

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

# ملخص مادة مهارات التحدث د.عمار المعاني

اعداد وجمهور:  
Nonee

## المحاضرتين الاولى ١,٢

### قاعدة Tag Questions

١. اذا جاء الجزء الاول مثبت يكون الجزء الثاني منفي..
٢. اذا جاء الجزء الاول منفي يكون الجزء الثاني مثبت..

A cross the street عبر الشارع

Is down the street أسفل الشارع

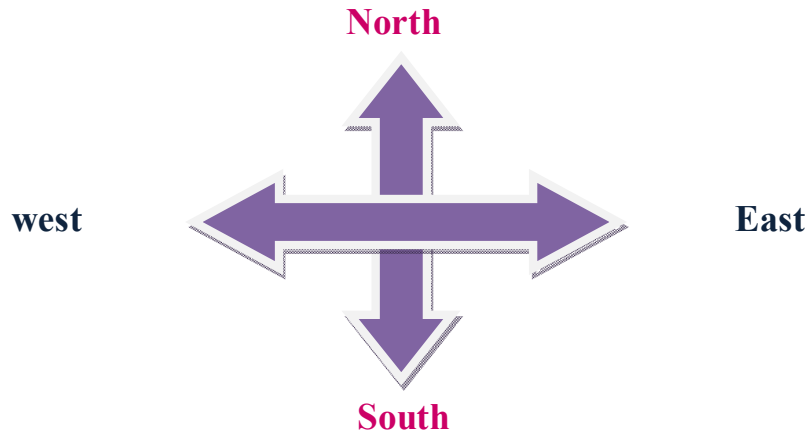
Is next to ( beside ) بجانب

A round the corner قاب قوسين (ادنى)

In front of أمام

Behind وراء

### الاتجاهات ومعرفتها



### Vocabulary:

Excusa me: pardon me..

To transfer: to change..

Dollar bills: paper money..

Respected: Admired..

Opportunities: possibilities, chances, to do something..

to look down on some one: to think badly of someone..

exact change: correct amount of coins..

**reduction:**

**do you : do ya..**

**what`s your : whatcher..**

**go to : goda..**

**want to : wanna..**

**have to : hafta..**

attention if the teacher emphasizes or repeats a point. After you listen to the section, stop and answer the question about it. Then listen to the next section.

### Section 1

Who is the best teacher, according to the speaker?

- ☐ 1. a strict teacher who gives a lot of homework and does all of the talking
- ☐ 2. a friendly teacher who lets the students talk a lot
- ☒ 3. you, the learner

### Section 2

The teacher gives a lot of examples of where to practice English outside of class. What examples does she give? Listen once and check (✓) the answers.

- ☒ 1. supermarket
- ☒ 2. movie theater
- ☒ 3. hospital
- ☒ 4. bus stop
- ☐ 5. library
- ☒ 6. school

### Section 3

The teacher talks about her friend Sara. What four things did Sara do to learn English? Listen once and check the answers.

- ☒ 1. talked with people everywhere
- ☐ 2. took a class in English as a second language
- ☒ 3. asked friends for help
- ☒ 4. listened carefully
- ☒ 5. wrote idioms in a notebook

### Section 4

The teacher talks about her own experience. With whom did she practice a lot of Greek? Listen once and check the best answer.

- ☐ 1. her Greek teacher
- ☐ 2. taxi drivers
- ☐ 3. friends
- ☐ 4. neighbors

Situation	First Sentence in a Conversation with a Stranger	Country #1:	Country #2:	Country #3:	Country #4:
at the bus stop	It's hot today, isn't it?	Y			
at the post office	This line is really slow, isn't it?	Y			
at a wedding	It's nice to have a chance to celebrate, isn't it?	Y			
in a supermarket	These tomatoes look terrible, don't they?	Y			
on a bus	What country are you from?	Y			
anywhere	Can you lend me some money?	Y			
in a museum	This is a wonderful painting, isn't it?	Y			

B. Work in small groups. Discuss the answers in your chart. Which countries or cultures have the same customs for beginning a conversation? Which ones have different customs? Do you think there are customs in the United States that are not appropriate in other countries? Are there customs in some countries that are not appropriate in the United States?

