, adding *a / an* or *the*, where necessary.

a If I'm writing to (1) _____ friend, I prefer letters.
b ... just click (2) _____ reply button on your phone.
c ... you have to find (3) _____ pen – sometimes (4) _____ pen doesn't write.
d ... put it in (5) _____ envelope, stick (6) _____ stamp on (7) _____ envelope and take it to (8) _____ post box.
e I'm (9) _____ accountant and I deem traditional letters to be (10) _____ most courteous way of getting in touch with (11) _____ clients.

2 (4.4) Now listen to the recording and check your answers. Correct any wrong answers.

- **Correlative conjunctions [*both ... and / either ... or / neither ... nor*]** Grammar reference page 127

3 Examine the use of *neither ... nor* and *both ... and*. Where do the parts of speech occur?

The film was neither well-made nor well-acted.
Both Jim and Tom play football.

_____

We can use *neither ... nor* as adverbs to mean *also not*. This structure is used to join negative ideas. It is the opposite of *both ... and*.

Now, examine the use of *either ... or*.

I can either visit our neighbours or talk to them on the phone.

_____

Either ... or is used in sentences in a positive sense meaning one or the other, this or that, he or she, etc.

- **Subordinating conjunctions [*but, although, however, in spite of*]** Grammar reference page 127

4 When we want to make two points, and emphasise that one of them contrasts with the other, there are a number of different words and expressions that we can use: *but, although, however, in spite of*. Examples: I don't like most sweet food, **but** I love chocolate. **Although** it was raining, they went on a picnic.
The children had a lovely day. **However**, they arrived home very sunburnt.
In spite of not being able to swim, she survived for almost an hour in the sea.
Add the correct contrast word in the space provided.

a We'd love to stay for dinner, _____ we have got to get going.
b They decided to stay in the area, _____ their problems with the local residents.
c There were many people _____ the hotels were not equipped to handle them.

Speaking

5 Work in small groups. Talk about these subjects.

a The best and the worst things about text messages
b Your preferred means of communication
c Other means of communication in Kuwait other than e-mail, text messaging and traditional letters



6 Give simple instructions, explaining how to take a photograph with a digital camera.

36



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accountant

N.

a person who keeps and inspects financial accounts



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Adj.

courteous

polite, respectful



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deem

V.

to regard or consider in a specific way





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diva

N.

a famous female opera singer



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flattering

N.

full of praise and compliment



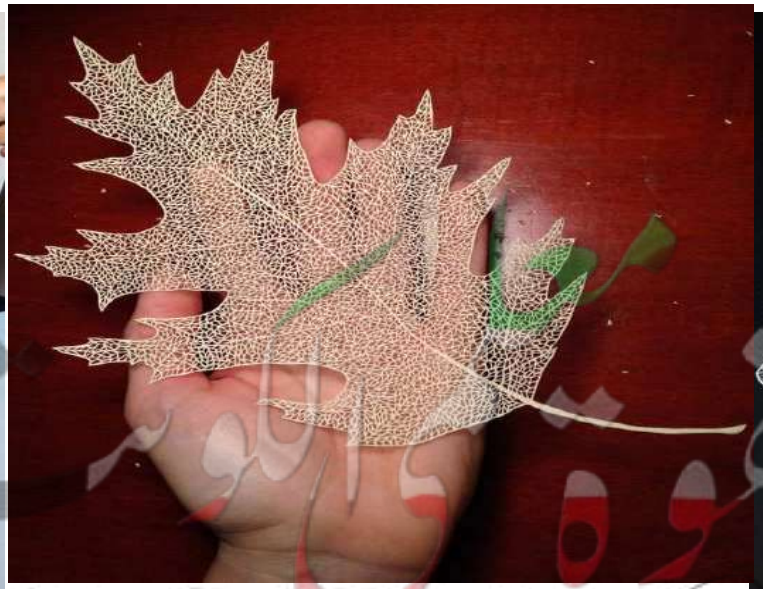
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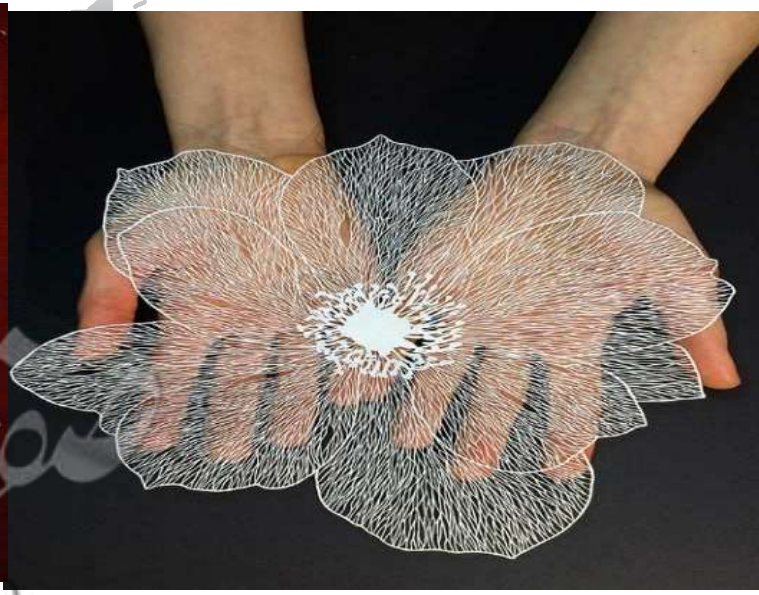
meticulously

Adv.

very careful







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annual

Adj.

happening once every year





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demand

N.

the desire of someone to have a certain service or thing



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insult

N.

a disrespectful action or word



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harshly

cruelly, severely

Adv.

The employee was insulted very harshly in front of her friends.

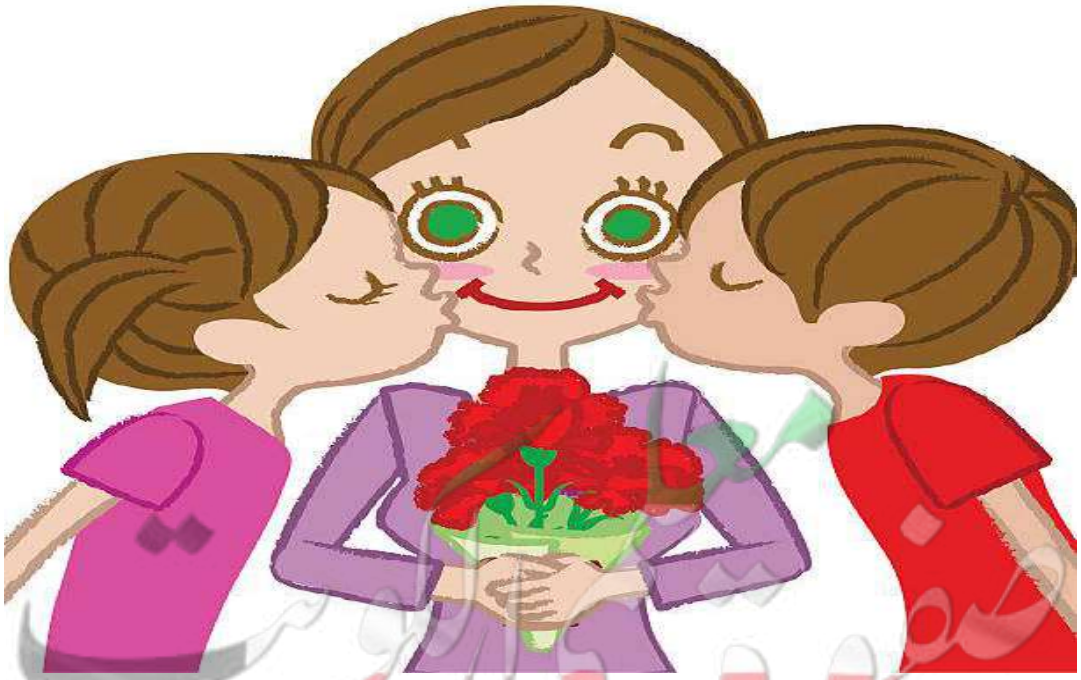


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owe

V.

to be under obligation to give someone something



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pane

N.

a single sheet of glass in a window or a door



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mountain range

N.

