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I. Presentation section

Giving a successful presentation without boring bits

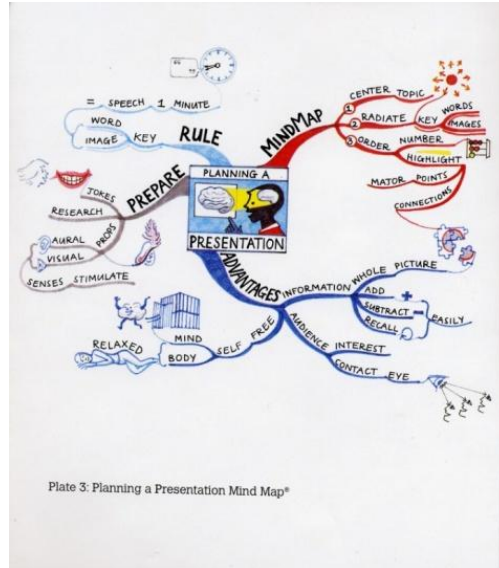


Figure 1

1. Which of the following tips belong in the table below?

Make sure that your presentation has a clear theme. Give a clear account of what you want to say! Start by providing your listeners with the following information:

- a) State the purpose of your presentation.
- b) Go over the structure of your presentation.
- c) Get your listeners know how long it will last. Good presentations are always a result of good planning
- d) Avoid speaking too quickly
- e) Finish with a conclusion that summarizes your most important points and a request for the audience to answer your prepared questions

Introduction	Messages	Conclusion



Listen

<http://www.fripp.com/blog/good-to-great-to-awesome-presentations-the-inside-secrets-nsa-chicago-april-26-2013/>

2. Listen to the video clip on giving presentations and complete the following tips: You will learn to implement the seven inside secrets of awesome presentations by:

Strong _____ Take presentation to _____

Persuasive _____

Compelling _____

_____ connection

_____ stories

Laser sharp _____

3. To sum up - giving feedback on presentations is a useful way to improve your technique - therefore, the other students should assess the presentation fulfilling the following conditions:

- a) Was the main purpose of the presentation clear? _____
- b) Did the presenter summarize what he/she said and did he/she repeat the same point (using different words)? _____
- c) Improvement notes _____
- d) Did the presenter
 - welcome the class? _____
 - introduce him/herself? _____
 - state his/her intentions? _____
 - show an understanding of the audience? _____
 - make a lasting impression? _____
 - refer and encourage to questions and timing? _____

4. Match the descriptions of different aspects of a presentation to the feedback comments (1-9) below. The first answer has been done for you.

visual aids	navigation	key message	structure	eye contact
	body language	anecdote	first impression	recapping

- a) "Your presentation had a clear introduction and then it had three main message but it didn't have a conclusion. You need to include that next time. " structure
- b) "Dress smartly and try to appear friendly. Before you start speaking, smile at everyone. You want the audience to like you. " _____
- c) "I liked the graphs and diagrams you showed us. They made your presentation very clear. " _____
- d) "Look at people when you talk to them. They'll feel you are talking directly to them and will trust you more. " _____
- e) "Your presentation was entertaining but what exactly were you trying to tell us?" _____
- f) "I really liked the story from your childhood. It was an interesting way to introduce your main message. " _____
- g) "Your presentation was excellent. The only thing I'd suggest is that you try not to cross your arms: it makes you look defensive and unconfident. "
- h) "You guided the audience very well. You always told us when one point was finished and what you were going to talk about next. " _____
- i) "I liked the way you repeated your main message at the end. It helped me to remember the most important points. " _____

Source: J. Hughes & A. Mallett: Successful Presentations, Oxford University Press, 2012, page 7

II. Why would you need e-mail etiquette?

Writing e-mails for professional and company needs requires respecting certain rules. You will find out what those rules are by completing the following sentences:

1. Insert correctly : protection from liability, length, professionalism, efficiency

- ❖ _____: by using proper e-mail language your company will convey a professional image.
- ❖ _____-mails that get to the point are much more productive than poorly worded e-mails.
- ❖ _____: employee awareness of e-mail risks will protect your company from costly law suits.
- ❖ _____ - Do not make an e-mail longer than it needs to be. Remember that reading an e-mail is harder than reading printed communications and a long e-mail can be very discouraging to read.