C. Work with a partner. Pretend you are in the situations below. Make polite small talk.





It's fairly common for many people to make small talk with strangers. They see it as a small moment of human contact. However, these short conversations with strangers seem to be more common in

small towns than in big cities. And people everywhere are careful to speak with strangers only in a "safe" situation—in a public place with other people nearby.

In a journal (a separate notebook or section in your three-ring binder), write your ideas about small talk. Do people in your native culture make small talk with strangers? If so, in what situations? Do you feel comfortable making small talk?

We often begin a conversation with a sentence that includes a tag question. We add a "tag" to a sentence, and it becomes a question. Our voice goes up on the tag if we aren't sure about the answer; it becomes a real question. Our voice goes down on the tag if we already know the answer and are making small talk.

Examples: We haven't met before, have we?

(Voice goes up—the speaker isn't sure of the answer.)

We haven't met before, have we?

(Voice goes down—the speaker knows the answer already.)

A. Listen to the conversation. Where does it take place? Check the answer.

1. in a supermarket  
2. in a school cafeteria  
3. in a health-food store

B. Listen and repeat.

Unsure of the Answer (Real Q)	Sure of the Answer (Small Talk)
1. The food is awful, isn't it?	The food is awful, isn't it?
2. You don't see any fresh fruit, do you?	You don't see any fresh fruit, do you?
3. There isn't any yogurt, is there?	There isn't any yogurt, is there?
4. There's lots of sugar, isn't there?	There's lots of sugar, isn't there?
5. You haven't seen a good health food place, have you?	You haven't seen a good health food place, have you?

## USING NEW LANGUAGE

Work with a partner. Have a very short conversation for each situation. One person begins with a tag question (with the voice going *down* at the end). The other person answers. Use the cue words.

Example:

## SITUATION

Two people are at a bus stop.

## CUE WORDS

A: bus/late again  
B: yes

Student A: The bus is late again, isn't it?

Student B: Yes, it is.

## SITUATIONS

- Two people are in the produce section of a market.
- Two people are in line at a supermarket.
- Two people are at a party.
- Two students are walking out of class.
- Two neighbors are walking out of their apartment building.
- Two students are in line to register for classes.

## CUE WORDS

A: tomatoes/not very ripe  
B: no  
A: line/really long  
B: yes  
A: the music/loud  
B: yes  
A: class/really hard  
B: yes  
A: it/really cold  
B: yes  
A: line/not moving  
B: no

## PART 3: Useful Expressions

## Getting Ready to Listen

**Making Predictions** Work with a partner. Decide what you can say in the following situations. (There are many possible answers.)

## SITUATIONS

- By mistake, you have just stepped on someone's foot.
- You are introducing a friend to your parents.
- You're talking with a friend at school, but you need to leave because you have a class.
- Someone gives you a present. You weren't expecting it.

## WHAT YOU CAN SAY?

*I am Sorry / انا عذرا!*  
*Have you met my friend?*  
*I have class now, I must leave now. see you later...*

## Listen



## Listening 3: Identifying Conversations

CD 1, TR 8

You will hear four short conversations—one for each situation in Making Predictions on page 13. Listen for common expressions. Match each conversation with the situation. Listen and write the letter (a, b, c, or d) on the short line next to the appropriate situation.

## LANGUAGE YOU CAN USE:

## COMMON EXPRESSIONS IN CONVERSATION

## After You Listen

Here are some common expressions you can use in conversations:

Introducing Someone	Responses
I'd like you to meet . . . This is . . . a friend of mine (my sister, etc.). Have you met . . . ?	Nice (Glad, Pleased) to meet you. <u>B</u>
Ending a Conversation	
Well, I've got to run. Good-bye. See you later (Friday, etc.). Have a good day. Have a good weekend.	I have to go now, but I'll see (call) you . . . It's been good seeing you (talking to you). Talk to you soon. Keep in touch. <u>B</u>
Expressing Thanks	Responses
Thanks. Thank you very much (so much). That was very kind of you. How thoughtful! I appreciate it. I'm very grateful.	You're welcome. Don't mention it.
Giving an Apology	Responses
I'm very sorry. Excuse me. Forgive me. It was my fault.	No problem. That's OK. That's all right. Don't worry about it.



## After You Read

More than half of all Americans who move to new states move to Florida, California, Arizona, and Texas.