a line of mountains connected by high ground

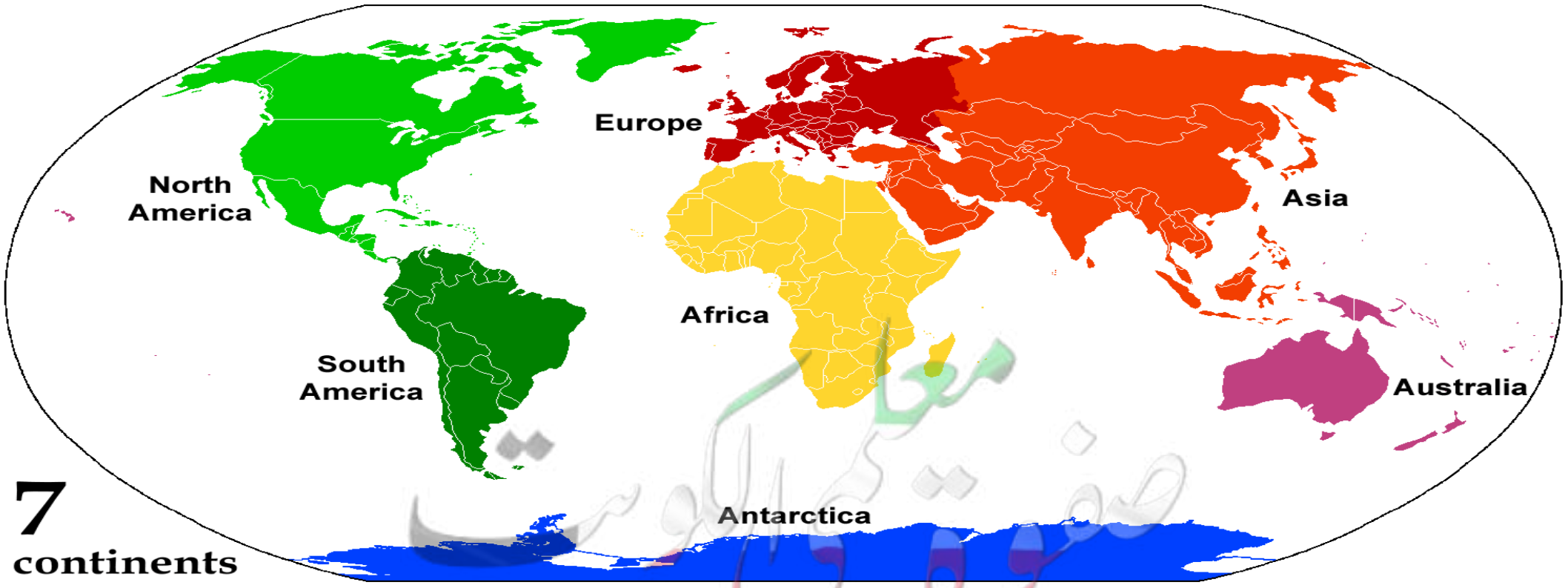


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continent

N.

big expansion of land (Asia – Africa – America- Europe)



7
continents

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USING A, AN, THE



A

- A is used in front of singular countable nouns (a person, animal or thing) which are not specific.
- We don't use a before uncountable or plural nouns.
- If a noun starts with a consonant sound (b, c, d, f, g, h, j, k, etc.), "a" comes before the noun.

EXAMPLES:

- A cat
- A bird
- A child
- A doctor
- A house
- A bike
- A boy
- A table

An

- An is used in front of singular countable nouns which are not specific.
- We don't use an before uncountable or plural nouns.
- If the noun starts with a vowel sound (a, e, i, o, u), "an" comes before the noun.

EXAMPLES:

- An apple
- An egg
- An ant
- An orange
- An hour
- An aunt
- An old man
- An uncle

The

- We use 'the' in front of all nouns (It does not matter whether the nouns are singular, plural countable or uncountable) to describe someone or something specific or unique.

EXAMPLES:

- The earth
- The world
- The air
- The weather
- The moon
- The President
- The CEO
- The sun

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Grammar

• **Definite and indefinite articles [*a, an, the*]** Grammar reference pages 126-127

1 Complete these sentences, adding *a / an* or *the*, where necessary.

a If I'm writing to (1) ___a___ friend, I prefer letters.

b ... just click (2) ___the___ reply button on your phone.

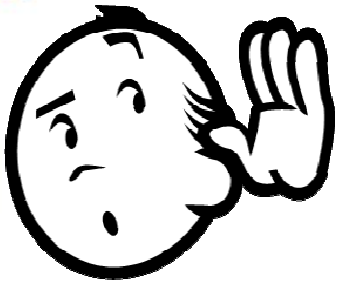
c ... you have to find (3) ___a___ pen – sometimes (4) ___the___ pen doesn't write.

d ... put it in (5) ___an___ envelope, stick (6) ___a___ stamp on (7) ___the___ envelope and take it to (8) ___a___ post box.

e I'm (9) ___an___ accountant and I deem traditional letters to be (10) ___the___ most courteous way of getting in touch with (11) ___---___ clients.

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(4.2) Now listen to the recording and check your answers. Correct any wrong answers.



There is no Article (the)

USE	EXAMPLE	NOTES
with names of countries (if singular)	Germany is an important economic power. He's just returned from Zimbabwe.	**But:** I'm visiting ***the United States*** next week. The United Kingdom, the Europian Union
with the names of **languages**	***French*** is spoken in Tahiti. ***English*** uses many words of ***Latin*** origin. ***Indonesian*** is a relatively new language.	**But:** I'm studying **the English language.**
with the names of **meals**.	***Lunch*** is at midday. ***Breakfast*** is the first meal of the day.	
with people's **names** (if singular)	***John****'s* coming to the party. ***George King*** is my uncle.	**But:** we're having lunch with ***the Morgans*** tomorrow.
After the **'s** possessive case:	His brother's ***car***. Peter's ***house***.	
with **professions**:	***Engineering*** is a useful career. He'll probably go into ***medicine***.	

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• **Correlative conjunctions [*both … and / either … or / neither … nor*]** Grammar reference page 127

Both … and

Both … and refers to two things or people together. It is always considered plural in a sentence.

Example Sentences;

- You can be **both** mother **and** business woman.
- **Both** Alice **and** Susan have to comply with the rules.
- I used to like playing **both** football **and** basket ball when I was young.



Either … or vs Neither … nor

Either or

Either refers to any one of the two things or people. **Either** is always considered singular in a sentence. **Either… or** is a correlative conjunction. We use **either … or** for connect things which are the same types, phrases, clauses or words.

Examples

- **Either** he **or** she cooks dinner.
- **Either** Mark **or** Samuel will go.
- You can **either** come with me now **or** walk home.
- I'll **either** write to you **or** phone you next week.

Neither nor

Neither is used as a conjunction. This structure, "**neither … nor**", is used to connect the same kind of word or phrase in the sentence. **Neither** makes a negative statement about two people or things.

Examples

- **Neither** Mark **nor**his wife is very tall.
- My sister **neither** drinks **nor** smokes.
- **Neither** my friends nor the bookstore has the book.
- **Neither** the employees **nor** the boss was at work.

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3 Examine the use of *neither* ... *nor* and *both* ... *and*. Where do the parts of speech occur?

The film was neither well-made nor well-acted.

Both Jim and Tom play football.

We can use ***neither*** ... ***nor*** as adverbs to mean ***also not***. This structure is used to join negative ideas. It is the opposite of ***both*** ... ***and***.

Now, examine the use of *either* ... *or*.

I can either visit our neighbours or talk to them on the phone.

Either ... ***or*** is used in sentences in a positive sense meaning one or the other, this or that, he or she, etc.

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Subordinating conjunctions [*but, although, however, in spite of*]

A subordinating conjunction introduces a dependent clause and indicates the nature of the relationship among the independent clause(s) and the dependent clause(s). Some subordinating conjunctions like ***but, although, however*** *and* ***in spite of*** indicate contrast.

We were given a long holiday, ***but*** *we had to study for the exams.*

Although *the sun was shining, it wasn't that warm.*

There was a lot of traffic. ***However****, he made it on time.*

In spite of *the bad conditions, they didn't cancel the festival.*

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• Subordinating conjunctions [*but, although, however, in spite of*] Grammar reference page 127

When we want to make two points, and emphasise that one of them contrasts with the other, there are a number of different words and expressions that we can use: *but, although, however, in spite of*. Examples: I don't like most sweet food, **but** I love chocolate. **Although** it was raining, they went on a picnic.

The children had a lovely day. **However**, they arrived home very sunburnt.

In spite of not being able to swim, she survived for almost an hour in the sea.

Add the correct contrast word in the space provided.

a We'd love to stay for dinner, ___ **but** _we have got to get going.

b They decided to stay in the area, **In spite of** their problems with the local residents.

c There were many people _____ **although** the hotels were not equipped to handle them.

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Speaking

5 Work in small groups. Talk about these subjects.

a The best and the worst things about text messages
b Your preferred means of communication
c Other means of communication in Kuwait other than e-mail, text messaging and traditional letters



a

Text messaging

Pros	Cons
0 Convenience	0 Texting while driving
0 Quick mode of communication	0 Added expense to phone bills
0 Emergence of a new 21st century language	0 Lack of substantive communication
0 The ability to affectively multitask	0 Most importantly, the lack of grammar and writing skills in young students

b & c

THE MEANS OF COMMUNICATION



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Quantity words

A Form

quantity word (noun) + *of* + uncountable noun

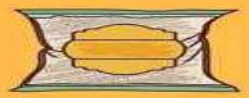
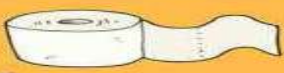
B Use / Meaning

We use quantity words to describe uncountable nouns

*a **piece** of bread*

*a **slice** of lemon*

Measure Words

A glass of	water milk soda	
A cup of	coffee tea milk	
A bowl of	cereal rice soup	
A slide of	bread meat cheese	
A carton of	ice cream milk juice	
A piece of	advice furniture luggage	
A bag of	sugar flour rice	
A bar of	chocolate gold soap	
A drop of	blood oil water	
A grain of	truth sand rice	
A bottle of	water soda wine	
A roll of	tape toilet paper	

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Quantity words with uncountable nouns

1 In English *meat* is uncountable. We can't say ~~*three meats*~~ – we have to say *three slices* or *pieces of meat*.

a Match a quantity word from List **A** with a word from List **B**.