2. Here are some common mistakes that people make when writing emails. See if you can choose the correct sentence.

1. a) Please send me your comments until Friday at the latest.
b) Please send me your comments by Friday at the latest.
2. a) I would be grateful if you could send me more information.
b) I will be grateful if you could send me more information.
3. a) Please find attach my report, as promised in Friday's meeting.
b) Please find attached my report, as promised in Friday's meeting.
4. a) I hope we can to meet up soon.
b) I hope we can meet up soon.
5. a) It will be better for me if we meet on Tuesday rather than Monday.
b) It will be more better for me if we meet on Tuesday rather than Monday.
6. a) I look forward to meet you next week.
b) I look forward to meeting you next week.
7. a) I am really appreciate your kindness during my stay in London.
b) I really appreciate your kindness during my stay in London.

8. a) At the meeting we will discuss the following points.
b) At the meeting we will discuss the follow points.
9. a) I look forward to receiving this information so soon as possible.
b) I look forward to receiving this information as soon as possible.

Source: <http://www.emailreplies.com/>

III. Fun page

Russian Bar Trio



Listen

<http://www.youtube.com/watch?v=Gc-Ev9HAHxw>

1. Watch all the actions the beam is undergoing and complete the sentences:

- The beam is in _____
- The beam is _____
- The artist is _____, _____, _____. She _____ (denote actions).
- The jury is _____, _____, _____.
- They _____, _____ (list down the activities)
- List down the synonyms for the bar: _____
- List down the synonyms for the beam: _____



Figure 2

„To Everything There is a Season“



Figure 3

1. **Fill in the gaps with opposite words (most of them are the verbs are phrasal verbs):**
 - a) To everything *there is* a season, and a time to every purpose under the heaven:
 - b) A time to be born, and a time to ____; a time to plant, and a time to ____ that which *is* planted;
 - c) A time to kill, and a time to ____; a time to ____, and a time to build up;
 - d) A time to ____, and a time to laugh; a time to ____, and a time to dance;
 - e) A time to ____ ____ stones, and a time to gather stones together; a time to embrace, and a time to ____ from embracing;
 - f) A time to get, and a time to lose; a time to keep, and a time to ____ ____;
 - g) A time to rend, and a time to ____; a time to ____ ____, and a time to speak;
 - h) A time to love, and a time to ____; a time of war, and a time of peace.

Ecclesiastes 3:1-8

2. Associate the expressions from the text above with four pictures:



„If“



Figure 4

Sort out the jumbled text in the in the poem “If“

If you can keep your head when all about you
 Are losing theirs and blaming it on you, If you
 can trust yourself when all men doubt you,
 But make allowance for their doubting too; If you
 can wait and not be tired by waiting,
 Or, being wronged, never retaliate, Or, if treated
 dishonourably, never mind it, And yet don't look
 too good, nor talk too wise:

If you can dream - and not make dreams
 your master, If you can think - and not
 make thoughts your aim; If you can meet
 with Triumph and Disaster And treat those two
 imposters just the same; If you can bear to
 have your truth spoken by enemies
 to make a tramp for fools, Or catch the
 things you give your life to, break them, And
 stand up and bleed 'em up with worn-out
 tools:

If you can make one heap of all your
 winnings And risk it all on one
 throw of the dice, And lose, and
 start again at your beginnings And never
 despair, And so on, and so forth, And
 do it all with a cool head and
 a warm heart, Then the great
 world is at your feet: "Hold on!"

If you can talk with cradles and keep
 your vigils, Or walk with kings - nor
 lose the common touch, If neither
 foes nor loving friends can hurt you,
 If all men count on you, but none
 too much; If you can fill the
 ungodly gulf of minute Wishes
 with a steady run, You'll be the
 Master and the Envier's in it, And -
 which is more - you'll be a Man,
 my son!

by rrdayud kipilng

Rrdayud Kipilng ([uerblcamsnd vrieosn of Ryrduad Kiinlpg's iynatpasiionrl 'lf' peom hree](#))

The Knack



Listen

<http://www.youtube.com/watch?v=CmYDgncMhXw>

Listen and watch to the video. There are a few phrasal verbs and a few collocations to be paid attention to. **Phrasal verbs** are mostly two-word phrases consisting of verb and adverb or verb and preposition. **Collocations** are fixed expressions that become established through repeated context -dependent use. Collocations consist of a base and a collocate: e.g. take a decision. We say „fast train“, but not „quick train“, or „fast food „but not „quick food“.