## Discussion

1. How many times does the average American move in his or her life?
2. About how many Americans will move this year? Do more younger people or older people move?
3. Where do most immigrants to the United States move—to cities or to suburbs?
4. According to Jonathan Raban, Americans can move to any state or country—and still speak English, watch the TV shows they watched at home, and eat at Burger King restaurants. This is true all over the United States, he says, and all over the world. Is it easier for a person from your country to live in the United States or Canada or for an American or Canadian to live in your country? Why?
5. Yakov Smirnoff, a comedian, came to the United States from Russia and is now an American citizen. He says, "You can't become an Englishman. You can't become a Frenchman, but you can't become a Frenchman. But you can come to America and become an American." Do you agree? Can you show your point of view.

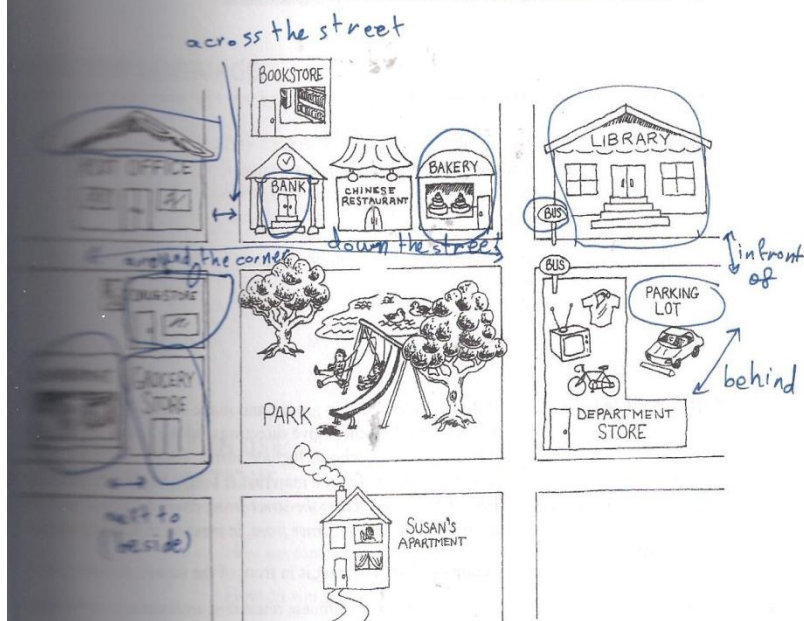
## PART 1: Asking for, Understanding, and Giving Directions

## Getting Ready to Listen

**Reading a Map** Susan Evans is one of over 40 million Americans who has moved during the past year. She moved to be close to a school where she is a student. Her neighbor, Fatema Hazi, is a very nice student at the same college. Susan asks her questions about where to find things in the neighborhood. Look at the map on the next page.

Here are some things Fatema tells her.

1. The post office is across the street from the bank.
2. The bakery is down the street from the post office.
3. The laundromat is next to (beside) the grocery store.
4. The drugstore is around the corner from the laundromat.
5. There's a bus stop in front of the library.
6. There's a parking lot behind (in back of) the department store.



### Listening 1: Understanding Directions

CD 1, TR 9

Identifying Fatema tells Susan where to find things that she needs. Look at the map again. Listen and complete the sentences. Check the correct answers.

1. \_\_\_\_\_ a. bookstore  
 \_\_\_\_\_ b. park  
 \_\_\_\_\_ c. laundromat
2. \_\_\_\_\_ a. bookstore  
 \_\_\_\_\_ b. park  
 \_\_\_\_\_ c. drugstore
3. \_\_\_\_\_ a. bank  
 \_\_\_\_\_ b. grocery store  
 \_\_\_\_\_ c. Chinese restaurant

4. \_\_\_\_\_ a. post office  
 \_\_\_\_\_ b. laundromat  
 \_\_\_\_\_ c. bookstore
5. \_\_\_\_\_ a. department store  
 \_\_\_\_\_ b. park  
 \_\_\_\_\_ c. bakery
6. \_\_\_\_\_ a. library  
 \_\_\_\_\_ b. bakery  
 \_\_\_\_\_ c. drugstore

