

UNIVERSITÀ
DEGLI STUDI DI TRIESTE

LINGUA INGLESE PARI A LIVELLO B2

Dipartimento di Ingegneria e
Architettura

Prof. Lourdes Elizabeth Gonzalez-Valera, Ph.D.

Lesson 5

Syntax: direct and indirect (polite) questions. Review
Semantics review: idioms, false friends and verbal phrases

Writing / reading texts:

Emails, CV, résumés

Letters

Summaries

Articles

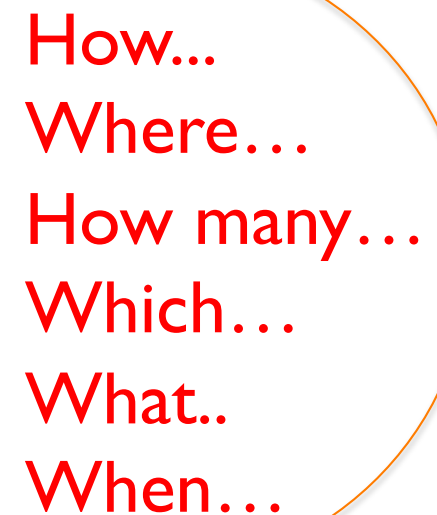
Syntax issues:

Direct Questions

1. **Where** can I buy a ticket for the evening show?
2. **What** time is it in the United Arab Emirates?
3. **Where** can I buy interesting illustrated books for my children?
4. **Where** is the new science museum for children?
5. **How far** is the station from my new neighborhood?
6. **When** does the new train for London leave?
7. **Why** were Tom and Andrea late for the meeting yesterday?
8. **How long** will it take to travel from Los Angeles to Washington?
9. **When** does the sales presentation for the new product start?
10. **When** does the meeting for the new members in the team start?
11. **How** much will the flight to Edinburgh cost?

Indirect Questions

Do you know ----->
Could you tell me ----->
Do you happen to know ----->



How...
Where...
How many...
Which...
What..
When...



EXERCISE

Rewrite the following questions using indirect questions **correctly**.

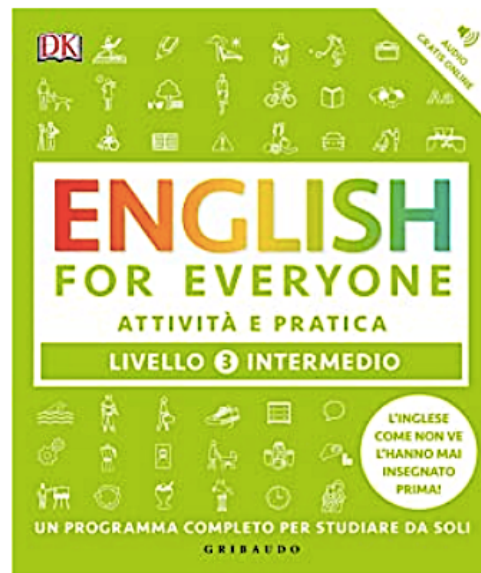
1. Do you know where can I buy a ticket for the evening show?
2. Could you tell me what time is it in the United Arab Emirates?
3. Do you know where can I buy interesting illustrated books for my children?
4. Do you know where is the new science museum for children?
5. Could you tell me how far is the station from my new neighborhood?
6. Could you tell me when leaves the new train for London?
7. Do you know why were Tom and Andrea late for the meeting yesterday?
8. Do you know how long will it take to travel from Los Angeles to Washington?
9. Do you know when starts the sales presentation for the new product?
10. Could you tell me When starts the meeting for the new members in the team?
11. Could you tell me how much will the flight to Edinburgh cost?

- Where can I buy a ticket for the evening show? (direct style, with people you know).
- *Do you know where ~~can I~~ buy a ticket for the evening show? (WRONG!!!)
- Do you know where I can buy a ticket for the evening show? (in the street, with people you don't know)

<https://www.perfect-english-grammar.com/indirect-questions.html>

Exercises here:

<https://www.perfect-english-grammar.com/indirect-questions.html>



Barbara Mackay, Tim Bowen,
et al.