1. Write down phrasal verbs and collocations in the video and find the synonyms:

Phrasal verbs	Collocations	Example of the use in the sentence

The Invitation – Oriah Mountain Dreamer

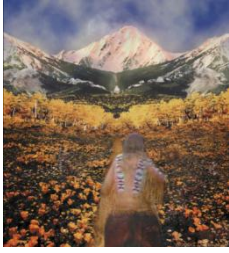


Figure 5

WORD ORDER IN QUESTION FORM: Insert what is missing in the text

and pay attention to the position of the verb in the missing parts:

- what you do for a living
- who you know or how you came to be here
- know where you live or how much money you have
- you can sit with pain, mine or your own
- with joy, mine or your own
- are telling me is true
- looking like a fool for love
- failure, yours and mine
- what planets are squaring your moon
- sustains you from the inside
- it is not pretty every day
- without cautioning us to be careful

It doesn't interest me _____. I want to know what you ache for and if you dare to dream of meeting your heart's longing.

It doesn't interest me how old _____. I want to know if you will risk _____, for your dream, for the adventure of being alive.

It doesn't interest me _____. I want to know if you have touched the centre of your own sorrow, if you have been opened by life's betrayals or have become shrivelled and closed from fear of further pain.

I want to know if _____, without moving to hide it, or fade it, or fix it.

I want to know if you can be _____; if you can dance with wildness and let the ecstasy fill you to the tips of your fingers and toes _____, be realistic, and remember the limitations of being human.

It doesn't interest me if the story you _____. I want to know if you can disappoint another to be true to yourself. If you can bear the accusation of betrayal and not betray your own soul. If you can be faithless and therefore trustworthy.

I want to know if you can see Beauty even when _____. And if you can source your own life from its presence.

I want to know if you can live with _____, and still stand at the edge of the lake and shout to the silver of the full moon, 'Yes.'

It doesn't interest me to _____. I want to know if you can get up after the night of grief and despair, weary and bruised to the bone and do what needs to be done to feed the children.

It doesn't interest me _____. I want to know if you will stand in the centre of the fire with me and not shrink back.

It doesn't interest me where or what or with whom you have studied. I want to know what _____ when all else falls away.

I want to know if you can be alone with yourself and if you truly like the company you keep in the empty moments.