A	bar grain item lump pane piece slice
B	bread cake cheese chocolate clothing advice glass information lemon news rice salt sugar toast

Bar – chocolate

Grain – rice , salt

Item – clothing , news

Lump - sugar

Pane - glass

Piece – bread, cake, cheese, chocolate, advice, information, toast

Slice – bread, cake, lemon, toast

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Place names and articles

2 *The* is used with some but not all place names.

countries and continents | groups of islands | rivers | islands
mountain ranges | mountains | seas and oceans | towns and cities

a Which of these types of place names are used with ***the***? Study the underlined words in sentences **1–7**.

1 I've got two penfriends – one in the United Arab Emirates and another in Japan.
2 The Nile is the longest river in Africa. The Volga is the longest river in Europe. It rises in the north of Russia and flows into the Caspian Sea.
3 Everest is in the Himalayas on the border of Nepal and Tibet.
4 Malta is an island in the Mediterranean Sea.
5 Kuwait has borders with the Gulf, Saudi Arabia and Iraq.
6 London is the capital of the United Kingdom.
7 Jamaica is in the West Indies. The capital is Kingston.

b Write sentences about places in Kuwait.

rivers

seas and oceans

mountain ranges

Groups of islands

A few countries and continents

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Pronunciation Stress in verb / noun words



3 (4.3) Listen to each of the following word pairs and repeat them. Notice where the primary stress lies depending on whether it's a noun or a verb.

a comment (n.)
comment (v.)

b report (n.)
report (v.)

c decrease (n.)
decrease (v.)

d insult (n.)
insult (v.)



4 (4.4) Now listen to the same words used in sentences.

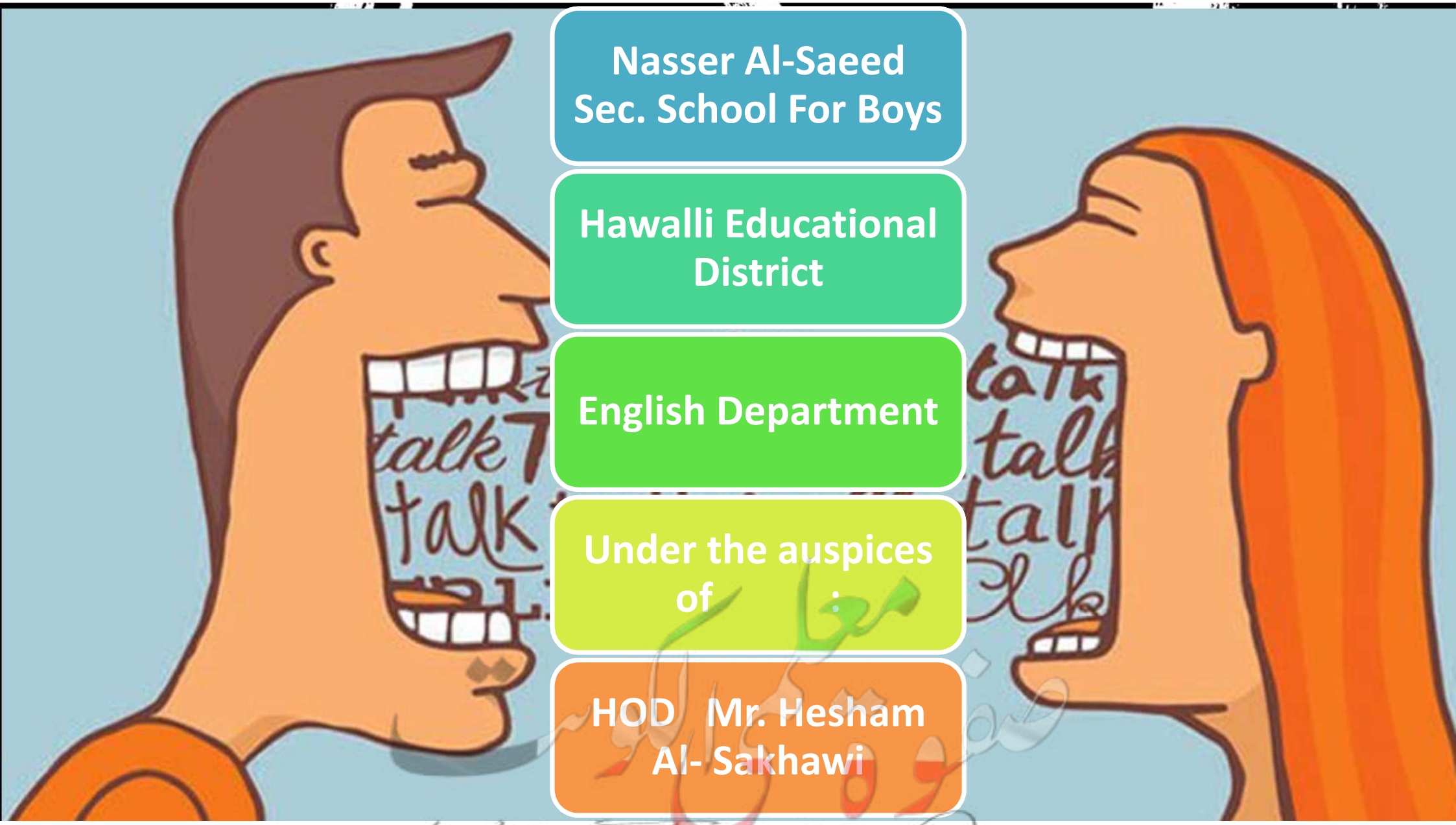
a The diva received flattering comments about her concert.
The review commented that the book was meticulously written.

b The company's annual report was discouraging.
It was reported that the fire was an accident.

c The decrease in sales has worried the salesmen.
The demand for this product has decreased sooner than expected.

d The employer's insult to his employees was unfair.
He was insulted very harshly in front of his friends.

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Nasser Al-Saeed Sec. School For Boys

Hawalli Educational District

English Department

Under the auspices of :

HOD Mr. Hesham Al- Sakhawi

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Choose the right form of the verb.

a Both Nader and Yaseen (*live / lives*) in a suburb outside Kuwait City.
b Either he or they (*is / are*) going to take care of the problem.
c Neither my aunt nor my grandmother (*want / wants*) to come to the celebration.
d Both my father and my brother (*intend / intends*) to finish the project.
e Neither Jameela nor the other students (*believe / believes*) in last minute revision.
f Either the managers or their assistants (*has / have*) investigated the situation already.

Expand the following sentences using *either ... or, neither ... nor, or both ... and,* without changing their meaning.

a For some reason, Ahmed or Waleed's numbers aren't in my phonebook.
.....
b Samira and Salma started a degree in medicine last year.
.....
c Next season's Premier League will be won by Liverpool or Arsenal.
.....
d The long distance charges will have to be paid by the caller or the receiver.
.....

What would you say in the following situations?

a You have dialled the wrong number.
.....
b You are talking on the phone to a friend but now you can no longer hear them.
.....
c The postman has given you a letter addressed to somebody else.
.....
d You think you have been given the wrong change at the post office.
.....

Grammar assistant

Correlative Conjunctions

- Subjects connected by ***both*** ... ***and*** take a plural conjugation.
  Both *Ahmed* ***and*** *Anwar attend these meetings.*
- Verb conjugation with ***either*** ... ***or*** depends on the subject (singular or plural) closest to the conjugated verb.
  Either *Faisal* ***or*** *the girls need to attend the course. (second subject plural).*
  Either *Noura* ***or*** *Sarah is going to visit next weekend. (second subject singular).*
- Verb conjugation with ***neither*** ... ***nor*** depends on the subject (singular or plural) closest to the conjugated verb.
  Neither *Omar* ***nor*** *Waleed lives in the city. (second subject singular).*
  Neither *Lubna* ***nor*** *my other friends care about their future. (second subject plural).*

8 Choose the correct article in the following sentences.



The history of the postal service

- Originally British postal services only carried letters to and from **(1)** *a/an/the* King.
- 1626 **(2)** *A/An/The* new postal service began. **(3)** *A/An/The* service was between Plymouth and **(4)** *a/an/the* capital, London.
- 1635 King Charles I said that everyone in Britain could use **(5)** *a/an/the* postal service. But it cost a lot of money to send **(6)** *a/an/the* letter.
- 1680 London introduced **(7)** *a/an/the* new cheap price for all letters. **(8)** *A/An/The* price was one penny.
- 1840 **(9)** *A/An/The* first stamp was used.
- 1974 Postcodes were introduced all over Britain. **(10)** *A/An/The* letters of **(11)** *a/an/the* normal postcode are related to **(12)** *a/an/the* name of **(13)** *a/an/the* town or city.

Self-assessment



these lists.

bar	clothing	glass	grain
item	piece	slice	

a Some people like ice and a ..... of lemon in their water.
b I'm reading a book about using computers more efficiently. It contains some very useful ..... (s) of advice.
c The storm broke six panes of ..... in my office windows.
d The last item of ..... I bought was a white shirt.
e Everyone was very hungry – there were only a few ..... (s) of rice left in the dish.