AUDIO GRATIS ON LINE:

www.dkefe.com

IDIOMS

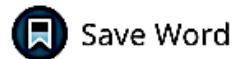
Merriam-Webster SINCE 1828

GAMES & QUIZZES | THESAURUS | WORD OF THE DAY | FEATURES | SHOP

idiom

Dictionary Thesaurus

idiom noun



id·i·om | \ 'i-dē-əm \

plural **idioms**

Definition of *idiom*

- 1 : an expression in the usage of a language that is peculiar to itself either in having a meaning that cannot be derived from the conjoined meanings of its elements (such as *up in the air* for "undecided") or in its grammatically atypical use of words (such as *give way*)
- 2 **a** : the language peculiar to a people or to a district, community, or class : DIALECT
b : the syntactical, grammatical, or structural form peculiar to a language
- 3 : a style or form of artistic expression that is characteristic of an individual, a period or movement, or a medium or instrument
// the modern jazz
broadly : MANNER,
// a new culinary *ic*

Ad closed by Google

VERY COMMON IDIOMS

<https://www.dk.com/uk/article/15-common-idioms-english-phrases-for-everyday-use/>

- A piece of cake
- Let the cat out of the bag
- Judge a book by its cover
- Break a leg
- Under the weather
- By the skin of your teeth
- I could eat a horse
- Beat around the bush
- Once in a blue moon
- Have butterflies in your stomach
- A tough cookie
- See eye to eye (be on the same page)
- Cost an arm and a leg

VERY COMMON IDIOMS

- A piece of cake (very easy)
- Let the cat out of the bag (reveal a secret)
- Judge a book by its cover (be deceived?)
- Break a leg (good luck)
- Under the weather (slightly ill)
- By the skin of your teeth (at the last instant)
- I could eat a horse (very hungry)
- Beat around the bush (be imprecise)
- Once in a blue moon (seldom)
- Have butterflies in your stomach (be nervous)
- A tough cookie (a determined person)
- See eye to eye /be on the same page (think alike)
- Cost an arm and a leg (be very expensive)
- Steal someone's thunder (divert attention)
- On the ball (be alert /efficient)

ITALIAN IDIOMS

- Ogni morte di papa (once in a blue moon)
- Un pezzo grosso (a big shot)
- Chiudere bottega (give up)
- Un occhio della testa (an arm and a leg)
- Sputare il rospo (to speak up)
- Stare a pennello (to fit perfectly)
- Capita a fagiolo (at the right moment)
- In bocca al lupo (break a leg)

Meaning (semantics)

False friends -----→ Similar forms, different meaning

Phrasal verbs -----→ Common verbs + prepositions that generate new meanings

Idioms -----→ Set of words whose global meaning is not related to the sum of individual meanings

Reviewing the Syllabus

Obiettivi

Il corso si propone di fornire agli studenti le seguenti competenze conoscitive e capacità:

- Preparazione per uno scambio verbale di idee con fluidità e spontaneità, particolarmente nel campo della specializzazione professionistica.
- Capacità di comprensione delle idee principali di testi complessi su argomenti concreti o astratti, includendo discussioni tecniche del campo della specialità dell'alunno.
- Abilità per la produzione scritta di testi riguardanti il campo accademico, professionistico dell'ingegneria con chiarezza e minuziosità.

Objectives

English 259 aims to provide students with the following cognitive skills and abilities:

- Preparation for a verbal exchange of ideas with fluidity and spontaneity particularly in the field of professional specialization.
- Ability to understand the main ideas of complex texts on concrete or abstract topics, including technical discussions of the field of the student's specialty.
- Ability for the written creation of texts concerning the academic and professional field of engineering with clarity and meticulousness.

Writing FORMAL emails

Formal or work email general features

- Email tends to be **brief**
- Email is generally **less formal** than communication on paper
- Email does not communicate emotions as successfully as face-to-face or even telephone conversations. The reader of your email may not be able to tell from your words if you are serious or joking, angry or just surprised.
- Emails, especially very short emails, can sound angry, unfriendly or rude **when this is not intended by the writer.**

HarperCollins. Writing (Collins Webster's Easy Learning) . HarperCollins Publishers.
Kindle Edition.

Key point to remember

Emails that are written very quickly and carelessly can sound unfriendly and rude.

HarperCollins. Writing (Collins Webster's Easy Learning) . HarperCollins Publishers. Kindle Edition.

I. Salutation:

It is generally a good idea to start an email with a greeting rather than beginning the message immediately. Just like a face-to-face exchange of greetings, email greetings:

- show that you are friendly and pleasant
- show respect for the reader.