Impossible

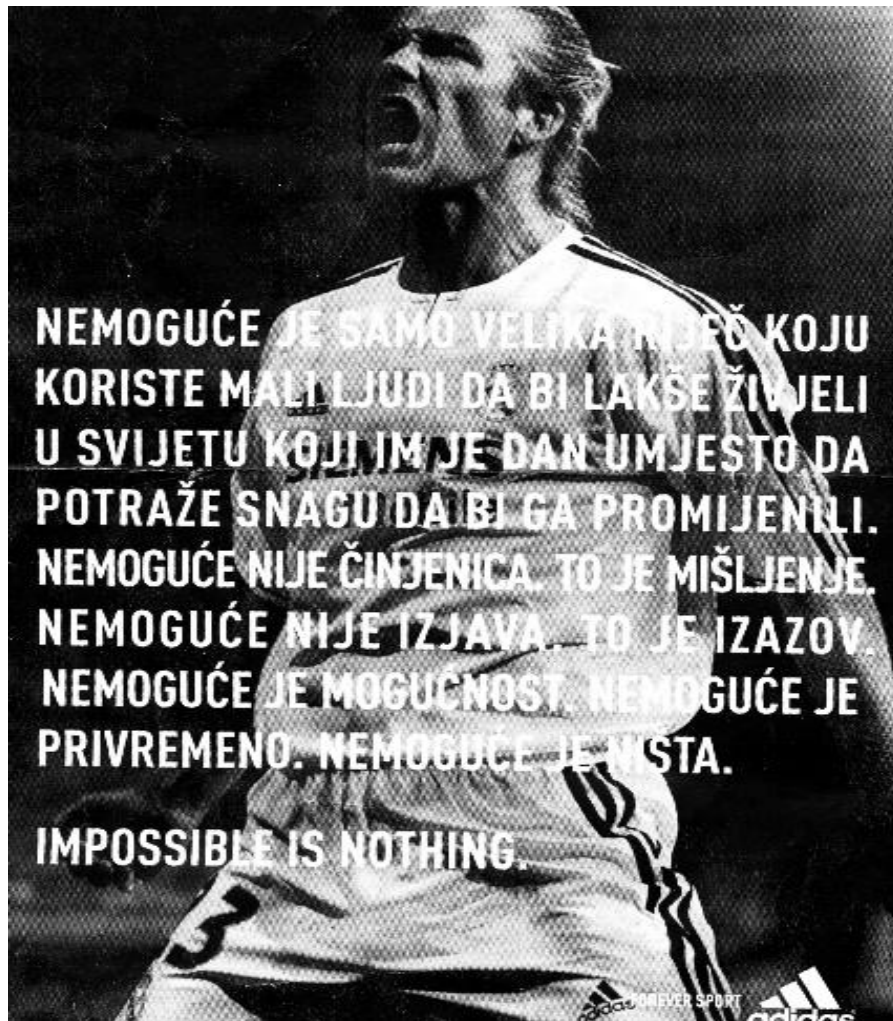


Figure 6



Translate the text of the advertisement above.

1. What makes the text so attractive?
2. What do you think about the author of the text?

Where Does This World Go?



Listen

1. Imagine that you are observing the actions in the video clip sitting by the window of the café in Aberdeen. How would you describe the actions in the movie? Use the following expressions and pay attention to the use of Present and Present Perfect Tenses!



Figure 7

- to develop the habit
- walk into
- to get ripped open
- to get shared
- swoop into
- help himself to

The World of Engineers

1. Give your comment on the following picture and exemplify your opinion:

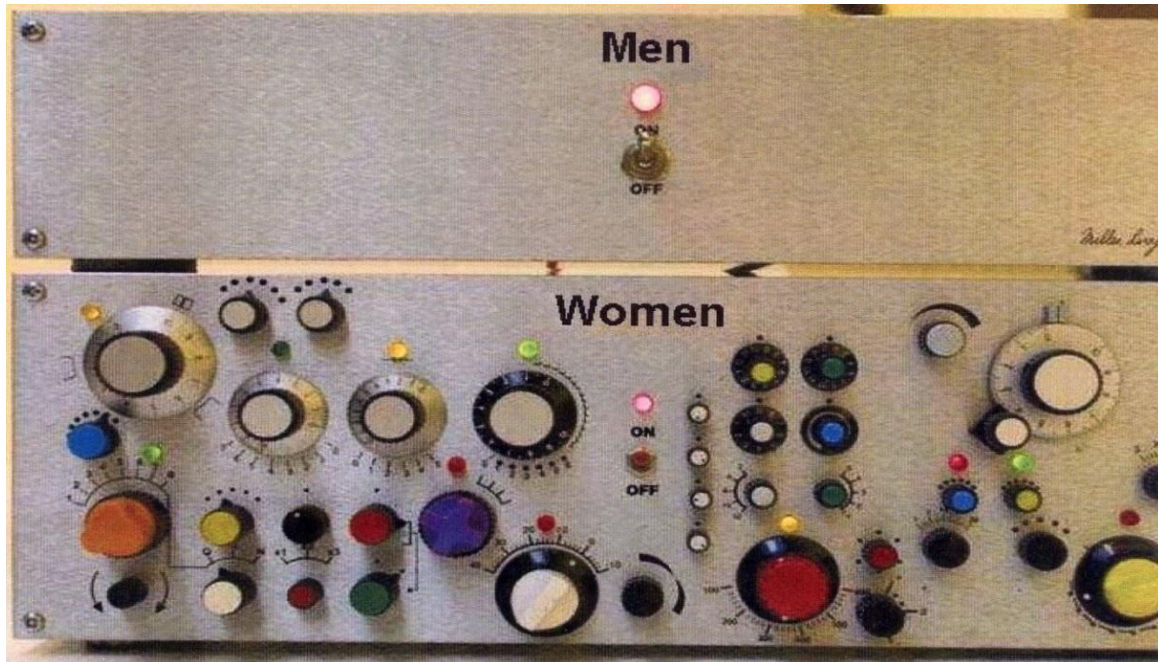


Figure 8

2. Fill in the missing words: by accident, satisfying, minor.

How would you connect the prompts?

