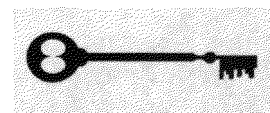


## Key



### Activity One

- i) a) It has “immense power” because so many people speak it, as a first and also an “official” language  
b) “Presumptuous” = “unduly confident, arrogant...”
- ii) “Russian for example stands out over much of the Eastern world”  
“...surpassed of course by Chinese...”  
“an enormous, vast 125 million”
- iii) Many languages have over 100 million speakers, for example Japanese, Portuguese and German, Spanish having twice as many with over 200 million speakers; the exception is French with only 70 million.

But we must see that increasingly even people with English as a second language will want these days to speak their own!

(53 words)

- iv) The people who speak them are becoming increasingly advanced scientifically and economically and wish to show this through their language  
**(This is a suggested answer)**

### Activity Two

- a) i) The play on words is here based on “claws” and “clause” which sound the same but have very different meanings; and the two quite distinct meanings of “colon”, one being a part of speech, the other being a part of the body...
  - ii) There are two meanings of “sentences”; a) legal punishments b) groups of words making complete sense...
  - iii) “language of command” versus “command of language”, this is amusing mainly because “command” has two slightly different meanings: being in charge; and ability, skill...
- 
- b) i) “dependent” = adjective: “depending”, “who depend(s)” e.g. “they are **dependent** on us”;

“dependant” = noun: “a **person** who depends” e.g. “they are our **dependants...**”

- ii) Both “**such as**” and “**like**” can be correct but the meanings are slightly different:

“people **such as** myself” = “people **for example** myself” (they are not necessarily similar...)”

“people **like** myself”, this states that the people **are** similar... Very tricky!

- iii) “between you and **me**” is correct; “between” is followed by “**me**” (object after preposition...) n.b. “between you, **me** and the gatepost...” (joke saying...); “between **us**.”

c) i) “**brush up**” = “**restore, improve**”

ii) “**dyslexic**” = “**word blind**”

iii) “**crap**” = “**dreadful**”, “**bad**”, “**awful**”

iv) a) “**over-familiarity**” = “**knowing too well**”

b) “**verbal communication**” = “**spoken contact**”

v) “**analogy**” = “**comparison**”

- d) The main advantage of improving one’s spelling and grammar is that with these improved, in any communication (for example letters, memos, written and even spoken messages,) what one says or writes is likely to be clearer and less open to misunderstanding.

Business and professional people who have been in the past dependent on their secretaries nowadays have to write their letters and messages themselves. It is being discovered in professional circles that you cannot always depend on a computer spell checker or grammar checker. They will not understand the more subtle aspects of language, and in the end it is only the person trying to communicate in some form or other who is aware exactly what is wanted. No computer can in the final analysis do that; a computer one has to recognise is only as bright as the person using it. Such aspects of writing as decision making are beyond them. (152 Words)

### Activity Three

When Ashenden arrived back at his lodgings, Miss Fellows, his landlady, told him Mr. Alroy Kear had telephoned and wanted him to ring back at once.

Ashenden, feeling certain the call was more for the benefit of Kear than himself, decided to ignore the instruction; he asked Miss Fellows next time Kear rang to leave a message. This she did, and when Ashenden returned to his flat later that evening he found a note inviting him to lunch the next day or on another.

Ashenden was puzzled why Kear should have made this invitation. When they met three months ago, he said he would be in touch with him, but Ashenden did not believe it. Now the invitation had actually arrived, he tried to decide what reasons Kear might have for the invitation. He at first wondered if it might be a lady admirer of Kear's who wanted him to introduce her; or an American editor in London who also wanted an introduction. Ashenden discarded these reasons, as Kear had asked him to name the day for lunch. Just for that reason he did not think he would be expected to meet someone else. (193 Words)

### Activity Four

(This has to be only a suggestion of what you might say at an Interview; do compare these answers to what you yourself have written down and/or said!)

- Receptionist:** Can I help you?
- You:** Yes, I am here for an interview for a job as a buyer.
- Receptionist:** May I have your name?
- You:** Ann Francis
- Receptionist:** If you care to go to the room over there, we will be starting the interview shortly.
- You:** Thank you
- Chairperson:...** You can be the first, if you don't mind
- You:** That's fine, thank you

