

ACADEMIC SKILLS – UNIT 5_CONFERENCES & VISITS

READING A conference in Istanbul

1 Label documents a–d on page 29. Which is ... ?

- an itinerary • an informal email • an invitation • a programme of events

2 Work with a partner. **Read Study Skill**

- 1 What is the purpose of each document a–d?
- 2 Who is each document for?

a passenger a friend a speaker at a conference

STUDY SKILL Purpose and audience (1)

To understand the contents of a text better, predict what you can before you read. As well as titles, pictures, and headings think about:

- layout, size, and style of the print.
- purpose, for example, *to inform, to sell*.
- audience (who it is written for), for example, *a student, an expert*.

3 Scan the documents. Answer as many questions as you can in three minutes.

The programme

- Where is the conference being held?
- Who is the conference for?
- When does the conference start and finish?
- What time does the sightseeing tour start?
- What time is the *Farewell Dinner*?

The people

- Who is the invitation to?
- Who is the first speaker at the conference?
- Who is talking about the international novel?
- Who is the email to?
- Who is the email from?

Dr Khuffash

- What time does she leave Amman?
- What time does she arrive back home in Amman?
- Where does Dr Khuffash teach?
- What is she looking forward to most?

4 Complete the definitions using words and phrases in bold from the documents.

- 1 _____ is visiting important and historic places in a city as a tourist.
- 2 A _____ is a meeting or talk that everyone should attend.
- 3 A _____ is the place where people meet for an organized event.
- 4 An _____ is a collection of things, for example books or paintings for people to look at.
- 5 A _____ means someone you know, a friend.
- 6 _____ is saying or writing what you think is good or bad about something, for example, a book or essay.
- 7 To _____ is to wait with pleasure for something to happen.
- 8 The _____ of a meeting is the person in charge.
- 9 A _____ is someone who teaches at a university.
- 10 _____ is another more formal word for 'goodbye'.

a

NATIONAL UNIVERSITY OF TURKEY

We have pleasure in inviting *Dr Laura Khuffash* to

3rd International Conference for Teachers of English Language and Literature

5 October – 8 October **Venue:** Istanbul City Hotel

b

Programme Day 1

- 9–10.30 **Plenary Session**
Chair Dr John Bryan, Head of English, University of Leeds
- 10.30–11.00 Coffee break and **exhibition**
- 11.00–13.00 Choice between:
- *English as a World Language*
 Dr Laura Khuffash, Senior **Lecturer**, Birzeit University.
 - *English and Tourism*
 Dr. Mahmoud Suhbi, Ministry of Tourism and Development, Libya
 - *Novels in Translation*
 Dr Meral Soyer, Lecturer, National University of Turkey
 - *The International Novel*
 Dr Richard Dean, Lecturer, University of West London
- 13.00–14.00 Lunch
- 14.00 Coach leaves hotel for **sightseeing** tour. Visits will include:
 Hagia Sophia/Blue Mosque/Topkapi Palace
- 17.00 Return to hotel
- 20.00 Dinner



Programme Day 4

- 16.00 Final Plenary
 Chair Dr John Bryan,
 Head of English,
 University of Leeds
- 20.00 **Farewell Dinner**

c

- 04/10/06**
- 09.00 Check in Queen Alia
 International Airport,
 Amman
- 11.00 Depart flight RJ401
- 15.00 Arrive Ataturk International
 Airport, Istanbul
- 09/10/06**
- 07.30 Check in Ataturk
 International Airport,
 Istanbul
- 10.30 Depart flight RJ402
- 15.40 Arrive Queen Alia
 International Airport,
 Amman

d

From: laura.khuffash@bz.ac.com
Date: Sat 29/9/06 07:50am
To: nancy.marshall@lon.ac.uk
Subject: Istanbul conference

Nancy,

Are you going to the conference in Istanbul next week? I'm giving a paper on the first day and chairing the plenary on the second day!! It would be great to see a **familiar face** in the audience. If not, I'll send you a copy of my paper on 'English as a World Language' and you can tell me what you think. Any **criticism** welcome! The programme looks great – we've even got some sightseeing arranged each day. I'm really **looking forward to** visiting the Blue Mosque – I've only ever seen photos of it. Don't forget to let me know if you'll be there.