Official statements:	What really happened:
Developed after years of intensive research	– It works, and we are surprised!
Test results are extremely _____.	– It was discovered _____.
Modifications are underway to correct certain _____ difficulties.	We threw the whole thing out and are starting from the scratch.

3. Engineering rules – complete the sentences:

Nothing ever gets built _____ or within budget.

A _____ will not appear till a unit has passed final inspection.

The primary function of the design engineer is to _____ for the fabricator and impossible for the serviceman.

4. Match the corresponding expressions:**Engineers' statements:****In reality**

A number of different approaches were adopted.	a) (We don` t know where we are going, but we are moving.)
Give us the benefit of your thinking.	b) (We`ll listen to what you have to say as long as it doesn`t interfere with what we have already done.)
Give us your interpretation.	c) (Your warped opinion will be pitied against our good sense.)
Rugged.	d) (Too heavy to lift.)
Lightweight.	e) (Lighter than rugged.)
Years of development.	f) (Finally got one that worked.)

5. The Recommended Practices Committee of the International Society of Philosophical Engineers' Universal law for Naive Engineers**Complete the sentences:**

Law 1: In any calculation, any error which can _____, will do so.

Law 2: Parts that positively cannot be _____ in improper order will be. Interchangeable parts won`t.

Law 3: The most vital dimension on any plan drawing _____ the most chance of being omitted.

Law 4: Any device _____ service or adjustment will be the least accessible.

Law 6: If more than one person is responsible for a _____, no one will be at fault.

Law 7: If, in engineering practice, a safety factor is set _____ the service experience at an ultimate value, an ingenious idiot will promptly calculate a method to _____ said safety factor.

6. Translate words from the texts above:

- slučajno
- sretno, ispunjavajuće
- manje
- po planu
- greška
- otežati
- isprobavati se
- ne krši se
- zahtijevati

Navigating Your Career



Role play

- 1. A real life interview can be really complex. Read the following paragraph taken from the book “The Opposite of Love” by July Buxbaum:**

Emily, a 30 year old lawyer, comes to make an interview with Berry Stein – her boss- to- be after a shattering experience at a large company.



Figure 9

Emily: Today I am a superhero, dressed as a lawyer, dressed as a superhero. Ready to save the world. I am put back together again. Better than Humpty Dumpty. Reassembled. Sleeker.

Better to play it down, though, not kick open the door with a dramatic *Help has arrived!* No, sir. I will walk in, shake the interviewer's hand, and woo him and all of Legal Aid with my sharp legal skills and analytical mind. I will mention Yale Law School. I will exaggerate my experience. I will. *Get. The. Job.*

I have psyched myself up. Drank multiple cups of coffee from my Wonder Woman mug. Used expensive exfoliating body wash. Shaved my legs. Did not miss my ankles. Did not skip my knees. I have pored over the Legal Aid Web site and memorized its mission statement. That mission has become mine. Andrew practice-interviewed me for hours, made me wear my "Suuuper Lawyer" suit for the boost of confidence. I am ready as I will ever be. Here is my shot.

The receptionist: "Ms. Haxby, Barry is ready for you,"

Narrator: She leads me down a narrow corridor of grey industrial carpet, set off from a maze of half-walled cubicles. This place is the opposite of APT. No shiny nameplates, no frosted glass, no marble. Definitely no window washers. Instead, there is Formica, and cheap metal filing cabinets (hand labelled), and makeshift doors. It is perfect.

Barry Stein: "Barry Stein, niicetomeetcha,"

Narrator: says a woman with a frizz of black hair and thick appendages.