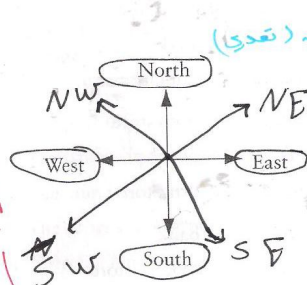
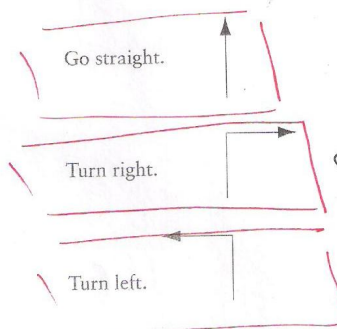
### After You Listen

**Making a Map** Work in groups and make a map. One person is the map maker. The others give directions. Make a simple map of the area around your school. Include stores, banks, and so on. Don't point to the map. Tell the map maker where to put each thing. Use these expressions: *across the street from*, *down the street from*, *next to*, *beside*, *around the corner from*, *in front of*, *in back of*, *behind*.

**Examples:** Kim's Market is in front of the school, on Main Street.  
 There's a Chinese restaurant around the corner from the school, on Fifth and Main.

### LANGUAGE YOU CAN USE: GIVING DIRECTIONS

Here are some words and phrases you can use when giving directions.



Go past (the bank).

Go down (Main Street).

Walk two blocks  
 (pass two streets).



## Part 2: Using Public Transportation; Asking for and Understanding Directions

### Getting Ready to Listen

### Vocabulary Match

For each expression on the left, find the expression on the right with the same meaning. Write its letter on the line.

- |                          |                            |
|--------------------------|----------------------------|
| <u>b</u> 1. Excuse me.   | a. paper money             |
| <u>d</u> 2. to transfer  | b. Pardon me.              |
| <u>a</u> 3. dollar bills | c. correct amount of coins |
| <u>c</u> 4. exact change | d. to change               |



### Listening 2: Understanding Tone of Voice

CD 1, TR 10

### LANGUAGE LEARNING STRATEGY

**B**e aware of tone of voice. Tone of voice refers to how a voice sounds, not just the words a person uses. Understanding tone of voice can help you better understand what people mean. For instance, the tone of a message may be friendly even if the words are not friendly. It's helpful to listen to people's tone of voice because sometimes their voices tell more than their words.

William has two conversations on his way to his friend's house, with two different bus drivers. Listen to Conversations 1 and 2. One of the drivers is friendly, and one is unfriendly. Which driver is friendly?

- \_\_\_\_\_ the driver in Conversation 1  
\_\_\_\_\_ the driver in Conversation 2

It's not very polite to call a woman *lady*.  
*Miss* is much more polite. *Ma'am* is for  
older women. You can call a man *sir*, but

it's not polite to call a man  *mister* without  
his last name.



## Listen



## Listening 3: Reporting Problems

CD 1, TR 11

**Identifying Problems** After a few months, Susan has some trouble with her new apartment. She calls Mrs. West to complain. Listen to the conversation and check the problems she reports.

- \_\_\_\_\_ 1. The garbage disposal is broken.
- \_\_\_\_\_ 2. The roof is leaking.
- \_\_\_\_\_ 3. The neighbors are too noisy.
- \_\_\_\_\_ 4. There is no hot water.
- \_\_\_\_\_ 5. The food in the freezer is melting.
- \_\_\_\_\_ 6. It's very hot, and the air conditioning doesn't seem to work.

## After You Listen

## Discussion

- Do you have noisy neighbors? Are you a noisy neighbor sometimes? What's the best way to deal with this problem?
- What problems have you had with apartments or rooms that you have rented? In groups, make a list. Did you find a solution to your own? Did you complain to the manager or landlord? What happened when you complained?
- For each of the problems on your list, decide what is the best solution. Your teacher may give you advice. Report on one of the problems and solutions to the class.

The Sound of It:  
Understanding  
Reductions

CD 1, TR 12-13

A. In normal or fast speech, you will hear "reductions" of some words. For instance, *want to* may sound like *wanna*. Learning to understand reductions will help you become a better listener.

Listen to these examples of reductions from the conversation in this chapter. Can you hear the difference between the long forms and the short forms? Note: The short forms are not used in writing.

## LONG FORM

- Do you have any pets?
- What's your name?
- Does this bus go to Geary Street?
- Do you want to see the kitchen?
- You have to have exact change.

## REDUCTION

- you → ya
- what's your → whatcha
- go to → goda
- want to → wanna
- have to → hafta

American  
SHORT FORM

- Do ya have any pets?
- Whatcha name?
- Does this bus goda Geary?
- Do you wanna see the kitchen?
- You hafta have exact change.