HarperCollins. *Writing (Collins Webster's Easy Learning)* . HarperCollins Publishers.
Kindle Edition.

Different cases

- You know the person: Hi, Hello, Hi Paul, Hello Cindy.
- It's a second (third, etc.) email within a series of messages to the same person: you may omit salutation
- You don't know the person: Hello Mr. Smith. Hi **Ms.** Smith
- The person is much older than you. Hello **Ms.** Smith
- The person is higher in rank (your employer, your boss, your teacher, etc.). **Dear Ms. Smith. Dear Dr. Smith, Dear Prof. Smith**
- The person is from a country more formal than you (?). Dear **Dr Smith, Dear Prof. Smith**

2. Subject

- It must show **the main point** of an email
- It gives you the chance to tell the reader of your email why you are emailing them before they have even opened your message.

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Bad Subjects !!!

Subject: **Hi**

Subject: **Another thing**

Subject: **(empty)**

Subject: **same subject of your last mail**

Good Subjects

Subject: Meeting Room changed to 307

Subject: Lunch (Fri 9 Oct) canceled

Subject: REQ: Feb sales figures

Subject: Reminder: conference agenda due

[HarperCollins Writing \(Collins Webster's Easy Learning\)](#) . HarperCollins Publishers.
Kindle Edition.

3. Content and length

- Write in short paragraphs.
- Separate paragraphs
- Use headings within the body of your message if the message relates to several different subjects.
- Consider numbering your points. The reader will find this useful when responding to particular points.
- Use short sentences. Try to keep your sentences to a maximum of 20 words.
- If possible, try to fit your message onto one screen so that the reader does not have to scroll down to see the rest of it.

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4. Punctuation and abbreviations

Generally, the rules for spelling, grammar, and punctuation that apply to letter-writing also apply to formal or work emails.

- Contractions are acceptable in formal emails: (I'm, he's, can't, etc.).
- Other abbreviations, such as “U” for “you,” “plz” for “please,” and “thx” for “thanks,” though often used in personal email, are generally not acceptable in formal or work emails.
- Likewise, emoticons or smileys are not generally used in formal or work emails

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Kindle Edition.

5. Ending a formal email (I)

a. **Before Signoff:**

- I hope **to hear** from you soon.
- I look forward **to hearing** from you.
- I look forward to **your response**.
- Many thanks for your time.
- Thanks again for this.
- Many thanks in advance.
- Thank you for taking the time to answer my questions.
- I hope this helps.
- Please get in touch if you have any more queries.

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Kindle Edition.

5. Ending a formal email (2)

b. Signoff: An email that ends without a signoff can sound a little rude, especially if the content of the email has included a disagreement or problem.

Common **signoffs**:

- Many thanks
- Thank you
- Thanks again
- Best
- Regards
- Best regards
- Kind regards
- Warm regards
- Best wishes
- With best wishes

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Informal email general features

- Friendly greetings or salutations
- Loose use of punctuation
- Use of smileys, emoticons and abbreviations:

AFAIK As Far As I Know

AKA Also Known As

ASAP As Soon As Possible

B4 Before

BTW By The Way

CUL8R See You Later

CYA See Ya

CYU See You

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Before signoff

- Talk to you later.
- Hope you're doing okay/well.
- Hope you're all well.
- See you soon.
- Better go now.
- Tell you more when we speak.
- Have a good weekend.
- Hope to see you soon.

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Signoff

- Love
- Lots of love
- Take care
- Ciao
- Later
- See you
- **See ya!**
- Cheers

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Real email
example.

Analyse an
comment.

Subject:

Exam in December

Salutation

Dear Prof. Lourdes Elizabeth Gonzalez-Valera,

Content

I'm Xxxx, a student attending the *first* year of Xxxxx Engineering (Master Degree).

I saw you opened an exam in December of the course "Lingua Inglese (Pari a Livello B2)" and I was wondering if I could take it, even though this course would be in the second semester for me.

Moreover, I have never been at the course and maybe you want me to attend it.

Before signoff

Many thanks in advance.

Signoff

Regards,

Signature

Xxxxxx Zzzzzz

COFFEE BREAK

culture

=

1) cultura

2) coltura



Curriculum Vitae

A standard document that gives details of your work experience, education, and background. It also gives your full name and contact details.