2 Complete the following sentences with your own ideas using the contrast words in brackets.

a (however)
Our English teacher didn't give us any homework for the holiday.
.....
b (although)
....., I kept in touch with him through e-mails.
c (in spite of)
....., I arrived at the meeting on time.

f wood:
.....
g computer:
.....

Grammar assistant

Quantifiers

- For countable nouns, use ***many*** + noun.
  There are ***many*** *animals in the zoo.*
- For uncountable nouns, use ***much*** + noun.
  I didn't get ***much*** *sleep.*
- Use ***some*** to talk about unspecified quantities (countable and uncountable nouns).
  I made ***some*** *money running errands.*
  He played ***some*** *records for me.*
- Use a plural noun without ***the***, for talking about things in general.
- Use ***the*** for regions or names of countries.
- Use ***the*** the second time you mention something.
- Use ***a / an*** the first time you mention something.
- Use ***a / an*** for one of many possible examples.

4 Complete these conversations with *a, an, the* or x (no article)

a A What does your father do?
B He's ..... accountant.
A Does he work in ..... office?
B Yes, it's in ..... city centre.

U 4 L 6 W B P. 28 & 29

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Language practice

1 Complete sentences a–e with words from these lists.

bar	clothing	glass	grain
item	piece	slice	

a Some people like ice and a ____slice____ of lemon in their water.

b I'm reading a book about using computers more efficiently. It contains some very useful ____pieces____ (s) of advice.

c The storm broke six panes of ____glass____ in my office windows.

d The last item of ____clothing____ I bought was a white shirt.

e Everyone was very hungry – there were only a few ____grain____ (s) of rice left in the dish.

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2 Complete the following sentences with your own ideas using the contrast words in brackets.

a (however)

Our English teacher didn't give us any homework for the holiday.

However , we didn't enjoy it.

b (although)

Although I haven't seen my friend for five years , I kept in touch with him through e-mails.

c (in spite of)

In spite of getting up late, I arrived at the meeting on time.

d (but)

It is a very remote area, But we can reach it .

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3 Write a sentence of your own using each of the words below with *some*, *much* or *many*. Make sure you use the correct quantifier with countable and uncountable nouns.

a money:
I don't have any money

b suitcase:
There are many suitcases in your room.

c sugar:
I need some sugar to make a cake.

d postman:
There are some postmen in the post office.

e service:
We offer many services for our community.

f wood:
I need some wood to start a fire.

g computer:
There are many computers in our school.

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Grammar assistant

Quantifiers

- For countable nouns, use ***many*** + noun.
  *There are **many** animals in the zoo.*
- For uncountable nouns, use ***much*** + noun.
  *I didn't get **much** sleep.*
- Use ***some*** to talk about unspecified quantities (countable and uncountable nouns).
  *I made **some** money running errands.*
  *He played **some** records for me.*
- Use a plural noun without ***the***, for talking about things in general.
- Use ***the*** for regions or names of countries.
- Use ***the*** the second time you mention something.
- Use ***a / an*** the first time you mention something.
- Use ***a / an*** for one of many possible examples.

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QUANTIFIERS

ENGLISH GRAMMAR

Quantifiers form a sub-class under determiners. They are adjectives or phrases that serve to answer two possible questions:
1. How many?
2. and How much?

For example: a few, a little, much, many, most,etc., are quantifiers



Quantifiers that Describe Quantity

- Countable nouns: Answer the question How many? E.g.: a few, a number of, several, etc.
- Uncountable nouns: Answer the question How much? E.g.: a little, a bit of, etc.

Some of them are also used with both. These are the ones that answer both questions.
For example: such as no/none, some, a lot of, etc.

Quantifiers that Express Attitude

- The words **few**, **little**, **a few** and **a little** serve to describe the speaker's attitude to the quantity being described.
- The first two carry negative suggestions, whereas the last two carry positive suggestions.

Comparative Quantifiers

Much, **many**, **more** and **most** describe (in ascending order) increase; much is used only with uncountable nouns, many only with plural countable nouns, and more and most with both.

Few, **fewer**, **fewest**, **little**, **less** and **least** chart decrease. The first three (in descending order) are used only with countable plural nouns. The last three (in descending order) are used only with uncountable nouns.

QUANTIFIER LIST

UNCOUNTABLE NOUNS	BOTH	COUNTABLE NOUNS
• much • a little/little/very little • a bit (of) • a great deal of • a large amount of • a large quantity of	• all • enough • more/most • less/least • no/none • not any • some • any • a lot of • lots of • plenty of	• many • a few/few/very few • a number (of) • several • a large number of • a great number of • a majority of

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4 Complete these conversations with *a*, *an*, *the* or x (no article)

a
A What does your father do?
B He's an accountant.
A Does he work in an office?
B Yes, it's in the city centre.

b
A Do you prefer letters or e-mails?
B It depends. I wrote an e-mail to one of my friends this morning, but at the weekend I wrote a letter to a relative who lives in x England.
A I only write e-mails these days. I can't remember the last letter I wrote.

c
A Have you got a pen I could borrow, please? I want to leave a note for my parents.
B Yes. Here you are. Do you need a sheet of paper and an envelope?
A No, thanks.

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5 Choose the right form of the verb.

a Both Nader and Yaseen (*live* / *lives*) in a suburb outside Kuwait City.

b Either he or they (*is* / *are*) going to take care of the problem.

c Neither my aunt nor my grandmother (*want* / *wants*) to come to the celebration.

d Both my father and my brother (*intend* / *intends*) to finish the project.

e Neither Jameela nor the other students (*believe* / *believes*) in last minute revision.

f Either the managers or their assistants (*has* / *have*) investigated the situation already.

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6 Expand the following sentences using *either ... or, neither ... nor,* or *both ... and,* without changing their meaning.

a For some reason, Ahmed or Waleed's numbers aren't in my phonebook.

For some reason, neither Ahmed nor Waleed 's numbers are in my phonebook.

b Samira and Salma started a degree in medicine last year.

Both Samira and Salma started a degree in medicine last year.

c Next season's Premier League will be won by Liverpool or Arsenal.

Next season's Premier League will be on by either Liverpool or Arsenal.

d The long distance charges will have to be paid by the caller or the receiver.

The long distance changes will have to be paid by either the called or the receiver.

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7 What would you say in the following situations?

a You have dialled the wrong number.

I am sorry about that. I must have dialed the wrong number.

b You are talking on the phone to a friend but now you can no longer hear them.

.. Hello! Can you hear me? I can't hear you. _____

c The postman has given you a letter addressed to somebody else.

Excuse me! The letter that you gave me doesn't belong to me. You must have delivered it to the wrong address.

d You think you have been given the wrong change at the post office.

I'm afraid that I have been given the wrong change at the post office.

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Grammar assistant

Correlative Conjunctions

- Subjects connected by ***both*** ... ***and*** take a plural conjugation.

  Both *Ahmed* ***and*** *Anwar attend these meetings.*

- Verb conjugation with ***either*** ... ***or*** depends on the subject (singular or plural) closest to the conjugated verb.

  Either *Faisal* ***or*** *the girls need to attend the course. (second subject plural).*

  Either *Noura* ***or*** *Sarah is going to visit next weekend. (second subject singular).*

- Verb conjugation with ***neither*** ... ***nor*** depends on the subject (singular or plural) closest to the conjugated verb.

  Neither *Omar* ***nor*** *Waleed lives in the city. (second subject singular).*

  Neither *Lubna* ***nor*** *my other friends care about their future. (second subject plural).*

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8 Choose the correct article in the following sentences.



The history of the postal service

- **Originally** British postal services only carried letters to and from **(1)** *a/an/the* King.
- **1626** **(2)** *A/An/The* new postal service began. **(3)** *A/An/The* service was between Plymouth and **(4)** *a/an/the* capital, London.
- **1635** King Charles I said that everyone in Britain could use **(5)** *a/an/the* postal service. But it cost a lot of money to send **(6)** *a/an/the* letter.
- **1680** London introduced **(7)** *a/an/the* new cheap price for all letters. **(8)** *A/An/The* price was one penny.
- **1840** **(9)** *A/An/The* first stamp was used.
- **1974** Postcodes were introduced all over Britain. **(10)** *A/An/The* letters of **(11)** *a/an/the* normal postcode are related to **(12)** *a/an/the* name of **(13)** *a/an/the* town or city.

Self-assessment

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Nasser Al-Saeed Sec. School For Boys

Hawalli Educational District

English Department

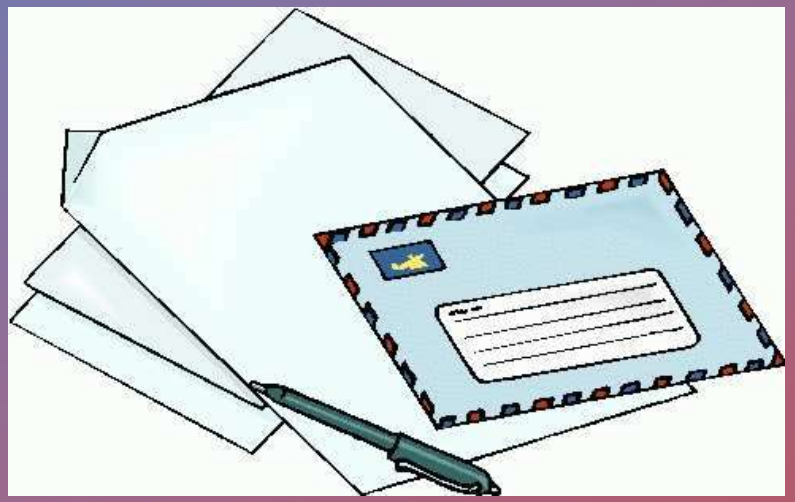
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HOD Mr. Hesham Al-Sakhawi



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U 4 L 7 S B P. 38



A formal letter of application


A formal letter of application

Read the following letter of application and answer the questions.

a What is the purpose of the letter?
b Who is it written to and who by?
c Why is Faisal applying for a new job?

