

Unit 5

Conferences & visits

1

1

Reading: A conference in Istanbul

The aim of this section is to improve students' ability:

- To assess a text for its **usefulness** by identifying its **purpose**.
- **For whom** it has been written.

2

2

STUDY SKILL

Purpose & audience (1)

To understand the contents of a text better, **predict what you can** before you read by checking:

- pictures & headings
- layout, size, & style of the print
- purpose, e.g. *to inform, to sell.*
- audience (**who it is written for**), e.g. *a student, an expert.*

3

3

STUDY SKILL

Purpose & audience (2)

The purpose and the expected audience of a text will affect the choice of:

- **Vocabulary**
- **grammatical style**
- **punctuation**

4

4

STUDY SKILL

Purpose & audience (2)

When you are writing, think about:

- *who* is going to read your work
- *why* you are writing.

Then decide **what the overall style should be**, e.g.:

- *literary*
- *academic*
- *formal*
- *informal, etc.*

5

5

Writing: Invitations

The aim of this section is to:

- differentiate between **formal** & **informal writing**.
- choose the **appropriate style** for the written work.

6

6

STUDY SKILL

Using formal expressions

- **Formal style** is used for **academic & professional purposes**.
- Thus, you need to learn **fixed formal expressions**, e.g.:

I have great pleasure in + -ing

I am writing + infinitive

I would like + infinitive

Please feel free + infinitive

I look forward to + -ing

Please find attached/enclosed + noun

N.B. **infinitive** = **to + verb**, e.g. *to play, to work, to study*, etc.

7

7

Vocabulary development: Word-building (2)

The aim of this section is to:

- Understand the effect of adding **prefixes** & **suffixes** to a root word, e.g.:
Prefix: **write**, **rewrite**
Suffix: **act (v)**, **actor (n)**
- **Expand** understanding of vocabulary.

8

8

STUDY SKILL

Suffixes

Identify the part of speech of a word (verb, noun, adjective, or adverb) to:

- help you understand the meaning
- develop your vocabulary, e.g.:

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

9

9

STUDY SKILL

Suffixes

Suffixes give you clues to the **part of speech**, e.g.:

- **noun suffixes:**

-tion, -ism, -ment, -ity, -ness

Invite (v), invit**ation** (n)

- **adjective suffixes:**

-al, -ful, -able

international

- **adverb suffix:**

-ly

formal (adj), formal**ly** (adv)

10

10

STUDY SKILL

Prefixes

- Adding a prefix **changes the meaning** of a word.
- Each prefix has **a different meaning**, e.g.:

mis- means *wrong* or *not* e.g. *misunderstand*.

bi- means *two* or *twice*, e.g. *biannual* (twice a year).