

Homework for Unit 1

E-mail communication with Mr. H: Because Mr. H uses an English-base Windows OS, your *hangul* name shows up as “garble.” To let Mr. H know who the message is from, in the “Subject” heading, please write “from E6 Surname Given-Name.”

CODE

E>6 = EXTRAS > English 5, 6. (www.koreamosaic.net/elp)

E>G = EXTRAS > General

w = *International English Skills 2*

LM = *Language of Meetings*

Anything that you are asked to read or learn or memorize is subject to a quiz.

New students (students who didn't take IES-1)

- By September 21: Learn the principles involved in making an oral presentation. Study “Oral Presentations (from *International English Skills 1*, Unit 4)” at E>6.
- By October 6: Learn the required Language of Meetings expressions (on the Language of Meetings Quick Access sheet: Compromising, Procedure for Formal Meetings, Persuading, Proposals, Agreeing and Disagreeing). The best of achieving this, of course, is to learn one group every other day, and, on the alternate days, to review groups that you've learned already. Don't just memorize once and then stop thinking about them. Review and then review again.

for Class 1 (Thursday 9/4)

- Bring *English Communication Skills 6*, *The Language of Meetings*, and the laminated *Language of Meetings* Quick Access Sheet to class. (In fact, bring these to *every* class.)
- Read “Joint Venture” at E>6.

for Class 2 (Monday 9/8)

New students

- Submit your photo card. SIDE A: paste only your photo; no writing. SIDE B: your name, student number, primary and secondary majors, e-mail address, phone number, *and any other information that will help you and Mr. H work together more effectively.*

All students

- “Unit comprehension check” W1: Learn the language in this section.
- Read the “Did you know?” box and the “Background Details” on w2, for discussion in this class. Learn all new lexical items.
- Read “RV Industry Outlook Worsening” at E>6.

for Class 3 (Thursday 9/11)

- Read the handout “Meetings: Participating and Leading.” Keep this handout in your workbook.
- Read the handout “Meetings on the Joint Venture.”
- In the main text, be sure that you know the details of your assigned role (w5 or 6). You will need to write some of the details in the quiz, so it's best that you memorize the phrases that present the details. Prepare your role carefully for this class. Your team depends on your thorough and active understanding of your role. Here's an example of the questions that Role 2 might be asked in the quiz: “Is the marketing manager totally in agreement with the joint venture proposal? Give an example of your answer.” (The answers: “No, he has reservations. For example, he thinks that a wider product range is needed.”) In the quiz, in your answers to the questions use the language that is used in the text.

No class Monday 9/15.

for Class 4 (Thursday 9/18): Meeting 1

- Know the content in “Impromptu Presentations” (E>6). Be sure to memorize the boilerplate opening and closing.
- Know the unit vocabulary in the “Unit 1 (The Joint Venture) Vocabulary Review” handout. “Know” doesn't only mean memorizing the spelling; “know” includes analyzing the lexical's context, identifying all of the lexical's features and its grammar in its definition in the English-English dictionary, and carefully studying the dictionary's sample sentences to learn further about its context. Also review the lexical items on w1, 2. Be prepared for a quiz on lexical items.
- Chair (Role 1), prepare a tentative plan for the meeting. Be able to apply the guidelines in the meetings handout in order to avoid total confusion in the meeting.

- Recommended: Finish “Before the Meeting” and do “After the Meeting” (w7, 8) by yourself. These are good not only for oral presentations but also for meeting participation.
- Recommended: Read the script that you heard in class today, and listen again (mp3 file or audio tape).

for Class 5 (Monday 9/22): Meeting 2

- Have you thoroughly memorized the boilerplate opening and closing in “Impromptu Presentations”?
- Learn all of the expressions in *Language of Meetings* Unit 2, “Presenting an Argument,” LM20-21, and do “Check Yourself” on LM22. With one or two classmates, do the unit’s mini-meetings. The quiz for this unit will focus on the expressions on the Quick Access Sheet.
- Do the collocations exercises (“Match and Complete”) in LM Unit 2 (LM25-27).

No class Thursday 9/25

for Class 6 (Monday 9/29): Meeting 3

New students, are you learning the Language of Meetings expressions from International English Skills 1?

for Class 7 (Thursday 10/2): Meeting 4

- Learn all of the expressions in *Language of Meetings* Unit 10, “Degrees of Importance and Certainty” LM100-101, and do “Check Yourself” on w102. With one or two classmates, do the unit’s mini-meetings. The quiz for this unit will focus on the expressions on the Quick Access Sheet.
- Do the collocations exercises in LM Unit 10 (LM105-107).

for Class 1, Unit 2 (Monday 10/6)

- New students: Know and be able to use the required Language of Meetings expressions (those on the Language of Meetings Quick Access sheet) for Compromising, Procedure for Formal Meetings, Persuading, Proposals, Agreeing and Disagreeing.
- Be prepared to present a summary of your assigned articles to your team. (The articles will be assigned in Class 8 of Unit 1.)