10 April 2009

Dear Sirs,

In response to your advertisement in the Kuwait Times, I wish to offer my services as a surgeon in the new hospital you are currently building.

I am a 35-year-old Kuwaiti and I currently live in Greenwich Village, New York. I graduated from Columbia University, New York, with a distinction in cardiac surgery and, for the past three years, I have been working in a hospital in New York. Before this position, I undertook extensive surgery training at my university for a period of six months.

The main reason for wishing my current position is that I have decided to return to my home country and need to be there with my family permanently. I believe that working at your hospital would be an excellent opportunity for me to gain more experience, especially as your hospital has an excellent reputation in surgery and in other fields of medicine.

Regarding references, I am enclosing my curriculum vitae as well as an abstract of my doctoral degree. In case additional information is required, I suggest that you send me an email at FaisalAlmedaires@hotmail.com and I will provide you with further details as soon as possible.

Thank you in advance for your attention and I look forward to the pleasure of a personal interview and the opportunity to give you more information about myself.

Yours faithfully,

Dr Faisal Awad

Answer the following questions:

a What makes the letter above formal?

b Extract words or phrases from the letter that provide examples of

full verb forms: _____

formal words and phrases: _____

c Compare your answers with those of a partner. Have you mentioned the same words and phrases?

d Notice how the letter starts and ends. What other ways can be used to start and finish a formal letter?

38

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Have you ever written a formal letter of application? Why?

Would you like to study abroad?
Where would you like to study?



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in advance

(phr.)

before hand, ahead of time

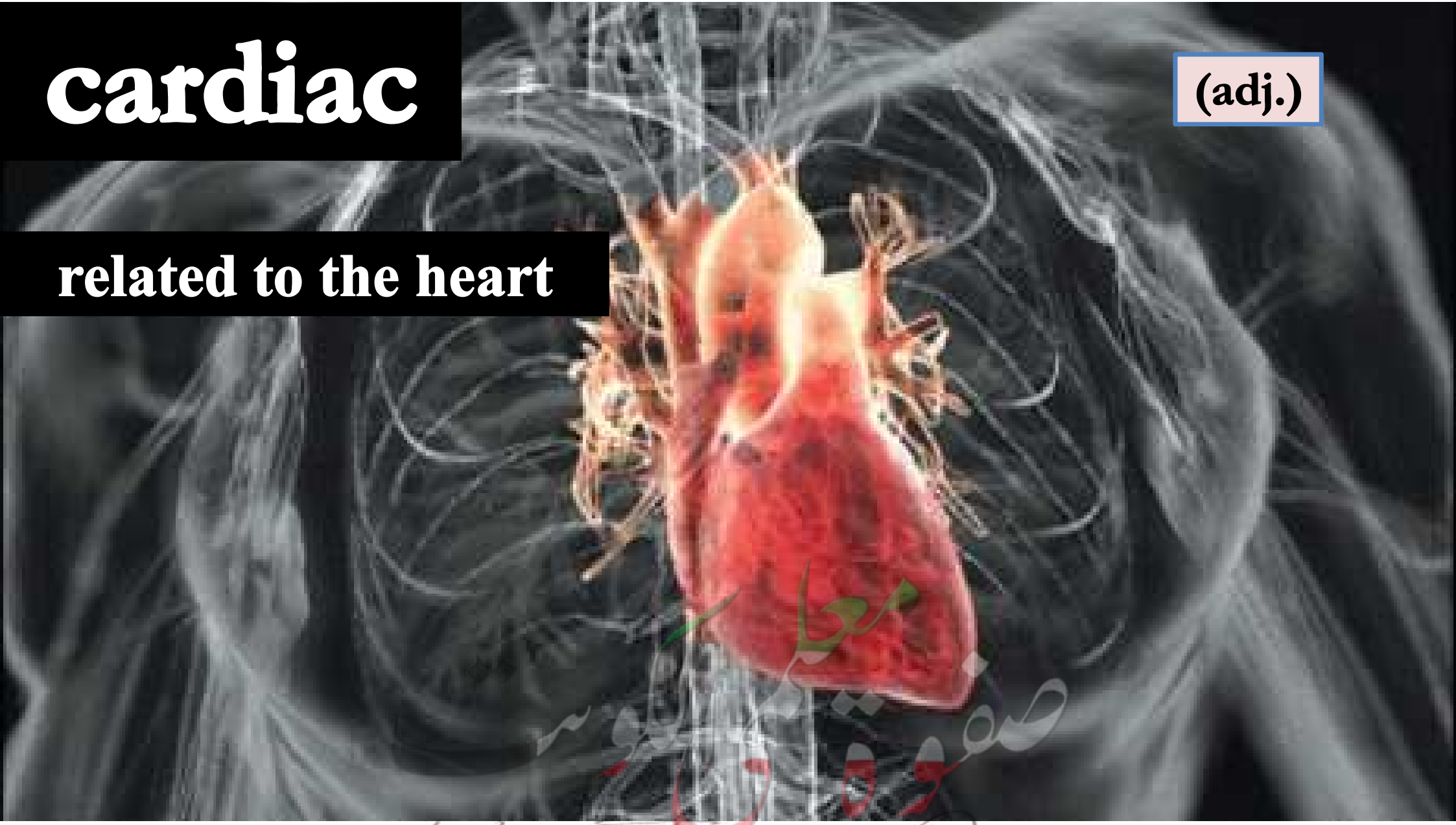


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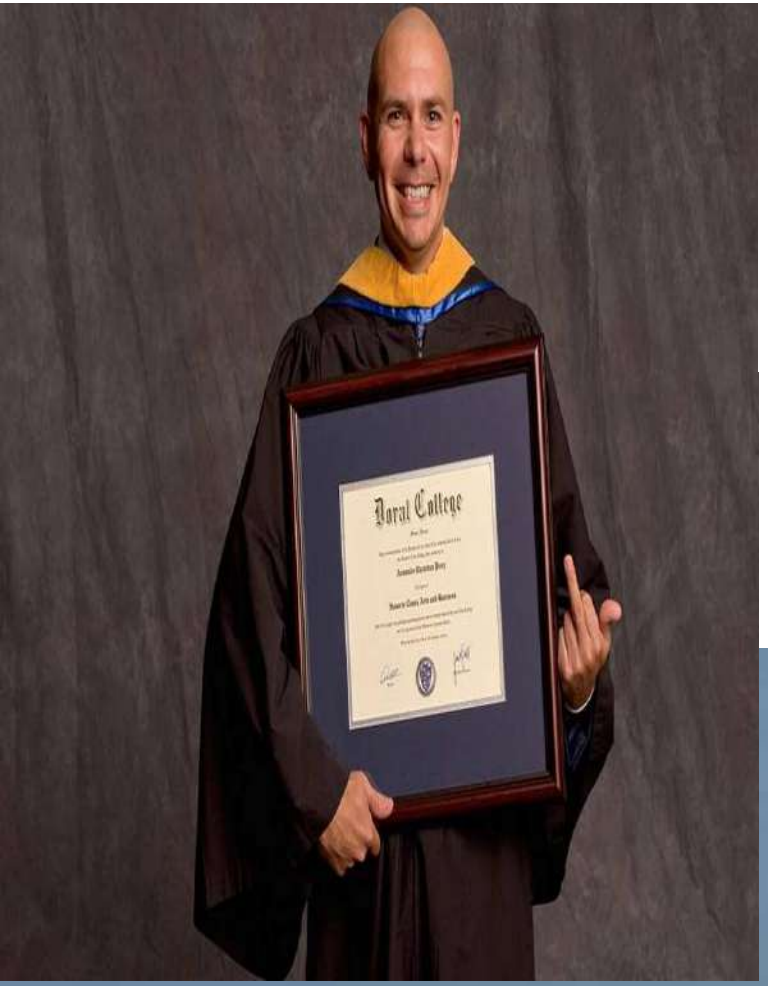
cardiac

(adj.)

related to the heart



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Doctorate

the highest degree awarded to a graduate



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extensive

(Adj.)

EXTENSIVE TRAINING





containing a lot of details

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reference

(N.)

a source of information proves something is reliable



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enclose

(V.)

He has enclosed an attestation of his doctorate degree.