- hairperson:** Do sit down
- ou:** Thank you
- hairperson:** Is that all right?
- ou:** Yes, thank you
- hairperson:** Have you had any experience of this type of work?
- ou:** Either: Yes, I have;  
Or: No, but I find what I have heard about Buying very interesting..  
(Something **Positive**)
- hairperson: ...** Why we should give you this job? And why you want it?  
(Here the answer can only be a suggestion; please read through this and compare with your own answer...)
- ou:** I am not really expert on Buying, though I do like books and try to read as much as I can. I am always willing to look at something new or different, for example. I am quite confident, which is I think a help for buying; I know what I want and on the whole don't offend people even if I have to be frank with them. I think I know how to be tactful. I can usually put over my viewpoint pretty well, I've always found.
- ephanie:** ...types of books you might recommend for us...
- ou:** I like modern and trendy books, some quite funny or romantic and exciting. I like technical books too, about languages and do it yourself. I think all those would be popular, also gardening...
- ephanie:** And magazines?
- ou:** I like women's magazines, especially those with stories...
- ephanie:** ...favourite books and magazines?
- ou:** Well, I like Harry Potter, so does my daughter... My favourite magazine is Woman's Weekly...
- ephanie:** Which newspaper do you read?
- ou:** The Daily Mail, but not every day...
- ephanie:** favourite author?
- ou:** Well, J.K. Rowling perhaps, but I like Joanna Trollope if I want something more serious...

hairperson: ...Customer Relations Officer...

eter: ... What do you think about that?

(This is very open ended, to some extent depending on your previous answer. One would assume if you are applying for this job that you do get on with people, a characteristic important in most jobs one has to say; here is a possible suggestion)

ou: I get on very well with people, I have quite a number of friends and enjoy company.

eter: What particular skills .... to be a good Buyer?

(This again is very open ended, all that can be presented here is an idea of what might be said in this situation; please remember that you must give a Positive impression, even if you are not claiming to be an expert)

ou: The main skill is to be interested in what I am buying. In the case of books, I should know something about a range of the books for sale in the Store: also about the magazines. I should be able to suggest some books that I am interested in the best sellers and the most popular magazines.

eter: How do you deal with refusing the offer?

ou: It is important to be tactful **and** to get your point over. I would try to explain why the book isn't suitable; for example it might be too difficult or technical for many people to buy it; or on a subject not generally popular...

hairperson: ... like to ask us?

ou: Not really, only that I would enjoy this job, it sounds very interesting...

hairperson: that is, if you want to...

ou: Yes, I would be very interested...

### Activity Five

peaker: What is your name?

ou: Andrew Marks

peaker: ...address and telephone number?

ou: 4, Grove Crescent, London N 1  
Telephone: 0207 376 503

peaker: ...fax number and address? If so, what are they?

**ou:** My fax number is the same as my telephone, my email is: werdnamarks@yahoo.co.uk

**peaker:** What are your main interests? Can you describe them?

These can only be Suggested Answers)

**ou:** I enjoy sport, especially football. Indoors, I like reading...

**Speaker:** Why are you taking on this Course?

**ou:** My main reason is simply to grow more confident in writing and speaking.

**peaker:** How do you expect to benefit from it?

**ou:** I hope to understand English better through an extra knowledge of grammar and vocabulary

**peaker:** ...Is there anything that you think can be improved? If so, what?

**ou:** Perhaps there could be less dependence on the computer, and more on one's self... Also less interest in enjoyment without effort... Nothing, in my view, comes easily, at least nothing worth while...

**peaker:** ...interest in any language than English?

**ou:** Well, I enjoy French and Spanish. No language is easy, though languages are less difficult than one might think...

**peaker:** ...science? Did that ever interest you?

**ou:** I admire science but find it even more difficult than a language

**peaker:** ....(Information Technology)?

**ou:** If you mean the Computer, it has to be the most powerful influence in the world

**peaker:** Computer has revolutionised today's world?

**ou:** One cannot exist without the Computer. It is even in your car, certainly at home in your telephone and cooker, and often sitting on your desk or on your lap...

**peaker:** ... world ... better... be brief...

**ou:** Our ability to communicate instantly, both through sight and hearing, all over the world is a miracle. Man has also vast unheard of power...

**peaker:** ...worse? . . .brief...

ou: Morally we are still in a bad way. With all our miracles of science you would expect the whole world to be better, but unfortunately it isn't... There is still massive poverty not only in poor nations, but also the rich...

peaker: ...be able to answer...

ou: What do you think I should do once I have really improved my English?

## Activity Six

Edward Moulton-Barrett shows his daughter Elizabeth the newly published volume with her poem. She ironically compliments the smartness of the book which she says does not flatter her work. **Neither is she very pleased the review in the Literary Gazette has placed her poem not only at the back, but at the bottom of the page.**

She reads the review, again ironically, saying she must write to thank the critic, who accuses her of being too academic. Elizabeth is clearly rather worried about her talent as a poet. Her father is irritated by this, and says the approval she enjoys of her family should be enough.

Edward hands Elizabeth a letter that has arrived for her while she was teaching in the local school. It is from an academic friend Mr. Boyd, who has written various letters to her on poetry and her poems. Edward objects to Boyd's attentions, especially as he wants to meet Elizabeth personally; he lives only two miles away, but he and she have never met.

Her father is furious and says these requests are quite forbidden. Elizabeth also resents his attitude which she calls narrow and limited especially as Boyd is not only blind but twenty years older than she and married! She wants desperately an opinion of her work outside her family. Her father has no patience, and says she is making an unnecessary fuss, he has more important matters to be concerned about. At this Elizabeth seems to cooperate. (245 Words)

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