

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

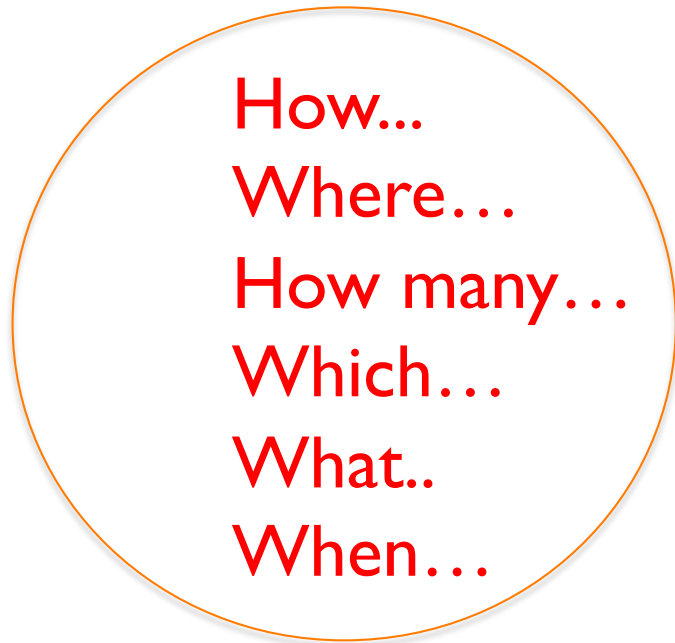
## Syntax issues:

### 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: a way of being polite

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





## EXERCISE

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

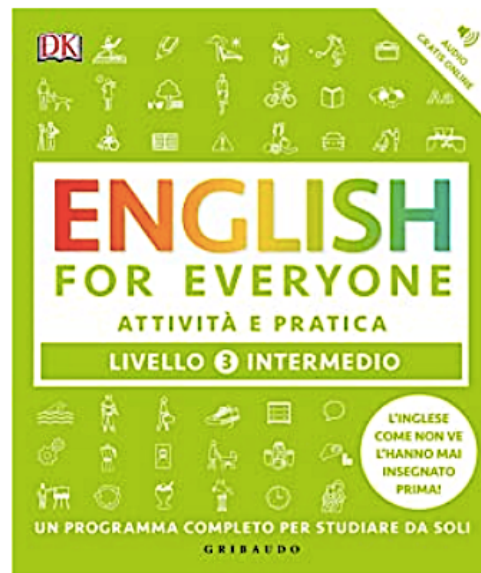
1. Do you know where can I buy a ticket for the evening show?
2. Could you tell me what time is it in the United Arab Emirates?
3. Do you know where can I buy interesting illustrated books for my children?
4. Do you know where is the new science museum for children?
5. Could you tell me how far is the 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>

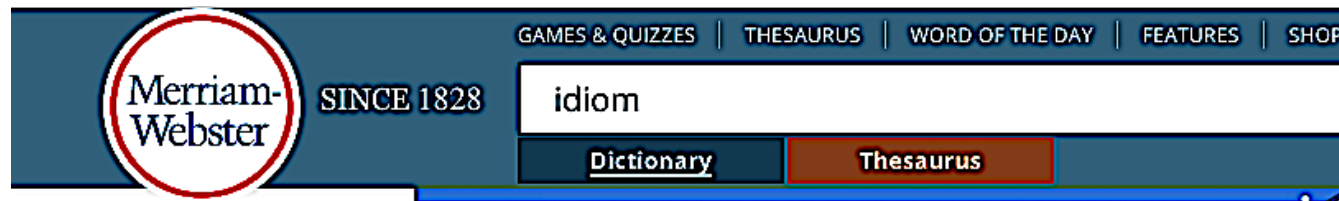


Barbara Mackay, Tim Bowen,  
et al.

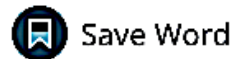
AUDIO GRATIS ON LINE:

[www.dkefe.com](http://www.dkefe.com)

# IDIOMS



## 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)

## Summary of 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.



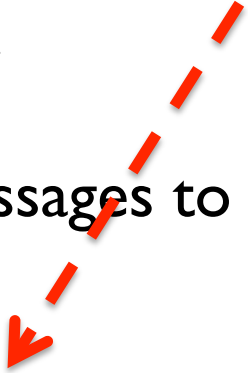
## I. Salutation:

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 opened your message.

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

## **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.

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

## 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

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

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

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



## 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

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

## Before signoff (informal)

- 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.

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

## Signoff (informal)

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

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

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.

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

- Résumé
- Resume
- Curriculum Vitae
- Vitae

•CV

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



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.

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

# 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

All  
Basic  
Reports  
Books  
Letters  
**Curricula Vitae**  
Flyers & Posters  
Newsletters  
Stationery  
Certificates  
Miscellaneous

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

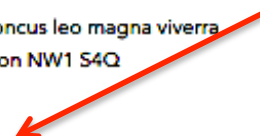
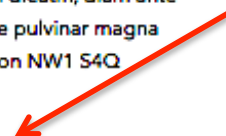
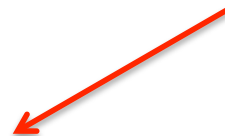
**DESIRED POSITION** Project Manager

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 dicutm, 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**

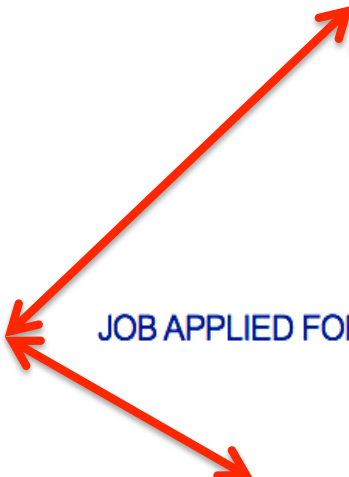
📍 32 Reading rd, Birmingham B26 3QJ United Kingdom

☎ +44 2012345679 📞 +44 7123456789

✉ smith@kotmail.com

💬 AOL Instant Messenger (AIM) betty.smith

Sex Female | Date of birth 01 March 1975

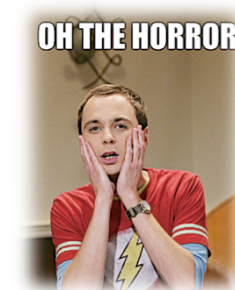


JOB APPLIED FOR **European project manager**

[italianmachoman@hotmail.com](mailto:italianmachoman@hotmail.com)

[sweetkitty@hotmail.com](mailto:sweetkitty@hotmail.com)

Do not use  
funny email  
addresses!!!





Exercise:

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