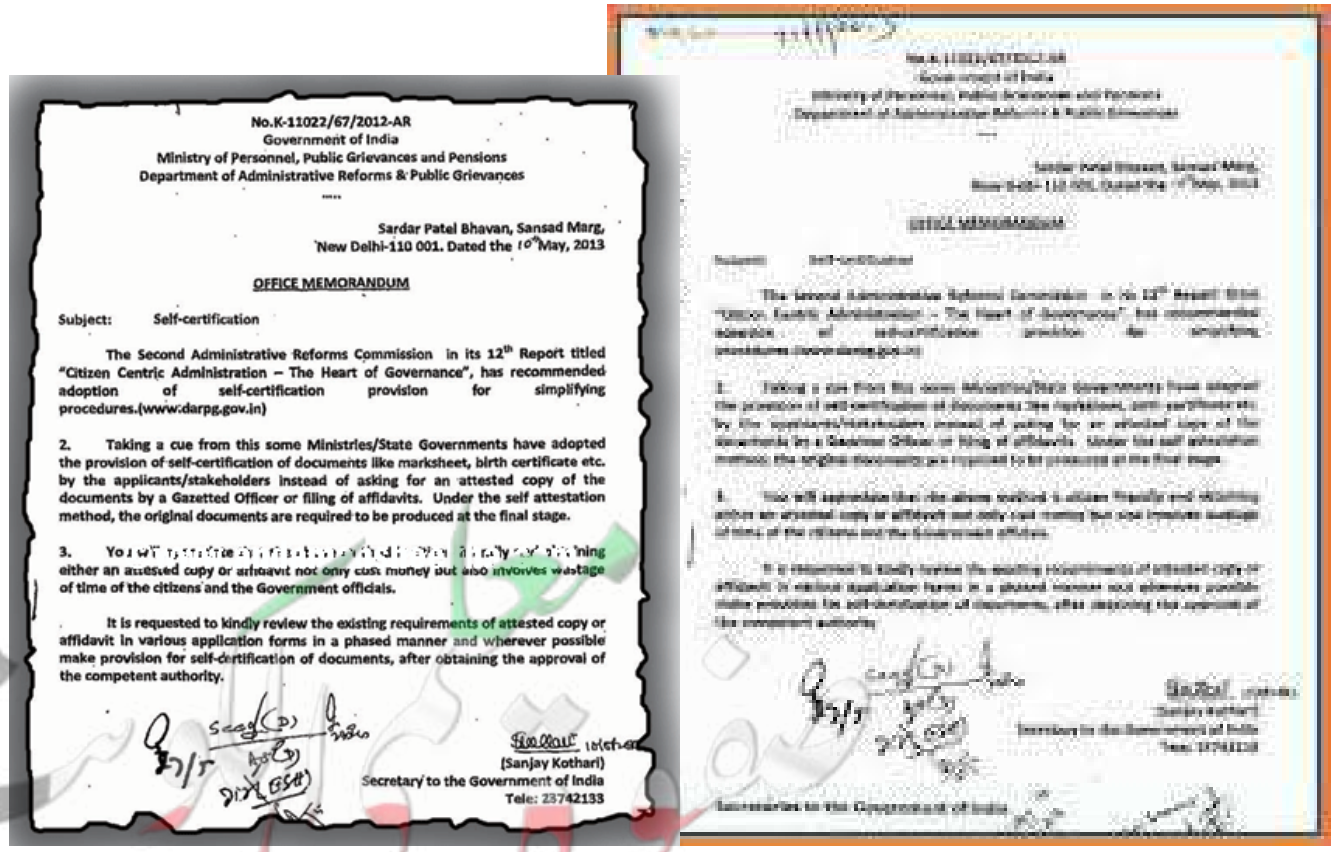
to place something in an envelope

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attestation

(N.)

a legal statement made by someone saying that something is true



No.K-11022/67/2012-AR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhavan, Sansad Marg,
New Delhi-110 001. Dated the 10th May, 2013

OFFICE MEMORANDUM

Subject: Self-certification

The Second Administrative Reforms Commission in its 12th Report titled "Citizen Centric Administration – The Heart of Governance", has recommended adoption of self-certification provision for simplifying procedures.(www.darpg.gov.in)

2. Taking a cue from this some Ministries/State Governments have adopted the provision of self-certification of documents like marksheet, birth certificate etc. by the applicants/stakeholders instead of asking for an attested copy of the documents by a Gazetted Officer or filing of affidavits. Under the self attestation method, the original documents are required to be produced at the final stage.

3. You will appreciate that the above method is citizen friendly and involving either an attested copy or affidavit not only cost money but also involves wastage of time of the citizens and the Government officials.

It is requested to kindly review the existing requirements of attested copy or affidavit in various application forms in a phased manner and wherever possible make provision for self-certification of documents, after obtaining the approval of the competent authority.

(Sanjay Kothari)
Secretary to the Government of India
Tele: 23742133

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Complete with words from the list :

Attestation- enclose- extensive- in advance- cardiac- reference

1-I should ……. my CV and a photo with the application . enclose

2- His condition isn't stable. We need a …….. Test soon. cardiac

3- The storm caused …….. damage to the village. extensive

4- We don't allow debts. Payment should be …….. in advance

5- Really your book is considered a …….. to many researchers. reference

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1 Read the following letter of application and answer the questions.

a What is the purpose of the letter?

b Who is it written to and who by?

c Why is Faisal applying for a new job?

a-This is a letter of application for a job at a hospital.

b-It is written by Dr. Faisal to the people responsible for building the new hospital.

-Faisal is applying for a new job because he is moving back to school.



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2 Answer the following questions:

a What makes the letter above formal?

The beginning and the ending of the letter makes it formal.
The verbs are written in full forms

b Extract words or phrases from the letter that provide examples of

full verb forms: ..... I am a 31-year old Kuwaiti. .....

You are building ..... I have been working

formal words and phrases: .....

..... I am enclosing my curriculum vitae

c Compare your answers with those of a partner. Have you mentioned the same words and phrases?

d Notice how the letter starts and ends. What other ways can be used to start and finish a formal letter?

Dear Mr X

Yours sincerely

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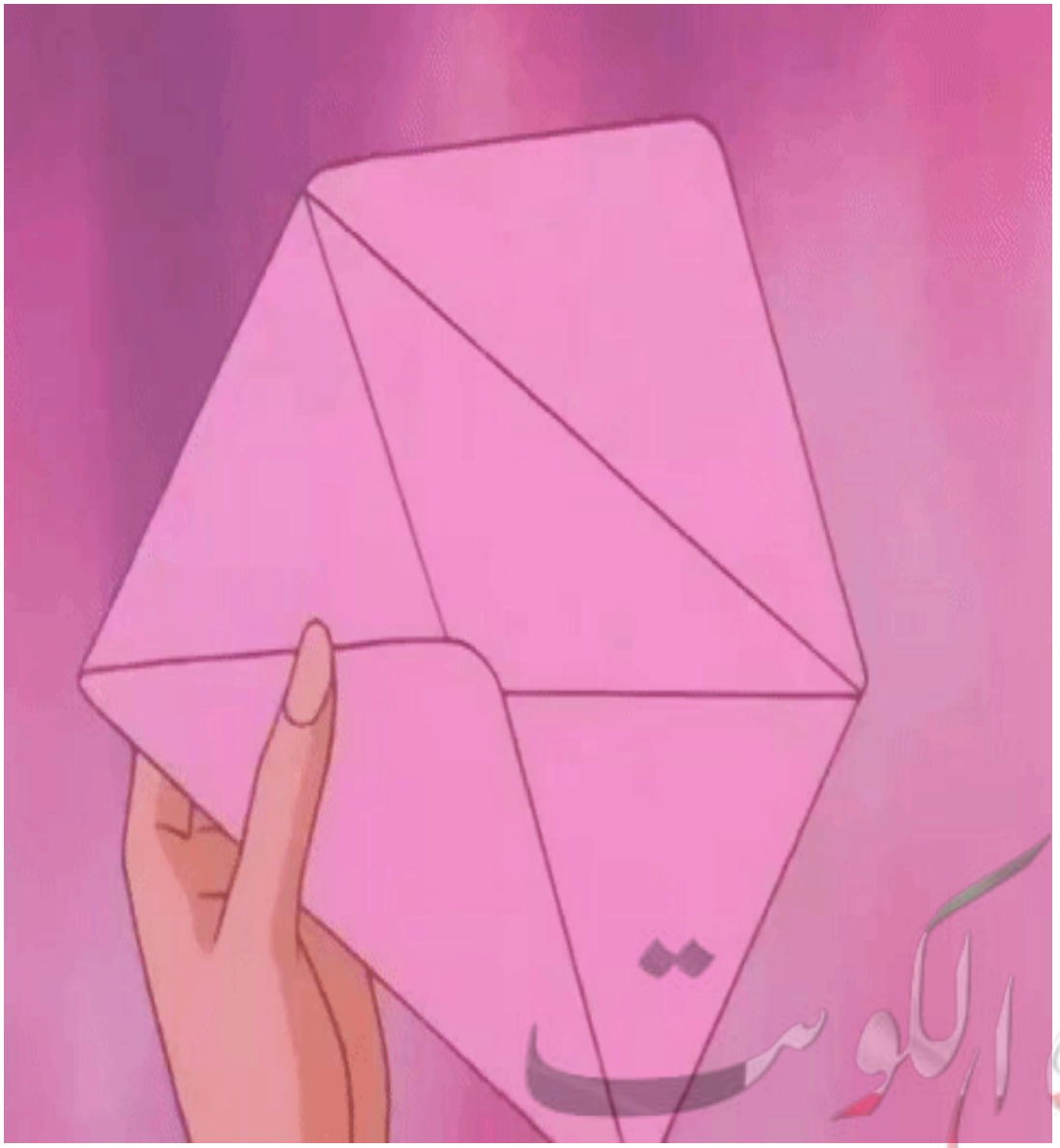
What information should you fill in the application form?