Emily: "Emily Haxby," I say, and try to hide my shock that Barry Stein is a woman, which means if I work here, my boss would be a woman, which means my boss would not stare at my cleavage and would *in no way* resemble Carl. This place rocks.

Barry Stein: "So, tell me about your public-interest experience."

Emily: "Well, I don't have much. I spent the last five years at a large law firm, so ... "

Barry: "How about pro *bono* cases?"

Emily: "Not really. No. There were these billable-hour targets and never enough time ..."

Narrator: *Emily, get it together. Don't blow this.*

Barry: "But you have litigation experience, right?"

Emily: "Yes, absolutely. I am very experienced. I am a very experienced litigator."

Barry: "Have you ever been to trial?"

Emily: "Yes." *No.*

Barry: "Made an opening statement?"

Emily: "Yes." *No.*

Barry: "Cross-examined a witness?"

Emily: "Yes." *No.*

Barry: "Sat first chair?"

Emily: "Yes." *No.*

Barry: "What kinds of cases?"

Emily: "Uh, usually for smaller matters. The partners like to sit first chair on the larger stuff. A few insurance cases, some real estate. I don't want to bore you with the details."

Barry: "You won't bore me."

Emily: "No, seriously, it's very dry stuff. Insurance, reinsurance, subordination of claims, *carpe diem*, anti-enterprise immunity doctrine, ERISA, perfected security interests."

Barry: "*Carpe diem*?"

Emily: „Excuse me?"

Barry: "You just said *carpe diem*. What did you mean?"

Emily: "I didn't say *carpe diem*."

Barry: "Oh, I thought you said *carpe diem*."

Emily: "Haha. No, you must have misheard me. *Carpe diem*! That's very funny."

Barry: "I guess."

Emily: "Seize the day, and here I am seizing the day." *Emily shut up. Just shut up.*

Barry: "Are you a little nervous?"

Emily: "Yeah, sorry. It's just this is a really great opportunity— "

Barry: "So you're not on drugs, then?"

Emily: „Drugs? No."

Barry: "Good. It seemed like you may be."

Emily: "No. Absolutely not. I am way too uptight for drugs. Think I went overboard with the coffee this morning though."

Barry: "That explains the leg."

Emily: "Huh?"

Barry: "Your leg. It keeps jiggling up and down."

Emily: "Too much coffee."

Barry: „Right."

Emily: "Right."

Barry: „So here's the thing. You come with great references, Yale Law School, you worked at one of the most reputable law firms in the country, yada, yada, yada. You are a bit weird, but lucky for you, I like weird."

Emily: "You do? I mean, thank you."

Barry: „So let me tell you about the job."

Emily: "Okay."

Barry: "Basically, we are looking for a staff attorney for our family-law unit. So you would be doing intake, working on adoption issues, custody, divorce, that sort of stuff. We do a lot of work on behalf of battered women, temporary restraining orders and the like, which is actually why I am here over the holidays. Our caseload always skyrockets during Christmastime. For some reason, husbands like to beat the crap out of their wives during the holidays. Seconded only by the Super Bowl."

Emily: "Really?"

Barry: "Yeah. Sick, right? We need people who are aggressive, who can give a voice to the voiceless, a platform for the disempowered. We need people who are not afraid to speak up."

Emily: "That's totally me. You just described me. I always speak up."

Barry: "Okay, I have one final question for you. Why? Why are you here? Not in an existential way. Why do you want the job?"

Emily: "Because if I am going to spend at least seventy-five percent of my waking hours doing something, I want that something to have meaning. I am tired of wasting my time. I am starting to realize that I want my life to matter in every way that it can."

Barry: "Finally, a perfect answer. When can you start?"

Emily: "You are offering me the job?"

Barry: "Yeah, I think I am. Truth is, we are desperate for help. So, do you want it? The job?"

Emily: "Yes. Yes, I do."

Narrator: I want to kiss Barry Stein flat on her strawberry-colored mouth or throw my arms around her fleshy neck. I want to say thank-you, you-won't-regret-this, I-will-be-the-best-lawyer-that-you-have-ever-hired, you-won't-regret-this, did-I-say-that-already? But instead, I shake her hand in a firm and professional manner, arrange to start the week after next, and walk back down the carpeted hallway. A confident swagger. I wait until I am four blocks away to put my hands together in front of my head. To run quickly down the street. To simulate flying. To sing the words "Suuuper Lawyer."