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- Résumé
- Resume
- Curriculum Vitae
- Vitae

•CV

RESUME	CV
Emphasizes skills	Emphasizes academic accomplishments
Used when applying for a position in industry, non-profit, and public sector	Used when applying for positions in academia, fellowships and grants
Is no longer than 2 pages, with an additional page for publications and / or poster presentations if highly relevant to the job	Length depends upon experience and includes a complete list of publications, posters, and presentations
After 1 year of industry experience, lead with work experience and place education section at or near the end, depending upon qualifications	Always begins with education and can include name of advisor and dissertation title or summary. Also used for merit/tenure review and sabbatical leave

In American usage, a CV is much more detailed, longer, and presented in a different format than a résumé.

People usually send a cover letter with their résumé or CV. You will find help with this type of letter in the part of this book on writing letters.

A résumé should be as short as possible without leaving out essential information. Job advertisements sometimes specify the maximum length of résumé that is acceptable, but in any case your résumé should rarely be longer than three pages, and if you can get everything important on one or two pages that is best.

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The ideal CV must be:

1. Quick and easy to read
2. Clear and concise
3. Pleasant to look at

*HarperCollins. **Writing** (Collins Webster's Easy Learning).
HarperCollins Publishers. Kindle Edition.*

CV defects to avoid ([jobs.ac.uk](https://www.jobs.ac.uk)):

1. Applying for a position for which you're not qualified.
2. Providing irrelevant personal information.
3. Burying important information.
4. Spelling errors, typos and poor grammar.
5. Unexplained **gaps** in employment.
6. **Lying or misleading information.**
7. A long, waffly CV.
8. **Badly formatted CV.**
9. Meaningless introductions.
10. The 'So What' test.

LYING or Misleading Information

([jobs.ac.uk](https://www.jobs.ac.uk))

“Recruiters are not stupid. They can spot information that doesn't stack up. For example, they're always on the look out for inflated:

- Qualifications
- Salaries
- Job titles
- Achievements”

Does your CV or résumé pass the “so what” test? Recommended link:

<https://careerattraction.com/resume-pass-test/>

CV Templates?

Choose a Template

Curricula Vitae

Curriculum Vitae

Classic CV

Modern CV

Business CV

Elegant CV

Bold Type CV

Informal CV

Cancel Choose

Personal Information

FIRST NAME / SURNAME Urna Semper
ADDRESS 123 High Street, POSTCODE, CITY
TEL 01234 567 890
FAX 01234 567 890
EMAIL no_reply@example.com

NATIONALITY British
DATE OF BIRTH 25.10.1981
GENDER Female

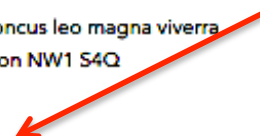
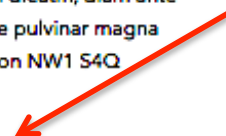
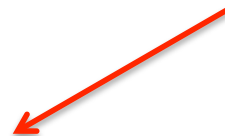
DESIRED POSITION Project Manager

Work Experience

DATES February 2012 – present
POSITION Etiam sit amet est
RESPONSIBILITIES Donec quis nunc, Curabitur vulputate viverra pede
- Amet mi morbi auctor eligendi dicitm, diam ante
- Nulla nunc lectus porttitor vitae pulvinar magna
EMPLOYER / ADDRESS Leo Vitae Diam / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS Imperdiet mi Earum

DATES January 2009 – September 2011
POSITION Imperdiet Sodales Urna
RESPONSIBILITIES Lorem ipsum dolor sit amet; rhoncus leo magna viverra
EMPLOYER / ADDRESS Leo Vitae Diam / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS Purus Sapien Lacus

DATES October 2006 – December 2008
POSITION Imperdiet Urna
RESPONSIBILITIES Lorem ipsum dolor sit amet; rhoncus leo magna viverra
Ut id lorem at eros tincidunt aliquam
Donec egestas scelerisque dolor
EMPLOYER / ADDRESS Arcu Erat / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS Purus Sapien Lacus



Education and Training

DATES 2004 - 2006
QUALIFICATION AWARDED Cras in libero
PRINCIPAL STUDIES Lorem ipsum; Dolor sit amet
INSTITUTION Aperiam Sapien