Some information like the first name, telephone number, e-mail address and academic qualifications are usually written in an application form.

What are the benefits of studying abroad?

We can benefit a lot , we will learn a new language. We will know about people's customs and cultures.

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English Department

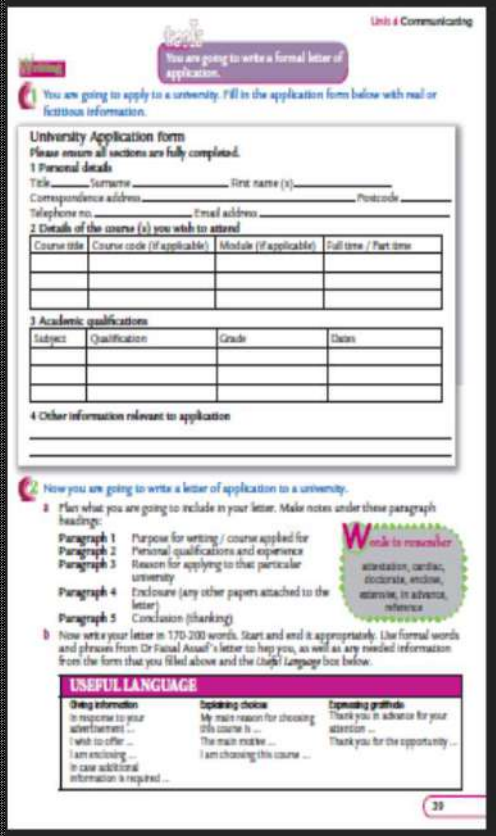
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HOD Mr. Hesham Al- Sakhawi

Thank you

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U 4 L 8
S B P.39



Unit 4 Communicating

You are going to write a formal letter of application.

1 You are going to apply to a university. Fill in the application form below with real or fictitious information.

University Application form

Please ensure all sections are fully completed.

1 Personal details

Title ____ Surname ____ First name (s) ____

Correspondence address ____ Postcode ____

Telephone no. ____ Email address ____

2 Details of the course (s) you wish to attend

Course title	Course code (if applicable)	Module (if applicable)	Full time / Part time

3 Academic qualifications

Subject	Qualification	Grade	Dates

4 Other information relevant to application

2 Now you are going to write a letter of application to a university.

a Plan what you are going to include in your letter. Make notes under these paragraph headings:

Paragraph 1 Purpose for writing / course applied for
Paragraph 2 Personal qualifications and experience
Paragraph 3 Reason for applying to that particular university
Paragraph 4 Enclosure (any other papers attached to the letter)
Paragraph 5 Conclusion (thanking)

Words to remember: attestation, cardiac, doctorate, enclose, interview, in advance, reference

b Now write your letter in 170-200 words. Start and end it appropriately. Use formal words and phrases from Dr Faisal Assaf's letter to help you, as well as any needed information from the form that you filled above and the *Useful Language* box below.

USEFUL LANGUAGE

Giving information	Explaining choice	Expressing gratitude
In response to your advertisement ...	My main reason for choosing this course is ...	Thank you in advance for your attention ...
I wish to offer ...	The main motive ...	Thank you for the opportunity ...
I am enclosing ...	I am choosing this course ...	
In case additional information is required ...		

20



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1 You are going to apply to a university. Fill in the application form below with real or fictitious information.

University Application form

Please ensure all sections are fully completed.

1 Personal details

Title _____ Surname _____ First name (s) _____

Correspondence address _____ Postcode _____

Telephone no. _____ Email address _____

2 Details of the course (s) you wish to attend

Course title	Course code (if applicable)	Module (if applicable)	Full time / Part time

3 Academic qualifications

Subject	Qualification	Grade	Dates

4 Other information relevant to application

_____

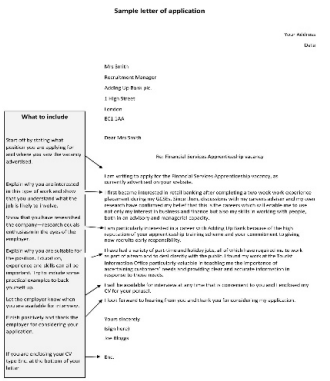
_____

Fill in about Yourself

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How to write a letter of Application

All letter of application is generally of the formal type and it follows some predefined format which applies to most types of application letters. **It is, therefore, essential to get acquainted with the steps when writing one:**


Sample letter of application

Your Address

Date

Mrs Smith
Recruitment Manager
Adding Up Bank plc
1 High Street
London
EC6 1AA

Dear Mrs Smith

Re: Financial Services Assistant job vacancy

I am writing to apply for the General Services Apprenticeship vacancy, as currently advertised on your website.

I first became interested in retail working after completing a two-week work placement during my GCSEs. Since then, discussions with my careers adviser and my own research have confirmed my belief that this is the career which is suitable due to not only my interest in business and finance but also my skills in working with people, both in an advisory and managerial capacity.

I am particularly interested in a career in Adding Up bank because of the high reputation of your apparent track record in training all new and young members of staff, now recruits early responsibility.

I have had a variety of part-time and holiday jobs, all of which have given me the work as part of a team and to work directly with the public. I found my work at the Do-Use Information Office particularly valuable in teaching me the importance of communicating in layman's words and providing clear and accurate information in response to many needs.

I will be available for interview at any time that is convenient to you and I enclosed my CV for your perusal.

I look forward to hearing from you and thank you for your time in considering my application.

Yours sincerely

Nigel Hurst

Mr Briggs

Etc.

What to include

Start off by stating what position you are applying for and where you saw the vacancy advertised

Explain why you are interested in the type of work and where you see yourself in the future. Show that you have researched the company—research can also be discussed in the eyes of the employer.

Explain why you are a suitable for the position, including important skills and attributes. Use examples to back up your claims.

Let the employer know when you are available for interview.

Finish positively and thank the employer for considering your application.

If you are enclosing your CV (see 6.4), at this point of your letter

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Preparation

- Get a blank sheet of paper and divide this into two columns. Indicate “Requirements” in one column and “Skills” in the other.
  - Start your university application template by including your contact details at the top. The purpose of this is to make it very easy for others to find out exactly who you are and how to contact you. Make sure you use the correct letterhead too.
- Address the letter to the university whom you’re writing to. Including this in your application letter format shows that you’re formal enough to begin with an official address.

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Writing the letter of application

- Write something that draws the interest of your reader. Treat your first paragraph like a breaking news article by opening with a declarative statement.
- Inform the reader about your enthusiasm for applying for the university and how you would perfectly fit for it.
- Elaborate why you choose this university , how it is suitable for you and how you are qualified for it.
- Provide a brief summary of your strengths, experience, and qualifications. The second paragraph of your letter should provide a summarized description of your experiences and abilities to demonstrate why you're the perfect choice for the university.

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Finish up your application letter

- Don’t forget to thank the Principal about any consideration that he will make then end the letter with a courteous statement like “looking forward to hearing from you at the earliest convenience” or something equally pleasant.

- Finally, after signing off, write your complete name.

- The worst thing you can do is submit a letter with grammatical or spelling errors. Have others look over the letter and make sure it is error free.

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University Application Letter Sample

Anan Hesham
79809 St. Rt. 139
Madenati, Cairo 45640

April 28, 2020

EBU University
1739 N High St
Columbus, OH 43210
Attn: Admissions Department

Dear Admissions Department,

After doing much research about universities in the area that have a Medical program, I am applying to EBU University because of the outstanding reputation and the exceptional reviews that I have read from other recent graduates.

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Additionally, I am enthusiastic about Medicine program at the EBU University because of the graduate Medicine programs that are offered. Currently, I am just beginning my journey and ready to dive into the undergraduate studies program. My ultimate goal is to finish the Medical program at EBU University.

Once I have completed my undergraduate in Medicine, my desire is to continue my studies and enter the graduate program for Medicine.I am sure this is the correct career path, as I grew up in a family where my parents were both doctors. Considering both of my parents have similar career paths, I feel like I would be honoring them and their dedication to helping others by entering this field of work.

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Continue

I have attached my application, as well as transcripts, an essay, and all of my letters of recommendation as defined in my admissions packet. I appreciate your time and consideration and look forward to hearing from you soon.

Sincerely,

Adnan Hesham

Enclosure: Application Form, high school marks list, Advanced Placement scores, SAT scores and all other required information

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2 Now you are going to write a letter of application to a university.

a Plan what you are going to include in your letter. Make notes under these paragraph headings:

Paragraph 1	Purpose for writing / course applied for
Paragraph 2	Personal qualifications and experience
Paragraph 3	Reason for applying to that particular university
Paragraph 4	Enclosure (any other papers attached to the letter)
Paragraph 5	Conclusion (thanking)

Homework

b Now write your letter in 170-200 words. Start and end it appropriately. Use formal words and phrases from Dr Faisal Assaif's letter to hep you, as well as any needed information from the form that you filled above and the *Useful Language* box below.

USEFUL LANGUAGE

Giving information
In response to your advertisement ...
I wish to offer ...
I am enclosing ...
In case additional information is required ...