Source: July Buxbaum, The Dial Press, 2008, p. 190 - 210

2. Order the following descriptions into the table:

- a) Reserved and shy in company
- b) Able to concentrate on long tasks
- c) Prefers a calm environment
- d) Dislikes the limelight and attention
- e) Inhibited and somewhat reluctant in teams
- f) Not a natural communicator
- g) Thoughtful, and reflects on things
- h) Lacks spontaneity
- i) Competitive, enthusiastic and persuasive
- j) Enjoys a fast pace and variety at work
- k) Socially active and energetic
- l) Can be impulsive or indiscreet
- m) Needs praise – enjoys attention
- n) Can lack concentration in routine or long tasks

ADVANTAGEOUS	DISADVANTAGEOUS



3. Translate:

otvorena osoba pouzdana osoba osoba sklona promjenama opuštена
 pustolovna praktična(realistična) uporna sumnjičava ambiciozna
 opuštена detaljna osoba promišljena osoba

Naš najdublji strah



1. Translate:

Naš najdublji strah

Naš najdublji strah nije da smo nesposobni.

Naš najdublji strah je da smo moćni izvan svih granica.

Plaši nas naše svjetlo, a ne naša tama. Pitamo se, *Tko sam ja da budem briljantan, divan, talentiran, nevjerojatan?*

Ustvari, tko si ti da ne budeš? Ti si Božje dijete. Nećeš pomoći svijetu ponašajući se skromno.

Nema ništa prosvjetljujuće u tome što ćeš se spustiti tako da se drugi ljudi oko tebe nebi osjećali nesigurno.

Svima nam je suđeno da blistamo, kao djeca.

Rođeni smo da očitujemo Božju slavu koja je u nama.

Ona nije samo u nekima od nas; ona je u svima. I kada svjetlu dopustimo da sija, mi nesvjesno dajemo odobrenje i drugim ljudima da rade isto.

I kao što se oslobađamo našeg straha, tako naše prisustvo automatski oslobađa druge.

Nelson Mandela



Figure 10



2. Listen

Listen to the original text interpreted in the movie "Coach Carter" and compare your translation with the original text

Stopping By Woods on a Snowy Evening



Listen

1. Listen carefully to the video clip and put the lines of the poem in correct order!

"Stopping by Woods on a Snowy Evening" is a poem written in 1922 by Robert Frost. Frost called it "my best bid for remembrance".

He will not see me stopping here

His house is in the village though;

To watch his woods fill up with snow.

Whose woods these are I think I know.

The darkest evening of the year.

To stop without a farmhouse near

Between the woods and frozen lake

My little horse must think it queer

The only other sound's the sweep

Of easy wind and downy flake.

To ask if there is some mistake.

He gives his harness bells a shake

But I have promises to keep

And miles to go before I sleep,

And miles to go before I sleep.

The woods are lovely, dark and deep.

Mastering the Art of Small Talk - Not so Small after All?

What Do You Say after You Say Hello?



Figure 11

Being a good communicator is of great importance for a construction manager. Every day, in many ways, we communicate with other people. Sometimes it is verbally, other times it is through the written word, and we even do it non-verbally through what we call body language. If we expect to get our point, our message across, it is important that we have good communication skills.

Good communication skills are a must if we want to enjoy life and the people around us to the fullest extent.

Here is an extract from Eric Berne's book: „ What Do You Say After You Say Hello“ - a great lecture for everyone, which helps you understand yourself and others at least a bit better.