DATES 2000 - 2004
QUALIFICATION AWARDED Etiam enim diam
PRINCIPAL STUDIES Bibendum quis, dapibus ut
INSTITUTION Dolor Vitae Luctus

Skills and Competences

LANGUAGE SPOKEN Aenean
OTHER LANGUAGE(S) Etiam

**SOCIAL SKILLS AND
COMPETENCES** Rasellus hendrerit pulvinar nibh
Curabitur leo nulla laoreet nec
Aenean iaculis laoreet arcu

**ORGANISATIONAL SKILLS AND
COMPETENCES** Proin metus urna porta non, tincidunt ornare
Feugiat consequat magna ligula imperdiet
Sed et lacus quis enim mattis nonummy

**COMPUTER SKILLS AND
COMPETENCES** Maecenas aliquam bibendum augue
Tortor vel consequat nibh risus vitae pede
Aenean iaculis laoreet arcu

ADDITIONAL INFORMATION Ipsum morbi auctor dicitm, diam ante lauris ipsum
dolor sit amet; rhoncus leo magna viverra. Amet mi
morbi auctor eligendi dicitm, diam ante lauris ipsum
dolor sit amet; rhoncus leo magna viverra

 Curriculum vitae

Personal Information

FIRST NAME / SURNAME Urna Semper
ADDRESS 123 High Street, POSTCODE, CITY
TEL 01234 567 890
FAX 01234 567 890
EMAIL no_reply@example.com

NATIONALITY British
DATE OF BIRTH 25.10.1981
GENDER Female

outdated ???

DESIRED POSITION Project Manager

It all depends...


Work Experience



DATES February 2012 - present
POSITION Etiam sit amet est
RESPONSIBILITIES Donec quis nunc, Curabitur vulputate viverra pede
- Amet mi morbi auctor eligendi dicut, diam ante
- Nulla nunc lectus porttitor vitae pulvinar magna
EMPLOYER / ADDRESS Leo Vitae Diam / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS Imperdiet mi Earum

DATES January 2009 - September 2011
POSITION Imperdiet Sodales Urna
RESPONSIBILITIES Lorem ipsum dolor sit amet; rhoncus leo magna viverra
EMPLOYER / ADDRESS Leo Vitae Diam / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS Purus Sapien Lacus

DATES October 2006 - December 2008
POSITION Imperdiet Urna
RESPONSIBILITIES Lorem ipsum dolor sit amet; rhoncus leo magna viverra
Ut id lorem at eros tincidunt aliquam
Donec egestas scelerisque dolor
EMPLOYER / ADDRESS Arcu Erat / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS Purus Sapien Lacus

PERSONAL INFORMATION **Betty Smith**

 32 Reading rd, Birmingham B26 3QJ United Kingdom

 +44 2012345679  +44 7123456789

 smith@kotmail.com

 AOL Instant Messenger (AIM) [betty.smith](#)

Sex Female | Date of birth 01 March 1975

JOB APPLIED FOR **European project manager**

COMPETENCES	Feugiat consequat magna ligula imperdiet Sed et lacus quis enim mattis nonummy
COMPUTER SKILLS AND COMPETENCES	Maecenas aliquam bibendum augue Tortor vel consequat nibh risus vitae pede Aenean iaculis laoreet arcu
ADDITIONAL INFORMATION	Ipsum morbi auctor dicitm, diam ante lauris ipsum dolor sit amet; rhoncus leo magna viverra. Amet mi morbi auctor eligendi dicitm, diam ante lauris ipsum dolor sit amet; rhoncus leo magna viverra

Curriculum Vitae

PERSONAL INFORMATION **Betty Smith**

📍 32 Reading rd, Birmingham B26 3QJ United Kingdom

☎ +44 2012345679 📞 +44 7123456789

✉ smith@kotmail.com

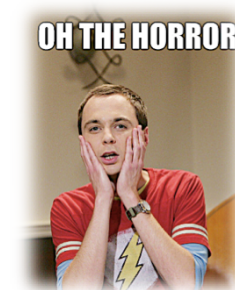
💬 AOL Instant Messenger (AIM) betty.smith

Sex Female | Date of birth 01 March 1975

JOB APPLIED FOR **European project manager**

italianmachoman@hotmail.com

sweetkitty@hotmail.com





Recommended exercise:

Elaborate your own curriculum following the recommendations provided in class and formatting it according to the EU model.