Explaining choices
My main reason for choosing this course is ...
The main motive ...
I am choosing this course ...

Expressing gratitude
Thank you in advance for your attention ...
Thank you for the opportunity ...

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U 4 L 8 SB P.39
General Revision
Based on Unit 4



University Application form

Please ensure all sections are fully completed.

1 Personal details

Title ____ Surname ____ First name (s) ____

Correspondence address ____ Postcode ____

Telephone no ____ Email address ____

2 Details of the course (s) you wish to attend

Course title	Course code (if applicable)	Module (if applicable)	Full time / Part time

3 Academic qualifications

Subject	Qualification	Grade	Dates

4 Other information relevant to application

Now you are going to write a letter of application to a university.

a Plan what you are going to include in your letter. Make notes under these paragraph headings:

Paragraph 1 Purpose for writing / course applied for
Paragraph 2 Personal qualifications and experience
Paragraph 3 Reason for applying to that particular university
Paragraph 4 Enclosures (any other papers attached to the letter)
Paragraph 5 Conclusion (thanking)

Words to remember: attention, confirm, discourse, enclose, reference, in advance, reference

b Now write your letter in 170-200 words. Start and end it appropriately. Use formal words and phrases from Dr Faisal Awadi's letter to help you, as well as any needed information from the form that you filled above and the Useful Language box below.

USEFUL LANGUAGE

Giving information	Explaining choice	Expressing gratitude
In response to your advertisement ...	My main reason for choosing this course is ...	Thank you in advance for your attention ...
I wish to offer ...	The main motive ...	Thank you for the opportunity ...
I am enclosing ...	I am choosing this course ...	
In case additional information is required ...		

39



Sample Cover Letter
(Full Block Format)

1956 Adams Mill Road
Marietta, GA 30078
October 22, 1994

Mr. Jonathan Evans
Manager of Human Resources
Scientific Research, Inc.
4006 International Parkway
Atlanta, GA 33907

Dear Mr. Evans:

I am applying for the position of Electrical Engineer, which was advertised on October 12 with Career Services at Southern Polytechnic State University. The position seems to fit very well with my education, experience, and career interests.

Your position requires experience in communications. With a major in Electrical Engineering Technology, I have training in communications networks, circuit applications, and optic communications systems. My practical experience as a cooperative education student in electrical support with a major telecommunications company gave me valuable exposure to the communications field. My enclosed resume provides more details on my qualifications.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Scientific Research, Inc. Your company has an excellent reputation and comes highly recommended to me.

Would you please consider my request for a personal interview to discuss further my qualifications and to learn more about this opportunity? I shall call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to call me at 404-663-4366. If I am not in, please leave a message on my answering machine and I will return your call within a day.

Thank you for your consideration. I look forward to talking with you.

Sincerely yours,

(Written signature)

Andrew Wilson

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Please read your writing task (A letter of Application)



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A good listener should have some certain characteristics. Discuss some of them.

He should listen openly. He must listen between lines. He needs to be good and patient listener.

Communication leads to community. What does that mean?

Healthy relationships and healthy communications lead to healthy society. We need to have good listening skills to live in peace and harmony.

“Listen or your tongue will keep you deaf.” Explain.

We should listen to the wisdom of others to be able to speak well and to the point.

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Do as shown in brackets:

1. Majid is going for a walk. Fahad is going for a walk. **(Both……and)**

Both Majid and Fahad are going for a walk.

2. The fireman rescued the boy. He rescued his mother. **(Both……and)**

The fireman rescued both the boy and his mother.

3. Hind doesn't speak French. Nada doesn't speak French. **(Neither…..nor)**

Neither Hind nor Nada speaks French.

4. Take the camera. Take the radio. **(Either…….or)**

Either you take the camera or the radio. ……

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Choose the best answer :

1. Have you got a . **b- bar of** …..chocolate?

a. bottle of **b- bar of** **c- pane of** **d- loaf of**

2. I take a …**b- slice**……of toast to work in case I get hungry.

a- bottle **b- slice** **c- pane** **d- grain**

3. Would you buy me…. **bottle of** ….milk, please?

a. bottle of **b- bar of** **c- pane of** **d- loaf of**

4. He gave me a .. **c- piece of** ….. advice.

a-bottle of **b- bar of** **c- piece of** **d- loaf of**

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Choose the correct answer:

1- Give me ……. book which is on the table.

a- a b- an c- the d- (-) no article

2- That was …… interesting story.

a- a b- an c- the d- (-) no article

3- We saw …… monkey at the zoo.

a- a b- an c- the d- (-) no article

4- My brother is ……. English teacher.

a- a b- an c- the d- (-) no article

5- Whales are ……. biggest animals in the world.

a- a b- an c- the d- (-) no article

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Fill in the spaces with the words from the list:

(attestation / doctorate / enclose / extensive / in advance / references)

1. He went to London to get a / an ..... in engineering.



2. There are many kinds of **references** . in the school library.

3. He went to the court to declare his ..... **attestation**

4. Please .. **enclose** . your CV with your letter of application.

5. I always prepare my lessons ..... **in advance**

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✍Choose the correct answer from a, b, c or d

1-The rain was heavy . ……., they went sailing.

a- Although **b-Because** **c- However** **d-In spite of.**

2-……the heavy rain, they went fishing.

a- Although **b –In spite of** **c-However** **d-Yet**

3-……. they trained hard, they lost the match.

a- Although **b –In spite of** **c-However** **d-Yet**

4. They decided to stay in the area……their problems with the local residents.

a-but **b- although** **c- however** **d- in spite of**

5. There were many people ……the hotel was not equipped to handle them.

a-but **b- although** **c- though** **d- in spite of**

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Nasser Al-Saeed Sec. School For Boys

Hawalli Educational District

English Department

Under the auspices of :

HOD Mr. Hesham Al-Sakhawi



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Summary Writing



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I. What is a summary?



- A summary is a shortened passage, which retains the essential information of the original. It is a fairly brief restatement --- in your own words ---of the contents of a passage.
- Note: you simply report back what the writer has said, without making value judgments.

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II. Characteristics of a good summary



- Can be understood without reference to the original;
- Is a faithful reproduction of, or contains only the ideas or information of, the original;
- Is brief without any unnecessary detail;
- Is a readable unified whole

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❖Please have a look at the following table :

The Rubrics of the Summary Making				
Content / relevant of ideas	**Paraphrasing**	**Spelling and Grammar**	Paragraph Format	**Total**
30	**20**	**5**	**5**	**60**

Here are some summary tips and techniques you may use:

- Read the question carefully and make sure that you understand the given question.
- Do not copy from the original text.
- Paraphrase the sentences using your own words.
- Write full meaningful sentences; do not use points.

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Translate ideas not words

Use proper connectors

Keep sentences short

Pay attention to coherence

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In four sentences summarize and paraphrase the following paragraph to show:

"How educational systems may and may not dominate students' life?"

There are educational systems that provide vacations while keeping students' skills sharp. For example, in Japan students attend class for seven weeks consecutively, followed by two weeks of vacation. This continues throughout the year. In Italy, students attend class six days per week, but finish at 1:30 PM each day, so that school does not dominate their life the way that it does in America, where students attend high school from 7:45 AM until 3:00 PM each week day. In areas where there are not enough classrooms, older students attend classes in the morning while the younger kids go to school in the afternoon.

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The original sentence	The paraphrased sentence
For example, in Japan students attend class for seven weeks consecutively, followed by two weeks of vacation.	**In Japan, students study for seven weeks and get two weeks off.**
In Italy, students attend class six days per week, but finish at 1:30 PM each day, so that school does not dominate their life.	**In Italy, students study class six days a week and end at 1:30 PM daily, so school does not affect their life.**
in America, where students attend high school from 7:45 AM until 3:00 PM each week day.	**In America, students study from 7:45 AM to 3:00 PM daily, so the school affects their life.**
In areas where there are not enough classrooms, older students attend classes in the morning while the younger kids go to school in the afternoon	**In some poor countries, older students study in the morning, but children study in the afternoon.**

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Model answer

In Japan, students study for seven weeks and get two weeks off. In Italy, students study class six days a week and end at 1:30 PM daily, so school does not affect their life. In America, students study from 7:45 AM to 3:00 PM daily, so the school affects their life. In some poor countries, older students study in the morning, but children study in the afternoon.

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Translation

Here are some tips you can use:❖

- Translate the meaning not words
- Avoid word for word translation
- Keep your sentences short
- Find keywords
- Write a full sentence
- Check your spelling and punctuation
- Write a draft first to change, modify and improve your writing
- Begin with a Noun
- Write your final copy

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Translate the following into good English:

أن تكون مستمع جيد وصبور لا يعينك فقط في حل المشكلات ولكن أيضًا فى أن ترى العالم من أعين الآخرين.

To be a good and patient listener, not only helps you to solve problems but also to see the world through the eyes of others.

هناك مثل أمريكي شائع يقول " استمع جيدا أو سيجعلك لسانك أصم "

“ Listen or your toung will keep you deaf.” is a well-known American proverb.

يجب أن نسمع بتمعن ولا ينبغي أن نستحوذ على الحوار ولا

We should listen openly, and we shouldn’t control the conversation or interrupt the interlocutor .

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