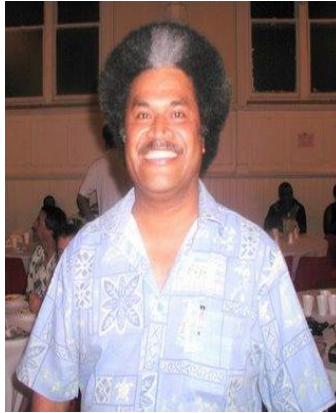


Figure 12

To say Hello rightly is to see the other person, to be aware of him as a phenomenon, to happen to him and to be ready for him to happen to you. Perhaps the people who show this ability to the highest degree are the Fiji Islanders, for one of the rare jewels of the world is the genuine Fijian smile. It starts slowly, it illuminates the whole face, it rests there long enough to be clearly recognized and to recognize clearly, and it fades with secret slowness as it passes by. It can be matched elsewhere only by the smiles of an uncorrupted mother and infant greeting each other, and also in Western countries by a certain kind of open personality. In order to say Hello back, you get rid of all the trash in your head and see that there is somebody standing there or walking by, waiting for you to say Hello back. It may take years to learn how to do THAT.

Source: Eric Berne, *What Do You Say after You Say Hello?*, Random House Books, p.4-10



Role-play

Make a conversation using the following prompts, these few suggestions are intended only to stimulate the reader's ingenuity.

Here are two possibilities:

Situation I

❖ (Wistful):“Hello“

- ❖ „Hello“.
- ❖ „Have you ever been to Ethiopia“?
- ❖ „No“.
- ❖ „Neither have I. I'd sure like to travel though. Have you travelled much?“

Situation II

- ❖ Naive:“Hello“.
- ❖ „Hello“.
- ❖ „Have you ever been to Ethiopia“?
- ❖ „No“.
- ❖ „It's a beautiful country.“ One time when I was there I saw a man eat a lion.“
- ❖ „Man eat a lion?“
- ❖ „Barbecue. Have you eaten yet?Do you like barbecues? I know a little place.....“etc

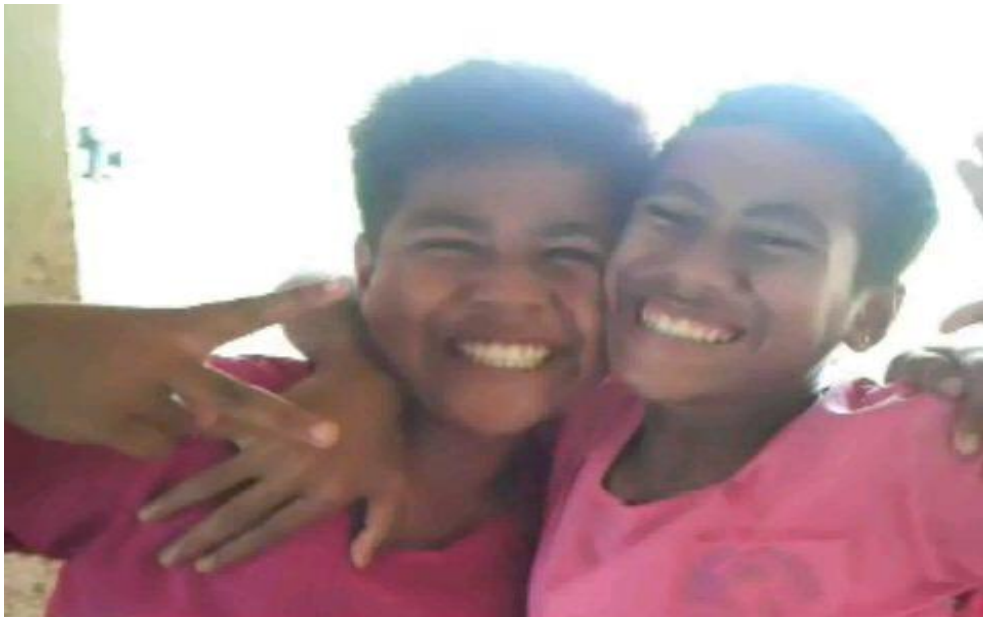


Figure 13

Do's and Don'ts For Making Small Talk



Listen

1. Listen and watch to the following video clips: fill in the table

<http://www.youtube.com/watch?v=tMv5ljOeOAc>

Do:	Don't
Eye contact is important.	Gossip about the other participants.

2. Translate some useful expressions:

- upoznati nekoga
- „Drago mi je što smo se upoznali“
- sprijateljiti se s nekim
- znanac
- predstaviti prijatelja sestri
- pozdravljanje