B. Listen to these sentences. Do you hear a reduction? Check *Long Form* or *Short Form* as you listen. You will hear each sentence two times.

	LONG FORM	SHORT FORM
Examples: a. <u>You</u> need bus number 3.	X	
b. <u>You</u> need bus number 3.		X
1. Are <u>you</u> Susan Evans?		
2. <u>You</u> can't use dollar bills.		
3. <u>What's your</u> phone number?		
4. <u>What's your</u> address?		
5. I need to <u>go to</u> the store.		
6. Do you <u>go to</u> Parkwood Avenue?		
7. Does he <u>want to</u> pay that much?		
8. I don't <u>want to</u> walk.		
9. Do you <u>have to</u> go?		
10. I <u>have to</u> buy some furniture.		

### Starting Again

#### Getting Ready to Listen

You are going to hear an opinion about the American lifestyle and the mobility of Americans. Pilar Hernández, an immigrant to California and a former teacher for an American school in her country, will answer these questions: "Do people in your country move often? How are things different in America?"

#### Vocabulary Match

Which definition on the right matches the word on the left? Write its letter on the line.

- |                                     |   |
|-------------------------------------|---|
| <u>b</u> 1. opportunities           | a. admired                                |
| <u>c</u> 2. to look down on someone | b. possibilities, chances to do something |
| <u>a</u> 3. respected               | c. to think badly of someone              |

## Listen



## Listening 4: Starting Again

CD 1, TR 14

**Getting Main Ideas** Listen to Pilar and then tell whether the sentences are true or false:

- false* 1. Pilar worries because her mother is alone and lonely.  
 \_\_\_\_\_ 2. Pilar is not planning to go back to her country.  
*true* 3. In Pilar's country, it is easy for an average person to become rich and successful.

## After You Listen

**Expressing an Opinion** Here is a quotation from Chilean writer Isabel Allende, who lives in California:

In the United States, the fact that you can [move and] start again gives a lot of energy and strength and youth to this country. That is why it's so powerful in many ways, and so creative. However, it has the disadvantage of loneliness, of individuality carried to an extreme, where you don't belong to the group and where you can just do whatever you want and never think of other people. I think it's a great disadvantage—a moral and spiritual and ethical disadvantage.

—Isabel Allende. From an interview by Bob Baldock and Dennis Bernstein for "Skirting the Brink: America's Leading Thinkers and Activists Confide Their Views of Our Predicament," a public radio project.

Work in pairs. List two advantages of being able to move and start again. Then list two disadvantages of such mobility. Do you think American mobility is mainly an advantage or a disadvantage?



The "average" person in the United States:

—has at least one pet (30 percent have a dog and 22 percent have a cat)

—lives in a household of three people

—spends one-third of his or her money on housing

—lives within 50 miles of a coastline



work + ing = working  
pay + ing = paying  
improve + ing = improving

Singular subject:

Voting : is an important responsibility..

choosing: a candidate takes time..

الفردية Gerunds و present progressive

-(is, are, was, were) سے ہیں،

(v be)  $\rightarrow$   $\frac{1}{2}$

object:

$s + \text{ring} + 0$

قاعدة GO :

S + GO + ring

Goes

went

### Vocabulary:

store detectives: thief - caught

shop lifter: steals things from stores...

racist: race..

trust: believe...

burst into tears: suddenly started crying..

vain: appearance..



قاعدة going to

S + be + going to + verb + etc  
وتكون = intentions

قاعدة will

S + will + verb + etc  
وتكون = predictions

e.g. going to /

He's going to become a lawyer..

e.g. will /

They'll live here for a few years..

Going to = الحاضر  
will = الحاضر

ماذا كان الـ future؟ are you going to...  
will (know can would) " " " " " "

Reduction:

what do you = whataya..

what are you = whatcha..

Kind of = Kinda..

did you = didja..

= he = didee..

Used to = yosta..

going to = gonna..

Vocabulary:

youngster

omnipresent

monotony

envy

chum

obscurity

sequel

slum

to hang on

= child..

= always present..

= unchanging, boring time..

= wanting something that another person..

= friend..

= a situation..... not well-known

= a book or movie..... story from

= neighborhood..

= not give up..

