Best wishes,

Laura

5 Skim extracts a–f. What type of texts are they? Label them.

- poem • medical textbook • history textbook • novel • note
- student essay

a

The chicken farm had been his idea, after Charles came back from the East with malaria. Work in the open air, Rivers had advised. He was paying for it now. As he left the shelter of the hedge and set off across two-acre field, a great gust of 'open air' almost lifted him off his feet.

b

Some of the features of the typical (medieval) village were inherent in the essential needs of agriculture and of social life, and may therefore appear too obvious to be worth specifying. The most obvious characteristic of the village was its topography.

c

A thing of beauty is a joy for ever

*A thing of beauty is a joy for ever:
Its loveliness increases; it will never
Pass into nothingness: but still will keep
A bower quiet for us, and a sleep . . .*

d

Paul, can't come to the lecture today – not feeling well.
Can you explain to the prof. and can I look at your notes?!!
Cheers,
Tom

e

Dysphagia This term includes both difficulty with swallowing and pain on swallowing. The former symptom is more prominent in obstruction and the latter with inflammatory lesions. The patient can sometimes point to the site of the obstruction.

f

In conclusion, it is clear that the arguments in favour of reducing carbon gases through the increased use of renewable sources are stronger than those supporting the increased building of nuclear power stations.

6 **Read Study Skill** Choose a style or styles from the box to describe texts a–f in exercise 5. Underline vocabulary, phrases, and any examples of punctuation in the extracts that helped you decide.

informal formal literary academic medical

Extract a: a novel – literary style

STUDY SKILL Purpose and audience (2)

The choice of vocabulary, grammatical style, and punctuation of a text depends on its purpose and its expected audience.

When you are writing, think about *who* is going to read your work and *why* you are writing. Then decide what the overall style should be, for example *literary, academic, formal, informal*, etc.

VOCABULARY DEVELOPMENT Word-building (2)

- 1 Look at the words from Unit 5. Use a dictionary to identify what part of speech each word is.

invitation	international	forget	renewable
criticism	really	enjoy	greatly

- 2 Complete the table for each word with one example of each part of speech. Mark the stressed syllable. Use your dictionary to help. **Read Study Skill**

verb	noun	adjective	adverb
think			
			hopefully
pain			
	pleasure		
		critical	

- 3 **Read Study Skill** Match meanings 1–10 with prefixes a–j. Use the example words in *italics* to help.

- | | |
|--|------------------------------|
| 1 ☐ against | a auto- <i>autobiography</i> |
| 2 ☐ wrong; not | b anti- <i>antiseptic</i> |
| 3 ☐ small/tiny | c bi- <i>bilingual</i> |
| 4 ☐ after | d micro- <i>microphone</i> |
| 5 ☐ two/twice | e mis- <i>misprint</i> |
| 6 ☐ under | f multi- <i>multimedia</i> |
| 7 ☐ across; change | g post- <i>postgraduate</i> |
| 8 ☐ again | h re- <i>review</i> |
| 9 ☐ by itself/oneself | i sub- <i>submarine</i> |
| 10 ☐ many | j trans- <i>transform</i> |

- 4 Complete definitions 1–10 with an example word from exercise 3.

- To _____ is to change something completely.
- A _____ is a piece of electrical equipment that is used for making sounds and voices louder.
- Someone who is _____ can speak two languages equally well.
- A liquid or cream which stops a cut becoming infected is called an _____.
- A type of ship which can travel underwater is a _____.
- To _____ your work is to look at it again to make sure you understand.
- An _____ is the story of a person's life written by that person.
- A _____ is someone doing further studies at a university after his or her first degree.
- _____ is using sound, pictures, and film as well as text on a screen.
- A _____ is a mistake in printing or typing.

STUDY SKILL Suffixes

Identify the part of speech of a word (verb, noun, adjective, or adverb) to help you understand the meaning and develop your vocabulary, for example:

inform (v), *information* (n)
informal (adj), *informally* (adv)

Suffixes give you clues to the part of speech, for example:

- *-tion, -ism, -ment, -ity, -ness* are noun suffixes, for example, *invitation*.
- *-al, -ful, -able* are adjective suffixes, for example, *international*.
- *-ly* is an adverb suffix, for example, *formally*.

STUDY SKILL Prefixes

Adding a prefix changes the meaning of a word. Each prefix has a different meaning and can be found as a separate entry in the dictionary. For example:

mis- means *wrong* or *not* e.g. *misunderstand*.
bi- means *two* or *twice*, e.g. *biannual* (twice a year).